



# 2016 HR Quick Guide for California Employers

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From hiring to ending the employment relationship, *HR Quick Guide for California Employers* simplifies and explains California and federal employment laws in easily understood terms. It guides you through the basics, like wage and hour requirements. It provides tips, flags key information and points out problem areas. Plus you can download more than 200 HR forms and checklists. Updated for 2016, the guide highlights new laws such as gender wage equality (Fair Pay Act) and regulations that affect employer policies. We've condensed the answers you need to know into this compact book. While any size company can benefit from the California-specific information in this guide, *HR Quick Guide for California Employers* is ideal for smaller businesses or anyone new to HR. Use it to:

- Better understand California employment laws and what they require
- Quickly grasp key HR areas, such as hiring, benefits, compensation, workplace safety and termination
- Find what you need before responding to an HR issue
- Learn essential actions to prevent fines or legal actions resulting from noncompliance
- Download more than 200 required and recommended HR forms and checklists
- Access definitions, laws, acronyms and a listing of agencies and resources
- Manage HR issues and develop solid HR practices
- Hire and terminate with confidence
- Create policies that promote productivity
- Pay fairly and within the law
- Keep discrimination and harassment out of the workplace

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