

SUMMONS

(CITACION JUDICIAL)

FOR COURT USE ONLY
(SOLO PARA USO DE LA CORTE)

ELECTRONICALLY FILED
SUPERIOR COURT OF CALIFORNIA
COUNTY OF SAN BERNARDINO
SAN BERNARDINO DISTRICT
3/13/2026
By: Erika Hernandez, DEPUTY

NOTICE TO DEFENDANT: (AVISO AL DEMANDADO):

HI PRO, INC., a California corporation; and DOES 1-50, Inclusive,

YOU ARE BEING SUED BY PLAINTIFF: (LO ESTÁ DEMANDANDO EL DEMANDANTE):

LISA MUNOZ, on behalf of the State of California in Plaintiff's representative capacity as a private attorney general,

NOTICE! You have been sued. The court may decide against you without your being heard unless you respond within 30 days. Read the information below.

You have 30 CALENDAR DAYS after this summons and legal papers are served on you to file a written response at this court and have a copy served on the plaintiff. A letter or phone call will not protect you. Your written response must be in proper legal form if you want the court to hear your case. There may be a court form that you can use for your response. You can find these court forms and more information at the California Courts Online Self-Help Center (www.courtinfo.ca.gov/selfhelp), your county law library, or the courthouse nearest you. If you cannot pay the filing fee, ask the court clerk for a fee waiver form. If you do not file your response on time, you may lose the case by default, and your wages, money, and property may be taken without further warning from the court.

There are other legal requirements. You may want to call an attorney right away. If you do not know an attorney, you may want to call an attorney referral service. If you cannot afford an attorney, you may be eligible for free legal services from a nonprofit legal services program. You can locate these nonprofit groups at the California Legal Services Web site (www.lawhelpcalifornia.org), the California Courts Online Self-Help Center (www.courtinfo.ca.gov/selfhelp), or by contacting your local court or county bar association. **NOTE:** The court has a statutory lien for waived fees and costs on any settlement or arbitration award of \$10,000 or more in a civil case. The court's lien must be paid before the court will dismiss the case. **¡AVISO!** Lo han demandado. Si no responde dentro de 30 días, la corte puede decidir en su contra sin escuchar su versión. Lea la información a continuación.

Tiene 30 DÍAS DE CALENDARIO después de que le entreguen esta citación y papeles legales para presentar una respuesta por escrito en esta corte y hacer que se entregue una copia al demandante. Una carta o una llamada telefónica no lo protegen. Su respuesta por escrito tiene que estar en formato legal correcto si desea que procesen su caso en la corte. Es posible que haya un formulario que usted pueda usar para su respuesta. Puede encontrar estos formularios de la corte y más información en el Centro de Ayuda de las Cortes de California (www.sucorte.ca.gov), en la biblioteca de leyes de su condado o en la corte que le quede más cerca. Si no puede pagar la cuota de presentación, pida al secretario de la corte que le dé un formulario de exención de pago de cuotas. Si no presenta su respuesta a tiempo, puede perder el caso por incumplimiento y la corte le podrá quitar su sueldo, dinero y bienes sin más advertencia.

Hay otros requisitos legales. Es recomendable que llame a un abogado inmediatamente. Si no conoce a un abogado, puede llamar a un servicio de remisión a abogados. Si no puede pagar a un abogado, es posible que cumpla con los requisitos para obtener servicios legales gratuitos de un programa de servicios legales sin fines de lucro. Puede encontrar estos grupos sin fines de lucro en el sitio web de California Legal Services, (www.lawhelpcalifornia.org), en el Centro de Ayuda de las Cortes de California, (www.sucorte.ca.gov) o poniéndose en contacto con la corte o el colegio de abogados locales. **AVISO:** Por ley, la corte tiene derecho a reclamar las cuotas y los costos exentos por imponer un gravamen sobre cualquier recuperación de \$10,000 ó más de valor recibida mediante un acuerdo o una concesión de arbitraje en un caso de derecho civil. Tiene que pagar el gravamen de la corte antes de que la corte pueda desechar el caso.

The name and address of the court is:

(El nombre y dirección de la corte es): San Bernardino Superior Court

San Bernardino Justice Center - 247 W Third Street, San Bernardino, CA 92415

CASE NUMBER:
(Número del Caso):

CIVSB2606223

The name, address, and telephone number of plaintiff's attorney, or plaintiff without an attorney, is:

(El nombre, la dirección y el número de teléfono del abogado del demandante, o del demandante que no tiene abogado, es):

Jennifer Gerstenzang, Esq.; Zakay Law Group, APLC - 5440 Morehouse Drive, Suite 3600, San Diego, CA 92121; T:(619) 255-9047

DATE:

(Fecha) 3/13/2026

Clerk, by

(Secretario)

/s/ Erika Hernandez

, Deputy

(Adjunto)

(For proof of service of this summons, use Proof of Service of Summons (form POS-010).)

(Para prueba de entrega de esta citación use el formulario Proof of Service of Summons, (POS-010)).

[SEAL]



NOTICE TO THE PERSON SERVED: You are served

1. ☐ as an individual defendant.

2. ☐ as the person sued under the fictitious name of (specify):

3. ☐ on behalf of (specify):

under: ☐ CCP 416.10 (corporation)

☐ CCP 416.60 (minor)

☐ CCP 416.20 (defunct corporation)

☐ CCP 416.70 (conservatee)

☐ CCP 416.40 (association or partnership)

☐ CCP 416.90 (authorized person)

☐ other (specify):

4. ☐ by personal delivery on (date):

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SUPERIOR COURT OF THE STATE OF CALIFORNIA

IN AND FOR THE COUNTY OF SAN BERNARDINO

LISA MUNOZ, on behalf of the State of
California in Plaintiff's representative capacity
as a private attorney general,

Plaintiff,

v.

HI PRO, INC., a California corporation; and
DOES 1-50, Inclusive,

Defendants.

ELECTRONICALLY FILED
SUPERIOR COURT OF CALIFORNIA
COUNTY OF SAN BERNARDINO
SAN BERNARDINO DISTRICT
2/20/2026 12:28
By: Erika Hernandez, DEPUTY

Case No: CIVSB2606223

REPRESENTATIVE ACTION
COMPLAINT FOR:

1) VIOLATIONS OF THE PRIVATE
ATTORNEYS GENERAL ACT [LABOR
CODE §§ 2698 ET SEQ.]

1 PLAINTIFF LISA MUNOZ (“PLAINTIFF”), an individual, in PLAINTIFF’S
2 representative capacity and on behalf of PLAINTIFF, the people of the State of California, and as
3 an “aggrieved employee” acting as a private attorney general under the Labor Code Private Attorney
4 General Act of 2004, Section 2699, *et seq.* (“PAGA”) only, alleges on information and belief, except
5 for their own acts and knowledge which are based on personal knowledge, the following:

6 **INTRODUCTION**

7 1. PLAINTIFF brings this action against Defendant HI PRO, INC. (“DEFENDANT”
8 and/or “DEFENDANTS”) seeking only to recover PAGA civil penalties on behalf of all current
9 and former aggrieved employees who worked for DEFENDANTS. PLAINTIFF does **not seek to**
10 **recover anything other than penalties as permitted by California Labor Code Section 2699.**

11 To the extent that statutory violations are mentioned for wage violations, PLAINTIFF does not seek
12 underlying general and/or special damages for those violations, but simply the civil penalties
13 permitted by California Labor Code Section 2699.

14 2. California has enacted the PAGA which permits PLAINTIFF to bring an action on
15 behalf of PLAINTIFF and on behalf of others for PAGA penalties *only*, which is the precise and
16 sole nature of this action.

17 3. Accordingly, PLAINTIFF seeks to obtain all applicable relief for DEFENDANTS’
18 violations under PAGA and solely for the relief as permitted by PAGA that is, penalties and any
19 other relief the Court deems proper pursuant to PAGA. Nothing in this complaint should be
20 constructed as attempting to obtain any relief that would not be available in a PAGA- only action.

21 4. PLAINTIFF brings this representative action pursuant to PAGA on behalf of the
22 Labor and Workforce Development Agency (“LWDA”) and other current and former aggrieved
23 employees of DEFENDANTS for engaging in a pattern and practice of wage and hour violations
24 under the California Labor Code.

25 5. PLAINTIFF is informed and believes, and thereon alleges, that DEFENDANTS
26 decreased their employment-related costs by systematically violating California wage and hour
27 laws.
28

6. DEFENDANTS' systematic pattern of wage and hour and Industrial Welfare Commission ("IWC") Wage Order violations toward PLAINTIFF and other aggrieved employees in California include, *inter alia*:

- a. Failure to provide compliant meal and rest periods;
- b. Failure to allow employees to take duty-free meal and rest periods;
- c. Failure to pay all minimum, sick pay, regular and overtime wages;
- d. Failure to correctly calculate the regular rate of pay;
- e. Failure to pay within seven (7) days of the close of payroll;
- f. Failure to pay for all hours worked;
- g. Failure to maintain true and accurate records;
- h. Failure to reimburse for required business expenses;
- i. Failure to provide accurate itemized wage statements; and
- j. Failure to timely pay wages due during, and upon termination of employment.

