

Ogletree Deakins
Handbook Builder

Landing Page

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WELCOME TO THE OGLETREE DEAKINS HANDBOOK TOOLKIT

Welcome to the handbook builder (HBB) tool. You may save your progress on these answers/inputs and return to the HBB at any time.

The HBB will produce separate Word documents for (1) a main handbook (compliant with federal law) and (2) any applicable state supplement(s). The state supplements contain (a) provisions required by state and/or local law to be provided in writing to employees and (b) provisions that conflict with the policies in the main handbook; at this time, this does not include best practice policies, including those that some employers might want to include for information/communication (e.g., Ohio crime victim leave policy, Ohio first responder leave policy, etc.). Assistance in drafting best practice policies and other employer-specific, customized policies (e.g., PTO, vacation, paid sick leave, etc.) is available through your Ogletree counsel outside the scope of the Client Portal subscription.

The HBB separately also will produce Employer Handbook Guides--Adobe .pdf documents, one for each of the respective Word documents described above--containing helpful explanatory notes and other important information. These Guides are for internal employer use only; under no circumstances should you distribute an Employer Handbook Guide to employees.

Because your answers and inputs on the following screens will be used to produce your handbook, you should review and answer/input carefully. You will need someone empowered to make judgment calls about U.S. employment issues and operations. For some questions, you may need assistance from internal resources at your company or organization. If you have doubts or questions about your answers/inputs, you may reach out to [clientportalhelp@ogletree.com]. Client-specific customizations beyond those provided in the HBB-produced handbook are available through your Ogletree counsel outside the scope of the Client Portal subscription.

The HBB does not cover:

(1) jurisdictions outside the United States; (2) industry-specific (e.g., healthcare, education, financial, etc.) requirements; or (3) requirements that apply to only government/public employers/federal contractors.

User-Friendly Interface

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COMPANY INFORMATION

Full Company Name ⓘ

Demo Company

Planned Effective Date

June 1, 2023 📅

< Back Save & Exit Next >



Tooltips

COMPANY INFORMATION

Full Company Name ⓘ

Demo Company

Planned Effective Date

June 1, 2023

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Next >

This generally should be the legal name of the employer. If you have several employer entities, you may list them all, with commas between the entity names OR if you have a broader, commonly-known Company name that covers all entities, you may use that instead (e.g., The Garden Center when the handbook is applicable to The Garden Center of Long Island, The Garden Center of Oklahoma City, and the Garden Center of Los Angeles). If applicable, use of the second option may generate broader discovery requests in the event of litigation--though that risk seems manageable in light of the employee communications benefits of using one Company name.

In-Depth Analysis

EMPLOYMENT CATEGORIES AND CLASSIFICATIONS

How many hours a week does an employee need to work in order to be considered full-time? ⓘ

40

OVERTIME

What day does your pay week begin? ⓘ

Sunday ▾

What time does your pay week begin?

12:00 AM ▾

Are any of your employees represented by a union?

Yes

No

ABSENTEEISM, TARDINESS, AND EARLY DEPARTURES

How many consecutive days should an employee miss without notice or an excuse before you deem them to have voluntarily resigned? ⓘ

2 days ▾

PROGRESS

- ✔ Company Information
 - ✔ Work Hours & Workweek
 - ✔ Holidays
 - ✔ Drug Policies
 - ✔ Human Resources
 - ✔ State Selection and Employee Counts
 - ✔ FMLA
 - ✔ PTO Policies
 - ✔ Arizona
 - ✔ California



Tooltips

EMPLOYMENT CATEGORIES AND CLASSIFICATIONS

How many hours a week does an employee work?

OVERTIME

What day does your pay week begin? ⓘ

What time does your pay week begin?

This information will be used to indicate the pay week in which overtime is calculated under federal law, among other uses. Every employer has a 7-day pay week, which has application for both nonexempt/hourly employees and exempt (from overtime) employees.

Bespoke State & Locality Policies

JURISDICTIONS

Check all states where your company has employees.

- | | | |
|--|---|---|
| <input type="checkbox"/> Alabama | <input type="checkbox"/> Kentucky | <input type="checkbox"/> North Dakota |
| <input type="checkbox"/> Alaska | <input type="checkbox"/> Louisiana | <input type="checkbox"/> Ohio |
| <input checked="" type="checkbox"/> Arizona | <input type="checkbox"/> Maine | <input type="checkbox"/> Oklahoma |
| <input type="checkbox"/> Arkansas | <input type="checkbox"/> Maryland | <input type="checkbox"/> Oregon |
| <input checked="" type="checkbox"/> California | <input type="checkbox"/> Massachusetts | <input type="checkbox"/> Pennsylvania |
| <input type="checkbox"/> Colorado | <input type="checkbox"/> Michigan | <input type="checkbox"/> Rhode Island |
| <input type="checkbox"/> Connecticut | <input type="checkbox"/> Minnesota | <input type="checkbox"/> South Carolina |
| <input type="checkbox"/> Delaware | <input checked="" type="checkbox"/> Mississippi | <input type="checkbox"/> South Dakota |
| <input type="checkbox"/> District of Columbia | <input type="checkbox"/> Missouri | <input type="checkbox"/> Tennessee |
| <input checked="" type="checkbox"/> Florida | <input checked="" type="checkbox"/> Montana | <input type="checkbox"/> Texas |
| <input type="checkbox"/> Georgia | <input type="checkbox"/> Nebraska | <input type="checkbox"/> Utah |
| <input type="checkbox"/> Hawaii | <input type="checkbox"/> Nevada | <input type="checkbox"/> Vermont |
| <input type="checkbox"/> Idaho | <input type="checkbox"/> New Hampshire | <input type="checkbox"/> Virginia |
| <input type="checkbox"/> Illinois | <input type="checkbox"/> New Jersey | <input type="checkbox"/> Washington |
| <input type="checkbox"/> Indiana | <input type="checkbox"/> New Mexico | <input type="checkbox"/> West Virginia |
| <input type="checkbox"/> Iowa | <input type="checkbox"/> New York | <input checked="" type="checkbox"/> Wisconsin |
| <input type="checkbox"/> Kansas | <input type="checkbox"/> North Carolina | <input type="checkbox"/> Wyoming |

