

WHAT YOU NEED TO KNOW ABOUT MINIMUM WAGE INVESTIGATIONS

The City's Department of Human Rights and Equal Economic Opportunity's investigation will be conducted in an objective and impartial manner

BEGINNING AN INVESTIGATION

After receiving a complaint or initiating an investigation in its own, the Department will issue a notice of investigation to you. This notice must include the allegations, pertinent facts, and a request for a written position statement. The Department may also request records or other documents.

WHAT DO I NEED TO DO?

You must provide a written response via US mail, fax, or email within 30 days. You must specifically state your position regarding the allegations. You must post a notice of investigation in the same manner as the workplace notice poster within seven (7) days of receiving notice.

DURING THE INVESTIGATION

The Department may interview any person with potentially relevant information and request additional documents. You must respond to document requests within 30 business days. The Department may use additional investigative tools such as fact-finding conferences. If the Department does, you must participate.

THE END OF THE INVESTIGATION

After the investigation, the Department will decide if there is cause to believe you failed to pay minimum wage. The Department will issue a notice of "no violation" or "violation." You should follow the instructions for remedying or contesting the determination in the letter. There are strict timelines you must follow.

LEARN MORE AT
WWW.STPAUL.GOV/MINIMUMWAGE
LABORSTANDARDS@CI.STPAUL.MN.US

