



PROPOSAL:

Employee Handbook

June 4, 2019

SUBMITTED BY:

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Senior Legal Counsel

Management Association
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About the Management Association

Management Association has been a leader in providing service to employers for over a century. Through the years, the Association has directed all of its efforts towards achieving a single purpose – to keep organizations strong, prosperous and competitive by partnering to strengthen their human resource practices. Today, our strong and growing not-for-profit organization serves a diverse array of over 1,000 employers, including manufacturers, public employers, financial service providers and social service agencies.

Our Association delivers timely information, local and national benchmarking data, first-rate educational programs, forums for member networking and a menu of solutions to current management challenges. Our services focus on complying with complex regulations, attracting and retaining talent, training employees to keep pace with today's constantly changing work environment, and building relationships with other employers and valuable resources.

Management Association's dedicated and experienced staff strive to provide our members and clients with the most current information, counsel and best practices available. We believe the human side of the organization is the key differentiating factor and we endeavor to offer employers effective and efficient services which allow them to thrive.

Our Approach/Investment

- The handbook will be reviewed and updated by one of our employment law attorneys to ensure compliance with Illinois and federal employment laws.
- We will provide one conference upon completion of our revisions to discuss the revisions and/or any questions or concerns you may have about the handbook.
- Questions or concerns about policies and implementation are also included in the cost if brought to our attention within 60 days following completion of the project. The cost does not include layout, design, administrative or formatting services (e.g., table of contents, index, placing the document in final format, appendix, graphic design, etc.).
- This handbook would be completed within ten to twelve weeks of approval to proceed.
- The cost for revision of your organization's handbook is \$1,850.

Project Team

Kelly A. Hayden, JD

Chief Legal Counsel

Kelly is Chief Legal Counsel for the Management Association, a professional organization providing human resource solutions for member organizations for over 100 years. In her role, Kelly provides representation to employers before the Illinois Department of Human Rights, the Illinois Human Rights Commission, the Equal Employment Opportunity Commission, the Illinois Department of Labor, the US Department of Labor and other state and federal agencies. She also assists employers with hiring, discipline, and termination procedures; preparation of employment agreements; and the drafting and reviewing of employment policies and handbooks. She provides employment law compliance training for managers, supervisors, and HR professionals covering many topics including harassment, discipline and discharge, the FMLA, ADA, social media, employee handbooks, interviewing and hiring and drug and alcohol testing. As a representative of The Management Association, Kelly frequently lectures to professional organizations on numerous employment law topics and contributes to The Association's website and has authored articles in numerous trade journals.

Kelly has a J.D. from the Indiana University School of Law and a B.A. in English and psychology, also from Indiana University. Kelly is admitted to practice law in the State of Illinois and before the Northern District of Illinois, the United States Court of Appeals for the Seventh Circuit and the United States Supreme Court. Kelly is a member of the American Bar Association and its Section on Labor and Employment Law. Kelly has also served as a fire commissioner for the Village of Frankfort Fire Protection District for more than 10 years.

Project Team, *continued*

Sonal Shah, JD

Senior Employment Law Counsel

Sonal Shah, JD, is labor/employment counsel for the Management Association, a professional organization providing human resource solutions for member organizations for over 100 years. As part of her practice, Sonal has represented employers against wrongful discharge and discrimination claims in front of the Equal Employment Opportunity Commission, the Illinois Department of Human Rights, and the Illinois Human Rights Commission. Sonal also has significant experience counseling employers on properly complying with the law and managing their workforce; preparing employment and severance agreements; drafting/revising disciplinary and termination notices; and crafting employment policies and handbooks. In addition, she provides employment law compliance training for managers, supervisors and HR professionals. Sonal also contributes to the Association's monthly newsletter and website.

Sonal came to the Management Association from a large Chicago law firm where she represented public and private employers, from the smallest private companies to corporations exceeding 10,000 employees, on a broad range of labor and employment law matters arising under federal and state law.

Sonal has a B.S. in Business Administration from The Ohio State University and a J.D. from Washington University in St. Louis.

Project Team, *continued*

Jim Griffin, JD

Employment Counsel

Jim Griffin is an employment attorney for the Management Association, a professional organization providing human resource solutions for member organizations for over 100 years. In his role, Jim works with employers to draft and revise employment policies, handbooks, and severance agreements, and counsels them with regards to complying with relevant employment laws. Jim also represents employers before the Equal Employment Opportunity Commission, the Illinois Department of Human Rights, the Illinois Human Rights Commission, the Illinois Department of Labor, and other state and federal agencies. In addition, he provides employment law compliance training for managers, supervisors, and HR professionals, and contributes to the Association's website.

Prior to joining the Management Association, Jim worked at a plaintiffs' employment law firm, where he handled federal and state class action, multi-plaintiff, and individual cases related to employment discrimination, wage and hour issues, and other employment-related claims.

Jim graduated cum laude from Chicago-Kent College of Law, where he received a J.D. and a Certificate in Labor and Employment. Jim has a B.S. in psychology from the University of Illinois, Urbana-Champaign.

Letter of Agreement

In all work provided to members by Association attorneys, the member is the client and all decisions are made based solely on professional judgment and what is in the client's/member's best interest.

The handbook project rate as contained in the proposal is \$1,850.00. The project will be invoiced and is due after submission of the first draft. This arrangement is separate from any other services you may be using or receiving as a member of The Association.

If these terms are acceptable to you, please sign below as an acknowledgement and we will proceed. Of course, if you have any questions, please do not hesitate to contact me directly.

I acknowledge and agree to the terms of as stated in this letter and authorize Management Association attorneys to proceed accordingly.



Member Authorized Representative Signature



Date



Member Authorized Representative Printed Name

Date