







Employment Law Resources



CLE: COVID-19's Implications for Your Workplace

[\(https://mbabar.org/education/covid-19s-implications-for-your-workplace-2020/\)](https://mbabar.org/education/covid-19s-implications-for-your-workplace-2020/)



CLE: Paid Family Leave

<https://ebiz.osbar.org/ebusiness/Meetings/Meeting.aspx?ID=2959>



Employment Resources

https://govstatus.egov.com/ORUnemployment_COVID19



Employment Resources

<https://www.oregon.gov/boli/Pages/Coronavirus-and-Workplace-Laws.aspx>

Bureau of Labor and Industries

Supervisory Ethical Duties

ORPC 5.1 and 5.3

Responsible for the lawyer or nonlawyer's conduct if:

- (a) you ordered, or with knowledge of the specific conduct, ratified the conduct involved, or;
- (b) knew of the conduct at a time when its consequences could have been avoided or mitigated but you failed to take remedial action

ORPC 1.6

Must make reasonable efforts to prevent the inadvertent or unauthorized disclosure of information relating to the representation of a client

Office Policies and Procedures

Remote Access



- Internet access and use
- Use of firm or personal equipment
- Protection of devices
- Document access and storage
- Preferred communication methods

General Office Procedures

- Financial management
- File management
- Document sharing and review
- Email management
- Calendaring and docketing
- Word processing
- Information systems
- Communication systems and procedures
- Office equipment and supplies
- Employees and duties
- Task delegation

<https://lawyerist.com/management/procedures-manual/>

Professional Liability Fund

Office Policies: <https://www.osbpf.org/assets/forms/pdfs/Creating%20an%20Office%20Policy%20Manual.pdf>
 Office Procedures: <https://www.osbpf.org/assets/forms/pdfs/Creating%20an%20Office%20Procedures%20Manual.pdf>

Accepting payments

Cash or check

eCheck or Credit card

LEX/ACTUM

lexcharge by rocket matter HEADNOTE ClientPay

Communication in the "Office"

Phone Calls

Video Conferencing

Webex ZOOM GoToMeeting by logmein FreeConference.com by lotium lifesize

Instant Messaging

Email

wickr Signal WhatsApp

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CLE PRACTICE MANAGEMENT ASSESSMENTS & EXEMPTIONS COVERAGE EXCESS COVERAGE CLAIMS ABOUT PLF QMAP SERVICES BLOG

inPractice

Practical Advice for Oregon Lawyers


inPractice Blog - Communicating Effectively and Professionally

Communicating Effectively and Professionally

April 7, 2017
by Rachel Edwards

The legal world is changing quickly on many fronts, most notably technology. The way we communicate is greatly impacted as a result. Unfortunately, it has also highlighted a divergence among different generations of attorneys, particularly regarding the most appropriate form of communication in different contexts.

Communication in the "Office"



- Consistent team meetings (at least 1x/week)
- One-on-one check-ins
- Regular status updates outside of meetings if necessary
- Virtual "lunches"
- Accessible team collaboration methods

Improve Virtual Communication

- Stick to an agenda
- Recap in writing
- Be transparent and available

Communication in the "Office"

Team collaboration

Microsoft Teams slack Trello

Google Chat

Basecamp asana

File sharing

ShareFile Google Drive OneDrive Dropbox Business

Delegation

- Who
- What
- Where
- When
- Why
- How



****Follow-up****

Monitoring Productivity

Time Tracking



Microsoft Excel

<https://templates.office.com/en-us/time-sheet-tm10000091>

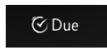


Practice Management Software



Monitoring Productivity

Task List Apps



Microsoft
Sticky Notes

Weekly Reports



Monitoring Productivity

1. Measure "hard" results;

- Billable hours
- Value of client accounts
- Number of intakes

2. Measure "soft" results; or

- Meeting deadlines
- Responsiveness to communication
- Preparedness for meetings
- Participation

