

5Star Specialty Programs

A Division of Crump Insurance Services, Inc.



EMPLOYMENT PRACTICES LIABILITY INSURANCE Wage & Hour Coverage Supplemental Application for: Law Firms

A. Name of Applicant: _____

1. Please list all salaried (exempt) personnel, their job titles, and a brief description of their responsibilities:

2. Are all administrative employees paid on an hourly (non-exempt) basis? Yes No

If 'NO,' please provide a job title and description for any administrative employee classified as 'exempt' (to be excluded from coverage) in attachment to this application.

3. Are all paralegals paid on an hourly (non-exempt) basis? Yes No

If 'NO,' are they paid overtime for all hours worked in excess of 40hrs per week? Yes No

4. Are all employees classified as 'exempt' making at least \$455 per week? Yes No

5. Does the Applicant utilize an electronic time-keeping system? Yes No

If 'NO,' please provide details as to how the Applicant keeps track of an employee's payroll & time record then answer questions 7(a-c) with respect to all time-keeping systems:

a. If an hourly (non-exempt) employee clocks in before their shift starts or before their rest or meal period ends, are they paid for this time? Yes No

b. Who is able to amend an employee's time records on the system?

c. If an employee's time records are amended, is the employee required to initial or sign off on the change? Yes No

6. If an employee works more than 40 hours in any one work-week, are they paid overtime in lieu of being offered reduced hours during any subsequent work-week? Yes No

7. Are all independent contractors considered as hourly (non-exempt) employees?

If NO, do independent contractors; Yes No N/A

a. work under the direct supervision and control of the applicant's employees? Yes No

b. use equipment or resources supplied by the applicant? Yes No

c. receive company benefits? Yes No