7. PLAINTIFF reserves the right to name additional representatives throughout the State of California.

THE PARTIES

8. Defendant HI PRO, INC. (“DEFENDANT” and/or “DEFENDANTS”) is a California corporation that at all relevant times mentioned herein conducted and continues to conduct substantial and regular business throughout California.

9. DEFENDANTS were the employer of PLAINTIFF as evidenced by the documents issued to PLAINTIFF and by the company for which PLAINTIFF performed work.

10. DEFENDANTS own and operate a transportation and logistics business in California, including in the County of San Bernardino.

11. PLAINTIFF was employed by DEFENDANTS in California from, as a non-exempt employee, paid on an hourly basis, and entitled to the legally required meal and rest periods and payment of minimum and overtime wages due for all time worked.

12. PLAINTIFF, and such persons who may be added from time to time who satisfy the requirements and exhaust the administrative procedures under the PAGA, bring this Representative

1 Action on behalf of the State of California with respect to PLAINTIFF and all individuals who are
2 or previously were employed by DEFENDANTS in California and classified as non-exempt
3 employees (“AGGRIEVED EMPLOYEES”) during the time period of December 16, 2024, and the
4 present (“PAGA PERIOD”).

5 13. PLAINTIFF is an “AGGRIEVED EMPLOYEE” within the meaning of Labor Code
6 Section 2699(c) because PLAINTIFF was employed by DEFENDANTS and personally suffered
7 each of the alleged Labor Code violations committed by DEFENDANTS.

8 14. PLAINTIFF and all other AGGRIEVED EMPLOYEES are, and at all relevant times
9 were, employees of DEFENDANTS, within the meanings set forth in the California Labor Code
10 and the applicable IWC Wage Order.

11 15. Each of the fictitiously named defendants participated in the acts alleged in this
12 Complaint. The true names and capacities of the Defendants named as DOES 1 THROUGH 50,
13 inclusive, are presently unknown to PLAINTIFF. PLAINTIFF will amend this Complaint, setting
14 forth the true names and capacities of these fictitiously named Defendants when their true names
15 are ascertained. PLAINTIFF is informed and believes, and on that basis alleges, that each of the
16 fictitious Defendants have participated in the acts alleged in this Complaint.

17 16. DEFENDANTS, including DOES 1 THROUGH 50 (hereinafter collectively
18 “DEFENDANTS”), were PLAINTIFF’S employers or persons acting on behalf of PLAINTIFF’S
19 employer, within the meaning of California Labor Code Section 558, who violated or caused to be
20 violated, a section of Part 2, Chapter 1 of the California Labor Code or any provision regulating
21 hours and days of work in any order of the IWC and, as such, are subject to civil penalties for each
22 underpaid employee, as set forth in Labor Code Section 558, at all relevant times.

23 17. DEFENDANTS were PLAINTIFF’S employer or persons acting on behalf of
24 PLAINTIFF’S employer either individually or as an officer, agent, or employee of another person,
25 within the meaning of California Labor Code Section 1197.1, who paid or caused to be paid to any
26 employee a wage less than the minimum fixed by California state law, and as such, are subject to
27 civil penalties for each underpaid employee.

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1 toll claims by the AGGRIEVED EMPLOYEES against DEFENDANTS, the PAGA PERIOD
2 should be adjusted accordingly.

3 **A. Meal Period Violations**

4 21. Pursuant to the IWC Wage Orders, DEFENDANTS were required to pay
5 PLAINTIFF and AGGRIEVED EMPLOYEES for all their time worked, meaning the time during
6 which an employee is subject to the control of an employer, including all the time the employee is
7 suffered or permitted to work. From time to time during the PAGA PERIOD, DEFENDANTS
8 required PLAINTIFF and AGGRIEVED EMPLOYEES to work without paying them for all the
9 time they were under DEFENDANTS' control. Specifically, DEFENDANTS required
10 PLAINTIFF to work while clocked out during what was supposed to be PLAINTIFF'S off-duty
11 meal break. Indeed, there were many days where PLAINTIFF did not even receive a partial lunch.
12 As a result, the PLAINTIFF and other AGGRIEVED EMPLOYEES forfeited minimum wage and
13 overtime compensation by regularly working without their time being accurately recorded and
14 without compensation at the applicable minimum wage and overtime rates. DEFENDANTS'
15 uniform policy and practice not to pay PLAINTIFF and other AGGRIEVED EMPLOYEES for all
16 time worked is evidenced by DEFENDANTS' business records.

17 22. During the PAGA PERIOD, as a result of their rigorous work schedules and
18 DEFENDANTS' inadequate staffing practices, PLAINTIFF and other AGGRIEVED
19 EMPLOYEES were from time to time unable to take thirty (30) minute off-duty meal breaks and
20 were not fully relieved of duty for their meal periods. PLAINTIFF and other AGGRIEVED
21 EMPLOYEES were from time to time required to perform work as ordered by DEFENDANTS for
22 more than five (5) hours during some shifts without receiving a meal break. Further, from time to
23 time DEFENDANTS failed to provide PLAINTIFF and AGGRIEVED EMPLOYEES with a
24 second off-duty meal period for some workdays in which DEFENDANTS require these employees
25 to work ten (10) hours of work. The nature of the work performed by PLAINTIFF and other
26 AGGRIEVED EMPLOYEES does not qualify for the limited and narrowly construed "on-duty"
27 meal period exception. When they were provided with meal periods, PLAINTIFF and other
28 AGGRIEVED EMPLOYEES were, from time to time, required to remain on duty and on call.

1 DEFENDANTS' failure to provide PLAINTIFF and the AGGRIEVED EMPLOYEES with legally
2 required meal breaks is evidenced by DEFENDANTS' business records. PLAINTIFF and
3 AGGRIEVED EMPLOYEES therefore forfeit meal breaks without additional compensation and in
4 accordance with DEFENDANTS' strict corporate policy and practice.

5 **B. Rest Period Violations**

6 23. During the PAGA PERIOD, PLAINTIFF and other AGGRIEVED EMPLOYEES
7 were from time to time also required to work in excess of four (4) hours without being provided ten
8 (10) minute rest periods as a result of their rigorous work requirements and DEFENDANTS'
9 inadequate staffing. Further, for the same reasons, these employees were from time to time denied
10 their first rest periods of at least ten (10) minutes for some shifts worked of at least two (2) to four
11 (4) hours, denied from time to time a first and second rest period of at least ten (10) minutes for
12 some shifts worked of between six (6) and eight (8) hours, and denied from time to time a first,
13 second and third rest period of at least ten (10) minutes for some shifts worked of ten (10) hours or
14 more. When they were provided with rest breaks, PLAINTIFF and other AGGRIEVED
15 EMPLOYEES were, from time to time, required to remain on duty and/or on call. PLAINTIFF and
16 other AGGRIEVED EMPLOYEES were also not provided with one-hour wages *in lieu* thereof. As
17 a result of their rigorous work schedules and DEFENDANTS' inadequate staffing, PLAINTIFF
18 and other AGGRIEVED EMPLOYEES were from time to time denied their proper rest periods by
19 DEFENDANTS and DEFENDANTS' managers.

20 **C. Unreimbursed Business Expenses**

21 24. DEFENDANTS as a matter of corporate policy, practice, and procedure,
22 intentionally, knowingly, and systematically failed to reimburse and indemnify the PLAINTIFF
23 and the other AGGRIEVED EMPLOYEES for required business expenses incurred by the
24 PLAINTIFF and other AGGRIEVED EMPLOYEES in direct consequence of discharging their
25 duties on behalf of DEFENDANTS. Under California Labor Code Section 2802, employers are
26 required to indemnify employees for all expenses incurred in the course and scope of their
27 employment. California Labor Code Section 2802 expressly states that "an employer shall
28 indemnify his or her employee for all necessary expenditures or losses incurred by the employee in

1 direct consequence of the discharge of his or her duties, or of his or her obedience to the directions
2 of the employer, even though unlawful, unless the employee, at the time of obeying the directions,
3 believed them to be unlawful."

4 25. In the course of their employment, DEFENDANTS required PLAINTIFF and other
5 AGGRIEVED EMPLOYEES to incur personal expenses as a result of and in furtherance of their
6 job duties for the use of their personal cell phones. Specifically, PLAINTIFF and other
7 AGGRIEVED EMPLOYEES were required to use their own cell phones in order to perform work
8 related tasks. However, DEFENDANTS unlawfully failed to reimburse PLAINTIFF and other
9 AGGRIEVED EMPLOYEES for the personal expenses incurred for the use of their personal cell
10 phones. As a result, in the course of their employment with DEFENDANTS, the PLAINTIFF and
11 other AGGRIEVED EMPLOYEES incurred unreimbursed business expenses that included, but
12 were not limited to, costs related to the use of their personal cell phones, all on behalf of and for the
13 benefit of DEFENDANTS.

14 **D. Wage Statement Violations**

15 26. California Labor Code Section 226 requires an employer to furnish its employees an
16 accurate itemized wage statement in writing showing (1) gross wages earned, (2) total hours
17 worked, (3) the number of piece-rate units earned and any applicable piece-rate, (4) all deductions,
18 (5) net wages earned, (6) the inclusive dates of the period for which the employee is paid, (7) the
19 name of the employee and only the last four digits of the employee's social security number or an
20 employee identification number other than a social security number, (8) the name and address of
21 the legal entity that is the employer, and (9) all applicable hourly rates in effect during the pay
22 period and the corresponding number of hours worked at each hourly rate by the employee.

