



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

	Yes	Not sure- Follow up
Are I-9s filed in a separate file and retained for the longer of one year after termination or three years after date of hire? Are you using the form dated 8/1/2023?		
Do newly hired non-exempt employees receive a “ Notice to Employee ” per Labor Code 2810.5 (version November 2023) within seven days of hire?		
Are mandatory employment pamphlets (five pamphlets total) provided at time of hire?		
Do exempt employees classified as “managers” meet the two 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 two times the state minimum wage (\$66,560/yr. for 2024)?		
Have your employees received the CA mandated two-hour (supervisor/manager) or one hour (non-supervisor) harassment prevention training within six months of placement and every two years afterward?		
Do disciplinary notices include documentation of performance issue(s), specific expectations, air-tight consequences, and an employee signature and date line?		
Are all medical records, including drug tests, medical claims, workers’ compensation claims, COVID and disability notices, retained in a separate and confidential medical file ?		
Do your itemized wage statements (paystubs) include the ten requirements (one is CA Paid Sick Leave balances) per the CA Labor Code?		
Are all of your employees (full-time, part-time, seasonal and temporary) receiving Paid Sick leave (PSL) which is compliant for 2024? Do you have employees working in cities with local PSL ordinances?		
Is non-discretionary pay (e.g., shift differentials, incentive pay, bonuses, lodging) included in a non-exempt employee’s compensation for calculating overtime pay at the regular rate of pay?		
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 2024 state and federal mandated posters and your IWC wage order physically posted? Do you have employees working in cities with local minimum wage ordinances and posting requirements?		
Do non-exempt employees begin at least a 30-minute unpaid duty-free meal period prior to 4 hours and 59 minutes of work? Do they record their in and out times for the day and for meal periods on the time record? Are in and out times rounded?		
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 provide your lactation policy to your employees when the need arises? Is there a space which can be made available that is not a toilet stall or bathroom, but has electricity, and access to running water and refrigeration?		
Do you have a written Injury and Illness Prevention Plan, as well as a COVID-19 Prevention Plan, required by Cal/OSHA? A Workplace Violence Prevention Plan will also be required effective 7/1/24.		
Do separating employees receive the CA UI Form DE 2320, written notice of change of relationship, COBRA or Cal COBRA notices, and HIPP information?		