



IS YOUR EMPLOYEE HANDBOOK IRONCLAD?

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The California Department of Fair Employment and Housing (DFEH) released a sample Equal Employment Opportunity (EEO) policy to assist employers in meeting their legal obligation to develop harassment, discrimination, and retaliation prevention policies. The sample EEO policy is available in pdf and Word form on DFEH’s employment resources page at <https://www.dfeh.ca.gov/resources/posters-and-brochures-and-fact-sheets/poster-and-brochure-tab-list/?target=employment>.

California Chamber of Commerce offers the following at its “CalChamber Store”:
California Employee Handbook Creator Online Tool ★★★★★

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Item	Price	Quantity
Employee Handbook Creator - 1 yr Access (English) Item #: ECD		
Employee Handbook Creator	\$249.99	<input type="text"/>
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Employee Handbook Creator	\$249.99	<input type="text"/>
Employee Handbook Creator - 1 yr Access (English & Spanish Bundle) Item #: ECK		
Employee Handbook Creator	\$449.98	<input type="text"/>

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Link to DFEH’s sexual harassment training toolkit” and required postings and brochures:
<https://www.dfeh.ca.gov/wp-content/uploads/sites/32/2018/12/SexualHarassmentandAbusiveConductPreventionTrainingToolkit.pdf>

SAMPLE EQUAL EMPLOYMENT OPPORTUNITY (EEO) POLICY

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Policy: Discrimination, Harassment, and Retaliation Prevention Policy

POLICY

Name of Organization is committed to providing a professional work environment free from discrimination and harassment, including discrimination and harassment based on a protected category, and an environment free from retaliation for participating in any protected activity covered by this policy. **Name of Organization** is committed to providing equal employment opportunities to all employees and applicants for employment. Accordingly, we have adopted and maintain this anti-discrimination policy designed to encourage professional and respectful behavior and prevent discriminatory and harassing conduct in our workplace. We will implement appropriate corrective action(s), up to and including formal discipline, in response to misconduct--including violations of **Name of Organization's** anti-discrimination policy--even if the violation does not rise to the level of unlawful conduct.

Name of Organization prohibits discrimination or harassment based on the following categories: race, color, religion, religious creed (including religious dress and grooming practices), national origin, ancestry, citizenship, physical or mental disability,¹ medical condition (including cancer and genetic characteristics), genetic information, marital status, sex (including pregnancy, childbirth, breastfeeding, or related medical conditions), gender, gender identity, gender expression, age (40 years and over), sexual orientation, veteran and/or military status, protected medical leaves (requesting or approved for leave under the Family and Medical Leave Act or the California Family Rights Act), domestic violence victim status, political affiliation, and any other status protected by state or federal law. In addition, **Name of Organization** prohibits retaliation against a person who engages in activities protected under this policy. Reporting, or assisting in reporting, suspected violations of this policy and cooperating in investigations or proceedings arising out of a violation of this policy are protected activities under this policy.

All employees are expected to assume responsibility for maintaining a work environment that is free from discrimination, harassment and retaliation. Employees are encouraged to promptly report conduct that they believe violates this policy so that we have an opportunity to address and resolve any concerns. Managers and supervisors are required to promptly report conduct that they believe violates this policy. We are committed to responding to alleged violations

¹ **Name of Organization** recognizes and supports the obligation to reasonably accommodate employees with disabilities or religious beliefs or practices in order to allow those employees to perform the essential functions of their jobs. If an employee believes they need a reasonable accommodation based on disability or a religious belief or practice, the employee should discuss the matter with their supervisor or the human resources unit.

of this policy in a timely and fair manner and to taking appropriate action aimed at ending the prohibited conduct.

Scope of Protection

This policy applies to **Name of Organization** applicants and employees (co-workers, supervisors and managers). As used in this policy, the term “employee” includes contractors and volunteers in our workplace. In addition, this policy extends to conduct with a connection to an employee’s work, even when the conduct takes place away from **Name of Organization’s** premises, such as a business trip or business-related social function.

