

## Appendix G. Survey Invitation Letter

[DEPARTMENT OF LABOR – CEO LETTERHEAD]

Dear residents at [enter address],

The U.S. Department of Labor is conducting a survey about work experiences and pay. The survey asks about where people work, what jobs they perform, and how they are paid. The information from the survey will help the Department's efforts to promote fair employment practices and to ensure access to critical workplace benefits, opportunities, and protections. This survey is being conducted for the U.S. Department of Labor by Westat, a private research firm in Rockville, Maryland.

To help with this important effort, please follow the easy steps below to determine which adult in your household should complete the survey:

- ✓ We ask that the **OLDEST FEMALE** in your household who is 18 years of age or older and working complete the survey.
- ✓ If there are no females ages 18 or older and working in your household, please ask the oldest male in your household who is 18 years of age or older and working to complete the survey.
- ✓ **To complete the survey, enter the URL below into a web browser or use the QR code with your mobile device and enter your household's unique PIN when prompted.**

URL: [enter survey URL]

Unique PIN: [enter PIN]



Please accept the \$1 included in this letter as a token of our appreciation for considering helping with this important research. If you or someone else in your household is eligible and completes the survey, we will provide an additional **\$40 electronic Amazon gift card** as a thank you. At the end of the survey, you will have the opportunity to help us find more working people like you. If successful, you may earn up to three additional \$20 electronic Amazon gift cards.

Your participation in this survey is voluntary, and Westat will keep your information private. This means that Westat will not share any information that can identify you with the Department of Labor, your employer, or anyone else.

If you have any questions about this study, please reach out to the study team at [studyteamemail@westat.com] or by phone at [(###) ###-####]. Alternatively, you can view the Frequently Asked Questions also included in this letter.

Thank you for your assistance in this important effort.

Sincerely,

Karen Livingston

Public reporting burden for this collection of information is estimated to average 60 minutes per respondent. Send comments concerning this burden estimate or any other aspect of this collection of information to the U.S. Department of Labor, Chief Evaluation Office, Room 2218, Constitution Ave., Washington, DC 20210. According to the Paperwork Reduction Act of 1995, an agency may not conduct or sponsor, and a person is not required to respond to a collection of information unless it displays a valid OMB control number. The OMB control number for this information collection is xxxx-xxxx.

Chief Evaluation Officer