

## DANA BURLEIGH

DIRECTOR OF HUMAN RESOURCES

Troy

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Dana Burleigh is Butzel's Director of Human Resources and serves as an integral member of the firm's leadership team. Ms. Burleigh's extensive background in Human Resources (HR) is a valuable asset to the firm as she has concentrated the entirety of her career in the legal industry. In her current role, she directs all aspects of the firm's HR initiatives at each of Butzel's office locations in Michigan and Washington, DC.

Ms. Burleigh collaborates extensively with the firm's Chief Operating Officer and other senior leadership to ensure Butzel's tradition of excellence is maintained throughout the firm. She has been instrumental in the seamless integration and expansion of several of the firm's offices throughout Michigan, including all aspects of hiring, onboarding, and training for attorneys, legal assistants, other staff, and overflow personnel. Daily, she interacts with numerous members of the firm's legal, support, and overflow staff while overseeing myriad HR functions including oversight of employee recognition programs, analyzing compensation, and monitoring the firm's performance management program. Dana also directs organizational training and development efforts for legal support staff including skills assessments and program development.

Dana is instrumental in preparing for Butzel's Thrift Plan annual audit, collaborating with auditors regarding Employee Retirement Income Security Act (ERISA) requirements such as annual 5500 filing, summary annual report (SAR), summary plan descriptions (SPDs), summary of material modifications (SMM), and amendments to plans. She oversees daily administration of the firm's 401(k) benefit. Ms. Burleigh also monitors and manages the employee paid time off (PTO) benefit. She acts as a resource for payroll staff to ensure understanding and compliance with benefit and HR policies and regulations.

Ms. Burleigh's career trajectory at Butzel has evolved rapidly. She joined the firm as Human Resources Manager in 2022. Her significant experience in human resources management led to her elevation to her current position as Director of Human Resources in 2023. Prior to joining Butzel, Ms. Burleigh held positions in Michigan-based law firms including Office Manager, Office Administrator, and Operations Manager.

Ongoing professional development is a high priority not only for Dana personally, but for the staff that reports to her and all employees of the firm. She is a resolute mentor and works tirelessly to support others to achieve their personal and professional goals. Ms. Burleigh is a member of Butzel's Personnel,

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Retirement Plan, and Charitable Trust Committees. She is a long-time member of the Association of Legal Administrators (ALA) and currently serves as Assistant Treasurer of the Metropolitan Detroit Chapter. She has previously served ALA's Metropolitan Detroit Chapter in leadership roles including President, Vice President, and Membership Director. She also holds membership in the Society for Human Resource Management (SHRM).

Supporting the community is a constant among Dana's personal priorities. She proudly supports the important work of the Lighthouse organization through involvement in numerous philanthropic initiatives. Lighthouse is an organization that endeavors to build equitable communities that alleviate poverty in partnership with and in service to individuals, families, and organizations.

### Credentials

#### MEMBERSHIPS

Association of Legal Administrators (ALA) Metropolitan Detroit Chapter – President – April 2021-April 2023; Vice President – April 2020-March 2021; Membership Director – April 2018-March 2019; Assistant Treasurer – July 2017-March 2019, 2023-Present

Society for Human Resource Management (SHRM) – March 2019-present

### Community & Professional

Lighthouse – January 2018-present

St. Mary Mystical Rose Catholic Church – Co-Director, Food Pantry and Community Dinner, January 2013-December 2015