Applicant/Employee Rights

- The right to a discrimination, harassment, and retaliation-free work environment.
- The right to file a complaint of discrimination, harassment, or retaliation. Employees are encouraged to report inappropriate conduct immediately and, whenever possible, to put the complaint or concern in writing.
- The right to a full, impartial and prompt investigation by a **Name of Organization** representative or designee into allegations of conduct that would violate this policy.
- The right to be timely informed of appropriate information related to the outcome of an investigation either as a complainant or a respondent in the investigation.
- The right to be represented by a person of the complainant’s choosing at each and all steps of the complaint process.
- The right to be free from retaliation or reprisal after filing a complaint or participating in the complaint process.
- The right to file a complaint directly with the California Department of Fair Employment and Housing, the federal Equal Employment Opportunity Commission or other appropriate state or federal agencies, or to file a civil action in the appropriate court.

CONDUCT PROHIBITED BY THIS POLICY / DEFINITIONS

Discrimination:

As used in this policy, discrimination is defined as the unequal treatment of an employee or applicant in any aspect of employment, including discrimination based solely or in part on the employee’s, or applicant’s, protected category. Protected categories include: race, color, religion, religious creed (including religious dress and grooming practices), national origin, ancestry, citizenship, physical or mental disability, medical condition (including cancer and genetic characteristics), genetic information, marital status, sex (including pregnancy, childbirth,

breastfeeding, or related medical conditions), gender, gender identity, gender expression, age (40 years and over), sexual orientation, veteran and/or military status, protected medical leaves (requesting or approved for leave under the Family and Medical Leave Act or the California Family Rights Act), domestic violence victim status, political affiliation, and any other status protected by state or federal law. Discrimination includes unequal treatment based upon the employee or applicant's association with a member of these protected classes.

Discrimination may include, but is not necessarily limited to: hostile or demeaning behavior towards applicants or employees because of their protected category; allowing the applicant's or employee's protected category to be a factor in hiring, promotion, compensation or other employment related decisions unless otherwise permitted by applicable law², and providing unwarranted assistance or withholding work-related assistance, cooperation, and/or information to applicants or employees because of their protected category.

Harassment:

As used in this policy, harassment is defined as disrespectful or unprofessional conduct, including disrespectful or unprofessional conduct based on any of the protected categories listed above. Harassment can be verbal (such as slurs, jokes, insults, epithets, gestures, or teasing), visual (such as the posting or distribution of offensive posters, symbols, cartoons, drawings, computer displays, or emails), or physical conduct (such as physically threatening another person, blocking someone's way, making physical contact in an unwelcome manner, etc.).

² For example veterans preference as permitted under [Government Code 18973.1](#).

Sexual Harassment:

As used in this policy sexual harassment is defined as harassment based on sex or conduct of a sexual nature, and includes harassment based on sex (including pregnancy, childbirth, breastfeeding, or related medical conditions), gender, gender identity or gender expression. It may include all of the actions described above as harassment, as well as other unwelcome sex-based conduct, such as unwelcome or unsolicited sexual advances, requests for sexual favors, conversations regarding sexual activities, or other verbal or physical conduct of a sexual nature. Sexually harassing conduct need not be motivated by sexual desire and may include situations that began as reciprocal relationships, but that later cease to be reciprocal.

Sexual harassment is generally categorized into two types:

1. Quid Pro Quo Sexual Harassment (“this for that”)
 - Submission to sexual conduct is made explicitly or implicitly a term or condition of an individual's employment.
 - Submission to or rejection of the conduct by an employee is used as the basis for employment decisions affecting the employee.

2. Hostile Work Environment Sexual Harassment
Conduct of a sexual nature or on the basis of sex by any person in the workplace that unreasonably interferes with an employee's work performance and/or creates an intimidating, hostile or otherwise offensive working environment. Examples include:
 - Unwelcome sexual advances, flirtation, teasing, sexually suggestive or obscene letters, invitations, notes, emails, voicemails or gifts.
 - Sex, gender or sexual orientation-related comments, slurs, jokes, remarks or epithets.
 - Leering, obscene or vulgar gestures or making sexual gestures.
 - Displaying or distributing sexually suggestive or derogatory objects, pictures, cartoons, or posters or any such items.
 - Impeding or blocking movement, unwelcome touching or assaulting others.
 - Any sexual advances that are unwelcome as well as reprisals or threats after a negative response to sexual advances.
 - Conduct or comments consistently targeted at one gender, even if the content is not sexual.

Retaliation:

As used in this policy retaliation is defined as any adverse employment action taken against an employee because the employee engaged in activity protected under this policy. Protected activities may include, but are not limited to, reporting or assisting in reporting suspected violations of this policy and/or cooperating in investigations or proceedings arising out of a violation of this policy.

