

# Use Your Legal Expertise to Make a Difference

## Proper Personnel Management

### Help nonprofit clients with:

- » Employee vs. Independent Contractors Distinctions
- » Executive Compensation Process
- » Employee Classification
- » Federal and State Labor Laws
- » Harassment Investigations
- » Hiring Procedures
- » Liability Issues
- » Personnel Policies
- » Terminations

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Lawyers Alliance  
for New York

Connecting lawyers, nonprofits, and communities

**H**uman capital is an essential asset for nonprofit organizations, yet they often lack human resources professionals to help them maximize talent and address challenging personnel issues. As a pro bono attorney, you can work with Lawyers Alliance to help nonprofits build strong workforces by reviewing hiring and screening procedures, structuring employee benefit packages, creating and improving personnel policies, and guiding them on termination decisions.

**Chhaya Community Development Corporation (Chhaya)** supports the housing and community development needs of South Asian immigrant communities. When Chhaya spun off from its affiliate, the employer of record, its staff comprised four full- and part-time employees and two consultants. With no formal personnel policies of its own, Chhaya needed help in preparing these policies and on related employment matters. Volunteer attorneys helped develop the appropriate policies and an employee handbook, to ensure that Chhaya complied with state and federal labor laws and could offer its staff more favorable leave and comp time.

LAWYERS ALLIANCE AND ITS VOLUNTEER  
ATTORNEYS HELP NONPROFITS IMPROVE  
LIVES IN NEW YORK CITY

Lawyers Alliance is pleased to celebrate the one year anniversary of the launch of our new website. Visit us online at [www.lawyersalliance.org](http://www.lawyersalliance.org).

### Pro Bono Tip

Recently, the Family and Medical Leave Act (FMLA) had its first major expansion when the 2008 National Defense Authorization Act was signed into law. In addition to taking leave for their own serious health condition, to care for a seriously ill family member, or for the arrival of a new child, employees are now entitled to FMLA leave for “any qualifying exigency” arising out of a family member’s active duty or call to active duty.

### Web Tip

Find a Library of resources – including an employment law guide for nonprofit organizations – through the Employment Law practice area on Probono.net. It is accessible at [www.probono.net/ny/nonprofit](http://www.probono.net/ny/nonprofit) or through our homepage, [www.lawyersalliance.org](http://www.lawyersalliance.org).



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