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)**. ⓘ

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. ⓘ

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. ⓘ
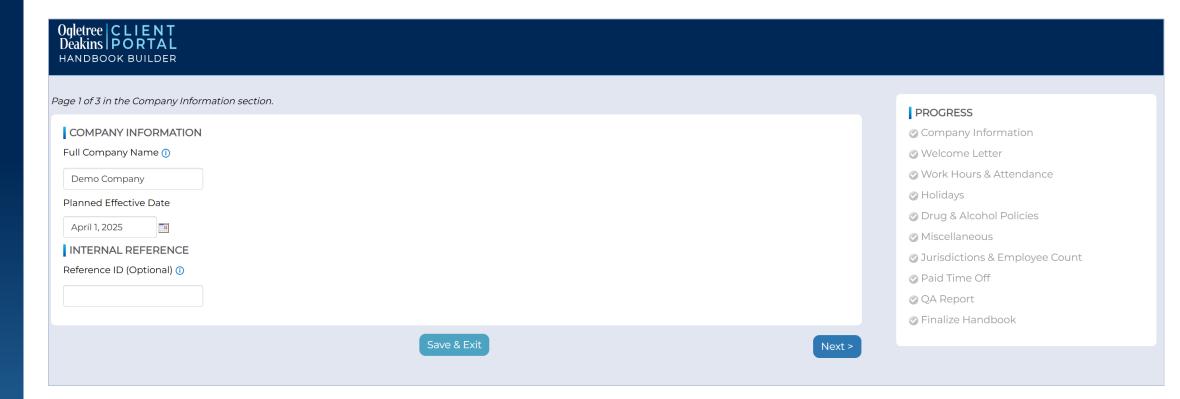
General Instructions:

- 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

client.ogletree.com

Tooltips

Page 1 of 3 in the Company Information section.

COMPANY INFORMATION

Full Company Name ⓘ

Demo Company

Planned Effective Da[te]

April 1, 2025

INTERNAL REFER[ENCE]

Reference ID (Option[al])

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

Next >

client.ogletree.com

In-Depth Analysis

Tooltips

Ogletree Deakins | CLIENT PORTAL
HANDBOOK BUILDER

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

client.ogletree.com

Bespoke State & Locality Policies

Bespoke State & Locality Policies

Bespoke State & Locality Policies

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? ⓘ

| Company Intranet |

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

| www.testing.com |

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

Email:

| test@testing.com |

Number:

