

July 9, 2026

PAGA Claim Notice Via Online Electronic Submission

California Labor & Workforce Development Agency
800 Capitol Mall, Suite 5000 (MIC-55)
Sacramento, CA 95814
<https://dir.govfa.net/411>

RE: *Shaniece McKoy v. Learning and Behavioral Center, LLC*

To Whom It May Concern:

This office represents Shaniece McKoy (“Claimant” or “McKoy”) with respect to her claims under the California Labor Code against Learning and Behavioral Center, LLC (including all affiliates, subsidiaries, parents, directors, and officers) (collectively referred to herein as “Employers” or “LBC”). This letter is being sent simultaneously to Employers by certified mail.

LBC employed Shaniece McKoy from approximately November 2023 to July 2025 as a non-exempt, hourly-paid employee. McKoy worked as an Administrative & School Support Coordinator for LBC and was based out of LBC’s facility located at 5554 Reseda Boulevard, Suite 203, Tarzana, CA 91356.

McKoy intends to bring a representative action seeking penalties for violations of the California Labor Code which are recoverable under the Labor Code Private Attorneys General Act of 2004, California Labor Code sections 2698, *et seq.* (“PAGA”). McKoy is seeking penalties on behalf of herself and in a representative capacity on behalf of the State of California and all current and former hourly-paid and/or non-exempt employees who worked for LBC in the State of California during the relevant statutory period who suffered the violations alleged (“Aggrieved Employees”). This letter is being sent in compliance with California Labor Code section 2699.3 and shall serve as McKoy’s notice of the provisions of the California Labor Code alleged to have been violated, including the facts and theories in support thereof.

As detailed below, LBC violated several of California’s wage and hour laws during McKoy’s employment, including but not limited to California Labor Code sections 201, 202, 203, 204, 226(a), 226.7, 510, 512(a), 1174(d), 1194, 1197, 1197.1, 1198, 2800, 2802, and the applicable Industrial Welfare Commission Wage Order (“IWC Wage Order”). LBC’s conduct giving rise to the violations detailed below was malicious, fraudulent, and/or oppressive within the meaning of

PAGA.

The claims made on behalf of McKoy and Aggrieved Employees are based upon the following facts and theories:

1. FAILURE TO PAY FOR ALL TIME WORKED AT CORRECT RATES OF PAY, INCLUDING MINIMUM WAGES, STRAIGHT TIME WAGES, AND OVERTIME COMPENSATION

LBC engaged in numerous unlawful practices which resulted in the failure to pay McKoy and other Aggrieved Employees for all time worked at the correct rates of pay, including minimum wages, straight time wages, and overtime compensation.

California Labor Code sections 1194, 1197, and 1197.1 and the applicable IWC Wage Order require employers to pay at least the legal minimum wage to their employees. California Labor Code sections 510 and 1198 and the applicable IWC Wage Order further require employers to pay no less than one and one-half times an employee's regular rate of pay for hours worked in excess of eight (8) hours in one workday, for hours worked in excess of forty (40) hours in one workweek, and for the first eight (8) hours worked on the seventh day of work in any one workweek, and to pay no less than twice an employee's regular rate of pay of the employee for hours worked in excess of twelve (12) hours in one workday and for any work in excess of eight (8) hours on any seventh day of a workweek.

Throughout the relevant time, LBC regularly required McKoy and other Aggrieved Employees to perform work off-the-clock. LBC failed to compensate McKoy and other Aggrieved Employees for any of this off-the-clock work, in violation of California law. This uncompensated work often resulted in the total number of hours worked by McKoy and other Aggrieved Employees exceeding the daily and/or weekly triggers for overtime wages, yet LBC failed to pay McKoy and Aggrieved Employees applicable overtime rate(s) for these hours. LBC also failed to accurately record the actual time worked by McKoy and Aggrieved Employees.

As a result of the foregoing practices, LBC failed to pay McKoy and other Aggrieved Employees for all wages earned at the correct rates of pay, including minimum wages, straight time wages, and overtime compensation. Accordingly, LBC violated the applicable IWC Wage Order and California Labor Code sections 204, 510, 1194, 1197, 1197.1 and 1198.

McKoy and Aggrieved Employees will therefore seek PAGA default penalties pursuant to California Labor Code section 2699; penalties pursuant to the applicable IWC Wage Orders; penalties pursuant to California Labor Code sections 558, 1197.1, and 1199; injunctive relief; and attorneys' fees and costs.

