

# California Employee Handbook Compliance Analysis Report

Handbook Analyzed: handbook3  
Analysis Date: February 06, 2026  
Generated By: Axiom Legal Workflow  
Compliance Grade: N/A

## Compliance Summary

Compliant Items	14
Partially Compliant Items	1
Non-Compliant Items	5
Total Items Reviewed	20

# Detailed Compliance Analysis

## 1. At-Will Employment Disclaimer

Legal Citation: California Labor Code §2922

Status: Present

Found on Pages: Pages 7-8

Risk Level: **Low**

Assessment: Compliant. Clear at-will employment disclaimer stating employment may be terminated "with or without cause" is present.

Recommendation: No action needed

## 2. Equal Employment Opportunity Policy

Legal Citation: Government Code §12940

Status: Present

Found on Pages: Pages 7-8, 15-16

Risk Level: **Low**

Assessment: Compliant. Comprehensive EEO policy covering all protected characteristics under California law is present.

Recommendation: No action needed

## 3. Anti-Harassment Policy

Legal Citation: Government Code §12940, FEHA

Status: Present

Found on Pages: Pages 16-17

Risk Level: **Low**

Assessment: Compliant. Comprehensive policy prohibiting discrimination, harassment, sexual misconduct, and retaliation is present.

Recommendation: No action needed

## **4. Harassment Complaint Procedure**

**Legal Citation:** Government Code §12950

**Status:** Present

**Found on Pages:** Pages 17-19

**Risk Level:** **Low**

**Assessment:** Compliant. Clear reporting procedures including multiple reporting channels (Office for Institutional Equity, Title IX Office, and HR).

**Recommendation:** No action needed

## **5. Meal Break Policy**

**Legal Citation:** California Labor Code §512

**Status:** Present

**Found on Pages:** Pages 12-13

**Risk Level:** **Low**

**Assessment:** Compliant. Detailed meal break policy for non-exempt employees with proper timing requirements.

**Recommendation:** No action needed

## **6. Rest Break Policy**

**Legal Citation:** California Labor Code §226.7

**Status:** Present

**Found on Pages:** Pages 12-13

**Risk Level:** **Low**

**Assessment:** Compliant. Clear rest break schedule based on hours worked (10-minute paid breaks), with proper timing requirements.

**Recommendation:** No action needed

## **7. Overtime Policy**

**Legal Citation:** California Labor Code §510

Status:	Partially Present
Found on Pages:	Page 13
Risk Level:	<b>High</b>
Assessment:	Non-compliant. While timekeeping requirements mention "overtime hours," there is no detailed policy.
Recommendation:	Add comprehensive overtime policy including daily (8+ hours) and weekly (40+ hours) overtime calculations.

## 8. Paid Sick Leave

Legal Citation:	California Labor Code §246
Status:	Present
Found on Pages:	Pages 34-35
Risk Level:	<b>Low</b>
Assessment:	Compliant. Provides 40 hours annually (48 for LA employees), 90-day waiting period, carryover, and job protection.
Recommendation:	No action needed

## 9. California Family Rights Act

Legal Citation:	Government Code §12945.2
Status:	Present
Found on Pages:	Pages 37-38
Risk Level:	<b>Low</b>
Assessment:	Compliant. Comprehensive CFRA policy covering eligibility, duration, reasons for leave, and job protection.
Recommendation:	No action needed

## 10. Pregnancy Disability Leave

Legal Citation:	Government Code §12945
Status:	Present
Found on Pages:	Pages 38-39

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Risk Level:	Low
Assessment:	Compliant. Detailed pregnancy disability leave policy with up to 4 months leave plus additional
Recommendation:	No action needed

## 11. Wage Statement Requirements

Legal Citation:	California Labor Code §226
Status:	Partially Present
Found on Pages:	Pages 33-35
Risk Level:	Medium
Assessment:	Partially compliant. Mentions providing notice of PTO available but doesn't comprehensively ad
Recommendation:	Add detailed wage statement policy covering all required elements

## 12. Personnel Records Access

Legal Citation:	California Labor Code §1198.5
Status:	Present
Found on Pages:	Pages 21-22
Risk Level:	Low
Assessment:	Compliant. Provides procedure for employees to review personnel files within 30 business days
Recommendation:	No action needed

## 13. Expense Reimbursement

Legal Citation:	California Labor Code §2802
Status:	Present
Found on Pages:	Page 14
Risk Level:	Low

<b>Assessment:</b>	Compliant. States university will reimburse for "all reasonable and necessary business expenses."
<b>Recommendation:</b>	Consider expanding to cover all business expenses, not just remote work

## 14. PAGA Notice

<b>Legal Citation:</b>	California Labor Code §2699
<b>Status:</b>	Missing
<b>Found on Pages:</b>	Not found
<b>Risk Level:</b>	<b>High</b>
<b>Assessment:</b>	Non-compliant. No notice regarding Private Attorneys General Act (PAGA) rights found in handbook.
<b>Recommendation:</b>	Add PAGA notice explaining employee rights to file representative actions for Labor Code violations.

## 15. Lactation Accommodation

<b>Legal Citation:</b>	California Labor Code §1031
<b>Status:</b>	Present
<b>Found on Pages:</b>	Page 22
<b>Risk Level:</b>	<b>Low</b>
<b>Assessment:</b>	Compliant. Provides break time, private space, and proper procedures for lactation accommodation.
<b>Recommendation:</b>	No action needed

## 16. Whistleblower Protection

<b>Legal Citation:</b>	California Labor Code §1102.5
<b>Status:</b>	Present
<b>Found on Pages:</b>	Page 18
<b>Risk Level:</b>	<b>Low</b>
<b>Assessment:</b>	Compliant. Policy Against Retaliation protects employees who report suspected violations in good faith.
<b>Recommendation:</b>	No action needed

## 17. Anti-Retaliation Policy

Legal Citation: California Labor Code §98.6

Status: Present

Found on Pages: Page 18

Risk Level: **Low**

Assessment: Compliant. Comprehensive anti-retaliation policy protecting employees who file complaints or pursue legal action.

Recommendation: No action needed

## 18. AI/Automated Decision Systems Policy

Legal Citation: Anticipated CA legislation 2026

Status: Missing

Found on Pages: Not found

Risk Level: **High**

Assessment: Non-compliant. No policy addressing AI or automated decision-making systems in employment decisions.

Recommendation: Develop policy addressing use of AI in hiring, evaluation, and other employment decisions without discrimination.

## 19. Emergency Contact Designation

Legal Citation: California SB 294 (2026)

Status: Missing

Found on Pages: Not found

Risk Level: **Medium**

Assessment: Non-compliant. No specific policy allowing employees to designate emergency contacts with workplace.

Recommendation: Add policy allowing emergency contact designation for workplace emergencies.

## 20. Workers' Rights Notice

**Legal Citation:** California SB 294 (2026)

**Status:** Missing

**Found on Pages:** Not found

**Risk Level:** **Medium**

**Assessment:** Non-compliant. Missing comprehensive workers' rights notice as required by new legislation.

**Recommendation:** Add comprehensive workers' rights notice covering Labor Code 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.*