

EHC Wizard Planning Guide

Answering the questions in this guide will help you when building your employee handbook in CalChamber's Employee Handbook Creator.

Company Employees, Hiring and Benefits

1. How many employees does your company have? _____

a. Full Time _____ b. Part Time _____ c. Temporary _____

2. Do you have any employees working in the following locations (including those working remotely)?

Berkeley Emeryville Los Angeles (city) Oakland San Diego San Francisco Santa Monica

3. Would you like to include a policy defining the following employment statuses and when any are eligible for benefits?

Part Time Full Time Temporary Exempt/Nonexempt

4. Who in your company is responsible for hiring and benefits? _____

5. Who has the sole authority to make written employment contracts for at-will employees? _____

6. Does your company allow job sharing (when two part-time employees perform the duties of one full-time position)?

Yes No If yes, who is responsible for determining the feasibility of the arrangement? _____

7. Can rehired employees "bridge" the gap for seniority or employee benefits? Yes No

If yes, how long can a break be to qualify for service credit? _____

8. Do you have an introductory or probation period for new hires? Yes No

If yes, what is it? _____

9. Job abandonment occurs after how many unreported absences? _____

10. Do you have a progressive discipline process for correcting employees' behaviors? Yes No

11. Do you allow employees to work remotely? Yes No

12. Has your company established an alternative workweek schedule for nonexempt employees? Yes No

13. Do you offer a recruitment bonus to employees who successfully refer a job candidate? Yes No

14. Do you want to specify normal company work hours? Yes No

If yes, what are they? _____

15. Do you have employees who drive for company business? Yes No

What is your mileage reimbursement rate? _____

16. Has your company had more than one employee affected by a repetitive motion injury? Yes No

17. Do you have outdoor workplaces subject to heat illness regulations? Yes No

18. What paid holidays does your company observe? _____

a. How is pay calculated if an employee works on these holidays (e.g., double time, time and a half, custom)? _____

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Payroll and Wages

1. Do you want to inform employees about your company's payment schedule? Yes No If yes:

a. What date/time are paychecks normally available? _____

b. Where can employees pick up their paychecks? _____

c. Does your company pay wages semi-monthly, weekly or biweekly? _____

d. Do you offer commissions and/or bonuses? _____

e. Do you offer direct deposit? _____

2. Does your company wish to prohibit all advances on wages and unaccrued vacation? Yes No

Harassment Prevention and Discrimination

1. Who should an employee lodge a harassment complaint with other than their immediate supervisor? _____

2. Who can process these harassment complaints, as well as assist employees and supervisors? _____

3. Who can assist an employee with an unlawful discrimination complaint? _____

4. Does your company maintain an open-door policy for addressing employee suggestions and complaints? Yes No

If yes, who should employees go to? _____

5. HR employees working for an employer with five or more employees and adult supervisory employees in direct contact and supervision of minor employees in the workplace are mandated reporters and subject to training requirements. Would you like to include language regarding mandated reporting of child abuse and neglect in your handbook? Yes No

6. Would you like to include a Diversity, Equity and Inclusion policy in your handbook? Yes No

7. Who handles lactation accommodation requests? _____

Time Off and Leaves of Absence

1. Do you offer paid vacation? Yes No

If yes, who approves vacation requests, when does an employee start accruing and what is the accrual rate? _____

2. Do you offer paid time off (PTO) that employees may use for any reason? Yes No

3. Does your company permit nonexempt employees to use makeup time when they need time off for personal obligations?

4. Family and Medical Leave Act (FMLA) and/or California Family Rights Act (CFRA): Yes No

Who is responsible for FMLA/CFRA leave requests? _____

How does your company define the 12-month period during which employees can use their FMLA/CFRA leave? _____

What is the shortest period of time that your payroll system uses to account for other leaves? _____

5. Do you place your employees taking non-protected leave on inactive status? Yes No

6. Do you want to offer non-medical personal leaves of absence? Yes No

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Policies/Procedures

Would you like to inform employees of the following?

