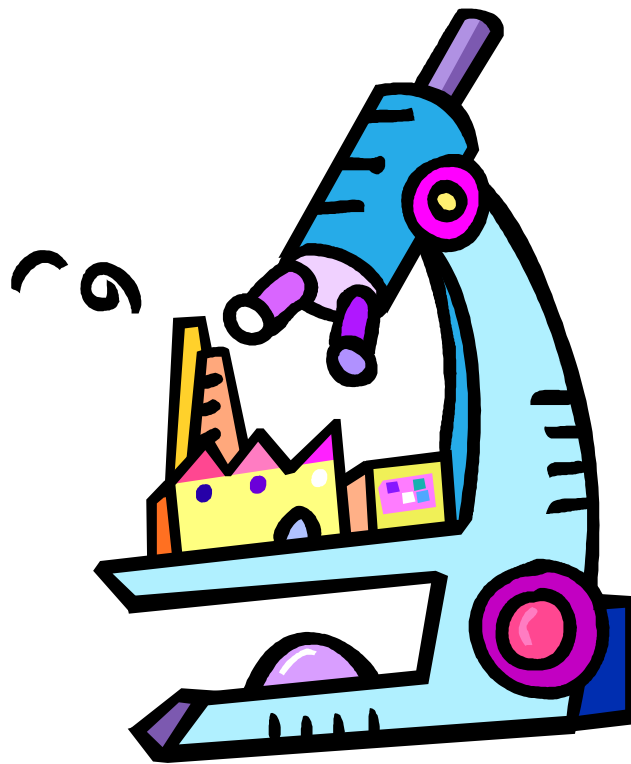




WAGE HOUR AUDIT



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WAGE HOUR AUDIT

____1. Do you have the required posters from the U. S. Dept. of Labor posted at each facility?

____2. Do you keep a copy of completed I-9 forms and copies of documentation presented to support employment eligibility for all employees?

____3. Do you maintain payroll records for at least 3 years?

____4. Are there individuals working who are being paid as independent contractors? If so, are these persons properly classified as independent contractors?

____5. Do any individuals perform volunteer work without receiving any compensation?

____6. Do all employees in Florida receive at least \$6.40 per hour? Does your company operate in any other state that may have different state/local minimum wage laws?

____7. Do each employee's earnings average out to, at least, the minimum wage after paying out of pocket business expenses for items such as uniforms and tools?

____8. Do you regularly monitor the hours worked by employees?

____9. Are employees required to work overtime?

____10. Are employee start and stop times recorded to the nearest 10th of an hour?

____11. Do you have a policy of requiring an employee's signature and a notation by a supervisor when overtime is approved?

____12. Have you reviewed the job duties and responsibilities of each employee who you believe to be exempt from overtime and recordkeeping? Has counsel determined that these employees meet the requirements for administrative, executive, computer, or professional exemptions under the current wage hour regulations?

1. For each position that you believe is exempt, answer questions 12(a.) through 12 (l.) below.

a. Describe briefly each position's **primary job duty** (*i.e.*, the most important/time consuming tasks this position actually does)._____

- b. What percentage of the work day is spent performing this primary duty? _____
- c. List the three (3) next most important duties/tasks that this position performs and the percentage of time each day spent on each duty. _____

d. Is this position compensated by salary or hourly basis?
Salary/Hourly

e. Is this position paid a salary of at least \$455 per week? **Yes/No**

f. Do the duties and obligations of this position include the management of a typically recognized department or area? **Yes / No**

g. Does the position regularly direct/supervise two or more other employees?
Yes / No

h. Does this position have the authority to hire or fire other employees?
Yes / No

i. Does this position involve clerical/secretarial work (e.g., tabulating data, or some other routine repetitive tasks)? **Yes / No**

j. Does this position involve the regular exercise of **discretion** or **independent judgment**? **Yes / No**

k. If “Yes,” please list examples of each positions exercise of discretion or independent judgment.

2. How often do they exercise discretion or independent judgment?