



# Comprehensive School Advice and Representation

## Legal Services We Provide

- ▶ Draft policies, employment agreements and HR forms (employee handbooks, new hire forms, offer letters)
- ▶ Advise on employee relations (performance, discipline, equal employment opportunity, leaves of absence)
- ▶ Train employees, managers and senior staff (anti-harassment, bullying and child abuse reporting, professional boundaries with students, coaching and counseling, Title IX, management skills, leadership communication)
- ▶ Conduct investigations into allegations of discrimination, harassment and student or faculty misconduct; and global review and assessment of investigation practices in all departments
- ▶ Prepare or review of tuition, trip and other authorization forms, vendor and service agreements
- ▶ Counsel on day-to-day issues (student immunization, FERPA - Educational Records Privacy, expulsion and student discipline)
- ▶ Advise on 504 Plans under the Federal Rehabilitation Act & IEPs (Individualized Education Programs) under the Individuals with Disabilities Education Act
- ▶ Counsel on disputed issues of alleged discrimination, harassment, disability accommodations and/or retaliation
- ▶ Provide advice on wage and hour issues, including wage audits, work-study, independent contractors, spread of hours,



**Long Island Office:**

1225 Franklin Ave, Suite 325  
Garden City, New York 11530



**New York Office:**

45 Rockefeller Plaza, Suite 2000  
New York, New York 10111

# Our Team



**Jules Z. Halpern**  
*Founder and Partner*

Jules Z. Halpern is Founding Partner of the Firm. Jules counsels employers in varied industries on employee relations, human resources policies and workplace compliance. He audits clients' employment practices, and delivers anti-harassment, business ethics and human resources-related training. Jules also prepares employment and separation agreements, defends administrative charges and negotiates with government agencies. Jules is a leading local and national lecturer on employment law and related topics.

Jules performs employee harassment/discrimination investigations relating to both non-exempt and exempt employees – the latter from middle management to senior management. Jules especially enjoys the unique challenges involved in conducting investigations, as each piece of the puzzle becomes clearer after all the individuals are interviewed and the relevant documents are analyzed.

Jules also works very closely with school administrations to help them apply employment and education laws to challenging situations, with sensitivity to students and faculty concerns, and practical application to the schools' educational goals.

Before founding the Firm, Jules held senior level human resources and employment law roles within major corporations and was a human resources consultant. He was Senior Director of Employee Relations and employment law counsel at Random House, Inc. and the senior employment attorney at The Home Insurance Company.



**Paul L. Scrom Jr.**  
*Partner*

Paul L. Scrom Jr. is a Partner of the Firm. He has nearly a decade of legal experience and devotes his practice to representing organizations in all employment and education law matters. Paul regularly advises Human Resources executives, in-house counsel, management and business owners on compliance and preventative measures in order to avoid expensive litigation and costly government penalties. His counsel includes issues of employee discipline, terminations, discrimination/harassment, wages and hours, independent contractor classifications, restrictive covenants, cybersecurity and social media. Paul also prepares employee handbooks, employment agreements, separation agreements and other HR documents.

Paul works closely with clients in conducting workplace investigations of discrimination, harassment or employee relations matters. He assists many clients address these complex and often sensitive issues, helping the organizations determine the appropriate course of action.

Paul counsels private and charter schools with the practical application of the many regulations and policies that impact students, administration, faculty and parents. In addition, Paul delivers presentations on HR and education topics, including anti-harassment, wages and hours, disability law, employee investigations, as well as education law.



**Caitlyn M. Gibbons**  
*Associate*

Caitlyn M. Gibbons is an Associate of the Firm. Caitlyn drafts employment and separation agreements, and prepares employee handbooks, as well as multi-state digests and state addenda for handbooks. She researches Human Resources policy issues and a wide range of employment laws, including disability accommodations, wage and hour rules, and anti-harassment issues. She drafts the summaries of the findings of investigations into allegations of workplace misconduct, as well as reports relating to Employment Practices audits.

Caitlyn examines issues in education law and prepares handbooks and teacher contracts for our school clients. She prepares state-of-the-art training materials for the Firm's popular client workshops in anti-harassment, management, and communication training. Additionally, Caitlyn conducts research regarding state cybersecurity laws and prepares cybersecurity policies.

