

My Consulting Center

HANDBOOK REVIEW

BUSINESS NAME

CA Sample Co

STATE

CALIFORNIA

INDUSTRY

hospitality

EMPLOYEES

25

AGENCY

My Consulting Center

PREPARED FOR

TEST | TEST

ANALYSIS DATE

February 25, 2026

Executive Summary



This comprehensive compliance analysis was conducted for CA Sample Co, a 25-employee organization operating in CALIFORNIA. The review evaluated 18 federal requirements and 22 state-specific requirements applicable to your organization. The overall compliance rating of 54% reflects current adherence to employment law requirements. Critical attention is required for 15 high-risk issues.

Issues by Priority Level



Top Priority Issues

1. Age Discrimination in Employment Act (ADEA)

The ADEA protects employees and applicants age 40 and older from age-based discrimination in hiring, promotion, compensation, and termination. It also preserves the right to pursue claims through the EEOC.

HIGH
2. Pregnancy Discrimination Act (PDA)

The PDA (part of Title VII) prohibits discrimination based on pregnancy, childbirth, or related medical conditions and requires that pregnancy-related limitations be treated the same as other temporary medical conditions for employment-related

HIGH
3. Equal Pay Act

The Equal Pay Act requires equal pay for substantially equal work regardless of sex and prohibits sex-based wage discrimination. Pay differences must be based on legitimate factors such as seniority, merit, production, or another factor other

HIGH
4. Immigration Reform and Control Act (IRCA / I-9 Compliance)

IRCA requires employers to verify identity and work authorization for all new hires using Form I-9 and to retain I-9s for required periods. It also prohibits unfair documentary practices and discrimination based on citizenship or national origin in the

HIGH
5. Occupational Safety and Health Act (OSHA)

OSHA requires employers to provide a workplace free from recognized hazards and to maintain certain safety records and reporting. Employees must be able to report hazards and injuries without retaliation.

HIGH
6. National Labor Relations Act (NLRA)

The NLRA protects employees' rights to engage in concerted activity for mutual aid or protection, including discussing wages, hours, and working conditions. Handbook rules must not be so broad that they chill protected activity (e.g., overbroad

HIGH

Federal Compliance Analysis

63%

Federal Compliance Score

18 requirements evaluated | 6 compliant | 9 partial | 3 missing

Industry: Hospitality | State(s): California | Employees: 25

1. Fair Labor Standards Act (FLSA)

CRITICAL COMPLIANT

The FLSA sets federal minimum wage, overtime requirements, child labor limits, and requires employers to keep accurate time and pay records. In hospitality, wage-and-hour compliance is a high-risk area due to variable schedules, tips, and frequent overtime.

2. Title VII of the Civil Rights Act

CRITICAL PARTIAL

The handbook lists protected classes and includes EEOC charge-filing rights and coverage of employment actions, but it does not clearly state Title VII religious accommodation obligations (beyond a general accommodation statement) in the EEO/Title VII context.

3. Age Discrimination in Employment Act (ADEA)

HIGH COMPLIANT

The ADEA protects employees and applicants age 40 and older from age-based discrimination in hiring, promotion, compensation, and termination. It also preserves the right to pursue claims through the EEOC.

4. Americans with Disabilities Act (ADA)

CRITICAL PARTIAL

The handbook covers non-discrimination, reasonable accommodation, and the interactive process, and references confidentiality/separate medical files, but it does not include the ADA definition of disability, the undue hardship standard, or medical examination/inquiry restrictions.

5. Pregnancy Discrimination Act (PDA)

HIGH PARTIAL

Pregnancy is listed as a protected category, but the handbook does not clearly state the PDA's equal-treatment requirement (same as other temporary disabilities) or explicitly tie pregnancy protections to all terms and conditions of employment.

6. Equal Pay Act

HIGH MISSING

Missing from handbook

7. Genetic Information Nondiscrimination Act (GINA)

MEDIUM PARTIAL

The handbook lists genetic information as a protected category, but it does not include restrictions on requesting/acquiring genetic information or confidentiality/handling requirements specific to genetic information.

8. Immigration Reform and Control Act (IRCA / I-9 Compliance)

HIGH PARTIAL

The handbook covers I-9 completion, employee choice of documents, and non-discrimination, but it does not describe acceptable document categories (List A/B/C) or state the specific I-9 retention timeframe.

