



employment in excess of forty (40) hours per week at a rate not less than one and one-half times the regular rates at which he is employed.

B. Defendants shall not fail to make, keep, and preserve records of their employees, and of the wages, hours, and other conditions and practices of employment maintained by them, as prescribed by the regulations of the Administrator or the Secretary of Labor issued, and from time to time amended, pursuant to Section 11(c) of the Act, and found in Title 29, Chapter V, Code of Federal Regulations, Part 516.

2. The Secretary has recovered from Defendant Gavri, LLC the total sum of \$21,708.71 ("Amount Owed"), to be distributed to Defendants' employees listed in the attached Exhibit 1 in the amounts set forth following each employee's name.

3. Any money not distributed by the Secretary within a reasonable time because of the Secretary's failure to locate the proper person or because of such person's refusal to accept such money shall be covered into the Treasury of the United States as miscellaneous receipts.

4. The attached Exhibit 1 is incorporated into and made a part of this Judgment.

5. Defendants shall create an Employee Handbook ("Handbook"), a copy of which shall be maintained at the front desk at all times and be available to employees for review at any time. The Handbook shall include the following:

A. A section about wages that will have a clear and comprehensive explanation of the workweek (e.g., Sunday through Saturday) and the pay period that has been established by Defendants.

B. A section defining the regular rate of pay.

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C. A section explaining that all non-exempt employees (as the term is defined by the Act and its regulations) will be paid an overtime premium at time and one-half an employee's regular rate of pay after forty hours worked in a workweek.

D. A section explaining that an employee's hours worked may be longer than his or her scheduled hours. This section shall also specify Defendants' policies regarding lunch breaks and other short breaks. This section must state that short breaks of twenty minutes or less shall be compensated by Defendants.

E. A section referring employees to *www.wagehour.dol.gov* and 1-866-4USWAGE for any questions or concerns regarding their rights under United States labor laws.

6. Defendants shall ensure that, upon hire, each new employee receives a copy of the Handbook provisions described above in Paragraphs 5A through 5E.

7. Defendants shall ensure that all employee records, such as schedules, time sheets, or room assignment sheets (and any other employee-related record required to be maintained under the Act) contain employees' full names. Defendants shall not use nicknames, abbreviations, or employee numbers in lieu of employees' names on all such records.

8. Defendants shall ensure that all employees are paid by paycheck, each of which shall include a paystub. The paystub shall demonstrate how gross and net wages were derived, by providing the following information:

- A. Applicable pay period (with start and end dates)
- B. Number of hours worked in the pay period

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- C. Rate(s) of pay
- D. Straight time, overtime, or piece rate wages
- E. Bonuses or commission payments
- F. Itemization for any additional compensation (e.g. holiday pay or supplies reimbursement); and
- G. Tax withholdings.

9. Defendants shall not request, solicit, suggest, or coerce, directly or indirectly, any employee to return or to offer to return to the Defendants or to someone else on behalf of Defendants any money in the form of cash, check, or any other form, for wages previously due or to become due in the future to said employee under the provisions of this Judgment or the Act; nor shall Defendants discharge or in any other manner discriminate, solicit, or encourage anyone else to discriminate against any such employee because such employee has received or retained money due to him from Defendants under the provisions of this Judgment.

10. No costs or disbursement are allowed.

Dated this 14<sup>th</sup> day of April, 2016.

  
JUDGE

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*Sandhya Patel*

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