23 27. From time to time during the PAGA PERIOD, when PLAINTIFF and other
24 AGGRIEVED EMPLOYEES missed meal and rest breaks, or were paid inaccurately for missed
25 meal and rest period premiums, or were not paid for all hours worked, DEFENDANTS also failed
26 to provide PLAINTIFF and other AGGRIEVED EMPLOYEES with complete and accurate wage
27 statements which failed to show, among other things, all deductions, the total hours worked and all
28 applicable hourly rates in effect during the pay period, and the corresponding amount of time

1 worked at each hourly rate, correct rates of pay for penalty payments or missed meal and rest
2 periods.

3 28. Further, DEFENDANTS from time to time provided PLAINTIFF and other
4 AGGRIEVED EMPLOYEES with wage statements that included items such as sick pay and
5 holiday pay into the calculation of total hours worked. However, sick pay and holiday pay are not
6 “hours worked” for purposes of California Labor Code section 226(a)(2). As such, DEFENDANTS
7 from time to time failed to provide PLAINTIFF and other AGGRIEVED EMPLOYEES with wage
8 statements that accurately provided the total hours worked, in violation of California Labor Code
9 Section 226(a)(2).

10 29. In addition to the foregoing, DEFENDANTS, from time to time, failed to provide
11 PLAINTIFF and the AGGRIEVED EMPLOYEES with wage statements that comply with
12 California Labor Code Section 226(a)(1)-(9).

13 30. As a result, DEFENDANTS issued PLAINTIFF and AGGRIEVED EMPLOYEES
14 with wage statements that violate California Labor Code Section 226. Further, DEFENDANTS’
15 violations are knowing and intentional; they were not isolated due to an unintentional payroll error
16 due to clerical or inadvertent mistake.

17 **E. Off-the-Clock Work Resulting in Minimum Wage and Overtime Violations**

18 31. During the PAGA PERIOD, from time to time DEFENDANTS failed and continue
19 to fail to accurately pay PLAINTIFF and AGGRIEVED EMPLOYEES for all hours worked.

20 32. During the PAGA PERIOD, from time to time DEFENDANTS required
21 PLAINTIFF and AGGRIEVED EMPLOYEES to perform pre-shift or post-shift work, including
22 but not limited to, performing keyholder duties such as opening and closing DEFENDANTS’
23 workplace and turning on and shutting off computer equipment. This resulted in PLAINTIFF and
24 AGGRIEVED EMPLOYEES having to work while off-the-clock.

25 33. DEFENDANTS directed and directly benefited from the undercompensated off-the-
26 clock work performed by PLAINTIFF and the other AGGRIEVED EMPLOYEES.

27 34. DEFENDANTS controlled the work schedules, duties, protocols, applications,
28 assignments, and employment conditions of PLAINTIFF and AGGRIEVED EMPLOYEES.

1 35. DEFENDANTS were able to track the amount of time PLAINTIFF and
2 AGGRIEVED EMPLOYEES spent working; however, DEFENDANTS failed to document, track,
3 or pay PLAINTIFF and AGGRIEVED EMPLOYEES all wages earned and owed for all the work
4 they performed.

5 36. PLAINTIFF and AGGRIEVED EMPLOYEES were non-exempt employees,
6 subject to the requirements of the California Labor Code.

7 37. DEFENDANTS' policies and practices deprived PLAINTIFF and the other
8 AGGRIEVED EMPLOYEES of all minimum regular, overtime, and double time wages owed for
9 the off-the-clock work activities. Because PLAINTIFF and AGGRIEVED EMPLOYEES typically
10 worked over forty (40) hours in a workweek, and more than eight (8) hours per day,
11 DEFENDANTS' policies and practices also deprived them of overtime pay.

12 38. DEFENDANTS knew or should have known that PLAINTIFF and AGGRIEVED
13 EMPLOYEES' off-the-clock work was compensable under the law.

14 39. As a result, PLAINTIFF and AGGRIEVED EMPLOYEES forfeited wages due to
15 them for all hours worked at DEFENDANTS' direction, control, and benefit for the time spent
16 working while off-the-clock. DEFENDANTS' uniform policy and practice to not pay PLAINTIFF
17 and AGGRIEVED EMPLOYEES wages for all hours worked in accordance with applicable law is
18 evidenced by DEFENDANTS' business records.

19 **F. Regular Rate Violation – Overtime, Double Time, Meal and Rest Period Premiums, and**
20 **Redeemed Sick Pay**

21 40. From time to time during the PAGA PERIOD, DEFENDANTS failed and continues
22 to fail to accurately calculate and pay PLAINTIFF and the other AGGRIEVED EMPLOYEES for
23 their overtime and double time hours worked, meal and rest period premiums, and redeemed sick
24 pay. As a result, PLAINTIFF and the other AGGRIEVED EMPLOYEES forfeited wages due to
25 them for working overtime without compensation at the correct overtime and double time rates,
26 meal and rest period premiums, and redeemed sick pay rates. DEFENDANTS' uniform policy and
27 practice not to pay PLAINTIFF and the AGGRIEVED EMPLOYEES at the correct rate for all
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1 overtime and double time worked, meal and rest period premiums, and redeemed sick pay in
2 accordance with applicable law is evidenced by DEFENDANTS' business records.

3 41. State law provides that employees must be paid overtime at one-and-one-half times
4 their "regular rate of pay." (Cal. Lab. Code § 510.) PLAINTIFF and other AGGRIEVED
5 EMPLOYEES were compensated at an hourly rate plus incentive pay that was tied to specific
6 elements of an employee's performance.

7 42. The second component of PLAINTIFF'S and other AGGRIEVED EMPLOYEES'
8 compensation was DEFENDANTS' non-discretionary incentive program that paid PLAINTIFF
9 and other AGGRIEVED EMPLOYEES' incentive wages based on their performance for
10 DEFENDANTS. The non-discretionary bonus program provided all employees paid on an hourly
11 basis with bonus compensation when the employees met the various performance goals set by
12 DEFENDANTS.

13 43. From time to time, when calculating the regular rate of pay, in those pay periods
14 where PLAINTIFF and other AGGRIEVED EMPLOYEES worked overtime, double time, paid
15 meal and rest period premium payments, and/or redeemed sick pay, and earned non-discretionary
16 bonus, DEFENDANTS failed to accurately include the non-discretionary bonus compensation as
17 part of the employees' "regular rate of pay" and/or calculated all hours worked rather than just all
18 non-overtime hours worked. Management and supervisors described the incentive/bonus program
19 to potential and new employees as part of the compensation package. As a matter of law, the
20 incentive compensation received by PLAINTIFF and other AGGRIEVED EMPLOYEES must be
21 included in the "regular rate of pay." The failure to do so has resulted in a systematic underpayment
22 of overtime and double time compensation, meal and rest period premiums, and redeemed sick pay
23 to PLAINTIFF and other AGGRIEVED EMPLOYEES by DEFENDANTS. Specifically,
24 California Labor Code Section 246 mandates that paid sick time for non-exempt employees shall
25 be calculated in the same manner as the regular rate of pay for the workweek in which the non-
26 exempt employee uses paid sick time, whether or not the employee actually works overtime in that
27 workweek. DEFENDANTS' conduct, as articulated herein, by failing to include the incentive
28 compensation as part of the "regular rate of pay" for purposes of sick pay compensation was in

1 violation of California Labor Code Section 246 the underpayment of which is recoverable under
2 California Labor Code Sections 201, 202, 203 and/or 204.

3 44. In violation of the applicable sections of the California Labor Code and the
4 requirements of the IWC Wage Order, DEFENDANTS as a matter of company policy, practice,
5 and procedure, intentionally and knowingly failed to compensate PLAINTIFF and AGGRIEVED
6 EMPLOYEES at the correct rate of pay for all overtime and double time worked, meal and rest
7 period premiums, and sick pay. This uniform policy and practice of DEFENDANTS is intended to
8 purposefully avoid the payment of the correct overtime and double time compensation, meal and
9 rest period premiums, and sick pay as required by California law which allowed DEFENDANTS
10 to illegally profit and gain an unfair advantage over competitors who complied with the law. To
11 the extent equitable tolling operates to toll claims by the AGGRIEVED EMPLOYEES against
12 DEFENDANTS, the PAGA PERIOD should be adjusted accordingly.

13 **G. Sick Pay Violations**

14 45. California Labor Code Section 246 (a)(1) mandates that “An employee who, on or
15 after July 1, 2015, works in California for the same employer for 30 or more days within a year
16 from the commencement of employment is entitled to paid sick days as specified in this section.”
17 Further, California Labor Code Sections 246(b)-(d) provide for the sick day accrual requirements.
18 From time to time, DEFENDANTS failed to have a policy or practice in place that provided
19 PLAINTIFF and AGGRIEVED EMPLOYEES with sick days and/or paid sick leave. As of January
20 1, 2024, DEFENDANTS failed to adhere to the law in that they failed to provide and allow
21 employees to use at least forty hours or five days of paid sick leave per year.

