

# 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 cause or without 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 rights).

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

Status:	Present
Found on Pages:	Pages 14, 17
Risk Level:	<b>Low</b>
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:	<b>Low</b>
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:	<b>Low</b>
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

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Risk Level:	Low
Assessment:	Compliant. Covers up to 4 months of unpaid leave for pregnancy-related disabilities, medical ce
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

<b>Assessment:</b>	Non-compliant. No policy regarding reimbursement of necessary business expenses incurred by employees.
<b>Recommendation:</b>	Add policy requiring reimbursement of necessary business expenses

## 14. PAGA Notice

<b>Legal Citation:</b>	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. Missing required notice of employees' rights under the Private Attorneys General Act.
<b>Recommendation:</b>	Add PAGA notice informing employees of their rights to file representative actions

## 15. Lactation Accommodation

<b>Legal Citation:</b>	Labor Code §1031
<b>Status:</b>	Present
<b>Found on Pages:</b>	Pages 17-18
<b>Risk Level:</b>	<b>Low</b>
<b>Assessment:</b>	Compliant. Covers break time, private location, advance notice requirements, and coordination with employer.
<b>Recommendation:</b>	None required

## 16. Whistleblower Protection

<b>Legal Citation:</b>	Labor Code §1102.5
<b>Status:</b>	Present
<b>Found on Pages:</b>	Page 22
<b>Risk Level:</b>	<b>Low</b>
<b>Assessment:</b>	Compliant. Policy encourages reporting of violations, provides confidential reporting procedures, and protects whistleblowers from retaliation.
<b>Recommendation:</b>	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**

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

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**Status:** Missing

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**Found on Pages:** Not found

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**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.*