



# STRATEGIC HUMAN RESOURCES & EMPLOYMENT LAW

## WHO WE ARE

Our attorneys are not your average lawyers. Our HR professionals are not your average advisors. We have worked at law firms, private businesses, state agencies, and non-profits. We have been employers and advised employers and know how best to attract, develop, and motivate a team. Our broad-based experience enables us to effectively advise clients on HR and legal issues at every stage of the employment cycle.

### COMPLIANCE

We advise clients on applicable employment laws and regulations, whether federal, state, or local and wherever your employees are working. Beyond mere compliance, we help you implement legal requirements consistent with your unique workplace dynamic and strategic plans.

### CULTURE

Culture is key for today's workforce. A productive culture enhances your workplace, especially when it is authentic, championed by leadership, and consistently reflected in policies and activities. We partner with you to build a positive workplace experience that permeates every level and team in your organization.

### COUNSEL

At some point, every employer confronts thorny workplace issues. We've been there before and know what to do. We will counsel your leaders every step of the way to make sure issues are resolved in an effective manner that values employee relations, while minimizing disruption and legal exposure.

### COACHING

You want the best for your executives, leaders, and employees, and we have the experience to help them get there. We will guide your team to the next level, reinforcing professional development, culture, and collaboration.

# SCOPE OF SERVICES

We advise on the full gamut of employment issues -- from culture to contracts, recruiting to remote work, performance management to professional development. Most importantly, we know how to counsel clients to be trusted and successful employers, poised to maximize their workplace potential and create a culture of support, encouragement, and growth.

## Workplace Policies & Procedures

### CUSTOMIZED TO FIT YOUR NEEDS

- Mission and culture-driven handbook policies and procedures
- Multi-state employment law issues
- Job descriptions and classifications
- Job postings and recruiting support
- Pay practices for salaried and hourly employees
- Hiring, screening, and onboarding
- Employment record retention
- Workplace safety and risk management

## Employee Agreements

### THAT ACHIEVE YOUR GOALS

- Non-competition, non-solicitation, and non-disclosure agreements
- Executive employment agreements
- Separation agreements
- Settlement agreements
- Independent contractor agreements

## Employee Benefits & Perks

### TO ATTRACT AND RETAIN THE BEST TALENT

- Benefits design, administration, and education
- Cutting-edge perks and incentives to attract and retain star performers
- Employee resource on leave and pay-related issues
- FMLA and other leave management
- COBRA administration

## Employee Coaching & Development

### TO GUIDE YOUR TEAM TO THE NEXT LEVEL

- Advice on employee performance, communication, and conduct
- Tools to boost team cohesion and collaboration
- Executive coaching
- Employee coaching and professional development
- Dynamic and interactive workplace trainings

## Employee Relations

### THAT FOSTER PRODUCTIVITY

- Navigation through complex employee issues and organizational transitions
- Creative solutions to workplace accommodation issues
- Thorough investigation and resolution of workplace complaints
- Defense against harassment, discrimination, and wage and hour complaints in administrative and judicial proceedings
- Organizational evolution and transition, including team realignment and right-sizing
- Collective bargaining
- Counsel on day-to-day interactions with union leadership

*Lake Effect HR & Law is in business to maximize each client's workplace potential with a commitment to kindness, true partnership, and exceptional service.*



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