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
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.

Events Calendar

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.

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.

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.

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

http://www.littler.com/home-care-toolkit-information-request
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 more information, contact Innovation@littler.com

At Littler, we understand that workplace issues can’t wait. With access to more than 1,600 employment attorneys in more than 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. For over 75 years, 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.