

Legal Services Covered by Monthly Program

1. **Unlimited calls, emails and faxes** for answers to employment and education law questions as they arise including harassment, retaliation, performance management, discipline, policy enforcement, modified duty assignments, reasonable accommodations decisions, hiring/recruiting, leave of absence tracking, or any other employment law/practices issue, bullying and abusive conduct and unique issues in special education work environments.
2. **Initiated communications with each individual district:** Due to the rapid changes in workforce composition within California school districts, **including retirements and adjustments within the business and HR units**, Eyres will initiate contact with member districts to assess issues and to provide an opportunity for coaching and one-on-one guidance, as necessary.
3. **Step-by step-coaching and advice in a privileged context** for employment law decisions and subsequent actions, *including review and analysis of documentation*, writing or editing documentation and other legal counseling and/or advice, developing talking points for return to work and stay at work processes, and reasonable accommodation decisions, in depth advice (based on new and emerging hotline issues, hands on coordination of leaves of absence, documentation of broadened types of accommodation requests,
4. **Monthly Webinars** Eyres will present one monthly 90-minute webinar on timely issues affecting SIG members. Webinars will include handout materials relevant to each topic and on a quarterly basis a compilation of webinar handouts will be electronically distributed to all member districts.
5. **Recorded Management Alerts:** To provide more regular information and reminders to HR and front- line leaders, ELG will provide each month a one-hour recorded alert on narrowly focused practical issues. The recording will be supported by a one-page checklist/job aid for handling the particular issue. ELG will transmit a link for the recording and will also maintain a library of the recordings on a password protected website exclusively for SIG member districts.
6. **Special Webinars on Vital Topics** Due to the demand for additional direction on narrowly focused topics, EYRES LAW GROUP, LLP will identify specialized key topics and then design and present up to two additional webinars each year beginning in FY 2014-15.
7. **Special Alerts, Short Articles on Breaking News/Practical Issues;** ELG will provide this each month, at the request of the Schools Unit of Woodruff Sawyer & Co. to complement their outreach effort to SIG member districts.
8. **Monthly Newsletter** on timely issues that directly affect SIG member districts. The newsletter has been expanded to four pages and will continue to address timely education law and employment law topics. EYRES LAW GROUP will also produce special bulletins and memoranda on employment law cases that are relevant to California public school districts, including their compliance requirements, employment policies and procedures.
9. **Administrative Assistance/Consulting:** Consulting as necessary and appropriate, with SIG staff, insurance representatives, and outside counsel to accomplish the objectives of this School District Workplace Counseling program
10. **Adjunct Services: Internal Investigations:** Upon the express direction of SIG Executive Director, and with advance separate engagement letter, Patricia S. Eyres will provide in-depth support and assistance to SIG member district HR departments and Superintendents who are conducting investigations of internal employee complaints and/or employee misconduct. These

services shall be authorized by SIG staff in advance and then invoiced separately from the monthly retainer fee at the rate of \$250.00 per hour (a 40% reduction on Eyres' regular hourly rate)

Legal Services not Covered

EYRES LAW GROUP, LLP will perform these services for individual districts only with advance authorization and determination of whether the individual member district or SIG will incur the cost. When authorized, the work will be billed by the hour as reflected below.

1. **In-Person Investigation Services** or facilitating in-person witness interviews, meetings at the District facilities for investigation of misconduct, discrimination or harassment complaints (including review of investigative files and witness statements in preparation for personal participation). These services will be performed jointly with District representatives when such level of involvement is necessary and appropriate. **Each SIG member district will be responsible for legal fees incurred for these services, at an hourly fee to be established between ELG and the member district.**
2. **Process Facilitation**: Conducting or participating in an interactive process meeting in person at the District, when SIG determines that this level of involvement is necessary and appropriate. **When authorized in advance, these services will be invoiced at reduced rate of \$250.00 per hour.**
3. **Responding to EEOC and/or California DFEH Complaints**: Filing responsive papers, negotiating with administrative agencies or claimants to resolve charges. SIG will identify those cases for which ELG's assistance or participation is necessary and shall specifically authorize such work in advance. These services shall be invoiced on a monthly basis by ELG at the rate of \$320.00 per hour.
4. **Defense of litigation matters**, with specific separate engagement letter as directed by SIG and/or Wells Fargo Insurance Services. All attorneys authorized or designated to work on the matter, with billable hour rates will be set forth in each individual engagement letter.
5. **Live Workshops, Training Programs and Print Resources**: Refresher training workshops are provided through Proactive Law Press, LLC, pursuant to separate Agreement with SIG.
6. **Handling of administrative hearings** regarding employee termination/demotion/suspension
7. **Negotiating resignation** of employees' subject to discipline
8. **Attending closed session meetings of the governing board** of a SIG member district in the absence of authorization or presence of the district superintendent or their designee
9. **Reporting to governmental agencies** such as the California Commission on Teacher Credentialing or Child Protective Services, and other such agencies
10. **Other matters involving participation in due process proceedings** for SIG member district employees, with the exception of drafting, reviewing and editing Memos of Concern, Letters of Reprimand, Performance Improvement Plans, and Statements of Charges to initiate a disciplinary action.