



IMMIGRANT WORKERS' RIGHTS

Protect Your Right to be Paid –Keep Good Records

Helpful Information for Documented and Undocumented Workers Helping to Clean-up and Rebuild the Gulf Coast Region

As you work to clean-up and rebuild the Gulf Coast region, remember to keep good records. The more detailed records you keep, the better you can protect your rights as a worker. Keeping a record of your work is like keeping a personal diary – record important information every day. You may even want to purchase a small, inexpensive spiral notebook to keep in your pocket.

Record Each Day:

- ✓ The date
- ✓ The time you began the job
- ✓ The time you ended the job
- ✓ The total hours you worked that day
- ✓ Your responsibilities – what you did
- ✓ Pay rate (rate per hour, per job, per street, etc.)
- ✓ How much you got paid
- ✓ Any promises your employer made

Also Record Information about Your Employer:

- ✓ Name of the employer
- ✓ Other names the employer goes by
- ✓ Address of the employer
- ✓ Phone Number of employer
- ✓ Name of supervisor
- ✓ Names of other workers that work for the same supervisor or employer

Other Records that Day Laborers and Construction Workers Should Keep:

- ✓ License plate of employer's vehicle
- ✓ Make and model of employer's vehicle

Don't Forget to Keep Papers:

- ✓ Keep payroll stubs and receipts from employers and copy any paychecks
- ✓ Keep business cards, letters, or any written pieces of paper from your employer

Talk with Your Co-Workers:

All workers need to keep records. Talk with your co-workers and encourage them to keep records too. Remember, it is always easier for a group of workers to approach an employer than a single worker if there is a problem about getting paid.

Questions about Your Work

If you have questions or need assistance with a payment issue, you can call the Southern Poverty Law Center at 1-800-613-0342. They will do their best to answer work questions that you might have.