



RETAINER ARRANGEMENT

Telephone Advice Program

Fisher Phillips provides a phone advice retainer program that is designed to help ensure that our clients comply with the various employment laws and regulations that affect their operations. The retainer includes telephone advice concerning general labor and employment matters which may arise from time to time. The purpose of the retainer is to assist you and your administration in establishing and maintaining proper hiring and firing procedures as well as effectively handling day-to-day personnel questions. We have experience in addressing employee issues from application to termination. Typical questions involve wage-hour issues, questions about employee hiring processes, inquiries about how to address an internal complaint of harassment or discrimination, employee coaching/counseling issues, drug testing concerns, termination processes, handling requests for ADA accommodations, handling unruly employees, bullying, criminal background matters, etc. By encouraging clients to call us regularly when problems arise, we try to guide them through early preventive action before serious problems develop.

The retainer program does not cover certain matters that require more sustained involvement by our firm. For example, the retainer does not cover the preparation of employee or other types of handbooks, drafting of employee, or other contracts, and other similar projects, and does not cover training. As to handbooks and contracts, we can review what you have and provide you with quotes to revise your existing documents or to create new documents. That way, you can choose which items you want to have completed immediately and that can work within your budget. Additionally, we will bill authorized out-of-pocket expenses. Of course, we only bill expenses and services beyond the retainer program that have been approved by the organization. Therefore, you would not be subject to any additional, unknown expenses that you have not planned for in your budget.

We price the retainer based on the number of employees at the organization. This gives us a gauge of the number of calls we will receive throughout the year. We have several different payment plans to meet your needs.

We assess the retainer usage periodically and determine whether the retainer amount is appropriate for the number of calls. In some instances, we have advised organization that we will reduce the retainer; in other instances, we have agreed to increase it. It all depends on the number of people who are allowed to call and the number and length of calls. We certainly communicate with you regularly on this issue so that the organization is not surprised if we recommend an increase.

If you are interested in this type of arrangement and would like to receive a follow-up call with the fee, please complete the following:

Name: _____

Organization Name: _____

Telephone: _____ E-mail: _____

For additional information contact us:

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About Our Firm: Fisher Phillips, founded in 1943, represents employers nationally in labor and employment matters, with more than 370 attorneys and 32 offices.