2. MEAL BREAK VIOLATIONS

California law requires employers to provide employees with an opportunity to take an uninterrupted meal period of no less than thirty (30) minutes before the end of the fifth hour of

work when an employee works more than five (5) hours in a day. Cal. Lab. Code §§ 226.7 & 512(a). Employers must provide a second meal period of no less than thirty (30) minutes before the end of the tenth hour of work when an employee works more than ten (10) hours in a day. *Id.* For each day that an employer fails to provide compliant meal period(s), the employer must pay the employee a meal penalty equal to one hour of pay at the employee's regular rate of compensation. *Id.*

During the relevant time period, LBC failed to provide McKoy and other Aggrieved Employees with legally compliant 30-minute meal periods. McKoy and other Aggrieved Employees were required by LBC to work more than five (5) hours per day but were not provided with uninterrupted 30-minute meal periods. Further, McKoy and other Aggrieved Employees were not provided with a second uninterrupted 30-minute meal period when they worked over ten (10) hours per day. LBC regularly required McKoy and other Aggrieved Employees to work through their first and second meal periods, to take their first meal period after their fifth (5th) hour of work, and/or to take their second meal periods after their tenth (10th) hour of work. Meal breaks, when provided, were oftentimes interrupted and/or cut short.

LBC's policies, practices, and procedures were responsible for the violations alleged above and prevented McKoy and other Aggrieved Employees from taking timely, complete and duty-free meal periods because, amongst other reasons: (1) LBC did not have legally-compliant policies regarding the provision and timing of meal periods or systematically disregarded their own purported meal period policies; (2) LBC's management at various levels failed and refused to implement and enforce legally compliant meal period policies and practices; (3) LBC failed to adequately inform and train McKoy and other Aggrieved Employees regarding their right to take timely, uninterrupted, and duty-free meal periods; (4) LBC failed to adequately inform and train McKoy and other Aggrieved Employees about their right to premium wages for non-compliant meal periods; (5) LBC failed to ensure that there was adequate staffing to allow McKoy and other Aggrieved Employees to take timely, uninterrupted, and duty-free meal periods; (6) LBC required McKoy and other Aggrieved Employees to respond to work-related requests at all times, including during meal periods; and (7) LBC's policy and culture prevented McKoy and other Aggrieved Employees from taking timely, uninterrupted, and duty-free meal periods because of the priority placed on maximizing profits over employees' right to receive timely, uninterrupted, and duty-free meal periods. Accordingly, LBC violated the applicable IWC Wage Order and California Labor Code sections 226.7, 512(a) and 1198.

McKoy and Aggrieved Employees will therefore seek PAGA default penalties pursuant to California Labor Code section 2699; penalties pursuant to paragraph of the applicable IWC Wage Orders; penalties pursuant to California Labor Code sections 558 and 1199; injunctive relief; and attorneys' fees and costs.

3. REST BREAK VIOLATIONS

California law requires employers to authorize and permit employees to take an uninterrupted rest period of no less than ten (10) minutes for every four (4) hours, or major fraction

thereof, worked. Cal. Lab. Code § 226.7. For each day that an employer fails to authorize and permit a compliant rest period, the employer owes the employee one hour of pay at the employee's regular rate of compensation. Cal. Lab. Code § 226.7(c).

LBC failed to authorize and permit McKoy and other Aggrieved Employees to take compliant 10-minute rest periods. LBC required McKoy and other Aggrieved Employees to work through rest periods. McKoy and Aggrieved Employees were not provided with uninterrupted, duty-free rest periods when they worked more than four (4) hours or a major fraction thereof. Further, McKoy and other Aggrieved Employees were not provided with a second uninterrupted, duty-free rest period when they worked more than six (6) hours in a day, or a third uninterrupted, duty-free rest period after working more than ten (10) hours in a day. In the rare event that a rest period was taken, it was frequently interrupted or cut short. Moreover, McKoy and other Aggrieved Employees were not completely relieved of duty as required by *Augustus v. ABM Security Services, Inc.*, 2 Cal.5th 257 (2016).