22 46. California Labor Code Section 246(i) requires an employer to furnish its employees
23 with written wage statements setting forth the amount of paid sick leave available. From time to
24 time, DEFENDANTS violated California Labor Code Section 246 by failing to furnish PLAINTIFF
25 and AGGRIEVED EMPLOYEES with wage statements setting forth the amount of paid sick leave
26 available.

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1 **H. Violations for Untimely Payment of Wages**

2 47. Pursuant to California Labor Code section 204, PLAINTIFF and the AGGRIEVED
3 EMPLOYEES were entitled to timely payment of wages during their employment. PLAINTIFF
4 and the AGGRIEVED EMPLOYEES, from time to time, did not receive payment of all wages,
5 including, but not limited to, overtime wages, minimum wages, meal period premium wages, and
6 rest period premium wages within the permissible time period. Specifically, DEFENDANTS from
7 time to time failed to provide PLAINTIFF and the AGGRIEVED EMPLOYEES with their wages
8 within seven (7) days of the close of the pay period, in violation of Cal. Lab. Code section 204(d).

9 48. Pursuant to California Labor Code Section 201, “If an employer discharges an
10 employee, the wages earned and unpaid at the time of discharge are due and payable immediately.”
11 Pursuant to California Labor Code Section 202, if an employee quits his or her employment, “his
12 or her wages shall become due and payable not later than 72 hours thereafter, unless the employee
13 has given 72 hours previous notice of his or her intention to quit, in which case the employee is
14 entitled to his or her wages at the time of quitting.” PLAINTIFF and the AGGRIEVED
15 EMPLOYEES were, from time to time, not timely provided the wages earned and unpaid at the
16 time of their discharge and/or at the time of quitting, in violation of California Labor Code Sections
17 201 and 202. Further, DEFENDANTS’ violations are willful and intentional; they were not isolated
18 due to an unintentional payroll error due to clerical or inadvertent mistake.

19 49. As such, PLAINTIFF demands up to thirty days of pay as penalty for not timely
20 paying all wages due at time of termination for all AGGRIEVED EMPLOYEES whose
21 employment ended during the PAGA PERIOD.

22 **I. Unlawful Deductions**

23 50. DEFENDANTS, from time to time unlawfully deducted wages from PLAINTIFF
24 and AGGRIEVED EMPLOYEES’ pay without explanations and without authorization to do so or
25 notice to PLAINTIFF and the AGGRIEVED EMPLOYEES. As a result, DEFENDANTS violated
26 Labor Code Section 221.

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1 **J. Unlawful Rounding Practices**

2 51. During the PAGA PERIOD, DEFENDANTS did not have in place an immutable
3 timekeeping system to accurately record and pay PLAINTIFF and other AGGRIEVED
4 EMPLOYEES for the actual time these employees worked each day, including overtime hours.
5 Specifically, DEFENDANTS had in place an unlawful rounding policy and practice that resulted
6 in PLAINTIFF and AGGRIEVED EMPLOYEES being undercompensated for all of their time
7 worked. As a result, DEFENDANTS were able to and did in fact unlawfully, and unilaterally round
8 the time recorded in DEFENDANTS' timekeeping system for PLAINTIFF and AGGRIEVED
9 EMPLOYEES in order to avoid paying these employees for all their time worked, including the
10 applicable overtime compensation for overtime worked. As a result, PLAINTIFF and other
11 AGGRIEVED EMPLOYEES, from time to time, forfeited compensation for their time worked by
12 working without their time being accurately recorded and without compensation at the applicable
13 overtime rates.

14 52. Further, the mutability of DEFENDANTS' timekeeping system and unlawful
15 rounding policy and practice resulted in PLAINTIFF and AGGRIEVED EMPLOYEES' time being
16 inaccurately recorded. As a result, from time to time, DEFENDANTS' unlawful rounding policy
17 and practice caused PLAINTIFF and AGGRIEVED EMPLOYEES to perform work as ordered by
18 DEFENDANTS for more than five (5) hours during a shift without receiving an off-duty meal
19 break.

20 **K. Timekeeping Manipulation**

21 53. During the PAGA PERIOD, DEFENDANTS, from time to time, did not have an
22 immutable timekeeping system to accurately record and pay PLAINTIFF and AGGRIEVED
23 EMPLOYEES for the actual time PLAINTIFF and AGGRIEVED EMPLOYEES worked each day,
24 including regular time, overtime hours, sick pay, meal and rest breaks. As a result, DEFENDANTS
25 were able to and did in fact, unlawfully, and unilaterally alter the time recorded in DEFENDANTS'
26 timekeeping system for PLAINTIFF and AGGRIEVED EMPLOYEES in order to avoid paying
27 these employees for all hours worked, applicable overtime compensation, applicable sick pay,
28 missed meal breaks and missed rest break.

1 54. As a result, PLAINTIFF and AGGRIEVED EMPLOYEES, from time to time,
2 forfeited time worked by working without their time being accurately recorded and without
3 compensation at the applicable pay rates.

4 55. The mutability of the timekeeping system also allowed DEFENDANTS to alter
5 employee time records by recording fictitious thirty (30) minute meal breaks in DEFENDANTS'
6 timekeeping system so as to create the appearance that PLAINTIFF and AGGRIEVED
7 EMPLOYEES clocked out for thirty (30) minute meal breaks when in fact the employees were not
8 at all times provided an off-duty meal break. This practice is a direct result of DEFENDANTS'
9 uniform policy and practice of denying employees uninterrupted thirty (30) minute off-duty meal
10 breaks each day or otherwise compensating them for missed meal breaks.

11 56. As a result, PLAINTIFF and AGGRIEVED EMPLOYEES forfeited wages due to
12 them for all hours worked at DEFENDANTS' direction, control and benefit for the time the
13 timekeeping system was inoperable. DEFENDANTS' uniform policy and practice to not pay
14 PLAINTIFF and AGGRIEVED EMPLOYEES wages for all hours worked in accordance with
15 applicable law is evidenced by DEFENDANTS' business records.

16 **L. Reporting Time Violations**

17 57. Further, DEFENDANTS from time to time required PLAINTIFF and AGGRIEVED
18 EMPLOYEES to report to work, but were furnished less than half their scheduled shift's worth of
19 work and were not paid reporting time pay as required by Cal. Code Regs., tit. 8 § 11040,
20 subdivision(A). Specifically, Subdivision 5(A) states, "(A) Each workday an employee is required
21 to report for work and does report, but is not put to work or is furnished less than half said
22 employee's usual or scheduled day's work, the employee shall be paid for half the usual or
23 scheduled day's work, but in no event for less than two (2) hours nor more than four (4) hours, at
24 the employee's regular rate of pay, which shall not be less than the minimum wage." In addition,
25 when DEFENDANTS required PLAINTIFF and AGGRIEVED EMPLOYEES to engage in
26 additional work, this sometimes resulted in a second reporting for work in a single workday. In
27 such a circumstance of a second reporting for work in a single workday, DEFENDANTS failed to
28 pay these employees reporting time pay as required by Cal. Code Regs., tit. 8 § 11040. Subdivision

1 5(B) states: “If an employee is required to report for work a second time in any one workday and
2 is furnished less than two (2) hours of work on the second reporting, said employee shall be paid
3 for two (2) hours at the employee’s regular rate of pay, which shall be not less than the minimum
4 wage.” Cal. Code Regs., tit. 8 § 11040, subd. 5(B).

5 58. Specifically, as to PLAINTIFF, PLAINTIFF was from time to time unable to take
6 off-duty meal and rest breaks and was not fully relieved of duty for PLAINTIFF’S rest and meal
7 periods. PLAINTIFF was required to perform work as ordered by DEFENDANTS for more than
8 five (5) hours during a shift without receiving an off-duty meal break. Further, DEFENDANTS
9 failed to provide PLAINTIFF with a second off-duty meal period each workday in which
10 DEFENDANTS required PLAINTIFF to work ten (10) hours of work. When DEFENDANTS
11 provided PLAINTIFF with a rest break, they required PLAINTIFF to remain on-duty and on-call
12 for the rest break. DEFENDANTS’ policy caused PLAINTIFF to remain on-call and on-duty during
13 what was supposed to be PLAINTIFF’S off-duty meal periods. PLAINTIFF therefore forfeited
14 meal and rest breaks without additional compensation and in accordance with DEFENDANTS’
15 strict corporate policy and practice. Moreover, DEFENDANTS also provided PLAINTIFF with
16 paystubs that failed to comply with California Labor Code Section 226. Further, DEFENDANTS
17 also failed to reimburse PLAINTIFF for required business expenses related to the personal expenses
18 incurred for the use of PLAINTIFF’S personal cell phone, on behalf of and in furtherance of
19 PLAINTIFF’S employment with DEFENDANTS. To date, DEFENDANTS have not fully paid
20 PLAINTIFF the minimum, overtime and double time compensation still owed to PLAINTIFF or
21 any penalty wages owed to PLAINTIFF under California Labor Code Section 203. The amount in
22 controversy for PLAINTIFF individually does not exceed the sum or value of \$75,000.

