

### 3 Pattern Deposition Checklists 4th § 9:426

Pattern Deposition Checklists, Fourth Edition  
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Chapter 9. Employment  
I. Employment Building Blocks  
B. Defendant to Plaintiff  
6. Compensation and Benefits

#### Summary

#### **§ 9:426. Workweek**

1. Description of plaintiff's position

(a) public employer

(1) state, federal, or local

(2) title

(3) department

(4) duties and responsibilities

(aa) administrative

(bb) professional

(cc) skilled

(dd) unskilled

(ee) clerical

(ff) labor

(gg) other

(5) salaried or hourly

(6) location

(b) private employer

(1) type of business organization

(aa) corporation

(bb) nonprofit

(cc) church

(dd) other

(2) title

(3) department

(4) duties and responsibilities

(aa) administrative

(bb) professional

(cc) skilled

(dd) unskilled

(ee) clerical

(ff) labor

(gg) other

(5) salaried or hourly

(6) location

(c) union membership

- (1) collective bargaining agreement terms regarding workweek
- (2) compensation restrictions or benefits relative to workweek

## 2. How workweek determined

- (a) plaintiff based requests
  - (1) request for certain times off
    - (aa) days of the week
    - (bb) special requests
    - (cc) certain hours of the day

- (2) basis for each request

### (b) employer based requests

- (1) request for certain times or hours of work
  - (aa) days of week
  - (bb) certain hours of the day

### (2) reason for request

- (aa) to assure certain coverage
- (bb) seniority
- (cc) special skills of plaintiff
- (dd) other

## 3. General schedule worked

- (a) hours per day
  - (1) how time recorded
    - (aa) time clock
    - (bb) sign-in sheets
    - (cc) no specific records
    - (dd) other

- (2) verification process for time recorded

- (b) days per week
- (c) hours required to be available on call
  - (1) hours of availability
  - (2) average hours called back

- (d) time for breaks
  - (1) number per day
  - (2) average length
  - (3) location for breaks

### (e) time for meals

- (1) closest available eating facility
- (2) coverage for meals provided

### (f) travel time between locations

- (1) location
  - (aa) work done at home
  - (bb) work in one location
  - (cc) work in various locations

- (2) nature of each location
- (3) reason for multiple locations
- (4) time at each

4. Payment for time in special circumstances

- (a) jury duty
- (b) sick leave
- (c) vacation
- (d) overtime
- (e) on-call
- (f) call back
- (g) other

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