

**Houston Casualty Companies/
U.S. Specialty Insurance Company
Employment Practices Liability Insurance**



Wage and Hour Supplemental Form

INFORMATION

Name of Applicant Organization:	
Questions 1-6 apply to employers in ALL states (if you have employees in CA, NY or NJ, you must answer the additional questions for each state, below):	
1. In the last 3 years has any current or former employee made or threatened a claim for any violation of wage and hour laws, including but not limited to, claims related to meal periods, rest periods, or unpaid overtime? If "yes", describe the outcome and how you have changed your practices to prevent further claims (attach explanation if needed). ----- -----	<input type="checkbox"/> Yes <input type="checkbox"/> No
2. Does any manager, supervisor, shareholder, partner or owner within your organization have knowledge of a potential violation of any wage and hour law that could result in a claim for any violation of wage and hour laws, including but not limited to, claims related to meal periods, rest periods, or unpaid overtime?	<input type="checkbox"/> Yes <input type="checkbox"/> No
3. Are all of your full-time employees allowed to take a meal period of at least 30 minutes during which they are relieved of all duties?	<input type="checkbox"/> Yes <input type="checkbox"/> No
4. Do you utilize independent contractors (a.k.a. "1099 workers")? If so, how many contractors in the past 12 months? -----	<input type="checkbox"/> Yes <input type="checkbox"/> No
5. Are all employees allowed to take a rest period of 10 minutes or more in the middle of each four (4) hour work period?	<input type="checkbox"/> Yes <input type="checkbox"/> No
6. Do all exempt supervisory employees: A. Have direct supervisory control over 2 or more employees? B. Have authority to hire and terminate employees or to recommend hiring or terminating?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No
Questions 7-9 apply <i>only</i> to employers with employees located in CALIFORNIA:	
7. Do any of your employees take "on-duty meal periods"?	<input type="checkbox"/> Yes <input type="checkbox"/> No
8. Do all salaried employees receive a salary of at least \$640 per week (i.e. two times the minimum wage) which is not subject to reduction based on the number of hours they work?	<input type="checkbox"/> Yes <input type="checkbox"/> No
9. Do all exempt supervisory employees spend at least 50% of their working time supervising employees?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Question 10 applies <i>only</i> to employers with employees located in NEW YORK:	
10. Do all salaried employees receive a salary of at least \$536.10 per week that is not subject to reduction based on the number of hours they work?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Question 11 applies <i>only</i> to employers with employees located in NEW JERSEY:	
11. Do all salaried employees receive a salary of at least \$400 per week that is not subject to reduction based on the number of hours they work?	<input type="checkbox"/> Yes <input type="checkbox"/> No

I represent after full investigation and inquiry that the statements set forth are true and complete. I understand the information on this form will become a part of my organization's Employment Practices Liability Application and is subject to the same representations and conditions.	
Applicant's Signature	Date