23 **FIRST CAUSE OF ACTION**

24 **VIOLATION OF THE PRIVATE ATTORNEYS GENERAL ACT**

25 **(Cal. Lab. Code §§2698 *et seq.*)**

26 **(Alleged by PLAINTIFF against all DEFENDANTS)**

27 59. PLAINTIFF realleges and incorporates by this reference, as though fully set forth
28 herein, the prior paragraphs of this Complaint.

1 60. PAGA is a mechanism by which the State of California itself can enforce state labor
2 laws through the employee suing under the PAGA who do so as the proxy or agent of the state's
3 labor law enforcement agencies. An action to recover civil penalties under PAGA is fundamentally
4 a law enforcement action designed to protect the public and not to benefit private parties. The
5 purpose of the PAGA is not to recover damages or restitution, but to create a means of "deputizing"
6 citizens as private attorneys general to enforce the Labor Code. In enacting PAGA, the California
7 Legislature specified that "it was ... in the public interest to allow aggrieved employees, acting as
8 private attorneys general to recover civil penalties for Labor Code violations ..." (Stats. 2003, ch.
9 906, § 1.) Accordingly, PAGA claims cannot be subject to arbitration.

10 61. At all relevant times, for the reasons described herein and others, PLAINTIFF and
11 the AGGRIEVED EMPLOYEES were aggrieved employees of DEFENDANTS within the
12 meaning of Labor Code Section 2699(c).

13 62. Labor Code Sections 2699(a) and (k) authorize an AGGRIEVED EMPLOYEE, like
14 PLAINTIFF, on behalf of PLAINTIFF and other current or former employees, to bring a civil
15 action to recover civil penalties pursuant to the procedures specified in Labor Code Section 2699.3

16 63. PLAINTIFF complied with the procedures for bringing suit specified in Labor Code
17 Section 2699.3. By certified letter, return receipt requested, dated December 16, 2025,
18 PLAINTIFF gave written notice to the Labor and Workforce Development Agency ("LWDA")
19 and to DEFENDANTS of the specific provisions of the Labor Code alleged to have been violated,
20 including the facts and theories to support the alleged violations. (See Exhibit #1.)

21 64. As of the date of this complaint, more than sixty-five (65) days after serving the
22 LWDA with notice of DEFENDANTS' violations, the LWDA has not provided any notice by
23 certified mail of its intent to investigate the DEFENDANTS' alleged violations as mandated by
24 Labor Code Section 2699.3(a)(2)(A). Accordingly, pursuant to Labor Code Section
25 2699.3(a)(2)(A), PLAINTIFF may commence and is authorized to pursue this cause of action.

26 65. Pursuant to Labor Code Sections 2699(a) and (f), PLAINTIFF and the
27 AGGRIEVED EMPLOYEES are entitled to civil penalties for DEFENDANTS' violations of
28 Labor Code Sections 201, 201.3, 202, 203, 204, 210, 218.5, 218.6, 221, 226, 226.2, 226.3, 226.7,

246, 510, 512, 558, 1174(d), 1174.5, 1194, 1197, 1197.1, 1197.14, 1198, 1198.5, 1199, 2802 and 2804 in the following amounts:

a. For violation of Labor Code Sections 201, 202, 203, and 204, up to (\$200) per AGGRIEVED EMPLOYEE per pay period [penalty per Labor Code Section 2699(f)];

b. For violations of Labor Code Section 226(a), a civil penalty in the amount of two hundred fifty dollars (\$250) for each AGGRIEVED EMPLOYEE for any initial violation and one thousand dollars for each subsequent violation [penalty per Labor Code Section 226.3];

c. For violations of Labor Code Sections 204, a civil penalty in the amount of one hundred dollars (\$100) for each AGGRIEVED EMPLOYEE for any initial violation and two hundred dollars (\$200) for AGGRIEVED EMPLOYEE for each subsequent violation [penalty per Labor Code Section 210];

d. For violations of Labor Code Sections 226.7, 510 and 512, a civil penalty in the amount of fifty dollars (\$50) for each underpaid AGGRIEVED EMPLOYEE for the initial violation and one hundred dollars (\$100) for each underpaid AGGRIEVED EMPLOYEE for each subsequent violation [penalty per Labor Code Section 558];

e. For violations of Labor Code Section 1174(d), a civil penalty in the amount of five hundred (\$500) dollars for each AGGRIEVED EMPLOYEE [penalty per Labor Code Section 1174.5].

f. For violations of Labor Code Sections 1194, 1194.2, 1197, 1198 and 1199, a civil penalty in the amount of one hundred dollars (\$100) for each AGGRIEVED EMPLOYEE per pay period for the initial violation and two hundred dollars fifty (\$250) for each AGGRIEVED EMPLOYEE per pay period for each subsequent violation [penalty per Labor Code Section 1197.1].

66. For all provisions of the Labor Code for which civil penalty is not specifically provided, Labor Code Section 2699(f) imposes upon DEFENDANTS a penalty of up to two

1 hundred dollars (\$200) for each AGGRIEVED EMPLOYEE per pay period. PLAINTIFF and the
2 AGGRIEVED EMPLOYEES are entitled to an award of reasonable attorney's fees and costs in
3 connection with their claims for civil penalties pursuant to Labor Code Section 2699(k)(1).
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EXHIBIT 1



ZAKAY LAW GROUP
A PROFESSIONAL LAW CORPORATION

December 16, 2025

Via Online Filing to LWDA and Certified Mail to Defendants
Labor and Workforce Development Agency
Online Filing

HI PRO, INC.

c/o Joshua Stoneback
57019 Yucca Trail, Suite D
Yucca Valley, CA 92284

Sent via Certified Mail and Return Receipt No. 9589 0710 5270 2308 6650 70

Re: Notice of Violations of California Labor Code Sections 201, 201.3, 202, 203, 204, 210, 218.5, 218.6, 221, 226, 226.2, 226.3, 226.7, 227.3, 246, 510, 512, 558, 1174(d), 1174.5, 1194, 1197, 1197.1, 1197.14, 1198, 1198.5, 1199, 2802, 2804, and Violation of Applicable Industrial Welfare Commission Wage Order(s), and Pursuant to California Labor Code Section 2699.5

Dear Sir/Madam:

This notice is being sent in compliance with California Labor Code Section 2699.3. Our offices represent Plaintiff LISA MUNOZ ("Plaintiff") and other aggrieved employees. Plaintiff was employed by Defendant HI PRO, INC. ("Defendants") in California from June of 2024 to January of 2025 as an operations supervisor and worked at Defendants' office at 57019 Yucca Trail, Suite D, Yucca Valley, CA 92284. Plaintiff was employed by Defendants as a non-exempt employee, paid on an hourly basis, and entitled to payment of all wages and the legally required meal and rest breaks.

Plaintiff alleges that within the past year, Plaintiff personally suffered violations of the following Labor Code Sections as a result of Defendants' failure to pay Plaintiff for all time worked, provide Plaintiff with compliant meal periods, provide Plaintiff with compliant rest periods, provide Plaintiff with accurate itemized wage statements that facially comply with the requirements provided for in Labor Code Section 226, furnish wages to Plaintiff with the frequency as set forth under Labor Code Section 204, and reimburse Plaintiff for necessary business expenses pursuant to Labor Code Sections 201, 201.3, 202, 203, 204, 210, 218.5, 218.6, 221, 226, 226.2, 226.3, 226.7, 227.3, 246, 510, 512, 558, 1174(d), 1174.5, 1194, 1197, 1197.1, 1197.14, 1198, 1198.5, 1199, 2802, and 2804. These violations are actionable under California Labor Code Section 2699.3.

The information below provides notice to the Labor and Workforce Development Agency of the facts and theories supporting the alleged violations for the agency's reference. If the agency needs any further information, please do not hesitate to ask.

Plaintiff seeks to represent a group of aggrieved employees defined as any person currently or formerly employed by Defendants who performed work in California and against whom

one or more of the alleged violations listed above were committed during the relevant claim period (“Aggrieved Employees”). Plaintiff believes this group to be comprised of all current and former non-exempt employees who performed work for Defendants in California during the period beginning one year prior to the date of this Notice and continuing through the present.

In violation of the applicable sections of the California Labor Code and the requirements of the Industrial Welfare Commission (“IWC”) Wage Order, Defendants as a matter of company policy, practice, and procedure, intentionally, knowingly, and systematically failed to provide legally compliant meal and rest periods, failed to accurately compensate Plaintiff and other Aggrieved Employees for missed meal and rest periods, failed to pay Plaintiff and other Aggrieved Employees for all time worked, failed to compensate Plaintiff and other Aggrieved Employees for off-the-clock work, failed to pay Plaintiff and other Aggrieved Employees overtime at the correct regular rate of pay, failed to compensate Plaintiff and other Aggrieved Employees meal and rest premiums at the regular rate of pay, failed to pay Plaintiff and other Aggrieved Employees redeemed sick pay at the regular rate of pay, failed to reimburse Plaintiff and other Aggrieved Employees for business expenses, and failed to issue to Plaintiff and other Aggrieved Employees accurate itemized wage statements showing, among other things, all applicable hourly rates in effect during the pay periods and the corresponding amount of time worked at each hourly rate. Defendants’ uniform policies and practices are intended to purposefully avoid the accurate and full payment for all time worked as required by California law which allows Defendants to illegally profit and gain an unfair advantage over competitors who comply with the law.

