

## 2020 Law Department Compensation Survey

This [confidential survey](#) should be completed by someone with authority to report information on the entire legal function on a company basis. If you are not able to report this information, there is an option to self-report data for your position only.

Topics covered include:

- Law Department Compensation by Positions from GC to Paralegal
- Impact of COVID-19 on Staffing
- Law Department Work From Home Practices
- Employee Accommodation / Flexibility Requests
- Law Department Spending
- 2020 Salary Increase Budget and 2021 Forecast
- Total Rewards Practices
- Vacation and Training

All participants will receive a **Free Executive Summary Report** summarizing High Level Compensation Practices by Position, Policies & Practices questions, Impact of COVID-19 on Staffing, Employee Accommodation, Work from Home Practices, Law Department Spending, Salary Budget, and Total Rewards Practices.

Detailed Excel and PDF Compensation Reports for **Large, Medium, and Small Organizations** will be available for purchase. Reports for **Individual Survey Job Titles** will also be available for purchase.

We encourage your organization to participate, as this is a valuable source of compensation information for in-house lawyers. Note: The large and mid-market editions of the survey are participant only, meaning that you must participate in the survey in order to purchase the results for those editions.

[PDF Version of Survey - For Review Purposes Only - Please Complete Survey Online](#)

Please call us with any questions during the questionnaire input process at 212.683.7745 ext.101 or email us at [lawsurveys@empersight.com](mailto:lawsurveys@empersight.com) or [research@acc.com](mailto:research@acc.com).

---

Next

0%



## Contact & Organization

1. Please enter your contact and organization information below.

First Name

Last Name

Job Title

Email Address

Phone Number

Organization Name

Country

 ▾

Currency of Employee Compensation and Incentives (Base/Basic Salary, Short Term Incentives, Options, Perf Shares, etc.) that will be reported in this submission. \*

 ▾

Revenue Category (in USD) \*

 ▾

Law Department Size (# Total Staff) \*

☒ 1-4   ☐ 5-9   ☐ 10 or More

Industry

 ▾

Back

Next

## Contact & Organization (Continued)

### 2. Organization Type

- ☐ Public Company (For Profit)
- ☐ Private Company (For Profit)
- ☐ Division
- ☐ Wholly Owned Subsidiary
- ☐ Not For Profit
- ☐ Government
- ☐ Other

3. Revenue / Assets / Budget - enter in US Dollar (USD). We use this information to report by revenue categories. There is no disclosure of individual company information.

Revenue

Assets (If Applicable)

Budgets (Not For Profits)

[Back](#)[Next](#)

10%



# Law Department Staffing

## 4. Law Department Staffing by Employee Type

	Staffing
Lawyers	<input type="text"/>
Paralegals	<input type="text"/>
Legal Administrative Assistants	<input type="text"/>
Legal Operations	<input type="text"/>
Other Law Department Professionals	<input type="text"/>
Legal Interns	<input type="text"/>

Back      Next

15%

## Compensation - Job Matching

### 5. Job Matching.

We are asking you to **complete this section for all staff positions** in the legal department for up to 10 employees with each row representing one employee. Please enter the employees in the same order for the next 3 screens. Please refer to matching instructions, job descriptions, and legal specialties below. If you have any questions please email us at [surveys@empsight.com](mailto:surveys@empsight.com) or call us at (212) 683-7745 x101.

	Survey Job	Legal Specialty	Your Actual Job Title	Reports To Job Title	Gender	Minority Status
1	Select ▾	Select ▾	<input type="text"/>	<input type="text"/>	Select ▾	Select ▾
2	Select ▾	Select ▾	<input type="text"/>	<input type="text"/>	Select ▾	Select ▾
3	Select ▾	Select ▾	<input type="text"/>	<input type="text"/>	Select ▾	Select ▾
4	Select ▾	Select ▾	<input type="text"/>	<input type="text"/>	Select ▾	Select ▾
5	Select ▾	Select ▾	<input type="text"/>	<input type="text"/>	Select ▾	Select ▾
6	Select ▾	Select ▾	<input type="text"/>	<input type="text"/>	Select ▾	Select ▾
7	Select ▾	Select ▾	<input type="text"/>	<input type="text"/>	Select ▾	Select ▾
8	Select ▾	Select ▾	<input type="text"/>	<input type="text"/>	Select ▾	Select ▾
9	Select ▾	Select ▾	<input type="text"/>	<input type="text"/>	Select ▾	Select ▾
10	Select ▾	Select ▾	<input type="text"/>	<input type="text"/>	Select ▾	Select ▾

**Job Matching Instructions, Job Descriptions, Legal Specialties** - In order to match a job please refer to the instructions and read the descriptions and specialties below. Use the pull-down menus in the table above once you've made your matching decision.

☒ Show /Hide Instructions
 ☒ Show / Hide Job Descriptions
 ☒ Show /Hide Legal Specialties Definitions

### Instructions

**General Instructions - Job Matching:** To enter information in this section you need to match your company's positions against the survey benchmark positions. Click on the Show/Hide Descriptions box above to display and read the benchmark job descriptions to determine if you have a match to a survey job. Do not rely on title matching alone as this can be misleading. When you decide on a match simply click on the pull down tab of the Survey Job to highlight the list of available positions and click on the one you have chosen. Do this for each line where applicable.

**Employee Information:** Specific employee information is requested in the compensation tables of this survey which are spread over three survey question pages for ease of use and visual layout purposes. Please enter the information on each jobholder in a consistent manner on each survey page to ensure the information is aligned. For example, if you use the Employee 1 Line for John Smith in Question 5, please continue to enter John Smith's information in the Employee 1 line of Question 6 and Question 7 if there is appropriate data for those questions, and continue the pattern for all other employees you might add.

### Column Heading Definitions:

**Survey Job:** This column has been referred to above in the discussion of matching.

**Legal Specialty:** Use the pull down menu to enter from a list of available Legal Specialties, where an employee's time is focused 50.0% or more on

**Your Actual Job Title:** Enter the job title you use in your company for the jobholder for this position.

**Reports To Job Title:** Enter your company job title of the position that the jobholder reports to.

**Gender:** Identify how jobholders describe themselves (Male, Female, Non-binary/third gender, or Prefer not to describe).

**Minority Status:** Identify if the incumbent is a member of a minority or underrepresented group (Yes, No or Prefer not to answer). We are specifically referring to underrepresented groups based on religious, ethnic, tribal, racial, skin-color, or aboriginal classifications. We are NOT referring to gender.

## Job Descriptions

### General Counsel - Single Lawyer Environment

This position is responsible for setting the overall legal strategy of the organization and for providing legal advice and counsel to the Chief Executive Officer, the executive leadership team, the Board and the organization as a whole. This position is a central participant in all substantive negotiations relative to the purchase and sale of business units, mergers and acquisitions, major customer and other contracts, and regulatory and related matters. This position determines the strategic position of the organization relative to litigation and selects, directs and manages outside counsel, where appropriate. This position may guide and oversee Corporate Secretarial activities within the organization. This position may or may not have an assigned administrative support staff on a full time, shared or part-time basis. This position requires substantial post bar legal experience (typically, 15 or more years) combined with a detailed knowledge of the structure and operations of the organization, its subordinate units and the markets in which it operates.

### Chief Legal Officer / General Counsel & Corporate Secretary

This position is responsible for formulating and implementing the overall legal philosophy and strategy of the organization, nationally and internationally, in support of its long term goals and objectives. Provides advice and counsel to the CEO and the most senior executives of the organization on material legal and business matters impacting or potentially impacting the organization. Applies both seasoned business and legal judgment while serving as a senior member of the executive leadership team. This position may also incorporate the role of Corporate Secretary and in this capacity has frequent contact with members of the Board of Directors of the organization. Provides oversight on matters of organizational governance and compliance. This position structures and staffs the legal function in the most effective way to ensure the legal goals and objectives are attained. This position defines and manages the overall budget for the legal department balancing the use and deployment of internal and external legal resources. Position may also include leadership responsibility for other corporate staff functions such as Government Relations or Human Resources.

### SVP Deputy General Counsel

This position supports the General Counsel in the development of the overall legal strategy of the organization and assists in its implementation. This position may have specific responsibility for providing legal support and advice to a sizable part of the overall organization based on a combination of legal expertise and knowledge of the business. This position frequently leverages this knowledge to conduct negotiations of material import to the overall organization, or to eliminate or mitigate significant actual or potential risks or liabilities. This position provides leadership and direction to a staff of legal executives, professionals, paraprofessionals and support staff who may constitute a large part of the overall legal departments staff. In addition, this position maintains close working relationships with outside counsel providing them with direction and oversight on important issues or transactions. This position may stand-in at important meetings or decision points during periods of absence of the General Counsel. This position may also assist the General Counsel on Board of Directors related issues.

### SVP Associate General Counsel - Business Line / Legal Specialty

This position provides executive level leadership and direction to a dedicated staff of managing attorneys, professionals, paraprofessionals and other staff who support the legal needs of large client groups (e.g. a business line, critical legal specialty like litigation or a large function like HR) within the company. The position supports the General Counsel and Deputy General Counsel in the development and formulation of the overall legal strategy for the corporation. This position provides advice and counsel on a broad range of legal issues to the operating executives and management of the assigned area. This position may, in addition, provide practice leadership for important legal specialties and disseminates information on trends and innovations within the specialty to other attorneys throughout the company, on a matrix basis. This position may select, engage and direct outside counsel to undertake specific and complex work requiring the application of highly specialized legal knowledge.

