

Document Checklist

This is a checklist of documents to collect that helps workers who file a complaint against their employer with a government agency. These documents should be kept together at home; do not bring them to work.

Try to have the physical document, information written down, or a picture.

Some of the information listed may not apply to all workers. If you have questions about how or where to find this information, please contact one of our project partner worker centers.

About your work

- Job description
- Employee handbook or work policies
- Work contract
- Copies of any documents you signed
- Letters you sent or received related to your job.
- Work schedule: days and hours you work
- Timecard and pay stubs
- Address or location where you work
 - If you work at a different worksite, write the location down
- Document or information on how much you are going to be paid.

About your Employer

- Full name of the company
- Full names of supervisors and employers
- Your employer's contact information
 - Phone number
 - Address or location where you work
 - Location of the website if you work at more than one location
 - License plate, written down or picture (especially important in some temp work situations).
- "Work ticket" (temp worker)

About a work incident

These documents are useful if you file a complaint against your company.

- Notes about meetings, conversations, or incidents that demonstrate the problem
 - Who was there
 - Who said what
 - If there were any witnesses
- Disciplinary statement
- Records of attendance
- Paid leave accrual
- Performance evaluations
- Record of paid leave time
- Medical records from your doctor or your employer's doctor
- Pictures that support your complaint (for example, dangerous conditions)

This document is a guide for workers on what information is important to record about a workplace incident. You can use the empty boxes on this form to record information about workplace incidents in the proper column.

<u>Time/Location</u>	<u>Incident</u> Example: wage theft, unsafe workplace, sexual harassment, who was involved	<u>Supporting information</u> Example: timesheet, documentation, photos, or medical records.	<u>Witness</u> Who was there, and what did they see? Have they had the same experience?