

COMPLIANCE SUMMARY

Policy set handbook-2026-07-29, effective 2026-07-29

Marlowe & Finch Coffee Roasters

States entered: California, Texas

Employees entered: 18

Every policy included in your handbook, what it is based on, and which of your entries put it there. Policies marked "Required by law" cite the statute or regulation behind them; those marked "Recommended practice" carry no legal claim and state their basis instead.

Policy	Applies to	Requirement	Legal basis
About This Handbook	All locations	Recommended practice	Practice basis: Standard introductory section; no legal obligation
Employment At Will	All locations	Recommended practice	Practice basis: At-will employment is the default rule in every covered state; this clause states it and disclaims contract formation
Changes to This Handbook	All locations	Recommended practice	Practice basis: Standard reservation-of-rights clause
Your Rights Under Federal Labor Law	All locations	Required by law	29 U.S.C. § 157 (National Labor Relations Act § 7)
Who to Ask	All locations	Recommended practice	Practice basis: Naming a responsible person is what makes every reporting procedure in this handbook usable
What This Handbook Does Not Cover for Your Industry	All locations	Recommended practice	Practice basis: An employment handbook is not the whole of an employer's regulatory duty; this clause names what sits outside it for this industry
Employment Eligibility Verification	All locations	Required by law	8 U.S.C. § 1324a; Form I-9, Employment Eligibility Verification

Marlowe & Finch Coffee Roasters — Compliance Summary and Completion Checklist

Policy	Applies to	Requirement	Legal basis
Employment Classifications	All locations	Recommended practice	Practice basis: Classification definitions are descriptive; the legal tests are set by the FLSA and state law
Introductory Period	All locations	Recommended practice	Practice basis: Optional orientation period; deliberately does not alter at-will employment
Your Personnel Records	All locations	Recommended practice	Practice basis: Records-access rules vary by state; this clause commits to a process rather than stating a rule
Equal Employment Opportunity	All locations	Required by law	42 U.S.C. § 2000e-2 (Title VII of the Civil Rights Act of 1964)
Accommodations for Disability	All locations	Required by law	42 U.S.C. § 12112 (Americans with Disabilities Act, Title I)
Accommodations for Pregnancy and Related Conditions	All locations	Required by law	42 U.S.C. § 2000gg (Pregnant Workers Fairness Act)
Anti-Harassment Policy	All locations	Required by law	42 U.S.C. § 2000e-2; EEOC Enforcement Guidance on Harassment in the Workplace (2024)
How to Report Harassment, Discrimination or Retaliation	All locations	Required by law	EEOC Enforcement Guidance on Harassment in the Workplace (2024) — employer anti-harassment policy and complaint process
No Retaliation	All locations	Required by law	42 U.S.C. § 2000e-3(a)
California Sexual Harassment Prevention Training	California	Required by law	Cal. Gov. Code § 12950.1
Paydays	All locations	Recommended practice	Practice basis: Pay frequency is set by state law; this clause records the schedule the employer entered
Overtime	All locations	Required by law	29 U.S.C. § 207(a) (Fair Labor Standards Act); 29 C.F.R. Part 778
Recording Your Time	All locations	Required by law	29 C.F.R. Part 516 (FLSA recordkeeping)

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Pay Deductions and Safe Harbor for Salaried Employees	All locations	Required by law	29 C.F.R. § 541.603 (safe harbor for improper deductions)
Tips	All locations	Required by law	29 U.S.C. § 203(m)(2) (A); Fair Labor Standards Act, Fact Sheet #15
California Meal Periods	California	Required by law	Cal. Labor Code § 512; IWC Wage Orders
California Rest Periods	California	Required by law	IWC Wage Orders, Section 12; Cal. Labor Code § 226.7
California Business Expense Reimbursement	California	Required by law	Cal. Labor Code § 2802
Texas Payday Law	Texas	Required by law	Tex. Labor Code ch. 61 (Texas Payday Law)
Paid Time Off	All locations	Recommended practice	Practice basis: Paid vacation is not federally required; this clause records the employer's own policy
Holidays	All locations	Recommended practice	Practice basis: No federal or state law requires private employers to provide paid holidays
Jury Duty	All locations	Required by law	28 U.S.C. § 1875 (protection of jurors in federal court)
Military Leave	All locations	Required by law	38 U.S.C. §§ 4301-4335 (Uniformed Services Employment and Reemployment Rights Act)
Break Time for Nursing Employees	All locations	Required by law	29 U.S.C. § 218d (PUMP for Nursing Mothers Act)
Bereavement Leave	All locations	Recommended practice	Practice basis: Company policy; a few states now mandate bereavement leave, and where one applies it appears in the state section
California Paid Sick Leave	California	Required by law	Cal. Labor Code §§ 245-249 (Healthy Workplaces, Healthy Families Act)
California Lactation Accommodation	California	Required by law	Cal. Labor Code §§ 1030-1034
California Pregnancy Disability Leave	California	Required by law	Cal. Gov. Code § 12945

