

Wage and Hour Questionnaire

In order for us to evaluate your issues, please either copy this form into an e-mail and then fill it out and e-mail it to mstanescu@omwlaw.com or print it out and fax it to Marie at 206-447-0215.

Wage and Hour Questionnaire

(For claims of nonpayment of wages or nonpayment of overtime)

Filling out this form does not create an attorney-client relationship nor does it mean that our firm is under any obligation to represent you. A decision to represent you can only be made in writing by a member of the firm. Also, filling out this form does not preclude us from deciding not to represent you and representing someone else involved in the dispute instead.

Keep in mind that there is a small possibility that we already represent one of the people or entities involved in the subject of the complaint. In order to avoid a potential conflict of interest with an existing client of our firm, please start by e-mailing mstanescu@omwlaw.com with the names of all of the potential parties **BEFORE** you fill out the form so that we can run a conflicts check. If you fill out this form without having us run a conflicts check first and it turns out that there is a conflict, we are not precluded from representing the person or entity that is the subject of the conflict.

Name and location of employer

Name and location of employee

Name of employee's supervisor

How long has employee worked for this employer?

Please provide employee's job title and a description of employee's duties (attach a job description if there is one)

How is employee paid (piecework, hourly, daily rate, weekly rate, salary, etc.)?

What is/was employee's rate of pay, and how often was employee paid?

How many days per week does employee work?

List the time of day that employee starts and ends his or her workday, including any work performed away from the worksite.

How does the employer keep track of the hours worked by employee?

Is the employee paid for all of the time that he or she works, including setup, closing up, traveling from one part of the job to another, cleanup, and time spent repairing any tools or equipment that are needed for the job? If not, please explain what unpaid work is performed, and how long it takes.

Is employee allowed to take breaks? If so, how often and for how long?

Is employee always paid overtime (time and a half) if the employee works more than 40 hours in a workweek? If not, why not?

Does the employer have a policy about working overtime? If so, what is it?

Does the employer follow its policy on overtime? If not, explain how the employer's practices differ from its policy

Does the employee's supervisor or manager receive a bonus or other incentive based on the productivity of the workers he or she supervises? If so, please describe how it works.

Is the employee a member of a union? If so, which one?

If the employee does not get paid for all of the hours worked, does the employee keep track of the unpaid hours worked? If so, how does employee keep track?

If the employee is claiming to have worked more hours than the employee was paid for, is the employee's manager or supervisor aware that the employee was working the extra hours?

If the supervisor or manager did not actually know that the employee was working more than 40 hours a week, would it be obvious to the supervisor or manager if they were paying more attention? If so, why?

Do the employee ever take work home? If so, how is the employee paid for it?

Does the employer take any action against employees who work overtime without permission? If so, what does the employer do?

Thank you for contacting us. We will need some time to review your answers to this questionnaire, and then we will get back to you. Generally, the review process takes from one to five days.