

Ogletree Deakins Handbook Builder

Landing Page

Ogletree Deakins Handbook Builder

[Start a New Handbook](#)[View Previous Handbooks](#)

WELCOME TO THE OGLETREE DEAKINS HANDBOOK BUILDER

Welcome to the Handbook Builder (HBB) tool! Based on the answers and inputs you provide on the following screens, the HBB will produce separate Word and/or PDF documents for:

1. a **main handbook** (compliant with federal law); and
2. any applicable **state supplement(s)**. [i](#)

The state supplement(s) contain:

- provisions **required** by state and/or local law to be provided in writing to employees; and
- provisions that **conflict** with the policies in the main handbook. [i](#)

The HBB also will produce **Employer Handbook Guides** as PDF documents—one for each of the respective documents described above—containing helpful explanatory notes and other important information. These Guides are for internal employer use only. Do not distribute an Employer Handbook Guide to employees. [i](#)

General Instructions:

- New / Draft Handbooks: When you start a new handbook, you must proceed in the order the questions and screens appear (i.e., you will not be able to click ahead or skip sections until after you have completed those sections in order).
 - You may save your progress using the “Save and Exit” button and return to the HBB at any time by going to “Previous Handbooks” and either **resuming** a session or **copying** the draft.
 - If you resume a session, it will be set for the date when the session was initiated (i.e., it will not incorporate any updates added since the time the session began). Therefore, if you have an older draft that you started but did not finalize (e.g., 30+ days ago), you should *first copy* the draft. Work from the copied draft when you continue in order to ensure that the HBB produces an up-to-date handbook.
- Copied / Updated Handbooks: After you have completed and finalized a handbook, you will be able to “Copy” that handbook to create an updated version.
 - If you copy an older handbook, you can use the **clickable menu** on the right side to navigate or **skip** to different sections to view and/or change your original answers/inputs.
 - When you have finished updating your answers/inputs in a copied version of your old handbook, including providing answers to any *new* questions that have been generated based on updated or changed answers, you may finalize that new version of the handbook.
- You may save an unlimited number of handbooks in your “Previous Handbooks” list. It is helpful to name each one with a different Reference ID.

If you have technical questions, please contact the Client Portal Support Team by sending an email to clientportal@ogletree.com.

User-Friendly Interface

Page 1 of 3 in the Company Information section.

COMPANY INFORMATION

Full Company Name ⓘ

Demo Company

Planned Effective Date

April 1, 2025



INTERNAL REFERENCE

Reference ID (Optional) ⓘ

Save & Exit

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PROGRESS

- ✓ Company Information
- ✓ Welcome Letter
- ✓ Work Hours & Attendance
- ✓ Holidays
- ✓ Drug & Alcohol Policies
- ✓ Miscellaneous
- ✓ Jurisdictions & Employee Count
- ✓ Paid Time Off
- ✓ QA Report
- ✓ Finalize Handbook

Tooltips

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Page 1 of 3 in the Company Information section.

COMPANY INFORMATION

Full Company Name ⓘ

Demo Company

Planned Effective Date

April 1, 2025

INTERNAL REFERENCE

Reference ID (Optional)

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.

Save & Exit

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In-Depth Analysis

Page 1 of 1 in the Work Hours & Attendance section.

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 may an employee miss without notice or an excuse before you deem them to have voluntarily resigned? ⓘ

2 days ▼

CALL-IN PROCEDURES

These are the default call-in procedures in the handbook, which you can keep or change:

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✓ [Welcome Letter](#)

✓ Work Hours & Attendance

✓ Holidays

✓ Drug & Alcohol Policies

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Tooltips

Page 1 of 1 in the Work Hours & Attendance section.

EMPLOYMENT CATEGORIES AND CLASSIFICATIONS

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

40.00

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.

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

Bespoke State & Locality Policies

Page 1 of 3 in the Jurisdiction & Employee Count section.

JURISDICTIONS

Check all states where your company has employees.

Please click Next and enter in employee counts for each selected state before proceeding.

- | | | |
|--|---|---|
| <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 |

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Bespoke State & Locality Policies

Page 2 of 3 in the Jurisdiction & Employee Count section.

EMPLOYEE COUNTS BY STATE

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

Arizona

20

California

50

Florida

30

Mississippi

20

Montana

30

Wisconsin

20

Do you have employees outside the 50 U.S. states and D.C.?

☐ Yes ☒ No

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Bespoke State & Locality Policies

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Page 1 of 1 in the California section.

CALIFORNIA

Are any of your California employees in the following localities? ⓘ

- ☐ Berkeley
- ☐ Emeryville
- ☒ Los Angeles
- ☐ Oakland
- ☐ San Diego
- ☐ San Francisco
- ☒ Santa Monica
- ☒ West Hollywood
- ☐ None of the above

Please list all departments, individuals, and titles to whom California employees should report sexual harassment, in addition to the employee's supervisor, other members of management, and/or Human Resources/any Human Resources alternative that you may have included previously. ⓘ

 

The template policy is written to allow employees to use paid sick leave in one hour increments. Would you prefer to use a different increment of time, to a maximum of 2 hours?

