

ECJ'S 2021 EMPLOYEE HANDBOOK

LET US HELP YOU STAY IN COMPLIANCE
THIS YEAR, NEXT YEAR AND BEYOND

For almost a year, employers have been forced to cope with continually changing COVID guidelines which have served to redefine the workplace. In addition, the California Legislature has worked hard to pass a vast number of employment laws which extend far beyond the pandemic. Staying abreast of these new laws is a herculean task that no employer can or should attempt on its own. Changes in California and federal employment law include:

- Dramatic expansion of family, medical, child bonding and active military duty-related leave requirements;
- Further changes to the independent contractor vs. employee test due to Assembly Bill 5 amendments;
- Developments in the ban on mandatory employment arbitration agreements;
- New requirements for vacation policies;
- New handwashing break requirements for food sector workers;
- Expanded protections under domestic violence, sexual assault or stalking leave law;
- New COVID-19 sick leave requirements for employees of larger employers, food sector workers and first responders;
- New security guard rest break requirements;
- New COVID-19 employer reporting and notice requirements;
- Telework requirements for employers during the pandemic;
- Extension of Workers' Compensation coverage to COVID-19 victims;
- Privacy Act employee notice requirements;
- Increase in Paid Family Leave duration and application;
- New retaliation protections for whistleblowers;
- Expanded LGBTQ workplace discrimination protections;
- Changes to overtime exemptions for certain retail workers; and
- Additional improvements based on cases, administrative guidelines and other changes throughout the year.

Soundly drafted and appropriately implemented employment handbooks and forms are the company's first line of defense against claims. Unfortunately, as too many employers have come to realize the hard way, "off the shelf," pro forma employee handbooks and related forms are no substitute for thorough and customized policies carefully crafted by licensed attorneys specializing in California employment law. Luckily, reaching legal compliance does not need to break the bank.

At ECJ, we recognize that one size does not fit all and stress the importance of an interactive drafting process between our clients and our attorneys. Whether to address changes in the law, developments in technology or employment policies that no longer complement your business needs, ECJ's attorneys will speak with you directly to ensure that you maximize the benefit of your employee handbook for your workplace.

Standard Employee Handbook Package - \$2,200

For \$2,200 ECJ helps deliver peace of mind! Package participants are provided a legally compliant employee handbook specialized to fit your business's particular needs (with practice tips throughout to help you navigate the intricacies of California law), certain employment-related forms, and a resource library containing all of California's mandated workplace posting and notice requirements.

Not only do ECJ's attorneys give you the basics, we provide meaningful training seminars throughout the year to help you better understand the fundamentals of California labor law. As part of the Standard Employee Handbook Package, your business's selected representatives (two per seminar) are guaranteed free attendance to all of ECJ's 2021 annual training seminars. This year's confirmed seminars include our annual update on important new laws for employers, harassment and bullying prevention training, and conducting a workplace investigation. Additional topics will be announced throughout the year. Previous seminars have included Affordable Care Act compliance, wage and hour compliance, understanding and coordinating leaves of absence requirements, and handbook implementation basics.

Best Practices Human Resources Services Retainer Add-On - \$1,000

For an additional \$1,000, employers can have continued peace of mind! Even the assistance of seasoned and knowledgeable in-house human resources professionals is not enough for California employers; the advice of experienced legal counsel is often required. ECJ now offers a Package upgrade that allows clients a non-cumulative half hour of legal consultation each month at a greatly reduced price. Currently our most popular option, this package is extremely beneficial as it permits clients to consult with counsel on decisions ranging from a simple termination to more complex disability and wage and hour questions without incurring additional charges. *This retainer can be purchased with either the Standard Employee Handbook Package or the Employee Handbook Annual Update Package.*

Employee Handbook Annual Update Packages - \$900/\$1,200

ECJ helps deliver peace of mind year after year! Of course, merely having an employee handbook is not enough. Companies must commit themselves and their resources to the upkeep of the employee handbook. After all, employee handbooks that fall out of compliance with applicable laws, or out of step with your own practices or policies, can quickly become a liability.

Fortunately, ECJ makes it affordable to update your company's employee handbook each year. Provided that your business received a handbook drafted by ECJ anytime in 2019 or thereafter, you are entitled to purchase an annual update in 2021 at a significantly reduced price from the Standard Employee Handbook Package¹. You will similarly be entitled to participate in ECJ's 2021 training seminars as discussed above, and will also be provided with an updated resource library containing all of California's mandated workplace posting and notice requirements.

¹ Note: The \$900 annual update price is applicable for both the year the employee handbook was original drafted and the following year. An update in the second year following the initial purchase will cost \$1,200 due to the need for more extensive modifications. Because of the number of changes in California labor law, after a three-year period has elapsed you must purchase a new handbook package. To illustrate, a handbook drafted anytime during 2021 is eligible for an update later in 2021 (to the extent that there are changes in the law mid-year that mandate an update) or 2022 for \$900. That same handbook drafted in 2021 will cost \$1,200 for a first-time update in 2023. Commencing in 2024, you must purchase a new handbook package. However, a handbook updated in 2024 is be eligible for a low cost update package for the following three years. **It is recommended that handbooks be reviewed and updated annually both to ensure legal compliance and to ensure that you are enforcing your policies. Pricing is subject to change.**

2021 EMPLOYEE HANDBOOK PACKAGE ORDER FORM

Please check selected package option:

- Standard Employee Handbook Package - \$2,200** (includes handbook, related employment forms, resource library containing state and federal mandated forms, and entrance into ECJ's training seminars)
- Best Practices Human Resources Services Retainer - \$1,000** (includes one-half hour of non-cumulative legal consultation each month)
- Employee Handbook Update Package (original handbook purchased in 2020) - \$900** (includes update to handbook, updated resource library, and entrance into ECJ's training seminars)
- Employee Handbook Update Package (original handbook purchased in 2019) - \$1,200** (includes update to handbook, updated resource library, and entrance into ECJ's training seminars)

Please select payment method: Check* Credit Card (Complete form below)
 (Please note that no work will be performed until payment is received.)

Contact Name: _____ E-mail: _____

*Please make checks payable to Ervin Cohen & Jessup LLP and mail with this form to:
 Ervin Cohen & Jessup LLP, Attn: Accounting Dept.
 9401 Wilshire Blvd., 9th Floor, Beverly Hills, CA 90212

Credit Card Authorization Form

- MasterCard Visa American Express Discover

Credit Card Number:

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Credit Card Expiration Date:

MONTH		YEAR	

CVV Code:*

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*(3 digit code on back of Visa, MC, Discover cards; 4 digit code on front of AmEx cards)

Street address #:

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Billing Zip Code:

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 For example: 11234 Your Street = 11234)

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