9. Occupational Safety and Health Act (OSHA)

HIGH COMPLIANT

OSHA requires employers to provide a workplace free from recognized hazards and to maintain certain safety records and reporting. Employees must be able to report hazards and injuries without retaliation.

10. National Labor Relations Act (NLRA)

HIGH PARTIAL

The handbook includes a wages/hours/working conditions carve-out in the confidentiality section, but it does not expressly state the right to engage in concerted activity for mutual aid/protection, and it does not address avoiding overbroad restrictions beyond that single carve-out.

Federal Compliance Analysis (continued)

11. COBRA Health Insurance Continuation	HIGH	MISSING
Missing from handbook		
12. Uniformed Services Employment and Reemployment Rights Act (USERRA)	MEDIUM	PARTIAL
The handbook mentions military leave, non-discrimination, and reemployment/benefit rights generally, but it does not address health insurance continuation up to 24 months or pension/benefit plan protections during service.		
13. Federal Jury Duty Leave	MEDIUM	COMPLIANT
Federal law protects employees from discharge, intimidation, or discipline for federal jury service and supports return-to-work rights. Clear non-retaliation language reduces risk of wrongful termination claims tied to civic duty.		
14. Voting Leave Policy	MEDIUM	PARTIAL
The handbook generally states time off for voting as required by law, but it does not specify procedures for requesting leave, the pay status, or the operational rules for providing reasonable time.		
15. EEO Policy Statement and EEOC Complaint Procedures	CRITICAL	COMPLIANT
An EEO policy and EEOC procedures inform employees of protected rights, provide internal reporting options, and reduce liability by encouraging prompt reporting and correction. Anti-retaliation protections are essential to ensure employees can raise concerns without fear.		
16. Sexual Harassment Prevention Policy	CRITICAL	PARTIAL
The policy defines quid pro quo/hostile environment, provides examples, multiple reporting channels, investigation commitment, anti-retaliation, and discipline, but it does not include investigation procedures and timelines with enough specificity to meet the element as listed.		
17. Anti-Retaliation Policy	CRITICAL	COMPLIANT
Anti-retaliation rules protect employees who report concerns, participate in investigations, or exercise legal rights, and they reduce liability by encouraging early reporting. Retaliation claims are common and can succeed even when the underlying complaint is unproven.		
18. Lactation / Nursing Mother Accommodation (PUMP Act)	HIGH	MISSING
Missing from handbook		

CALIFORNIA Compliance Analysis

44%

CALIFORNIA Compliance Score

22 requirements evaluated | 3 compliant | 14 partial | 5 missing

Industry: Hospitality | Employees at this location: 25

1. State Minimum Wage (default priority: critical)	CRITICAL	PARTIAL
The handbook commits to paying at least CA minimum wage and no tip credit, but it does not state the current rate, does not address local minimum wage variations, and does not address effective date/scheduled increases or clarify that CA has no tipped/youth subminimum wage structure.		
2. State Overtime Rules (default priority: critical)	CRITICAL	PARTIAL
The handbook references daily/double time and seventh-day premiums only generally and does not state the specific California triggers or address California-specific exemption/salary-threshold concepts.		
3. Meal and Rest Break Requirements (default priority: critical)	CRITICAL	PARTIAL
The handbook includes premium pay and references second meals/waivers/on-duty agreements, but it does not state the required meal/rest timing and duration rules or clearly specify paid rest break entitlements by hours worked.		
4. Paid Sick Leave (default priority: critical)	CRITICAL	PARTIAL
The handbook generally references permitted uses, carryover (if accrual), wage statement display, and anti-retaliation, but it does not state the accrual/frontload amount, accrual rate, caps, or concrete carryover/usage parameters.		
5. Paid Family and Medical Leave (State PFML) (default priority: critical)	CRITICAL	PARTIAL
The handbook mentions EDD wage replacement and payroll deductions generally and references coordination, but it does not describe duration/qualifying reasons in a usable way, does not clearly state the lack of job protection under PFL itself, and does not provide a basic coordination framework with CFRA/PDL/FMLA.		
6. State Disability Insurance (SDI) (default priority: high)	HIGH	PARTIAL
The handbook mentions SDI as EDD wage replacement and payroll deductions generally, but it does not provide benefit/eligibility basics, benefit duration framing, or clear claim procedure guidance beyond a general statement.		
7. State Family and Medical Leave Law (default priority: critical)	CRITICAL	PARTIAL
The handbook states CFRA applies at 25 employees and references eligibility criteria, qualifying reasons, benefits maintenance, reinstatement, and coordination generally, but it does not specify the 12-week entitlement, define covered family members/reasons, or outline notice/certification procedures.		
8. Sexual Harassment Prevention Training Requirements (default priority: critical)	CRITICAL	COMPLIANT
California requires employers with 5+ employees to provide sexual harassment prevention training: at least 2 hours for supervisors and at least 1 hour for nonsupervisory employees, generally every two years and within required timeframes for new hires/promotions (Gov. Code § 12950.1; 2 CCR § 11024). Training must include specified content (including abusive conduct) and		
9. State-Specific Protected Classes (default priority: critical)	CRITICAL	COMPLIANT
California FEHA prohibits discrimination/harassment/retaliation based on a broad set of protected characteristics, including several beyond federal law such as sexual orientation, gender identity/expression, marital status, ancestry, and medical condition (Gov. Code § 12940). Handbooks should reflect FEHA coverage and avoid narrowing protected categories.		
10. Final Paycheck Requirements (default priority: critical)	CRITICAL	PARTIAL
The handbook references CA timing rules generally and mentions immediate payment upon discharge and timeframes after resignation, plus vacation payout and penalties, but it does not clearly state the 72-hour rule and the effect of providing 72 hours' notice.		

