RESPONSIBLE AI IN HR · HANDBOOK REVIEW CHECKLIST

Is your employee handbook ready for AI and employment law?

Use this if any tool you use, including features built into your HR software, screens, ranks, scores or monitors candidates or employees. Work through one section at a time, and take what you find to counsel.

Before you start

- ☐ Pick one handbook section and note when it was last updated
- ☐ List every jurisdiction where you employ people, with headcount
- ☐ Include remote workers: their location sets the law
- ☐ Note the thresholds that apply, such as Ontario's 25-employee posting rule

If you use AI to help

- ☐ Remove names, pay, health and case details first
- ☐ Use a business account with training on your data off
- ☐ Turn on web search so the tool sees the law as it stands today
- ☐ Ask for each law's status, effective date and primary source, and allow it to answer UNVERIFIED

What to check in each section

Key

IN FORCE applies today

DATE enacted, applies from that date

EXPECTED passed, start date not yet fixed

01 Equal opportunity and anti-discrimination

- ☐ The policy names AI and automated tools as covered
- ☐ No proxies for protected traits, such as postal codes or school names
- ☐ Protected characteristics are current for every jurisdiction, not only federal law
- ☐ A route to raise concerns that does not end with the line manager

Driven by: Illinois HB 3773 **IN FORCE** · Connecticut SB 5, AI is no defense **IN FORCE** · Singapore WFA **EXPECTED END-2027**

02 Recruiting and hiring

- [ ] Candidates are told when AI screens, ranks or assesses them
- [ ] AI-assisted rejections get a human review
- [ ] Bias audits are in place where the law requires them, and the results are kept
- [ ] Job postings include pay ranges and AI disclosure where required
- [ ] Applicant records are kept as long as the strictest jurisdiction requires

Driven by: NYC Local Law 144 **IN FORCE** · Illinois HB 3773 **IN FORCE** · Ontario job postings **IN FORCE**

03 Technology use and electronic monitoring

- [ ] A written monitoring policy says what is collected, when and why
- [ ] No tools that infer emotion or mood from faces, voice or messages
- [ ] Biometric data, such as fingerprints, has written consent and a retention schedule

Driven by: Ontario monitoring policy **IN FORCE** · EU emotion-recognition ban **IN FORCE** · California AB 1883 **JAN 2027**

04 Performance, discipline and termination

- [ ] A named person reviews the facts before any AI-assisted adverse action
- [ ] Employees are told when AI was used in a decision about them
- [ ] Employees can ask for an explanation, correct their data and request a second review

Driven by: California SB 947 **JUL 2027** · Colorado SB 26-189 **JAN 2027**

05 Employee privacy and data

- [ ] Notice, opt-out or appeal, and access rights for automated decisions where required
- [ ] Data shared with vendors and AI providers is limited to a stated purpose
- [ ] Employee data stored or used overseas is protected

Driven by: California CCPA ADMT rules **JAN 2027** · Singapore PDPA **IN FORCE**

06 Layoffs and reductions in force

- [ ] State and provincial mass-layoff rules are covered, not only federal notice
- [ ] Notices say whether a layoff relates to AI or technological change, where required

Driven by: Connecticut SB 5 **IN FORCE** · California SB 951 **JAN 2027**

07 AI acceptable use

- [ ] A list of approved AI tools
- [ ] Data that must never go into an AI tool, such as names, pay, health and case details
- [ ] Human review of AI output before it is used
- [ ] AI literacy training for staff who use AI

Driven by: EU AI literacy duty **IN FORCE** · Internal governance

Verify before you act

- [ ] Open the primary source for every high-risk finding: a statute, regulator or government site, not a blog
- [ ] Confirm the status and effective date are current. Laws get vetoed, replaced or delayed
- [ ] Confirm the threshold applies to you: headcount, location, remote workers
- [ ] Confirm any quote from your handbook is accurate
- [ ] Mark proposed wording DRAFT: FOR COUNSEL REVIEW

Keep it current

Laws in this area change every few months. Re-check on a schedule that matches how fast your jurisdictions move and how much review time you have.

Daily

For a live deadline or a legislature in session. Changes surface the day they publish.

Weekly

Fits a team meeting. A week's batch often shows a bill passing and being signed together.

Monthly

Lowest overhead. Statuses have settled, so fewer findings reverse before you act.

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START WITH THESE THREE

1. **Tell people when AI is used.**
2. **Have a person review decisions before they take effect.**
3. **Keep records as long as your strictest location requires.**

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