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RE: Federal Wage and Hour Compliance Review

The Wage and Hour Division is responsible for the administration and enforcement of the Fair Labor Standards Act of 1938 (FLSA), which sets forth employers' responsibilities concerning minimum wage, overtime, child labor, and record keeping requirements, as well as the Migrant and Seasonal Agricultural Worker Protection Act (MSPA). We also have certain responsibilities under several other federal labor laws.

A compliance review of your firm has been scheduled for **9 AM, Tuesday, July 10, 2012**. This review will consist of a discussion with you or your representative, a review of records, random interviews of employees on and off duty, and a final conference to discuss the findings. The length of these reviews varies depending on the complexity of records to review and availability of employees to interview. The authority to conduct this review is found in Sections 9, 10 and 11 of the FLSA and Section 512 of the MSPA. Please have the following information available for the investigator to review:

1. Business information – ownership, officers of the corporation, their percentage of control of the firm, and annual gross sales for the last two years.
2. Employee information for the past year – a list of names, addresses, Social Security numbers, (and telephone numbers if available), and position title. **Provide a copy of this information for the case file.**
3. Payroll record samples - dates of pay, gross pay, rates of pay, and check stubs or vouchers. **Please provide a copy of your most recent or current completed payroll for the case file.** As discussed yesterday, for processing employees: the month of June, 2012 and for the field workers the work week starting June 25, 2012.
4. Time and/or production records – original time records (cards or sheets), other time records and piece rate records if applicable. **Please provide a copy of time records to match most recent payroll records requested above in #3.**
5. Sample copy of disclosure form provided to workers this year.

If you have any questions regarding this compliance review, please feel free to contact me at (509) 294-8465.

Thank you,

Linda Asleson
Investigator, Wage and Hour Division