

ECJ's 2025 Employee Handbook Program



California's latest flurry of new employment laws will enact a wide range of new requirements to take effect in the new year. In addition, local governments and federal authorities have done their best to contribute to the everchanging landscape of what it means to have employees in the Golden State. Beginning in 2025, the new California, federal and local employment law requirements will include, among many others:

- Expanded state paid sick leave entitlements
- Expanded eligibility for victim status and entitlements plus new notice requirements;
- New federal pregnancy accommodation regulation requirements;
- New whistleblower notice and posting requirements;
- New state driver's license-related protections for job applicants;
- New discrimination protections based on two or more protected characteristics;
- New discrimination protections for expanded definitions of race and protective hairstyles;
- Expanded definition of hostile work environment to include employees' off-premises social media activity;
- New ban on certain "forced" work meetings;
- New indoor heat standards and written prevention plan requirements;
- New Worker's Compensation posting requirements;
- Change to paid family leave benefit prerequisite;
- New Los Angeles County restrictions on use of criminal history in employment decisions and scheduling requirements; and
- Additional changes based on caselaw, administrative decisions and guidelines, and other developments that took place throughout the year.

A soundly drafted and appropriately implemented employment handbook is an employer'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. We understand 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 our employee handbook program for your workplace. In addition, in the process of updating or creating your handbook, you will be given the opportunity to consider updating or creating other important employment documents based on recent developments, such as the confidentiality agreement, a binding arbitration agreement for employment disputes, newly required privacy employee/applicant notices and consents, and the new requirements for a workplace violence prevention plan and indoor heat illness prevention plan.



Standard Employee Handbook Package - \$3,500

For \$3,500 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 2025 annual training seminars. This year's seminar 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 - \$1,600

For an additional \$1,600, 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 - \$1,500/\$1,900

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 2022 or thereafter, you are entitled to purchase an annual update in 2025 at a significantly reduced price from the Standard Employee Handbook Package¹. You will similarly be entitled to participate in ECJ's 2025 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: Handbook fees are earned upon commencement of the handbook. The \$1,500 annual update price is applicable for both the year the employee handbook was originally drafted and the following year. An update in the second year following the initial purchase will cost \$1,900 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 2024 is eligible for an update in 2025 for \$1,500. That same handbook drafted in 2023 will cost \$1,900 for a first-time update in 2025. Commencing in 2026, the owner of a handbook drafted by us in 2023 must purchase a new handbook package. However, a handbook updated in 2026 is eligible for a low cost update package for that year and the following two 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.**

ERVIN COHEN & JESSUP^{LLP}

2025 EMPLOYEE HANDBOOK PACKAGE ORDER FORM

Please check selected package option:

- ☐ **Standard Employee Handbook Package - \$3,500** (includes handbook, related state and federal postings upon request, and annual entrance for two persons into ECJ's training seminars)
- ☐ **Best Practices Human Resources Services Retainer - \$1,600** (includes one-half hour of non-cumulative legal consultation each month for one year)
- ☐ **Employee Handbook Update Package (original handbook purchased in 2024) - \$1,500** (includes update to handbook, updated postings upon request, and annual entrance for 2 into ECJ's training seminars)
- ☐ **Employee Handbook Update Package (original handbook purchased in 2023) - \$1,900** (includes update to handbook, updated postings upon request, and annual entrance for 2 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., 12th Floor, Beverly Hills, CA 90212

Credit Card Authorization Form

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Credit Card Number:

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Credit Card Expiration Date:

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MONTH

YEAR

CVV Code:*

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Street address #:

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