

Employers: Please complete this form and send a copy to each law school that requests it. Comment boxes are optional. This questionnaire can also be completed using the NALP Form Data Collection System.

Students: This questionnaire supplements the NALP Law Firm Questionnaire. For a complete picture of the employer, students should refer to the NALP Law Firm Questionnaire, this questionnaire, the employer's website and brochures. Students are also urged to contact their law school's career service office for additional resources that may be on file.

Note: For simplicity, the form uses the terms associate and partner. Organizations that do not use these titles should define associates as junior/mid-level attorneys and partners as senior/managing attorneys.

2005 NALP WORKPLACE QUESTIONNAIRE

Organization: U.S. Postal Service
Address: 475 L'Enfant Plaza, SW, Washington, DC 20260-1149
Telephone: 202-268-3082

This questionnaire reflects information for: one office only multiple offices
Office size (attys) completing questionnaire: 2-10 11-25 26-50 51-100 101-250
 251-500 501+

Questionnaire completed by: Elisa L. Edwards
Title: Administrative Coordinator
Date Completed: August 9, 2005
Website address: www.usps.com/lawdept/

Associate Training, Development and Diversity

1. What are some of the types of training and professional development opportunities your organization offers? (Check all that apply)

- | | |
|--|---|
| <input checked="" type="checkbox"/> In-House training programs | <input checked="" type="checkbox"/> Trial advocacy training |
| <input checked="" type="checkbox"/> External firm-paid seminars | <input checked="" type="checkbox"/> Observation opportunities |
| <input checked="" type="checkbox"/> Continuing Legal Education (CLE) | <input type="checkbox"/> Practice group training |
| <input checked="" type="checkbox"/> Organized/formal mentor program | <input type="checkbox"/> Retreats |
| <input type="checkbox"/> Other: | |

2. What roles do partners/senior attorneys play in the training of attorneys? (Check all that apply)

- | | |
|--|--|
| <input type="checkbox"/> Presenters | <input checked="" type="checkbox"/> Supervise projects |
| <input checked="" type="checkbox"/> Develop/design training programs | <input type="checkbox"/> One-on-one training |
| <input checked="" type="checkbox"/> Mentoring | <input type="checkbox"/> Other: |

3. Does your organization have a formal evaluation program in place? Yes No

Comment box:

4. Would you describe the evaluation program as: (Check all that apply)

- | | |
|---|---|
| <input type="checkbox"/> Top down | <input type="checkbox"/> Peer review |
| <input type="checkbox"/> Bottom up | <input type="checkbox"/> 360 degree |
| <input type="checkbox"/> Attorney self-evaluation | <input type="checkbox"/> Partner review |
| <input checked="" type="checkbox"/> Annual | <input type="checkbox"/> Semi-annual |
| <input type="checkbox"/> Other: | |

5. What activities is your organization involved in to increase the presence and retention of under-represented groups (e.g., ethnic minorities, women, gays, lesbians) within the ranks of attorneys?

- | | |
|---|---|
| <input type="checkbox"/> Please see NALP Law Firm Questionnaire | <input checked="" type="checkbox"/> Recruitment at schools with large minority enrollment |
| <input checked="" type="checkbox"/> Participation in minority job fairs | <input type="checkbox"/> Participation in bar sponsored programs |
| <input checked="" type="checkbox"/> Outreach to law school student groups | <input type="checkbox"/> Involvement of employer committees |
| <input type="checkbox"/> Directed mentoring efforts | <input type="checkbox"/> Other: |

Comment box:

Associate Compensation and Benefits

6. Associate base salary (excluding bonuses) is determined by:

- | |
|--|
| <input type="checkbox"/> A set lock-step system (same base salary for each class year) |
| <input type="checkbox"/> A combination lock step and merit system |
| <input type="checkbox"/> A lock-step system with variable component (range per class year) |
| <input checked="" type="checkbox"/> A merit system |
| <input type="checkbox"/> Other: |

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

- | | |
|--|--|
| <input type="checkbox"/> Hours billed | <input type="checkbox"/> <i>Pro bono</i> hours |
| <input checked="" type="checkbox"/> Quality of work | <input type="checkbox"/> Business development |
| <input checked="" type="checkbox"/> Overall contribution (e.g., recruiting activities, internal firm committees) | |
| <input type="checkbox"/> Other: | |

