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ONBOARDING DOCUMENTS AND RESOURCES

- **California Employment Application**
This document is intended to be used as a general template employment application in California only.
- **Permissible Interview Questions**
Certain interview questions can give rise to allegations of age, race, gender, and other forms of employment discrimination. This document provides a sample of permissible interview questions.
- **California Non-Disclosure Agreement for Candidates**
This template agreement is intended to be used during the pre-employment process (for example, during the interview process or pre-offer) if the applicant will be exposed to confidential information.
- **California Unpaid Intern Law Summary**
This document provides an overview of California and federal law regarding permissible uses of unpaid interns.
- **Independent Contractor Engagement: Questionnaire and Checklist of Documents to Review**
This independent contractor checklist and questionnaire provide a series of questions to consider and documents to collect when potentially engaging an independent contractor.
- **California Exempt Offer Letter**
This document should be part of a company's onboarding or new hire kit in California for all exempt employees only.
- **California Non-Exempt Offer Letter**
This document should be part of a company's onboarding or new hire kit in California for all non-exempt employees only.
- **California New Employee Checklist**
This document should be part of your onboarding or new hire kit in California for all employees. It should be used to ensure that all the proper documents have been completed by a new hire.

CONTINUING EMPLOYMENT DOCUMENTS AND RESOURCES

- **California Personnel File Guidance**

This checklist provides a list of documents California employers are advised to include in an employee's personnel file. It also describes the manner in which these documents should be maintained.

- **Discrimination, Harassment & Retaliation Prevention Policy; and Employee Acknowledgement**

The California Fair Employment and Housing Act requires covered employers (those with five or more employees) to maintain and distribute an anti-harassment policy. Employees must complete an acknowledgement form verifying their receipt and understanding of the policy. Note that these materials should be distributed to employees in any language spoken by 10% or more of the workforce.

- **California Meal Period Waiver**

This document is to be used only with non-exempt employees to commemorate their waiver of the first or second meal period. This document is intended to be used only in California.

- **Performance Review**

This employee performance review should be completed by the employee's manager or supervisor at least once per year. It allows the employee's manager or supervisor to assess the employee's performance during the year or past performance period. The performance review should be signed by the employee and the employee's manager or supervisor. An original copy should be kept by the company in the employee's personnel file and copies should be given to the employee and the employee's manager or supervisor.

- **Disciplinary Notice**

This disciplinary notice should be used to document verbal or written warnings given to employees regarding unsatisfactory areas of their job performance, which the employee must correct in order to avoid further disciplinary action, up to and including termination. The notice should be signed by the employee and the employee's manager or supervisor. An original copy should be kept by the company in the employee's personnel file and copies should be given to the employee and the employee's manager or supervisor.

- **Performance Improvement Plan (PIP)**

This document should be provided to an employee whose job performance is unsatisfactory. The purpose of this PIP is to confirm the company's expectations for the employee (in as much detail as possible) going forward and to ensure immediate, significant and sustained improvements in the areas described in the document. The goals set forth in the PIP must be reasonable. The PIP should be signed by the employee and the employee's manager or supervisor. An original PIP should be kept by the company in the employee's personnel file and copies should be given to the employee and the employee's manager or supervisor.

- **California Leaves of Absence Guide**

This document is a quick reference guide to determine which leaves of absences apply to companies with a certain number of employees under California law.

END OF EMPLOYMENT DOCUMENTS AND RESOURCES

- **California Termination/Resignation Checklist**

This checklist should be part of a company's off-boarding or termination kit in California for all employees. It includes a termination/resignation checklist and the required EDD Notice of Employment Separation. Companies should include with this checklist the California EDD pamphlet entitled, "For Your Benefit, California's Programs for the Unemployed," the termination letter and any other optional documents.

- **California Termination Letter**

This document should be part of a company's off-boarding or termination kit in California for all employees. This document should be used in conjunction with the EDD Notice of Employment Separation.

FEDERAL AND STATE EMPLOYMENT LAW GUIDES

- **Littler On California**

This comprehensive compendium of California employment law is designed to help employers identify and apply California's complex patchwork of state employment law requirements. It follows the employment cycle – tracking requirements from pre-hire, time of hire, during employment, and through to the end of employment.

- **The National Employer Library**

This multi-volume Littler series includes more than 25 reference manuals covering a wide range of labor and employment law topics. The reference manuals draw upon the collective knowledge of Littler's attorneys nationwide and are the field's preeminent reference resource providing practical advice to management concerning employment and labor relations.