Meal Period Violations: Pursuant to the Industrial Welfare Commission Wage Orders, Defendants were required to pay Plaintiff and the Aggrieved Employees for all their time worked, meaning the time during which an employee is subject to the control of an employer, including all the time the employee is suffered or permitted to work. From time to time during the last year, Defendants required Plaintiff and other Aggrieved Employees to work without paying them for all the time they were under Defendants’ control. Specifically, Defendants required Plaintiff to work while clocked out during what was supposed to be Plaintiff’s off-duty meal break. Indeed, there were many days where Plaintiff did not even receive a partial lunch. As a result, Plaintiff and other Aggrieved Employees forfeited minimum wage and overtime compensation by regularly working without their time being accurately recorded and without compensation at the applicable minimum wage and overtime rates. Defendants’ uniform policy and practice not to pay Plaintiff and other Aggrieved Employees for all time worked is evidenced by Defendants’ business records.

During the last year, as a result of their rigorous work schedules and Defendants’ inadequate staffing practices, Plaintiff and other Aggrieved Employees were from time to time unable to take thirty (30) minute off duty meal breaks and were not fully relieved of duty for their meal periods. Plaintiff and other Aggrieved Employees were required to perform work as ordered by Defendants for more than five (5) hours during some shifts without receiving a meal break. Further, Defendants failed to provide Plaintiff and other Aggrieved Employees with a second off-duty meal period for some workdays in which these employees were required by Defendants to work ten (10) hours of work. The nature of the work performed by Plaintiff and other Aggrieved Employees does not qualify for the limited and narrowly construed “on-duty” meal period exception. When they were provided with meal periods, Plaintiff and other Aggrieved Employees were, from time to time, required to remain on duty and on call. Defendants’ failure to provide Plaintiff and other Aggrieved Employees with legally required meal breaks is evidenced by Defendants’ business

records. As a result of their rigorous work schedules and Defendants' inadequate staffing, Plaintiff and other Aggrieved Employees therefore forfeited meal breaks without additional compensation and in accordance with Defendants' strict corporate policy and practice. For example, as evidenced by Plaintiff's time records below, Plaintiff was denied a compliant meal period during the pay period of December 15, 2024 to December 28, 2024, as Plaintiff's meal period was late. However, as evidenced by the Plaintiff's wage statement during this same pay period, Defendants failed to pay Plaintiff a meal period premium.

Dec 26, 2024		Worked Shift Segment			8.00	204.00	0.00	Dec 26, 2024 2:10 PM	Dec 26, 2024 5:04 PM	Hourly CA 8hr Hol
Dec 26, 2024		Worked Shift Segment						Dec 26, 2024 8:30 AM	Dec 26, 2024 1:40 PM	Hourly CA 8hr Hol

Hi-Pro Inc.

Hi-Pro Inc.
57019 Yucca Trail, Ste D
Yucca Valley, CA 92284

Pay Statement

Period Start Date 12/15/2024
Period End Date 12/28/2024
Pay Date 01/06/2025
Document 162753780
Net Pay \$1,830.92

Pay Details

Lisa D Munoz

USA

Employee Number 115727

SSN XXX-XX-XXXX

Job Dispatcher Lead

Pay Rate \$25.5000

Pay Frequency Biweekly

Pay Group Main Biweekly

Location California

Division CA - California

Department ADMIN - Administration

Region ADMIN - ADMIN

Position ADMIN - Administration

Earnings

Pay Type	Week	Job	Hours	Pay Rate	Current	YTD
Holiday	2	Dispatcher Lead	8.000000	\$25.5000	\$204.00	\$204.00
Overtime	1	Dispatcher Lead	9.250000	\$38.2500	\$9.56	\$9.56
Regular Pay	1	Dispatcher Lead	8.000000	\$25.5000	\$204.00	
Regular Pay	1	Dispatcher Lead	8.000000	\$25.5000	\$204.00	
Regular Pay	1	Dispatcher Lead	7.950000	\$25.5000	\$202.72	
Regular Pay	1	Dispatcher Lead	8.000000	\$25.5000	\$204.00	
Regular Pay	1	Dispatcher Lead	8.000000	\$25.5000	\$204.00	
Regular Pay	2	Dispatcher Lead	8.000000	\$25.5000	\$204.00	
Regular Pay	2	Dispatcher Lead	8.000000	\$25.5000	\$204.00	
Regular Pay	2	Dispatcher Lead	8.000000	\$25.5000	\$204.00	
Regular Pay	2	Dispatcher Lead	7.983333	\$25.5000	\$203.57	\$1,834.29

Total Hours Worked 0.000000

Total Hours \$0.183333

Rest Period Violations: From time to time during the past year, Plaintiff and other Aggrieved Employees were also required to work in excess of four (4) hours without being provided ten (10) minute rest periods as a result of their rigorous work requirements and Defendants' inadequate staffing. Further, for the same reasons, these employees were from time to time denied their first rest periods of at least ten (10) minutes for some shifts worked of at least two (2) to four (4) hours, from time to time denied a first and second rest period of at least ten (10) minutes for some shifts worked of between six (6) and eight (8) hours, and from time to time denied a first, second and third rest period of at least ten (10) minutes for some shifts worked of ten (10) hours or more. When they were provided with rest breaks, Plaintiff and other Aggrieved Employees were, from time to time, required to remain on premises, on duty and/or on call, and not fully relieved of all

duties. Plaintiff and other Aggrieved Employees were also not provided with one-hour wages in lieu thereof. As a result of their rigorous work schedules and Defendants' inadequate staffing, Plaintiff and other Aggrieved Employees were from time to time denied their proper rest periods by Defendants and Defendants' managers.

Unreimbursed Business Expenses: Defendants as a matter of corporate policy, practice, and procedure, intentionally, knowingly, and systematically failed to reimburse and indemnify the Plaintiff and other Aggrieved Employees for required business expenses incurred by the Plaintiff and other Aggrieved Employees in direct consequence of discharging their duties on behalf of Defendants. Under California Labor Code Section 2802, employers are required to indemnify employees for all expenses incurred in the course and scope of their employment. California Labor Code Section 2802 expressly states that "an employer shall indemnify his or her employee for all necessary expenditures or losses incurred by the employee in direct consequence of the discharge of his or her duties, or of his or her obedience to the directions of the employer, even though unlawful, unless the employee, at the time of obeying the directions, believed them to be unlawful."

Within the last year, in the course of their employment, Defendants required Plaintiff and other Aggrieved Employees to incur personal expenses as a result of and in furtherance of their job duties for the use of their personal cell phones. Specifically, Plaintiff and other Aggrieved Employees were required to incur personal expenses for the use of their personal cell phones. However, Defendants unlawfully failed to reimburse Plaintiff and other Aggrieved Employees for the personal expenses incurred for the use of their personal cell phones. As a result, in the course of their employment with Defendants, the Plaintiff and other Aggrieved Employees incurred unreimbursed business expenses that included, but were not limited to, costs related to the personal expenses incurred for the use of their personal cell phones, all on behalf of and for the benefit of Defendants. For example, during the pay period of December 29, 2024 to January 2, 2025, Defendants required Plaintiff to use Plaintiff's personal cell phone. However, as evidenced by the example below, Defendants failed to reimburse Plaintiff for the use of Plaintiff's personal cell phone.



Hill Pro Inc.
57019 Yucca Trail, Ste D
Yucca Valley, CA 92284

Pay Statement	
Period Start Date	12/29/2024
Period End Date	01/02/2025
Pay Date	01/06/2025
Document	167753821
Net Pay	\$929.73

Pay Details

Ulan D Minor

USA

Employee Number 115727

SSN XXX-XX-XXXX

Job Dispatcher Lead

Pay Rate \$25.5000

Pay Frequency Biweekly

Pay Group Main Biweekly

Location California

Division CA - California

Department ADMIN - Administration

Region ADMIN - ADMIN

Position ADMIN - Administration

Earnings

Pay Type	Week	Job	Hours	Pay Rate	Current	YTD
Holiday	2	Dispatcher Lead	8.000000	\$25.5000	\$204.00	\$408.00
Overtime			0.000000	\$0.0000	\$0.00	\$9.56
Regular Pay	2	Dispatcher Lead	24.000000	\$25.5000	\$612.00	\$2,445.29
Sick Pay	2	Dispatcher Lead	8.000000	\$25.5000	\$204.00	\$204.00
Total Hours Worked 0.000000			Total Hours 40.000000			

Wage Statement Violations: California Labor Code Section 226 requires an employer to furnish its employees and accurate itemized wage statement in writing showing (1) gross wages earned, (2) total hours worked, (3) the number of piece-rate units earned and any applicable piece-rate, (4) all deductions, (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 the employee's social security number or an employee identification number other than a social security number, (8) the name and address of the legal entity that is the employer, and (9) all applicable hourly rates in effect during the pay period and the corresponding number of hours worked at each hourly rate by the employee. From time to time during the last year, when Plaintiff and other Aggrieved Employees missed meal and rest breaks, or were paid inaccurately for missed meal and rest period premiums, or were not paid for all hours worked, Defendants also failed to provide Plaintiff and other Aggrieved Employees with complete and accurate wage statements which failed to show, among other things, all deductions, the total hours worked and all applicable hourly rates in effect during the pay period, and the corresponding amount of time worked at each hourly rate, correct rates of pay for penalty payments or missed meal and rest periods. Defendants also failed to provide Plaintiff and other Aggrieved Employees with complete and accurate wage statements that included all required elements listed above. For example, as identified in the example below, Defendants issued Plaintiff with wage statements that included items such as sick pay and holiday pay into the calculation of total hours worked. However, sick pay and holiday pay are not "hours worked" for purposes of California Labor Code section 226(a)(2). As such, Defendants from time to time failed to provide Plaintiff and the Aggrieved Employees with wage statements that accurately provided the total hours worked, in violation of California Labor Code Section 226(a)(2).

