

Compliance Report Checklist

[To be completed by Respondents in Fair Employment, Family & Medical Leave Cases or Cases Filed Under Sec. 106.54, Stats.]

1. **The Respondent has been ordered to file a compliance report. The compliance report should include all of the items listed below which are applicable to this case. The Respondent must submit a compliance report within thirty (30) days of the date the final order was issued in this case. The report should be sent to:**

ROBIN BARKENHAGEN
EQUAL RIGHTS DIVISION
P.O. BOX 8928
MADISON, WI 53708

If you need assistance preparing this form, please contact Mr. Barkenhagen at 608-266-0027.

2. **Back Pay:** If the Respondent has been ordered to pay the Complainant back pay, please calculate the amount of back pay due on the reverse side of this form. If applicable, indicate the hourly wage and the number of hours per week which were used to compute the gross back pay due. **Enclose a copy of the check(s) sent to the Complainant which the Respondent asserts satisfies the back pay order.**

If the Respondent has been ordered to withhold unemployment compensation benefits or welfare benefits from the Complainant and to repay those benefits to the Unemployment Compensation Reserve Fund or an applicable welfare agency, please include a check for the UI benefits. The check should be made out to "DWD." If applicable, include a copy of the check sent to the applicable welfare agency.

3. **Reinstatement or Order to Hire:** If the Respondent has been ordered to reinstate or hire the Complainant, please indicate when the reinstatement offer or the offer to hire was made and whether the Complainant accepted the offer. The Respondent should allow the Complainant a reasonable amount of time to decide whether or not to accept the offer.

If the Complainant has **accepted** the offer, please indicate when the Complainant began work. If the Complainant has **rejected** the offer, indicate the job title, the hours and the rate of pay for the position that was offered, along with the date when the Complainant rejected the offer, and a copy of the Complainant's rejection of the offer (if the rejection was in writing).

4. **Benefits:** If the Respondent has been ordered to pay the Complainant's benefits such as reimbursing a pension account, crediting or restoring seniority, crediting vacation time or sick leave, or other remedial actions related to the Complainant's benefits, **please provide information demonstrating that the remedial action(s) has been taken.**
5. **Attorney's Fees and Costs:** If the Respondent has been ordered to pay the Complainant's attorney's fees and costs, please provide a copy of the check which was sent to the Complainant's attorney in compliance with this order.
6. **Other Remedial Actions:** If the Respondent has been ordered to take any other remedial actions (such as providing training, posting a notice, or removing items from the Complainant's personnel file), please provide information demonstrating that the Respondent has complied with this portion of the order.

Worksheet for Computing Back Pay and Interest on Back Pay

		Calendar Quarter		Calendar Quarter		Calendar Quarter		Calendar Quarter		Calendar Quarter		Calendar Quarter	
		Start	Ends										
1	Gross Back Pay: Enter the gross wages that would have been paid to Complainant in this quarter had the unlawful act not occurred.												
2	Statutory Set-Offs: Enter the gross wages that the Complainant actually received from other employment, unemployment compensation or welfare benefits, during this quarter.												
3	Net Back Pay: Subtract line 2 from line 1 and enter the difference. (If line 2 is more than line 1, enter zero here and on line 9. No payment is due for this quarter).												
4	Ending Date: Enter the date that the Respondent is expected to make payment to the Complainant. (Use the same date for each quarter.)												
5	Term: Enter the number of days from the end of each quarter to the date payment is expected to be made on line 4.												
6	Interest Factor: Divide line 5 by 365 days and enter that amount here. Round up two decimal places.												
7	Interest Rate: Multiply the factor on line 6 by 12% and enter the result here.												
8	Interest Due This Quarter: Multiply the amount on line 3 by the percent on line 7 and enter the result here.												
9	Total Due This Quarter: Add lines 3 and 8 and enter the result here. This is the total back pay and interest due this quarter.												
10	Total Payment Due: Cumulative total of the calendar quarters on line 9.												

Notes

1. Excesses in statutory set-offs in one quarter may not be carried over to another quarter.
2. Interest is not payable for the quarter in which the ending date falls (i.e., the last quarter of the back pay period).
3. This worksheet reflects the provisions of sec. DWD 218.20(4), Wisconsin Administrative Code.