



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 |
|--|-----|----|------------------------|
| Are all of your employees (full-time, part time, seasonal and temporary) receiving Paid Sick leave (PSL) ? Do you have employees working in cities with local PSL ordinances? | | | |
| Is non-discretionary pay (shift differentials, incentive pay, bonuses, lodging) included in a non-exempt employee's compensation for calculating overtime pay? | | | |
| Are I-9s filed in a separate file and retained for the longer of 1 year after termination or 3 years from date of hire? Are you using the new form dated 7/17/2017? | | | |
| Do newly hired non-exempt employees receive a " Notice to Employee " per Labor code 2810.5 within 7 days of hire? Are mandatory pamphlets provided at time of hire? | | | |
| Do exempt employees classified as "managers" meet the 2 California exemption tests 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 (\$49,920/year for 2019)? | | | |
| Have your employees received the CA mandated 2 hour (supervisor) or 1 hour (non-supervisor) harassment prevention training if you have 5 or more employees and or/contractors? | | | |
| Do disciplinary notices include documentation of performance issue(s), specific, air-tight consequences, and an employee signature and date 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 your itemized wage statements (paystubs) include the ten requirements per the CA Labor Code? Does your itemized wage statement reflect Paid Sick Leave or PTO balances? | | | |
| Do you allow Parental Baby Bonding Leave if you have 20 or more employees who work within 75 miles of a worksite? | | | |
| Have your managers and supervisors been properly trained in lawful pre-employment inquiries during interviews? | | | |
| Have your paper and online employment applications been updated to remove any inquiries requesting criminal convictions or salary history ? | | | |
| Are 2019 state and federal mandated posters and your IWC wage order posted? Do you have employees working in cities with local minimum wage ordinances? | | | |
| 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? | | | |
| Have Alternative Work Schedules (4/10 or 9/80) been authorized under the Industrial Wage Order provisions? | | | |
| Have you provided written commission plans to employees who are eligible for commission pay? | | | |
| Do you have a permanent area assigned for lactation that is not a toilet stall or bathroom? | | | |
| Do separating employees receive the CA UI Form DE 2320, written notice of change of relationship, COBRA or Cal COBRA notices, and HIPP information? | | | |
| Do job descriptions accurately reflect essential job functions and physical requirements? | | | |
| Are unused vacation or PTO balances carried into the next year? | | | |