

## EMPLOYEE HANDBOOK PROGRAM 2021



### Dear Handbook Program Participant:

As part of Raines Feldman's Annual Employee Handbook Update Program, we are proposing a number of changes be made to your California Employee Handbook in order to reflect recent legislation, judicial interpretations, and best practices in human resources.

### The Handbook legal updates for 2021 include the following:

- Updated CFRA policy addressing expanded scope of eligibility to extended family members and coverage to employers with 5+ employees - replaces Parental Leave Act;
- Updated Sick Leave policies addressing COVID-19 leave laws;
- Updated Remote Work policy addressing COVID-19 work-from-home arrangements;
- New Expense Reimbursement policy accounting for increased employee expenses incurred for COVID-19;
- Revised COVID-19 protocols consistent with latest guidance from CDC and local authorities;
- New CalSavers Program policy as law takes effect for employers of various sizes in 2021;
- Modification of Life-Threatening Disease policy adjusting for COVID-19;
- Expanded Paid Family Leave policy;
- Other updates for 2021 based on litigation trends and our recommendations for best human resources practices.

At your request, and upon payment of the enclosed invoice, we will fully revise your 2020 Employee Handbook to include all of our recommended changes and provide a redlined copy, if you have been working with a prior version of our Handbook. Otherwise, or upon your election, we will send you the actual changes for you to input.

You should also inform us of any other revisions or additions that you might want us to make to your 2021 Employee Handbook, which may include changes you might have made to your organization's employment practices and operations. If we do not have the most recent version of your Employee Handbook, please forward that to us, before we begin.

Since we anticipate that many of our clients will be availing themselves of our update services this year, and in order to ensure that the revisions to your business' 2020 Employee Handbook are completed as quickly as possible, we encourage you to begin the process immediately. To get started, please complete the enclosed invoice form and submit your payment. We generally process the updates in the order we receive payment.

If our attorneys have prepared or updated your 2020 Employee Handbook, the price is \$900\*. If your Employee Handbook was not updated in 2020, please see the next page for additional pricing.

\*Under Raines Feldman's Employee Handbook Program, you will receive up to one (1) hour of telephone and/or e-mail consultation with one of our employment law attorneys to address any questions or concerns regarding the customizing process. If you exhaust the one (1) hour of consultation, you will be billed hourly.

# EMPLOYEE HANDBOOK PROGRAM 2021



## Labor Advisor Program

We also wish to remind you that for a total of \$2,700 (if you already have a RF handbook) or \$3,200 (for a brand new handbook) for the calendar year 2021, you may join the Raines Feldman **Labor Advisor Program**. This program not only includes the 2021 Employee Handbook update (or new handbook), but also includes 30 minutes of non-cumulative legal consultation per month for the calendar year.<sup>1</sup> If you wish to join the program, please check the appropriate box for our Labor Advisor Program on the attached invoice and submit payment accordingly.

We also offer a **Gold Level Labor Advisor Program** for \$5,000, which includes: ONE hour of legal consultation time per month (instead of 30 minutes). This is a value of over \$9,000.

We look forward to working with you on your 2021 Employee Handbook.

## 1. Submit Your Request

Complete the attached Employee Handbook update renewal invoice (fillable) and send it with your payment to:

**Raines Feldman LLP**

**Attn: Accounts Receivable**

1800 Avenue of the Stars, 12th Floor  
Los Angeles, CA 90067

or email directly to [sblake@raineslaw.com](mailto:sblake@raineslaw.com)

**Please note, payment must be received prior to us updating your handbook.**

## 2. Come To Us With Questions

If you have any questions regarding your Employee Handbook update, contact:

Beth Schroeder | [bschroeder@raineslaw.com](mailto:bschroeder@raineslaw.com) | in our Labor and Employment Department or call (310) 440-4100.

## 3. Receive Your 2021 Employee Handbook

Once the process is completed, you will receive your updated Employee Handbook.

