

## Laura Martinez

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**From:** Laura Martinez  
**Sent:** Wednesday, June 29, 2011 3:27 PM  
**To:** 'Greg Peterson'; 'Mara Dunn'  
**Cc:** Shannon Ramirez; Matt Forss; Hugh Fendry  
**Subject:** Kristeen Bradsteen  
**Attachments:** KBradsteenLetter.doc; DOC107.PDF

**Importance:** High

Hi Greg/Mara,

Attached is a letter of which I would like you to send to the Minnesota Department of Labor and Industry in response to their letter of which you received today regarding the claim by Kristeen Bradsteen. I have also attached the original letter from them, Kristeen's time card and her subsequent paystubs.

Please advise of which method of delivery you will choose, perhaps copy us in an e-mail response.

All of these forms have been entered into our system at CMG. If there are any questions, please contact us.

Thank you for all your help ☺

Kindest Regards,

*Laura Martinez*

Corporate Administrator  
Corporate Management Group, Inc.  
12000 N. Washington St. Suite 290  
Thornton, CO 80241  
Toll Free: 866-920-1425  
Office: 303-920-1425  
Fax: 303-736-7767



June 29, 2011

Minnesota Department of Labor and Industry,

Kristeen Bradsteen was terminated from our company on Wednesday June 22, 2011. Her hourly pay rate for regular hours worked is \$8.75 per hour, her hourly pay rate for shift differential hours worked is \$9.25 per hour and her pay rate for regular overtime hours worked is \$13.13. Wednesday is our pay period end date for the week and during the payroll week ending 6/22/11 Kristeen worked a total of 40 regular hours and 1:21 overtime hours. Her timecard is attached.

On Tuesday June 28, 2011, Kristeen Bradsteen picked up what she thought was her final check but found that it was accounting for fewer hours than what she actually worked on pay period ending 6/22/11. It was then that our company researched the discrepancy to find that there were multiple punches into our time system on Kristeen's behalf throughout the week that resulted in the shortage.

On Tuesday June 28, 2011 we cut an additional check for the difference between what she actually worked and what she was paid. This check was made available to her today, Wednesday June 29<sup>th</sup>. Upon receiving and reviewing your letter today, we have noticed that we inadvertently did not include the overtime hours on the check made available to her today. We then cut an additional check today for the overtime hours owed and it will be available to her tomorrow, June 30, 2011.

We are confident that there are no additional hours owed to the claimant Kristeen Bradteen after she receives her check tomorrow, June 30, 2011. Please refer to the attached timesheet and subsequent paystubs for verification.

If there are any questions, please contact us.

Thank you,

Corporate Management Group/Employer Solutions Group

443 Lafayette Road N.  
St. Paul, Minnesota 55155  
www.dli.mn.gov



MINNESOTA DEPARTMENT OF  
**LABOR & INDUSTRY**

(651) 284-5005  
1-800-DIAL-DLI  
TTY: (651) 297-4198

June 27, 2011

Employer Solutions Staffing Group, LLC.  
ATTN: HR Manager  
7301 Ohms Lane, Suite 405  
Edina, MN 55439

Claimant: Kristeen Bradsteen

Dear Employer:

The Minnesota Department of Labor and Industry, Labor Standards unit has received a claim for unpaid wages from a former employee of your company. **Kristeen Bradsteen** has not received a final paycheck for all final wages earned. She is owed a total of **\$527.28 dollars** for the period ending June 22, 2011. She is owed for 48 regular hours worked at \$9.25 per hour and 6 overtime hours at an overtime rate of \$13.88 per hour.

Minnesota Statutes 181.13 (enclosed) requires that an employer pay all wages due **within 24 hours of demand for payment.**

**Please forward a check made payable to the claimant to this office within ten (10) days of receipt of this letter for \$527.28 dollars.** Penalties are outlined in the law for failure to comply with the above referenced statutes. You may contact **John Stiffen**, Labor Standards Investigator, within that same time period, at 651-284-5245 or [john.stiffen@state.mn.us](mailto:john.stiffen@state.mn.us).

Your immediate attention to this matter **may** relieve you of payment of **penalties** as outlined in the statutes.

Sincerely,

Carolyn Westra  
Labor Standards Investigator  
Minnesota Department of Labor and Industry  
Labor Standards Unit  
Direct: 651-284-5236  
Fax: 651-284-5740  
[Carolyn.westra@state.mn.us](mailto:Carolyn.westra@state.mn.us)

Enclosed: Minnesota Statute § 181.13



## CHAPTER 181

# EMPLOYMENT; WAGES, CONDITIONS, HOURS, RESTRICTIONS

### **181.13 PENALTY FOR FAILURE TO PAY WAGES PROMPTLY.**

(a) When any employer employing labor within this state discharges an employee, the wages or commissions actually earned and unpaid at the time of the discharge are immediately due and payable upon demand of the employee. If the employee's earned wages and commissions are not paid within 24 hours after demand, whether the employment was by the day, hour, week, month, or piece or by commissions, the employer is in default. The discharged employee may charge and collect the amount of the employee's average daily earnings at the rate agreed upon in the contract of employment, for each day up to 15 days, that the employer is in default, until full payment or other settlement, satisfactory to the discharged employee, is made. In the case of a public employer where approval of expenditures by a governing board is required, the 24-hour period for payment does not commence until the date of the first regular or special meeting of the governing board following discharge of the employee.

