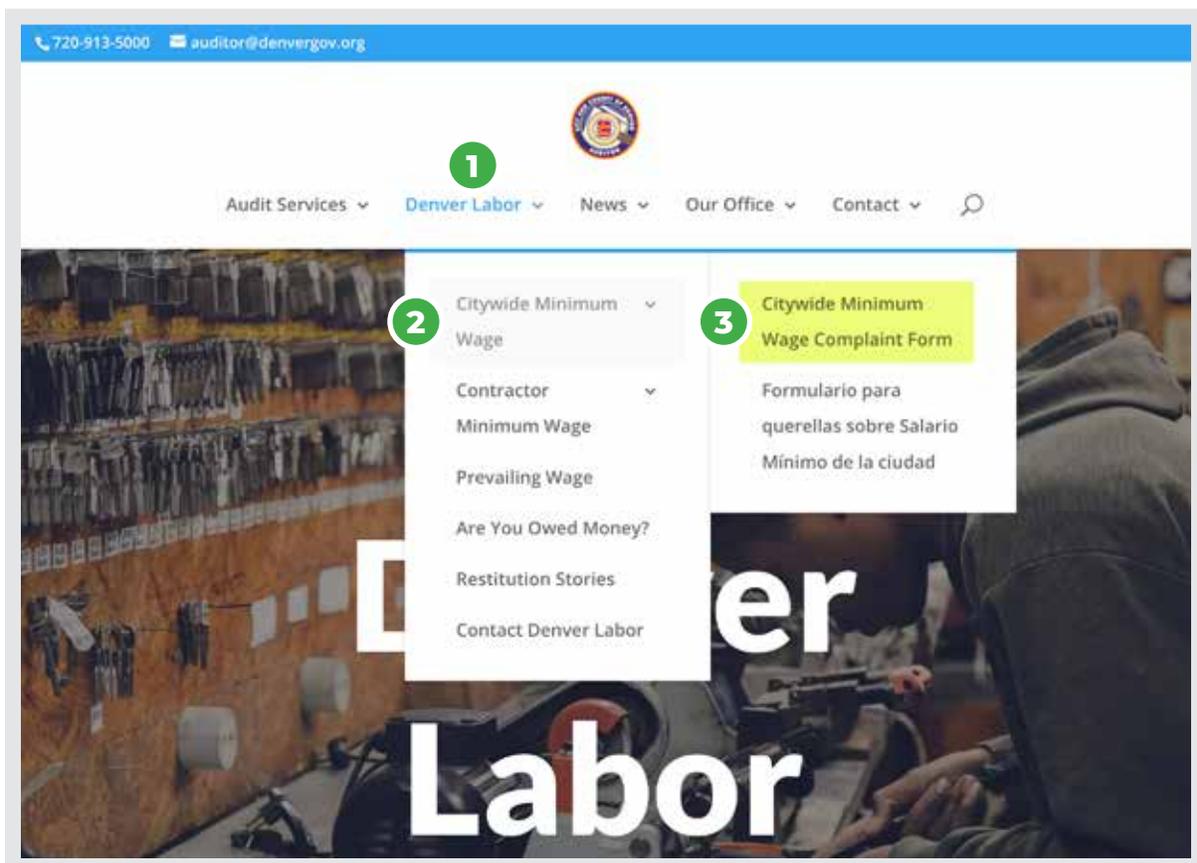


GUIDE

Filing your citywide minimum wage complaint via our web form

NOTE: Although most fields are not required, having more information (including employee name and contact information) will assist the investigation to proceed in a timely manner.

TO BEGIN,
visit our website at <https://www.denverauditor.org/denverlabor>.



1

Hover

over the Denver Labor tab.