### VP Associate General Counsel - Business Line / Legal Specialty

This position sets overall direction and short and long-term strategic goals for the given business function, line of business, or legal specialty, providing leadership to managing attorneys, professionals, paraprofessionals and other staff who support the legal needs of a client group within the company.

This position develops long term functional strategy and sets vision concerning short term direction and priority focus. The position supports the General Counsel and Deputy General Counsel (SVP) and other executives such as the Associate General Counsel / Business Line Specialty in the development and formulation of the long-term functional strategy for an area of focus. This position provides advice and counsel on a broad range of legal issues to the operating executives and management of the assigned area. This position may, in addition, provide practice leadership for a legal specialty and disseminate information on trends and innovations within the specialty to other attorneys throughout the company, on a matrix basis.

This position may manage outside counsel to undertake specific and complex work requiring the application of highly specialized legal knowledge.

### Division General Counsel

This position is responsible for formulating and implementing a legal strategy for its assigned division, nationally and internationally, to support its long

division. This position applies both seasoned business and legal judgment while serving as a senior member of the divisional leadership team. In addition to other legal responsibilities, this position oversees and provides guidance on divisional governance and compliance matters consistent with the practice of the parent company. This position has ongoing contact with the General Counsel of the corporation on a broad range of legal issues and to ensure consistency of approach and philosophy. This position provides direction and leadership to law professionals and support staff assigned to the division and facilitates their growth and development both within the division and in the corporation as a whole. In addition, this position selects and engages outside counsel to provide critical support on complex legal, regulatory and business issues.

#### **Division Associate General Counsel**

This position supports the General Counsel – Operating Division in the development and implementation of the divisional legal strategy. This position leverages its legal expertise and business acumen to support the division achieve its business objectives. This position may provide specific ongoing support to one or more client groups within the division based on its legal specialty or business or industry knowledge. This position may provide leadership and direction to a subset of the legal staff of the division consisting of managers, legal professionals and paraprofessionals. In addition, this position may screen and engage outside counsel, either directly or from an approved list of firms supporting the corporation as a whole, to apply their expertise on legal matters of complexity and materiality.

#### **SVP Subsidiary General Counsel**

This position is responsible for formulating and implementing a legal strategy for a large subsidiary of a parent organization. This position advises the executive leadership of the subsidiary on national and international legal issues and risks impacting the subsidiary to support the achievement of long term business goals. This position ensures that the subsidiary's legal positions are consistent with the legal strategy of the parent organization. This position applies both seasoned business and legal judgment while serving as a senior member of the subsidiaries executive leadership team. In addition to other legal responsibilities, this position provides oversight and guidance on subsidiary registration, governance, regulatory reporting and compliance matters consistent with the practices and policies of the parent company. This position may provide direction and leadership to law professionals and support staff assigned to the subsidiary, if any, and facilitates their growth and development both within the subsidiary and in the corporation as a whole. In addition, this position selects and engages outside counsel to provide critical support on complex legal, regulatory and business issues. This position requires substantial post bar legal experience (typically, 15 or more years) combined with a detailed knowledge of the structure and operations of the subsidiary and its parent organization.

#### **VP Subsidiary General Counsel**

This position is responsible for formulating and implementing a legal strategy for a smaller subsidiary of a foreign or domestic parent organization. This position advises the executive leadership of the subsidiary on domestic legal issues and risks impacting the subsidiary to support the achievement of long term business goals. This position ensures that the subsidiary's legal positions are consistent with the legal strategy of the parent organization. This position applies both seasoned business and legal judgment while serving as a senior member of the subsidiaries executive leadership team. In addition to other legal responsibilities, this position provides oversight and guidance on subsidiary registration, governance, regulatory reporting and compliance matters consistent with the practices and policies of the parent company. This position may provide direction and leadership to law professionals and support staff assigned to the subsidiary, if any, and facilitates their growth and development both within the subsidiary and in the corporation as a whole. In addition, this position selects and engages outside counsel to provide critical support on complex legal, regulatory and business issues. This position requires substantial post bar legal experience (typically, 12-15 years) combined with a detailed knowledge of the structure and operations of the subsidiary and its parent organization.

#### **SVP Corporate Secretary (Not General Counsel)**

This position sets overall strategic direction, provides executive leadership and is a central point of contact on a variety of communications and other issues with the Board of Directors of the company. In addition, this position provides counsel to the Chief Executive Officer, senior executive officers, and Board members on compliance issues. This position has specific accountabilities for the following: planning and conduct of Board meetings, organizing and managing the agenda and flow of the Annual Shareholder meeting, creating, updating, and preserving important corporate records, overseeing stock transfers and managing external transfer vendors, liaising with securities markets and ensuring compliance with their rules and requirements, dealing with the concerns of Directors, Officers and Shareholders on an ongoing basis, filing appropriate registrations and having an oversight role in relation to corporate compliance and good governance issues. This position may, in addition, provide practice leadership to a dedicated staff of managing attorneys, professionals, paraprofessionals and other staff who support the legal needs of large client groups and/or legal specialties.

#### **VP Corporate Secretary (Not General Counsel)**

This position is a central point of contact on a variety of communications and other issues with the Board of Directors of the company. In addition, this position provides counsel to senior executive officers, and Board members on compliance issues. This position has specific accountabilities for the following: planning and conduct of Board meetings, organizing and managing the agenda and flow of the Annual Shareholder meeting, creating, updating, and preserving important corporate records, overseeing stock transfers and managing external transfer vendors, liaising with securities markets and ensuring compliance with their rules and requirements, dealing with the concerns of Directors, Officers and Shareholders on an ongoing basis, filing appropriate registrations and having an oversight role in relation to corporate compliance and good governance issues. This position may, depending on scale, have other general law department responsibilities for one or more areas of legal specialization.

#### **Director Corporate Secretary (Not General Counsel)**

This position directs the management of corporate secretary function within the law department, typically with strategic, tactical, and limited transactional focus. This position is a central point of contact on a variety of communications and other issues with the Board of Directors of the company. In addition, this position provides counsel to senior executive officers and Board members, and other law department executives on compliance issues. This position has specific accountabilities for the following: planning and conduct of Board meetings, organizing and managing the agenda and flow of the Annual Shareholder meeting, creating, updating, and preserving important corporate records, overseeing stock transfers and managing external transfer vendors, liaising with securities markets and ensuring compliance with their rules and requirements, dealing with the concerns of Directors, Officers and Shareholders on an ongoing basis, filing appropriate registrations and having an oversight role in relation to corporate compliance and good governance issues. In addition to its director role, this position also handles a caseload of files and issues which require seasoned legal judgment and sound business logic. This position requires excellent communications and people management skills and 10 or

**Director Managing Attorney**

This position directs the management of broad/complex function(s) within the law department, typically with strategic, tactical, and limited transactional focus. This position in addition to its own workload of cases and legal issues, directs a large group managing attorneys, law professionals, paraprofessionals and support staff within a section of the overall legal department. The focus of the section may be on generalist issues, specialized issues or a balanced blend of the two. This position provides direction and guidance for multiple subordinate staff and monitors progress towards the achievement of set goals and objectives. This position needs to balance the allocation of internal and external resources taking into account such factors as, workload, skill base, project schedules, and cost of resources. In addition to its director role, this position also handles a caseload of files and issues which require seasoned legal judgment and sound business logic. This position requires excellent communications and people management skills and 10 or more years of post-bar qualification experience.

**Managing Attorney**

This position is the first management level position in the hierarchy of legal benchmarks. This position in addition to its own workload of cases and legal issues, manages a group of law professionals, paraprofessionals and support staff within a section of the overall legal department. The focus of the section may be on generalist issues, specialized issues or a balanced blend of the two. This position provides management and guidance for its subordinate staff and monitors progress towards the achievement of set goals and objectives. This position has to balance the allocation of internal and external resources taking into account such factors as, workload, skill base, project schedules, and cost of resources. In addition to its management role, this position also handles a caseload of files and issues which require seasoned legal judgment and sound business logic. This position requires excellent communications and people management skills and 7 or more years of post-bar qualification experience.

**Expert Attorney**

This position leverages an in-depth knowledge of a legal specialty or area of law to provide advice and recommendations to executives and management on highly complex matters which have or may have a material financial impact on business activities and operations. This position is likely to be regarded as a company and even an industry expert in its area of expertise due to the combination of advanced legal and business knowledge. This position is self-directed in the conduct of its day-to-day work. This position carries out extensive research of legal principles and precedents and consults with outside counsel on legal strategies on particular issues. This position is generally an individual contributor role but may provide ad hoc work direction and supervision to other legal staff regarding support on active cases, though such leadership is subordinate to the main technical focus of this role. Incumbents are likely to have 10 or more years of post bar experience in a combination of law firm and corporate settings. May be a member of the bar in multiple states.

**Senior Attorney**

This position provides legal advice and recommendations for action to executives and management regarding matters of some complexity which have or may have a material dollar impact on business activities and operations. This position combines a knowledge of one or more legal specialties with sound business acumen and knowledge of the business goals and objectives as they relate to the matter at hand. This position operates under general direction from law department management. This position may research legal principles and precedents, consult with outside counsel, draft and execute legal documents, gather relevant case related information using multiple sources and methods, provide direction to other professional, paraprofessional and support staff in developing solutions to problems presented. Incumbents are likely to 8 to 10 years of post bar experience in a combination of law firm and corporate settings. May be a member of the bar of multiple states.

