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ONBOARDING DOCUMENTS AND RESOURCES

- **Georgia Employment Application**
This document is intended to be used as a general template employment application in Georgia only.
- **Permissible Interview Questions**
Certain interview questions can give rise to allegations of age, race, gender, and other forms of employment discrimination. This document provides a sample of permissible interview questions.
- **Georgia Non-Disclosure Agreement for Candidates**
This is a template document for use in Georgia only. This agreement is intended to be used during the pre-employment process (for example, during the interview process or pre-offer) if the applicant will be exposed to confidential information.
- **Georgia Hiring Process Checklist**
This checklist guides an employer through the hiring process, including the application, interview, and reference check stages.
- **Georgia Telephone Reference Check Questions**
This worksheet provides potential questions an employer might ask if conducting a reference check about a candidate.
- **Georgia Written Request to Verify Employment**
This template letter may be sent to a candidate's prior employer to verify employment. It includes an employment verification sheet for the prior employer to complete, as well as a reference release to be completed in advance by the applicant to authorize disclosure by the former employer.
- **Georgia Unpaid Intern Law Summary**
This document provides an overview of Georgia and federal law regarding permissible uses of unpaid interns.
- **Independent Contractor Engagement Questionnaire/Independent Contractor Engagement Checklist of Documents to Review**
This independent contractor checklist and questionnaire provide a series of questions and documents to collect when engaging an independent contractor.
- **Georgia Independent Contractor Agreement – Created on Request***
Littler attorneys regularly prepare independent contractor agreements. These agreements require customization depending on a number of factors, including the industry, the length and purpose of the engagement, and other variables.

** Attorney hourly rates will apply to customize this document to fit each employer's unique needs. Costs will vary depending on the scope of customization required. Please contact your Littler attorney for details.*

- **Georgia Offer Letter**
This document should be part of a company's onboarding or new hire kit in Georgia and should be tailored in several respects, including based on the employee's exempt or non-exempt status.
- **Georgia Exec Agreement (C-Level) - Created on Request***
Littler attorneys regularly negotiate employment agreements for high level executives. These agreements generally require customization depending on the company's goal for the executive and whether any equity or deferred compensation will be offered.
- **Georgia Non-Compete Agreement - Created on Request***
Littler attorneys regularly prepare agreements that include non-competition terms. Because these agreements generally require customization, please contact your Littler attorney for further information.
- **Georgia Non-Disclosure and Confidentiality Agreement**
This document may be part of a company's onboarding or new hire kit for certain employees.
- **Georgia Proprietary Information and Inventions Agreement**
This document may be part of a company's onboarding or new hire kit for certain employees.
- **Arbitration Agreement – Created on Request***
Employers may wish to explore the option of requiring employees, or asking them voluntarily, to sign an arbitration agreement. This type of agreement is highly recommended by Littler and would require the parties go to arbitration in most cases in the event of an employment dispute. Your Littler attorney can help you determine what type of arbitration agreement is appropriate under state law and fits your company's culture and needs, and can create the agreement and other materials upon request.
- **Georgia New Employee Checklist**
This document should be part of your onboarding or new hire kit in Georgia for all employees. It should be used to ensure that all the proper documents have been completed by a new hire.

CONTINUING EMPLOYMENT DOCUMENTS AND RESOURCES

- **Georgia Personnel File Guidance**
This checklist provides a list of documents Georgia employers are advised to include in an employee's personnel file. It also describes the manner in which these documents should be maintained.
- **Georgia Non-Discrimination and Anti-Harassment Policy**
This document provides sample language for a non-discrimination and anti-harassment policy, and sets forth a complaint procedure. It informs employees that retaliation is prohibited and requires an employee signature.

** Attorney hourly rates will apply to customize this document to fit each employer's unique needs. Costs will vary depending on the scope of customization required. Please contact your Littler attorney for details.*

- **Georgia Bonus Plan/Agreement Checklist**

This checklist should be used as a reference when drafting a bonus plan or agreement for employees in Georgia.

- **Stock Comparison Chart**

This quick reference guide provides a comparison of incentive stock options, nonqualified stock options, and restricted stock, and provides a comparison of employee advantages and disadvantages.

- **Performance Review**

This employee performance review should be completed by the employee's manager or supervisor at least once per year. It allows the employee's manager or supervisor to assess the employee's performance during the year or past performance period. The performance review should be signed by the employee and the employee's manager or supervisor. An original copy should be kept by the company in the employee's personnel file and copies should be given to the employee and the employee's manager or supervisor.

