

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."
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.
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.
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 Coordinator, etc.)
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 documentation.
Recommendation:	No action needed

7. Overtime Policy

Legal Citation:	California Labor Code §510
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Status:	Partially Present
Found on Pages:	Page 13
Risk Level:	High
Assessment:	Non-compliant. While timekeeping requirements mention "overtime hours," there is no detailed
Recommendation:	Add comprehensive overtime policy including daily (8+ hours) and weekly (40+ hours) overtime

8. Paid Sick Leave

Legal Citation:	California Labor Code §246
Status:	Present
Found on Pages:	Pages 34-35
Risk Level:	Low
Assessment:	Compliant. Provides 40 hours annually (48 for LA employees), 90-day waiting period, carryover
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:	Low
Assessment:	Compliant. Comprehensive CFRA policy covering eligibility, duration, reasons for leave, and job
Recommendation:	No action needed

10. Pregnancy Disability Leave

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

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**

Assessment: Compliant. States university will reimburse for "all reasonable and necessary business expense

Recommendation: Consider expanding to cover all business expenses, not just remote work

14. PAGA Notice

Legal Citation: California Labor Code §2699

Status: Missing

Found on Pages: Not found

Risk Level: **High**

Assessment: Non-compliant. No notice regarding Private Attorneys General Act (PAGA) rights found in hand

Recommendation: Add PAGA notice explaining employee rights to file representative actions for Labor Code viola

15. Lactation Accommodation

Legal Citation: California Labor Code §1031

Status: Present

Found on Pages: Page 22

Risk Level: **Low**

Assessment: Compliant. Provides break time, private space, and proper procedures for lactation accommoda

Recommendation: No action needed

16. Whistleblower Protection

Legal Citation: California Labor Code §1102.5

Status: Present

Found on Pages: Page 18

Risk Level: **Low**

Assessment: Compliant. Policy Against Retaliation protects employees who report suspected violations in go

Recommendation: 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 p
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
Recommendation:	Develop policy addressing use of AI in hiring, evaluation, and other employment decisions with

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 w
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.