**Intermediate Attorney**

This position provides legal advice and recommendations for action to executives and management regarding matters of intermediate complexity which have or may have a sizable dollar impact on business activities and operations. This position primarily leverages its knowledge of its legal specialty in providing counsel as it builds its knowledge of the business context in which it operates. This position may receive specific direction from management or more senior law professionals as to the outcomes, process and schedules expected. This position may research legal principles and precedents, consult with outside counsel, draft and execute legal documents, gather relevant case related information using multiple sources and methods, provide work guidance to other professional, paraprofessional and support staff in developing solutions to problems presented. Incumbents are likely to 5 to 7 years of post bar experience in a combination of law firm and corporate settings. May be a member of the bar of multiple states.

**Associate Attorney**

This position supports other, more senior professionals, in providing legal advice and recommendations for action to executives and management regarding matters of complexity and may deal directly with more routine legal matters. This position is generally focused on applying its knowledge of one or more legal specialties as it develops a deeper knowledge of the business operations of the company. This position generally receives specific direction from management or more senior law professionals as to the outcomes, process and schedules expected. This position may research legal principles and precedents, consult with outside counsel, draft and execute legal documents, gather relevant case related information using multiple sources and methods, provide work guidance to paraprofessional and support staff in developing solutions to problems presented. Incumbents are likely to 3 to 5 years of post bar experience in a combination of law firm and corporate settings. May be a member of the bar of multiple states.

**Developing Associate**

This position is a new or recent law school graduate, who assists more senior law department professionals. This position builds professional experience and learns the practical aspects of applied law, as well as learning the functions of the business. Position assists on cases, undertakes research, reviews standard documents and routine contracts, and prepares routine filings. Position typically reports to the managing attorney. The position may be recently admitted to the bar or working towards that end and typically has 0 - 3 years working experience.

**SVP Associate General Counsel - Intellectual Property**

This position supports the General Counsel and Deputy General Counsel in the development and formulation of the overall IP legal strategy for the organization. The position provides executive level leadership to a dedicated staff of IP managing attorneys, professionals, paraprofessionals. This position provides advice and counsel on a broad range of legal issues to the operating executives and management who support the intellectual property function. The position may also direct interactions with engineers, scientists, and R&D professionals on patent protection, the identification of new inventions or technologies, risk mitigation, registrations, and a wide range of related matters. This position ensures that such individuals are aware of the commercial and financial importance of intellectual property considerations as they relate to their work. This position may engage and



protecting and enforcing intellectual property rights. This position requires a significant attention to detail, often on highly technical subject matter. Registration to practice before the US Patent & Trademark Office is also required.

#### **VP Associate General Counsel - Intellectual Property**

This position sets overall direction and short and long-term strategic goals for the intellectual property legal function, providing leadership to managing attorneys, professionals, paraprofessionals and other staff. The position interacts with engineers, scientists, and R&D professionals on patent protection, the identification of new inventions or technologies, risk mitigation, registrations, and a wide range of related matters. This position ensures that such individuals are aware of the commercial and financial importance of intellectual property considerations as they relate to their work. This position provides advice and counsel on a broad range of legal issues to the operating executives and management of the IP Function. This position may manage outside counsel on the application for, and the enforcement, or defense of, intellectual property and patent rights, through domestic and international litigation. This position requires an individual with a degree in engineering or science, a juris doctor and 15+ years leadership experience protecting and enforcing intellectual property rights. This position requires a significant attention to detail, often on highly technical subject matter. Registration to practice before the US Patent & Trademark Office is also required.

#### **Director Managing Attorney - Intellectual Property**

This position directs the management of broad/complex IT / trademark issues within the law department, typically with strategic, tactical, and limited transactional focus. This position in addition to its own workload of cases and legal issues, directs a large group managing IP attorneys, law professionals, paraprofessionals and support staff within a section of the overall legal department. This position provides direction and guidance for multiple subordinate staff and monitors progress towards the achievement of set goals and objectives. This position needs to balance the allocation of internal and external resources taking into account such factors as, workload, skill base, project schedules, and cost of resources. In addition to its director role, this position also handles a caseload of files and issues which require seasoned legal judgment and sound business logic. This may involve direct interactions with engineers, scientists, and R&D professionals on patent protection, the identification of new inventions or technologies, risk mitigation, registrations, and a wide range of related matters. This position ensures that such individuals are aware of the commercial and financial importance of intellectual property considerations as they relate to their work. This position requires excellent communications and people management skills and 10 or more years of post-bar qualification experience. This position requires a significant attention to detail, often on highly technical subject matter. Registration to practice before the US Patent & Trademark Office is also required.

#### **Managing Attorney - Intellectual Property**

This position is the first management level position in the hierarchy of legal benchmarks. This position in addition to its own workload of cases and legal issues, manages a group of law professionals, paraprofessionals and support staff with the intellectual property specialty. This position provides management and guidance for its subordinate staff and monitors progress towards the achievement of set goals and objectives. This position balances the allocation of internal and external resources taking into account such factors as, workload, skill base, project schedules, and cost of resources. In addition to its management role, this position also handles a caseload of intellectual property files and issues which require seasoned legal judgment and sound business logic. This may involve direct interactions with engineers, scientists, and R&D professionals on patent protection, the identification of new inventions or technologies, risk mitigation, registrations, and a wide range of related matters. This position ensures that such individuals are aware of the commercial and financial importance of intellectual property considerations as they relate to their work. This position requires excellent communications and people management skills and 7 or more years of post-bar qualification experience. This position requires a significant attention to detail, often on highly technical subject matter. Registration to practice before the US Patent & Trademark Office is also required.

#### **Expert Intellectual Property Attorney**

This position leverages an in-depth knowledge of intellectual property to provide advice and recommendations to executives and management on highly complex matters which have or may have a material financial impact on business activities and operations. This position is likely to be regarded as a company and even an industry expert in intellectual property due to the combination of advanced legal and business knowledge. This position is self-directed in the conduct of its day-to-day work. This position is responsible for providing expert counsel to executives, managers and professionals on all aspects of intellectual property within the area assigned. This may involve direct interactions with engineers, scientists, and R&D professionals on patent protection, the identification of new inventions or technologies, risk mitigation, registrations, and a wide range of related matters. This position ensures that such individuals are aware of the commercial and financial importance of intellectual property considerations as they relate to their work. This position may manage outside counsel on the application for, and the enforcement, or defense of, intellectual property and patent rights, through domestic and international litigation. This position reviews and analyzes complex license, contract, and other agreements from an intellectual property perspective. This position requires an individual with a degree in engineering or science, a juris doctor and 10 or more years' experience protecting and enforcing intellectual property rights. This position may provide ad hoc work direction and supervision to other legal staff regarding support on active cases, though such leadership is subordinate to the main technical focus of this role. This position requires a significant attention to detail, often on highly technical subject matter. Registration to practice before the US Patent & Trademark Office is also required.

#### **Senior Intellectual Property Attorney**

This position is responsible for providing senior level counsel to executives, managers and professionals on all aspects of intellectual property within the area assigned. This may involve direct interactions with engineers, scientists, and R&D professionals on patent protection, the identification of new inventions or technologies, risk mitigation, registrations, and a wide range of related matters. This position ensures that such individuals are aware of the commercial and financial importance of intellectual property considerations as they relate to their work. This position may be involved with outside counsel on the application for, and the enforcement, or defense of, intellectual property and patent rights, through domestic and international litigation. This position reviews and analyzes license, contract, and other agreements from an intellectual property perspective. This position requires an individual with a degree in engineering or science, a juris doctor and 8 to 10 years experience protecting and enforcing intellectual property rights. This position requires a significant attention to detail, often on highly technical subject matter. Registration to practice before the US Patent & Trademark Office is also required.

#### **Intellectual Property Attorney**

This position is responsible for providing advice to managers and professionals on all aspects of intellectual property within the area assigned. This may involve direct interactions with engineers, scientists, and R&D professionals on patent protection, the identification of new inventions or

counsel in the protection of intellectual property rights. This position may be involved in the identification of patentable inventions, the drafting, filing and prosecution of patent applications, and the management and administration of an active caseload. This position, within the assigned area of responsibility, reviews and analyzes license, contract, and other agreements from an intellectual property perspective. This position requires an individual with a degree in engineering or science, a patent attorney juris doctor and 5 to 7 years experience protecting and enforcing intellectual property rights. This position requires a significant attention to detail, often on highly technical subject matter. Registration to practice before the US Patent & Trademark Office is also required.

