

**EMPLOYMENT
LAW
HOTLINE**

*Prepaid Legal Services
for the Budget-Minded Business*



HUFF, POOLE & MAHONEY, P.C.
ATTORNEYS & COUNSELLORS

**EMPLOYMENT LAW
PRACTICE GROUP**

EMPLOYMENT LAW HOTLINE

Huff, Poole & Mahoney, P.C.'s Employment Law Practice Group offers an Employment Law Hotline to the firm's business clients. By subscribing to the Hotline, businesses can avoid hourly fees by prepaying a determined amount for one year of unlimited telephone access. This program is designed to provide clients with a value-oriented, cost-effective means of consulting with their attorneys about employment law issues.

WHY DOES YOUR BUSINESS NEED AN EMPLOYMENT ATTORNEY ON-CALL?

< Decrease Your Exposure to Claims

The increasing complexity of employment laws and the ease with which disgruntled employees can file complaints have eroded the ability of employers just to "do what's fair" without the benefit of legal advice. Employers who consult with their attorneys early and often regarding employment law questions can dramatically decrease their legal exposure.

< Anticipate Your Legal Costs

Most employers cite cost concerns as the reason for avoiding calling their attorneys for "preventive" legal advice.

Because the Employment Law Hotline is a prepaid legal service, Employers know "up front" what their legal costs will be. This arrangement encourages businesses to communicate with us early and often while remaining confident that they are staying within their budget.

PROGRAM FEATURES

<**Clients pay a flat fee tailored to their unique business needs.** Because the fee is prepaid and primarily covers telephone consultations, we can charge an annual fee which is *significantly lower* than the amount clients would pay if charged an hourly rate.

<**Unlimited telephonic access during business hours.** A client who has paid for the service can call with employment law questions as often as necessary.

<**Basic legal research to answer your questions fully and accurately.** Legal research in connection with a question is only subject to an additional fee if we estimate that more than one hour will be required to find the answer. We will obtain your approval in advance before undertaking more extensive research.

<**Analysis of short documents.** If necessary to understand your legal question, we will review short documents in connection with your phone call at no additional charge. Upon your prior approval, separate fees will be charged for analysis of more complex documents.

<**Consistent service from an attorney familiar with your business.** As a general rule, you will always speak with the same attorney who is well-acquainted with your particular business and with prior issues that you've addressed.

Although the ultimate goal of the Employment Law Hotline service is to resolve employment issues before litigation is filed, the defense of claims in courts or administrative agencies will require additional funding.

OTHER EMPLOYMENT LAW SERVICES

- g Drafting Employment Policies and Employee Handbooks
- g Structuring Pay Systems and Employee Benefit Programs
- g Drafting and Enforcing Employment and Non-Competition Agreements
- g Navigating Complex Federal Laws and Regulations
- g Coordinating Internal Investigations of Employee Misconduct
- g Defending Against Discrimination Charges
- g Contesting Unemployment Claims
- g Negotiating Severance Packages

ADVANTAGES OF THE EMPLOYMENT LAW HOTLINE

- ' **BUDGET** with confidence for legal expenses and avoid hourly fees.
- ' **PREPAY** consultation fees at an annual rate to substantially reduce your legal costs.
- ' **CONFRONT** employment issues as they arise and decrease exposure to costly litigation.
- ' **ENJOY** telephonic access to an attorney familiar with your unique business needs and day-to-day operations.
- ' **BE CONFIDENT** that you are receiving thoroughly researched answers to your daily employment questions and tailor-made solutions to your ongoing management concerns.

For Information Contact:

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OTHER LEGAL SERVICES

- g Business & Banking
- g Creditors' Rights
- g Wills, Trusts & Estates
- g Health Care
- g Casualty Defense
- g Workers' Compensation
- g Litigation
- g Domestic Relations

MISSION STATEMENT

The Mission of **Huff, Poole & Mahoney, P.C.** is to provide professional legal services with integrity, guided by values of mutual respect and fairness.



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