Adverse employment action is conduct or an action that materially affects the terms and conditions of the employee's employment status or is reasonably likely to deter the employee from engaging in protected activity. Even actions that do not result in a direct loss of compensation may be regarded as an adverse employment action when considered in the totality of the circumstances.

Examples of retaliation under this policy include but are not limited to: demotion; suspension; reduction in pay; denial of a merit salary increase; failure to hire or consider for hire; refusing to promote or consider for promotion because of reporting a violation of this policy; harassing another employee for filing a complaint; denying employment opportunities because of making a complaint or for cooperating in an investigation; changing someone's work assignments for identifying harassment or other forms of discrimination in the workplace; treating people differently such as denying an accommodation; or not talking to an employee when otherwise required by job duties, or otherwise excluding the employee from job-related activities because of engagement in activities protected under this policy.

TRAINING REQUIREMENTS

Every two years, all supervisory employees must attend Sexual Harassment Prevention and Workplace Civility training aimed at increasing their understanding of and preventing workplace sexual harassment (including harassment on the basis of sexual orientation, gender identity, and gender expression) and their role in creating an underlying culture of mutual respect in our workplace. Specific components of the training will include how to promptly and effectively respond to sexual harassment when it occurs, the effects of abusive conduct in the workplace, and ways to appropriately intervene if one witnesses behavior that is not in keeping with this policy. The training must be provided by trainers who, in addition to the other requirements set forth in [2 CCR 11024](#), have the ability through training or experience to train supervisors on how to identify, investigate, report, and respond to unlawful harassment, discrimination, and retaliation in the workplace.

ADDRESSING AND REPORTING VIOLATIONS OF THIS POLICY

Any employee or applicant who experiences or witnesses behavior that they believe violates this policy is encouraged to immediately tell the offending individual that the behavior is inappropriate and, if they feel comfortable doing so, to tell the offending individual to stop the behavior. The applicant or employee should also immediately report the alleged violation to his/her supervisor, manager or the EEO Officer. There is no chain of command when contacting the EEO Officer; an individual does not need supervisor or manager approval to do this. If the alleged offender is the employee's supervisor or manager, the employee should report the conduct to any other supervisor, manager or the EEO Officer. A complaint may be brought forward verbally or in writing. Written complaints can be made using the EEO Complaint Form (attached to this policy).

Supervisors or managers who learn of any potential violation of this policy are required to immediately report the matter to the EEO Officer, and must follow that officer's instructions as to how best to proceed.

Name of Organization will promptly look into the facts and circumstances of any alleged violation, as appropriate. Even in the absence of a formal complaint, **Name of Organization** may initiate an investigation where it has reason to believe that conduct that violates this policy has occurred. Moreover, even where a complainant conveys a request to withdraw their initial formal complaint, **Name of Organization** may continue the investigation to ensure that the workplace is free from discrimination, harassment and retaliation. Anonymous complaints will also be investigated. The method will depend on the details provided in the anonymous complaint. If the complaint is sufficiently detailed, the investigation may be able to proceed in the same manner as any other complaint. If the information is more general, **Name of Organization** may need to do an environmental assessment or survey to try to determine if misconduct has occurred. All investigations will be fair, impartial, timely, and completed by qualified personnel.

To the extent possible, **Name of Organization** will endeavor to keep the reporting of the applicant or employee's concerns confidential; however, complete confidentiality cannot be guaranteed when it interferes with **Name of Organization's** ability to fulfill its obligations under this policy. All employees are required to cooperate fully with any investigation. This includes, but is not limited to, maintaining an appropriate level of discretion regarding the investigation and disclosing any and all information that may be pertinent to the investigation. Upon completion of the investigation, if misconduct is substantiated, **Name of Organization** will take appropriate corrective and preventive action calculated to end the conduct up to and including formal discipline where warranted.

Contact information for **Name of Organization's** EEO Officer is:

[Insert name and contact info here]

FILING OF COMPLAINTS OUTSIDE OUR COMPANY

Employees and applicants may file formal complaints of discrimination, harassment, or retaliation with the agencies listed below. Individuals who wish to pursue filing with these agencies should contact them directly to obtain further information about their processes and time limits.