3. Measure hard and soft results

Leadership and Support

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OLE PRACTICE MANAGEMENT ASSESSMENTS & EXEMPTIONS COVERAGE EXCESS COVERAGE CLAIMS ABOUT PLF OMAP SERVICES BLOG

inPractice
Practical Advice for Oregon Lawyers

inPractice Blog • Lawyers as Supervisors

Lawyers as Supervisors

March 22, 2018
by Sarah Edwards

As with many other aspects of running a law firm, law school does not teach lawyers how to be supervisors. The old adage "I just want to practice law, not be a supervisor," doesn't fit with the business model of a law firm if you have staff. If you hire staff, you're a supervisor whether you like it or not. It benefits you and your clients if you put in the time to become a better manager and train your staff accordingly. Here are some tips and resources for lawyers to become better supervisors and ultimately better serve their clients.

PLF Resources

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Forms

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If you would like individual forms, you can download them by clicking on the name of the form. You can also use the search function below to search by a word or a practice area. Or, you can use the "Get" to choose multiple forms and you will receive an email with the link to the forms.

If you would like to download the complete library of PLF forms, look below (under the search field and below the list of forms) for DOWNLOAD ALL FORMS. You can choose PDF Word or PDF format.

You can search all of the resources available through the PLF form.

www.osbplf.org > Practice Management > Forms > Category > Staff

- Sample confidentiality agreement
- Delegation memo
- Ethics for support staff
- Project assignment
- Receptionist's duties

<https://www.osbplf.org/practice-management/forms>

Category > COVID-19

RESOURCES FOR WORKING REMOTELY IN THE AGE OF COVID-19

Get a plan for picking up mail so you don't miss a deadline. "You've got mail" was a welcome announcement in the early days of email on ACD. You may have compared your email inbox but are beginning to get seriously distressed at the thought of unopened mail piling up, including notices of deadlines. "Staying the Course During the Covid-19 Pandemic," has some ideas to help you. <https://www.osbplf.org/practice-management/the-course-during-the-covid-19-pandemic/>

Set up a secure way to share documents with clients. Sending documents back and forth with your client doesn't have to be done inefficiently or insecurely. A client portal may soon become your favorite way to share confidential documents with your clients. Here is a blog post to help you get started: "Client Portal: Take Control of Client Communication." <https://www.osbplf.org/practice/client-portal-take-control-of-client-communication/>

Make it easy to get paid. If you are not already set up for sending secure invoices that can be paid with a click of a button or having a special website link in your client portal for credit card payments, now is a good time to get set up. Look at your case management program to determine how it can enable providing clients with accurate, timely billings and for streamlining being paid. If you find that the included bill paying feature doesn't meet you and your client's needs, consider standalone billing programs such as [BillTime](#), [TimeBill](#) and [TimeBill](#).

Getting set for remote signing. Make online signing available for clients to sign their fee agreement, engagement letter, other documents, and forms. Electronic signature services like [DocuSign](#), [Adobe](#), and [iSign](#) let clients sign on their computer or mobile device without having to print, scan, and email or mail back to you.

Offer online scheduling. Eliminate calling or emailing back and forth to schedule appointments by using an online scheduling tool that allows new clients, existing clients, and others to make their own appointment with you based on your availability. Just provide a link to the online calendar or embed it right into your website. Common online scheduling tools include [Calendarly](#), [Acuity Scheduling](#), and [BookedUp](#).

inPractice

Relevant blog articles:

- Electronic Signature: A Tool to Incorporate in Your Law Practice
- More Resources for Working from Home
- Staying the Course During the COVID-19 Pandemic
- Maintain Control by Narrowing Down Your COVID-19 Resources
- Working and Meeting in the Age of Social Distancing

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 www.osbplf.org

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- Practice Management Attorneys ■ OAAP

 <http://www.osbar.org>

- Bar Counsel Articles ■ Ethics Opinions
- Legal Ethics Helpline: 503-431-6475
- COVID-19 Resources

<https://www.osbar.org/resources/covid19.html>

 <https://www.americanbar.org/>

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