



2017 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, such as 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 2017, the guide highlights new laws and regulations that affect employer policies, such as amended FEHA regulations. We've condensed the answers you need into this compact book, providing:

Reliable HR information for California employers

Understandable terms

Steps and HR processes

Downloadable forms

It's a convenient reference for anyone who handles HR, and ideally suited to smaller businesses. 350+ pages.

Although any size company can benefit from the information in this guide, **HR Quick Guide for California Employers** is ideal for smaller businesses, management or anyone new to HR. Use it to:

Better understand California and federal 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

Pay fairly and within the law

Keep discrimination and harassment out of the workplace

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