

maxpeople

Annual HR Compliance & Operations Calendar

2024

905.709.1236

1.888.709.1236

maxpeoplehr.com

info@maxpeoplehr.com

With so many HR regulations, initiatives, and best practices to consider, staying on top of compliance requirements can be very overwhelming. This calendar will provide you with key dates to complete important HR tasks throughout the year to help ensure your company stays on track and compliant.

Annual HR Compliance & Operations Calendar				
Topic	Initiative	Monthly	Quarterly	Annually
Compliance	Employment Agreement Review			
	Handbook Review - any updates to important policies?			
	Review and post annual compliance policies (Accessibility, Respect in the Workplace, Violence in the Workplace, Health and Safety policies, etc.)			
	Employee personal information audit - Reminder to verify address, emergency contacts in HRIS			
	Employee File Audit (i.e signed Employment Agreement, Change in Employment Letters, Disciplinary Files, Compliance Training and Handbook Acknowledgements)			
Equity, Diversity, & Inclusion	Review of EDI policy and commitment			
	Being mindful of religious and other cultural holidays and events which may be observed by employees (e.g., Black History Month, International Women’s Day, Pride Month, Ramadan, Rosh Hashana, Diwali, Orthodox Easter etc.)			
	September 30 - Honour National Day for Truth and Reconciliation*			
	December 3 - Honour International Day for Persons with Disabilities			
Health & Wellness	Benefits Provider - Annual Benefits Audit/Analysis			
	Yearly Health Benefits Information Session (Facilitated by Benefits Provider)			
	Send Employee Assistance Program (EAP) reminders to staff			
	Annual review of wellness initiatives and communication			
	Mental Health Initiatives			

Topic	Initiative	Monthly	Quarterly	Annually
	First Aid Certification Audit			
	First Aid Kit Checks			
	Health & Safety Rep & JHSC- Review of committee and training requirements			
	Workplace Inspections (frequency dependent on risks/hazards and company size)			
	Health & Safety Representative/JHSC Meeting			
	Risk Assessment of the workplace			
HR Specific	Reminder - Canada's Top 100 Employers application			
	Review HR metrics (new hires, turnover, time to hire, etc.)			
	Employee Engagement Survey			
	Implementation and follow up on Employee Engagement recommendations/initiatives			
Internal Training	Review of Compliance Training requirements & employees who require training			
	Refresher Compliance training for existing employees			every 5 years
	Assist with establishing an Annual Training Calendar			
	Holiday and company events communication memo			
	Holiday party planning and HR implications			
	Corporate Social Responsibility strategy (i.e., donations, volunteer days, fundraising events)			
	Attend All Staff Meeting (if applicable)			
Payroll/HRIS	Compensation review			
	Determine effective merit increases and bonuses date			
	Business operations memo to employees (i.e., statutory holidays, substitute statutory days or mandatory holiday shutdown days)			
	Audit employee vacation balances			
	Vacation Reminders for Managers and Employees			
	Download all new tax forms to be provided to new hires (reminder to employees re: T2200s)			
	Employee Leave of Absence Audit			
	Check for updated compliance posters/additional information that needs to be posted			

Topic	Initiative	Monthly	Quarterly	Annually
Performance Reviews	Probationary Reviews for new hires			
	Semi-annual "review" (if applicable)			
	Year-End Review (if applicable)			
	Follow up on Performance Improvement Plans/Coaching of employees			
	Talent Review and succession planning			
Recruitment & Selection	Annual review of Job Descriptions/Profiles			
	Student Wage subsidy program			
	Revise organizational chart as necessary			
	Review recruitment process & strategy			

**Mandatory statutory holiday for federally regulated employers*

We hope this HR Compliance Calendar has been a helpful tool. Additionally, check out our [blog](#) for more information!

If you require additional support, please [contact us](#) for assistance. We would be happy to jump on a call to discuss how we can help your organization implement policies and best practices to stay compliant.



Contact Us:

905.709.1236 | 1.888.709.1236

maxpeoplehr.com | info@maxpeoplehr.com

905.709.1236

1.888.709.1236

maxpeoplehr.com

info@maxpeoplehr.com