CALIFORNIA Compliance Analysis (continued)

11. Personnel File Access Rights (default priority: high)	HIGH	PARTIAL
The handbook cites Labor Code 1198.5 and provides a request process, but it does not state the statutory timing requirement or summarize what is included/excluded and the employee's ability to designate a representative.		
12. State-Specific Leave Laws (default priority: high)	HIGH	PARTIAL
The handbook covers military (USERRA), jury duty, and voting generally, but it does not address California-required bereavement leave (applicable at 25 employees) or California domestic violence/safe time leave rights and other common CA-specific leaves.		
13. Cannabis / Marijuana Employment Policy (default priority: high)	HIGH	MISSING
Missing from handbook		
14. Ban-the-Box / Fair Chance Hiring (default priority: high)	HIGH	MISSING
Missing from handbook		
15. Salary History Ban (default priority: high)	HIGH	MISSING
Missing from handbook		
16. Pay Transparency and Pay Equity (default priority: high)	HIGH	PARTIAL
The handbook protects wage discussions, but it does not address California pay scale disclosure/posting requirements or include a California equal pay/pay equity statement.		
17. Non-Compete and Non-Solicitation Agreements (default priority: medium)	MEDIUM	MISSING
Missing from handbook		
18. State Whistleblower Protections (default priority: high)	HIGH	PARTIAL
The handbook has a strong general anti-retaliation statement and reporting channels, but it does not specifically describe California whistleblower rights (including protected disclosures to government and internal investigators) or frame the protections under Labor Code 1102.5.		
19. Heat Illness Prevention (default priority: high)	HIGH	COMPLIANT
California requires outdoor heat illness prevention measures, including access to water, shade, cool-down rest, acclimatization, and training, under Cal/OSHA regulations (8 CCR § 3395). Hospitality employers may be covered when employees perform outdoor work (e.g., patio service, valet, maintenance).		
20. Smoking, Tobacco, and Vaping Policy (default priority: medium)	MEDIUM	MISSING
Missing from handbook		
21. Social Media and Electronic Privacy (default priority: medium)	MEDIUM	PARTIAL
The handbook covers social media password protections and company-system monitoring, but it does not provide a clear monitoring disclosure scope/notice framework beyond a general statement.		

CALIFORNIA Compliance Analysis (continued)

22. Employee Data Breach Notification (default priority: medium) The handbook states it will provide legally required notices, but it does not describe timing, required content, or Attorney General reporting thresholds/process.	MEDIUM	PARTIAL
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Optional Policies to Consider

The following policies are not legally required but are recommended best practices for CA Sample Co, a Hospitality organization operating in California. These recommendations are categorized by priority to help you make informed decisions about handbook enhancements.

