* 1. New Hire Checklist

This is an essential checklist for new hires – i.e., list of on boarding documents and verifications to be completed and signed by new employees and to be retained in the personnel file at the time of hire.

* 1. Job Application

This is a long-form job application including EEO statement, inquiries regarding current and past addresses, previous employment, education, personal references, etc. This form also includes the applicant’s certification of truth and accuracy, and the arbitration agreement.

* 1. Offer Letter

This is a sample letter extending a conditional offer to candidate selected for employment with details regarding the terms of the employment.

* 1. Arbitration Agreement

This is a sample agreement between employer and employee to resolve any and all dispute arising out of their employment relationship through arbitration.

* 1. Acknowledgment of Receipt of Handbook

Employee acknowledges receiving the employee handbook and agrees to arbitrate any and all dispute arising out of their employment relationship through arbitration.

* 1. Employment Agreement

This is a sample agreement between employer and employee with details regarding the terms and conditions of the employment including compensation, confidentiality agreement, at-will agreement, non-solicitation agreement, and a sample job description.

* 1. USCIS Form I-9 Employment Verification Form

This is a form for employee to verify the identity and employment authorization of individuals hired for employment in the United States.

* 1. W-4 Form

This form is used to obtain information from an employee to determine the correct federal income tax amount to withhold from his/her paychecks.

* 1. Notice to Employee (LC 2810.5 Government Form)

Labor Code Section 2810.5 Government Form requires this information to be given to each employee at the time of hire in the language employer normally uses to communicate employment-related information (Korean and Spanish versions are also available).

* 1. Notice of Introductory Period

This is a notice and acknowledgement stating that new employees are aware of the introductory period of employment during which they may not be entitled to certain company benefits.

* 1. Job Description Acknowledgment

This is an acknowledgment by employee of his or her job description, job duties and qualifications of the position.

* 1. Non-Disclosure and Confidentiality Agreement   
     This is a sample agreement prohibiting employees from disclosing the company’s confidential and proprietary information. Under this agreement, employees are also prohibited from recruiting the company personnel or competing with the company during employment. This agreement also requires employees to assign all rights to any inventions made by employees using the company’s equipment to the company.
  2. Meal Period Agreement (Employees Working Six or Fewer Hours)

By signing this agreement, employees working less than six hours in a day agree to waive their meal period.

* 1. Meal Period Agreement (Employees Working Over 10 Hours)

By signing this agreement, employees working more than ten hours in a day agree to waive their second meal period.

* 1. Meal and Rest Period Policy

This is a sample meal and rest period policy applicable to non-exempt employees who are entitled to meal and rest periods.

* 1. Time Keeping Procedures

This document outlines a sample timekeeping policy requiring employees to accurately record their time for all hours worked and to obtain a pre-authorization for overtime before working overtime.

* 1. Equal Employment Opportunity Policy

This is a sample policy demonstrating the company’s commitment to provide equal employment opportunities regardless of race, color, religion, sex, nationality, age, disability, or any other protected categories.

* 1. Requests for Accommodation Policy

This is a sample policy demonstrating the company’s commitment to comply with all laws protecting qualified individuals with disabilities as well as employees’ religious beliefs and observances. The policy requests employees to notify the company of any need for accommodation in order to engage in interactive process.

* 1. Absenteeism and Tardiness Policy

This is a sample policy regarding employee’s attendance and punctuality, setting standards for required notices to the company, and outlining procedures and consequences of unexcused absenteeism and tardiness.

* 1. Alcohol and Drug Policy

This is a sample policy prohibiting alcohol and drug while on duty and on the company premises. This sample policy also includes an optional notice to employees regarding various drug testing conducted by the company.

* 1. Consent to Alcohol and Drug Testing   
     This is a sample consent form for employees to submit to a drug or alcohol test and to furnish a sample urine, breath, and/or blood for analysis, in order to assist the company with enforcement of its alcohol and drug policy.
  2. Notice and Acknowledgment of Unlawful Harassment

This is a sample notice outlining what constitutes unlawful harassment, discrimination, and retaliation in the workplace, and what employees should do if they witness or experience such harassment, discrimination or retaliation.

* 1. Request for Reasonable Accommodation Form

This form will assist qualified employees with disabilities to properly notify the employer of their need for reasonable accommodations so that the employer may engage in the interactive process and provide reasonable accommodations.

* 1. Memo Re Interactive Process and Questionnaire

This is a questionnaire that helps employers to engage in the interactive process, and determine reasonable accommodations to qualified applicants and employees with disabilities.

* 1. Electronic Communications Policy Agreement This is a sample policy governing the use of company-owned computers, phones, laptops, tablets and devices connected to the company's network.
  2. Notice Regarding Workers Compensation Fraud   
     This is a sample notice warning employees of serious consequences including criminal prosecution of submitting falsified or fraudulent claims for Workers' Compensation benefits.
  3. Physician Designation or Pre-Designation Form

By completing this form, employees may choose to either designate their own physician to treat them in case of a work-related injury or illness, or agree to be taken to a nearest hospital or doctor designated by the employer.

* 1. Paid Sick Leave Policy

This is a sample paid sick leave policy for California employers.

* 1. Acknowledgment of Surveillance Cameras in the Workplace This form notifies employees of surveillance cameras on the company premises and includes employees’ consent to the company's right to exercise surveillance for quality control.
  2. Company Sponsored Event Guideline and Acknowledgment

This is a sample policy governing employees’ behavior at company-sponsored events or gatherings where alcohol is served. The policy requires employees to drink responsibly and to comply with all company policies and code of conduct while attending such events.

