Client Alert
California "Know Your Rights" Notice Now Available

Workplace Know Your Rights Act (SB 294)

WHAT'S NEW: As previously covered in this Client Alert, California added a requirement that a new "Know Your Rights" notice must be provided to employees on or before ***February 1, 2026***. The California Department of Industrial Relations (DIR) recently released the new notice.

WHAT IT MEANS: Employers are required to provide stand-alone written notice to current employees and new hires regarding employment rights under state and federal law. Electronic delivery is acceptable if it is reasonably anticipated that it will be received by the employee within one (1) day of sending; simply posting this notice in the breakroom will not be enough. The notice must be provided annually thereafter. Employers shall keep records of compliance with the requirements for three years including the date that each written notice is provided or sent.

The DIR template notice can be found here: SB294 Know Your Rights Notice

WHAT EMPLOYERS SHOULD DO: While the notice has been added to the Engage employee portal it is still **recommended that employers also send the new notice via e-mail (or other reliable method) to all existing employees to track distribution**. In addition, employers should prepare for similar distribution annually.

If you have any questions, please contact your HR Business Partner/Consultant.