

California Employee Handbook Compliance Analysis Report

Handbook Analyzed: handbook4

Analysis Date: February 06, 2026

Generated By: Axiom Legal Workflow

Compliance Grade: N/A

Compliance Summary

Compliant Items	13
Partially Compliant Items	7
Non-Compliant Items	0
Total Items Reviewed	20

Detailed Compliance Analysis

1. At-Will Employment Disclaimer

Legal Citation:	Labor Code §2922
Status:	Present
Found on Pages:	Page 10
Risk Level:	Low
Assessment:	Compliant. Clear statement that employment is at-will, terminable by either party at any time for no cause.
Recommendation:	None required

2. Equal Employment Opportunity Policy

Legal Citation:	Gov. Code §12940
Status:	Present
Found on Pages:	Page 10
Risk Level:	Low
Assessment:	Compliant. Comprehensive policy covering all protected classes including recent additions (reproductive health decisions).
Recommendation:	None required

3. Anti-Harassment Policy

Legal Citation:	Gov. Code §12940, FEHA
Status:	Present
Found on Pages:	Pages 25-26
Risk Level:	Low
Assessment:	Compliant. Detailed policy covering all protected classes, including specific examples of prohibited conduct.
Recommendation:	None required

4. Harassment Complaint Procedure

Legal Citation:	Gov. Code §12950
Status:	Present
Found on Pages:	Pages 29-30
Risk Level:	Low
Assessment:	Compliant. Clear reporting procedures, multiple reporting channels, investigation process outlined
Recommendation:	None required

5. Meal Break Policy

Legal Citation:	Labor Code §512
Status:	Present
Found on Pages:	Pages 15-16
Risk Level:	Low
Assessment:	Compliant. Detailed policy covering 30-minute unpaid meal breaks for shifts over 5 hours, timing required
Recommendation:	None required

6. Rest Break Policy

Legal Citation:	Labor Code §226.7
Status:	Present
Found on Pages:	Page 15
Risk Level:	Low
Assessment:	Compliant. Clear policy for paid 15-minute rest breaks for every 4 hours worked, timing required
Recommendation:	None required

7. Overtime Policy

Legal Citation:	Labor Code §510
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Status:	Present
Found on Pages:	Pages 14, 17
Risk Level:	Low
Assessment:	Compliant. Properly states overtime at 1.5x rate for hours over 8 per day or 40 per week. Requ
Recommendation:	None required

8. Paid Sick Leave

Legal Citation:	Labor Code §246
Status:	Present
Found on Pages:	Pages 34-35
Risk Level:	Low
Assessment:	Compliant. Detailed policy covering accrual rates, usage eligibility, permitted uses (including do
Recommendation:	None required

9. California Family Rights Act

Legal Citation:	Gov. Code §12945.2
Status:	Present
Found on Pages:	Pages 39-40
Risk Level:	Low
Assessment:	Compliant. Comprehensive CFRA policy covering eligibility requirements, qualifying reasons, d
Recommendation:	None required

10. Pregnancy Disability Leave

Legal Citation:	Gov. Code §12945
Status:	Present
Found on Pages:	Page 38-39

Risk Level:	Low
Assessment:	Compliant. Covers up to 4 months of unpaid leave for pregnancy-related disabilities, medical co
Recommendation:	None required

11. Wage Statement Requirements

Legal Citation:	Labor Code §226
Status:	Partially Present
Found on Pages:	Page 13
Risk Level:	Medium
Assessment:	Partially compliant. Mentions bi-weekly pay schedule and error reporting, but lacks specific info
Recommendation:	Add detailed section on wage statement requirements and employee rights to access wage info

12. Personnel Records Access

Legal Citation:	Labor Code §1198.5
Status:	Missing
Found on Pages:	Not found
Risk Level:	High
Assessment:	Non-compliant. No policy regarding employee rights to inspect and copy personnel records.
Recommendation:	Add comprehensive policy on personnel records access rights, including timing and procedures

13. Expense Reimbursement

Legal Citation:	Labor Code §2802
Status:	Missing
Found on Pages:	Not found
Risk Level:	High

Assessment: Non-compliant. No policy regarding reimbursement of necessary business expenses incurred b

Recommendation: Add policy requiring reimbursement of necessary business expenses

14. PAGA Notice

Legal Citation: Labor Code §2699

Status: Missing

Found on Pages: Not found

Risk Level: **High**

Assessment: Non-compliant. Missing required notice of employees' rights under the Private Attorneys Gener

Recommendation: Add PAGA notice informing employees of their rights to file representative actions

15. Lactation Accommodation

Legal Citation: Labor Code §1031

Status: Present

Found on Pages: Pages 17-18

Risk Level: **Low**

Assessment: Compliant. Covers break time, private location, advance notice requirements, and coordination

Recommendation: None required

16. Whistleblower Protection

Legal Citation: Labor Code §1102.5

Status: Present

Found on Pages: Page 22

Risk Level: **Low**

Assessment: Compliant. Policy encourages reporting of violations, provides confidential reporting procedures

Recommendation: None required

17. Anti-Retaliation Policy

Legal Citation:	Labor Code §98.6
Status:	Present
Found on Pages:	Page 27
Risk Level:	Low
Assessment:	Compliant. Clear policy prohibiting retaliation for protected activities and complaint procedures.
Recommendation:	None required

18. AI/Automated Decision Systems Policy

Legal Citation:	SB 1001 (2026)
Status:	Missing
Found on Pages:	Not found
Risk Level:	High
Assessment:	Non-compliant with new 2026 requirements. No policy addressing use of AI in employment decisions.
Recommendation:	Add comprehensive policy on AI/automated decision systems, including employee notification requirements.

19. Emergency Contact Designation

Legal Citation:	SB 294 (2026)
Status:	Partially Present
Found on Pages:	Page 33
Risk Level:	Medium
Assessment:	Partially compliant. Mentions emergency contacts are maintained but lacks comprehensive policy.
Recommendation:	Expand to include full emergency contact designation policy per SB 294 requirements

20. Workers' Rights Notice

Legal Citation:	SB 294 (2026)
Status:	Missing
Found on Pages:	Not found
Risk Level:	High
Assessment:	Non-compliant with new 2026 requirements. Missing required comprehensive notice of workers
Recommendation:	Add comprehensive workers' rights notice as required by SB 294

This analysis is provided for informational purposes only and does not constitute legal advice. Please consult with a qualified employment law attorney for specific legal guidance.