2

Scroll to

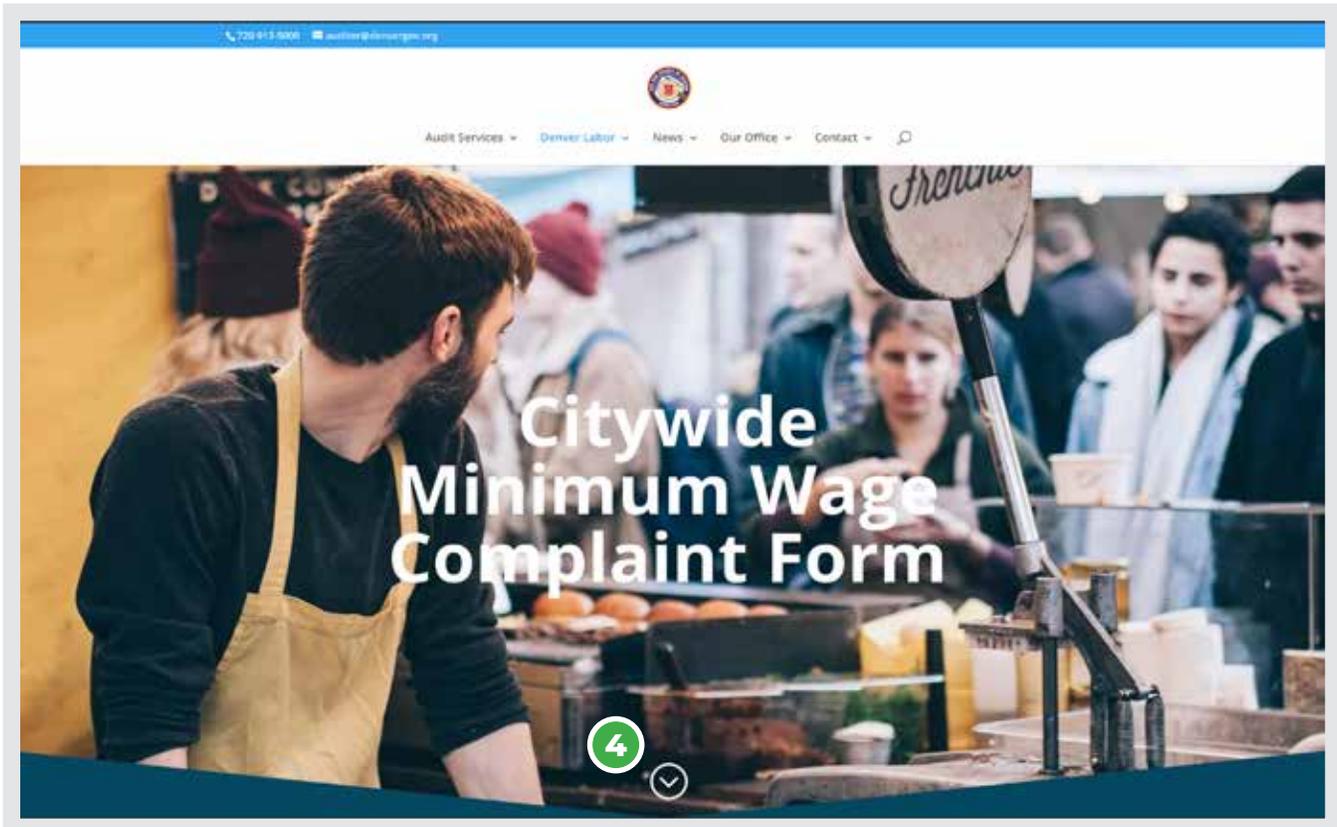
the Citywide Minimum Wage
section.

3

Click on

the Citywide Minimum Wage
Complaint Form tab.

You will also find the button for the form on the Citywide Minimum Wage page.



4

Scroll down

the page and you will find the beginning of the form, where you provide basic information.

5

Required information

a

Type "Anonymous" if you would like to conceal the name of the complainant.

b

Fill in your most recent email address (this will keep you updated on our research).

c

Provide the exact address where you performed work. This is required for us to validate that the complaint falls within our jurisdiction.

5

Submit An Official Complaint

Citywide Minimum Wage Complaint

Employee/ Complainant Name
John Doe / Anonymous **a**

Employee/ Complainant Email
JohnDoe@hello.com **b**

Employer Address
Provide the exact address where you performed work. This is required for us to validate that the complaint falls within our jurisdiction.
11000 S. Federal St, Denver, CO 80219 **c**

Complainant Relationship to Employer
Full-time employee

Employee/Complainant Telephone Number
720-555-8343

The following steps are not required, but will help us in our investigation.

Next,

d

Fill in your most recent mailing address.

e

Explain the violation that you believe is occurring. For example: "Not being paid minimum wage."

f

Provide the dates you worked. We can only enforce the current Denver Minimum Wage beginning January 1, 2020, but may be able assist you with other violations before this date.

g

Indicate the type(s) of work you performed.

h

Submit the name of business and location of where the work was performed.

i

Please your current hourly pay rate or the rate you were paid when you believe the violation occurred.

The form is a vertical stack of six white rectangular sections, each with a dark blue border. Each section contains a title, a text input field, and a small blue square icon with a white letter. The sections are: 1. 'Employee/Complainant Address' with the text '1234 S Patton Ct, Denver, CO 80219' and icon 'd'. 2. 'Statement of Violation' with the text 'Not being paid minimum wage' and icon 'e'. 3. 'Dates of Covered Work' with the text '1/1/2020 - Current' and icon 'f'. 4. 'Type of Work' with the text 'Food Preparation' and icon 'g'. 5. 'Location where work performed' with the text 'Onofre's Asada Denver' and icon 'h'. 6. 'Amount Paid per hour for Work' with the text '\$12.00' and icon 'i'.

j

Indicate if employees receive tips, and how they receive tips.

k

List the average hours you work on a weekly basis.

Do employees receive tips
Yes, tracked through online system **j**

Typical number of hours worked in a week
40 **k**

Answer

the remaining questions to the best of your knowledge.

l

Provide your employer name and the best person to speak with.

m

Provide an office line if possible. If this is not available, put the phone number for the location where you work.

n

If possible, provide the best employer email as another mode of contact. While this information is not required, it can help move an investigation forward in a timely manner.

Are any of the underpaid employees under the age of 18 years old
 Yes
 No

Are any of the underpaid employees independent contractors
 Yes
 No

Employer Name
Onofre's Asada - Onofre Mondragon Owner/Manager **l**

Employer Telephone Number
555-555-5000 **m**

Employer E-mail
OMondragon@OnofresAsada.com **n**

Final additional information



Provide office hours, or anything about the employer that is relevant.



Please provide any further information that you believe isn't covered on our web form.

Alternative Employer Information

Your answer

Additional Information

Anything that may assist you further

Finally,



Select your preference regarding communication with our office. We recommend selecting “Yes.” This will allow us to keep you updated about the investigation. We may also have further questions that may assist us.



Click submit and we have received your complaint and will begin our investigation.

May we contact you about this complaint

Yes **6**

No

Submit

Page 1 of 1

7

If you need any assistance while filling out the Citywide Minimum Wage Complaint Form, please contact us at 720-913-5039.