

UNLAWFUL DEDUCTION AND EXPENSE WORKSHEET

Under California law, employers cannot deduct, subtract or withhold from an employees' wages the employers' cost of doing business. For example, if an employee breaks equipment of the employer, the employer cannot generally deduct that cost from the employee's wage or force the employee to replace the equipment. Moreover, if an employer requires an employee to wear a uniform, the employer bears the burden of providing and maintaining same. In addition, an employer is required to reimburse its employees for any expenses incurred while working. For example, if an employer requires you to use your own vehicle to travel, the employer must reimburse you for the use of your vehicle. If any of the above applies to you, please address the following issues:

1. Unlawful Deductions for Cash Shortages or Breakages

A. Did your employer deduct money from your wages for any loss incurred by the employer (e.g., cash shortage, broken equipment, etc.)? _____

B. If so, describe the type(s) of deductions taken by your employer?

C. On how many occasions did your employer make such deductions (e.g., weekly, monthly, or yearly)? _____

D. State the amount of deductions that your employer took from your wages. Please specify the specific amounts and dates of all deductions. If they were ongoing, you may list them on a weekly, monthly, or yearly basis.

(Initials)

E. Provide all documents showing any such deductions.

2. Unlawful Withholding of Wages for Business Costs and/or Losses

A. Did your employer ever deduct, subtract, or withhold money from your wages for its costs of operating its business or business losses (e.g., returned checks, credit charges, refunds, returned goods, etc.)? _____

B. If so, describe the type(s) of deductions taken by your employer?

D. On how many occasions did your employer make such deductions (e.g., weekly, monthly, or yearly)? _____

E. State the amount of deductions that your employer took from your wages. Please specify the specific amounts and dates of all deductions. If they were ongoing, you may list them on a weekly, monthly, or yearly basis.

E. Provide all documents showing any such deductions.

3. Unreimbursed Uniform Expenses

A. Were you required to wear a uniform? _____

B. If so, describe your uniform: _____

(Initials)

C. Did your employer require you to pay for your uniform? _____

D. How much were you required to pay? _____

E. How many times did you buy uniforms? _____

F. How much money did you spend in purchasing uniforms while employed?

G. Who maintained your uniform? _____

H. If you maintained your uniform, how did you maintain (i.e., launder, dry clean, etc.)?

I. How often would you maintain your uniform? _____

J. How much did it cost to maintain your uniform on a weekly, monthly or yearly basis?

K. How much did you spend on uniform maintenance while employed? _____

L. Provide all documents showing any such deductions.

4. Unreimbursed Expenses

A. Did your employer ever fail to reimburse you for any expenses incurred while carrying out your employment (e.g., mileage, parking, dining, tickets, etc.)? _____

B. If so, what expenses did you incur for which you were not reimbursed?

(Initials)

- C. How much in expenses did you incur while employed for which you were not reimbursed?
Please itemize all unreimbursed expenses by the amount, date, and type of expense.