LBC's policies, practices, and procedures were responsible for the violations alleged above and prevented McKoy and other Aggrieved Employees from taking timely and complete rest periods because, amongst other reasons: (1) LBC did not have legally-compliant policies regarding the provision and timing of rest periods or systematically disregarded its own purported rest period policies; (2) LBC's management at various levels failed and refused to implement and enforce legally compliant rest period policies and practices; (3) LBC failed to adequately inform and train McKoy and other Aggrieved Employees regarding their right to take timely, uninterrupted, and duty-free rest periods; (4) LBC failed to adequately inform and train McKoy and other Aggrieved Employees about their right to premium wages for non-compliant rest periods; (5) LBC failed to ensure that there was adequate staffing to allow McKoy and other Aggrieved Employees to take timely, uninterrupted, and duty-free rest periods; (6) LBC required McKoy and other Aggrieved Employees to respond to work-related requests at all times, including during rest periods; and (7) LBC's policy and culture prevented McKoy and other Aggrieved Employees from taking timely, uninterrupted, and duty-free rest periods because of the priority placed on completing job requirements over employees' right to receive rest periods. Accordingly, LBC violated the applicable IWC Wage Order and California Labor Code sections 226.7 and 1198.

McKoy and Aggrieved Employees will therefore seek PAGA default penalties pursuant to California Labor Code section 2699; penalties pursuant to the applicable IWC Wage Orders; Labor Code sections 558 and 1199 penalties; injunctive relief; and attorneys' fees and costs.

4. FAILURE TO TIMELY PAY WAGES DURING EMPLOYMENT

California Labor Code section 204 requires that all wages earned by any person in any employment between the 1st and the 15th days, inclusive, of any calendar month, other than those wages due upon termination of an employee, are due and payable between the 16th and the 26th day of the month during which the labor was performed, and that all wages earned by any person in any employment between the 16th and the last day, inclusive, of any calendar month, other than those wages due upon termination of an employee, are due and payable between the 1st and the

10th day of the following month.

California Labor Code section 204 also requires that all wages earned for labor in excess of the normal work period shall be paid no later than the payday for the next regular payroll period. During the relevant time period, LBC willfully and intentionally failed to timely pay all wages earned because McKoy and other Aggrieved Employees were not paid all the wages they were owed including, *inter alia*, overtime compensation, straight time wages, minimum wages, and meal and rest period premiums. Accordingly, LBC violated California Labor Code section 204(a).

McKoy and Aggrieved Employees will therefore seek PAGA default penalties pursuant to Labor Code section 2699; penalties pursuant to California Labor Code sections 210 and 1199; injunctive relief; and attorneys' fees and costs.

5. FAILURE TO PROVIDE ACCURATE ITEMIZED WAGE STATEMENTS

California Labor Code section 226(a) requires an employer semimonthly or at the time of each payment of wages to furnish wage statements to its employees setting forth, *inter alia*, (1) gross wages earned, (2) total hours worked by the employee, (3) the number of piece-rate units earned and any applicable piece rate if the employee is paid on a piece-rate basis, (4) all deductions, provided that all deductions made on written orders of the employee may be aggregated and shown as one item, (5) net wages earned, (6) the inclusive dates of the period for which the employee is paid, (7) the name of the employee and only the last four digits of his or her social security number or an employee identification number other than a social security number, and (8) the name and address of the legal entity that is the employer.

As a result of the practices described above, the wage statements provided to McKoy and other Aggrieved Employees failed to include the actual hours worked (including time spent working off-the-clock), the actual gross wages earned (including wages owed for time spent working off the clock and meal and rest period premiums), and the correct rates of pay. LBC's failure to provide accurate itemized wage statements was knowing and intentional. Accordingly, LBC violated California Labor Code section 226(a).

McKoy and Aggrieved Employees will therefore seek PAGA default penalties; penalties pursuant to California Labor Code section 226.3; injunctive relief; and attorneys' fees and costs.

6. FAILURE TO MAINTAIN ACCURATE RECORDS

California Labor Code section 1174(d) requires an employer to keep, at a central location in the state or at the plants or establishments at which employees are employed, payroll records showing the hours worked daily by and the wages paid to, and the number of piece-rate units earned by and any applicable piece rate paid to, employees employed at the respective plants or establishments. These records shall be kept with rules established for this purpose by the commission, but in any case, shall be kept on file for not less than three years. During the relevant time period, LBC has failed to maintain accurate records relating to McKoy and other Aggrieved

Employees' work periods, meal periods, total daily hours worked, and total hours worked per payroll period. Accordingly, LBC violated the applicable IWC Wage Order and California Labor Code sections 1198.5 and 1174(d).

