



California State Pamphlets and Notices

California has unique pamphlet, notice **and** poster requirements. Usually, an all-in-one poster will take care of the posting requirements. There is no “all-in-one pamphlet you can give them, so make sure you are distributing **pamphlets** and notices as required!

★ **Disability Insurance Provisions Brochure (DE 2515) – EDD** (All employers) - Provide to new hires and to current employees upon notice of leave request.

[DE 2515](#) - English

[DE 2515/A](#) - Armenian

[DE 2515/CC](#) - Chinese-Cantonese

[DE 2515/CM](#) - Chinese-Mandarin

[DE 2515/P](#) - Punjabi

[DE 2515/S](#) - Spanish

[DE 2515/T](#) - Tagalog

[DE 2515/V](#) - Vietnamese

★ **Earned Income Tax Credit Notice** (All) - Provide at the time of hire.

http://www.edd.ca.gov/Payroll_Taxes/Year-End_Notification_Requirements.htm

★ **Family Rights Act Notice** (50 or more employees) - Provide to new employees and place in the employee handbook.

https://www.dfeh.ca.gov/wp-content/uploads/sites/32/2017/06/CFRA_PregnancyLeave_English.pdf

<https://www.dfeh.ca.gov/resources/frequently-asked-questions/employment-faqs/pregnancy-disability-leave-faqs/pdl-cfra-fmla-guide/>

★ **Notice of I-9 Inspection** (All) - Employers will have to post a state notice to current employees, *in the language the employer normally uses to communicate employment information*, if there is a Form I-9 inspection by an immigration agency, within 72 hours of receiving the federal Notice of Inspection. Employers, upon reasonable request, must also provide an affected employee with a copy of the federal Notice of Inspection of Form I-9s.

http://www.dir.ca.gov/DLSE/LC_90.2_EE_Notice.pdf

★ **Notice of Election to Make Voluntary Plan** (All) - Provide to employees where an election has been made. A Voluntary Plan is a private short-term disability insurance that an employer may offer to its California employees as a legal alternative to the mandatory SDI coverage.

http://www.edd.ca.gov/pdf_pub_ctr/de2520cv.pdf

http://www.edd.ca.gov/Disability/VP_Forms_and_Publications.htm

★ **Paid Family Leave Brochure, DE 2511** (All) Provide to new employees and employees who request leave to care for a seriously ill family member or to bond with a new child.

http://www.edd.ca.gov/pdf_pub_ctr/de2511.pdf

http://www.edd.ca.gov/Disability/PFL_Forms_and_Publications.htm



★ **Pregnancy Disability Leave Notice** (5 or more) - Provide at time of employee notice.

<https://www.arb.ca.gov/personnel/posters/pregnancydisabilityleavenotices.pdf>

<https://www.dfeh.ca.gov/resources/frequently-asked-questions/employment-faqs/pregnancy-disability-leave-faqs/>

★ **Rights of Victims of Domestic Violence, Sexual Assault and Stalking Pamphlet** (25 or more) - Provide at time of hire or upon request.

https://www.dir.ca.gov/dlse/Victims_of_Domestic_Violence_Leave_Notice.pdf

★ **Sexual Harassment Brochure, DFEH 185** (All) - Provide to new hires and as part of sexual harassment prevention training.

https://www.dfeh.ca.gov/wp-content/uploads/sites/32/2017/06/DFEH_SexualHarassmentPamphlet.pdf

★ **Wage Theft Protection Act of 2011** (All) - Notice to Employee, Labor Code Section 2810.5- Only applies to non-exempt employees. Provide to each employee at the time of hire or within seven calendar days of any changes to information on form.

https://www.dir.ca.gov/dlse/lc_2810.5_notice.pdf

<http://www.dir.ca.gov/dlse/faqs-noticetoemployee.html>

★ **Workers Compensation Time of Hire Pamphlet** (All) - Provide at time of hire.

<https://www.dir.ca.gov/dwc/DWCPamphlets/TimeOfHirePamphlet.pdf>

★ **Misc:**

DFEH <https://www.dfeh.ca.gov/resources/posters-and-brochures-and-fact-sheets/poster-and-brochure-tab-list/>

EDD http://www.edd.ca.gov/payroll_taxes/required_notices_and_pamphlets.htm

Cal OSHA <https://www.dir.ca.gov/dosh/puborder.asp>

If you are interested in HR services including...

- ✓ An all-in-one compliance poster
- ✓ Employment Practices Audit
- ✓ AB1825 Training
- ✓ Leadership and Emotional Intelligence Training
- ✓ Access to the ThinkHR & the GreatHR Program
- ✓ Developing strategic employment practices
- ✓ Workplace investigations
- ✓ Executive coaching

...just let me know. I love to help!

Here's to your success,



Don Phin, Esq.

