

California Employee Handbook Compliance Analysis Report

Handbook Analyzed: GreenWaste Employee Handbook
Analysis Date: February 07, 2026
Generated By: Axiom Legal Workflow
Compliance Grade: C

Executive Summary

This handbook was analyzed against 20 California employment law requirements. The handbook demonstrates fair compliance with an overall grade of C. 14 items are fully compliant. 2 items are partially compliant and may need updates. 4 items are non-compliant and require immediate attention to avoid legal exposure. There are 4 critical issues that pose high legal risk and should be addressed as a priority. These issues are detailed in the Critical Issues section below.

Compliance Score

14 out of 20 items compliant (70%)

Compliant Items	14
Partially Compliant Items	2
Non-Compliant Items	4
Total Items Reviewed	20

■■ Critical Issues Requiring Immediate Attention

The following 4 high-risk items require immediate remediation to avoid potential legal liability:

1. PAGA Notice Missing

No notice of employees' rights under the Private Attorneys General Act

2. AI/Automated Decision Systems Policy Missing

New 2026 requirement for AI transparency in employment decisions

3. Emergency Contact Designation Missing

New 2026 requirement allowing emergency contact designation

4. Workers' Rights Notice Missing

Enhanced notice requirements under SB 294 ---

Detailed Compliance Analysis

1. At-Will Employment Disclaimer

Legal Citation:	Labor Code §2922
Status:	Present
Found on Pages:	Pages 7-8
Risk Level:	Low
Assessment:	Compliant. Clear statement that employment is at-will, can be terminated by either party with or without cause/notice. Properly reserves authority to CEO only for employment agreements.
Recommendation:	None needed

2. Equal Employment Opportunity Policy

Legal Citation:	Gov. Code §12940, FEHA
Status:	Present
Found on Pages:	Pages 12-13
Risk Level:	Low
Assessment:	Compliant. Comprehensive list of protected classes including newer additions (reproductive health decision making, gender identity, hair texture/protective hairstyles). Covers all required categories.
Recommendation:	None needed

3. Anti-Harassment Policy

Legal Citation:	Gov. Code §12940, FEHA
Status:	Present
Found on Pages:	Pages 12-15
Risk Level:	Low

Assessment:	Compliant. Detailed policy covering sexual harassment and harassment based on protected characteristics. Includes examples of prohibited conduct and covers all persons in workplace.
Recommendation:	None needed

4. Harassment Complaint Procedure

Legal Citation:	Gov. Code §12950
Status:	Present
Found on Pages:	Pages 15-16
Risk Level:	Low
Assessment:	Compliant. Multiple reporting channels identified (supervisor, HR, CEO, General Counsel, ethics hotline). Investigation procedures outlined with confidentiality provisions.
Recommendation:	None needed

5. Meal Break Policy

Legal Citation:	Labor Code §512
Status:	Present
Found on Pages:	Pages 24-25
Risk Level:	Low
Assessment:	Compliant. Detailed meal period policy covering 30-minute unpaid breaks, timing requirements (by 5th hour), waiver provisions, and second meal periods for shifts over 10 hours.
Recommendation:	None needed

6. Rest Break Policy

Legal Citation:	Labor Code §226.7
Status:	Present
Found on Pages:	Page 24

Risk Level:	Low
Assessment:	Compliant. 10-minute paid rest breaks for every 4 hours worked, properly scheduled in middle of work periods.
Recommendation:	None needed

7. Overtime Policy

Legal Citation:	Labor Code §510
Status:	Present
Found on Pages:	Pages 27-28
Risk Level:	Low
Assessment:	Compliant. Covers time-and-a-half for over 8 hours/day or 40 hours/week, double time for over 12 hours/day, and 7th consecutive day provisions.
Recommendation:	None needed

8. Paid Sick Leave

Legal Citation:	Labor Code §246
Status:	Partially Present
Found on Pages:	Page 56
Risk Level:	Medium
Assessment:	References separate Paid Sick Time Policy in Appendix but full policy not included in handbook text provided. Cannot verify full compliance.
Recommendation:	Include complete paid sick leave policy in main handbook or ensure separate policy is compliant and properly referenced

