



Dear Handbook Program Participant:

Many of you have participated in our Annual Employee Handbook Update Program for several years now, here at Raines Feldman or at previous law firms, and you know that we generally propose a number of changes to your California Employee Handbook to include or reflect recent legislative changes, judicial interpretations, and best practices updates. This year, however, our team has spent extra time going through the entire Handbook, policy by policy, giving it a significant facelift. Some of our policies needed to be overhauled for 2019 parlance and practice, and others just needed fine tuning based on feedback over the years. The product, we feel, is the best Handbook we have ever offered, complete with all the new legal bells and whistles for 2019.

The Handbook legal updates for 2019, among the many other updates, include the following:

- New “Day of Rest” policy based on California law, as reaffirmed by recent California courts decisions;
- Changes to the EEO policy based on recent California legislation;
- Updates to the Working Remotely policy to reflect the impact of the *Troester v Starbucks* Supreme Court decision;
- A revised Non-Harassment policy, including the most recent changes to California law;
- A completely retooled section on Categories of Employees to respond to the needs of our contingent workforce;
- Updates to the Arbitration policy based on recent case law and best practices; and
- Many, many more best practices changes for 2019!

At your request, and upon payment of the enclosed invoice, we will fully revise your 2018 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 2019 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’ 2018 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 2018 Employee Handbook, the price is \$900*. If your Employee Handbook was not updated in 2018, 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.



Labor Advisor Program

We also wish to remind you that you may join the Raines Feldman Labor Advisor Program for an additional \$1,800 (a total of \$2,700). This program not only includes the 2019 Employee Handbook update, but also includes 30 minutes of non-cumulative legal consultation per month for the calendar year, and two passes to each of our breakfast seminars or follow-up webinars in 2019 (not including the AB1825 Non-Harassment Webinars). If you wish to join the program, please check the box for our Labor Advisor Program on the attached invoice and submit payment accordingly.

This year we are also offering a **Gold Level Labor Advisor Program**, for \$5,000, which will include: ONE hour of legal consultation time per month (instead of 30 minutes), and passes to two of our 2019 AB1825 Non-Harassment Webinars (English or Spanish). This is a value of over \$9,000.

We look forward to working with you on your 2019 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

*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

in our Labor and Employment Department or call (310) 440-4100.

3. Receive Your 2019 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 2017: \$1,200 flat fee

Last updated for 2016: \$1,400 flat fee

Last updated prior to 2016 or a custom Employee Handbook: Please call for 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.

INVOICE



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

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

or email directly to sblake@raineslaw.com

Product	Cost	Amount
<input type="checkbox"/> We want to RENEW the Labor Advisor Program that entitles us to: - A 2019 California Handbook UPDATE - Thirty (30) minutes of non-cumulative legal consultation per month - Two passes to any 2019 breakfast seminar or webinar (other than the AB1825)	\$2,700	_____
<input type="checkbox"/> We want to join the Labor Advisor Program that entitles us to: - A brand NEW 2019 California Handbook - Thirty (30) minutes of non-cumulative legal consultation per month - Two passes to any 2019 breakfast seminar or webinar (other than the AB1825)	\$3,000	_____
<input type="checkbox"/> We want to join the new Gold Level Labor Advisor Program that entitles us to: - A 2019 California Handbook Update or brand NEW Handbook - One (1) hour of non-cumulative legal consultation per month - Two passes to any 2019 breakfast seminar or webinar - Attendance for your managers at two (2) of our AB1825 non-harassment webinars (English or Spanish)	\$5,000	_____
<input type="checkbox"/> We want to update our 2018 California Handbook (one year update)**	\$900	_____
<input type="checkbox"/> We want to update our 2017 California Handbook (two year update)**	\$1,200	_____
<input type="checkbox"/> We want to update our 2016 California Handbook (three year update)**	\$1,400	_____
<input type="checkbox"/> Our California Handbook was updated prior to 2016 or we have an out-of-state or unique Handbook that the Firm did not draft, and we would like to have it updated	Call for price	_____
Total Amount Enclosed		_____

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

Method of Payment: (Check One)

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://www.raineslaw.com>

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. _____