

**DOCUMENTS TO SHOW YOUR ATTORNEY:
Fair Labor Standards Act Defendant**

If you've become the focus of an investigation into your Fair Labor Standards Act ("FLSA") practices, you should consult with your attorney immediately. The following checklist of documents to show your attorney will give focus to your initial meeting.

- ___ Contract of employment with FLSA Plaintiff
- ___ Collective bargaining agreement
- ___ Employee handbook or personnel manual
- ___ Summary plan descriptions for all benefits provided
- ___ Notices posted regarding FLSA rights
- ___ Outline of Plaintiff's work history
- ___ Plaintiff's application for employment
- ___ Plaintiff's offer letter
- ___ Plaintiff's performance evaluations
- ___ Plaintiff's payroll records
- ___ Payroll records of other employees in comparable positions
- ___ Plaintiff's timesheets
- ___ Records of overtime payments made, including cash payments
- ___ Records of wage deductions or credits for board, lodging, uniforms, tips, or garnishment
- ___ Records of wage increases, bonuses, and awards
- ___ Records of premium wages paid for holidays, vacations, second shift, third shift, or Sundays

- ___ Previous citations for wage-hour violations
- ___ Previous or pending Department of Labor claims and documents showing outcome or current status
- ___ Documents showing informal complaints regarding wages and hours (e.g., letters, e-mail messages)
- ___ Correspondence with Plaintiff or others concerning this dispute
- ___ Settlement documents
- ___ Documents showing current financial status
- ___ Corporate documents