

DEBORAH A. SHAPIRO, LLC

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SAMPLING OF SERVICES

FOR THE EMPLOYER

Long term strategic planning

- ◆ Best practices
- ◆ Employment law audits
- ◆ Personnel policies and handbooks

Day to day counseling on labor and employment issues

- ◆ Hiring, promotion, performance, discipline, termination decisions
- ◆ Handling complaints and cross-cultural issues
- ◆ Litigation avoidance

Workplace investigations

- ◆ Investigating harassment, discrimination, whistleblower, other allegations
- ◆ Reporting and discussing findings

Administrative charges (EEOC, SDHR, other federal, state, local agencies)

- ◆ Position statements; responding to agency requests
- ◆ Resolving charges (mediation, arbitration, or hearings)

Training

- ◆ Harassment and diversity (*for employees at all levels*)
- ◆ Effective performance evaluations, disciplinary practices

Alternative Dispute Resolution (“ADR”)

- ◆ As an advocate, using ADR to resolve a complaint or lawsuit

Employment contracts, restrictive covenants, severance packages

- ◆ Negotiation, drafting, and review

Leave requests, disabilities, reasonable accommodations

- ◆ Proper procedures and responses; handling abuse of leave policies

Union matters

- ◆ Collective bargaining; grievances, arbitrations; NLRB charges

FOR THE EXECUTIVE

Employment contracts for new jobs and promotions

- ◆ Negotiation, drafting, and review
- ◆ Advice concerning stock options and shareholdings

AS A NEUTRAL

Alternative Dispute Resolution

- ◆ Mediator, arbitrator, hearing officer

Lecturer

- ◆ Employment Law, Human Resources
- ◆ Negotiation, Alternative Dispute Resolution