



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, LLC at (916) 791-8506 or visit www.silvershr.com.

	Yes	No	Not sure-Follow up
Do new hires and employees/dependents who have a "qualifying event" receive a COBRA notice ? Do COBRA notices reflect the option for 36 months coverage under Cal COBRA?			
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 newly hired non-exempt employees receive a " Notice to Employee " per Labor code 2810.5 within 7 days of hire?			
Do exempt employees classified as "managers" meet the California exemption test criteria including—directing two or more full-time 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 if you have 50 or more employees & contractors?			
Do disciplinary notices include documentation of performance issue(s), 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 your itemized wage statements (paystubs) include the nine requirements per the CA Labor Code?			
Do you retain payroll records for at least 6 years?			
Do terminating employees receive the CA UI form DE 2320, written notice of termination, COBRA or Cal COBRA notices and HIPP information?			
Are unused vacation or PTO balances carried over into the new year?			
If you have 5 or more employees, do you offer Pregnancy Disability Leave ? If you have 50 or more employees, do you offer FMLA/CFRA Leave ?			
Are 2014 state and federal mandated posters and IWC wage order posted?			
Do non-exempt employees take 30 minute duty-free meal periods prior to the 4th hour and 59th minute of work, and record in/out on time records for daily meals?			
Do your offer letters, employee handbooks and employment applications contain proper at-will language?			