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)