- ☐ Use a different hour increment
- ☒ Use one-hour increment



Bespoke State & Locality Policies

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

- ☐ contact Human Resources
- ☐ contact the employee's direct supervisor
- ☒ use normal call out procedures
- ☐ submit time directly into the company's time tracking software system
- ☐ other

Where can employees find the Company's Workplace Violence Prevention Plan? ⓘ

Please enter the URL of the Company's California Privacy Rights Act compliant privacy policy. ⓘ

Please provide an email address and phone number for employees to make requests relating to their personal information in accordance with the CPRA. ⓘ

Email:

Number:

CALIFORNIA - LOS ANGELES

Do you have any employees who are entitled to minimum wage in Los Angeles, CA? ⓘ

☒ Yes ☐ No

CALIFORNIA - WEST HOLLYWOOD

Do you have any employees who are entitled to minimum wage in West Hollywood, CA? ⓘ

☐ Yes ☒ No

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Progress Tracking

- Shows user all sections in the Handbook Builder
- Highlights sections as they are completed
- User can skip to completed sections to revisit those questions and answers
- Allows user to quickly navigate to relevant sections and generate updated policies when an answer has changed

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- ⓧ Finalize Handbook

Answer Review Prior to Finalizing

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FINAL REVIEW

Please review your answers before finalizing your documents. To edit answers, you may click directly into the section that requires editing using the links in the Progress component on the right side of the page.

COMPANY INFORMATION ▾

WELCOME LETTER ▾

WORK HOURS AND WORKWEEK ▾

HOLIDAYS ▾

DRUG & ALCOHOL POLICIES ▾

MISCELLANEOUS ▾

JURISDICTION & EMPLOYEE COUNT ▾

ARIZONA ▾

CALIFORNIA ▾

MONTANA ▾

PAID TIME OFF ▾

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Output Format Options

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GENERATE DOCUMENTS

Which file format would you like your handbook documents generated in? ⓘ

☐ .PDF ☐ .DOCX ☒ .PDF and .DOCX

Click the "Finalize" button to generate your documents. ⓘ

Finalize

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File Download

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

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Page 2 of 2 in the Final Check section.

INSTRUCTIONS

Go to Home Page

- Please review all documents before use to ensure that all relevant information is included and to make any final adjustments.
- State-specific addenda will generate only when required based on the information you provided. Thus, a unique addendum might not be generated for every state where you have employees.
- Some documents may contain appendices that must be manually completed before distributing to employees (such as New York and Maine). A note is included under the employee-facing document link when this is the case.
- Contact your Ogletree Deakins counsel if you have any questions regarding the generated documents.

QUESTION & ANSWERS REPORT

The PDF document contains all questions and answers provided to generate the following handbook documents below.

[Demo Company_QuestionAnswerReport_January 7, 2025.pdf](#)

DOCUMENTS

Jurisdiction	Employer Guides	Employee-Facing Documents (.DOCX)	Employee-Facing Documents (.PDF)
All Documents (.zip)	All Employer Facing Documents_Demo Company	All Employee Facing Docs_Demo Company	All Employee Facing PDFs_Demo Company
Main Handbook	Policy Handbook - Employer	Policy Handbook - Employee	Policy Handbook - Employee.pdf
Arizona Addendum	AZ Addendum - Employer Facing	AZ Addendum - Employee Facing	AZ Addendum - Employee Facing
California Addendum	CA Addendum - Employer Facing	CA Addendum - Employee Facing	CA Addendum - Employee Facing



Previous Handbooks View & Copying

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Previous Handbooks

Start a New Handbook

Please note that each Handbook is up-to-date only as of the respective, corresponding Date Finalized. To update a prior handbook (including to reflect any policy changes or updates since the prior handbook was created), click Copy, which will produce a new, separate handbook with your prior answers/responses pre-populated for your review and confirmation/edits, along with any new questions/inputs.

10 ▾ entries per page

Search:

Status	Reference ID	Company Name	Jurisdictions	Date Started	Date Finalized	Resume Session	View Documents	Copy Handbook
Finalized	-	Demo Company	<div>SEE ALL ▾</div>	01-07-2025	01-07-2025	-	<div>View</div>	<div>Copy</div>
Finalized	9/12/2024	Test 9/12/2024	<div>SEE ALL ▾</div>	09-12-2024	09-12-2024	-	<div>View</div>	<div>Copy</div>
Incomplete	Testing	8-20-2024TEST	<div>SEE ALL ▾</div>	08-20-2024	-	<div>Resume</div>	-	<div>Copy</div>