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## Workplace Questionnaire

**Date Completed/Updated/Reviewed:**

03/10/10

**ORGANIZATION NAME AND ADDRESS****Organization:**

O'MELVENY &amp; MYERS LLP - COLLECTIVE FORM

**Address Line 1:**

Times Square Tower

**Address Line 2:**

7 Times Square

**City:**

New York

**State:**

New York

**Zip:**

10036

**Telephone:**

(212) 326-2000

**This questionnaire reflects information for:**

Multiple Offices

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

700+

**Questionnaire completed by:**

Kathy J. Fleming

**Title:**

Attorney Recruiting &amp; Development Administrator

**Website address:**

www.omm.com

**DEFERRED ASSOCIATE INFORMATION (new for 2010)****Did you defer any start dates beyond December 2009 for the class of 2009?**

No

**If yes, for how many associates?****If yes, was the deferral uniform or staggered?****If uniform, what was the approximate deferral length beyond the regular anticipated start date:****Did the firm provide stipends to deferred associates?****If so, please describe:****Did the firm provide any other benefits to deferred associates (ie, health or malpractice insurance)?****If so, please describe:****Did the firm offer a public interest deferral option?****If so, how many deferred associates participated?****Please describe program:****Comments:**

**Do you anticipate deferred start dates beyond December 2010 for the class of 2010?**

No

**If so, for how many associates?**

**If so, will the deferral be uniform or staggered?**

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

#### ASSOCIATE TRAINING, DEVELOPMENT AND DIVERSITY

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

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

**Other:**

New Attorney Intensive Training Program, Online In-House and External Training Programs, Department and Practice Group Intensive Training Programs, Diversity Awareness Training, Deposition Skills Training Program, Advanced Trial Skills Training Program.

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

One-on-one training

**Other:**

Facilitators and attendees for formalized training programs

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

Yes

**Comment:**

O'Melveny's Attorney Evaluation System incorporates attorney self-reports, partner feedback, and career development goals and guidance. All feedback is delivered by partners through face-to-face meetings as well as a written review. Salary, bonus and advancement recommendations are made on the basis of our values: Excellence, Leadership and Citizenship.

#### ASSOCIATE COMPENSATION AND BENEFITS

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

Other

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

Lockstep by seniority

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

**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:**

Other

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

Citizenship, Client Skills, Quality of Work, Quantity of Work (pro bono and client charge), Team Skills, Work Ethic, Business Development Contributions, Recruiting Contributions, Contributions to the Firm Values: Uncompromising Excellence, Distinctive Leadership and Superior Citizenship.

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

Yes

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

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

Yes

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

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

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

Yes

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

Parental Leave policy as well as 20 visits/year of Emergency At-Home (\$4/hour) and Center-Based (\$25/visit) back-up child and elder care.

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

12 weeks paid Medical Disability Leave + 6 weeks paid Primary Caregiver Leave

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

4 weeks paid Parental Leave + 6 weeks paid Primary Caregiver Leave

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

Yes

**Are attorneys currently utilizing this benefit?**

Yes

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

Yes

**Comment:**

For adoptions, 8 weeks paid Adoption Leave + 4 weeks paid Parental Leave + additional 6 weeks paid Primary Caregiver Leave.

**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:**

Reduced Workload Policy

**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?**

N/A

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

N/A

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

Yes

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

not tracked

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

not tracked

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

Yes

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

not tracked

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

not tracked

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

O'Melveny provides technology to allow for telecommuting.

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

Case-by-Case

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

For attorneys seeking to work fewer than 1,460 hours per year, the availability of a reduced workload schedule and appropriate compensation is determined on a case-by-case basis.

**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?**

Other

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

Pro rata vacation days adjusted up, Pro rata bonus amount adjusted up, salary adjustment

**Comment:**

Any attorney on a reduced workload who exceeds his/her billable hours agreement is compensated in salary and bonus on a pro rata basis without any reduction.

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

Yes

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

Yes

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

Yes

**If other, please specify:****Comment:****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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