



# California Employment Practices Audit Addendum 2019

## EEO

- ☐ Have you conducted a “fair pay” analysis based on “substantially similar” work?
- ☐ If over 5 employees, have you done mandatory sexual harassment training for both managers and employees?

## 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 90<sup>th</sup> day. Accrue to 48 hrs.
- ☐ Municipal Sick Pay Laws (including Oakland, Santa Monica, Berkeley, Emeryville, SF, LA, SD, others)
- ☐ 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/ \$94,603.25 annual (2019)
- ☐ Exempt salary - under 25 employees \$45,760 (2019); 25 and over 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 .58 mi
- ☐ 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 and accumulation caps
- ☐ 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

If any questions, please contact me!



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