

**The Home Care Toolkit is designed to help home care agencies understand and comply with the patchwork of federal and state employment laws applicable to home care employers and keep them apprised of significant developments that may impact their operations.**

Littler has developed the web-based Home Care Toolkit to provide home care employers with tools to help them comply with state and federal employment laws when hiring, compensating, managing and terminating employees. The Home Care Toolkit provides state-specific guidance and resources to help home care companies navigate the varying wage-hour and employment requirements across the country. Littler updates the Home Care Toolkit to reflect changes in federal and state laws to help ensure that home care companies have the current information they need for their businesses to stay competitive in this evolving employment law landscape.

## THE ESSENTIALS FOR EMPLOYERS OPERATING IN ANY STATE

### Onboarding resources, including:

- Employment application
- Offer letter
- Arbitration agreements
- 50-State Survey re: onboarding requirements

### Continuing employment resources, including:

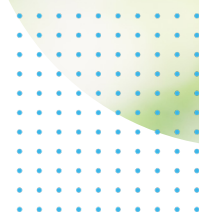
- Overtime, minimum wage policies
- Disciplinary forms, performance reviews, performance improvement plans
- Home Care specific policies and forms
- Vacation/PTO request forms
- A variety of model policies and forms

### End of employment resources include:

- Termination letter
- Separation checklists
- Termination pay requirements

## OTHER TOOLS

- Training presentations
- Memorandum for small businesses to assist in compliance with federal employment laws
- A full library of multi-state Littler GPS surveys providing updated tracking of state and federal employment laws
- Global resources
- Company-specific documents
- Attorney directory



## GENERAL RESOURCES

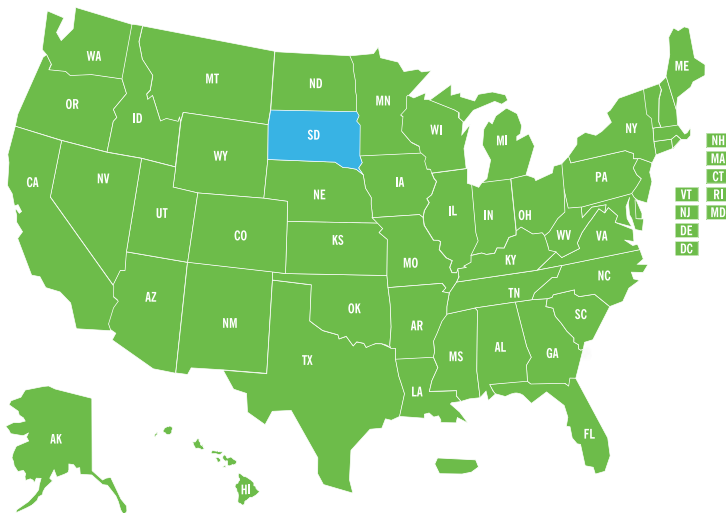
A **Littler memorandum** for small businesses to assist in compliance with federal employment laws.

### Model policies and forms

**Littler Attorneys** – a state-by-state list of attorneys to call or email for more information.

**Littler GPS®** – multi-state surveys from Littler's online database that provide customizable tracking of enacted state and federal laws and regulations.

**Federal and 50-state checklist** of government required employment notices (at hire and fire) and posters available online with links provided.



An interactive map provides you with easy access to your state-specific materials.

## GLOBAL RESOURCES

**Global Guides** to employment laws in countries such as Canada, Mexico, Brazil and Germany.

**Access to Global Littler Lawyers** throughout Europe and Central and South America to answer thorny international employment law questions.

<http://www.littler.com/home-care-toolkit-information-request>

## EVENTS CALENDAR

A calendar will apprise you of relevant Littler events, as well as other meetings and conferences where you can learn how to improve your business and your legal compliance.

## TRAINING

**PowerPoint Presentations**

**Recorded Webinars**

## COMPANY-SPECIFIC DOCUMENTS

**Company-Specific Documents** tailored to your company's specific needs such as customized handbooks, client service agreements, restrictive covenant agreements, etc.

## RELEVANT NEWS

Look here for timely posts addressing home care issues, including litigation updates and Littler's analysis of recent legal developments.

