



# H.R. UPDATE

## December 2016



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## Happy Holidays and a Prosperous NEW YEAR in 2017

### A Quick Summary of 2016

Did you keep up with the important information provided to you each month in the HR Alternatives HR Update Newsletter? We are here to keep you informed and compliant.

#### Minimum Wage Increase

On January 1, 2017 the California State minimum wage increases to \$10.50 an hour. Many cities through California have minimum wage increases greater than the State rate or may changes during the next year.

#### Final Paycheck

Ensure you pay terminated employees on their final day of work. Do not hold the final paycheck for any reason.

#### Discrimination and Harassment

The state revised its Fair Employment and Housing Act, increasing the protected categories and expanding the complaint process requirements. (handbook revision)

#### Piece Rate Workers

Rest and Recovery Periods and other non-productive time have pay requirements.

#### Paid Sick Leave

CA state requires 3 days of paid sick leave. Some cities, such as Los Angeles and San Diego provide more sick leave than the State requirements. (handbook update)

#### IIPP

All California employers must create and carry out an effective program to meet the requirements of Cal/OSHA's IIPP (Injury and Illness Prevention Program).

#### California Equal Pay Act

The act has been in place for years, however changes to the Act strengthened the Equal Pay act in a number of ways.

#### Accurate Paystubs

Did you review your paystubs to ensure the 9 items required to be listed are on your paystub?

#### All Gender Restrooms

March 1, 2017 all single-user toilet facilities in any business must be identified as 'all-gender' or 'gender-neutral' toilet facilities.

#### New I-9 Form Available

The new form is available and must be used beginning January 17, 2017

At this time of year, you may need to update your employee handbook or create a more current version. If you have policy questions or wish to have your employee handbook reviewed please contact Phil Barquer at [phil@HRalternatives.com](mailto:phil@HRalternatives.com).

HR Alternatives would like to wish all our clients a happy and prosperous 2017. We look forward to working with your company in the coming New Year.

*As the primary HR Consulting firm for small and mid-sized employers throughout Southern California our goal is to support the growth of your business and navigate the challenges that can prevent you from accomplishing your objectives. HR Alternatives has been solving workplace issues since 1993.*