



DIY Checklist for Employers – 2023 Employment Law Updates

This checklist may be used to guide you through your annual review of policies and procedures to ensure that your processes are updated to reflect employment law changes effective January 1, 2023. This checklist is not intended to be used as a full HR or legal compliance checklist. Additional reporting deadlines and requirements as well as required employee notices and offered leaves of absence may be required based on the size of your company.

1. Minimum Wage and Minimum Pay

- Review non-exempt hourly rates to ensure above state and local minimum rates
 - State: \$15.50 / hour
 - Local ordinance per employee worksites
- Review exempt salaries
 - Administrative, executive & professional exemptions: \$64,200 / annually
 - Computer software professional exemption: \$23.25 / hourly
 - Commission-based: 1.5 times the state minimum for all hours worked
- Consider annual pay equity review

2. Wage Transparency – Senate Bill 1162 (15 or more employees)

- Review and finalize wage rates / scales for each position
- Update policy / handbook
 - Procedures for employee request for information and how to satisfy request
 - Create Request Form
 - Procedures for candidate request for information and how to satisfy request
 - Create Request Form
- Procedures for document retention
- Ensure all job postings / notices include the wage rate / scale for the position

3. Wage Transparency – Senate Bill 1162 (100 or more employees)

- Review and update procedures for wage data reporting – Due May 10, 2023, to California Civil Rights Department
 - <https://calcivilrights.ca.gov/paydatareporting/>

4. Wage Garnishments – Senate Bill 1477



- Ensure personnel responsible for payroll processing are trained on new wage garnishment limits.

5. CalSavers – all employers without current retirement savings plan in place

- www.calsavers.com

6. Labor Law Posters

- Electronic
- Physical postings

7. Employee Handbook Updates

- Bereavement Leave
 - Determine number of days paid and unpaid
 - Update LOA tracker
- California Privacy Rights Act – CPRA
 - Identify personal information collected and usages
 - Employee Notices
 - Procedure to allow employee to restrict use and access
- CFRA – California Family Rights Act Leave
 - Add “designated person”
- “Emergency Conditions”
- Harassment Prevention Policy
 - “Reproductive health decision making”

8. COVID-19

- Supplemental Paid Sick Leave expired Dec. 31, 2022
- Check local ordinances that may apply in 2023
- Update exposure notification procedures
- Update Injury & Illness Prevention Plan
- Update COVID-19 Prevention Procedure