



SAN GABRIEL VALLEY LAW
PROTECTING CA BUSINESSES FROM HIRE TO FIRE

2025 HR COMPLIANCE CHECKLIST

Ensuring compliance with California's business regulations is essential for operating legally and efficiently in 2025. Here's a checklist to guide you:

1. Business Registration and Filings:

- **Annual Reports:** Submit required annual reports to the California Secretary of State to maintain active status.
- **Franchise Taxes:** Pay annual franchise taxes to the California Franchise Tax Board to avoid penalties.

2. Employment and Labor Law Compliance:

- **Wage and Hour Laws:** Ensure adherence to California's minimum wage, overtime, and meal/rest break regulations.
- **Anti-Discrimination Policies:** Update policies to reflect expanded definitions, such as those in the CROWN Act, which includes traits historically associated with race, like hair texture and hairstyles.
- **Social Compliance Audits:** Prepare for mandatory audits assessing compliance with labor laws, health and safety regulations, and employee rights protections.
- **Job Posting Requirements:** Review job postings to ensure compliance with new rules restricting the use of driver's licenses as a requirement unless directly relevant to the position.
- **Ensure Workers are Properly Classified:** The difference between an independent contractor and an employee is clear and defined. Whether or not a worker is an employee or IC depends on a legal standard requiring legal analysis.
- **Minimum Wage Increases**
- **Salary Threshold for Exempt Employees**

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- **Paid Family Leave Coordination:** Employers can no longer require employees to use up to two weeks of accrued vacation before accessing Paid Family Leave benefits.
- **Captive Audience Meetings:** Discrimination or retaliation against employees who decline to attend meetings where the employer discusses religious or political matters is prohibited.
- **Freelance Workers Protection Act (FWPA):** Contracts with freelance workers must meet specific requirements, including providing written contracts for services valued at \$600 or more.
- **Sick Leave for Agricultural Workers:** Paid sick leave for agricultural employees now includes attending to their own health needs, caring for a family member, and addressing issues related to domestic violence, sexual assault, or stalking.
- **Worker's Compensation Notice:** Employers are required to post a new notice regarding worker's compensation laws and the rights of employees with industrial injuries.
- **Social Compliance Audits:** Regular social compliance audits are now mandatory to assess adherence to labor laws, health, and safety standards.
- **Private Attorneys General Act (PAGA) Amendments:** Recent amendments incentivize employers to proactively address labor violations, offering penalty reductions for timely corrective actions.
- **Workplace Violence Prevention Plan**

To maintain compliance:

- **Review and Update Policies:** Ensure all workplace policies reflect the latest legal requirements.
- **Train Management and Staff:** Educate your team about new laws and their responsibilities.

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- **Conduct Regular Audits:** Periodically assess your organization's practices to identify and rectify potential compliance issues.
- **Maintain Clear Documentation:** Keep thorough records of all employment-related matters, including contracts, policies, and training materials.

Staying informed and proactive is essential to navigate the evolving landscape of California labor laws in 2025.

3. Employee Benefits:

- **Open Enrollment:** Review and update benefits plans to comply with state and federal laws during the open enrollment period. [citeturn0search1](#)
- **Affordable Care Act (ACA) Compliance:** Ensure health coverage offerings meet ACA requirements to avoid penalties.

4. Taxation:

- **Sales and Use Tax:** Register with the California Department of Tax and Fee Administration and comply with sales tax collection and remittance.
- **Employment Taxes:** Register with the Employment Development Department for payroll taxes, including unemployment and disability insurance.

5. Licensing and Permits:

- **State and Local Licenses:** Obtain necessary licenses and permits specific to your business type and location.

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- **Zoning and Land Use:** Ensure business activities comply with local zoning laws.

6. Data Privacy:

- **California Consumer Privacy Act (CCPA):** Implement measures to comply with CCPA requirements, including providing consumers with rights to access, delete, and opt-out of the sale of personal information. [citeturn0search13](#)

7. Environmental Regulations:

- **Emissions Reporting:** Prepare for upcoming greenhouse gas emissions reporting requirements, with initial disclosures due by 2026. [citeturn0news12](#)

8. Corporate Governance:

- **Board Meetings:** Conduct regular board meetings and maintain minutes as part of corporate records.
- **Bylaws and Operating Agreements:** Review and update governing documents to reflect current operations and compliance requirements.

9. Nonprofit Organizations:

- **Annual Filings:** Nonprofits should adhere to specific annual filing requirements to maintain tax-exempt status. [citeturn0search5](#)

10. Stay Informed:

- **Legal Updates:** Regularly consult resources like the California Secretary of State's Business Programs and the California Department of Tax and Fee Administration for updates on laws and regulations. [citeturn0search4](#)

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Following this checklist can be difficult and confusing. Legal compliance is a requirement for all employers and one they cannot delegate or abdicate. Legal compliance requires legal authority and experience. Do not risk your business' future by risking your compliance. Contact our office.

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