* 1. Uniform Receipt Acknowledgment   
     This is an acknowledgment and agreement by employees acknowledging their receipt of the company-provided uniforms and agreeing to return all uniforms at the time of termination. Employees further agree to the company’s deduction for the cost of uniforms from their final paychecks for any failure to return their uniforms.
  2. Equipment Acknowledgment Form

This is an acknowledgment of employee’s receipt of the company-provided equipment. This form also notifies employees that all equipment provided by the company remain the property of company and that employees must return all equipment upon termination of employment.

* 1. Business Expense Reimbursement Policy.

This is a sample business expense reimbursement policy stating that the company reimburses all business expenses reasonably incurred in performing their duties. The policy requires employees to submit appropriate reimbursement forms with supporting documents for all work-related expenses.

* 1. Search and Inspection Acknowledgment   
     This is a sample notice of the company’s right to search and inspect any locker, desk or cabinet provided to employees by the company. Employees acknowledge notifies that the Company has full access to the Employee's belongings if they were provided by the Company and is subject to search and inspection.
  2. Cell phone Policy Acknowledgment and Consent Form

This is a sample policy prohibiting employees from using cell phones for personal purposes during work hours. This policy also includes cell phone reimbursement for employees required to use cell phone for business purposes.

* 1. Work Schedule Acknowledgment

This is an acknowledgment of employee’s schedule which is subject to change accordance with the company’s business needs.

* 1. Overtime Authorization Form

This is a sample overtime authorization form which must be signed by supervisors or person in charge prior to employee’s overtime work.

* 1. Timesheet and Attestation

This is a sample weekly timesheet which includes employee’s attestation that he or she accurately recorded hours worked and received all meal and rest periods except otherwise indicated.

* 1. Acknowledgment for Timekeeping, Meal and Rest Periods

This is a sample acknowledgment in which employees acknowledge that their timecards accurately reflect their hours worked and that they were provided with opportunities to take meal and rest periods in accordance with the law.

* 1. Time Off Request   
     This is a sample form for employees requesting permission to take time off for various reasons other than an extended leave of absence.
  2. Leave of Absence Request   
     This is a sample form for employees requesting an extended leave of absence under applicable state or federal law allowing such leave.
  3. FMLA Certification of Health Care Provider (Government Form)   
     Employee seeking a leave of absence under the Family Medical Leave Act (FMLA) may be required to have his or her physician complete and sign this form certifying the medication condition(s).
  4. CFRA Certification of Health Care Provider  
     Employee seeking a leave of absence under the California Family Rights Act (CFRA) may be required to have his or her physician complete and sign this form certifying the medication condition(s).
  5. Performance Evaluation Form   
     This is a sample form allowing employer to document its evaluation of employee’s performance in different categories, such as attendance, job knowledge, work quality, communication skills, etc.
  6. Employee Warning   
     This is a sample warning notice to be given to employee subject to a disciplinary action for failure to perform or violation of company policy.
  7. Performance Improvement Plan   
     This is a sample notice to employee for unsatisfactory performance, with a plan for employee’s improvement which employee must demonstrate within the specified time.
  8. Suspension Notice   
     This is a sample notice to employee who is suspended from employment pending investigation of complaints or claims.
  9. Employee Status Change   
     This is a sample form for employer’s internal use documenting employee’s status change.
  10. Termination Checklist

This is a sample checklist of notices and forms to be provided to employee at the time of termination of employment.

* 1. COBRA election form

This form provides notice to qualified beneficiaries describing rights to continuance health care insurance coverage after termination of employment and how to make an election. Employers with 20 or more employees that provide health insurance to their employees are to provide this form to terminating employee.

* 1. EDD Notice

This is a government form prepared by Employment Development Department to be provided to employees at the time of termination notifying them of the EDD programs and benefits offered to unemployed Californians.

* 1. Exit Interview Form

This is a sample exit interview questions for separating employees.

* 1. Resignation Confirmation Form

This is a form confirming employee’s verbal resignation and notifying the employee of the company’s acceptance of resignation.

* 1. Notice of Job Abandonment

This is a sample notice to employee who fails to report to work for consecutive number of days effectively abandoning his or her position.

* 1. Separation Letter

This letter confirms termination of employment with the company on stated date

* 1. Final Pay Acknowledgment

This is a sample acknowledgment to be signed by separating employee certifying that he or she received all wages due at the time of termination; that he or she was provided with opportunities to take meal and rest periods; and that he or she has not sustained any work-related injuries that they had not reported.

* 1. Severance and Release Agreement (under 40)

This is a sample release agreement for employee under 40 years old who is releasing any and all claims against the company in exchange for severance pay.

* 1. Severance and Release Agreement (over 40)

This is a sample release agreement for employee over 40 years old who is releasing any and all claims against the company in exchange for severance pay.

* 1. Health Insurance Premium Payment Program Notice (DHCS 9061)

This is a government form for employers with 20 or more employees that provide health insurance who are required to give terminating workers a special notification about the state sponsored HIPP program. This notice is in addition to any COBRA notices and applies to both private and public employers.

* 1. Notice to Employee as to Change in Relationship (U.I. Code § 1089)

This is a government form to be provided to separating employee for unemployment benefit claim purposes. The form specifies the date of termination and notifies employee and the EDD of the change in relationship.