California Department of Fair Employment and Housing

2218 Kausen Drive, Suite 100

Elk Grove, CA 95758

800-884-1684 (voice), 800-700-2320 (TTY) or California's Relay Service at 711

contact.center@dfeh.ca.gov

<https://www.dfeh.ca.gov>

U.S. Equal Employment Opportunity Commission

450 Golden Gate Avenue 5 West,

P.O Box 36025

San Francisco, CA 94102-3661

1-800-669-4000 or 510-735-8909 (Deaf/hard-of-hearing callers only)

<http://www.eeoc.gov/employees>

CALIFORNIA STATE AGENCIES ONLY:

State Personnel Board Appeals Division

801 Capitol Mall

Sacramento, CA 95814

(916) 653-0799 or TDD Line (916) 653-1498

www.spb.ca.gov

CORRECTIVE ACTION GUIDELINES

Name of Organization will take appropriate corrective action(s) up to and including formal discipline against any employee(s) when an investigation has found that misconduct occurred. Such corrective action(s) may include, but are not limited to, letters of reprimand, suspension, demotion, or termination. Additionally, depending on the nature of the violation, civil liability could be imposed on the violator as well as **Name of Organization**.

Name of Organization
**DISCRIMINATION, HARASSMENT, AND RETALIATION PREVENTION POLICY
COMPLAINT FORM**

COMPLAINANT INFORMATION

NAME:

DIVISION / UNIT:

OFFICE LOCATION:

WORK PHONE:

IMMEDIATE SUPERVISOR:

Please describe the conduct that you believe violates the Discrimination, Harassment or Retaliation Prevention Policy. In your narrative, describe: (1) What happened to you; (2) Why you believe you are being discriminated, harassed, or retaliated against, including the reason or evidence you have to support your belief, and; (3) When the acts of discrimination, harassment, or retaliation occur (attach additional pages if needed). If you require assistance with completing this form as a reasonable accommodation, please contact the EEO officer.

PERSON(S) ALLEGED TO HAVE VIOLATED THE POLICY

Person #1 - Name: Position: Work Location:

Person #2 - Name: Position: Work Location:

Person #3 - Name: Position: Work Location:

PERSON(S) WITH INFORMATION/KNOWLEDGE OF THE ALLEGED INCIDENTS

Witness Name: Position: Work Location:

Witness Name: Position: Work Location:

Witness Name: Position: Work Location:

HAVE YOU COMPLAINED TO ANYONE AT NAME OF ORGANIZATION ABOUT THIS MATTER?

If yes, explain the situation. When did you complain, to whom, and what was the result?

Please submit to the Equal Employment Opportunity Officer:

Policies – Mandatory, Recommended and Optional

The following table indicates which policies are:

- M** Mandatory: a policy that you must include in your handbook, as required by law or to maintain employment at-will status.
- R** Recommended: a policy that is based on a law or benefit, which you may want to include if it applies to your company.
- O** Optional: a policy that you may choose to include if it applies to your company.

Policy	Mandatory/Recommended/Optional	
<i>General Employment Policies</i>		
At-Will Employment Status	M	An employee in California can be terminated at the will of either party. Must include to establish your company's employment at-will policy.
Confirmation of Receipt of Employee Handbook	M	More a form than a policy, you must use it to maintain a written record of each employee's receipt of the handbook and establish that employees had notice of your policies, expectations and prohibitions.
Introductory Statement	M	Must use to override any existing policies and practices. Specifically states that the current handbook supersedes all previous handbooks and policies.
Right to Revise	M	Must use to establish your company's right to change the handbook.
<i>Harassment/Discrimination Prevention</i>		
Confirmation of Receipt of Harassment, Discrimination and Retaliation Prevention Policy	M	More of a form than a policy, you must use it to maintain a written record of each employee's receipt of your prevention policy and establish that employees had notice of your policies, expectations and prohibitions. Employers in California are required to distribute this policy and confirm receipt.
Harassment, Discrimination and Retaliation Prevention	M	Most employers are subject to discrimination and sexual harassment laws. A harassment, discrimination and retaliation prevention policy is mandatory for California employers.
<i>Hiring</i>		
Bridging of Time	O	
Full-Time Employees	O	
Inactive Status	O	
Job Duties	O	
Job Sharing	O	
New Hires	O	
Part-time Employees	O	
Regular Employees	O	
Temporary Employees	O	

