

GENERAL SERVICES AGENCY

## OFFICE OF LABOR STANDARDS ENFORCEMENT

DONNA LEVITT, MANAGER



## Employee Questionnaire &amp; Declaration in Support of Claim

## 僱員問卷調查和申報要求索償

Date: _____ 日期	Place of Interview: _____ 面談地址
Employee Name: _____ 僱員姓名	Business Name: _____ 公司名稱
Employee Phone Number: _____ 僱員電話號碼	Business Phone Number: _____ 公司電話號碼
Employee Address: _____ 僱員地址	Business Address: _____ 公司地址

1. When did you begin to work for this employer? *Include the starting date.*  
你甚麼時候開始為這個雇主工作? 請列明開始日期。

2. Are you still employed by this employer? YES or NO  
你現在是否仍然受僱於這個雇主? 是 或 否

If NO, when was your last day of work?  
如果否, 哪一天是你最後工作的日期?

If NO, why are you no longer working for this employer?  
如果否, 你為甚麼離職?

3. Have you taken any unpaid leave (for example, to take a vacation)? YES or NO  
你是否曾經有過無薪休假(例如: 放假旅遊)? 是 或 否

If YES, list the dates you took unpaid leave:  
如果是, 請列明你曾經放假的日期:

4. What is your position or description of your duties (for example, cashier, cook, etc.)?  
你的職位是甚麼或你的職責是甚麼(例如, 收款員、廚師, 等等)?

5. List your regular work schedule below. *If you check in and out multiple times during the day, list that in the space provided.*  
請在以下表格內列明你平時的工作時間表。如果你工作當天要經常登記出入, 請在空白處列明理由。

	Monday 星期一	Tuesday 星期二	Wednesday 星期三	Thursday 星期四	Friday 星期五	Saturday 星期六	Sunday 星期日
Time In 上班時間							
Time Out 下班時間							
Time In 上班時間							
Time Out 下班時間							
Time In 上班時間							
Time Out 下班時間							

6. If you do not have a regular work schedule each week, how many hours per week do you work, on average?  
如果你每星期沒有固定的時間表，你每星期平均工作幾小時？
7. During your time of employment, did you ever work a different schedule than the one listed above?  
YES or NO  
在你的僱用期間，你是否有不同的工作時間表？是 或 否

If YES, list the alternative work schedules below (and use additional pages as necessary). *Include the start and end dates for these work schedules.*

如果是，請在以下空白處列明其他時間表(如有需要，請額外加頁)。請包括這些不同的工作時間表的開始及結束日期。

	Monday 星期一	Tuesday 星期二	Wednesday 星期三	Thursday 星期四	Friday 星期五	Saturday 星期六	Sunday 星期日
Time In 上班時間							
Time Out 下班時間							
Time In 上班時間							
Time Out 下班時間							
Time In 上班時間							
Time Out 下班時間							

8. Does this employer provide you with meal breaks? YES or NO  
這個雇主是否提供膳食時間？是 或 否

If YES, how much time are you provided?

如果是，雇主提供多長時間的膳食時間給你，

9. Does this employer provide you with any other breaks during your workday? YES or NO  
在工作當天，這個雇主是否提供你其他的休息時間? 是 或 否

If YES, how many breaks are you provided and for how long?  
如果是，有多少次以及每次多長時間?

10. Are you required to record your start and end time? YES or NO  
你是否要求記錄你的上下班時間? 是 或 否

If YES, do you punch in and out on a time clock or do you use a hand-written time sheet/time card?  
如果是，你是否在打卡鐘或你以手寫方式在工作時間記錄卡上作進出記錄?