Hill Pro Inc.
Hill Pro Inc.
67010 Yucca Trail, Box D
Yucca Valley, CA 92284

Pay Statement
Period Start Date 12/15/2024
Period End Date 12/28/2024
Pay Date 01/06/2025
Document 162783750
Net Pay \$1,830.02

Pay Details

Lisa D Menoz

USA

Employee Number 115727

SSN XXX-XX-XXXX

Job Dispatcher Lead

Pay Rate \$25.5000

Pay Frequency Biweekly

Pay Group Mch Biweekly

Location California

Division CA - California

Department ADMIN - Administration

Region ADMIN - ADMIN

Position ADMIN - Administration

Earnings

Pay Type	Week	Job	Hours	Pay Rate	Current	YTD
Holiday	2	Dispatcher Lead	0.000000	\$25.5000	\$204.00	\$204.00
Overtime	1	Dispatcher Lead	0.250000	\$38.2500	\$9.56	\$9.56
Regular Pay	1	Dispatcher Lead	0.000000	\$25.5000	\$204.00	
Regular Pay	1	Dispatcher Lead	8.000000	\$25.5000	\$204.00	
Regular Pay	1	Dispatcher Lead	7.950000	\$25.5000	\$202.72	
Regular Pay	1	Dispatcher Lead	8.000000	\$25.5000	\$204.00	
Regular Pay	1	Dispatcher Lead	8.000000	\$25.5000	\$204.00	
Regular Pay	2	Dispatcher Lead	8.000000	\$25.5000	\$204.00	
Regular Pay	2	Dispatcher Lead	8.000000	\$25.5000	\$204.00	
Regular Pay	2	Dispatcher Lead	8.000000	\$25.5000	\$204.00	
Regular Pay	2	Dispatcher Lead	7.989333	\$25.5000	\$203.57	\$1,834.29

Total Hours Worked 0.000000

Total Hours 56.183333



Hi Pro Inc.
57019 Yucca Trail, Ste D
Yucca Valley, CA 92284

Pay Statement	
Period Start Date	12/29/2024
Period End Date	01/02/2025
Pay Date	01/06/2025
Document	162753821
Net Pay	\$929.73

Pay Details

Lee D Muroz	Employee Number	115727	Pay Group	Main Biweekly
	SSN	XXX-XX-XXXX	Location	California
	Job	Dispatcher Lead	Division	CA - California
USA	Pay Rate	\$25.5000	Department	ADMIN - Administration
	Pay Frequency	Biweekly	Region	ADMIN - ADMIN
			Position	ADMIN - Administration

Earnings

Pay Type	Week	Job	Hours	Pay Rate	Current	YTD
Holiday	2	Dispatcher Lead	8.000000	\$25.5000	\$204.00	\$408.00
Overtime			0.000000	\$0.0000	\$0.00	\$9.56
Regular Pay	2	Dispatcher Lead	24.000000	\$25.5000	\$612.00	\$7,446.29
Sick Pay	2	Dispatcher Lead	8.000000	\$25.5000	\$204.00	\$204.00
Total Hours Worked 0.000000			Total Hours 40.000000			

As a result, Defendants issued Plaintiff and other Aggrieved Employees with wage statements that violate California Labor Code Section 226. Further, Defendants' violations are knowing and intentional; they were not isolated due to an unintentional payroll error due to clerical or inadvertent mistake.

Off-the-Clock Work Resulting in Minimum Wage and Overtime Violations: During the last year, from time-to-time, Defendants failed and continue to fail to accurately pay Plaintiff and other Aggrieved Employees for all hours worked. During the last year, from time-to-time Defendants required Plaintiff and other Aggrieved Employees to perform pre-shift or post-shift work, including but not limited to performing keyholder duties such as opening and closing DEFENDANTS' workplace and turning on and shutting off computer equipment. This resulted in Plaintiff and other Aggrieved Employees having to work while off-the-clock. Defendants directly benefited from the undercompensated off-the-clock work performed by Plaintiff and other Aggrieved Employees. Defendants controlled the work schedules, duties, and protocols, applications, assignments, and employment conditions of Plaintiff and other Aggrieved Employees.

Defendants were able to track the amount of time Plaintiff and other Aggrieved Employees spent working; however, Defendants failed to document, track, or pay Plaintiff and other Aggrieved Employees all wages earned and owed for all the work they performed. Plaintiff and other Aggrieved Employees were non-exempt employees, subject to the requirements of the California Labor Code. Defendants' policies and practices deprived Plaintiff and other Aggrieved Employees of all minimum regular, overtime, and double time wages owed for the off-the-clock work activities. Because Plaintiff and other Aggrieved Employees typically worked over forty (40) hours in a workweek, and more than eight (8) hours per day, Defendants' policies and practices also deprived them of overtime pay.

Defendants knew or should have known that Plaintiff's and other Aggrieved Employees' off-the-clock work was compensable under the law. As a result, Plaintiff and other Aggrieved Employees forfeited wages due to them for all hours worked at Defendants' direction, control, and benefit for the time spent working while off-the-clock, including but not limited to, undergoing pre-shift and

post-shift work. Defendants' uniform policy and practice to not pay Plaintiff and other Aggrieved Employees wages for all hours worked in accordance with applicable law is evidenced by Defendants' business records.

Reporting Time Violations: During the last year, Defendants from time to time required Plaintiff and Aggrieved Employees to report to work, but were furnished less than half their scheduled shift's worth of work and/or less than two (2) hours of work for a second reporting, and were not paid reporting time pay as required by California Code of Regulations, title 8, section 11040, subdivisions (A) and (B) and the applicable IWC Wage Orders. Subdivision 5(A) states, "(A) Each workday an employee is required to report for work and does report, but is not put to work or is furnished less than half said employee's usual or scheduled day's work, the employee shall be paid for half the usual or scheduled day's work, but in no event for less than two (2) hours nor more than four (4) hours, at the employee's regular rate of pay, which shall not be less than the minimum wage." Subdivision 5(B) states: "If an employee is required to report for work a second time in any one workday and is furnished less than two (2) hours of work on the second reporting, said employee shall be paid for two (2) hours at the employee's regular rate of pay, which shall be not less than the minimum wage."

Regular Rate Violation – Overtime, Double Time, Meal and Rest Period Premiums, and Redeemed Sick Pay: From time to time during the last year, Defendants failed and continue to fail to accurately calculate and pay Plaintiff and other Aggrieved Employees for their overtime and double time hours worked, meal and rest period premiums, and redeemed sick pay. As a result, Plaintiff and other Aggrieved Employees forfeited wages due to them for working overtime without compensation at the correct overtime and double time rates, meal and rest period premiums, and redeemed sick pay rates. Defendants' uniform policy and practice not to pay Plaintiff and other Aggrieved Employees at the correct rate for all overtime and double time worked, meal and rest period premiums, and sick pay in accordance with applicable law is evidenced by Defendants' business records.

State law provides that employees must be paid overtime at one-and-one-half times their "regular rate of pay." Plaintiff and other Aggrieved Employees were compensated at an hourly rate plus incentive pay that was tied to specific elements of an employee's performance. The second component of Plaintiff's and other Aggrieved Employees' compensation was Defendants' non-discretionary incentive program that paid Plaintiff and other Aggrieved Employees incentive wages based on their performance for Defendants. The non-discretionary bonus program provided all employees paid on an hourly basis with bonus compensation when the employees met the various performance goals set by Defendants. However, from time to time, when calculating the regular rate of pay in those pay periods where Plaintiff and other Aggrieved Employees worked overtime, double time, paid meal and rest period premium payments, and/or redeemed sick pay, and earned non-discretionary bonuses, Defendants failed to accurately include the non-discretionary bonus compensation as part of the employee's "regular rate of pay" and/or calculated all hours worked rather than just all non-overtime hours worked. Management and supervisors described the incentive/bonus program to potential and new employees as part of the compensation package. As a matter of law, the incentive compensation received by Plaintiff and other Aggrieved Employees must be included in the "regular rate of pay." The failure to do so has resulted in a systematic underpayment of overtime and double time compensation, meal and rest period premium payments, and redeemed sick pay to Plaintiff and other Aggrieved Employees by Defendants.

Specifically, California Labor Code Section 246 mandates that paid sick time for non-exempt employees shall be calculated in the same manner as the regular rate of pay for the workweek in which the non-exempt employee uses paid sick time, whether or not the employee actually works overtime in that workweek. Defendants' conduct, as articulated herein, by failing to include the incentive compensation as part of the "regular rate of pay" for purposes of sick pay compensation was in violation of California Labor Code Section 246 the underpayment of which is recoverable under California Labor Code Sections 201, 202, 203, and/or 204.

