

MEMORANDUM

TO: Timm Whitney, NALP Board Liaison

FROM: Emily Daughters, Brown Rudnick
Mindy J. Herczfeld, Cozen O'Connor

COPY: cnash@nalp.org

DATE: April 6, 2021

RE: Fourth NALP Board Report- Legal Employer Chief Officer Interest Group

We are pleased to submit our fourth and final board report as the co-chairs of the Legal Employer Chief Officer Interest Group. Since our October 2020 report to the NALP Board, we have hosted two meetings (February and April). The agenda for the meetings (listed below) centered around return to office, development & training, remote work policies, and issues related to summer associate programs.

AGENDA: February 9 meeting:

- Summer associate programs
 - Length of program
 - Virtual v. in-person program
- Vaccines
 - Will firms mandate employees be vaccinated prior to returning to the office
 - Visitors the office (e.g. clients)
- Returning to the office
 - Flexible work policies
 - Will firms set minimum number of days in the office
- Domestic Partner policies
- Time entry
 - Best practices for financial hygiene (e.g. realization)
 - Carrot/stick policies
- Volunteers to lead NALP Chief Officer Interest Group

AGENDA: April 6 meeting:

- Re-opening offices

- Dates offices will be reopened and whether, if you have multiple offices, your firm will have varying opening dates.
 - In our last meeting, many reported that their firms expect to be fully opened after Labor Day)
- Many of us expect to be working more flexibly in the future. Will you require a minimum number of days in the office?
- Some firms have reported that they will require employees to get the COVID vaccine before returning. For those that will not require the vaccine, will you ask your employees to self report.
- Requiring anyone to be in the office 100% of the time? If yes, how will you communicate it
 - Support staff
 - Junior lawyers
- Summer programs
 - If your firms continue to operate primarily remotely, are you looking for ways to have small, in-person gatherings for the summer associates?
- Associate development
 - How are firms addressing the need to train junior attorneys with partners working remotely?
- Policies/benefits developed/premised on work in the office
 - How have these changed now that we are remote/working more flexibly than before (e.g. food and wellness)
 - What policies can be adopted that make sense where people may spend only a portion of their time at work?