HIGH PRIORITY

State-specific or industry best practices offering significant benefits

Progressive Discipline and Corrective Action Policy (with at-will disclaimer) Recommended for your organization
Complaint Intake and Workplace Investigations Procedure (all complaints, not just Recommended for your organization
Attendance, Punctuality, and No-Call/No-Show Policy (hospitality scheduling) Recommended for your organization
Alcohol and Cannabis at Work / Impairment Policy (California-compliant) Recommended for your organization
Tip Pooling and Service Charge Administration Procedure (operational detail) Recommended for your organization
State WARN Act / Mass Layoff Notification (default priority: high) California's WARN Act generally applies to covered establishments with 75 or more employees and requires notice for certain mass layoffs, relocations, or terminations (Labor Code §§ 1400–1408). With 25 employees, this employer is below the statutory threshold,

MEDIUM PRIORITY

Beneficial policies depending on your organization's specific needs

Workplace Conduct and Guest-Service Standards (including third-party Recommended for your organization
Uniforms, Meals, and Deductions Policy (hospitality-specific) Recommended for your organization
Performance Review and Promotion Policy (structured criteria) Recommended for your organization

MEDIUM PRIORITY (continued)

Business Travel and Driving for Work Policy (MVR, reimbursement, safety)

Recommended for your organization

HIPAA Medical Privacy in Employment

HIPAA privacy rules apply to employer-sponsored group health plans and require safeguarding protected health information and limiting disclosures. Separately, employment laws require medical information to be kept confidential and stored separately from

LOW PRIORITY

Nice-to-have policies that depend on organizational culture and resources

Business Continuity / Emergency Closure and Pay Practices Policy

Recommended for your organization

Employee Retirement Income Security Act (ERISA)

ERISA governs many employer-sponsored benefit plans (e.g., retirement and certain welfare benefit plans) and requires disclosures like a Summary Plan Description and claims procedures. It also imposes fiduciary duties on plan administrators.

Sarbanes-Oxley Act (SOX) - Whistleblower Protections

SOX whistleblower protections apply primarily to publicly traded companies and protect employees who report certain types of fraud or securities law violations. Policies typically include anti-retaliation commitments and reporting channels.

Drug-Free Workplace Act

The Drug-Free Workplace Act applies to certain federal contractors and grantees and requires a written drug-free policy, awareness program, and specific reporting/discipline provisions. Hospitality employers often adopt substance abuse policies even when not

Davis-Bacon Act / Service Contract Act

Davis-Bacon and the Service Contract Act apply to certain federal construction and service contracts and require prevailing wages, fringe benefits, and certified payroll/recordkeeping. These laws are typically inapplicable unless the employer performs covered

E-Verify Participation

E-Verify requirements generally apply to certain federal contractors or where mandated by state law, and include specific timing and employee rights during tentative non-confirmations. Employers must also avoid discriminatory use of E-Verify.

Next Steps

Need Help Updating Your Handbook?

Our team can assist you with implementing the recommendations in this report and updating your employee handbook to achieve compliance. We offer comprehensive handbook revision services tailored to your organization's specific needs, industry, and jurisdiction.

Contact us to discuss your options:

Website: Support.MyConsultingCenter.com

Phone: 800-549-7827

To support the recommendations in this analysis, we offer two primary pathways to update your employee handbook:

Option 1: Employee Handbook Builder

Annual subscription at \$349 | Attorney/HR oversight available through Jackson Lewis LLP

Provides a compliant, up-to-date handbook foundation for all states via your My Consulting Center portal. Includes a standardized baseline handbook with automatic annual updates. Does not include optional add-on policies or company-specific in-house policies.

Option 2: Custom Handbook

One-time startup fee of \$1,495 | HR partner-built with attorney backing

A fully customizable handbook drafted by HR partners with attorney backing. Includes free annual update memos. Each year, simply request updates for the upcoming year and receive an insertable memo for your handbook. Additional revisions, new handbook builds, or translation services are available for an additional fee at the time of request.

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This automated analysis is provided for informational purposes only and does NOT constitute legal advice. Employment laws are complex, vary by jurisdiction, and change frequently. This report should not be relied upon as a substitute for professional legal counsel.

REQUIRED ACTION:

You must have this report and your employee handbook reviewed by a qualified employment law attorney licensed in your jurisdiction before making any policy changes or relying on this analysis.

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