### Table of Contents

#### Screening and Hiring
- Pre-Employment Inquiries and Testing
- Onboarding
- Employment Contracts
- Independent Contractor Agreements
- Restrictive Covenants
- Secondment Agreements
- Internship Agreements
- Relocation and Telecommuting Agreements
- Arbitration Agreements and Other Litigation Waivers
- Screening and Hiring Policies
- Federal Contractors
- Jurisdictional Coverage

#### EEO Counseling
- Statutes, Theories, and Defenses
- Preventing EEO Violations
- Internal EEO Complaints
- EEO Litigation
- Diversity and Affirmative Action
- Jurisdictional Coverage

#### Employment Contracts
- Employment Agreements
- Releases
- Compensation Agreements
- Arbitration Agreements and Other Litigation Waivers
- Relocation and Telecommuting Agreements
- Secondment Agreements
- Internship Agreements
- Office Relationship Contracts
- Union-Related Agreements
- Jurisdictional Coverage

#### Non-competes and Trade Secret Protection
- Non-compete Basics
- Types of Restrictive Covenants
- Enforcing Restrictive Covenants
- Restrictive Covenants in M&A
- Protecting Trade Secrets
- Jurisdictional Coverage

#### Executive Compensation Drafting and Disclosure
- Executive Employment Agreements
- Types of Executive Compensation
- Deferred Compensation Trusts
- Executive Separation Agreements and Severance Plans
- Executive Compensation in M&A
- Corporate Governance
- Disclosure
- Jurisdictional Coverage

#### Independent Contractors
- Employees vs. Independent Contractors
- Agreements and Restrictive Covenants
- Best Compliance Practices
- Jurisdictional Coverage

#### Employment Policies
- Employee Handbooks
- Equal Employment Opportunity
- Pay and Benefits
- Hours of Work, Attendance, and Leaves
- Standards of Conduct
- Career Development
- Safety and Health
- Company Property and Electronic Information
- Separation of Employment
- Jurisdictional Coverage

#### Attendance, Leaves, and Disability Management
- Attendance and Time Off
- FMLA Leave Administration
- The ADA and Disability Management
- Military Leave (USERRA and FMLA)
- Other Types of Leave
- Jurisdictional Coverage

#### Wage and Hour Compliance
- FLSA Coverage and Requirements
- Employees vs. Independent Contractors
- Exempt vs. Non-Exempt
- Compensation
- Best Compliance Practices
- Claims and Investigations
- Class and Collective Actions
- Jurisdictional Coverage

#### Whistleblowing Prevention and Response
- Federal Whistleblower Protections
- Policies and Programs
- Claims and Investigations
- Jurisdictional Coverage

#### Privacy, Technology, and Social Media
- Protecting Employee Data
- Monitoring and Testing Employees
- Navigating Social Media
- Company Property and Electronic Information Policies
- Jurisdictional Coverage

#### Occupational Safety and Health
- OSH Act
- Workplace Safety and Health Policies
- Jurisdictional Coverage

#### Labor-Management Relations
- Traditional Labor Law Basics
- Union Organizing and Representation
- Collective Bargaining
- Disputes Under CBAs
- Unions in M&A

#### Investigations, Discipline, and Discharge
- Performance Management
- Investigations
- Discipline
- Discharge
- Jurisdictional Coverage

#### Layoffs/RIFs
- Implementing a Reduction in Force
- The WARN Act
- Releases and OWBPA
- Alternatives to RIFs
- Separation-of-Employment Policies
- Jurisdictional Coverage

#### Employment Litigation
- Discrimination and Retaliation
- Wage and Hour
- Restrictive Covenants and Trade Secrets
- Other Employment Litigation
- Arbitration
Lexis Practice Advisor®
Labor & Employment Table of Contents (continued)

• Jurisdictional Coverage

International Considerations
• Labor and Employment
• Pension and Retirement Plans

• Corporate Immigration
• Outsourcing
• Government Investigations

More topics coming soon.
Regularly updated and expanded.

Learn more and watch a demo at www.lexisnexis.com/practice-advisor

For more information, contact a Transactional Practice Specialist at 800-543-6862.