

HR Compliance Audit Checklist - California Employers

Enhanced Version - Fillable Format

I. Hiring - Selection and Screening

<input type="checkbox"/>	Job descriptions
<input type="checkbox"/>	Advertising
<input type="checkbox"/>	Job postings
<input type="checkbox"/>	Pay scale disclosures
<input type="checkbox"/>	Employment application
<input type="checkbox"/>	Pre-employment drug/alcohol testing
<input type="checkbox"/>	Consent form
<input type="checkbox"/>	Sampling procedures
<input type="checkbox"/>	Other pre-employment tests
<input type="checkbox"/>	Interviewing procedures
<input type="checkbox"/>	Salary history bans
<input type="checkbox"/>	Background checks
<input type="checkbox"/>	Notice to employees
<input type="checkbox"/>	Disclosure and authorization forms
<input type="checkbox"/>	Reference checks
<input type="checkbox"/>	Inquiries regarding arrests and convictions
<input type="checkbox"/>	Ban the Box laws
<input type="checkbox"/>	San Francisco Fair Chance Ordinance



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Notes:

I. Hiring - Onboarding

<input type="checkbox"/>	Employment Offer
<input type="checkbox"/>	Employment agreement
<input type="checkbox"/>	Non-disclosure agreement
<input type="checkbox"/>	Confidentiality agreement
<input type="checkbox"/>	Probationary period
<input type="checkbox"/>	Employee orientation
<input type="checkbox"/>	New hire notices
<input type="checkbox"/>	Labor Code 2810.5 New Hire Notice
<input type="checkbox"/>	Required pamphlets (see Employment Law Toolkit)
<input type="checkbox"/>	Arbitration Agreements

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II. Terms and Conditions of Employment

<input type="checkbox"/>	Collective bargaining agreements
<input type="checkbox"/>	Employee handbook
<input type="checkbox"/>	At-will policy
<input type="checkbox"/>	Equal employment opportunity (EEO) policy
<input type="checkbox"/>	Anti-harassment (Updated to comply with recent FEHA regulations?)
<input type="checkbox"/>	Complaint and investigation procedures
<input type="checkbox"/>	Bullying policy
<input type="checkbox"/>	Lactation accommodation
<input type="checkbox"/>	Reasonable accommodation policy
<input type="checkbox"/>	Retaliation protections
<input type="checkbox"/>	Acknowledgement of handbook form
<input type="checkbox"/>	Harassment training
<input type="checkbox"/>	Posters (see Employment Law Toolkit)

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III. Other Employment Policies

<input type="checkbox"/>	Paid sick leave
<input type="checkbox"/>	Vacation or PTO
<input type="checkbox"/>	Leave of absence
<input type="checkbox"/>	Absenteeism/tardiness control
<input type="checkbox"/>	Disability protections
<input type="checkbox"/>	No solicitation/no distribution
<input type="checkbox"/>	NLRA protections
<input type="checkbox"/>	Conflicts of interest
<input type="checkbox"/>	Trade secrets
<input type="checkbox"/>	Privacy
<input type="checkbox"/>	Electronic communications
<input type="checkbox"/>	Social media
<input type="checkbox"/>	Whistleblower policy and procedures
<input type="checkbox"/>	Personnel record review

Notes:
