

Insert Date

Minnesota Department of Human Rights
Freeman Building
625 Robert Street North
St. Paul, MN 55155

Re: Equal Pay Compliance Statement Application

Dear MDHR Commissioner:

This letter serves as the Equal Pay Compliance Statement Application for (insert name of business)

- We are in compliance with Title VII of the Civil Rights Act of 1964, the Equal Pay Act of 1963, Minnesota Human Rights Act, and Minnesota Equal Pay for Equal Work law;
- The average compensation for the company's female employees is not consistently below the average compensation for male employees within each of the major categories in the EEO-1 employee information report for which an employee is expected to perform work under the contract, taking into account such factors as length of service, requirements of specific jobs, experience, skill, effort, responsibility, working conditions of the job, or other mitigating factors;
- We do not restrict employees of one sex to certain job classifications and we make retention and promotion decisions without regard to sex;
- Any wage and benefit disparities are promptly corrected;
- We evaluate wages and benefits (annually)(other, please specify) to ensure compliance with the laws identified above;
- In determining our employee compensation we use:
 - ___ (1) Market pricing approach
 - ___ (2) State prevailing wage or union contract requirements
 - ___ (3) A performance pay system
 - ___ (4) An internal analysis
 - ___ (5) Other (Please specify)

Enclosed please find our application fee of \$150 made out to the "Minnesota Department of Human Rights."

The above information to the best of my understanding is accurate and complete.

Sincerely,

Signature
CEO (Most Senior Officer)