9. California Family Rights Act

Legal Citation:	Gov. Code §12945.2
Status:	Present
Found on Pages:	Pages 64-69

Risk Level:	Low
Assessment:	Compliant. Comprehensive CFRA policy covering eligibility, qualifying reasons, concurrent FMLA running, benefits continuation, and reinstatement rights.
Recommendation:	None needed

10. Pregnancy Disability Leave

Legal Citation:	Gov. Code §12945
Status:	Present
Found on Pages:	Pages 72-74
Risk Level:	Low
Assessment:	Compliant. Detailed PDL policy covering up to 4 months leave, reasonable accommodations, transfer provisions, and benefit continuation.
Recommendation:	None needed

11. Wage Statement Requirements

Legal Citation:	Labor Code §226
Status:	Partially Present
Found on Pages:	Page 26
Risk Level:	Medium
Assessment:	References payroll statements and deductions but doesn't specifically outline all required wage statement information.
Recommendation:	Add specific language about wage statement contents and employee rights regarding wage statements

12. Personnel Records Access

Legal Citation:	Labor Code §1198.5
Status:	Present

Found on Pages:	Page 19
Risk Level:	Low
Assessment:	Compliant. Covers employee right to inspect personnel records, representative designation, and reasonable cost for copies.
Recommendation:	None needed

13. Expense Reimbursement

Legal Citation:	Labor Code §2802
Status:	Present
Found on Pages:	Pages 30-31
Risk Level:	Low
Assessment:	Compliant. Policy covers reimbursement for necessary business expenses, mileage at IRS rate, and cell phone stipends.
Recommendation:	None needed

14. PAGA Notice

Legal Citation:	Labor Code §2699
Status:	Missing
Found on Pages:	Not found
Risk Level:	High
Assessment:	No specific notice about Private Attorneys General Act (PAGA) rights.
Recommendation:	Add PAGA notice informing employees of their right to bring PAGA claims for Labor Code violations

15. Lactation Accommodation

Legal Citation:	Labor Code §1031
Status:	Present

Found on Pages:	Pages 39-40
Risk Level:	Low
Assessment:	Compliant. Comprehensive lactation policy covering break time, private space requirements, and anti-retaliation provisions.
Recommendation:	None needed

16. Whistleblower Protection

Legal Citation:	Labor Code §1102.5
Status:	Present
Found on Pages:	Pages 17-18
Risk Level:	Low
Assessment:	Compliant. Covers protection for reporting violations of law, good faith requirement, and anti-retaliation provisions.
Recommendation:	None needed

17. Anti-Retaliation Policy

Legal Citation:	Labor Code §98.6
Status:	Present
Found on Pages:	Pages 14-15, 17-18
Risk Level:	Low
Assessment:	Compliant. Multiple references to anti-retaliation protections throughout various policies.
Recommendation:	None needed

18. AI/Automated Decision Systems Policy

Legal Citation:	SB 1001 (effective 2026)
Status:	Missing

Found on Pages:	Not found
Risk Level:	High
Assessment:	No policy addressing AI/automated decision-making systems in employment (SB 1001 effective 2026).
Recommendation:	Add policy addressing AI transparency, employee rights regarding automated hiring/management decisions

19. Emergency Contact Designation

Legal Citation:	SB 294 (effective 2026)
Status:	Missing
Found on Pages:	Not found
Risk Level:	High
Assessment:	No policy allowing employees to designate emergency contacts for workplace emergencies.
Recommendation:	Add policy allowing employees to designate emergency contacts with confidentiality protections

20. Workers' Rights Notice

Legal Citation:	SB 294 (effective 2026)
Status:	Missing
Found on Pages:	Not found
Risk Level:	High
Assessment:	No enhanced workers' rights notice as required by SB 294.
Recommendation:	Add comprehensive workers' rights notice covering reporting procedures and protections

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.