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California Family Rights Act Leave	California	Required by law	Cal. Gov. Code § 12945.2 (California Family Rights Act)
Group Health Coverage	All locations	Recommended practice	Practice basis: Describes the employer's own plan; the plan documents govern
Continuing Coverage After Employment Ends	All locations	Required by law	29 U.S.C. §§ 1161-1169 (COBRA continuation coverage)
Workers' Compensation	All locations	Recommended practice	Practice basis: Workers' compensation is mandated state by state; this clause states the reporting duty rather than any state's benefit schedule
What We Expect	All locations	Recommended practice	Practice basis: Company conduct standards
Attendance and Punctuality	All locations	Recommended practice	Practice basis: Company attendance standard
Drug-Free and Alcohol-Free Workplace	All locations	Recommended practice	Practice basis: Company policy; testing is separately regulated by state law and some states protect off-duty lawful conduct
Confidential Information	All locations	Recommended practice	Practice basis: Company policy, drafted so that it cannot be read to restrict protected activity
Dress and Appearance	All locations	Recommended practice	Practice basis: Company standard
A Safe Workplace	All locations	Required by law	29 U.S.C. § 654 (Occupational Safety and Health Act, general duty clause)
Reporting Injuries and Hazards	All locations	Required by law	29 C.F.R. Part 1904 (recording and reporting occupational injuries and illnesses)
Emergencies	All locations	Recommended practice	Practice basis: Emergency procedures are site-specific and must be written by the employer
California Workplace Violence Prevention Plan	California	Required by law	Cal. Labor Code § 6401.9

Policy	Applies to	Requirement	Legal basis
Company Systems and Equipment	All locations	Recommended practice	Practice basis: Company policy; drafted so that it cannot be read to restrict protected activity
Social Media	All locations	Recommended practice	Practice basis: Company policy, deliberately narrow: broad social-media rules have repeatedly been found unlawful because they chill protected discussion of working conditions
Personal Information We Hold About You	All locations	Recommended practice	Practice basis: Several states now give employees data-access rights; this clause commits to a process without asserting any state's specific rule
Resignation	All locations	Recommended practice	Practice basis: Notice request; consistent with at-will employment, which allows either party to end the relationship without notice
Final Pay	All locations	Recommended practice	Practice basis: Final-pay deadlines are set state by state; the applicable deadline appears in the state section
Returning Company Property	All locations	Recommended practice	Practice basis: Company policy; note that most states prohibit withholding a final paycheck to force the return of property
References	All locations	Recommended practice	Practice basis: Company policy
California Final Pay	California	Required by law	Cal. Labor Code §§ 201, 202, 227.3

Before you issue this handbook

These items need information or action only you can supply. Some are obligations that a handbook section does not by itself satisfy — a required training, a separate written policy, a site-specific plan.

- What This Handbook Does Not Cover for Your Industry — Confirm the obligations below are covered somewhere — they are real duties, and a handbook does not discharge any of them.

