

STAFFING PROVIDER COMPLIANCE CHECKLIST

Compliance with local, state, and federal employment laws is vital to any organization's well-being. Working with staffing agencies introduces an additional layer of complexity by involving a third party in the employment process.



Legal Compliance ☐

- ☐ **E-Verify Usage:** Does the staffing provider use E-Verify to confirm employment eligibility, even in states where it is not mandated?
- ☐ **Worker Classification:** Are workers classified correctly (W-2 vs. 1099)? Are 1099 classifications used sparingly and only in situations that meet strict legal guidelines?
- ☐ **Compliance History:** Has the provider been involved in any legal violations? Research their record for compliance with labor laws.

Company Reputation ☐

- ☐ **Longevity:** How long has the staffing agency been in business? Long-standing agencies are less likely to be involved in unethical practices.
- ☐ **Client References:** Can the provider offer references from clients in similar industries?
- ☐ **Industry Certifications:** Is the provider certified by recognized staffing industry organizations (e.g., American Staffing Association)?

Compliance with Benefits & Protections ☐

- ☐ **Timely Pay:** Are workers consistently paid on time and at the agreed-upon rates?
- ☐ **Benefits:** Does the provider offer benefits such as health insurance and PTO where required?

Transparency & Pricing ☐

- ☐ **Markup Structure:** Does the markup clearly account for taxes, benefits, insurance, and other employer burdens? Avoid providers offering suspiciously low markups.
- ☐ **Cost Breakdown:** Does the provider offer a detailed breakdown of what the markup covers (e.g., payroll taxes, recruiting, administrative fees)?



Proactive Communication ☐

- ☐ **Compliance Support:** Does the provider employ legal and safety experts to help you navigate employment law complexities?
- ☐ **Feedback Loop:** Is the provider open to addressing client concerns and adapting to meet compliance and performance needs?

Employee Turnover ☐

- ☐ **Turnover Rates:** What is the turnover rate among the provider's contingent workforce? High turnover may indicate poor practices or non-compliance.
- ☐ **Retention Strategies:** Does the provider have programs or practices in place to retain workers?

Safety & Training ☐

- ☐ **Workplace Safety:** Does the provider conduct safety training for its workers? Are their practices aligned with OSHA standards?
- ☐ **Onboarding and Screening:** Does the provider thoroughly screen and onboard workers to ensure they meet the job's requirements?

Monitoring & Auditing ☐

- ☐ **Regular Audits:** Does the provider regularly audit their employment practices for compliance with local, state, and federal laws?
- ☐ **Reporting:** Are clear and accurate records of payroll, taxes, and employee status maintained and accessible?

At Eastridge Workforce Solutions, compliance isn't just a legal obligation; it's a cornerstone of our mission to deliver trusted workforce solutions to our clients. With over 50 years of experience, we understand that maintaining the highest standards of compliance is critical to protecting our clients, employees, and the communities we serve.



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