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## Workplace Questionnaire

**Date Completed/Updated/Reviewed:**

6/01/2008

ORGANIZATION NAME AND ADDRESS

**Organization:**

FOLEY HOAG LLP

**Address Line 1:**

WORLD TRADE CENTER WEST

**Address Line 2:**

155 SEAPORT BOULEVARD

**City:**

BOSTON

**State:**

MA

**Zip:**

02210

**Telephone:**

(617) 832-1000

**This questionnaire reflects information for:**

Multiple Offices

**Office size (attys) completing questionnaire:**

101 - 250

**Questionnaire completed by:**

Dina M. Wreede

**Title:**

Director of Legal Recruiting and Professional Development

**Website address:**

www.foleyhoag.com

PRO BONO INFORMATION (new section for 2008)

**Pro Bono Contact:**

Claire Laporte

**Title:**

Partner

**Phone:**

617-832-1210

**Fax:**

617-832-7000

**E-mail:**

claporte@foleyhoag.com

**% Organization Billable Hours (last year):**

4.96%

**Average Hours per Attorney Last Year -- Associates**

103

**Average Hours per Attorney Last Year -- Partners / Members**

34

**Average Hours per Attorney Last Year -- Other Lawyers**

44

**Participation Last Year: % Associates**

80

**Participation Last Year: % Partners / Members**

59

**Participation Last Year: % Other Lawyers**

81

**What percentage of attorneys performed more than 20 hours?**

60%

**What was the number of actual pro bono hours contributed by the organization in the prior calendar year?**

21,932

**Does the organization maintain a formal pro bono policy that sets forth the organization's commitment to pro bono?**

Yes

**How does the organization define what constitutes pro bono legal work?**

The firm's pro bono program is unique in terms of its scope, offering opportunities to lawyers in every department and area of practice. Litigation lawyers handle class actions and "impact" litigation serving a general public interest, as well as representation of individuals who are unable to afford counsel in the areas of housing, prisoner rights, indigent criminal defense, domestic violence, education and health, welfare, immigration and the environment. Business lawyers regularly provide valuable assistance to a variety of educational, civic and other nonprofit organizations. Many of these organizations are designed to channel funds and other resources to groups that will help underserved populations attain a higher standard of living through self-help, education, and social and economic reform. In addition to helping new groups organize and obtain tax-exempt status, Foley Hoag lawyers often serve as general counsel to established organizations, assisting with corporate, real estate, tax, labor and employment, and intellectual property matters.

**Does the organization provide billable hour credit for pro bono work?**

Yes

**If yes, is there a limit or cap?**

No

**Does the organization set annual goals regarding the minimum number of pro bono hours to be contributed by the organization?**

Yes

**If yes, what is that annual goal?**

5% of time spent on regular billable work

**Does the organization set individual attorney goals regarding the minimum number of pro bono hours to be contributed?**

No

**If yes, what is that annual goal?**

N/A

**Is an attorney's commitment to pro bono activity considered a favorable factor in advancement and compensation decisions?****If yes, to what extent?****Are full-time support services (word processing, online research Lexis/Westlaw, out of pocket costs) available for pro bono representation?**

Yes

**If so, are there any limitations?**

No, pro bono matters are staffed with the same resources as matters for paying clients.

**Are associates provided written evaluations of their work on pro bono matters?**

Yes

**Does the organization employ one or more of the following structures to manage its pro bono program and to provide training and guidance to participating attorneys?**

- Atty in FT dedicated coordination/oversight role
- Atty coordinator as ancillary duty to other work

**How is pro bono work assigned / distributed?**

The Pro Bono Coordinator seeks input from lawyers regarding the types of pro bono cases in which they would like to become involved and coordinates the staffing and supervision of those cases.

**If an attorney brings a pro bono case for possible consideration by the organization, who makes decisions about whether the organization will handle the matter?**

Pro Bono Coordinator

**Does the organization provide any of the following to enable its attorneys to participate in pro bono activities or work in a public interest setting?**

Other

**If so, please describe:**

Litigation associates have the opportunity to work for a four-month rotation at a local district attorney's office to gain trial experience.

