

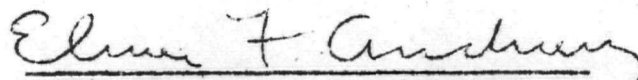
WAGE AND HOUR DIVISION
UNITED STATES DEPARTMENT OF LABOR
WASHINGTON, D. C.

TITLE 29 -- LABOR
CHAPTER V -- WAGE AND HOUR DIVISION

PART 516 - Regulations on Records To Be Kept by
Employers Pursuant to Section 11(c) of
the Fair Labor Standards Act of 1938

The following amendment to Regulations -- Part 516 as amended -- (Regulations on Records To Be Kept by Employers Pursuant to Section 11(c) of the Fair Labor Standards Act of 1938) is hereby issued. Said amendment to Part 516, as amended, amends Section 516.90, as amended, prescribing regulations on records to be kept by employers of industrial home workers by providing that said Section 516.90 shall remain in effect until repealed or modified by the Administrator.

Signed at Washington, D. C., this 23rd day of September,
1939.



Elmer F. Andrews, Administrator
Wage and Hour Division
Department of Labor

Section 516.90 REGULATIONS ON RECORDS TO BE KEPT BY EMPLOYERS OF INDUSTRIAL HOME WORKERS, PURSUANT TO SECTION 11(c) OF THE FAIR LABOR STANDARDS ACT. -- Every employer subject to any provisions of the Fair Labor Standards Act or any order issued under this Act who directly or indirectly distributes work to be performed by an industrial home worker shall be relieved of the provisions for record-keeping contained in Sections 516.1, 516.2, 516.3, and 516.4(b) of these Regulations with respect to such industrial home worker and shall, in lieu of such requirements, make and preserve, records containing the following information with respect to each such industrial home worker engaged on work distributed directly by such employer or indirectly in his interest:

- (a) Name in full.
- (b) Home address.
- (c) Date of birth if under 19.
- (d) With respect to each lot of work issued
 - (1) Date and hour on which work is given out to worker, and amount of such work given.
 - (2) Date and hour on which work is returned by worker, and amount of such work returned.
 - (3) Kind of articles worked on and operations performed.
 - (4) Piece rates paid.
 - (5) Hours worked on each lot of work returned.
 - (6) Wages paid for each lot of work returned.
 - (7) Deductions for Social Security taxes.
 - (8) Date of payment.
- (4) With respect to each week:
 - (1) Hours worked each week.
 - (2) Wages earned each week at regular piece rates.
 - (3) Extra pay each week for overtime.

- (4) Total wages earned each week.
- (5) Deductions for Social Security taxes.
- (f) Name and address of each agent, distributor, or contractor through whom home work is distributed.

In addition to the keeping of the above records, a separate handbook (to be obtained by the employer from the Wage and Hour Division and supplied by him to each worker) shall be kept for each industrial home worker, and the information required therein shall be entered by the employer or the person distributing home work on behalf of such employer each time work is given out to or received from an industrial home worker.

Except for the time necessary for the making of entries by the employer, the handbook must remain in the possession of the industrial home worker until such time as the Wage and Hour Division may request it.

A separate record and a separate handbook must be kept for each individual performing work in or about a home on any lot or amount of home work distributed.

For the purpose of this section, the term "Industrial Home Worker" means any person producing in or about a home, for an employer, goods from material furnished directly by or indirectly for such employer.

This section shall be in force and effect until repealed or modified by the Administrator.*

*Issued under the authority contained in Section 11(c), 52 Stat. 1060.