



# California Employer Self-Assessment

**How do your HR practices measure up with California employment regulations and recommended defensible employer practices?** These are only a sample of the responsibilities of California employers. Specific company size and industry may affect the requirements under state and federal law. For a full HR Practices Review contact Silvers HR Management at (916) 791-8506 or visit [www.silvershr.com](http://www.silvershr.com).

	Yes	No	Not sure-Follow up
Are <b>Computer Professionals</b> who are exempt from overtime earning at least \$37.94/hr in addition to meeting the other criteria for exemption status?			
Do new hires and employees/dependents who have a "qualifying event" receive a <b>COBRA notice</b> ? Have COBRA notices been amended to reflect the change to 36 months coverage under Cal COBRA?			
Are <b>Makeup Time</b> requests for work over 8 hrs/day documented for each occurrence?			
Is <b>non-discretionary pay</b> (shift differentials, on call pay, incentive pay, bonuses) included in a non-exempt employee's compensation for calculating overtime pay?			
Are <b>I-9's</b> filed in a separate file and retained for the longer of 1 year after termination or 3 years from date of hire?			
Do <b>new hires receive</b> the CA mandated information regarding sexual harassment, the workers' compensation pamphlet, the Paid Family Leave pamphlet and the CA SDI pamphlet DE 2515 at hire?			
Are <b>new hires and independent contractors</b> reported to the EDD within 20 days after start of work?			
Do <b>exempt employees</b> classified as "managers" meet the California exemption test criteria including—directing two or more employees, spending more than 50% of work time doing "exempt" duties, and earning at least 2 times the state minimum wage for full time employment?			
Have your supervisory employees received the CA mandated 2 hour <b>sexual harassment prevention</b> training?			
Do <b>disciplinary notices</b> include specific, air tight consequences and an employee signature line?			
Are all medical records, including drug tests, medical claims, workers' compensation claims and disability notices retained in a separate and confidential <b>medical file</b> ?			
Do <b>job descriptions</b> accurately reflect essential job functions and physical requirements?			
Have you evaluated all <b>salaried exempt positions</b> to ensure exemption from overtime under CA regulations?			
Do <b>terminating employees</b> receive the CA UI form DE 2320, written notice of termination, COBRA notices (if more than 20 employees) and HIPP information?			
Are <b>unused vacation</b> or PTO balances carried over into the new year?			
Is an <b>Injury and Illness Prevention Program</b> in place and available to all employees? Are safety training records maintained?			
Are 2009 <b>state and federal mandated posters and IWC wage order</b> posted?			