



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.

	Yes	No	Not sure-Follow up
Are Computer Professionals 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 COBRA notice ? Have COBRA notices been amended to reflect the change to 36 months coverage under Cal COBRA?			
Are Makeup Time requests for work over 8 hrs/day documented for each occurrence?			
Is non-discretionary pay (shift differentials, incentive pay, bonuses, lodging) included in a non-exempt employee's compensation for calculating overtime pay?			
Are I-9's filed in a separate file and retained for the longer of 1 year after termination or 3 years from date of hire?			
Do new hires receive 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 new hires and independent contractors reported to the EDD within 20 days after start of work?			
Do exempt employees 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 sexual harassment prevention training?			
Do disciplinary notices 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 medical file ?			
Do job descriptions accurately reflect essential job functions and physical requirements?			
Have you evaluated all salaried exempt positions to ensure exemption from overtime under CA regulations?			
Do terminating employees receive the CA UI form DE 2320, written notice of termination, COBRA notices (if more than 20 employees) and HIPP information?			
Are unused vacation or PTO balances carried over into the new year?			
Is an Injury and Illness Prevention Program in place and available to all employees? Are safety training records maintained?			
Are 2010 state and federal mandated posters and IWC wage order posted?			