## ONBOARDING

Checklist: appropriate and inappropriate interview questions

Littler multi-jurisdiction employment application

Littler multi-jurisdiction employment application memo

I-9 and I-9 checklist

W-4

Reference check questions

Hiring checklist

Offer letter

Questionnaire for creating job description

Arbitration agreement with class and collective action waivers

Arbitration AAA letter

Talking points for implementing arbitration

## CONTINUING EMPLOYMENT

Performance review

Performance improvement plan

Franchisee employee acknowledgment form

Employee disciplinary form

Sample timesheets

Leave of absence request form

Vacation request form

Sample policy acknowledgment forms

On-call policy

On-call log

Travel time policy

Visit rate caregivers policy

Nonexempt caregiver compensation agreement

Meal and rest break policy

Remote work policy

Caregiver transportation agreement

Client transportation waiver

Time adjustment request

Time reporting policy

## ENDING EMPLOYMENT

Notice of employment termination

Sample termination letter

Termination checklist for employers

Termination pay requirements

Termination/resignation form for employers

## GUIDANCE AND ANALYSIS

Littler ASAPS and Insights

Training webinars

Access to Littler GPS subscription with topical summary of numerous labor and employment related laws and regulations

Memo for small businesses to assist with compliance with federal employment laws

Memo for caregiver travel time and the continuous workday

Memo for meal and lodging credits for live-in caregivers

Time certification memo

Preliminary guide for responding to a DOL audit

## GPS TOPICAL 50-STATE SURVEYS

Federal and 50-state checklist of government required employment notices (at hire and fire) and posters available online with links provided

Criminal history: restrictions on employer inquiries about and use of credit checks and discrimination based on credit information and/or history

Plant closings/mass layoffs, employer notice requirements (Mini-WARN)

Cell phone and texting while driving prohibitions

Permissible/prohibited employment, work permits

Time and hour restrictions

Statutes of limitation: minimum wage, overtime, wage payment, and breach of contract claims

Jury waivers

Disability definitions

Harassment training and education requirements

Prohibiting smokers in employment

Protected classes and other fair employment practices protections

Same sex partner benefits issues in the workplace

Documentation that must be provided at the time of hiring

Documentation that must be provided when employment ends

Personnel files and records access

Record retention requirements

Workplace posters

Employment eligibility and verification requirements

Family and medical leave

Jurisdictions with mandatory paid sick leave requirements

## GPS TOPICAL 50-STATE SURVEYS (CONTINUED)

Jury service

Military leave

Other leaves (includes pregnancy, adoption, school activities, bone marrow donation, etc.)

Victims of crime/domestic violence

Voting time

Data security breach notification statutes

Electronic monitoring: wiretapping and eavesdropping

Employer access to social media

Lie detector/polygraph testing

New hire reporting requirements

Business expenses: uniforms, tools & equipment, and miscellaneous

Expenses incurred during employment

Change in pay rate

Holidays and days of rest in the private sector

Holidays: floating

Hours worked: on-call time pay

Hours worked: reporting time pay

Hours worked: split shift premium requirements

Hours worked: travel time

Lactation accommodation

Living wages: city and county

Meal and rest periods: requirements, waiver, exceptions, exempt employees, on/off premises, posting, recordkeeping, penalties, private right of action and statute of limitations

Minimum wage and overtime requirements

Minimum wage and tip credit

Minimum wage at the local level

Notice of pay rate and pay day upon hire

Overtime: calculating the regular rate

Overtime calculation (employees working at two rates)

Overtime exemption tests: executive, administrative, professional, commissioned and outside sales employees

Tipped employees: minimum cash wage, tip credit and tip pooling

Vacation pay

Wage payment: authorized instruments including payment by debit card

Wage payment: changing regular paydays

Wage payment: deductions from employee wages

Wage payment: definition of "wage(s)"

Wage payment: direct deposit

Wage payment: final payment – upon discharge/resignation

Wage payment: frequency and timing

Wage payment: pay stub requirements (including electronic delivery)

Firearms in the workplace

Medical marijuana laws

Smoking in the workplace

Suitable seating for employees

Workplace violence protection orders

For toolkit access questions, contact [Innovation@littler.com](mailto:Innovation@littler.com)

For demos and additional information, contact Joshua Vaughn at [JV Vaughn@littler.com](mailto:JV Vaughn@littler.com) | 412.201.7677

At Littler, we understand that workplace issues can't wait. With access to more than 1,800 employment attorneys in over 100 offices around the world, our clients don't have to. We aim to go beyond best practices, creating solutions that help clients navigate a complex business world. What's distinct about our approach? With deep experience and resources that are local, everywhere, we are fully focused on your business. With a diverse team of the brightest minds, we foster a culture that celebrates original thinking. And with powerful proprietary technology, we disrupt the status quo – delivering groundbreaking innovation that prepares employers not just for what's happening today, but for what's likely to happen tomorrow. Since 1942, our firm has harnessed these strengths to offer fresh perspectives on each matter we advise, litigate, mediate, and negotiate. Because at Littler, we're fueled by ingenuity and inspired by you.

