

Workplace Questionnaire

Date Completed/Updated/Reviewed:
2/1/11

ORGANIZATION NAME AND ADDRESS

Organization:

NIXON PEABODY LLP - New York, NY

Address Line 1:

437 Madison Avenue

Address Line 2:

City:

New York

State:

NY

Zip:

10022

Telephone:

(212) 940-3000

This questionnaire reflects information for:

Multiple Offices

Office size (attys) completing questionnaire:

501 - 700

Questionnaire completed by:

Karen E. Marr

Title:

Director of Recruiting

Website address:

www.nixonpeabody.com

DEFERRED ASSOCIATE INFORMATION

Did you defer any start dates beyond December 2010 for the class of 2010?

Yes

If yes, for how many associates?

16

If yes, was the deferral uniform or staggered?

Staggered

If uniform, what was the approximate deferral length beyond the regular anticipated start date:

Did the firm provide stipends to deferred associates?

Yes

If so, please describe:

Deferred associates receive a monthly stipend.

Did the firm provide any other benefits to deferred associates (ie, health or malpractice insurance)?

No

If so, please describe:

Did the firm offer a public interest deferral option?

No

If so, how many deferred associates participated?

Please describe program:

Comments:

Do you anticipate deferred start dates beyond December 2011 for the class of 2011?

Don't know

If so, for how many associates?

If so, will the deferral be uniform or staggered?

If uniform, what is the approximate anticipated deferral length beyond the regular anticipated start date?

ASSOCIATE TRAINING, DEVELOPMENT AND DIVERSITY

What are some of the types of training and professional development opportunities your organization offers?

- In-House training programs
- External firm-paid seminars
- Continuing Legal Education (CLE)
- Organized/formal mentor program
- Trial advocacy training
- Observation opportunities
- Practice group training

Other:

We've developed NP Institute as the umbrella entity for our practice-related and professional skills training programs, to ensure a standardized and predictable developmental path for our attorneys. The Firm's commitment to our attorneys' continuous growth is embodied in NP Institute, a commitment critical to each attorney's success as a professional, to the Firm's success as a professional services organization, and ultimately to the clients we serve. NP Institute includes a library of e-learning resources, an academic year schedule of courses, and a virtual campus where attorneys can access course materials, register for classes, and track attendance credits.

What roles do partners/senior attorneys play in the training of attorneys?

- Presenters
- Mentoring
- Supervise projects

Other:

In addition to advising on the curricula and course offerings of NP Institute, partners also present at many of the Firm's professional development programs, and they often call upon associates to assist in the preparation of same. Partners frequently act as coaches during experiential workshops for associates, and as "judges" during mock depositions, hearings and trial proceedings.

Does your organization have a formal evaluation program in place?

Yes

Comment:

Performance reviews are conducted annually.

ASSOCIATE COMPENSATION AND BENEFITS

Associate base salary (excluding bonuses) is determined by:

A merit system

If "Other", please specify:

If not strictly a set lock-step system, what criteria are used to determine associate base salaries (excluding bonuses)?

- Hours billed
- Quality of work
- Pro Bono hours
- Business development
- Overall contrib. (e.g. recr. activ., firm committees)

If "Other", please specify:

Has your organization offered annual bonuses to eligible associates in the past five years?

Yes

Comment:

What factors are used to determine the amount of an associate's bonus:

- Hours billed
- Quality of work
- Pro Bono hours
- Business development
- Overall contribution (e.g. recr. activ., firm committees)

If "Other", please specify:

Are same sex domestic partners afforded the same benefits as spouses of attorneys?

Yes

If not, what (if any) benefits are provided to same sex domestic partners?

Are opposite sex domestic partners afforded the same benefits as spouses of attorneys?

Yes

If not, what (if any) benefits are provided to opposite sex domestic partners?

PARENTAL LEAVE/FAMILY CARE: benefits offered in addition to those provided by the FMLA

Does your organization have a written parental leave or family care policy?

Yes

If your answer is yes, please answer the next 7 questions. Comment:

How many weeks of paid parental leave do Female attorneys receive?

10-12 weeks - 6-8 weeks for pregnancy leave plus 4 weeks paid parental leave.

How many weeks of paid parental leave do Male attorneys receive?

Four weeks paid parental leave.

Have one or more attorneys made use of your parental leave policy in the last 12 months?

Yes

Are attorneys currently utilizing this benefit?

Yes

Does your parental leave or family care policy include adoptions?

Yes

Comment:

An adoption benefit is available to employees with one year of service. Following the adoption of a child, the firm pays up to \$7,500 cash benefit to offset adoption expenses, up to two adoptions per employee.

Does your parental leave or family care policy cover children/dependents of same sex domestic partners?

Yes

Does your parental leave or family care policy cover children/dependents of opposite sex domestic partners?

Yes

Comment:

ALTERNATIVE WORK OPTIONS

Does your organization have a written alternative work option policy (e.g., part-time, flex-time)?

Yes

Comment:

The firm's Flexible Work Schedule Committee considers alternative work options on a case-by-case basis. An attorney submits a proposal to the committee for flex-time or a reduced hours schedule.

Does your organization allow Job Sharing (two or more persons sharing one position)?

Case-by-Case

How many associates are currently participating in a job sharing arrangement?

This situation has not arisen.

How many partners are currently participating in a job sharing arrangement?

None at this time.

Does your organization allow Flex-Time (working a full-time schedule with flexible hours)?

Yes

How many associates are currently working under a flex-time arrangement?

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How many partners are currently working under a flex-time arrangement?

None at this time.

Does your organization allow Telecommuting (working remotely one or more days per week)?

Yes

How many associates are currently working under a telecommuting arrangement?

None at this time.

How many partners are currently working under a telecommuting arrangement?

None at this time.

If applicable, please describe any other scheduling arrangement:

Is there a minimum percentage of full-time hours that a part-time attorney must work?

Case-by-Case

If "Yes", what is the minimum?

Comment:

In order to maintain the highest standard of excellence in client service and to support lawyers' personal professional development, the firm requires that lawyers work at least 70% of a standard schedule, including both billable and non-billable targets. Proposals to work less than 70% may be considered. However, the proposal must explicitly address plans to maintain both client service and professional development standards.

Are attorneys who work part-time and exceed their agreed upon part-time hours compensated in some manner for the additional hours?

Yes

If so, how are they compensated?

Salary adjustment
Bonus consideration

If "Other", please specify:

Comment:

Are attorneys who work "Job Sharing" schedules given bonus consideration?

Case-by-Case

Are attorneys who work "Flex-Time" schedules given bonus consideration?

Yes

Are attorneys who work "Telecommuting" schedules given bonus consideration?

Yes

Are attorneys who work "Part-time" schedules given bonus consideration?

Yes

If other, please specify:

Comment:

Request(s) to enter into a job-sharing arrangement has not yet arisen.

In the past five years, have attorneys made partner who have worked or are currently working alternative schedules with your organization?

No One Eligible

Comment:

Associates on part-time schedules remain eligible for partnership. However, it should be recognized that utilizing a flexible schedule may extend the time it will take for lawyers to be considered for partnership because it may lengthen the time it takes to meet the criteria necessary for advancement.

ADDITIONAL INFORMATION

Please provide any additional information your organization may like to share about policies, benefits, work / life initiatives, and other programs that are not described on the NALP Form or this Workplace Questionnaire.

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