PROGRESS

- Company Information
- Work Hours & Workweek
- Holidays
- Drug Policies
- Miscellaneous
- State Selection and Employee Counts
- FMLA
- PTO Policies

Bespoke State & Locality Policies

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EMPLOYEE COUNT INFORMATION

Please enter the number of employees you have in each state. ⓘ

How many employees do you have in Arizona?

How many employees do you have in California?

How many employees do you have in Florida?

Bespoke State & Locality Policies

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CALIFORNIA

Are any of your California employees in the following localities?

- Berkeley
- Emeryville
- Los Angeles
- Oakland
- San Diego
- San Francisco
- Santa Monica
- West Hollywood

What is the position title of the individual or individuals who will be responsible for receiving complaints or reports of harassment, discrimination, or retaliation from employees?

The policy is written to allow California employees to use paid sick leave in one hour increments. Would you prefer to use a different time increment?

- Use a different hour increment
- Use one-hour increment



Bespoke State & Locality Policies

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CALIFORNIA - LOS ANGELES

Does the employer have any employees who are entitled to minimum wage in Los Angeles, CA?

- Yes
- No

The policy is written to allow Los Angeles employees to use paid sick leave in one hour increments. Would you prefer to use a different time increment?

- Use a different hour increment
- Use one-hour increment

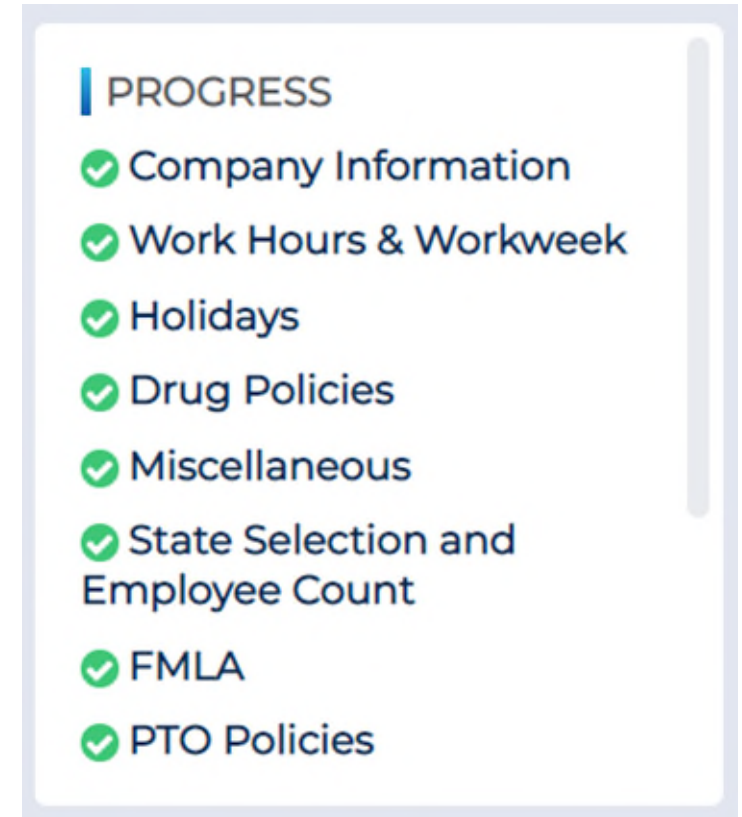
How should your Los Angeles employees submit notice of their request to take Paid Sick and Safe Leave (PSSL)?

- contact Human Resources
- contact the employees direct supervisor
- use normal call out procedures
- submit ESSL time directly into the companys time tracking software system
- other



Progress Tracking

- Shows user all sections in the Handbook Builder
- Highlights sections as they are completed





Output Format Options

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REVIEW AND CONFIRM

Do you want to receive the employee-facing document as a PDF, WORD, or both?

PDF

WORD

Both

File Download

- User is provided with employer-facing guide for each document output
- Option to download documents individually or collectively in .zip files

DOCUMENTS

	Employer Version	Employee Version - DOC	Employee Version - PDF
Generic Handbook	Policy Handbook - Employer	Policy Handbook - Employee	Policy Handbook - Employee.pdf
AZ Addendum	AZ Addendum - Employer Facing (PDF).pdf	AZ Addendum - Employee Facing (Word).docx	AZ Addendum - Employee Facing (Word).pdf
CA Addendum	CA Addendum - Employer Facing (PDF).pdf	CA Addendum - Employee Facing (Word).docx	CA Addendum - Employee Facing (Word).pdf
Download Zips	All Employer Facing Documents_Demo Company	All Employee Facing Docs_Demo Company	All Employee Facing PDFs_Demo Company



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User Sessions

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Search:

Status	Company	Jurisdictions	Date Started	Date Finalized	Resume Session	View Documents	Make a Copy	Delete
Complete	Demo Company	California... ▼	05-09-2023	05-09-2023	-	View	Copy	Delete
Incomplete	Test Company 2		05-08-2023	Unset	Resume	-	Copy	Delete
Complete	Test Company 1	Montana... ▼	05-08-2023	05-08-2023	-	View	Copy	Delete

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