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| image001**HR ASSESSMENT & DISCUSSION PLANNER**  |
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| **Company Name**: |
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| **Number of employees Worldwide: Number of employees in CA:** |
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| **Is the Company headquartered in California? If not, where?** |
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| 1. **Does the company have clearly articulated Vision, Mission and Values statements?**
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| 1. **Are all Employment Posters prominently displayed and are they the latest revisions?**
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| 1. **Do employee files only contain job related information?**
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| 1. **Do employee files contain I-9 forms?**
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| 1. **Have you confirmed if any of your worksites be impacted by city or county changes to minimum wage requirements or paid sick leave in 2016 or 2017?**
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| 1. Are all Non-Exempt new hires (Since January 2012) provided written notice in compliance with California’s **Wage Theft Protection Act**?
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| 1. Do you use Independent Contractors (**1099**s) as part of your workforce?
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| 1. **Do you have Government contracts of $50,000 or more? If so, do you maintain an annually-updated Affirmative Action Plan?**
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| 1. **Do you have an Employee Handbook that has been updated in the last two years?**
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| 1. **Does your Handbook contain adequate Harassment Prevention language updated to conform to the amended FEHA regulations effective 4/1/2016?**
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| 1. **What Acknowledgements are employees asked to sign in the handbook?**
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| 1. **Do you have an adequate, legally-reviewed At-Will Statement, and is it prominently included in your Handbook, Job Application, Offer Letters, etc.?**
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| 1. **Does your paid time off program consist of separate vacation and sick policies or is it a combined PTO? Have you updated the policy to comply with all the requirements of Mandatory Paid Sick Leave Laws?**
2. **Are you confident that all State and Federally mandated Leaves of Absence are being provided to your eligible employees and are being properly administered?**
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| 1. **Have all Leads, Supervisors and Managers received AB1825-mandated Harassment Prevention Training in the past two years and h**ave you updated your **Harassment Prevention Training** program to conform to the **amended FEHA requirements effective 4/1/2016?**
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| 1. **Have Leads, Supervisors and Managers been trained on Leadership Skills and basic Supervisory Laws?**
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| 1. **Does the Company have a formal, updated Compensation Plan and policy that addressing all classifications and based on a statistical grade and range structure to strengthen market competitiveness and internal equity?**
2. **Have you reviewed your compensation practices in light of CA’s Fair Pay Act - Effective 1/1/2016?**
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| 1. Have you conducted any kind of **Employee Opinion Survey** in the last two years?
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| 1. **Do you have a formal Performance Review Policy? Are reviews current?**
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| 1. **Are you confident that all employees are properly classified as Exempt or Non-Exempt (including the CA duties test) and, have you analyzed your exempt pay levels in preparation for the possible salary threshold increases?**
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| 1. **Do you have written Job Descriptions that accurately reflect the actual duties and responsibilities of each position?**
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| 1. **Do you have a clearly articulated and compliant policy on Meal and Rest Periods? Is it always adhered to by all Non-Exempt Employees?**
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| 1. **Do you have a written IIPP?**
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| 1. **Are you conducting regular Safety Training and does it include Written Testing?**
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| 1. Do you review your **Employee** **Benefits** offerings (including voluntary benefits) on an annual basis?
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