### **Associate Intellectual Property Attorney**

This position supports more senior intellectual property attorneys, in providing legal advice and recommendations for action to executives and management regarding matters of complexity and may deal directly with more routine legal matters. This may involve support for interactions with engineers, scientists, and R&D professionals on patent protection, the identification of new inventions or technologies, risk mitigation, registrations, and a wide range of related matters. This position ensures that such individuals are aware of the commercial and financial importance of intellectual property considerations as they relate to their work. This position may assist in the identification of patentable inventions, the drafting, filing and prosecution of patent applications, and the management and administration of an active caseload. This position, within the assigned area of responsibility, reviews and analyzes license, contract, and other agreements from an intellectual property perspective. This position generally receives specific direction from management or more senior IP law professionals as to the outcomes, process and schedules expected. This position may research legal principles and precedents, consult with outside counsel, draft and execute legal documents, gather relevant case related information using multiple sources and methods, provide work guidance to paraprofessional and support staff in developing solutions to problems presented. This position requires an individual with a degree in engineering or science, a juris doctor and 3 to 5 years' experience protecting and enforcing intellectual property rights in a combination of law firm and corporate settings. May be a member of the bar of multiple states. This position requires a significant attention to detail, often on highly technical subject matter. Registration to practice before the US Patent & Trademark Office is also required.

### **Developing Associate Intellectual Property Attorney**

This position is a new or recent law school graduate with a science or engineering background who assists more senior intellectual property law department professionals. This position builds professional experience and learns the practical aspects of applied law, as well as learning the functions of the business. Position assists on cases, undertakes research, reviews standard documents and routine contracts, and prepares routine filings from an intellectual property perspective. Position typically reports to the managing attorney. The position may be recently admitted to the bar or working towards that end and typically has 0 - 3 years working experience. This position requires a significant attention to detail, often on highly technical subject matter.

### **Senior Paralegal Manager**

This position heads and manages multiple units, sections and /or large numbers of paralegal and support staff. This position is most likely found where paraprofessional resources are under central control rather than managed by individual attorneys. The position is responsible for recruiting paralegal staff at all levels, assigning them to projects based on their skills and experience, monitoring and supervising paralegal work assignments and workloads, conducting performance appraisals, dealing with general compensation, promotional and employee relations issues, and enforcing disciplinary procedures or other corrective action processes, as needed. This position has ongoing interactions with the leadership and management of the legal department and with individual contributor attorneys relative to the service level standards expected in the provision of paralegal support. This position requires an individual with 8 or more years of experience in managing and motivating paraprofessional staff and specific experience of the paralegal role and the requirements of the department for this type of support service. Note: this job is not an attorney position.

### **Paralegal Manager**

This position is most likely found where paraprofessional resources are under central control rather than managed by individual attorneys. In this context, this position is responsible for recruiting paralegal staff at all levels, assigning them to projects based on their skills and experience, monitoring and supervising paralegal work assignments and work loads, conducting performance appraisals, dealing with general compensation, promotional and employee relations issues, and enforcing disciplinary procedures or other corrective action processes, as needed. This position has ongoing interactions with the leadership and management of the legal department and with individual contributor attorneys relative to the service level standards expected in the provision of paralegal support. This position requires an individual with at least 5 to 7 years of experience in managing and motivating paraprofessional staff and specific experience of the paralegal role and the requirements of the department for this type of support service. Note: this job is not an attorney position.

### **Paralegal Supervisor**

This supervisory position is most likely found where paraprofessional resources are under central control rather than supervised by individual attorneys. In this context, this position is responsible for hiring and training of paralegal staff, organizing and overseeing the day to day processes and activities of paralegals, assigning them to projects based on their skills and experience, monitoring and supervising paralegal work assignments and work loads, conducting performance appraisals, and enforcing disciplinary procedures or other corrective action processes, as needed. This position has ongoing interactions with the leadership and management of the legal department and with individual contributor attorneys relative to the service level standards expected in the provision of paralegal support. This position requires an individual with a Bachelor's Degree, at least 4 to 6 years of experience in supervising paraprofessional staff and specific experience of the paralegal role and the requirements of the department for this type of support service. Note: this job is not an attorney position.

### **Lead Paralegal**

This position, under the general guidance of an attorney or paralegal manager, applies a knowledge of extremely complex legal concepts and processes to assist in the more efficient operation of the law department on assignments of large scope, impact and importance. The position may undertake some or all of the following types of work: performing legal research, conducting fact gathering interviews with clients or witnesses, drafting complex legal documents, maintaining and updating files, monitoring case schedules and filing deadlines, drafting correspondence and pleadings, summarizing depositions, interrogatories and testimony, performing statistical analyses and documentary research, and attending court or hearings in support of attorneys. This position may combine generalist legal knowledge with advanced paraprofessional knowledge of one or more legal specialties such as real estate or intellectual property, amongst others. In addition to a comprehensive knowledge of the law and legal processes, incumbents are expected to demonstrate excellent mentoring, organizational, communications and time management skills. Incumbents should be

years of experience after qualification.

### **Senior Paralegal**

This position, under the general guidance of an attorney or manager, applies a knowledge of legal concepts and processes to assist in the more efficient operation of the law department by undertaking some or all of the following types of work: performing legal research, conducting fact gathering interviews with clients or witnesses, drafting legal documents of some complexity, maintaining and updating files, monitoring case schedules and filing deadlines, drafting correspondence and pleadings, summarizing depositions, interrogatories and testimony, performing statistical analyses and documentary research, and attending court or hearings in support of attorneys. This position may combine generalist legal knowledge with a paraprofessional knowledge of one or more legal specialties such as real estate or intellectual property, amongst others. In addition to a knowledge of the law and legal processes, incumbents are expected to demonstrate excellent organizational, communications and time management skills. Incumbents should be qualified in an American Bar Association approved curriculum and, ideally, have Certified Legal Assistant designation or have passed the Paralegal Advanced Competency Examination. Incumbents in this senior role are likely to have 5 to 7 years of experience after qualification.

### **Paralegal**

This position, under the supervision of an attorney or manager, applies a knowledge of legal concepts and processes to assist in the more efficient operation of the law department by undertaking a variety of paraprofessional duties. These duties may include some or all of the following types of work: performing legal research, conducting fact gathering interviews with clients or witnesses, drafting legal documents of some intermediate complexity, maintaining and updating files, monitoring case schedules and filing deadlines, drafting correspondence and pleadings, summarizing depositions, interrogatories and testimony, performing statistical analyses and documentary research, and attending court or hearings in support of attorneys. This position may combine generalist legal knowledge with a paraprofessional knowledge of a legal specialty such as real estate or intellectual property, amongst others. In addition to a knowledge of the law and legal processes, incumbents are expected to demonstrate excellent organizational, communications and time management skills. Incumbents should be qualified in an American Bar Association approved curriculum and, ideally, have Certified Legal Assistant designation or have passed the Paralegal Advanced Competency Examination. Incumbents in this role are likely to have 2 to 4 years of experience after qualification.

### **Associate Paralegal**

This position, under the supervision of an attorney or manager, applies a basic knowledge of legal concepts and processes to assist in the more efficient operation of the law department by undertaking a variety of paraprofessional duties. These duties may include some or all of the following types of work: performing legal research, drafting legal documents of basic complexity, maintaining and updating files, monitoring case schedules and filing deadlines, drafting correspondence and pleadings, summarizing depositions, interrogatories and testimony, performing documentary research. In addition to a knowledge of the law and legal processes, incumbents are expected to demonstrate excellent organizational, communications and time management skills. Incumbents should be qualified in an American Bar Association approved curriculum. Incumbents in this role are likely to have 0 to 2 years of experience after qualification.

### **Director Administration**

This position supports the General Counsel in the effective administration of the Legal Department by managing the following sub-functions: legal budget development and monitoring, systems administration, law library, and records management amongst others. This position may serve as a primary intermediary with other corporate staff functions such as Human Resources, IT, and Finance on issues related to the ongoing management, administration and staffing of the law department. This position will typically have a business degree and 8 to 10 years of experience in administration. (Note: This position is most likely found in larger law departments)

### **Manager Administration**

This position may stand alone or reports to the Director of Administration (in larger law departments) and manages one or more of the following areas for all or part of the department: budget development and monitoring, systems administration, or records management. Duties may include preparation of the financial aspects of the law department budget, ongoing financial analysis, coordination of staffing plans, and other administrative processes with their corresponding corporate functions. This position manages the day to day details of the assigned area of responsibility. Incumbents are typically not lawyers and may have an undergraduate degree in general business or in finance coupled with 5 to 7 years of post qualification experience.

### **Executive Assistant to the General Counsel**

This position supports the General Counsel by performing a variety of administrative and paraprofessional tasks such as: management of the general Counsel's daily schedule, screening of telephone calls and visitors, processing routine correspondence, coordinating meetings and events, making travel arrangements, processing travel and other expenses through the internal administrative systems, tracking routine budget items, providing periodic, work direction to other administrative support staff and temporary workers, and undertaking ad hoc projects to support the more efficient operation of the office. Incumbents in this role require in-depth knowledge of office productivity software, company administrative systems and processes as they relate to the law department, and a knowledge of legal terminology and processes. This position is exposed to a large amount of highly confidential and sensitive information requiring demonstrated tact and discretion. Incumbents will generally have 6 to 8 years of Executive Assistant experience and may have an undergraduate degree.