If NO, explain how your hours are tracked.  
如果否，請解釋你如何查證你的工作時數。

11. Do you have records of the hours you work? YES or NO  
你是否有你工作時數的記錄? 是 或 否

12. Are you paid by check, in cash, or both?  
你的工資是收取支票或現金，還是兩者都有?

13. Do you have any pay stubs or receipts? YES or NO  
你是否保留工資存底或收據? 是 或 否

14. When is your regular payday?  
你通常是哪一天發工資?

15. What is your rate of pay?  
你的工資是多少?

16. Has your rate of pay changed over time? YES or NO  
你的工資是否曾改變或調整過? 是 或 否

If YES, list the start and end dates during which you received each pay rate.  
如果是，請列明你領取不同工資的開始和結束日期。

17. Have you been paid for all hours worked? YES or NO  
你所有的工作時數是否完全得到支付? 是 或 否

If NO, explain.  
如果否，請作說明。



18. Do you receive one-and-a-half your regular rate of pay when you work more than 8 hours in a day or 40 hours in a week? YES or NO  
 當你一天工作超過8小時或一星期內工作超過40小時，你是否得到平常時薪的1.5倍薪資？是 或 否

19. Have you missed work since February 5, 2007 because you were sick or had a medical appointment or because you were caring for a family member who was sick or had a medical appointment?  
 YES or NO

從2007年2月5日起開始，你是否曾經因為自己有病或例行醫生檢查，或因為要照顧有病的家人，或要陪家人去看醫生而無法工作？是 或 否

If YES, were you paid for that time? YES or NO  
 如果是，你是否得到有薪病假？是 或 否

If NO (you were not paid), list the dates that you missed work.  
 如果否(你沒有得到薪資)，請列出你無法工作的日期。

20. Does your employer provide you with any health care, such as health insurance, a medical reimbursement account, or Healthy San Francisco? YES or NO  
 你的雇主是否為你提供任何醫療保健計劃，例如健康保險、醫療報銷帳戶或「健康三藩市計劃」？是 或 否

If YES, (a) What/which one?  
 如果是，甚麼/哪一種計劃？

(b) How did you learn about it?  
 你如何得知此計劃？

If you learned about it at a meeting, when?  
 如果你是在開會時才得知，是在甚麼時候？

Who else attended?  
 還有誰出席？

(c) Do you have any written information? YES or NO  
 你是否持有任何書面資料內容？是 或 否

May we have a copy? YES or NO  
 我們是否可要一份副本？是 或 否

(d) Do you know how to use these benefits? YES or NO  
 你是否知道如何使用這些福利？是 或 否

(e) Have you had any problems trying to use the health care services provided by your employer?  
 YES or NO  
 當你要嘗試使用由你雇主提供的醫療保健服務時，是否遇到任何問題？

If YES, describe:  
 如果是，請作說明：

21. How did you learn about this job?  
 你是如何得知這份工作？

22. Who hired you?  
 誰聘請你？

23. What was the agreement when you were hired regarding work schedule, pay, etc.?  
當僱用你時，你們有甚麼協議嗎？例如工作時間安排、薪金、或其他的內容？
24. Who pays you?  
誰支付工資給你？
25. Who sets your schedule and supervises your work?  
誰負責安排你的工作時間和監管你的工作？
26. How many employees work for your employer?  
有多少僱員為你的雇主工作？
27. What are the names of your co-workers? *Please provide contact information.*  
你同事的姓名是甚麼？請提供聯絡資料。
28. Are there any other witnesses or any other evidence that would help you substantiate your case? *(For example, names of regular customers or delivery drivers, group photographs, etc.)*  
你是否有其他目擊者或證據可以對你的申訴有幫助？(例如，老顧客或送貨員的名字、團體相片等等)
29. Do you have anything else to add?  
你有其他內容要補充的嗎？

I declare under penalty of perjury that the above statement is true and correct to the best of my knowledge.  
根據偽證懲罰條例，本人在此作出聲明，上述皆屬儘我所知真實並正確的資料。

Employee Signature: \_\_\_\_\_  
職員簽名

Date: \_\_\_\_\_  
日期

Interviewed by: \_\_\_\_\_  
面談人員

Date: \_\_\_\_\_  
日期

Organization: \_\_\_\_\_  
機構名稱