If your Employee Handbook has not been updated in the last few years, the cost is as follows:

**Last updated for 2019:** \$1,200 flat fee (two-year update)

**Last updated for 2018:** \$1,400 flat fee (three-year update)

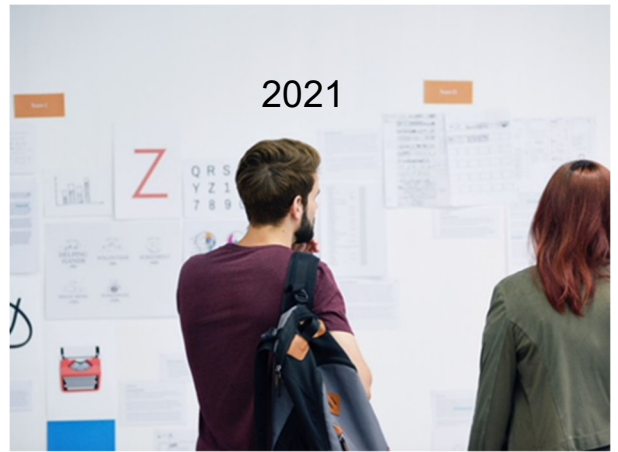
**Last updated prior to 2018 (handbook is beyond three years old) or an Employee Handbook we did not prepare:** Please call for a custom quote

The quoted prices are for the update of a single Employee Handbook in California. If your company has more than one Employee Handbook, or has locations out of state, please contact us for more information.

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<sup>1</sup> The pricing for the Labor Advisor Program is based on consultation time for the full 12 months of the 2021 calendar year. Prices provided after January 2021 will be done on a custom basis only, given the reduced months in the calendar year.

# INVOICE



Mark the desired service(s) and return, along with payment to:

**Raines Feldman LLP**  
**Attn: Accounts Receivable**  
1800 Avenue of the Stars, 12<sup>th</sup> Floor  
Los Angeles, CA 90067  
T: 310.440-4100 | F: 310.765-7732

or email directly to [sblake@raineslaw.com](mailto:sblake@raineslaw.com)

Product	Cost	Amount
<input type="checkbox"/> <b>We want to JOIN OR RENEW the Labor Advisor Program (and we already have a RF handbook):</b> - A 2021 California Handbook UPDATE - Thirty (30) minutes of non-cumulative legal consultation per month for calendar 2021	\$2,700	_____
<input type="checkbox"/> <b>We want to JOIN the Labor Advisor Program, but we need a NEW handbook:</b> - A 2021 California Handbook brand NEW - Thirty (30) minutes of non-cumulative legal consultation per month for calendar 2021	\$3,200	_____
<input type="checkbox"/> <b>We want to JOIN OR RENEW the Gold Level Labor Advisor Program:</b> - A 2021 California Handbook Update OR a brand NEW Handbook - One (1) hour of non-cumulative legal consultation per month for calendar 2021	\$5,000	_____
<input type="checkbox"/> We want to <b>update our 2020 RF California Handbook</b> (one-year update)**	\$900	_____
<input type="checkbox"/> We want to <b>update our 2019 RF California Handbook</b> (two-year update)**	\$1,200	_____
<input type="checkbox"/> We want to <b>update our 2018 RF California Handbook</b> (three-year update)**	\$1,400	_____
<input type="checkbox"/> Our California Handbook was updated prior to 2018 or we have an out-of-state or unique Handbook that RF did not draft, and we would like to have it updated	Contact for price	_____
<b>Total Amount Enclosed</b>		_____

\*\*Includes one (1) hour of consultation time. If you exhaust the one (1) hour, you will be billed hourly.

**Method of Payment:** (Check One)  
*(The Firm is working primarily remote due to COVID, so electronic payment will ensure that we receive your payment in a timely manner.)*

Enclosed is a check for \$\_\_\_\_\_. Please make all checks payable to Raines Feldman LLP.

Credit Card. If you wish to pay by credit card, please go to <https://secure.lawpay.com/pages/rainesfeldman/operating>

Online - Bill.com. If you wish to pay online via Bill.com, please go to <https://app.bill.com/p/rainesfeldmanllp>

**General Information:**

Date: \_\_\_\_\_

Returning Client?  Yes  No

Company Name: \_\_\_\_\_ Contact Name: \_\_\_\_\_

Company DBA: \_\_\_\_\_ Current # of Employees \_\_\_\_\_

Phone Number: (\_\_\_\_) \_\_\_\_\_ Email Address: \_\_\_\_\_

**ADMIN SECTION ONLY**

RF Matter # \_\_\_\_\_ Method of Payment \_\_\_\_\_ Payment Date \_\_\_\_\_ Check No. \_\_\_\_\_