| (123)456-7890 |

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

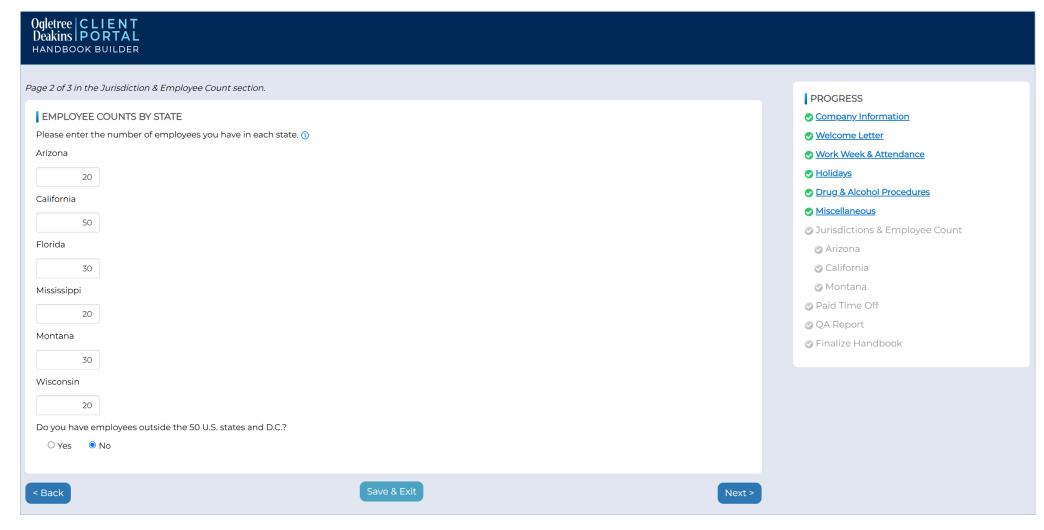< Back   Save & Exit   Next >
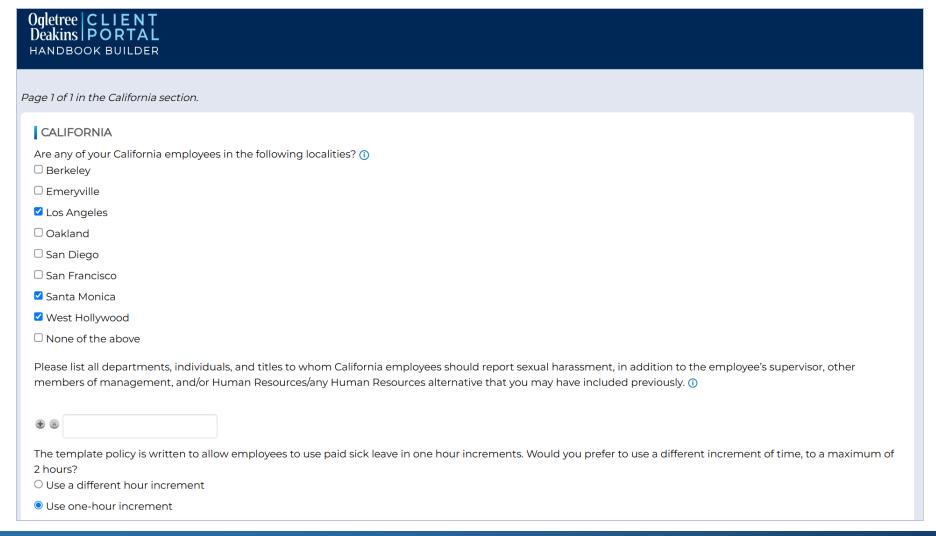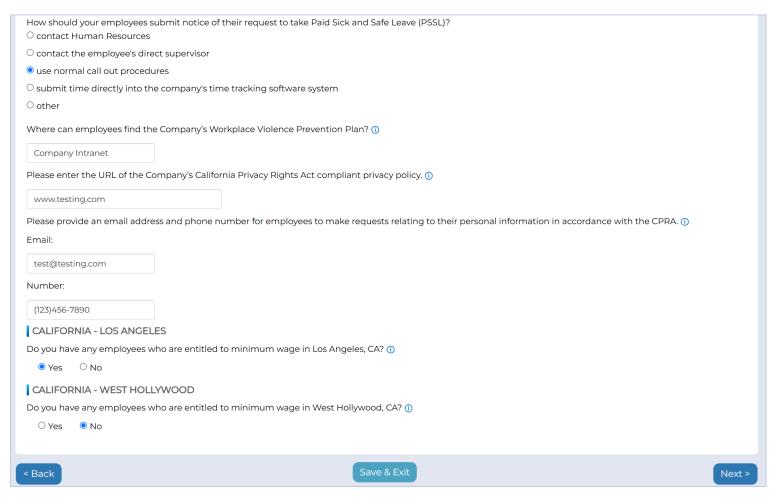
client.ogletree.com
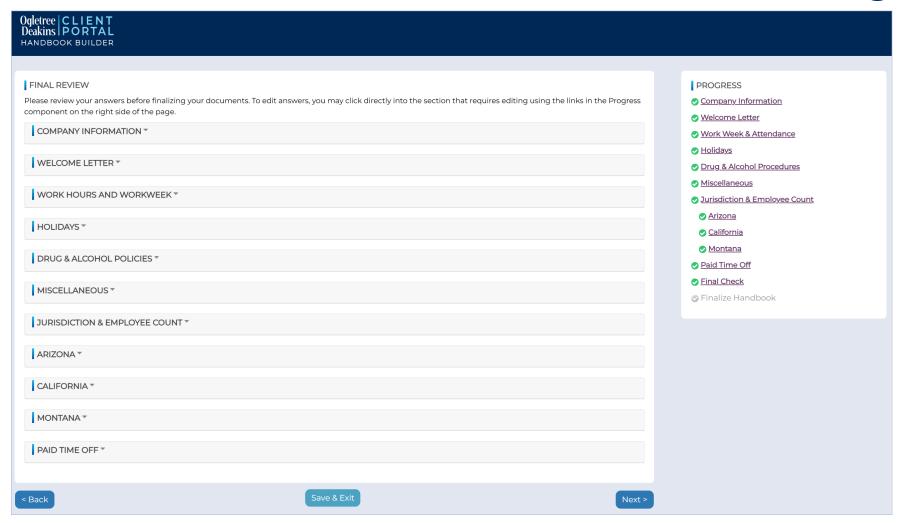
Progress Tracking