### **Senior Administrative Assistant / Legal Secretary**

This position provides senior level administrative support within the law department and may be assigned to one more managers and professionals. This position may develop departmental templates for use by others to process routine legal and non-legal correspondence and documents, and maintain the schedule of the more senior legal staff supported. An in-depth knowledge of office productivity software and internal company administrative systems is required. This position requires thorough familiarity with legal terminology. Other tasks may include making travel arrangements, event planning, expense tracking, meeting coordination, guest reception, call screening, and other tasks for the supported senior staff. Incumbents will generally have 5 or more years of administrative work experience and may have an Associates or undergraduate degree. This position does not require the incumbent to be a qualified paralegal.

may use departmental templates to process routine legal and non-legal correspondence and documents, and may also maintain the schedule of the supported professional(s). A working knowledge of office productivity software and internal company administrative systems is required. This position requires familiarity with legal terminology. Other tasks may include making travel arrangements for the supported professionals, tracking travel expenses, coordinating meetings with internal and external individuals, screening telephone calls, and other administrative tasks. Incumbents will generally have 2 to 5 years of administrative work experience and may have an Associates or undergraduate degree. This position does not require the incumbent to be a qualified paralegal.

#### **Associate Administrative Assistant / Legal Secretary**

Under direct supervision, this position provides basic administrative support within the law department and may be assigned to one more managers and professionals. This position may use departmental templates to process routine legal and non-legal correspondence and documents, and may also maintain the schedule of the supported professional(s). A working knowledge of office productivity software is required. Other tasks may include making travel arrangements for the supported professionals, tracking travel expenses, coordinating meetings with internal and external individuals, screening telephone calls, and other administrative tasks. Incumbents will generally have 0 to 2 years of administrative work experience and may have an Associates or undergraduate degree. This position does not require the incumbent to be a qualified paralegal.

#### **Sr. Director Legal Operations (Non-Lawyer)**

Typically reporting to an Executive, this position is responsible for directing high impact Legal projects utilizing project management techniques, and is accountable for the development of project strategies and plans. The position is recognized as the subject matter expert and is responsible for establishing and managing a project management structure and process for large, cross-functional, legal projects, in order to cost effectively meet operational business objectives. This position project manages multiple such projects focused on areas such as strategic planning, matter management, financial management, legal vendor management, litigation support, and data analytics. In addition to legal peers, this position works closely with business unit clients to coordinate major schedules, project budgets, project milestones, and ultimate project deliverables. This position evaluates the resources needed to accomplish the objectives within the agreed timeframe and establishes the staffing plan for each project, using a combination of internal and contract expertise. This position utilizes complex Project Management methodologies to manage the projects, incorporate and track changes, and optimize on resource deployment. This position requires the communication skills necessary to build commitment to the projects and negotiate compromises, and resolve conflicts, as needed. This position conducts operational and leadership level meetings throughout the course of the project to provide feedback and get input from key stakeholders. This position has the responsibility to deliver on multiple simultaneous projects. This position provides leadership and direction to subordinate Directors, Project Managers, and other Legal professionals. Scope/Impact: Organization-Wide. Requirements: Bachelor's Degree, JD/Masters/MBA Preferred. Incumbent may have a J.D. degree but this position is not a practicing lawyer. This position requires 10+ years of progressive delivery and management of legal projects.

#### **Director Legal Operations (Non-Lawyer)**

Under the strategic guidance of legal operations directors and executives, this position is responsible for implementing the project management structure and processes for large, cross-functional, legal projects, in order to cost effectively meet legal systems and business objectives. This position manages multiple important projects focused on areas such as strategic planning, financial management, matter management, legal vendor management, litigation support, and data analytics. In addition, this position works closely with law department clients to coordinate major schedules, project budgets, project milestones, and ultimate project deliverables. This position evaluates the resources needed to accomplish the objectives within the agreed timeframe and establishes the staffing plan for each project, using a combination of internal and contract expertise. This position utilizes complex Project Management methodologies to manage the projects, incorporate and track changes, and optimize on resource deployment. This position requires the communication skills necessary to build commitment to the projects and negotiate compromises, and resolve conflicts, as needed. This position conducts operational meetings throughout the course of the project to provide feedback and get input from key stakeholders. This position may have responsibility to deliver on multiple simultaneous projects. This position provides leadership and direction to subordinate legal operations analysts. Scope/Impact: Organization-Wide. Requirements: Bachelor's Degree. Incumbent may have a J.D. but this position is not a practicing lawyer. This position requires 7 to 10 years of progressive delivery and management of legal projects.

#### **Sr. Manager Legal Operations (Non-Lawyer)**

This position is responsible for legal operations function and processes for one or more cross-functional legal projects, in order to cost effectively meet legal systems and business objectives. This position project manages one or more projects focused on areas such as strategic planning, financial management, matter management, legal vendor management, litigation support, and data analytics. In addition, this position works closely with law department clients to coordinate major schedules, project budgets, project milestones, and ultimate project deliverables. This position evaluates the resources needed to accomplish the objectives within the agreed timeframe and establishes the staffing plan for each project, using a combination of internal and contract expertise. This position utilizes complex Project Management methodologies to manage the projects, incorporate and track changes, and optimize on resource deployment. This position requires the communication skills necessary to build commitment to the projects and negotiate compromises, and resolve conflicts, as needed. This position conducts operational meetings throughout the course of the project to provide feedback and get input from key stakeholders. This position provides leadership and direction to subordinate legal operations analysts. Scope/Impact: Organization-Wide. Requirements: Bachelor's Degree. Incumbent may have a J.D. degree but this position is not a practicing lawyer. This position requires 6 to 8 years of progressive delivery and management of legal projects.

#### **Manager Legal Operations (Non-Lawyer)**

This position is responsible for legal operations function and processes for one or more cross-functional legal projects, in order to cost effectively meet legal systems and business objectives. This position project manages one or more projects focused on areas such as strategic planning, financial management, legal vendor management, litigation support, and data analytics. In addition, this position works closely with law department clients to coordinate major schedules, project budgets, project milestones, and ultimate project deliverables. This position evaluates the resources needed to accomplish the objectives within the agreed timeframe and establishes the staffing plan for each project, using a combination of internal and contract expertise. This position utilizes complex Project Management methodologies to manage the projects, incorporate and track changes, and optimize on resource deployment. This position requires the communication skills necessary to build commitment to the projects and negotiate compromises, and resolve conflicts, as needed. This position conducts operational meetings throughout the course of the project to provide feedback and get input from key stakeholders. This position provides leadership and direction to subordinate legal operations analysts. Scope/Impact: Organization-Wide. Requirements: Bachelor's Degree. Incumbent may have a J.D. degree but this position is not a practicing lawyer. This position requires 6 to 8 years of



**Lead Legal Operations Analyst (Non-Lawyer)**

This position is responsible for supporting the legal operations function by serving in a lead capacity on large, complex, cross-functional legal projects. This position applies and adapts project management methodologies to large, challenging projects, in order to cost effectively meet project objectives in support of the law department. This position may be assigned project management responsibility on one or more important projects focused on areas such as strategic planning, financial management, matter management legal vendor management, litigation support, and data analytics. The position provides support for information requests and reporting for law department professionals and executives. The position may manage external vendors such as legal technology systems vendors and information vendors. This position provides work direction and guidance to law department peers and to less experienced legal operations personnel and works closely with law department clients to coordinate major schedules, project budgets, project milestones, and ultimate project deliverables. This position works closely with the assigned Manager to evaluate the resources needed to accomplish the objectives within the agreed timeframe and to establish the staffing plan for each assigned project, using a combination of internal and contract expertise. This position has an advanced knowledge of complex Project Management methodologies to manage the projects, incorporate and track changes, and optimize on resource deployment, leveraging matter management technology. This position requires, within the scope of the role, the communication skills and judgment necessary to resolve conflicts, as they arise on a project. This position may, periodically, substitute for the Manager position in conducting progress meetings throughout the course of the project to identify potential issues impacting the project schedules. This position is likely to have responsibility to deliver on multiple, complex and simultaneous projects. This position provides work direction to less experienced team members on strategic, technical and operational issues. Scope/Impact: Project Wide Requirements: Bachelor's Degree. Incumbent may have a J.D. degree but this position is not a practicing lawyer. This position requires 7 or more years of progressive delivery and management of legal projects, in a Lead Capacity.

**Senior Legal Operations Analyst (Non-Lawyer)**

This position is responsible for supporting the legal operations function by serving in a Senior Individual contributor role on large, cross-functional legal projects. This position applies and adapts project management methodologies to one or more, challenging projects, in order to cost effectively meet legal project objectives in support of the law department. This position may be assigned project management responsibility on important projects focused on areas such as strategic planning, financial management, matter management, legal vendor management, litigation support, and data analytics. Leveraging matter management software, this position supports the law department in accomplishing objectives within the agreed timeframes and with the resources assigned. This position has knowledge of complex Project Management methodologies to manage the projects, incorporate and track changes, and optimize on resource deployment. This position may, periodically, support the Manager position in the preparations for progress meetings throughout the course of the project to identify potential issues impacting the project schedules. This position is likely to have responsibility to deliver on multiple projects. This position provides input and advice to less experienced team members on both technical and operational issues. Scope/Impact: Project Wide Requirements: Bachelor's Degree. Incumbent may have a J.D. degree but this position is not a practicing lawyer. This position requires 5 to 7 years of progressive delivery and management of legal projects, in a Senior Individual Contributor Capacity.

