



Webinar

February 16, 2023

# Updating Your Employee Handbook

What You Need to Know in 2023

**COMBINED**



**Evita Lara**

HR Generalist

Combined

# BEFORE WE BEGIN



You will receive a recording of the webinar.



Submit your questions anytime.  
We will do Q&A at the end.



Please complete the exit survey. It will only take a minute.

Everyone who completes the survey will receive a  
**complimentary 2023 Labor Law poster!**

*2023 California Labor Law posters are also available for  
purchase online if you need more copies.*



This webinar is worth 1 SHRM PDC



# Evita Lara

HR Generalist



# Disclaimer

The information in this presentation is intended for informational purposes only and should not be considered legal advice.

You are strongly encouraged to consult your own legal counsel to ensure compliance with applicable law in your specific state, municipality or jurisdiction.



# Topics Include:

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The Purpose of an Employee Handbook



Benefits of Creating and Maintaining an Employee Handbook



Updated 2023 Laws you Should Include in Your Handbook



The Importance of Training your Leadership Team on Handbook Compliance and Changes.

# The Purpose of an Employee Handbook



**Introduce the Company**



**Explain the History of the Company**



**Explain Code of Conduct**



**Define Key Policies and Procedures**

# The Purpose of an Employee Handbook



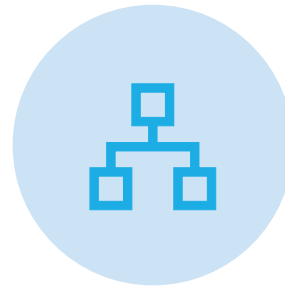
**Provide Guidance**



**Set Clear expectations**



**Promote Consistency**



**Explain Working  
Conditions**

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# Benefits of Creating and Maintaining an Employee Handbook





# Benefits of Creating and Maintaining an Employee Handbook



# 2023 Law Update Requirements

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2023 Handbook Updates	Changes for 2023
<p>New Protected Category Under The <b>Fair Employment and Housing Act (FEHA) SB 523</b> now <b>California Civil Rights Department (CRD)</b> 5+ Employees</p>	<p>The law defines “reproductive health decisionmaking” as “a decision to use or access a particular drug, device, product, or medical service for reproductive health.”</p>

# 2023 Law Update Requirements

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2023 Handbook Updates	Changes for 2023
<p>Expanded <b>California Family Rights Act (CFRA)</b> eligibility – AB 1041 5+ Employees</p>	<p>New law has extended CFRA Leave to cover time to care for "<i>designated person</i>" who is the equivalent of a family member.</p>

# 2023 Law Update Requirements

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2023 Handbook Updates	Changes for 2023
<b>Expansion of Kin Care Leave - AB 1041</b>	New law as of January 1, 2023, includes a " <i>designated person</i> " to Kin Care Leave. An employer can limit an employee to one "designated person" per 12-month period.

# 2023 Laws to be Updated in Your Handbook

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2023 Handbook Updates	Changes for 2023
<p><b>Bereavement Leave - AB 1949</b> 5+ Employees</p>	<p>Effective January 1, 2023, Employers must allow 5 days off for bereavement leave or death of a family member.</p>

# 2023 Laws to be Updated in Your Handbook

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2023 Handbook Updates	Changes for 2023
<p><b>Meal and Rest Periods</b> Premium Pay for missed rest and/or meal periods</p>	<p>If an employee misses their rest or meal periods, they must be paid 1 hour of premium pay. This includes short, missed or late breaks. Premium must be specified in the pay stub.</p>

# 2023 Laws to be Updated in Your Handbook

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2023 Handbook Updates	Changes for 2023
<b>Cal-Savers SB 1126</b>	Employers must enroll and allow employee deductions for a state sponsored retirement plan if they don't already offer a 401K for its employees.

# 2023 Laws to be Considered in Handbook

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2023 Handbook Updates	Changes for 2023
<b>IRS Mileage Reimbursement Rates Change</b>	IRS increased standard mileage rate for business travel to 65.5 cents per mile.



# 2023 Laws to be Considered in Handbook

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2023 Handbook Updates	Changes for 2023
<b>Time off During Emergency Working Conditions - SB 1044</b>	An emergency condition qualifies as: Conditions of disaster or extreme peril to the safety of <b>persons</b> or <b>property</b> at the <b>workplace</b> or <b>worksite</b> caused by <b>natural forces</b> or a <b>criminal act</b> .

