

First-Employee EPLI Readiness Checklist

Page 1 of 2 - Fillable working form. Verify policy and law separately.

Business legal name

Employee count

Work states

Planned hires

Written job descriptions

Hiring criteria documented

Interview process consistent

Handbook / policies

Anti-harassment policy

Complaint channel

Accommodation process

Timekeeping process

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Page 2 of 2 - Fillable working form. Verify policy and law separately.

Payroll review owner

Discipline documentation

Termination review

Manager training

Record retention

Prior complaints / claims

EPLI carrier / quote

Claims-made date

Defense cost treatment

Wage-hour wording

Third-party coverage

Next review date