**Intermediate Legal Operations Analyst (Non-Lawyer)**

This position, under general guidance and direction from more senior legal operations staff, is responsible for supporting the effective operation of the legal operations function by serving in a Level II, Individual Contributor role on intermediate scale, cross-functional legal projects. This position applies project management methodologies to one or more, assigned projects or project phases, in order to cost effectively meet legal operations objectives. This position may be assigned project management responsibility on important projects focused on areas such as strategic planning, financial management, matter management, legal vendor management, litigation support, and data analytics. This position works closely with law department clients to coordinate major schedules, project budgets, project milestones, and ultimate project deliverables, within the scope of the role. Leverage matter management systems, this position supports the department in accomplishing objectives within the agreed timeframes and with the resources assigned. This position may support senior staff by analyzing resources or other aspects of legal operations activities using standard approaches and methodologies. This position requires an intermediate knowledge of legal operations methodologies to incorporate and track changes and optimize on resource deployment. This position is likely to have responsibility to deliver on multiple project phases or smaller less complex whole projects. Scope/Impact: Project Wide Requirements: Bachelor's Degree. Incumbent may have a J.D. degree but this position is not a practicing lawyer. This position requires 3 to 5 years of progressive delivery and management of legal projects, in an Individual Contributor Capacity.

**Associate Legal Operations Analyst (Non-Lawyer)**

This position, under reasonably close direction from more senior legal operations staff, is responsible for supporting the effective operation of the legal operations function by serving in Level I, Individual Contributor role on less complex legal projects. This position applies project management methodologies to assigned projects or project phases, in order to cost effectively meet legal operations objectives. This position may be assigned project management responsibility on projects focused on areas such as strategic planning, financial management, matter management, legal vendor management, litigation support, and data analytics. Leverage matter management systems, this position works closely with law department clients to coordinate major schedules, project budgets, project milestones, and ultimate project deliverables, within the scope of the role. This position supports the law department in accomplishing objectives within the agreed timeframes and with the resources assigned. This position, under guidance, may support senior staff by analyzing resources or other aspects of project management activities using well defined or standard approaches and methodologies. This position requires a developing knowledge of legal operations methodologies to incorporate and track changes and optimize on resource deployment. This position is likely to have responsibility to deliver on project phases or smaller less complex whole projects. Scope/Impact: Project Wide Requirements: Bachelor's Degree. Incumbent may have a J.D. degree but this position is not a practicing lawyer. This position requires 0 to 2 years of progressive delivery and management of legal projects, in a Developing Professional capacity.

**Lead Contract Negotiator (Non-Lawyer)**

This position plays a lead role in preparing, negotiating, and managing complex and detailed contracts for the organization to ensure they comply with business requirements as well as corporate policy. This position operates under general direction from law department management and has authority to negotiate contracts within certain parameters specified by the General Counsel. Incumbents may have experience working as a senior contract negotiator from within an organizational business unit prior to working in the law department. In addition to a knowledge of the law and contract negotiation process, incumbents are expected to demonstrate excellent organizational, communications and time management skills. This position typically reports to a managing attorney and provides work direction to lower level contract negotiators and contract administrators. This position typically requires a bachelor's degree and at least 8 - 10 years relevant experience.

This position prepares, negotiates, and manages various standard and non-standard contracts for the organization to ensure they comply with business requirements as well as corporate policy. This position operates under direction from law department management. The position has authority to negotiate contracts within certain parameters specified by the General Counsel and typically reports to a managing attorney. Incumbents may have experience working as a contract negotiator from within an organizational business unit prior to working in the law department. In addition to a knowledge of the law and contract negotiation process, incumbents are expected to demonstrate excellent organizational, communications and time management skills. Typically requires a bachelor's degree and at least 5 - 7 years relevant experience.

#### **Contract Negotiator (Non-Lawyer)**

This position prepares, negotiates, and manages contracts of basic to intermediate complexity for the organization to ensure they comply with business requirements as well as corporate policy. This position typically reports to a managing attorney and receives work direction from the lead contract negotiator. The position has authority to negotiate contracts within certain basic parameters specified by the General Counsel and typically reports to a managing attorney. Typically requires a bachelor's degree and at least 2 - 4 years relevant experience.

#### **Senior Contract Administrator (Non-Lawyer)**

This position is responsible for managing and coordinating contractual obligations between the organization and its customers, ensuring compliance with the specific requirements of each contract, as well as applicable laws, policies and procedures. Incumbents may have experience working as a contract administrator from within an organizational business unit prior to working in the law department. Typically reports to a managing attorney and requires a bachelor's degree with at least 3 - 5 years relevant experience.

#### **Contract Administrator (Non-Lawyer)**

This position is responsible for coordinating contractual obligations between the organization and its customers, ensuring compliance with the specific requirements of each contract, as well as applicable laws, regulations, policies and procedures. Typically reports to a managing attorney and requires a bachelor's degree with at least 2 - 3 years relevant experience.

### **Legal Specialties**

*Please report specialty where 50% or more of the incumbent's time is spent on that specialty. Please report only one specialty per employee. If the incumbent works primarily on 2-3 legal specialties please match to multiple specialties.*

### **Litigation Specialties**

#### **Litigation - General / Commercial**

Responsible for case management and litigation related to the enforcement or defense of the company's rights regarding contracts and other general commercial matters.

#### **Litigation - Bankruptcy**

Responsible for resolving legal issues surrounding bankruptcy filings and reemergence from bankruptcy, as well as working as a liaison with the court. Filings may include Chapter 11 reorganizations, and Chapter 13 debt adjustments and Chapter 7 liquidations. Positions may also work on negotiations with creditors or debtors to renegotiate payments terms so they can be met.

#### **Litigation - Compliance**

Responsible for managing litigation arising from the company's obligations to and relationships with ethics and compliance matters.

#### **Litigation - Employment**

Responsible for the preparation of cases and defense of the company's position relative to a wide variety of employment and human resources matters including terminations, regulatory actions, harassment and discrimination claims, hiring and staffing practices, amongst others.

#### **Litigation - Intellectual Property / Patent**

Responsible for case management and litigation related to the protection and enforcement of the organization's intellectual property assets or the defense against claims of patent or copyright infringement and other issues.

#### **Litigation - E-Discovery**

Responsible for e-discovery aspect of litigation involving discovery and disclosure of non-controlled and non-structured internal electronic communications, such as emails, instant messages, and related sources.

#### **Litigation - Environmental**

governmental entities.

### **Litigation - Governance**

Responsible for managing litigation related to governance and shareholder issues.

### **Litigation - Product Liability**

Responsible for case management, defense and litigation related to product liability claims, regardless of their origin.

### **Litigation - Insurance (Non Insurance Companies)**

Responsible for the case management and litigation of a wide variety of disputed insurance contracts and other risk management related matters.

### **Litigation - International**

Responsible for representing the company on litigation related to a wide range of international legal issues. Issues may include interpreting trade agreements, international intellectual property, international banking and investment transactions, movement of goods across national borders, foreign investments, international tax liabilities, international law case preparation, and resolution of international legal disputes.

### **Litigation - Regulatory**

Responsible for managing litigation arising from the company's obligations to and relationships with regulatory agencies at the local, state and federal levels.

## **Non-Litigation Specialties**

### **Antitrust/Competition**

Responsible for representing the organization on anti-trust and competition matters such as mergers, acquisitions, joint ventures, and strategic alliances. Antitrust positions analyzing relevant market factors for the company, such as whether substitutes are available for their products or services and review data to determine effects on prices and market share.

### **Banking & Finance - Non Financial Svcs Companies**

Represents organization in its effort to obtain capital to finance commercial activities. Advises on the optimal structures for financial transactions covering cash, securities and stock. Also may be involved in securitizations in both private and public securities offerings.

### **Bankruptcy/ Creditor Issues**

Responsible for resolving legal issues surrounding bankruptcy filings and reemergence from bankruptcy, as well as working as a liaison with the court. Filings may include Chapter 11 reorganizations, and Chapter 13 debt adjustments and Chapter 7 liquidations. Positions may also work on negotiations with creditors or debtors to renegotiate payments terms so they can be met.

### **Business Development**

Responsible for supporting business development and other senior executives on a wide variety of complex business development transactions

### **Compliance**

Represents the company on ethics and compliance matters.

### **Corporate Contracts**

Responsible for drafting, reviewing, negotiating, and interpreting a broad spectrum of legal contracts, agreements, and documents.

### **Corporate Governance**

Represents the company on corporate governance matters such as information disclosure, board process and decisions, and

**Credit & Collections**

Responsible for representing the company on credit & collections matters

**Employment/HR**

Responsible for ensuring compliance with Federal and State employment regulations. Specific matters may include Equal Employment Opportunity (EEO) compliance, hiring practices, disciplinary issues, terminations, sexual harassment complaints and investigations, OFCCP audits, OSHA, ADA, wage and hour regulations and worker's compensation.

**Entertainment**

Negotiates contracts with artists, producers, and other talent. Protects the company's copyright, trademark and patent assets as appropriate. Secures appropriate rights for distribution, publication, broadcast and other areas as appropriate in line with business objectives.

**Environmental**

Responsible for ensuring organization's compliance with environmental regulations relating to business processes and transactions. Duties may include obtaining necessary permits and licenses from appropriate regulatory agencies (such as EPA), complying with new or changed regulations, and analyzing new regulations and legislation to assess their impact on the company's activities.

**Generalist**

Works as an internal advisor to the organization on a number of business and legal matters to minimize commercial risk.

**Government Relations**

Advises management on the company's efforts to maintain open markets and minimize regulation and taxation in their industry. Amongst other things, reviews government relations campaigns to ensure compliance with FEC and other requirements.

