

You are not required to respond to this information collection; however, your assistance will help the Department of Labor to improve the quality and delivery of compliance assistance tools and services. Responses to this data collection will be used only for statistical purposes. The reports prepared for this study will summarize findings across the sample and will not associate responses with a specific firm or individual. We will not provide information that identifies you or your district to anyone outside the study team, except as required by law. Persons are not required to respond to a collection of information unless it displays a currently valid OMB control number. Note to Respondent: This information collection is anonymous. Please place no identifiers on this form.

**Event Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
*Completed By Agency Staff* *Completed By Agency Staff*

**INFORMATION TO BE PROVIDED BY RESPONDENT:*****I. Please respond to the following questions related to persons who attended the Wage and Hour Division event.*****1. Did the correct person (from your organization) attend the event?**

- Yes, the appropriate person attended
- No, the appropriate person did not attend

**2. Is there any other person in your organization that should have attended the event?**

- Yes, others attended it also
- Yes, others should have attended, but did not
- No, all appropriate people attended the event

**3. How did you find out about this event? (Check all that apply)**

- DOL Website
- Association
- Employer
- Newspaper/Press Release
- Email Message/Alert
- Received notification in the mail
- Union
- Other (please specify) \_\_\_\_\_

***II. Please help the Wage and Hour assess the quality of this event by responding to the following questions.*****4. The compliance assistance event was presented in clear language.**

- Strongly agree
- Agree
- Neither agree nor disagree
- Disagree
- Strongly disagree

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5. **Considering all of the information presented, how relevant or irrelevant was the content provided during the event in helping you understand the law?**

- Very relevant
- Generally relevant
- Somewhat irrelevant
- Very irrelevant

6. **The event provided sufficient information to allow you to contact Wage and Hour in the future.**

- Strongly Agree
- Agree
- Neutral
- Disagree
- Strongly Disagree

**III. In the next few questions, we ask about several types of actions you have taken, or may recommend and/ or implement as a result of this event. Please help Wage and Hour to understand how you or your organization will use the information provided at the compliance assistance event by responding to the following questions.**

7. **Please indicate any actions you have already taken as a result of this event?: (Check all that apply)**

- Reviewed one or more employment practices/policies
- Updated one or more employment practices/policies
- Conducted a organization-wide self-audit for compliance
- Shared the information with colleagues
- Shared the information with employees
- Other (please specify) \_\_\_\_\_
- None
- Not Applicable

8. **What policy changes do you intend to recommend or implement in your organization as a result of the event? (Check all that apply)**

- Institute/modify a new payroll process
- Institute/modify a new employee time recording process
- Modify overtime policies
- Modify wage rates
- Reclassify employees, including those currently classified as "exempt"
- Modify policies regarding employees under the age of 18
- Modify policies regarding employee compensation for all hours worked
- Other (please specify) \_\_\_\_\_
- No personnel actions are intended
- I do not have the authority to recommend or implement changes

9. **What management changes do you intend to recommend or implement in your organization as a result of the event? (Check all that apply)**

- Conduct a organization-wide self-audit
- Institute a new management policy, system or procedure
- Institute training or other communication to improve awareness and/or practices
- Other (please specify) \_\_\_\_\_

- No management changes are intended
- I do not have the authority to recommend or implement changes

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**10. Please indicate any other future actions you will take as a result of this event: (Check all that apply)**

- Review one or more employment practices/policies
- Update one or more employment practices/policies
- Share the information with colleagues
- Share the information with employees
- Save it for future reference
- Other (please specify) \_\_\_\_\_
- None

**IV. Please help Wage and Hour to understand how the event addressed your questions and concerns.**

**11. In comparison to your previous knowledge of Wage and Hour employment laws, how well do you understand the law after attending this event?**

- Considerably more
- A little more
- About the same
- A little less
- Considerably less

**12. Did this event address all of your Wage and Hour-related employment questions?**

- Yes, it addressed all of my questions
- No, it only addressed some of my questions
- No, it did not address any of my questions
- Not applicable - I did not have any employment-related questions

**13. After attending this event, do you anticipate contacting Wage And Hour for additional information in the future?**

- No.
- Yes, within 1 month.
- Yes, within 2-6 months
- Yes, within 7-12 months
- Yes, after 1 year

**14. Where will you go if you have additional questions about Wage and Hour laws?**

- Search Engine
- Wage and Hour Website
- Toll-Free DOL Hotline
- Local Wage and Hour Office
- Other (please specify) \_\_\_\_\_

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**V. Please provide any additional information that might help Wage and Hour improve future events.**

**15. Please provide any additional comments (i.e. suggestions you have to improve the usefulness of this type of event).**

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**Burden Statement**—The public reporting burden for this collection of information is estimated to average five (5) minutes per response, including the time for reviewing instructions, gathering information, and completing and reviewing the collection of information. Send comments on the Agency’s need for this information, the accuracy of the provided burden estimates, and suggestions for reducing the burden to the U. S. Department of Labor, Wage and Hour Division, Room S-3502, 200 Constitution Avenue, N.W., Washington, DC 20210. **Do not send the completed survey to this address.**

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