

LEGAL ADVICE WHENEVER YOU NEED IT

## Unlimited Employment Law & HR Counsel at a Flat Monthly Rate

### Flat Monthly Fee

No hourly billing rates or overhead costs. We operate a straight-talking practice.

### Catch Risks Early

Employment issues can get sticky, really fast. We counsel proactively and often so that you can handle a variety of workplace situations ahead of time.

### We're on Your Side

Your dedicated team will help reduce your exposure to litigation - not benefit financially from it.

## STAY AHEAD OF THE STORM

### Proactive employment law & HR counsel

Dedicated employment and labor attorneys provide you with practical counsel tailored to your business. Under a membership business model, our attorneys are not tied to the billable hour. They fully engage in understanding and resolving workplace issues before they spiral out of control. Potentially costly issues are often avoided as a result of a real-time approach.

### What is included

- Unlimited counsel with dedicated employment and labor attorneys licensed in WA, OR, CA, ID
- Employee handbook compliance review
- Predictable, flat monthly fee, based on number of employees

### Get answers to your questions about:

- Family and medical leave
- Disability accommodation
- Employee classifications
- Overtime, meal, and rest periods
- Equal employment opportunity
- Hiring, discipline, termination, and resignation
- Layoffs and downsizing
- I-9 compliance
- Drug and alcohol issues

## CONTACT US

Amanda Rusk | [amandar@vigilant.org](mailto:amandar@vigilant.org)  
503.620.1710

[VIGILANT.ORG](https://vigilant.org)

## VIGILANT MEMBER SERVICES

SERVICE	SUPPORT	VIGILANT MEMBERSHIP
Employment and labor law counsel	Unlimited advice on federal, state and local laws in WA/OR/ID/CA, including: <ul style="list-style-type: none"> <li>- Family and medical leave</li> <li>- Disability accommodation</li> <li>- Employee classifications</li> <li>- Overtime, meal and rest periods</li> <li>- Harassment and discrimination</li> <li>- Hiring, discipline, termination and resignation</li> <li>- Layoffs and downsizing</li> <li>- I-9 compliance</li> <li>- Drug and alcohol issues</li> </ul>	INCLUDED
HR and employee relations	Ongoing advice and support on practical HR issues, including employee relations, performance expectations, effective documentation and talent retention	INCLUDED
Employee complaints	Advice and support in responding to employee complaints of discrimination and harassment, including on-site investigation	INCLUDED
Employee handbook	Compliance review by an employment attorney	INCLUDED
Agency complaints	Representation by a Vigilant attorney in response to formal complaints from the EEOC, BOLI (OR), DFEH (CA), L&I (WA), HRC (WA, ID), or other state and federal agencies	INCLUDED - up to two per year
Safety counsel	Advice and hands-on assistance with workplace safety issues from a safety professional	INCLUDED
Vigilant biweekly newsletter and timely alerts	Timely and practical news on employment and labor laws, state-specific news, employee benefits, training and more, alerts on breaking news and major legislative changes	INCLUDED
<b>AVAILABLE ON VIGILANT MEMBER WEBSITE: 24/7</b>		
Legal guides	Statutes, regulations, court cases and other official guidance with complex "legalese" translated into plain English. Examples: At a Glance FMLA, Meal & Breaks, Wage & Hour	INCLUDED
Model forms	Forms you can put into use right away. Examples: Federal Contractor Notices to Vendors and Subcontractors, Employment Eligibility Verification Request and Job Offer Letter	INCLUDED
Model policies	Policies you can put into use right away. Examples: Social Media in the Workplace, California Pregnancy Disability and FMLA: Federal Family and Medical Leave	INCLUDED
HR Compliance Library (CCH)	Job descriptions, performance reviews, articles on HR topics	INCLUDED
Safety from BLR	Checklists, Q&A's on compliance topics, searchable MSDS/SDS database, safety puzzles and quizzes for safety communications	DISCOUNT AVAILABLE
<b>SERVICES AVAILABLE IN ADDITION TO MEMBERSHIP</b>		
Workers' Comp Retro WA • Employee Benefits • Leadership Development • Affirmative Action • <a href="http://www.vigilant.org/our-services">www.vigilant.org/our-services</a>		Contact us
Safety+	In-depth, on-site safety audits, and more <a href="http://www.vigilant.org/our-services/safety">www.vigilant.org/our-services/safety</a>	Contact us

[www.vigilant.org](http://www.vigilant.org)

425.349.4477 (WA) 503.620.1710 (OR) 916.231.6000 (CA)