



ELLA 99 The Employment-Labor Law Audit

THE NATION'S PREMIERE HUMAN RESOURCE AUDITING AND RISK ASSESSMENT TOOL

The newly revised edition of ELLA will help your organization comply with:

- The recent U.S. Supreme Court Decisions on Sexual Harassment
- The requirements of the Fair Credit Reporting Act
- The recent U.S. Supreme Court Decision on ADA protection for asymptomatic illnesses
- The recent EEOC Guidelines on Retaliation

The fifth edition of ELLA includes:

- A revised sexual harassment policy in English and Spanish
- A model training outline for sexual harassment training programs
- An updated listing of employee handbook topics
- Guidelines on using Alternative Dispute Resolution to avoid litigation
- New material on managing workforce diversity
- A state-by-state checklist of required and recommended employment posters
- An employment-practices risk assessment tool

Also available to ELLA users:

- ELLA Assistance: An innovative package of consulting and legal services, including onsite seminars and employment policy development, to help ELLA users enhance their HR management and reduce their exposure to employment practices liabilities.

ELLA is designed to help you quickly examine the most important aspects of your organization's personnel functions, identify where you need improvement and discover hidden areas of vulnerability.

ELLA provides you with expert analysis and assistance in combating legal and non-legal challenges in your workplace.

ELLA identifies strategies and tasks for compliance with current labor relations and employment laws.

SUBJECT AREAS COVERED BY ELLA

- Sexual Harassment
- Americans With Disabilities Act
- Family and Medical Leave Act
- Unemployment Insurance
- Recruitment, Selection and Hiring
- Application Forms
- Advice on Reference Checking
- Responding to Reference Inquiries
- Employee Handbooks

- Positive Employee Relations
- Discrimination in the Workplace
- Drug-Free Workplace
- AIDS in the Workplace
- Job Performance Review
- Terminations/Involuntary Layoffs
- Plant Closing
- Leaves of Absence
- Immigration Compliance
- Wage and Hour Requirements
- Under FLSA

ELLA was developed by Laurdan Associates, Inc., Potomac, Maryland, in collaboration with Francis T. Coleman, an outstanding management labor relations lawyer in Washington, D.C. While CPML did not develop the material contained in ELLA, we can advise all of our patrons that the individuals who prepared (and review, from time to time) the contents of ELLA are outstanding practitioners in their fields of management consultation (Laurdan Associates, Inc.) and legal counsel in the labor relations field (Tom Coleman).

ELLA is a management tool that can help employers detect hidden problems, develop positive employee relations, implement risk reduction strategies, benchmark best practices, and prioritize tasks. ELLA was designed on the premise that employers can't get the right answers if they don't ask the right questions. ELLA first provides employers with the right questions; then gives them the ability to self-audit their responses. Note that:

- ELLA has been peer reviewed by the [Society for Human Resources Management \(SHRM\)](#), the editors of BNA Books and People Works, the [American Institute for Certified Public Accountants \(AICPA\)](#), and a number of employment and labor law experts.
- ELLA has been utilized by such employer associations as the [U.S. Chamber of Commerce](#), [the National Association of Manufacturers \(NAM\)](#), Printing Industries of America, the Maryland Chamber of Commerce, and the Delaware Chamber of Commerce.
- ELLA has been used for continuing professional education credit by the AICPA, the Capital Chapter of the Association of Law Administrators, the Independent Insurance Agents of American (IIAA), and the [Chartered Property Casualty Underwriters \(CPCU\) Society](#).
- ELLA is being used by some insurance companies as an underwriting and risk management tool for their [Employment Practices Liability Insurance \(EPLI\)](#) product.