

Management Training

- Employee handbook from a manager's perspective
- Ethical conduct
- Discipline and termination policies
- Employee agreements and contracts
- Hiring processes (forms and documents)
- Harassment issues and policies
- Handling worker's compensation issues
- Protecting intellectual property
- Negotiating and entering into contracts
- Use of electronic media
- Workplace safety

Performance Management Systems

- Company and Job Specific Performance Review Forms
- Instructional Memos and Training for Staff/Supervisory Employees

Training on Legal Compliance Programs

- Affirmative Action
- Discrimination
- Harassment
- Immigration law- Form I-9 compliance and work visas
- Workplace Safety, Injury & Illness Prevention Program
- COBRA & HIPPA
- Medical Leaves: FMLA & CFRA

Apto

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Apto
EMPLOYMENT LAW SOLUTIONS

Apto assists companies of all sizes in establishing and implementing efficient and legally compliant Human Resources infrastructures.

ABOUT APTO

Apto's Human Resources and employment law services are tailored to meet your company's specific business needs at cost effective rates.

Apto has developed several packages that contain everything an employer needs to develop compliance programs, including sample forms, employment policies, employee handbooks, performance management systems training and safety programs.

Additionally, Apto is unique in its ability to offer legal services.

Apto assists employers in taking affirmative steps to avoid liability and set up an efficient Human Resources Infrastructure by:

- auditing your current policies and practices to assure compliance with state and federal legislation, thereby reducing your exposure to future liability;
- providing legal advice and counsel to management on all types of employment matters, ranging from reporting requirements, medical leaves, employee discipline and terminations, threats of workplace violence, and harassment complaints;
- assisting clients in drafting and implementing employment policies and procedures;
- training for legally required programs, such as affirmative action, family and medical leave, harassment, mental health issues, injury and illness programs, and workplace violence; and
- conducting legally required workplace harassment investigations.

APTO CONSULTANTS

Due to a multitude of state and federal laws, employers are faced with increasing exposure to liability. Apto's licensed attorneys possess specialized experience in the field of human resources and employment law. They are uniquely qualified to advise and assist employers in understanding and complying with the myriad of state and federal laws that affect employers daily.

Our consultants are available to work on-site or behind the scenes with company personnel to ensure that employers establish and run legally compliant Human Resources Departments.

APTO SERVICES AND PRODUCTS

Apto offers the following products and services to its clients at cost effective rates.

Hiring Products and Services

- Personnel Requisition Forms
- Background Checks
- Reference Checks
- Objective Team Hiring Process and Procedures
- Employee Job Descriptions
- Offer Letter Processes and Forms
- New Hire Documentation
- Employee Orientations
- Personnel File Documentation/Set-up

Compensation Analysis, Compliance and Programs

- Compensation Analysis
- Sick, Paid Time Off and Vacation Programs
- Compensation Documentation, Procedures and Forms
- Exempt vs. Non-Exempt Audits and Procedures
- Overtime Audits and Procedures
- Vacation Analysis

Employment Policies, Procedures and Agreements

- Arbitration Agreements
- Employee Handbooks
- Electronic Communication Policies
- Equal Employment and Opportunity Policies
- FMLA and CFRA Plans
- Employment Agreements
- Confidentiality Agreements
- Travel and Expense Policies

Discipline/Termination Processes, Documentation & Forms

- Discipline and Termination Policies
- Employee counseling, verbal and written warning processes and forms
- Termination processes and forms
- Legal advice and counsel on discipline and termination issues