**Healthcare**

Represents the company on healthcare matters

**Immigration**

Responsible for assisting the transfer of non-citizen employees from foreign offices to the United States and hiring non-citizens as employees for U.S. corporate offices. Specific functions may include visa application processing, work authorization applications, and remediation of out of status conditions.

**Insurance - Non Insurance Companies**

Responsible for protecting the assets of an organization by negotiating matters relating to insurance contracts. To offset risk exposure, may counsel on appropriateness and types of insurance to purchase for an organization and its employees, including liability, health, and property insurance.

**Intellectual Property / Patent**

Responsible for protecting the intellectual assets of the organization. Specific challenges include obtaining, transferring, licensing and enforcement of patents, trademarks, copyrights, industrial designs, trade secrets and other such rights. Typical duties involve reviewing the validity of patents and the likelihood of patent infringement.

**International**

Responsible for representing companies on a range international legal issues. Issues may include international intellectual property, international banking and investment transactions, movement of goods across national borders, interpreting trade agreements, foreign investments, international tax liabilities, international law case preparation, and resolution of international legal disputes.

**Information Technology**



---

license agreements, alliance partner and channel agreements, consulting agreements, warranty provisions, service level agreements, software piracy protection, and Internet commerce.

**Labor Relations**

Responsible for representing the organization on labor relations issues. Matters may include negotiation of collective bargaining agreements, union organizing campaigns, NLRB cases, workforce planning including reductions in force, arbitration proceedings, workers' compensation and occupational health and safety; pension and employee benefit matters related to unionized workforce, and wrongful termination cases.

**Licensing / Royalty**

Represents the company on licensing issues such as licensing intellectual properties, brands, portfolios and/or franchises.

**Mergers/Acquisitions**

Responsible for representing the organization in merger, acquisition, and divestiture transactions. Specific items may include the purchase and sale stock of publicly or privately held companies, coordination with investment bankers, allocation of assets and liabilities, securing regulatory consent and ensuring overall compliance.

**Multiple Specialties**

Please match to this specialty if a position works primarily on 2-3 specialty areas, but not generalist legal work.

**Pension/ERISA - Non Insurance Companies**

Responsible for ensuring compliance the provisions of Employee Retirement Income Security Act (ERISA), COBRA AND HIPPA requirements and with general issues related to the structuring, administration and management of pension and benefit programs and related claims and other issues.

**Privacy**

Represents the company on privacy and data protection issues

**Real Estate**

Represents organization on multiple types of real estate transactions. Covers matters such as sale of property, financing and developing, construction contracts, environmental compliance, securitized real estate investments, property management, and leasing. May represent organization before state and county commissions, city councils, or in state or federal court.

**Regulatory**

Represents the company in its relationship with regulatory agencies, inquiries from various regulatory and governmental entities at the Federal, State, and Local levels.

**Risk Management**

Responsible for providing advice and counsel on multiples types of risk exposure including financial, operational, reputational, amongst others.

**Securities**

Responsible for matters concerning the finance of business operations, public and private offerings, regulatory compliance, and reporting requirements. Coordinates transactions and relationships with investment bankers.

**Tax**

Represents organization on matters of taxation at federal, state, and local levels. Specific taxation issues may include corporate tax, sales tax, property tax and employment taxes. Provides advice on tax planning and the tax implications of significant transactions including mergers acquisitions, divestitures, employee pensions plans, and employee benefit plans.

## Compensation - Base and Short Term Incentives

6. Base and Short Term Incentives - enter in US Dollar (USD). Please refer to instructions below.

	Annual Base Salary	STI Elig		STI Target %	Last STI Paid	Law School Attended	Law School Class Year	Date of Hire	Postal Code	Part Time Employee		Overtime Eligible	
		Y	N							Y	N	Y	N
1	<input type="text"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
2	<input type="text"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
3	<input type="text"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
4	<input type="text"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
5	<input type="text"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
6	<input type="text"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
7	<input type="text"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
8	<input type="text"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
9	<input type="text"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
10	<input type="text"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

### Instructions - Base and Short Term Incentives

☒ Show /Hide Instructions

Please enter the information on each jobholder in a consistent manner with your answers on Question 5 of the survey. For example, if you use the Employee 1 Line for John Smith in Question 5, please continue to enter John Smith's information in the Employee 1 line of Question 6 if there is appropriate data for the question, and continue the pattern for all other employees you might add.

**Annual Base Salary:** Enter the Annual Base Salary of the jobholder, effective as of March 1, 2020, rounded to the nearest whole number. Do not match contingent workers / contractors.

**Short Term Incentive Eligible:** Please indicate using the appropriate Radio button, if the jobholder is eligible to participate in an Annual Incentive (Bonus) Plan.

---

**Short Term Incentive Type:** If eligible, please use the pull down menu to indicate which type of plan, the jobholder is eligible to participate in. Company Wide refers to a broad based incentive plan where plan performance metrics are based on overall company performance. Law Department Specific Plan refers to an incentive plan where the performance metrics are based, primarily, on the performance of the Law Department. Multiple Plans refers to a situation where the jobholder may be eligible to participate in more than one incentive/bonus plan.

**Short Term Target Incentive As % of Base Salary:** Please indicate the planned or Target Short Term Incentive opportunity as a percentage of the Annual Base Salary of the jobholder. Target is a level of performance which is attainable, though at a stretch level of performance. Please enter the values in whole numbers (e.g. 25% of base – please enter as 25).

**Last Annual Short Term Incentive Paid in \$:** Please indicate the actual amount, in US dollars, of the last short term incentive, paid in the current year, to the jobholder for performance in the 12 month period prior to the receipt of the incentive.

**Law School Attended:** Enter the law school attended by the jobholder, if known. Where sufficient data are available we plan to report pay differentials by law school groupings, if any.

**Law School Class Year:** Please enter the year the jobholder completed law school, if known.

**Date of Hire:** Enter the hire date of the jobholder for the matched position. If there is more than one date of hire, enter the one used by the company for tenure tracking purposes.

**Postal Code:** Enter the postal/zip code of the work location for the matched jobholder (where we have enough data, we plan to report compensation data by geography which is why we ask this information).

**Part-Time Emp:** Please select (Y/N) whether the jobholder is a part-time employee who works less than a standard 40 hour workweek.

**Overtime Elig Status:** Identify whether or not the incumbent is eligible for overtime pay.

---

Back      Next

75%

## Compensation - Long Term Incentives

7. Long Term Incentives - enter in US Dollar (USD). Please refer to instructions below.

	LTI Elig		# of Stock Options Last Fiscal Yr (Ongoing Grant)	Accounting Cost Per Option	Exercise Price of Stock Options	Stock Option Date of Grant	Vesting Period # Years	Grant Type		# Restricted or Performance Shares / Units	Accounting Value Per Rest / Perf Shares / Units	Price Per Rest / Perf Shares / Units	Restriction Period # Years
	Y	N						Rest Shares / Units	Perf Shares / Units				
1	<input type="radio"/>	<input type="radio"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
2	<input type="radio"/>	<input type="radio"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
3	<input type="radio"/>	<input type="radio"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
4	<input type="radio"/>	<input type="radio"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
5	<input type="radio"/>	<input type="radio"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
6	<input type="radio"/>	<input type="radio"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
7	<input type="radio"/>	<input type="radio"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
8	<input type="radio"/>	<input type="radio"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
9	<input type="radio"/>	<input type="radio"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
10	<input type="radio"/>	<input type="radio"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

### Instructions - Long Term Incentives

☒ Show /Hide Instructions

### Instructions

#### Comment on Long Term Compensation:

Long Term Compensation can be an important component of compensation, especially at more senior levels in the organization. The most common forms of Long Term Compensation are cash based plans, stock option programs, and the practice of awarding restricted stock or performance stock or units.

#### General Instructions:

Please enter the information on each jobholder in a consistent manner with your answers on Questions 5 and 6 of the survey. For example, if you use the Employee 1 Line for John Smith in Question 5, please continue to enter John Smith's information in the Employee 1 line of Question 7 if there is appropriate data for the question, and continue the pattern for all other employees you might add.

#### Column Heading Definitions

---

Term Incentive Plan:

**Enter the # of Stock Options – Last Fiscal Year:** Please enter the total number of stock options, if any, granted to the jobholder in the last full fiscal year prior to March 1, 2020. Include only "On-going" grants and exclude any one off and non recurring grants such as New Hire grants.

**Exercise Price of Stock Options:** Enter the Strike or Exercise price of the options at the date of grant.

**Stock Option Date of Grant:** Please enter the actual date of the Option Grant made, if any.

**Vesting Period: Enter in Years:** Enter the number of years required to fully vest the Option Grant, if any.

**Other Grant Type, if any:** Please use the radio buttons to select either Restricted Shares or Units or Performance Shares or Units, if awarded to the jobholder in the last full fiscal year prior to March 1, 2020.

**Number of Restricted or Performance Units or Shares:** Please enter the number of units awarded, if any.

**Price per Restricted / Performance / Share/ Unit:** Please enter the price of the unit or share on the date of grant.

**Restriction Period In Years:** Please enter the number of years of continuous tenure required from the date of the restricted award to the removal of all restrictions on the award.

