

WAGE & HOUR SUPPLEMENTAL APPLICATION

THIS IS AN APPLICATION FOR A CLAIMS MADE AND REPORTED POLICY

Applicant Name			

- | | Yes | No |
|---|--|--|
| 1. Do you regularly consult with an 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 contractor? 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. | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Please list the job titles and a brief description of their responsibilities for all exempt personnel.

_____ | | |
| 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? | <input type="checkbox"/>
<input type="checkbox"/> | <input type="checkbox"/>
<input type="checkbox"/> |
| 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? | <input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/> | <input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/> |
| 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)? | <input type="checkbox"/> | <input type="checkbox"/> |
| 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? | <input type="checkbox"/> | <input type="checkbox"/> |
| 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? | <input type="checkbox"/> | <input type="checkbox"/> |
| 8. Do you utilize a time-keeping system that tracks in-time, out-time, meal and rest breaks? | <input type="checkbox"/> | <input type="checkbox"/> |
| 9. Do you utilize independent contractors?
If yes, is there a written indemnity agreement holding Applicant harmless for any wage and hour violations? | <input type="checkbox"/>
<input type="checkbox"/> | <input type="checkbox"/>
<input type="checkbox"/> |
| 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? | <input type="checkbox"/> | <input type="checkbox"/> |

Date	Applicant's Authorized Signature of a Principal Partner or Shareholder	Title
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Date	Applicant's Authorized Signature of Individual In Charge of Human Resources or Personnel Department or Signature of 2nd Authorized Person	Title
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