**Section 210.810 Investigation Procedures**

a) A Compliance Officer will make an initial determination with respect to whether the employer, employees, and/or former employees are covered under the Minimum Wage Law.

b) A Compliance Officer may interview the employer, employees, and/or former employees to gather information on such subjects as hours worked, rate and type of pay, meals, lodging, gratuities, age and other such conditions and practices of employment.

c) A Compliance Officer will review the time and payroll records for each employee, and/or former employee, and do a complete dollar audit for a period not to exceed three years for those employees to whom back wages are owed.

d) A Compliance Officer will notify the employer or his/her agent of the results of the investigation, including the amount of back wages due, if any.

e) The Director will issue a written notice of noncompliance with the Minimum Wage Law to the employer or his/her agent when a Compliance Officer finds that back wages are due.

f) The Director may provide the employer, employees, and/or former employees with an opportunity to present further evidence and identify any issues in dispute at an informal investigatory conference pursuant to Subpart I of this Part.