



GENERAL BULLETIN

CONNECTICUT
BANKERS
ASSOCIATION
10 Waterside Drive
Farmington, CT 06032-3083
(860) 677-5060
FAX: (860) 677-5066

2019 - 28

March 13, 2019

TO THE CHIEF EXECUTIVE OFFICER
OR INDIVIDUAL ADDRESSED

SENT TO:
CEO, CEO+
Human Resources

RE: Employment Legal Line Service – 30th Year Anniversary

We are pleased to announce we will be entering our thirtieth year providing the Employment Legal Line Service to our member banks. Based on the experience of others who have participated in the service, we are certain that you will not find such a valuable service elsewhere at such a cost-effective rate.

EMPLOYMENT LEGAL LINE SERVICE

The Employment Legal Line Service provides participating member banks with telephone access to attorneys at the labor and employment law firm of Kainen, Escalera & McHale, P.C. who will be available to answer personnel and employee relations questions. There is one primary and several backup contact persons within the firm, each of whom is an employment law attorney and is responsible for fielding phone calls from CBA member bank participants. All attorneys of the firm who provide advice through the service do so under the guidance of Patrick J. McHale of Kainen, Escalera & McHale, P.C.

Employment attorneys are available Monday through Friday from 8:30 a.m. to 5:00 p.m. to speak with Legal Line Service participants. As in the past, we expect telephone response time to be less than twenty-four hours for non-emergency calls. If an immediate response is required, arrangements will be made to fulfill a member's needs as promptly as possible.

Generally, the Legal Line Service is intended to provide members with a quick response to discreet and relatively straight forward generalized questions pertaining to employment law matters (such as: What is the FMLA? Am I covered by CT's Paid Sick Leave Act? Do I have to prepare an affirmative action plan? Is discrimination on the basis of gender identity unlawful in CT? etc.). Questions which require review and/or analysis of employee-related documents or legal research, or specific review of employee situations (such as "Can I fire this employee") are typically beyond the scope of this service. A sample list of Employment Legal Line topics has been included in this bulletin (see Attachment A). Please note that this is only a guideline to assist members in understanding the scope of services offered. If a situation arises that is not within the scope of the Employment Legal Line Service because more than a generalized response is needed, Kainen, Escalera & McHale attorneys will notify participants of their options at that time, which could include offering the participant the opportunity to enter into individual client paid relationships with Kainen, Escalera & McHale, P.C. in order to receive any required legal advice.

Legal Line members will also receive Kainen, Escalera & McHale's periodic employment law updates on issues of special importance to members as part of this service, on an as needed basis. In recognition of the 30th Anniversary of providing the Legal Line Service, each member that subscribes to the service will also receive the six-part Employment Law Audit Tool Kainen, Escalera & McHale has prepared to help Connecticut employers identify and correct possible labor and employment law vulnerabilities before they become costly problems.

KAINEN, ESCALERA & MCHALE, P.C.

Kainen, Escalera & McHale, P.C. is a law firm that focuses its practice on private and public sector labor and employment law and litigation issues on behalf of employers with partners who have been practicing together for many years and collectively have nearly 275 years of experience in labor and employment law matters.

Within their practice, the firm provides counseling and preventive services to assist managers and human resource professionals, as well as defense of lawsuits brought against employers in the state and federal courts and matters before administrative agencies and arbitrators. The lawyers at Kainen, Escalera & McHale are familiar with state and federal requirements in labor and employment matters, as well as the latest legislative, administrative and judicial developments in these areas. They frequently speak and write on employment issues at programs and in publications produced by professional and business organizations in Connecticut. The firm is proud of its recognition on the first-tier rankings for management representation in employment law and labor law in the [U.S. News – Best Lawyers “Best Law Firms”](#) rankings in every year since the rankings began in 2010.

The firm is also proud to treat your workplace as its business! For more information, please visit the firm’s website at www.kemlaw.com or follow the firm on Facebook at www.facebook.com/kainenescaleramchale or on Twitter ([@kem_law](https://twitter.com/kem_law)).

FEE

Although CBA handles the business aspects of the Employment Legal Line Service, Kainen, Escalera & McHale acts as counsel in responding to questions. All communications between Kainen, Escalera & McHale and member bank participants are confidential and protected by the attorney-client privilege.

The Employment Legal Line Service is available to CBA member banks at an annual rate of \$600.00 and to non-member banks for \$960.00. The monthly cost of this valuable service equates to approximately \$50.00 and \$80.00, respectively. Current Legal Line participants will renew automatically and will be billed by CBA for the August 1, 2019 – July 31, 2020 period, but any member that decides to join the service prior to August 1, 2019 will receive the benefits of the service as well as the Employment Law Audit Tool immediately and at no extra charge.

REGISTRATION

We encourage you to consider participating in the Employment Legal Line Service. To sign up, kindly contact the CBA to indicate your willingness to participate in this cost effective and informative service. Members may also simply reply to this email with “Join” in the subject line. Please note that banks may join this service at any time during the year for a pro-rated fee.

Once confirmed, a letter of explanation will be sent to you describing the Legal Line Service in more detail. If you should have any questions relating to this service, please don't hesitate to contact me at the Association office.

Sincerely,

COLLEEN E. CLANCY
First Senior Vice President



**Employment Legal Line Service
Sample List Of Topics For Which Help Of A General Nature Is Available
Attachment A**

- 1) Employment Screening
 - a) contents of job applications
 - b) pre-employment testing and inquiries
 - c) medical exams and drug testing
 - d) background checks
- 2) Equal Employment Opportunity
 - a) affirmative action
 - b) employment discrimination claims
 - c) sexual harassment
- 3) Personnel Policies
 - a) performance reviews
 - b) wage/salary administration
 - c) compliance with laws and regulations
- 4) Problem Employees
 - a) illness, injuries and disabilities
 - b) drug and alcohol problems
- 5) Workers' Compensation
 - a) responding to claims
 - b) statutory requirements
- 6) Unemployment Compensation
 - a) contesting claims
 - b) grounds for disqualification
- 7) Wage and Hour Laws
 - a) minimum wage
 - b) overtime requirements and exemptions
 - c) child labor laws
- 8) Labor Relations
 - a) union organizing campaigns
 - b) management committees
- 9) Miscellaneous
 - a) health and safety
 - b) personnel files
 - c) privacy rights
 - d) family and medical leave requirements
 - e) other individual employee rights