

WHAT DOCUMENTATION IS HELPFUL IN PROCESSING A WAGE RECOVERY COMPLAINT?

- Copies of demand letters or other communications sent by the employee to the employer
- Copies of employee paychecks and check stubs
- Copies of any pay agreements relating to the employee's wages
- The names and contact information of any witnesses who can substantiate the allegations of the complaint
- Copies of the employee's work schedule, timesheets, and W-2 forms
- Any other records of the time worked or wages paid.

WHAT HAPPENS AFTER A WAGE RECOVERY COMPLAINT IS FILED?

The County will coordinate a conciliation process to attempt to resolve the complaint by sworn written agreement of both parties.

WHAT IF THE COMPLAINT IS NOT CONCILIATED?

Within fifteen (15) days after the County gives notice that the conciliation process has been refused or has reached impasse, any party can request a hearing or the County will appoint a hearing officer that it deems to be qualified to hear non-payment of earned wages matters.

WHAT SHOULD I DO IF I HAVE A WAGE RECOVERY COMPLAINT?

- 1 The employee must first attempt to resolve his or her claim by contacting the employer within sixty (60) days after wages were due.
- 2 If the employee is unable to resolve the claim with the employer, contact the Alachua County Equal Opportunity Office within 180 days after the date wages were due.

**Alachua County
Equal Opportunity Office
12 SE 1st Street
Gainesville, FL 32601
(352) 374-5275 or
TTY users call 711 (FL Relay)
wagerecovery@alachuacounty.us**

Visit Equal Opportunity Office website for more frequently asked questions, or to download Wage Recovery intake forms.

- 3 If timelines have exceeded 180 days, or for more information on Wage and Hour laws, call:

**U.S Department of Labor
Wage and Hour Division at
1-866-487-9243 (toll free) or
visit www.wagehour.dol.gov**

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**Document available in alternate
format upon request.**



WAGE RECOVERY PROGRAM



**Adopted by the Alachua County
Commission on April 16, 2013**