- 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

PROGRESS
✅ Company Information
✅ Welcome Letter
✅ Work Hours & Attendance
✅ Holidays
✅ Drug & Alcohol Procedures
✅ Miscellaneous
✅ Jurisdiction & Employee Count
✅ Arizona
✅ California
✅ Montana
✅ Paid Time Off
✅ Final Check
⬜ Finalize Handbook

Answer Review Prior to Finalizing

client.ogletree.com
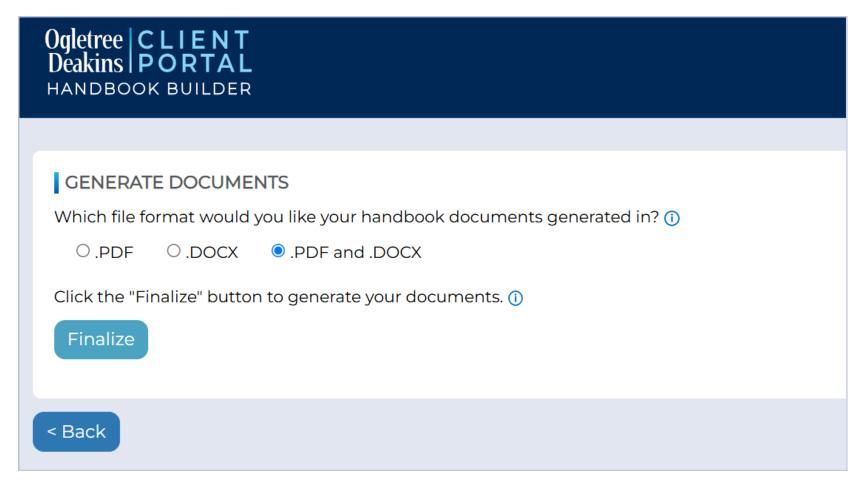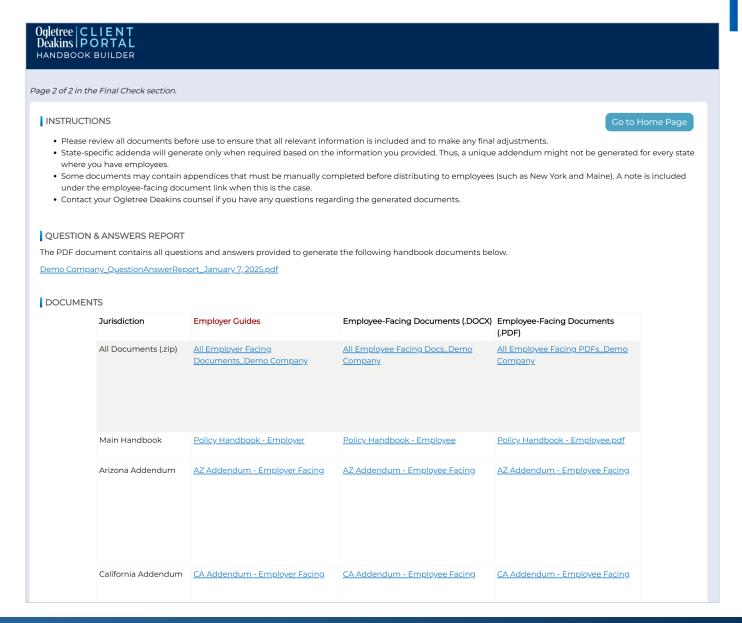
Output Format Options

File Download

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

client.ogletree.com

Previous Handbooks View & Copying

Ogletree Deakins | CLIENT PORTAL
HANDBOOK BUILDER

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	SEE ALL ⌄	01-07-2025	01-07-2025	-	View	Copy
Finalized	9/12/2024	Test 9/12/2024	SEE ALL ⌄	09-12-2024	09-12-2024	-	View	Copy
Incomplete	Testing	8-20-2024TEST	SEE ALL ⌄	08-20-2024	-	Resume	-	Copy

client.ogletree.com