

EMPLOYMENT LAW  
**ADVICE**◀**online**<sup>SM</sup>



**Online Access to Practical  
Tools, Tips, Checklists and  
HR Best Practices**



G A R V E Y   S C H U B E R T   B A R E R



# *Real-Time Solutions to Real Workplace Problems*

Employees are one of any organization's most valuable assets. Yet managing human beings (with their complement of strengths and weaknesses) to achieve operational goals without running afoul of laws is a considerable challenge. Many employers look to the Internet for practical, hands-on solutions only to find themselves wading through a myriad of discouraging white papers and articles that are not useful or helpful and may not be up-to-date or accurate.

AdviceOnline is a qualitatively different service designed to provide human resource professionals and in-house legal counsel with practical tools that they can rely on to help solve their human resource problems and help reduce their legal risks. Designed by Garvey Schubert Barer attorneys, AdviceOnline provides easy access to information you can use to help solve your most common problems — information which is updated when there are significant shifts in the law.

## **ADVICEONLINE ASSISTS WITH EVERYDAY SITUATIONS**

Every day employers are faced with real world challenges that implicate a range of state and federal laws.

- ◀ An injured and ill worker requests leave, but you doubt he/she will be able to return to work; an employee does not return his/her medical certification form, but still wants to take leave; an employee on medical leave is discovered biking in France. AdviceOnline provides practical guidance to help you with these types of common challenges.
- ◀ A manager wants to hire an independent contractor, but is unclear whether this is permissible because many of the same duties are presently being performed by employees. AdviceOnline provides tools that will walk you through the facts of your specific situation and advise you on how to handle these and other common challenges.
- ◀ An employee is not working out. You would like to provide him/her with severance pay and obtain a release of claims. You don't want to send the impression that you have done something wrong, and you certainly don't want to provide him/her with a complicated agreement in legalese that no one can understand. AdviceOnline provides sample letters to fit different scenarios and pre-termination checklists to help you evaluate your plan.
- ◀ An employee claims that her manager is "harassing" her. You know you need to investigate it quickly, and want to do it right. AdviceOnline provides a comprehensive "kit" with investigation tips and checklists, including planning the investigation, interviewing witnesses, making credibility determinations and writing your report.

# Benefits of AdviceOnline

## 1 USEFUL TOOLS YOU CAN TRUST

You already know there is plenty of information out there — how much of it do you trust to be accurate and practical? Our tools, checklists and tip sheets are regularly updated by Garvey Schubert Barer lawyers to provide workable solutions to the problems you face.

AdviceOnline has been developed by experienced attorneys who understand the tensions and challenges posed by HR administration. For example, forms and other documents have been drafted in “plain English,” with tip sheets for managers. Because it comes from some of the most respected labor and employment attorneys in the country, AdviceOnline provides guidance that is accurate, sophisticated, and current — but without the hourly costs of consulting an attorney directly.

## 2 MATERIAL THAT IS FREQUENTLY UPDATED AND EVOLVING

AdviceOnline is updated and supplemented as laws change and new concerns and challenges arise. You know that the information is current, and that you will be on top of changes and trends.

## 3 ENHANCING COMPLIANCE/ FACILITATING SELF-AUDITS

Ensuring compliance in key areas and implementing best practices is a constant struggle. The laws are complicated, ever evolving, and often counterintuitive. Despite your best efforts, your organization is probably making some common mistakes and not implementing best practices. AdviceOnline provides multiple tools to help you audit and improve your current systems. It does not stop with easy-to-understand summaries of key legal obligations. It contains analytic tools to allow you

*AdviceOnline goes beyond the standard white paper or article by providing a unique legal resource — high-caliber practical advice — that organizations can access online.*

## 4 FACILITATING TRAINING/ PROVIDING REAL-TIME GUIDANCE

to evaluate your compliance and provides detailed discussions of mistakes and how to fix them.

Almost every organization has training needs. Yet, managers are busy and often don't place a high priority on issues such as performance management and legal compliance. AdviceOnline provides HR professionals with simplified “tip sheets” and resources synthesizing various legal obligations in a straightforward manner that can be shared with managers and senior staff. AdviceOnline also offers sample manager training materials in certain areas, such as preventing

“AdviceOnline is a useful and unique resource. We use it to help us keep abreast of the ever-changing laws and to ensure that our forms, policies and practices are up to date. We have found that it saves us time and reduces our legal costs since we can find the answers to most common questions without the dreaded meter starting.”

*Sindy Rice - Human Resources, K2 Sports*

harassment and discrimination, and a training guide that shows how AdviceOnline resources can be used as part of your training programs. Finally, because these materials are available on a real-time basis, they combat one of the greatest challenges of training, the passage of time. AdviceOnline can be accessed when the need arises, and allows for constant refreshing of the core training messages, counteracting the tendency of people to forget what they learned in a single training session.

## 5 REMOVAL OF THE HOURLY FEE BARRIER

Employers often would like to seek legal counsel, but the hourly expense of counsel gets in the way. AdviceOnline removes this barrier by providing a wealth of online advice. This makes it easy for subscribers to get the help they need without worrying about additional cost.

## ADDITIONAL INFORMATION

If you are interested in subscribing to or learning more about AdviceOnline, please contact Elaine Jackson at 206.816.1426 or ehjackson@gsblaw.com.

## WHAT DOES A SUBSCRIPTION INCLUDE?

Subscription levels are based on the size of your organization. All paid subscriptions include the following:

- ◀ Unlimited password-protected access to AdviceOnline guidance, tools, forms, checklists, tips, sample trainings, and other material — periodically updated and supplemented with new material.
- ◀ Up to four users.
- ◀ Access to a “chat room” where subscribers can exchange information and ask questions of each other.

GSB clients can also access some of the materials on AdviceOnline free of charge. See [www.gsblaw.com/adviceonline](http://www.gsblaw.com/adviceonline) for details.

# Contents

To help employers address the risks inherent in managing a workforce, AdviceOnline offers a unique resource: high-caliber guidance written by experienced attorneys easily accessible online. Subscription packages (and contents) vary depending on the size of the subscribing organization.

AdviceOnline currently provides detailed information and guidance in the following general areas:

## REFERENCE SECTIONS

- ◀ Staffing & Hiring
- ◀ Background Checks
- ◀ Independent Contractor Classification
- ◀ Policy Development
- ◀ Employee Relations
- ◀ Discrimination & Harassment
- ◀ Investigations
- ◀ Leaves of Absence (injured/ill workers)
- ◀ Wage & Hour Issues
- ◀ Union Issues
- ◀ Military Leave
- ◀ Ending Employment
- ◀ General Guidance for the HR Professional
- ◀ Manager Resource Center
- ◀ Commonly Used Forms
- ◀ Form Agreements

Go to [www.gsblaw.com/adviceonline](http://www.gsblaw.com/adviceonline) for a complete table of contents for AdviceOnline.

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