# 2023 Laws to be Considered in Handbook

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2023 Handbook Updates	Changes for 2023
<b>The California Consumer Protection Act (CPRA)</b>	<ul style="list-style-type: none"><li>✓ Gross Revenue greater than \$25 million;</li><li>✓ Annually buys, receives, sells or shares the personal information of more than 50,000 consumers, households, or devices for commercial purposes; or</li><li>✓ Derives 50 percent or more of its annual revenues from selling consumers' personal information.</li></ul>

# 2023 Laws to be Considered in Handbook

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2023 Handbook Updates	Changes for 2023
<p><b>Workplace Discrimination and Harassment Reporting Agency.</b> <b>Old Version:</b></p>	<p><b>New reporting Agency:</b> The Civil Rights Department (CRD). The CRD serves as neutral fact-finder and will attempt to assist the parties to voluntarily resolve their disputes.</p>

# Handbook Rollout Training

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- Executive Team Review and Training
- Line Managers
- Create One-Page Communication Template
- Distribute
- Town hall meeting

# Training Topics to Cover

## Management Level

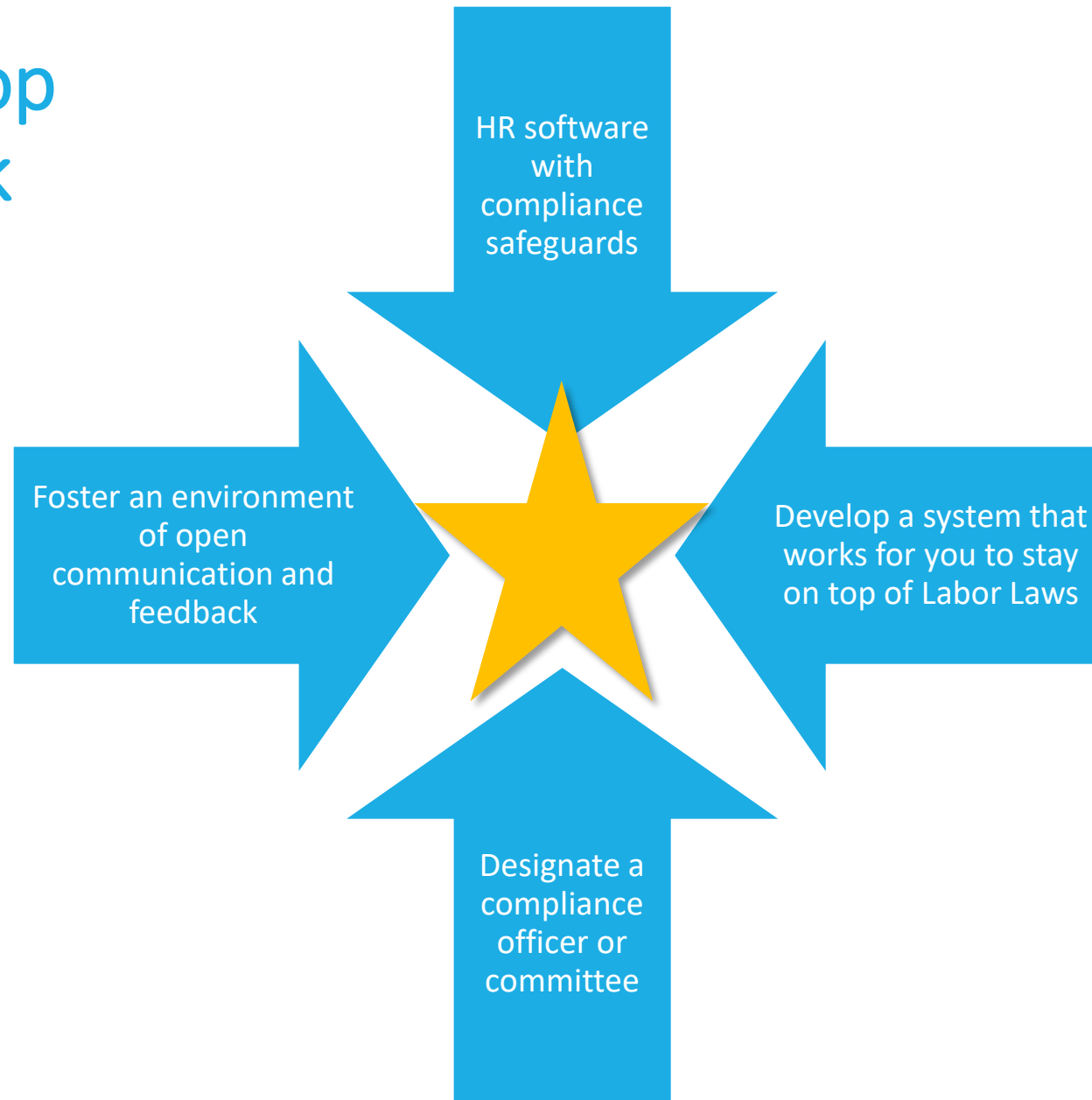
- Leadership Expectations
- Policies and Procedures
- Education and Training
- Reporting
- Monitoring and Auditing
- Enforcement
- Responding to Issues

# Training Topics to Cover

## Employee Level

- Policies and Procedures
- Education and Training
- Reporting
- Monitoring and Auditing
- Responding to Issues

# Staying on top of Handbook Compliance



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Any Questions?





# THANK YOU!

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Save the date: Tuesday, March 14<sup>th</sup>  
**Webinar topic: Employee Privacy**



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