



**CONNECTICUT
DEPARTMENT OF LABOR**

Partner of the American
Job Center Network

CONNECTICUT DEPARTMENT OF LABOR

WAGE AND WORKPLACE STANDARDS DIVISION





www.ct.gov/dol



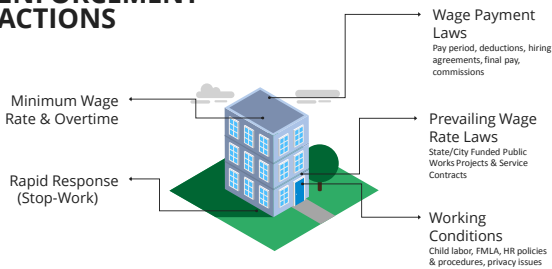
CONTACT INFORMATION

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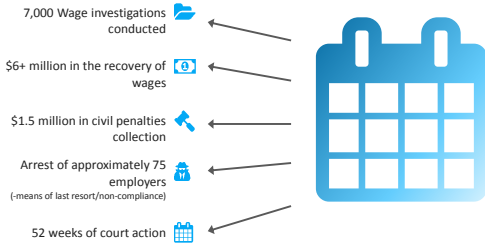
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-  MOD: Friday, 8:00am to 4:30pm

ENFORCEMENT ACTIONS



YEARLY ACTIVITY

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WHAT I CAN DO

5



WHAT I CANNOT DO

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AN INVESTIGATOR'S PERSPECTIVE

WHAT WE DO




WAGE & HOUR
INVESTIGATION


WAGE
ENFORCEMENT
(RAPID RESPONSE)


WORKPLACE
STANDARDS
INVESTIGATION


PREVAILING WAGE
RATE
INVESTIGATION

STATISTICS



99% OF COMPLAINTS ARE SUBMITTED BY FORMER EMPLOYEES



BEST OPPORTUNITIES FOR EMPLOYER COMMUNICATION

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RECORDS OPEN TO INSPECTION

"...any and all books, registers, payrolls, and other records of any such employer that in any way appertain to or have a bearing upon the question of wages of any such persons..."






CGS Chapter 558
Section 31-59(b)





WHAT IS NOT A TIME RECORD?

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- 
WORK SCHEDULES
- 
ATTENDANCE RECORDS
- 
ASSUMED START/END TIME OF SHIFTS
- 
COMPUTER LOG ON/OFF?
- 
DISPATCH SHEETS? (TRUE & ACCURATE)

WHAT IS A TIME RECORD?

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HANDWRITTEN TIME CARDS



COMPUTERIZED SYSTEMS

(IAC: retail, restaurant, work stations)
(PGE: log-on/off as point of entry)



MECHANICALLY PUNCHED TIME CARDS



FOB (SECURITY TOKEN/KEY)

TIME RECORD ROUNDING RULES

True & Accurate Recording
versus
Assumption of Hours Worked



FAQS

IS AN EMPLOYER REQUIRED TO ROUND TIME ENTRIES?

No, but if an employer chooses a method other than the 15 minute rule, it must be consistently applied to both in and out time entries and be in increments of no greater than 15 minutes.



ROUND TO THE NEAREST UNIT OF 15 MINUTES

QUARTER HOUR RULE

Examples using the quarter hour clock:

- 7:52 rounds back to 7:45
- 4:23 rounds forward to 4:30

100'S CLOCK

Examples using the "hundredths" clock:

- 6:44 rounds forward to 6:50
- 8:04 rounds back to 8:00



7 MINUTE RULE

Examples using the "minutes" clock:

- 3:59 rounds forward to 4:00
- 2:20 rounds back to 2:15
- 10:07 rounds back to 10:00

HANDWRITTEN TIME RECORDS

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PROS:

- Easy to maintain
- Cheapest
- Viewed by employees as a sign of trust

CONS:

- Least accurate
- Easy to manipulate
- Probable "close enough" times



MECHANICALLY PUNCHED TIME RECORDS

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PROS:

- Easily understood
- Regarded as most believable format

CONS:

- Tedious manual calculations to compute
- Old fashioned
- May be regarded as demeaning



COMPUTERIZED RECORDS

PROS:

- Fast-becoming the most accurate method
- Work status is immediately known

CONS:

- Pre-programmed scheduled system
- Encoded with ID & password
- May need training for use of system
- Easily edited



MEAL PERIODS

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Working a 7 ½ hours shift or more

30 minutes in duration

Paid vs. unpaid

Uninterrupted: "free and clear"
Interrupted: benefits the employer

Can I eat at my desk? NO.