- How to Report Harassment, Discrimination or Retaliation — Name a second person who can take a complaint about the first, and make sure both know they are named here.
- California Sexual Harassment Prevention Training (California) — Book the training and keep the attendance records. Supervisors need two hours and everyone else one hour, and it repeats every two years — a handbook section does not satisfy this.
- Tips — State whether you take a tip credit, and if so give the notice the FLSA requires BEFORE you take it. Describe your tip pool and who is in it. Several states ban the tip credit outright or set a higher cash wage — check yours.
- California Business Expense Reimbursement (California) — Set out how to submit an expense claim and how quickly you reimburse. If employees use personal phones or vehicles for work, this section must cover that.
- Paid Time Off — Fill in your accrual rate, carryover rule and request procedure, and check your state's rules on paying out accrued time at separation.
- Bereavement Leave — State how many days of bereavement leave you give, and whether they are paid.
- California Paid Sick Leave (California) — Say which method you use — accrual at one hour per 30 worked, or the full 40 hours up front at the start of the year — and state your 12-month year.
- California Lactation Accommodation (California) — California requires a written lactation accommodation policy that names the room or location and the request process — fill in where yours is.
- California Pregnancy Disability Leave (California) — Pregnancy Disability Leave is SEPARATE from CFRA and carries none of its service thresholds — a brand-new employee can take it. Confirm your leave administration treats them as two entitlements that can run consecutively, not one.
- Group Health Coverage — Insert your waiting period, eligibility hours, and the share of premium you pay.
- Continuing Coverage After Employment Ends — COBRA's federal test counts employees in the PRIOR calendar year, not today. If you had 20 or more on more than half the typical business days last year you are covered even if you are smaller now — check your own headcount history. Below that, most states run a "mini-COBRA" that reaches smaller employers; check yours.
- Attendance and Punctuality — Say how far in advance you expect notice of an absence, and to whom.
- Dress and Appearance — Describe your actual dress standard, including any uniform or required safety footwear.
- Emergencies — Write in your evacuation route, assembly point, and who is responsible for accounting for people. This cannot be generic.
- California Workplace Violence Prevention Plan (California) — California requires a written, worksite-specific Workplace Violence Prevention Plan, a violent incident log, and employee training. This handbook section points at the plan — you still have to write the plan itself.

Sources

Every policy above was written against the published source below. These were retrieved and archived on the bank's effective date; law changes, so check the current text before you rely on it.

- <https://www.nlr.gov/about-nlr/rights-we-protect/your-rights/employee-rights>
- <https://www.eeoc.gov/harassment>
- <https://www.osha.gov/workers/employer-responsibilities>
- <https://www.uscis.gov/i-9-central/form-i-9-resources/handbook-for-employers-m-274>
- <https://www.dol.gov/agencies/whd/fact-sheets/23-flsa-overtime-pay>

- <https://www.eeoc.gov/prohibited-employment-policiespractices>
- <https://www.eeoc.gov/statutes/title-vii-civil-rights-act-1964>
- <https://www.eeoc.gov/disability-discrimination>
- <https://www.eeoc.gov/wysk/what-you-should-know-about-pregnant-workers-fairness-act>
- https://leginfo.legislature.ca.gov/faces/codes_displaySection.xhtml?lawCode=GOV§ionNum=12950.1
- <https://www.dol.gov/agencies/whd/fact-sheets/15-tipped-employees-flsa>
- https://www.dir.ca.gov/dlse/faq_mealperiods.htm
- https://www.dir.ca.gov/dlse/faq_restperiods.htm
- https://leginfo.legislature.ca.gov/faces/codes_displaySection.xhtml?lawCode=LAB§ionNum=2802
- <https://www.twc.texas.gov/programs/wage-and-hour/texas-payday-law>
- <https://www.law.cornell.edu/uscode/text/28/1875>
- <https://www.dol.gov/agencies/vets/programs/userra>
- <https://www.dol.gov/agencies/whd/pump-at-work>
- <https://www.dol.gov/agencies/whd/fact-sheets/28-fmla>
- https://www.dir.ca.gov/dlse/paid_sick_leave.htm
- https://www.dir.ca.gov/dlse/Lactation_Accommodation.htm
- https://leginfo.legislature.ca.gov/faces/codes_displaySection.xhtml?lawCode=GOV§ionNum=12945
- https://leginfo.legislature.ca.gov/faces/codes_displaySection.xhtml?lawCode=GOV§ionNum=12945.2
- <https://www.dol.gov/general/topic/health-plans/cobra>
- https://leginfo.legislature.ca.gov/faces/codes_displaySection.xhtml?lawCode=LAB§ionNum=6401.9
- https://www.dir.ca.gov/dlse/faq_paydays.htm