

## THE EMPLOYMENT SUBSCRIPTION

Gives you access to:

- Fast, accurate HR and employment law advice
- General advice on managing your workforce
- Educational seminars on current topics
- Employment documents required to minimize risk

## PACKAGE OPTIONS



### HR Legal Hotline

Phone and email support from an employment lawyer for five hours per month for 12 months.



### HR Resource Centre

Comprehensive online library of HR documents, legal updates, know-how, and guidance drafted by our lawyers. Download contracts, policies, scripts, and how-to-guides for your own use.



### Legal Updates

Package includes semi-annual presentations on relevant employment law issues and trends.



Employment law is complex and constantly evolving. Keeping up with HR compliance while managing your employees can be expensive and time consuming.



**DUNCANCRAIG**<sub>LLP</sub>  
LAWYERS MEDIATORS

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**DUNCANCRAIG**<sub>LLP</sub>  
LAWYERS MEDIATORS

# HR LAWYERS ON DEMAND

FAST ANSWERS. FIXED FEES.  
FRESH APPROACH.



## SERVICE OPTIONS

### The Package (People and Paper):

- \$7,500 – annual flat fee
  - Select any two employment documents
    - Additional documents are \$1,000 each
  - 5 lawyer hours per month
  - Access to semi-annual employment law seminars

## BENEFITS TO YOU

- Fast and accurate employment law advice.
- Access to customizable employment documents to minimize risk.
- Flat fee for easy budgeting and planning.

## EMPLOYMENT DOCUMENTS

Customizable and Downloadable Documents

- Basic Employment Contract
- Executive Employment Contract
- Employee Handbook and Policies
- Termination Package
  - Termination 101
  - Termination letter
  - Release
- Independent Contractor Agreement
- Non-competition/Non-solicitation Agreement
- Intellectual Property Agreement

## HR HOTLINE – HOW IT WORKS

- E-mail [HRLawyers@dcclp.com](mailto:HRLawyers@dcclp.com) with your name, contact info, and a brief description of the issue.
- We will respond within 24 hours.

### What can I use my 5 hours / month for?

- General employment and HR questions
- Getting assistance or advice on a termination
- Harassment issues
- WCB issues / OHSA compliance issues
- Human rights issues
- Assistance reviewing and revising documents

### What happens if I go over my 5 hours?

- We'll confirm you've used up your hours.
- Work beyond your 5 hours will be charged out at the lawyer's hourly rate.
- Note: Unused hours do not roll over.

### Hours cannot be used for:

- Litigation: If an employee retains a lawyer or starts an action or proceeding, a separate litigation file needs to be opened, a lawyer will take on the file, and you will be billed hourly.
- Advice outside of employment and HR advice. We can assist with issue identification and point you to the correct lawyer in our firm, but you will be charged their hourly rate.

