

Operational Best Practices		 In Place/ Effective	 In Progress/ Needs Work	 Absent/ Ineffective	N/A	Comments/ Plan for Action
<p align="center">Employment Best Practices</p> <p>The program measures below are not a comprehensive list of all the important practices, which should be in place to help ensure well-managed and safe employment practices. However these measures are good measures to use in the self-evaluation process. They will assist in ensuring that a City-managed employment practice operation includes the most highly recommended management controls.</p>						
1	Each agency shall have recruitment procedures that comply with applicable State and Federal laws regulating employment discrimination. Agencies shall take steps to complete a background/reference check on applicants prior to hire.					
2	Agencies shall take steps to ensure that all new employees are educated (oriented) on all applicable and relevant personnel policies, procedures, rules, regulations as part of the orientation process. This process shall include a written sign-off by the new hire to document receipt of the important information.					
3	Agencies shall have a current anti-harassment and discrimination policy in place and shall train supervisors and manager on the policy in compliance with AB 1825. In addition, agencies shall ensure that workplace safety training, including violence prevention, is completed as required by state and federal laws and regulations (i.e. OSHA and CalOSHA). This includes the development and maintenance of an IIPP along with training for employees.					
4	Agencies shall have an internal grievance procedure in order to resolve employment related disputes at the lowest level possible.					
5	Agencies shall have a comprehensive discipline policy and procedure that is timely, reasonable, consistent, well-supported, and provides for procedural due process.					
6	Agencies shall periodically evaluate for compliance with FLSA to ensure that jobs are correctly classified as exempt or non-exempt and to ensure that payroll processing is accurate relative to the regular rate of pay and overtime compliance.					
7	Agencies shall have current policies, procedures and/or forms in place relative to the many types of leaves available to employees: industrial leave, ADA/FEHA accommodation leave, CA family sick leave, CA pregnancy disability leave, FMLA/CFRA leave, family temporary disability leave, military leave, leave to appear at child's school, leave for victim of domestic violence, leave for jury duty and court appearances, and time off to vote.					