McKoy and Aggrieved Employees will therefore seek PAGA default penalties pursuant to California Labor Code section 2699; penalties pursuant to penalties paragraph of the applicable IWC Wage Orders; California Labor Code section 1174.5 penalties; injunctive relief; and attorneys' fees and costs.

7. FAILURE TO REIMBURSE NECESSARY EXPENDITURES

California Labor Code sections 2800 and 2802 require an employer to reimburse its employees for all necessary expenditures incurred by the employee in direct consequence of the discharge of his or her job duties or in direct consequence of his or her obedience to the directions of the employer. The applicable IWC Wage Order requires employers to provide employees with the tools or equipment necessary for the performance of their job. During the relevant time period, McKoy and Aggrieved Employees incurred necessary business-related expenses and costs that were not fully reimbursed by LBC. For example, McKoy was required to use her personal mobile phone to handle workplace communications, but she was not reimbursed for any part of her data plan or other costs incurred.

Accordingly, LBC violated the applicable IWC Order and California Labor Code sections 2800 and 2802. McKoy and Aggrieved Employees will therefore seek PAGA default penalties pursuant to California Labor Code section 2699; penalties pursuant to penalties paragraph of the applicable IWC Wage Orders; injunctive relief; and attorneys' fees and costs.

8. FAILURE TO TIMELY PAY ALL WAGES UPON TERMINATION

California Labor Code sections 201 and 202 provide that if an employer discharges an employee, the wages earned and unpaid at the time of discharge are due and payable immediately, and if an employee quits his or her employment, his or her wages shall become due and payable not later than seventy-two (72) hours thereafter, unless the employee has given seventy-two (72) hours' notice of his or her intention to quit, in which case the employee is entitled to his or her wages at the time of quitting.

During the relevant time period, upon the termination of employment (including but not limited to when they were temporarily laid off, laid off, discharged, and/or resigned), LBC failed to pay all wages due to their employees within twenty-four (24) hours of termination or even within seventy-two (72) hours for those who resigned. Specifically, as a result of LBC's practices of requiring McKoy and Aggrieved Employees to work off-the-clock without compensation, failing to pay proper overtime compensation, failure to properly calculate regular rates, and failure to accurately record all hours actually worked, LBC failed to pay McKoy and Aggrieved Employees for all straight time wage, minimum wages and overtime compensation owed to them upon termination of their employment. LBC also failed to pay McKoy and Aggrieved Employees for

meal period premiums and rest period premiums they were owed, amongst other wages. Accordingly, LBC violated California Labor Code sections 201 and 202.

McKoy and Aggrieved Employees will therefore seek PAGA default penalties pursuant to California Labor Code section 2699; penalties pursuant to California Labor Code sections 203 and 1199; and attorneys' fees and costs.

9. CONCLUSION

Shaniece McKoy hereby provides notice to the LWDA under the California Labor Code Private Attorneys General Act of 2004, California Labor Code Sections 2698, *et seq.*, and specifically asks for an investigation, or if the agency does not intend to investigate the alleged violations, a letter confirming the same so that McKoy may allege a cause of action under PAGA against Learning and Behavioral Center, LLC for the violations discussed in this letter.

This letter is sent in compliance with the reporting requirements of California Labor Code section 2699.3. By law, an employee alleging a violation of one of the above-referenced sections must notify his or her employer and the Labor and Workforce Development Agency (LWDA) before he or she can invoke the provisions of Sections 2699, *et seq.*, by seeking redress in court. Cal. Lab. Code § 2699.3(a)(1). The LWDA must then notify the employer and the employee within 60 calendar days regarding whether it intends to investigate the alleged violation. Cal. Lab. Code § 2699.3(a)(2)(B). If the LWDA advises it will not investigate, or if no notice is provided within 65 calendar days, the employee may file a lawsuit invoking the provisions under Labor Code § 2699. Cal. Lab. Code § 2699.3(a)(2)(A). It is McKoy's intention to file a civil complaint and to bring the appropriate claims under California Labor Code § 2699 on behalf of themselves, the State of California and all Aggrieved Employees should your office not address LBC's alleged violations within this timeframe.

If you have any questions or require additional information, please do not hesitate to contact my office. Thank you for your attention to this matter.

BLACKSTONE LAW

Ryan Quadrel
Ryan A. Quadrel, Esq.

cc: By U.S. Certified Mail, Return Receipt Requested

Learning and Behavioral Center, LLC
554 Reseda Boulevard #203
Tarzana, CA 91356