8. Has your organization offered annual bonuses to eligible associates in the past five years? Yes No

Comment box:

9. What factors are used to determine the amount of an associate's bonus? (Check all that apply) N/A

- | | |
|---|--|
| <input type="checkbox"/> Hours billed | <input type="checkbox"/> <i>Pro bono</i> hours |
| <input type="checkbox"/> Quality of work | <input type="checkbox"/> Business development |
| <input type="checkbox"/> Overall contribution (e.g., recruiting activities, internal firm committees) | |
| <input type="checkbox"/> Other: | |

10(a). Are same sex domestic partners afforded the same benefits as spouses of attorneys? Yes No
If not, what (if any) benefits are provided to same sex domestic partners?

10(b). Are opposite sex domestic partners afforded the same benefits as spouses of attorneys? Yes No
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.

11. Does your organization have a written parental leave or family care policy? Yes No
If you answer yes to number 11, please answer questions 12 - 14.

Comment box:

12(a). How many weeks of paid parental leave do:
Female attorneys receive? Male attorneys receive?

12(b). Have one or more attorneys made use of your parental leave policy in the last 12 months? Yes No

12(c). Are attorneys currently utilizing this benefit? Yes No

13. Does your parental leave or family care policy include adoptions? Yes No
Comment box:

14. Does your parental leave or family care policy cover children/dependents of:
same sex domestic partners? Yes No
opposite sex domestic partners? Yes No

Comment box:

15. Does your organization offer a flexible spending account for:
dependent care? Yes No N/A
health care? Yes No N/A

Comment box:

16. Does your organization offer use of a childcare facility? Yes No
Is the facility for emergency use only? Yes No N/A
Is the facility on site? Yes No N/A

Comment box:

Alternative Work Options

17. Does your organization have a written alternative work option policy (e.g., part-time, flex-time)? Yes No

Comment box:

18. Does your organization allow:

Job Sharing (two or more persons sharing one position) Yes No Case-by-Case
How many associates are currently participating in a job sharing arrangement? How many partners?

Flex-Time (working a full-time schedule with flexible hours) Yes No Case-by-Case
How many associates are currently working under a flex-time arrangement? How many partners?

Telecommuting (working remotely one or more days per week) Yes No Case-by-Case
How many associates are currently working under a telecommuting arrangement? How many partners?

Part-time Schedule (working less than a full-time schedule) Yes No Case-by-Case
How many associates are currently working a part-time schedule? How many partners?

Other:

19. What determines eligibility for alternative work status? (Check all that apply)

- Case-by-Case
- Minimum time with employer Minimum time required? 2 years
- Level of legal experience Level of experience required?
- Other: Merit Rating

20. Is there a minimum percentage of full-time hours that a part-time attorney must work?
 Yes No Case-by-Case If you answered yes, what is the minimum? 24 hours

Comment box:

21. Are attorneys who work part-time and exceed their agreed upon part-time hours compensated in some manner for the additional hours? Yes No Case-by-Case

If so, how are they compensated? Salary adjustment Bonus consideration Other:

Comment box:

22. Are attorneys who work alternative schedules given bonus consideration? N/A

Job Sharing Yes No Case-by-Case

Flex-Time Yes No Case-by-Case

Telecommuting Yes No Case-by-Case

Part-time Schedule Yes No Case-by-Case

Other:

Comment box:

23. In the past five years, have attorneys made partner who have worked or are currently working alternative schedules with your organization? Yes No No one eligible N/A

Comment box:

Pro Bono Policies and Practices

24. Through what internal means do attorneys learn about and/or are assigned *pro bono* cases? (Check all that apply)

Circulated memorandum

Circulated email

Pro bono coordinator

Pro bono committee

Random assignment

Other:

25. If an associate is interested in a particular kind of *pro bono* work in which your organization is not currently engaged, is the associate free to bring in the work for consideration for possible representation by the firm?

Yes No N/A

Comment box:

26(a). Is billable hour credit given for *pro bono* work? Yes No N/A

Is there a maximum that will be credited? Yes No N/A

Comment box:

26(b). For bonus consideration, is a *pro bono* hour equivalent to a billable hour? Yes No N/A

27. What percentage of attorneys participated in *pro bono* activities in your firm last year? N/A
Associates? Of Counsel/others? Partners?

Additional Information

Space below is provided for 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.