Policies – Mandatory, Recommended and Optional

<i>Leaves of Absence</i>		
Bereavement Leave	O	
Civil Air Patrol Leave	R	California employers with more than 15 employees must provide this leave, but you are not required to have this policy in your handbook. If you have more than 15 employees, it is recommended that you include a policy describing this mandatory leave to demonstrate compliance with the leave law.
Domestic Violence, Sexual Assault or Stalking, Leave and Accommodation	R	California employers must provide this leave, but you are not required to have this policy in your handbook. It is recommended that you include a policy describing this mandatory leave to demonstrate compliance with the leave law.
Domestic Violence, Sexual Assault or Stalking, Leave for Treatment	R	California employers with 25 or more employees must provide this leave, but you are not required to have this policy in your handbook. If you have 25 or more employees, it is recommended that you include a policy describing this mandatory leave to demonstrate compliance with the leave law.
Extended Medical Leave	O	
Family and Medical Leave	M	Mandatory for employers with 50 or more employees or public employers.
Jury Duty and Witness Leave	R	California employers must provide this leave, but you are not required to have this policy in your handbook. It is recommended that you include a policy describing this mandatory leave to demonstrate compliance with the leave law.
Leave Donation Program	O	
Military Leave	R	Employers must provide this leave, but you are not required to have this policy in your handbook. It is recommended that you include at least a general provision about military leave to demonstrate compliance with the leave law.
Military Spouse Leave	R	California employers with 25 or more employees must provide this leave, but you are not required to have this policy in your handbook. If you have 25 or more employees, it is recommended that you include a policy describing this mandatory leave to demonstrate compliance with the leave law.
Organ and Bone Marrow Donor Leave	R	California employers with 15 or more employees must provide this leave, but you are not required to have this policy in your handbook. If you have 15 or more employees, it is recommended that you include a policy describing this mandatory leave to demonstrate compliance with the leave law.
Paid Time Off	R	It is recommended that you include this policy if you consolidate vacation, holiday and sick pay into "paid time off" or "PTO."
Personal Leave	R	It is recommended that you include this policy if you offer personal leaves of absence.
Pregnancy Disability Leave	M	Mandatory for California employers with five or more employees.
School and Child Care Activities Leave	R	California employers with 25 or more employees working at the same location must provide this leave, but you are not required to have this policy in your handbook. If you have 25 or more employees, it is recommended that you include a policy describing this mandatory leave to demonstrate compliance with the leave law.
School Appearances Involving Suspension	R	California employers must provide this leave, but you are not required to have this policy in your handbook. It is recommended that you include a policy describing this mandatory leave to demonstrate compliance with the leave law.

Policies – Mandatory, Recommended and Optional

Sick Leave	M	California employers are required to provide paid sick leave. This policy is considered mandatory for California employers in order to demonstrate compliance with the mandatory paid sick leave law. Inclusion of this policy allows you to specifically describe and clearly communicate your company's approach to providing the mandatory benefit. A written policy is also required if you place any limits on paid sick leave that are allowed within the law.
Time Off for Voting	R	California employers must provide this leave, but you are not required to have this policy in your handbook. It is recommended that you include a policy describing this mandatory leave to demonstrate compliance with the leave law.
Vacation	R	It is recommended that you include this policy if you choose to offer paid vacation.
Victims of Crime Leave	R	California employers must provide this leave, but you are not required to have this policy in your handbook. It is recommended that you include a policy describing this mandatory leave to demonstrate compliance with the leave law.
Volunteer Civil Service Personnel	R	California employers must provide this leave, but you are not required to have this policy in your handbook. It is recommended that you include a policy describing this mandatory leave to demonstrate compliance with the leave law.
<i>Benefits</i>		
Benefits Overview	O	
External Employee Education	O	
Holidays	R	It is recommended that you include this policy if you provide paid holidays.
Lactation Policy	R	California requires employers to reasonably accommodate women who wish to express breast milk at work. It is recommended that you include this policy to demonstrate compliance with this law.
Paid Family Leave Benefits	R	Paid Family Leave is a benefit to provide partial wage replacement for individuals who take time off work to care for a family member or bond with a child. It is recommended that you include a policy describing this mandatory benefit.
Workers' Compensation	R	You must carry workers' compensation insurance and comply with applicable laws, but you are not required to have this policy in your handbook. It is recommended that you include a policy describing this mandatory benefit.
<i>Management</i>		
Employee Property	R	Your company may inspect employees' personal property upon reasonable suspicion of unauthorized possession of company property and with advance notice. If you wish to reserve this right to inspect, it is recommended that you include this policy.
Employment of Relatives	O	
Names and Addresses Policy	O	
Open-Door Policy	O	
Performance Evaluations	R	Formal performance evaluations are not required by law, but are recommended for many reasons. It is recommended that you include this policy to set forth the general procedures surrounding performance evaluations and reserve flexibility to the employer.

