

2017 Sample Handbook Updates

Location in Handbook	Change Made	Reason for Change
Section 1 – Welcome: Personal Appearance	Removed any gender-specific references	Consistent with California law and recent changes to Fair Employment and Housing Act (FEHA) regulations
Section 1 – Welcome: Discrimination and Harassment Free Workplace	Changed “hearing impaired” to “hard of hearing”	SB 1234 updated the language
Section 3 – Benefits: Paid Sick Leave	Made general revisions throughout policy	Bring policy up to date since July 1, 2015 implementation
Section 4 – Time Off: Time Off for Crime Victims/Victims of Violent Crimes	Added "strongly recommended" in Note to Employer	In preparation for required notice under AB 2337 (Labor Commissioner must prepare notice by July 1, 2017 but public policy is to give employees notice of this leave)
Section 5 – Integrity: Drug Free Workplace Policy	<p>Added "Please note: Marijuana is still an illegal drug under federal law. The passage of Prop 64 on November 8, 2016 does not affect any aspect of this policy. "</p> <p>Added "marijuana" throughout policy for clarity.</p> <p>Added a “Recreational Marijuana” header</p>	Adoption of Prop 64 by voters on November 8, 2016
Section 6 – On the Job	Added Non-Retaliation policy for reporting injuries at work	To comply with changes to OSHA
Section 7 – General Information: Smoking	added "including the use of vaporizers or “vape” pens, "	To clarify policy, consistent with AB x2-7
Acknowledgement pages (one for employee, one for employee file)	Added extra acknowledgment and signature page, along with a copy of the policy, at end of handbook	To comply with dissemination requirements of FEHA regulations