

FLSA-1124

March 2, 1973

Your letter of February 17, 1973, addressed to our Chicago office, has been referred to this office for reply.

You state that you find the time required to record the required information in the homeworker handbook to be costly and that such recording duplicates information in the company files. You ask what minimum handbook information would be acceptable under the circumstances.

One of the major purposes of the homeworker handbook is to provide in the hands of the homeworker herself a source of information that is available to the representative of the Wage-Hour Division who conducts an investigation for compliance with the act. Therefore, all of the information required to be recorded in the homeworker handbook must be available for this purpose. This does not mean, however, that you must necessarily use the handbook. If you were to furnish each homeworker a duplicate copy of a company form which contains all of the required information, it is possible for an exception from the homeworker handbook requirement to be granted.

It is noted that the homework record form submitted by you does not contain the information shown in the "Notice to Employer and Homeworker" on the rear cover of the homeworker handbook, nor the day the workweek ends. If you care to submit a proposed form to be used in lieu of the homeworker handbook, together with a description of the method to be used for making a duplicate copy for the homeworker, we will be glad to consider the matter further.

Sincerely,

Joseph P. McAuliffe, Chief
Division of Minimum Wage and
Hour Standards
Wage and Hour Division