

## Gradience Handbook Manager Updates & Changes

**Version 12.0.1710.25 10/25/17**

### **New Policies:**

- California Domestic Violence Leave (Public and Private employers) - to reflect new California law regarding leave and accommodations for domestic violence victims
- Connecticut Pregnancy Accommodations (Public and Private employers) – to reflect new Connecticut law regarding pregnant women in the workplace
- California State Leave Law (Public and Private employers with 20-49 employees) – to reflect new California law that requires employers to provide up to 12 unpaid weeks of parental leave for childbirth, adoption, foster care placement.
- Massachusetts Pregnancy Accommodations (Public and Private employers) – to reflect new Massachusetts Pregnant Workers Fairness Act
- Nevada Domestic Violence Leave (Public and Private employers) – to reflect new Nevada law regarding leave and accommodations for domestic violence victims
- New York State Leave Law Policy (Public and Private employers) – to reflect New York Paid Family Leave Law
- Oregon Veterans Day Leave (Public and Private employers) – to reflect new Oregon law regarding leave for Veterans on Veterans Day
- Texas State Leave Law (Public and Private employers) – to reflect new Texas law that requires that the term children include foster children. Note: Texas law does not require employers to have a leave policy

### **Updated Policies:**

- Arkansas Policy Prohibiting Harassment and Discrimination - Updated policy to add pregnancy, childbirth, and related medical conditions pursuant to new law updating protected classes.
- California Policy Prohibiting Harassment and Discrimination (Public and Private employers) – updated to comply with California’s new Transgender guidelines and updated Anti-discrimination regulations and labor code 230.1 regarding victims of domestic violence, sexual assault or stalking
- Connecticut Military Leave Policy (Public and Private employers) – Updated to include the National Guard of any other state
- Connecticut Policy Prohibiting Harassment and Discrimination (Public and Private employers) – Updated to include status as a veteran as a protected class
- Hawaii State Leave Law policy (Public and Private employers) – Updated to include siblings as covered family members
- Vermont Paid Sick Policy (Public and Private employers) – Beginning Jan 2018 – the number of private employer employees required for the policy to apply goes from 5 to 0.

**Version 12.0.1706.14 06/14/17**

- Added Arkansas Maternity Leave Policy for Public Employers to reflect a new law that went into effect providing four weeks of paid maternity leave for state agency employee
- Added Vermont Paid Sick Policy to reflect Vermont’s Earned Sick Time Act
- Updated Illinois Sick Policy for Public and Private employers to allow sick time to be used for family members
- Updated Georgia Sick Policy for Public and Private, 25 or more employees to allow sick time to be used for family members

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- Added Ohio Zero Tolerance for Workplace Violence Policy to reflect the Ohio law change that allows individuals with a valid license to possess a firearm in a privately owned vehicle while parked on company property.
- Added Nevada Pregnancy Accommodation Policy for Public and Private more than 15 employees to reflect Nevada's Pregnant Workers' Fairness Act
- Added Arizona Paid Sick Policy for Public and Private employers - Added policy to reflect Arizona's Fair Wages and Healthy Families Act

## **Version 12.0.16010.14 10/14/16**

### **New Policies**

- Added Illinois Family and Medical Leave Policy for Private and Public Employers to include the Child Bereavement Leave Act effective January 1, 2017
- Added West Virginia Pregnancy Accommodation Policy to reflect West Virginia's Pregnant Workers' Fairness Act
- Added Utah Smoking Policy because the law states that employers must establish a smoking policy to prohibit smoking within 25 feet of any entrance-way, exit, open window, or air intake of a building where smoking is prohibited

### **Updated Policies**

- Updated New Jersey State Law Leave Rights for Private, 50 or more employees and Public to add "step-parent" to the list of family members an employee can request leave to attend to when that family member has a serious health condition

## **Version 12.0.1606.28 6/28/16**

### **Updated Policies**

Policies have been updated or created to comply with various new federal laws and regulations, executive orders, and agency issued guidance on:

- ACA
- Social Media Privacy
- Data Privacy/Confidential Information
- Reasonable Accommodations (Pregnancy)
- Marijuana Use
- EEOC/LGBT Rights
- Cell Phone/Tablet Use (BYOD)
- Severe Weather
- Politics in the Workplace
- Telecommuting
- **OSHA Workplace Safety**
  - Updated policy with new OSHA anti-retaliation notification requirement effective August 10, 2016
  - Updated policy with information on OSHA's new electronic recordkeeping rule effective January 1, 2017 Employers also must establish a reporting procedure that does not deter or discourage an employee from reporting work-related injuries and illnesses.
- **Salary Deduction Policy for Exempt Employees**

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- Updated policy with information on new FLSA overtime regulations effective December 1, 2016 and included a mechanism to report violations of pay practices to payroll manager
- **Timekeeping Rules for Non-Exempt Employees Policy**
  - Updated policy with information on new FLSA overtime regulations effective December 1, 2016 and included a mechanism to report violations of pay practices to payroll manager
- **Family and Medical Leave**
  - Updated policy with new mandatory notification released by the Department of Labor

## State Changes

- Added Vermont Paid Sick Leave Policy in which most Vermont employers must provide paid sick leave to employees - Effective January 1, 2017
- Added Colorado & Utah Pregnancy Accommodation Policy in which the new state law requires employers to provide reasonable accommodations for pregnant employees

## Version 12.0.1604.1 4/1/16

- Updated California Harassment Prevention Policy to comply with new anti-discrimination and anti-harassment regulations effective April 1, 2016
- Updated all Harassment/Discrimination Prevention Policies so all state policies will now have sexual orientation listed as a protected category
- Updated all Family and Medical Leave Rights Policies to reflect new FMLA definition of spouse

## Version 12.0.15011.24 11/24/15

- Removed the Rhode Island Paid Sick Leave Policy
- Added Oregon Paid Sick Leave Policy

## Version 12.0.15011.17 11/17/15

- Added State-Specific Policies on Pregnancy Accommodation to Rhode Island, Maryland, Delaware, Illinois, DC and all other states
- Added Rhode Island Paid Sick Leave Policy

## Version 12.0.1508.3 8/3/15

- Updated non-smoking policies to include that smoking, including the use of e-cigarettes, is prohibited
- Updated Lactation Policy for New York state-specific policies
- Updated New York state-specific policy regarding blood donation leave
- Added California Paid Sick Leave Policy
- Added Massachusetts Paid Sick Leave Policy

## Version 12.0.1505.1 5/1/15

The following Policies have been updated:

- Updated California Paid Leave policy to include information that California employees may be eligible to receive benefits when taking time off to care for a seriously ill parent-in-law, grandparent, grandchild or sibling.
- Updated notes for the California Pregnancy Disability Leave to inform users that policy only applies to employers with five or more employees
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- Updated Connecticut Paid Sick Leave Policy to include information on new accrual methods

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- Prohibiting Harassment and Discrimination
  - Updated California policy note section with information on new harassment training requirements
  - Updated Delaware policy to include gender identity
  - Updated Maryland policy to include gender identity
  
- State Law Leave Rights - Updated Minnesota policy with new law that allows for twelve weeks of leave