



Dear Handbook Program Participant:

As part of Raines Feldman Littrell'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 updates for 2024 include the following:

- New policy for reproductive loss leave based on legislative changes for 2024;
- Updates to drug testing policy regarding cannabis use based on changes to law that go into effect in 2024;
- Updated sick leave policy based on changes to state law for 2024;
- The most up to date arbitration language addressing all recent federal and state judicial decisions, including the California Supreme Court decision in *Adolph v Uber*;
- Amended policy language to address the most recent NLRB's Section 7 rulings;
- Updated safety policy to reflect new requirements for workplace violence prevention plans and training;
- Revised language to help address the impact of SB 497 – the new Equal Pay and Anti-Retaliation Act;
- Other important updates for 2024 based on litigation trends and best human resources practices.

At your request, and upon payment of the enclosed invoice, we will fully revise your current 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 2024 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 electronic version of your handbook, please forward that to us, before we begin.

Since we anticipate that many of our clients will be requesting our update services this year, and in order to ensure that your revisions to your 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 2023 Employee Handbook, the price is \$1,000*. If your handbook was not updated in 2023, please see the next page for additional pricing.

**For clients with new handbooks, you will receive up to two (2) hours of telephone and/or e-mail consultation with one of our employment law attorneys to address any questions or concerns regarding the customizing process (for handbook updates, you will receive one (1) hour). If you exhaust the consultation time, you will be billed hourly.*



SUBMIT YOUR REQUEST

Complete the attached 2024 Employee Handbook update renewal invoice and email it directly to sblake@raineslaw.com. Payment may be submitted to:

Raines Feldman Littrell LLP
File 2549
1801 W Olympic Blvd
Pasadena, CA 91199-2549

Payment can be made via credit card here:
<https://app.bill.com/p/rainesfeldmanllp>

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

COME TO US WITH QUESTIONS

If you have any questions regarding your handbook update, contact:

Lauren J. Katunich
Chair, Labor & Employment Department
lkatunich@raineslaw.com | 310.730.4387

Beth A. Schroeder
Partner
bschroeder@raineslaw.com | 310.730.4397

RECEIVE YOUR 2024 EMPLOYEE HANDBOOK

Once the process is completed, you will receive your updated 2024 Employee Handbook.

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

- **Last updated for 2022:** \$1,300 flat fee (two-year update)
- **Last updated for 2021:** \$1,500 flat fee (three-year update)
- **Last updated prior to 2021 (handbook is beyond three years old) or a handbook we did not prepare:** Please call for a custom quote.

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

LABOR ADVISOR PROGRAM

We also wish to remind you that for a total of \$3,200 (if you already have a RF handbook) or \$4,200 (for a brand new handbook) for the calendar year 2024, you may join the Raines Feldman Littrell Labor Advisor Program. This program not only includes the 2024 Employee Handbook update (or new handbook), but also includes 30 minutes of non-cumulative legal consultation per month for the calendar year. 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 \$5,800, which includes: ONE hour of legal consultation time per month (instead of 30 minutes). This is a value of over \$9,500.

We look forward to working with you on your 2024 Employee Handbook.

INVOICE

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



Raines Feldman Littrell LLP
File 2549
1801 W Olympic Blvd
Pasadena, CA 91199-2549

If paying online (per links below), please email sblake@raineslaw.com a copy of your completed invoice once payment has been made.

Product	Cost	Amount
<input type="checkbox"/> We want to JOIN OR RENEW the Labor Advisor Program (and we already have a RF handbook): - A 2024 California Handbook UPDATE - Thirty (30) minutes of non-cumulative legal consultation per month for calendar 2024	\$3,200	_____
<input type="checkbox"/> We want to JOIN the Labor Advisor Program, but we need a NEW handbook: - A 2024 California Handbook brand NEW - Thirty (30) minutes of non-cumulative legal consultation per month for calendar 2024	\$4,200	_____
<input type="checkbox"/> We want to JOIN OR RENEW the Gold Level Labor Advisor Program (and we already have a RF handbook): - A 2024 California Handbook UPDATE - One (1) hour of non-cumulative legal consultation per month for calendar 2024	\$5,800	_____
<input type="checkbox"/> We want to JOIN the Gold Level Labor Advisor Program, but we need a NEW handbook: - A 2024 California Handbook brand NEW - One (1) hour of non-cumulative legal consultation per month for calendar 2024	\$6,000	_____
<input type="checkbox"/> We need a new 2024 Employee Handbook (and we don't have one already): - A 2024 California Handbook - Up to two (2) hours of legal consultation time to finalize the new Handbook	\$2,600	_____
<input type="checkbox"/> We want to update our 2023 RF California Handbook (one-year update)**	\$1,000	_____
<input type="checkbox"/> We want to update our 2022 RF California Handbook (two-year update)**	\$1,300	_____
<input type="checkbox"/> We want to update our 2021 RF California Handbook (three-year update)**	\$1,500	_____
<input type="checkbox"/> Our California Handbook was updated prior to 2021 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	_____
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 Littrell 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. _____