



Practice Manager Compliance Snapshot – January 2026

Purpose

Quick-reference guide for Practice Managers outlining required compliance responsibilities, high-risk areas, and when to partner with HR.

Practice Manager Responsibilities

- **Post required notices**
 - OSHA 300A posted February 1 – April 30 in an employee-visible area
 - PosterGuard labor law posters displayed and kept current
- **Partner with HR on acknowledgements**
 - Employee Handbook
 - SOPs
 - DVM Production Incentive Forms
 - Required benefit documents
- **Workplace injuries**
 - Ensure injuries are reported within 24 hours (Hanover or WA L&I)
 - Confirm injury is entered in Paycom
 - HR is looped in for restrictions or modified duty
- **Reinforce work email usage**
 - Policy updates and acknowledgements are sent via work email (excluding Para)
 - Employees are expected to review and complete required actions

High-Risk Compliance Areas

- **I-9 Compliance (Federal Requirement)**
 - Must be completed within 3 days of hire
 - Employees may not continue working without a completed I-9
 - Federally enforced with fines and audit risk
- **Medical & Leave Documentation**
 - Must be stored separately from personnel files



- **Progressive Discipline**
 - Documentation must be timely, objective, and uploaded to Paycom
- **Accommodation & Modified Duty**
 - Do not promise or implement without HR involvement

Always Call HR Before:

- Issuing written warnings
- Involuntary Terminations
- Responding to medical conditions, pregnancy, injuries, or accommodation requests
- Addressing harassment, discrimination, or retaliation concerns
- Any situation where you are unsure if something is a policy or legal issue

Reminder: Early HR involvement prevents compliance issues, protects employees, and reduces organizational risk.

HR Inbox: Use for questions, reporting, and guidance, email HR@WellHaven.com