

California Employee Handbook Compliance Analysis Report

Handbook Analyzed: handbook1

Analysis Date: February 07, 2026

Generated By: Axiom Legal Workflow

Compliance Grade: C

Compliance Summary

Compliant Items	15
Partially Compliant Items	5
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:	Pages 8, 11
Risk Level:	Low
Assessment:	Compliant - Clear at-will disclaimer stating employment may be terminated by either party at any time.
Recommendation:	None - adequately compliant

2. Equal Employment Opportunity Policy

Legal Citation:	Gov. Code §12940, FEHA
Status:	Present
Found on Pages:	Pages 12-14
Risk Level:	Low
Assessment:	Compliant - Comprehensive EEO policy covering all protected classes including newer categories.
Recommendation:	None - well-drafted and current

3. Anti-Harassment Policy

Legal Citation:	Gov. Code §12940, Gov. Code §12950
Status:	Present
Found on Pages:	Pages 13-14
Risk Level:	Low
Assessment:	Compliant - Detailed harassment prevention policy covering all forms of prohibited conduct, including sexual harassment.
Recommendation:	None - comprehensive coverage

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 provided, investigation procedures outlined, confidentiality
Recommendation:	None - meets requirements

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 with proper timing (by 5th hour), waiver conditions, sec
Recommendation:	None - thorough compliance

6. Rest Break Policy

Legal Citation:	Labor Code §226.7
Status:	Present
Found on Pages:	Page 24
Risk Level:	Low
Assessment:	Compliant - Proper 10-minute paid rest breaks for every 4 hours worked, timing guidelines, and
Recommendation:	None - adequate coverage

7. Overtime Policy

Legal Citation:	Labor Code §510
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Status:	Present
Found on Pages:	Pages 27-28
Risk Level:	Low
Assessment:	Compliant - Covers daily overtime (8+ hours), weekly overtime (40+ hours), and double-time re
Recommendation:	None - comprehensive

8. Paid Sick Leave

Legal Citation:	Labor Code §246
Status:	Partially Present
Found on Pages:	Page 56
Risk Level:	High
Assessment:	Non-compliant - References separate policy in appendix but appendix not provided. Insufficient
Recommendation:	Include complete paid sick leave policy with accrual rates, usage terms, and all required notices

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, leave reasons, procedures, job res
Recommendation:	None - thorough coverage

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 with accommodation procedures, certification requirements, and
Recommendation:	None - adequate compliance

11. Wage Statement Requirements

Legal Citation:	Labor Code §226
Status:	Partially Present
Found on Pages:	Page 26
Risk Level:	Medium
Assessment:	Partially compliant - References wage statements but lacks detail on required information to be
Recommendation:	Add specific details about wage statement contents and employee rights to corrections

12. Personnel Records Access

Legal Citation:	Labor Code §1198.5
Status:	Present
Found on Pages:	Page 19
Risk Level:	Low
Assessment:	Compliant - Covers inspection rights, designated representatives, timing, and cost provisions for
Recommendation:	None - meets requirements

13. Expense Reimbursement

Legal Citation:	Labor Code §2802
Status:	Present
Found on Pages:	Pages 29-30
Risk Level:	Low

Assessment: Compliant - Policy covers necessary business expenses, mileage reimbursement at IRS rates, fuel card

Recommendation: None - adequate coverage

14. PAGA Notice

Legal Citation: Labor Code §2699

Status: Missing

Found on Pages: Not found

Risk Level: **High**

Assessment: Non-compliant - No notice provided regarding Private Attorneys General Act (PAGA) rights or process

Recommendation: Add PAGA notice informing employees of rights under Labor Code §2699

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, confidentiality

Recommendation: None - thorough compliance

16. Whistleblower Protection

Legal Citation: Labor Code §1102.5

Status: Present

Found on Pages: Pages 17-18

Risk Level: **Low**

Assessment: Compliant - Detailed whistleblower protection policy covering reporting procedures, protected disclosures, retaliation

Recommendation: None - comprehensive coverage

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 - Anti-retaliation protections integrated throughout various policies including harassment
Recommendation:	None - adequate protection

18. AI/Automated Decision Systems Policy

Legal Citation:	SB 1001 (effective 2024, enhanced 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:	Add policy disclosing any use of AI/automated systems in hiring, evaluation, or employment de

19. Emergency Contact Designation

Legal Citation:	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 for wo
Recommendation:	Add 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 - Missing required comprehensive workers' rights notice.
Recommendation:	Add workers' rights notice covering wage/hour laws, safety rights, and complaint procedures

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.