

The Home Care Toolkit is designed to help home care companies 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 law 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.
- Certain states have independent obligations for home care workers, and the toolkit also provides resources for employers operating in these states.

The Essentials for Employers Operating in Any State

Onboarding resources, including:

- Employment application
- Background check/Fair Credit Reporting Act (FCRA) materials
- Template offer letter
- Sample arbitration agreements

Continuing employment resources, including:

- Overtime, minimum wage, dress code and cell phone policies
- Disciplinary forms, performance reviews and performance improvement plans
- Vacation/PTO request forms
- Compensation Agreements for Exempt/Non-Exempt Employees
- Agreements for Exempt/Non-Exempt Extended Shift and Live-In Caregivers
- Timesheets
 - » For live-in caregivers to track client time and general household work
 - » For hourly caregivers to track client time and general household work
 - » For all caregivers to track non-visit working time, such as travel time
- Over 20 other model policies and forms

End of employment resources include:

- Termination letter
- Separation agreements

Other Tools

- Survey of State Law Regarding Companions and Other Domestic Workers
- Training Presentations
- Memorandum for Small Businesses to Assist with Compliance with Federal Employment Law
- Memorandum Regarding Compensation Options for Non-Exempt Home Care Workers
- A Full Library of Multi-State Littler GPS Surveys Providing Updated Tracking of State and Federal Employment Laws
- Attorney Directory

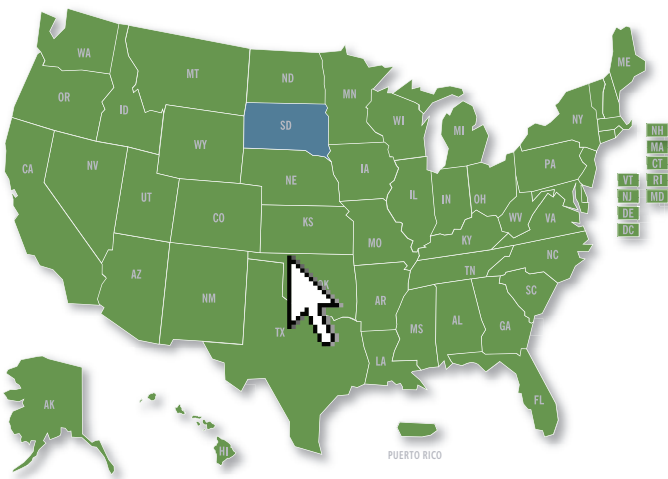


Toolkit and pricing are customized for your needs.

To request more information about the toolkit, please visit littler.com/home-care-toolkit-information-request

Events Calendar

An events calendar will apprise you of relevant Littler seminars, as well as industry association meetings and conferences where Littler attorneys will update you on the state of the law and provide recommendations for your company's legal compliance.



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

Global Resources



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



Guide to Applying U.S. employment & labor laws internationally.



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

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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.

Relevant News

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

Additional Documents and Content for Home Care 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
 Memo re FCRA Compliance and State Law Compliance
 Template FCRA Letters and Forms
 Reference Check Questions
 Hiring Checklist
 Offer letter: exempt and non-exempt versions.
 Questionnaire for creating job description
 Arbitration Agreement with class and collective action waivers
 Arbitration AAA letter
 Talking points for implementing arbitration
 Non-disclosure Agreement

CONTINUING EMPLOYMENT

Performance Review
 Performance Improvement Plan
 Franchisee Employee Acknowledgement Form
 Employee Disciplinary Form
 Sample Timesheets
 Leave of absence request form
 Vacation Request Form
 Sample Dress Code Policy
 Sample Cell Phone and Social Media Policies
 Sample Policy Acknowledgement Forms

On-Call Policy
 On-Call Log
 Travel Time Policy
 Off the Clock Work Policy
 Visit Rate Caregivers Policy
 Non-Exempt Caregiver Compensation Agreement
 Meal and Rest Policy
 Remote Work Policy
 Caregiver Transportation Agreement
 Client Transportation Waiver
 Time Adjustment Request
 Time Reporting Policy

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
 Talking Points for Employees re the Elimination of the Companionship/Live-In Domestic Worker Exemptions
 Littler ASAPS and Insights
 Training webinars
 Do it yourself
 PowerPoint presentations
 Updated list of industry related upcoming events
 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
 Memo for Orientation Compensation for Caregivers
 Memo for Horizontal Joint Employment
 Time Certification Memo
 Memo on Fee Basis Compensation and Salary Plus Alternative Pay Model
 Preliminary Guide for Responding to a DOL Audit

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
 Protected Classes & Other Fair

Additional Documents and Content for Home Care Toolkit

Employment Practices Protections	Business Expenses: Uniforms, Tools & Equipment, and Miscellaneous	Working at Two Rates)
Same Sex Partner Benefits Issues in the Workplace	Expenses Incurred During Employment	Overtime Exemption Tests: Executive, Administrative, Professional, Commissioned & Outside Sales Employees
Documentation that Must Be Provided at the Time of Hiring	Change in Pay Rate	Tipped Employees: Minimum Cash Wage, Tip Credit & Tip Pooling
Documentation that Must Be Provided when Employment Ends	Holidays and Days of Rest in the Private Sector	Vacation Pay
Personnel Files and Records Access	Holidays: Floating	Wage Payment: Authorized Instruments Including Payment by Debit Card
Record Retention Requirements	Hours Worked: On-Call Time Pay	Wage Payment: Changing Regular Paydays
Workplace Posters	Hours Worked: Reporting Time Pay	Wage Payment: Deductions from Employee Wages
Employment Eligibility and Verification Requirements	Hours Worked: Split Shift Premium Requirements	Wage Payment: Definition of "Wage(s)"
Family and Medical Leave	Hours Worked: Travel Time	Wage Payment: Direct Deposit
Jurisdictions with Mandatory Paid Sick Leave Requirements	Lactation Accommodation	Wage Payment: Final Payment – Upon Discharge/Resignation
Jury Service	Living Wages: City and County	Wage Payment: Frequency and Timing
Military Leave	Meal & Rest Periods: Requirements; Waiver; Exceptions; Exempt Employees; On/Off Premises; Posting; Recordkeeping; Penalties, Private Right of Action & Statute of Limitations	Wage Payment: Pay Stub Requirements (Including Electronic Delivery)
Other Leaves (Includes Pregnancy, Adoption, School Activities, Bone Marrow Donation, etc.)	Minimum Wage and Overtime Requirements	Firearms in the Workplace
Victims of Crime/Domestic Violence	Minimum Wage and Tip Credit	Medical Marijuana Laws
Voting Time	Minimum Wage at the Local Level	Smoking in the Workplace
Data Security Breach Notification Statutes	Notice of Pay Rate and Pay Day Upon Hire	Suitable Seating for Employees
Electronic Monitoring: Wiretapping & Eavesdropping	Overtime: Calculating the Regular Rate	Workplace Violence Protection Orders
Employer Access to Social Media	Overtime Calculation (Employees	
Lie Detector/Polygraph Testing		
New Hire Reporting Requirements		

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.