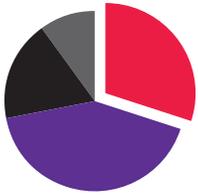


California upSkill

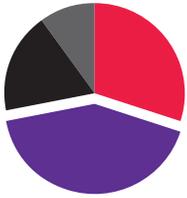
MICRO-CREDENTIAL AND MICRO-LEARNING BLUEPRINT

Domain 01 | Ensuring Wage and Hour Compliance (30%)



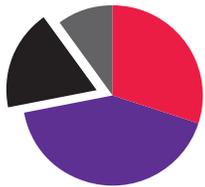
- 01 Determine the Industrial Welfare Commission (IWC) wage order(s)
- 02 Classify workers (i.e., independent contractors versus employees)
- 03 Analyze job classifications to establish exempt and nonexempt status
- 04 Develop compliant compensation policies (e.g., pay equity)
- 05 Determine compensable wages and premiums (e.g., minimum wage, rest and meal periods, overtime, paid time off rules)
- 06 Establish the work day and work week (e.g., alternative workweek schedules (AWS), pay periods)
- 07 Ensure proper timing of wages and payments (e.g., final pay, overtime, expense reimbursements)
- 08 Determine permissible payroll deductions (e.g., advances, garnishments, benefits)

Domain 02 | **Managing the Employment Lifecycle (42%)**



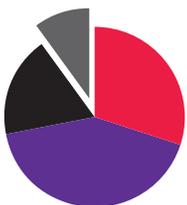
- 01 Comply with pre-employment and hiring laws (e.g., drug testing, background checks, consumer credit reports, ban-the-box)
- 02 Provide harassment prevention training
- 03 Comply with laws during employment (e.g., minors, non-compete, non-disclosure, Private Attorneys General Act (PAGA), literacy assistance, lactation)
- 04 Ensure compliance with privacy and security requirements (e.g., protection of personal data)
- 05 Comply with the Fair Employment and Housing Act (FEHA) (e.g., interactive process and reasonable accommodations, gender neutral restrooms)
- 06 Comply with workers' job protection (e.g., retaliation, discrimination, whistleblower)
- 07 Comply with invention assignment agreements and trade secrets laws
- 08 Comply with medical marijuana usage regulations
- 09 Ensure compliance with Cal/OSHA requirements (e.g., Injury and Illness Prevention Program (IIPP), heat illness prevention, ergonomics, training)
- 10 Manage Workers' Compensation (e.g., notification, reporting requirements, claims administration, fraud, return to work)
- 11 Ensure compliance with California WARN requirements
- 12 Comply with termination and post-employment laws

Domain 03 | **Administering Benefits and Leaves of Absence (18%)**



- 01 Ensure benefit plans are compliant with legal requirements (e.g., domestic partner coverage, Cal-COBRA)
- 02 Ensure compliance with protected time off requirements (e.g., pregnancy disability leave, new parent leave, paid sick leave, school activities leave, California Family Rights Act (CFRA))
- 03 Manage employment situations that involve multiple leaves and/or wage replacements (e.g., PDL and CFRA, FMLA and CFRA)
- 04 Participate in wage replacement program processes (i.e., State Disability Insurance (SDI) and Paid Family Leave (PFL))

Domain 04 | **Managing General Compliance (10%)**



- 01 Determine and advise stakeholders on penalties for non-compliance
- 02 Distribute and/or post legally required communications (e.g., posters, notices, publications)
- 03 Document and retain required employment records (e.g., recruitment, payroll, safety)