



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 form dated 10/21/2019?			
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 (\$54,080/year for 2020 for employers with 26+ employees or \$49,920 for 25 or fewer employees)?			
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), set clear employer expectations with 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 New Parent Baby Bonding Leave if you have 20 or more employees who work within 75 miles of a worksite (employee must work at least 1,250 hours in the last 12 months to qualify)?			
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 ? Do they include a Consumer Privacy Act Notice ?			
Are 2020 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 at least a 30 minute duty-free meal period 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 written policy regarding lactation and an area designated that is not a toilet stall or bathroom which also has electricity and access to a sink and refrigeration ?			
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?			