(b) The wages and commissions must be paid at the usual place of payment unless the employee requests that the wages and commissions be sent through the mails. If, in accordance with a request by the employee, the employee's wages and commissions are sent to the employee through the mail, the wages and commissions are paid as of the date of their postmark.

**History:** (4127) 1919 c 175 s 1; 1933 c 173 s 1; 1984 c 446 s 1; 1Sp1985 c 16 art 1 s 2; 1986 c 444; 1997 c 83 s 5

# Time Card Report

Previous Period (06/16/11 to 06/22/11)

Full Name (Last, First)	ID Number	Badge	Date of Hire
Bradsteen, Kristeen	6928	1430	06/10/2011

Date	In	Out	In	Out	Amount	Schedule	Exceptions
06/16/11	1:58a	6:03a	6:34a	9:26a	6:55	2:00a/ 8:00a	
06/17/11	2:00a	7:02a	7:40a	10:35a	7:57	2:00a/ 8:00a	Long Lun.
06/17/11	9:00p	12:09a			3:09	Unsch	
06/18/11							
06/19/11							
06/20/11	1:58a	6:10a	6:43a	10:51a	8:18	2:00a/ 8:00a	
06/21/11	2:00a	8:02a	8:32a	10:04a	7:34	2:00a/ 8:00a	
06/22/11	2:02a	9:08a	9:38a	10:00a	7:28	2:00a/ 8:00a	Tardy*

Pay Desig.	Hours	Rate	Dollars
Regular	23:53	0.0000	0.0000
Overtime	1:21	0.0000	0.0000
Reg Prem	16:07	0.5000	8.0583
Totals	41:21		8.0583

Employee Signature

Kristeen Bradsteen	XXX-XX-6928	EMPL-118602	50	W/E Dt: 6/22/2011	111775	
					-----YTD-----	
	<b>Hours</b>	<b>Amount</b>	F.I.C.A	10.46	Gross	455.68
Regular	17.73	155.14	Medicare	3.61	Fed W/H	0.00
Regular	10.15	93.89			FICA	19.14
					Medicare	6.61
					Nontaxable	0.00
					Taxable	455.68

06/16/11	06/22/11	Super Mom`s	17.73	8.75	155.14
06/16/11	06/22/11	Super Mom`s	10.15	9.25	93.89

Gross Pay:	249.03	Deductions:	14.07	YTD Hours:	50.99
				Net Pay:	234.96

CHECK NO. 111775

DATE 06/29/11 AMOUNT

\*\*\*\*Two Hundred Thirty Four Dollars and 96/100\*\*\*\*

\*\*\*\*\*234.96

PAY TO  
THE ORDER  
OF

Kristeen Bradsteen  
8519 Ideal Ave S  
Cottage Grove, MN 55016

**NOT NEGOTIABLE**

Kristeen Bradsteen	XXX-XX-6928	EMPL-118602	50	W/E Dt: 6/22/2011	111775	
					-----YTD-----	
	<b>Hours</b>	<b>Amount</b>	F.I.C.A	10.46	Gross	455.68
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				Net Pay:	234.96

Kristeen Bradsteen	XXX-XX-6928	EMPL-118602	50	W/E Dt: 6/22/2011	112509	
					-----YTD-----	
	<b>Hours</b>	<b>Amount</b>	F.I.C.A	5.42	Gross	584.82
Regular	8.50	74.38	Medicare	1.87	Fed W/H	0.00
Regular	5.92	54.76			FICA	24.56
					Medicare	8.48
					Nontaxable	0.00
					Taxable	584.82

06/16/11	06/22/11	Super Mom`s	8.50	8.75	74.38
06/16/11	06/22/11	Super Mom`s	5.92	9.25	54.76

Gross Pay:	129.14	Deductions:	7.29	YTD Hours:	65.41
				Net Pay:	121.85

CHECK NO. 112509

DATE 06/29/11 AMOUNT

\*\*\*\*One Hundred Twenty One Dollars and 85/100\*\*\*\*

\*\*\*\*\*121.85

PAY TO  
 THE ORDER  
 OF  
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 8519 Ideal Ave S  
 Cottage Grove, MN 55016

**NOT NEGOTIABLE**

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