|  |
| --- |
| [image001](http://www.employersgroup.com/)  **HR ASSESSMENT & DISCUSSION PLANNER** |
|  |
| **Company Name**: |
|  |
| **Number of employees Worldwide: Number of employees in CA:** |
|  |
| **Is the Company headquartered in California? If not, where?** |
|  |
| 1. **Does the company have clearly articulated Vision, Mission and Values statements?** |
|  |
| 1. **Are all Employment Posters prominently displayed and are they the latest revisions?** |
|  |
| 1. **Do employee files only contain job related information?** |
|  |
| 1. **Do employee files contain I-9 forms?** |
|  |
| 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?** |
|  |
| 1. Are all Non-Exempt new hires (Since January 2012) provided written notice in compliance with California’s **Wage Theft Protection Act**? |
|  |
| 1. Do you use Independent Contractors (**1099**s) as part of your workforce? |
|  |
| 1. **Do you have Government contracts of $50,000 or more? If so, do you maintain an annually-updated Affirmative Action Plan?** |
|  |
| 1. **Do you have an Employee Handbook that has been updated in the last two years?** |
|  |
| 1. **Does your Handbook contain adequate Harassment Prevention language updated to conform to the amended FEHA regulations effective 4/1/2016?** |
|  |
| 1. **What Acknowledgements are employees asked to sign in the handbook?** |
| 1. **Do you have an adequate, legally-reviewed At-Will Statement, and is it prominently included in your Handbook, Job Application, Offer Letters, etc.?** |
| 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?** |
| 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?** |
|  |
| 1. **Have Leads, Supervisors and Managers been trained on Leadership Skills and basic Supervisory Laws?** |
| 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?** |
|  |
| 1. Have you conducted any kind of **Employee Opinion Survey** in the last two years? |
|  |
| 1. **Do you have a formal Performance Review Policy? Are reviews current?** |
|  |
| 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?** |
|  |
| 1. **Do you have written Job Descriptions that accurately reflect the actual duties and responsibilities of each position?** |
|  |
| 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?** |
|  |
| 1. **Do you have a written IIPP?** |
|  |
| 1. **Are you conducting regular Safety Training and does it include Written Testing?** |
|  |
| 1. Do you review your **Employee** **Benefits** offerings (including voluntary benefits) on an annual basis? |