WINE JOBS SUMMIT · NEW-HIRE CHECKLIST

Onboarding: Offer to Day 90

Written for California employers. Laws change, so verify against current DIR, EDD, and Cal/OSHA guidance before you act.

Check each box as you go. Treat this as a **minimum**, then add what your operation needs.

1 Before Day 1

Offer accepted to start date

- ☐ Offer letter drafted and signed, with job title, pay rate, and pay frequency in writing AI
- ☐ Wage Theft Prevention Act notice ready to hand over
- ☐ I-9 and W-4 / DE 4 sent; I-9 Section 2 scheduled
- ☐ Work area, equipment, PPE, and logins prepared
- ☐ Manager and a buddy assigned
- ☐ Welcome message sent: start time, location, parking, dress code, who to ask for AI

2 Day 1

Welcome and compliance basics

- ☐ I-9 Section 2 completed within 3 business days of start
- ☐ Handbook and policy acknowledgments signed
- ☐ Safety orientation: injury and illness prevention, heat illness (outdoor roles), equipment and chemical hazards
- ☐ Meal and rest break rules and timekeeping explained
- ☐ Introductions made
- ☐ First-week schedule drafted and reviewed AI

3 First 90 days

Training, check-ins, reporting

- ☐ Role expectations and goals drafted and discussed in week 1 AI
- ☐ Required training assigned and tracked: harassment prevention, food safety, equipment certifications AI
- ☐ New hire reported to EDD within 20 days of start
- ☐ 30, 60, and 90-day check-ins scheduled, held, and documented AI
- ☐ Benefits enrollment confirmed

SEASONAL & HARVEST HIRING

Same rules, faster clock.

- ☐ Short-term hires still get the full onboarding minimum: I-9, wage notice, safety training, and handbook acknowledgment, even for a one-week hire
- ☐ Labor contractor crew? Confirm a current Farm Labor Contractor license; you can share liability for their wage violations
- ☐ Heat illness plan in place before outdoor work starts: water, shade, rest, and training
- ☐ Piece-rate crews: rest and recovery time paid separately, and hours tracked
- ☐ Agricultural overtime rules apply: track daily and weekly hours

RESPONSIBLE AI: DAY 1

☐ APPROVED TOOLS	☐ NO PERSONAL DATA	☐ IN WRITING	☐ ASK FIRST
Name which AI tools are approved for work.	Employee and client details stay out of AI tools.	AI use policy signed along with the handbook.	Not sure a tool is approved? Ask before you paste.

AI = an AI assistant can draft, remind, or track this. A person reviews and decides.

WINE JOBS SUMMIT · EXIT CHECKLIST

Offboarding: Notice to Last Day

Written for California employers. Laws change, so verify against current DIR, EDD, and Cal/OSHA guidance before you act.

Check each box as you go. **Plan final pay before the last day**, not on it.

1 Before the last day

Notice received to last day

- ☐ Resignation or termination documented, last day confirmed
- ☐ Final pay date calculated and checked (see timing below) AI
- ☐ Work handoff planned: open projects, accounts, vendors, and customer relationships AI
- ☐ Team and outside contacts told: announcement drafted, timing decided AI

2 Last day

Pay, property, paperwork

- ☐ Final paycheck, including earned vacation, ready on time
- ☐ Equipment, keys, badges, uniforms, and other company property returned
- ☐ Benefits end date and COBRA / Cal-COBRA continuation information provided
- ☐ Unemployment insurance information provided (EDD form DE 2320)
- ☐ Confidentiality and return-of-property reminder given
- ☐ Exit interview offered

3 Access removal

Systems, passwords, mailbox

- ☐ Email, systems, and software accounts disabled at the agreed time
- ☐ Shared passwords and access codes changed
- ☐ Mailbox forwarded, with an auto-reply if needed
- ☐ Software licenses reclaimed

4 After departure

Close the loop

- ☐ Final pay delivery documented
- ☐ Payroll and benefits vendors notified AI
- ☐ Records retained per legal requirements, with reminders set AI
- ☐ Exit interview themes reviewed for patterns AI

CALIFORNIA FINAL PAY TIMING

FIRED OR LAID OFF	QUIT WITH NOTICE	QUIT, NO NOTICE	EARNED VACATION
Final pay is due immediately.	72+ hours' notice: due on the last day.	Due within 72 hours of quitting.	Paid out in every case.

SEASONAL & HARVEST SEPARATIONS

End of season is still a separation.

- ☐ A layoff at season's end triggers final pay rules: plan the payroll run before the last day
- ☐ Confirm your labor contractor has paid its crew; you can share liability for unpaid wages
- ☐ Vehicles, keys, tools, and PPE returned and logged on the last day
- ☐ Rehire plans for next season shared in writing, with current contact info on file

RESPONSIBLE AI: BEFORE THEY GO

☐ WORK ACCOUNTS	☐ PERSONAL ACCOUNTS	☐ SAVED WORK	☐ REMINDER
Disable AI tool accounts and reclaim licenses.	Confirm no company data sits in personal AI accounts.	Hand off prompts, custom bots, and AI-built files.	Confidentiality covers anything put into AI tools.

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