- That their job duties may change at any time.
- Employees who are victims of crime or abuse can take time off to obtain legal relief and request reasonable accommodation for their safety at work.
- Employees who are victims of certain crimes have the right to take time off work to attend related court proceedings.
- That volunteer civil service personnel (e.g., volunteer firefighters) can take time off work.
- They have a right to time off for jury duty.
- They have a right to take time off for voting.
- They're eligible for wage replacement benefits through California's Paid Family Leave program.
- Your company has the right to inspect personal property upon reasonable suspicion of unauthorized possession of company property, possession of dangerous weapons or firearms, or abuse of the company's drug and alcohol policy.
- About how they can access their personnel files.
- About how your company handles performance evaluations.
- On their obligation to keep their workplaces clean and orderly.
- About any company dress codes or other personal appearance standards.
- Your company prohibits the use of drugs, marijuana and alcohol in the workplace.
- About your company's standards of conduct and what types of conduct will not be tolerated.
- About your company's punctuality and attendance standards, including how many days until a job is considered abandoned.
- How employees will be paid if they are required to report to work on a day other than their normally scheduled workday and how the company handles situations where no work is available or other circumstances prevent the employee from working.
- Exempt employees about when the company can — and cannot — make deductions from salaries for work absences.
- About your meal and rest break policy.
- Of your specific guidelines regarding overtime.
- When the company will pay for attendance of nonexempt employees at meetings or trainings.
- Of your timekeeping requirements.
- That your company will not tolerate acts of violence or threats of violence in the workplace.
- How reference requests will be handled.
- How you will handle layoffs or reductions in force.

Who should handle any of the above requests?*

*It does not necessarily have to be the same person for all of them.

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Do you want to add a policy that:

- Provides information on external employee training education programs (e.g., seminars, conferences).
- Allows employees to take a medical leave of absence for non-work-related medical disabilities (other than pregnancy).
- Explains your company's workers' compensation benefits, including if you require the use of paid sick leave for related absences and who is your medical provider network.
- Details a voluntary leave donation program.
- Shows your company complies with school appearance leave law and explains how it works.
- Addresses the employment of relatives.
- Employers are required to maintain the names and addresses of all current employees.
- Addresses how you maintain bulletin boards at your workplace and what can be posted.
- Describes the prohibited uses, monitoring and protection of company computer systems and electronic information, including Internet usage and social media.
- Addresses the maintenance and use of company property and equipment.
- Addresses guests and visitors at the company's worksite.
- Describes your workplace parking policy.
- Addresses the personal use of company cell phones.
- Bans smoking at your workplace.
- Provides guidelines for interacting with customers.
- Addresses outside employment.
- Prohibits using company resources to engage in political activity or falsely leads others to believe the company endorses a candidate or political issue.
- Details procedures for reimbursing business expenses.
- Offers premium pay for employees who work specific shifts, such as the graveyard shift.
- Informs employees of your company's payment schedule.
- Prohibits the use of fragranced products.
- Addresses your company's commitment to workplace safety.
- Addresses work absences due to inclement weather or natural disasters.
- Notifies employees that the company is not liable for workers' compensation benefits for an off-duty, non-work-related injury or illness.
- Describes your company's security guidelines.
- Addresses voluntary resignations and any requirements to return company-owned property.

Do you want to place restrictions on employees regarding:

- Using audio and video recording devices in work areas or in the course of conducting business?
- Off-duty use of company facilities?
- Soliciting for causes/organizations and distributing literature during work time?
- Accepting gifts from customers, vendors or other external companies you do business with?
- Conducting personal business or business for another employer during scheduled working hours?
- Disclosing confidential or proprietary information gained during the course of employment?
- Engaging in conduct that could create a conflict of interest for the company?
- Commenting on company affairs to the news media?
- Using personal electronic devices on company property?
- Using their cell phone while driving without a hands-free device?