- **Disciplinary Notice**

This disciplinary notice should be used to document verbal or written warnings given to employees regarding unsatisfactory areas of their job performance, which the employee must correct in order to avoid further disciplinary action, up to and including termination. The notice should be signed by the employee and the employee's manager or supervisor. An original copy should be kept by the company in the employee's personnel file and copies should be given to the employee and the employee's manager or supervisor.

- **Performance Improvement Plan (PIP)**

This document should be provided to an employee whose job performance is unsatisfactory. The purpose of this PIP is to confirm the company's expectations for the employee (in as much detail as possible) going forward and to ensure immediate, significant and sustained improvements in the areas described in the document. The goals set forth in the PIP must be reasonable. The PIP should be signed by the employee and the employee's manager or supervisor. An original PIP should be kept by the company in the employee's personnel file and copies should be given to the employee and the employee's manager or supervisor.

- **Georgia Leaves of Absence Guide**

This document is a quick reference guide to determine which leaves of absences apply to companies with a certain number of employees under Georgia law.

- **Georgia Leaves of Absence Guide: Military Leave**

This memo briefly summarizes a private employer's obligations under Georgia law to provide a leave of absence to qualified members of the federal or state armed services.

- **Georgia Leaves of Absence Guide: Kin Care Leave**

This memo briefly summarizes an employer's obligations under Georgia law to allow qualified employees to use their accrued personal sick leave time to care for immediate family members.

- **Georgia Leaves of Absence Guide: Jury Service Leave**

This memo briefly summarizes an employer's obligations under Georgia law to grant leave to employees who are called to serve on a jury or appear in a court action.

END OF EMPLOYMENT DOCUMENTS AND RESOURCES

- **Georgia Termination/Resignation Checklist**

This checklist should be part of a company's off-boarding or termination kit in Georgia for all employees. This document identifies questions an employer might consider prior to deciding to terminate an employee. It also includes a termination/resignation checklist to help employers prepare for any separation.

- **Georgia Termination Letter**

This document should be part of a company's off-boarding or termination kit in Georgia for all employees. This document should be used in conjunction with the mandatory state Department of Labor Separation Notice, Form DOL-800.

- **Georgia Separation Materials**

This memo briefly summarizes the documents that Georgia employers are obligated to provide upon an employee's termination of employment.

- **Georgia Department of Labor Separation Notice**

This document should be part of a company's off-boarding or termination kit in Georgia for all employees. This document, Form DOL-800, must be completed and delivered to the employee on the last day of work. Included with this document should be the termination letter and any other optional documents.

- **Georgia Separation Agreement and Release for Employee Under Age 40**

This document is intended for use only in Georgia. It is optional and can be used in conjunction with the termination of an employee. The document will release the employee's claims to the maximum extent allowed in Georgia. It cannot be conditioned on payment of the employee's final wages. Some types of actions (unemployment, workers' compensation, etc.) cannot be released in Georgia. This document is to be used for employees under 40 years of age.

- **Georgia Separation Agreement and Release for Employee Age 40 or Over**

This document is intended for use only in Georgia. It is optional and can be used in conjunction with the termination of an employee. The document will release the employee's claims to the maximum extent allowed in Georgia. It cannot be conditioned on payment of the employee's final wages. Some types of actions (unemployment, workers' compensation, etc.) cannot be released in Georgia. This document is to be used for employees over 40 years of age.

Please note that the employee is entitled to at least 21 days to review and consider the agreement and has an additional 7 days after signing the agreement to revoke it. Thus, any payments of the severance should not occur until after the revocation period.

This document is not intended to be used for a reduction in force or layoff. Other laws may apply in those situations that will require changes to this document.

NOTICES AND POSTERS

- **Federal and Georgia Workplace Forms, Posters, and Notices**

This resource contains a checklist of, and links to, forms, notices and posters that employers must provide under Georgia and federal law.

STATE EMPLOYMENT LAW GUIDES

- **Littler on Georgia**

This comprehensive compendium of Georgia employment law is designed to help employers identify and apply Georgia's complex patchwork of state employment law requirements. It follows the employment cycle – tracking requirements from pre-hire, time of hire, during employment, and through to the end of employment.