

HR Compliance Assessment Example Topics List

Hiring

- Independent Contractors
- Job Advertisements / Job Descriptions
- Job Application Form
- Interviews
- Job Offers

Background Checks

- Criminal Background Checks
- Credit Checks
- Pre-Employment Drug Testing
- Pre-Employment Medical Exams
- Reference Checks

Onboarding

- Form I-9 Process
- Required New Hire Paperwork
- Required Workplace Postings
- Required Workplace Policies
- Personnel Files and Employee Related Documents

Nonexempt Employee Wage & Hour

- Timekeeping and Pay
- Overtime Pay
- Makeup Time
- Reporting Time
- Travel Time

Meal and Rest Breaks

- Written Policy
- Timeliness
- Waivers
- Duty-Free and Uninterrupted
- Auditing Time Records

- Premium Pay for Missed Meal/Rest Periods

Exempt Employee Compliance

- Classification of Exempt Employees
- Exempt Employee Salary Deductions

Paying Employees

- Paydays
- Itemized Wage Statements
- Allowable Pay Deductions
- Expense Reimbursements

California Mandatory Paid Sick Leave (PSL)

- PSL Overview
- Methods for Providing PSL
- Caps on Accrual and Use
- PSL Implementation and Permissible Use
- Paying PSL
- Anti-Discrimination and Retaliation
- Posting, Notice, and Recordkeeping
- Local Ordinances
- Having a Written Policy

Vacation/PTO (when not including CA PSL)

- Vacation is Wages Earned
- Capping Vacation Accrual
- Process for Requesting Time Off
- Restrictions Around Vacation Time Use
- Requiring Available Vacation Use for Absences
- Cash-Out Policies
- Having a Written Policy
- Unlimited Vacation/PTO Policies

All Inclusive PTO (when it includes CA PSL)

- PTO is Wages Earned
- Understanding the CA PSL Requirements and PTO
- Capping PTO Accrual
- Paying Out PTO Time at Regular Rate of Pay

- Limitations on Restrictions Around PTO Time
- Limitations on Requirement of PTO Use
- Limitations on Cash-Out Policies
- Process for Requesting Time Off
- Having a Written Policy
- Unlimited All-Inclusive PTO Policies

Holidays

- Providing Paid Holidays
- Having a Written Policy
- Personal Days/Floating Holidays

Accommodation Requests

- Disability Discrimination and Accommodations
- Religious Accommodations
- Types of Reasonable Accommodations
- Responding to Accommodation Requests
- The Interactive Process
- Leave as an Accommodation
- Understanding Undue Hardship

Pregnancy Disability Leave (PDL)

- PDL Overview – 5 or More Employees
- Managing PDL Requests
- PDL/FMLA Running Concurrently
- Forms and Internal Documentation
- Medical Certification Process
- Pay and Health Benefits During PDL
- Returning to Work and Job Protection
- PDL Written Policy
- Posting, Notice, and Recordkeeping

Pregnancy Related Reasonable Accommodations/Transfers

- Pregnancy Related Reasonable Accommodation/Transfers Process
- Anti-Discrimination Requirements
- Pregnant Workers Fairness Act (PWFA) - 15 or More Employees
- Lactation Accommodation Requirements
- Lactation Accommodation Policy

- Needing Additional Leave as an Accommodation

Family and Medical Leaves (FMLA Included if 50 Employees or More)

- CFRA/FMLA Overview
- Covered Employers - 5 or More Employees CFRA / 50 or More Employees FMLA
- Employee Eligibility for CFRA/FMLA
- Determining Amount of Leave Available
- Qualifying Reasons for Leave
- CFRA/FMLA Running Concurrently
- Responding to CFRA/FMLA Leave Requests
- CFRA/FMLA Forms and Internal Documentation
- Medical Certification Process
- Pay and Health Benefits During CFRA/FMLA
- Returning to Work and Job Protection
- Having Written Policies
- Posting and Notice Requirements

Military Leave

- CA Military Service Leave
- Volunteer Civil Service Leave — Emergency Duty
- Volunteer Civil Service Leave — Training
- Military Spouse Leave
- Civil Air Patrol leave
- Federal USERRA Leave

Crime Victims' Leave

- Leave for Criminal Judicial Proceedings
- Leave for Proceedings Involving Victims' Rights
- Victims' Leave for Legal Proceedings
- Victims' Leave for Medical Treatment and Related Services
- Accommodating a Victim

Other CA State Leave Laws

- Time Off to Vote
- Jury Duty/Witness Service Leave
- Bereavement Leave
- Reproductive Loss Leave
- School Appearance Leave

- School Activities Leave
- Organ and Bone Marrow Donor Leave

Wage Replacement Benefits (EDD)

- State Disability Insurance (SDI) Benefits
- Paid Family Leave (PFL) Benefits
- Coordination Of Benefits
- Workers' Compensation

Preventing Harassment, Discrimination and Retaliation

- Legal Requirements Overview
- Protected Classes
- Understanding Harassment, Discrimination, and Retaliation
- Mandatory Training
- Conducting Investigations

Discipline and Termination

- Valid Reasons for Disciplinary Action
- Best Practices for Applying Discipline
- Documentation Practices
- Termination Considerations
- Conducting Termination Meetings
- Final Pay Timing Requirements
- Conducting Layoffs

Workplace Violence Prevention (General Industry)

- WVP Plan
- WVP Training
- WVP Record Keeping
- WVP Investigations and Documentation

Local Ordinances

Northern California

▶ Alameda

▶ Belmont

▶ Berkeley

▶ Burlingame

▶ Cupertino

▶ Daly City

▶ East Palo Alto

▶ El Cerrito

▶ Emeryville

▶ Foster City

▶ Fremont

▶ Half Moon Bay

▶ Hayward

▶ Los Altos

▶ Menlo Park

▶ Milpitas

▶ Mountain View

▶ Novato

▶ Oakland

▶ Palo Alto

▶ Petaluma

▶ Redwood City

▶ Richmond

▶ Sacramento (city)

▶ Sacramento County

▶ San Carlos

▶ San Francisco

▶ San Jose

▶ San Mateo (city)

▶ San Mateo County

▶ Santa Clara

▶ Santa Cruz

▶ Santa Rosa

▶ Sonoma (city)

▶ South San Francisco

▶ Sunnyvale

Southern California

▶ Anaheim

▶ Glendale

▶ Irvine

▶ Long Beach

▶ Los Angeles
(city)

▶ Los Angeles
County

▶ Malibu

▶ Pasadena

▶ San Diego

▶ San Diego
County

▶ Santa Monica

▶ West
Hollywood

Hotels

Commuter Benefits