



California Employment Practices Audit Addendum

EEO

- Have you conducted a “fair pay” analysis based on “substantially similar” work?
- If over 50 employees have you done AB1825 Training?

Hiring

- Do you conduct criminal background checks and understand state and local “ban the box” laws?
- Do you avoid asking past pay/salary questions when hiring?
- Provide all required wage, discrimination, leave notices and pamphlets?

Leave

- Parental Leave for 20-49 employees - provide form to employee at time of request
- Pregnancy Disability Leave for 5 or more employees - provide form to employee at time of request
- CA sick pay law - If you choose the accrual method, you must provide at least one hour of paid leave for every 30 hours worked. 24 hours lump sum at the beginning of the year. Use starts on 90th day. Accrue to 48 hrs.
- Municipal Sick Pay Laws (including Oakland, Santa Monica, Berkeley, Emeryville, SF, LA, SD, others) San Diego- annual up to 40 hrs. Accrue up to 80. One hr per 30 hrs or 40 hr lump sum. Use on 90th day.
- PTO policy include sick pay?
- Do you use pregnancy disability, disability accommodation and CFRA official forms?

Safety/Work Comp

- 10% ownership opt out
- Paid heat-related breaks
- OSHA training?

Wage and Hour

- Itemized wage statements
- Computer Professional \$43.58 hourly/ \$90,790 annual (2018)
- Exempt salary - under 25 employees \$43,680 (2018), \$45,760 (2019); 25 and over \$45,760 (2018), 49,920 (2019)
- Six hour work periods and written waiver forms
- No on call or on duty rest periods
- Rest and meal period policy notice
- Use of subcontractors and wage and hour obligations
- Reimbursement practices. IRS mileage at \$54.50
- Payroll deductions
- Final pay practices
- Commission Agreements - details about how the commission is calculated, when it is earned, frequency of payment, and the disposition of unearned or unpaid commissions when the employee leaves the employer.



Benefits

- Define when vacation leave accrual starts
- Provide a benefit SPD
- Cal COBRA if under 20 employees

Misc.

- Distribute all pamphlets and notices per requirement
- Updated all in one poster
- Lactation facility
- Bathrooms - all single toilets all gender and proper signage
- EPLI Coverage?
- Glassdoor and Indeed reviews
- Arbitration agreements, signed stand-alone and attorney review

HR Technology

- Hiring pages /landing pages
- ATS
- Onboarding
- Employee self-service
- Benefits Mgmt.
- Employee data updates
- Handbook and policies
- Performance Mgmt.
- Leave Mgmt.
- Timekeeping
- Pay Stubs
- Claims Mgmt./Reporting
- Compensation
- Off boarding/COBRA

Remember, if any questions, please contact me.



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