Policies – Mandatory, Recommended and Optional

Personnel Records	R	Under California law, you must allow employee access to personnel files. A policy is recommended to set forth the general parameters, procedural requirements and restrictions in compliance with the law.
Telecommuting	O	
Workplace Privacy - Audio/ Video Recordings	O	
<i>Company Property</i>		
Bulletin Boards	O	
Electronic and Social Media	M	This policy is considered mandatory to protect your company-owned computer systems and electronic information and to set forth your policies regarding permitted and prohibited uses of electronic and social media. This policy can also provide advance notice to employees of your right to monitor company-owned property (such as email monitoring).
Employer Property	R	This policy is recommended to address company-owned property and equipment. An employer property policy can give advance notice of your right to inspect or monitor company-owned property.
Guests and Visitors	O	
Housekeeping	O	
Off-Duty Use of Facilities	O	
Parking	O	
Prohibiting Personal Use of Company Cell Phone	O	
Smoking	R	California law generally prohibits all workplace smoking. This policy is recommended to demonstrate compliance with smoke-free workplace rights.
Solicitation and Distribution of Literature	O	
<i>Employee Conduct</i>		
Business Conduct and Ethics	O	
Conducting Personal Business	O	
Confidential Information	O	
Conflicts of Interest	O	
Customer Relations	O	
Dress Code and Other Personal Standards	O	
Drug and Alcohol Abuse	R	This policy is recommended. A drug and alcohol abuse policy expresses your concern about the use of drugs, marijuana and alcohol in the workplace and sets forth your company's rules regarding drug, marijuana and alcohol use.

Policies – Mandatory, Recommended and Optional

News Media Contacts	O	
Off-Duty Conduct	O	
Other Employment	O	
Political Activity	O	
Prohibited Cell Phone Use	O	
Prohibited Conduct	O	
Prohibited Use of Company Cell Phone While Driving	R	This policy is recommended. California law prohibits motorists from using cell phones, or any other type of electronic communication device, to talk or text without the use of a hands-free device. This policy notifies employees of your company's expectations.
Punctuality and Attendance	O	
<i>Wages</i>		
Advances	O	
Alternative Workweek	O	
Reporting-Time Pay	O	
Deductions for Exempt Employees	O	
Expense Accounts	O	
Makeup Time	O	
Meal and Rest Periods	M	This policy is considered mandatory for California employers. Policies regarding meal and rest periods for nonexempt employees are regulated by state wage-and-hour laws. Inclusion of this policy can allow you to specifically describe and clearly communicate applicable meal and rest periods.
Overtime for Nonexempt Employees	R	State and federal laws govern overtime for nonexempt employees, but your handbook does not have to describe the specific legal requirements. This policy is recommended to show your commitment to complying with overtime laws.
Pay Differentials	O	
Pay for Mandatory Meetings/ Training	O	
Payment of Wages	R	It is recommended that you include a policy setting forth employee paydays and pay periods.
Recruitment Bonus	O	
Timekeeping Requirements	M	This policy is considered mandatory for California employers. State wage-and-hour laws require your company to keep accurate records of hours worked, including recording meal breaks.

Policies – Mandatory, Recommended and Optional

Work Schedules	O	
<i>Health and Safety</i>		
Employees Who Are Required to Drive	O	
Ergonomics	R	Companies with more than one employee affected by a repetitive motion injury must comply with California’s ergonomics standard, and this policy is recommended.
Fragrance	O	
Health and Safety	R	This policy is recommended. California employers are required to establish a written Injury and Illness Prevention Program (IIPP). This policy can refer employees to the IIPP, and discuss your commitment to workplace safety.
Heat Illness	R	This policy is recommended if your company has employees that work outside.
Inclement Weather/Natural Disasters	O	
Recreational Activities and Programs	O	
Security	R	This policy is recommended to express your company's concern for your employees' welfare and safety, and discusses your company's security guidelines.
Workplace Violence	R	This policy is recommended to emphasize your company's commitment to a safe workplace and to put employees on notice of unacceptable behaviors.
<i>Termination</i>		
Employee References	O	
Involuntary Termination and Progressive Discipline	O	
Reductions in Force	O	
Voluntary Resignation	O	