Free Tool to Help Franchisors and Franchise Owners Remain Compliant with State and Federal Laws

Franchisors – particularly those operating across multiple states – face a unique set of challenges. A central challenge for franchisors is trying to maintain appropriate legal and operational separation from their franchisees while ensuring they have access to state specific resources to help them establish policies, procedures and practices that comply with a constantly evolving labor and employment law landscape.

The Franchise Compliance Toolkit, a collaboration between the International Franchise Association and Littler Mendelson, provides franchise owners with tools to help them comply with state and federal laws when hiring, compensating, managing and terminating employees. IFA and Littler offer the toolkit to IFA members as a free resource with no associated fees or costs.

The toolkit draws upon the vast combined experience of IFA and Littler lawyers who have helped franchise owners throughout the country. We’ve distilled this knowledge and experience and packaged it into a suite of materials that includes key employment documents, resources and training. The site is designed to be quick and easy to use, with templates that enable franchise owners to customize the materials on the toolkit for their specific business model.

The package provides documents and tools to help franchisors with the management of their employees’ full lifecycle.

**The Essentials for Employers Operating in Any State**

- **Onboarding resources, including:**
  - Employment application
  - Background check/Fair Credit Reporting Act (FCRA) materials
  - Offer letter
  - Arbitration agreements

- **Continuing employment resources, including:**
  - Overtime, minimum wage, dress code and cell phone policies
  - Disciplinary forms, performance reviews, performance improvement plans
  - Vacation/PTO request forms
  - A variety of model policies and forms

- **End of employment resources include:**
  - Termination letter
  - Separation agreements

**Other Tools**

- Training Presentations
- Memorandum for Small Businesses to Assist with Compliance with Federal Employment Law
- 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

To sign up for access to the toolkit, please visit https://franchise-ifa.littlertoolkit.com/user/register (Code IFA407802)
Events Calendar

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

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.

For additional questions or a live demonstration, please contact Angelo Spinola at 404.760.3921, aspinola@littler.com or Corinn Jackson at 310.772.7268, cjackson@littler.com.

Training

PowerPoint Presentations

Recorded Webinars

General Resources

A Littler memorandum for small businesses to assist with 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.

Company-Specific Documents

Company-Specific Documents tailored to your company’s specific needs.

The toolkit is provided as a free resource for franchisors.

https://franchise-ifa.littleroolkit.com
Additional Documents and Content for Franchise Compliance Toolkit

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
Summary of FCRA rights for employment applicants
Memo re FCRA Compliance and State Law Compliance
Template: applicant consent to FCRA information release
Template: letter to applicant forward copy of report a notice of FCRA rights
Template: letter rejecting applicant based in part on FCRA information
Letter to applicant’s former employer requesting reference
Reference Check Questions
Hiring Checklist
Offer letter: exempt and non-exempt versions.
Sample Job Description Form and questionnaire for creating job description
Arbitration Agreement with class and collective action waivers
Arbitration AAA letter
Talking points for implementing arbitration
Non-disclosure Agreement
Required state notices
Required state posters
Sample Dress Code Policy
Sample Dress Code/Uniform Acknowledgment Form
Sample Cell Phone at Work/Social Media Policy and Acknowledgment Form
Sample Cell Phone and Social Media Policies
CONTINUING EMPLOYMENT
Performance Review
Performance Improvement Plan
Employee Disciplinary Form
Sample Timesheets
Checklist and accompanying forms: Wage Garnishments, Income Deductions
Leave of absence request form
Vacation Request Form
Checklist: State and Federal OSHA Compliance
Checklist: Bonus plan/agreement
Checklist: commission agreement
State Sick Leave Requirements
State Jury Duty Requirements
State Same Sex/Domestic Partnership Coverage
State Family Leave Requirements
ENDING EMPLOYMENT
Sample Termination letter
Template: 40 and over severance release
Template: Under 40 severance release
State Separation Notice/Required State law termination forms
GUIDANCE and ANALYSIS
Federal and 50-State Checklist of Government Required Employment Notices (at Hire and Fire) and Posters available online with links provided
National and State Employment Law Guides
National and State Wage and Hour Guides
Global Resources
Healthcare Reform Access with Affordable Care Act calculator
Updated Littler ASAPS and Insights
Updated training webinars
Do it yourself PowerPoint presentations
Updated list of industry related upcoming events
ADDITIONAL GUIDANCE
Access to Littler GPS subscription with topical summary of numerous labor and employment related laws and regulations
GPS Topical 50-State Surveys:
Criminal History: Restrictions on Employer Inquiries About and Use of Credit Checks & 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

https://franchise-ifa.littlertoolkit.com
Additional Documents and Content for Franchise Compliance Toolkit

Protected Classes & 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
Jury Service
Military
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 & 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 & Rest Periods: Requirements; Waiver; Exceptions; Exempt Employees; On/Off Premises; Posting; Recordkeeping; Penalties, Private Right of Action & 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 & Outside Sales Employees
Tipped Employees: Minimum Cash Wage, Tip Credit & 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

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ABOUT LITTLER: Littler is the largest global employment and labor law practice, representing management in all aspects of employment and labor law and serving as a single-source solution provider to the global employer community. Consistently recognized in the industry as a leading and innovative law practice, Littler has been litigating, mediating and negotiating some of the most influential employment law cases and labor contracts on record for more than 75 years. Littler Global is the collective trade name for an international legal practice, the practicing member entities of which are separate and distinct professional firms. For more information visit littler.com.