CGS Ch. 557, Sec. 31-51ii

TRAVEL TIME

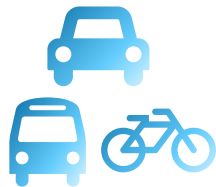
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Worker is required or permitted
(incidental)

Worker is required or permitted
(benefit)

Other than his/her usual place for
initial reporting

Other than his/her usual place to exit
daily activity



CT DOL Administrative Regulations
Sec. 31-60-10
(In relation to CGS Ch. 558/Sec. 76a)

TRAINING TIME

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COMPENSABLE UNLESS ALL FOUR ARE MET:

1. Attendance is outside normal working hours
2. Attendance is voluntary
3. Training is not directly related to employment
4. No productive work



CT DOL Administrative Regulations
Sec. 31-60-11



CT DOL WAGE PAYMENT LAWS

CGS Chapter 558
Sections 31-71a to 31-71i



SECTION 31-71A

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A WAGE:

- Compensation for labor or service rendered by an employee
- Calculated by time, task, piece or by commission (- contractual?)

SECTION 31-71B

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WAGES MUST BE PAID:

- Weekly
- Regular pay day designated in advance
- Not more than eight days past the last day of the pay period
- In cash, negotiable check, or at the employees' request by direct-deposit

SECTION 31-71C

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WAGES UPON TERMINATION:

- Voluntary termination (quit): the next regular pay day
- Discharge (fired): the next business day after discharge

SECTION 31-71D

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WAGES DUE IF DISPUTED:

- Employer must pay all wages conceded to be due
- Release is void if wages are later found to be due

SECTION 31-71E

WITHHOLDING OF PART OF WAGES (DEDUCTIONS):

- Empowered by law
- Written authorization
- Medical, surgical, dental insurance
- Retirement/annuity (401k)

SECTION 31-71F

WRITTEN HIRING AGREEMENTS:

Employees must be notified in writing as to:

- Rate of remuneration
- Hours of employment
- Wage payment schedules
- Employment practices and policies regarding wages, vacation pay, health and welfare benefits (-verbal?)

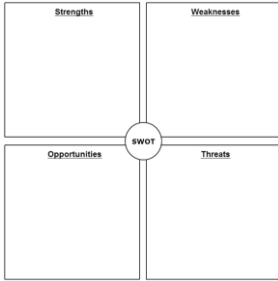
SECTION 31-69A CIVIL PENALTY

...shall be liable to the labor department for a civil penalty of three hundred dollars (\$300) for each violation...

Example:

Weekly payroll = 52 weeks x \$300 = \$15,600 (1 employee)

SWOT ANALYSIS:



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QUESTIONS/ INFORMATION

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WHAT IS THE MINIMUM WAGE IN CONNECTICUT?

As of January 1st 2017, the minimum wage is \$10.10 per hour. For minors working in agriculture or government, it is 85% of minimum wage, and for minors working in other industries, it is 85% for the first 200 hours. This is covered in [Section 31-58](#) and [Section 31-58a](#) of the CT State Statutes.



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WHAT IS THE MINIMUM WAGE FOR SERVICE EMPLOYEES?

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WAITSTAFF AND BARTENDERS

- The minimum wage for service employees is \$9.60 per hour with a gratuity allowance of 36.8% of the minimum wage for waitstaff = \$6.07.
- Bartenders at \$9.60 per hour (MWR) with a gratuity allowance of 18.5% of the minimum wage = \$7.82.

IMPORTANT NOTE: All state and federal taxes are required to be paid based on at least the \$9.60 minimum wage (gross wages).