



**WAGE AND HOUR COVERAGE ENHANCEMENT SUPPLEMENTAL APPLICATION**

Yes No

- 1. Do you regularly consult with an employment attorney with respect to wage and hour issues, including job descriptions, hourly rates, overtime, meal and rest breaks, and conduct audits with respect to the classification of employees as salaried, hourly, and/or independent contractors? If yes, please provide the name of the attorney, law firm and frequency:

Atty: \_\_\_\_\_ Law Firm: \_\_\_\_\_ Frequency: \_\_\_\_\_

If no, describe how your company ensures compliance with federal, state and local wage and hour laws.

- 2. Please list all exempt "job titles" and a brief description of the responsibilities (if this is not self explanatory within the title)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- 3. Do you employ any sales personnel that make sales calls outside of your premises?

If yes, do they get paid on a commission or partial commission basis?

- 4. Do all salaried employees:

a) receive at least 2x your state's prevailing minimum wage per week?

b) as part of their primary duties, exercise some discretion and independent judgment, including providing weighted input into hiring, promotion and firing decisions?

c) that are supervisors manage 2 or more employees and spend at least 50% of their time supervising said employees?

- 5. Do all non-salaried employees receive at least the prevailing minimum wage as well as meal and rest breaks (where the employee is relieved of all duties during such breaks)?

- 6. Are all non-salaried employees compensated for on-call time and travel time and reimbursed for business-related expenses (i.e., uniforms, tools, gas, etc.) and time spent putting on or removing uniforms?

- 7. Are all non-salaried employees paid overtime for any hours worked in excess of 40 hours per week, or where applicable, 8 hours per day?

- 8. Do you utilize a time-keeping system that tracks in-time, out-time, meal and rest breaks?

- 9. Do you utilize independent contractors?

If yes, is there a written indemnity agreement holding Applicant harmless for any wage and hour violations?

- 10. Do you provide itemized wage statements to all of your employees, including wages paid, deductions, tips & commissions where applicable, and, for hourly employees, regular and overtime hours?

- 11. Do you maintain payroll records, including time-keeping records and wage statements, for a period of at least 4 years?

- 12. Do all tip sharing / tip pooling arrangements exclude all management (including assistant managers) employees?

