

# After the Conversation

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## Follow-Up Actions

### ☐ Send written confirmation

Email them the details within 24 hours. Include their new hourly rate, effective date, and a reminder of what stays the same.

### ☐ Check in after one week

Don't let them simmer. Schedule a brief follow-up to address any concerns that surfaced after they had time to process.

### ☐ Monitor for disengagement

Watch for behavioral changes—withdrawal, reduced communication, job searching signals. Address immediately if you see them.

### ☐ Document everything

Keep records of the conversation, their questions, your responses, and any agreements made about scheduling or compensation.

## Red Flags That Require Immediate Action

- They mention updating their resume or LinkedIn
- They start asking about PTO payout policies
- They become noticeably quieter in team meetings
- They stop participating in long-term projects

**If you see these signs: Have another conversation immediately. Don't wait for your scheduled check-in.**

### Need More Support?

Navigating California employment law changes can be complex. We're here to help you handle these conversations with confidence and maintain your team's trust.

[Get Expert HR Support: Visionova HR.](#) Compliance Made Simple

Source: California Labor Code Section 515, FLSA regulations, and recent DOL guidance.

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Consult with legal counsel or a qualified HR professional about your specific situation. Disclaimer: This guide provides general information and should not be considered legal advice.