---

Back      Next

75%

## Impact of Covid-19

### 8. Hiring - Impact to Workforce Planning (Check all that apply that are a direct result of COVID-19)

	Decreased Hiring	Increased Hiring	Hiring Plans Unchanged	Considering Hiring Freeze	Implemented Hiring Freeze	Company Considering Rescinding Job Offers	Company is Rescinding Job Offers
Lawyers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Paralegals	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Legal Administrative Support	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Legal Operations Professionals	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other Law Department Professionals	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Legal Interns	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

### 9. Furloughs, Layoffs and Reductions in Force - Impact to Workforce Planning (Check all that apply that are a direct result of COVID-19)

	Considering Furlough	Implemented Furlough	Considering Layoff	Implemented Layoff	Considering Reduction in Force (RIF)	Implemented Reduction in Force (RIF)	No Changes At This Time
Lawyers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Paralegals	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Legal Administrative Support	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Legal Operations Professionals	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other Legal Professionals	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Legal Interns	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

### Definitions of Furlough Layoff and Reduction in Force from SHRM

Back Next

## Legal Specialties

10. **Legal Specialty Areas** - For your lawyers, which Legal Specialty areas have been most impacted by COVID-19 (Check all legal specialties that apply)

	Increased Staffing	Decreased Staffing	Increased Use of Outside Counsel	Decreased Use of Outside Counsel	Being Redeployed to Other Legal Specialty Areas	No Changes At This Time
Generalist	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Compliance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Contracts	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Employment / HR	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Environmental Health & Safety	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Intellectual Property / Patent	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Litigation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mergers & Acquisitions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Regulatory	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

11. Due to the importance of the Legal Function, is your organization providing additional compensation (salary adjustments, short term incentives, long term incentives, etc) to account for additional hours worked as a results of COVID-19? (Please explain below)

☐ Yes ☐ No

Comments

Back Next

40%

## Law Department Work From Home Practices

12. For those employees who can successfully work from home, what practices have have been implemented, and which will your organization continue? (Check all that apply).

	Utilized Prior to COVID- 19	Implemented due to COVID-19	Will Maintain Post Covid- 19	Still Considering Whether to Start or Maintain Program	Not Applicable
Company allows working remotely full-time	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Company allows working remotely for part of the workweek	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Company expanding the use of working remotely when possible	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Jobs work remotely according to a set schedule (e.g., every other week, one day per week, one day per month, etc.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Jobs work from home as needed and requested per management discretion (e.g. Quarantine due to possible COVID exposure).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Company allows flexible work schedule to accommodate childcare needs (e.g. while schools are closed).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Company provides all necessary remote work equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Company reimburses employees for expenses using expense reports.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Company provides employees with a stipend to offset expenses incurred (e.g. printer cartridges, paper, office furniture, etc.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

[Back](#)
[Next](#)

45%



## Employee Accommodation / Flexibility Requests

13. For employees to **address their personal needs** as a result of COVID-19 what accommodations are being made / being considered by your organization? (Check all that apply).

	Implemented due to COVID- 19	Will Maintain Post Covid- 19	Still Considering Whether to Start or Maintain Program	Not Applicable
Special programs or accommodations are being made for employees who are over the age of 60 or at high risk due to existing medical conditions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Voluntarily reduce hours with prorated pay	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Flexible Hours / Off Hours	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Take Voluntary Leave of Absence	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Use of Vacation Time	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cash in Lieu of Vacation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Loan from Retirement Plan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cash from Retirement Plan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Advances in paychecks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Interest free loans to employees	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Allowing company credit cards to be paid late	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

[Back](#)
[Next](#)

50%

## Law Department Spending

### 14. Law Department Spending

Please enter in US Dollar (USD)

	Last Full Fiscal Year	Previous Fiscal Year
Inside Spending	<input type="text"/>	<input type="text"/>
Outside Spending	<input type="text"/>	<input type="text"/>
Total Law Dept Spending	<input type="text"/>	<input type="text"/>

**Inside Spending Includes:** Total Cash Compensation, Cash-Based Long Term Incentives, Health Benefits, Company Retirement Contributions, Company Social Security Contributions, Unemployment Taxes. It also includes Information Expenses, Training, Recruitment, and Conferences, and Corporate Overhead.

**Outside Spending Includes:** Outside Counsel Fees and Related Expenses (Expert Witnesses, Trademark Filing Fees, Patent Maintenance Fees). Excludes: Damages, Settlements, Awards or other Extraordinary Amounts.

[Back](#) [Next](#)

55%

## 2020 Salary Increase Budget and 2021 Salary Increase Forecast

15. What is your **2020 Salary Increase Budget** for the items below? The cells will accept decimal points. Please report 0% if no budget is planned. **Note:** Budgets for Promotions and/or Special Adjustments typically range between 0.25% and 2.5%, reflected as a Percent of Total Payroll.

	Overall	Executives	Management	Professionals	Support
Merit (as % of Payroll)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Promotions (as % of Payroll)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Special Adjustments (as % of Payroll)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Total Increase Budget: Merit + Promo + Special Adjustments (as % of Payroll)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

16. Please comment on the impact of COVID-19 on your 2020 Salary Increase Budget

17. What is your **2021 Forecast** for the items below? The cells will accept decimal points. Please report 0% if no budget is planned. **Note:** Budgets for Promotions and/or Special Adjustments typically range between 0.25% and 2.5%, reflected as a Percent of Total Payroll.

	Overall	Executives	Management	Professionals	Support
Merit Forecast (as % of Payroll)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Promotions Forecast (as % of Payroll)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Special Adjustments Forecast (as % of Payroll)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Total Increase Forecast: Merit + Promo + Special Adjustments (as % of Payroll)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

18. Please comment on the impact of COVID-19 on your 2021 Salary Budget Forecast

## Total Rewards Practices

16. If you provide a car or a monthly car allowance to your General Counsel or other Executive Level lawyers, please enter the details below in the appropriate cell - if none leave cells blank. Enter values in US Dollar (USD).

	Monthly Allowance	If Car, enter Value of Car
General Counsel	<input type="text"/>	<input type="text"/>
Executive Level Lawyers	<input type="text"/>	<input type="text"/>

### 17. Your Company's Retirement Plan Type

- ☐ Defined Benefit - a retirement plan (sometimes known as a pension plan) where an employer provides a specified payment amount when an employee retires.
- ☐ Defined Contribution - a retirement plan in which an employee contributes money and their employer typically makes a matching contribution.

### 18. Retirement Plan Company Match in percentage %.

Comments

### 19. Life Insurance Payout Times Base Salary (e.g. 1, 2.5)

General Counsel	<input type="text"/>
Law Department Executives / Management	<input type="text"/>
Individual Contributor Lawyers	<input type="text"/>
Other Department Professionals	<input type="text"/>
Paralegals	<input type="text"/>
Administrative Staff	<input type="text"/>

## Vacation & Training Days

20. How many days of paid vacation does your company offer law department staff?

	Executives	Professionals	Non-Exempt
1 Year of Service	<input type="text"/>	<input type="text"/>	<input type="text"/>
2 Years of Service	<input type="text"/>	<input type="text"/>	<input type="text"/>
5 Years of Service	<input type="text"/>	<input type="text"/>	<input type="text"/>
10 Years of Service	<input type="text"/>	<input type="text"/>	<input type="text"/>
15 Years of Service	<input type="text"/>	<input type="text"/>	<input type="text"/>
20+ Years of Service	<input type="text"/>	<input type="text"/>	<input type="text"/>
Unlimited Vacation Time	<input type="text"/>	<input type="text"/>	<input type="text"/>

21. Average # of Training Days per staff member

	Executives	Professionals	Non-Exempt
Training Days	<input type="text"/>	<input type="text"/>	<input type="text"/>

[Back](#) [Next](#)

70%

## Consent Agreement

In addition to Empsight's [General Terms and Conditions](#), I understand that any data or information provided by me as part of this survey may be used by ACC and/or Empsight (in accordance with the agreement between them) in connection with this survey, other studies, or analyses performed by them or in connection with services provided by them or otherwise, and I consent to said use. I understand that this survey and the survey results are the proprietary property of ACC and Empsight International, LLC, who is working with ACC. I understand that any such data or information may be disclosed by ACC or Empsight to related entities or third parties, including, without limitation, in publications, in connection with this survey or such studies, analyses, or services, provided that such data or information does not contain any information that identifies me or associates me with the responses I have provided to this survey. I understand disclosure of personally identifiable data or information may be required by law, in which case ACC will endeavor to notify me. Neither ACC nor Empsight is, by means of this survey or the survey results, rendering professional advice or services to me or my company. Neither this survey nor the survey results is a substitute for such professional advice or services. Neither ACC nor Empsight is responsible for any loss sustained by any person who relies on this survey or the survey results. I am authorized to complete this survey on behalf of my company and to receive the survey results, including, without limitation, in accordance with the policies of my company, its board of directors (or similar governing body), and, if applicable, its audit committee.

Note: Throughout the survey there are opportunities to add "free form" comments or "open-ended" answers. In these situations, responses should not include information that would enable identification of yourself, another person, or any entity, including any organization with which you are, or have been, affiliated.

---

22. Please click the appropriate button below then press "Save & Next" \*

- ☐ Agree
- ☐ Disagree *(If you do not agree with the above statements, you will not be able to participate in this survey)*

---

Back      Next

75%



## Submit Survey

23. Please provide us with any comments you have about your survey submission or overall feedback about the survey process.

This is the last page of the Survey. Please press Submit below to complete your survey.

Back

Submit

95%