**Are pro bono opportunities available for summer associates?**

Yes

**Additional Comments:**

The firm's pro bono work and community activities have earned Foley Hoag numerous awards. These awards include the inaugural Adams Pro Bono Award from the Standing Committee on Pro Bono Legal Services of the Massachusetts Supreme Judicial Court, recognition as a founding member of the Lawyers' Committee for Civil Rights Under Law of the Boston Bar Association, the Racial Justice Award from the YWCA of Greater Boston, a perfect score in the Human Rights Campaign's Corporate Equality Index, recognition for leadership in the annual Walk to the Hill to promote funding for legal services organizations, and awards from the Gay and Lesbian Advocates and Defenders, the Political Asylum and Immigrant Representation Project, and the Women's Bar Association of Massachusetts.

**ASSOCIATE TRAINING, DEVELOPMENT AND DIVERSITY**

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

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

**Other:**

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

- Presenters
- Develop/design training programs
- Mentoring
- Supervise projects
- One-on-one training

**Other:**

**Does your organization have a formal evaluation program in place?**

Yes

**Comment:**

Throughout the eight years that generally precede admission to partnership, each associate receives annual evaluations tailored to their level of experience in which performance and development are thoroughly reviewed.

ASSOCIATE COMPENSATION AND BENEFITS

**Associate base salary (excluding bonuses) is determined by:**

A lock-step system with variable component (range per class year)

**If "Other", please specify:**

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

Quality of work  
Business development  
Overall contrib. (e.g. recr. activ., firm committees)

**If "Other", please specify:**

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

Yes

**Comment:**

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

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

**If "Other", please specify:**

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

Yes

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

There is one exception. Domestic partners are not eligible to participate in the health care flexible spending accounts.

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

Yes

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

There is one exception. Domestic partners are not eligible to participate in the health care flexible spending accounts.

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

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

Yes

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

The firm provides three types of parental leaves: (1) Paid Primary Caregiver Parental Leave is available to any associate (male or female) who becomes a parent by birth or adoption and who is the primary caregiver during the leave. This leave is for 8 weeks, with the understanding that medical complications may extend this period in the case of birth mothers who may be eligible for additional benefits under our disability policy. The leave may only be taken immediately before or after the arrival of a child and may not be taken on account of the same child with respect to whom a disability leave of 8 weeks or more has been or is being taken. (2) If an associate has worked for the firm at least one year, a Paid Child Care Leave of 4 weeks, in addition to any period of Paid Primary Caregiver's Parental Leave, is available following the birth or adoption of a child by the associate or by the spouse or domestic partner of an associate. (3) Any associate may take up to 40 weeks of Unpaid Parental Leave in connection with the birth/adoption of a child. Aggregate leave of 26 weeks or less will not be considered a material interruption of active employment for purposes of evaluating an associate's professional development.

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

4-12

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

4-12

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

Yes

**Are attorneys currently utilizing this benefit?**

Yes

**Does your parental leave or family care policy include adoptions?**

Yes

**Comment:**

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

Yes

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

Yes

**Comment:**

#### ALTERNATIVE WORK OPTIONS

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

Yes

**Comment:**

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

No

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

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

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

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

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

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

No

**How many associates are currently working under a telecommuting arrangement?**

**How many partners are currently working under a telecommuting arrangement?**

**If applicable, please describe any other scheduling arrangement:**

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

Yes

**If "Yes", what is the minimum?**

60%

**Comment:**

Except in unusual circumstances, or where the Family and Medical Leave Act applies, initial requests to work a reduced schedule must be for a 60% of full-time or greater schedule.

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

Yes

**If so, how are they compensated?**

Salary adjustment  
Bonus consideration

**If "Other", please specify:**

**Comment:**

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

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

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

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

Yes

**If other, please specify:**

**Comment:**

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

Yes

**Comment:**

**ADDITIONAL INFORMATION**

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

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