In violation of the applicable sections of the California Labor Code and the requirements of the Industrial Welfare Commission ("IWC") Wage Order, Defendants as a matter of company policy, practice, and procedure, intentionally and knowingly failed to compensate Plaintiff and other Aggrieved Employees at the correct rate of pay for all overtime and double time worked, meal and rest period premiums, and redeemed sick pay as required by California law which allowed Defendants to illegally profit and gain an unfair advantage over competitors who complied with the law.

Unlawful Deductions: During the last year, Defendants, from time-to-time, unlawfully deducted wages from Plaintiff and Aggrieved Employees' pay without explanations and without authorization to do so or notice to Plaintiff and the Aggrieved Employees. As a result, Defendants violated Labor Code Section 221.

Timekeeping Manipulation: During the last year, Defendants, from time-to-time, did not have an immutable timekeeping system to accurately record and pay Plaintiff and other Aggrieved Employees for the actual time Plaintiff and other Aggrieved Employees worked each day, including regular time, overtime hours, sick pay, meal and rest breaks. As a result, Defendants were able to and did in fact, unlawfully, and unilaterally alter the time recorded in Defendants' timekeeping system for Plaintiff and other Aggrieved Employees in order to avoid paying these employees for all hours worked, applicable overtime compensation, applicable sick pay, missed meal breaks and missed rest breaks. As a result, Plaintiff and other Aggrieved Employees, from time-to-time, forfeited time worked by working without their time being accurately recorded and without compensation at the applicable pay rates.

The mutability of the timekeeping system also allowed Defendants to alter employee time records by recording fictitious thirty (30) minute meal breaks in Defendants' timekeeping system so as to create the appearance that Plaintiff and other Aggrieved Employees clocked out for thirty (30) minute meal breaks when in fact the employees were not at all times provided an off-duty meal break. This practice is a direct result of Defendants' uniform policy and practice of denying employees uninterrupted thirty (30) minute off-duty meal breaks each day or otherwise compensating them for missed meal breaks. As a result, Plaintiff and other Aggrieved Employees forfeited wages due to them for all hours worked at Defendants' direction, control and benefit for the time the timekeeping system was inoperable. Defendants' uniform policy and practice to not pay Plaintiff and the Aggrieved Employees wages for all hours worked in accordance with applicable law is evidenced by Defendants' business records.

Unlawful Rounding Practices: During the last year, Defendants did not have in place an immutable timekeeping system to accurately record and pay Plaintiff and other Aggrieved Employees for the actual time these employees worked each day, including overtime hours. Specifically, Defendants

had in place an unlawful rounding policy and practice that resulted in Plaintiff and the Aggrieved Employees being undercompensated for all of their time worked. As a result, Defendants were able to and did in fact unlawfully and unilaterally round the time recorded in Defendants' timekeeping system for Plaintiff and the Aggrieved Employees in order to avoid paying these employees for all their time worked, including the applicable overtime compensation for overtime worked. As a result, Plaintiff and other Aggrieved Employees, from time to time, forfeited compensation for their time worked by working without their time being accurately recorded and without compensation at the applicable overtime rates.

Further, the mutability of Defendants' timekeeping system and unlawful rounding policy and practice resulted in Plaintiff's and the Aggrieved Employees' time being inaccurately recorded. As a result, from time to time, Defendants' unlawful rounding policy and practice caused Plaintiff and other Aggrieved Employees to perform work as ordered by Defendants for more than five (5) hours during a shift without receiving an off-duty meal break.

Untimely Payment of Wages: Pursuant to California Labor Code Section 204, Plaintiff and the Aggrieved Employees were entitled to timely payment of wages during their employment. Plaintiff and the Aggrieved Employees, from time to time, did not receive payment of all wages, including, but not limited to, overtime wages, minimum wages, meal period premium wages, and rest period premium wages within the permissible time period. Specifically, Defendants from time to time failed to provide Plaintiff and the Aggrieved Employees with their wages within seven (7) days of the close of the pay period, in violation of Cal. Lab. Code section 204(d).



Hi Pro Inc.
57019 Yucca Trail, Ste D
Yucca Valley, CA 92284

Pay Statement	
Period Start Date	12/01/2024
Period End Date	12/14/2024
Pay Date	12/23/2024
Document	160132333
Net Pay	\$1,820.56

Pay Details

Lisa D Munoz USA	Employee Number 115727 SSN XXX-XX-XXXX Job Dispatcher Lead Pay Rate \$25.5000 Pay Frequency Biweekly	Pay Group Main Biweekly Location California Division CA - California Department ADMIN - Administration Region ADMIN - ADMIN Position ADMIN - Administration
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Hi Pro Inc.
57019 Yucca Trail, Ste D
Yucca Valley, CA 92284

Pay Statement	
Period Start Date	12/15/2024
Period End Date	12/28/2024
Pay Date	01/06/2025
Document	162753790
Net Pay	\$1,830.92

Pay Details

Lisa D Munoz USA	Employee Number 115727 SSN XXX-XX-XXXX Job Dispatcher Lead Pay Rate \$25.5000 Pay Frequency Biweekly	Pay Group Main Biweekly Location California Division CA - California Department ADMIN - Administration Region ADMIN - ADMIN Position ADMIN - Administration
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Pursuant to California Labor Code Section 201, “If an employer discharges an employee, the wages earned and unpaid at the time of discharge are due and payable immediately.” Pursuant to California Labor Code Section 202, if an employee quits his or her employment, “his or her wages shall become due and payable not later than 72 hours thereafter, unless the employee has given 72 hours previous 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.” Plaintiff and the Aggrieved Employees were, from time to time, not timely provided the wages earned and unpaid at the time of their discharge and/or at the time of quitting, in violation of California Labor Code Sections 201 and 202. To date, Defendants have not fully paid Plaintiff the minimum, overtime and double time compensation still owed to Plaintiff or any penalty wages owed to Plaintiff under California Labor Code Section 203.

Sick Pay Violations: California Labor Code Section 246 (a)(1) mandates that “An employee who, on or after July 1, 2015, works in California for the same employer for 30 or more days within a year from the commencement of employment is entitled to paid sick days as specified in this section.” Further, California Labor Code Sections 246(b)-(d) provide for the sick day accrual requirements. From time to time, including within the last year, Defendants failed to have a policy or practice in place that provided Plaintiff and other Aggrieved Employees with sick days and/or paid sick leave. As of January 1, 2024, Defendants failed to adhere to the law in that they failed to provide and allow employees to use at least 40 hours or five days of paid sick leave per year. California Labor Code Section 246(i) requires an employer to furnish its employees with written wage statements setting forth the amount of paid sick leave available. From time to time, including within the last year, Defendants violated California Labor Code Section 246 by failing to furnish Plaintiff and other Aggrieved Employees with wage statements setting forth the amount of paid sick leave available.



Hi-Pro Inc.
57019 Yucca Trail, Ste D
Yucca Valley, CA 92284

Pay Statement
Period Start Date 12/01/2024
Period End Date 12/14/2024
Pay Date 12/23/2024
Document 16013333
Net Pay \$1,820.56

Pay Details

Lisa D Munoz



USA

Employee Number 113727

SSN XXX-XX-XXXX

Job Dispatcher Lead

Pay Rate \$25.5000

Pay Frequency Biweekly

Pay Group Main Biweekly

Location California

Division CA - California

Department ADMIN - Administration

Region ADMIN - ADMIN

Position ADMIN - Administration

Earnings

Pay Type	Week	Job	Hours	Pay Rate	Current	YTD
CA 1 Meal Prem			0.000000	\$0.0000	\$0.00	\$25.58
Holiday			0.000000	\$0.0000	\$0.00	\$948.00
Overtime			0.000000	\$0.0000	\$0.00	\$47.80
Regular Pay	1	Dispatcher Lead	8.000000	\$25.5000	\$204.00	
Regular Pay	1	Dispatcher Lead	8.000000	\$25.5000	\$204.00	
Regular Pay	1	Dispatcher Lead	7.983333	\$25.5000	\$203.57	
Regular Pay	1	Dispatcher Lead	8.000000	\$25.5000	\$204.00	
Regular Pay	1	Dispatcher Lead	7.983333	\$25.5000	\$203.57	
Regular Pay	2	Dispatcher Lead	8.000000	\$25.5000	\$204.00	
Regular Pay	2	Dispatcher Lead	7.933333	\$25.5000	\$202.30	
Regular Pay	2	Dispatcher Lead	7.983333	\$25.5000	\$203.57	
Regular Pay	2	Dispatcher Lead	8.000000	\$25.5000	\$204.00	
Regular Pay	2	Dispatcher Lead	8.000000	\$25.5000	\$204.00	\$21,708.26
Sick Pay			0.000000	\$0.0000	\$0.00	\$204.00
Total Hours Worked 0.000000			Total Hours 79.883332			

Deductions

Deduction	Based On	Pre-Tax	Employee Current	Employee YTD	Employer Current	Employer YTD
Dental	\$0.00	Yes	\$0.00	\$0.00	\$10.95	\$142.35
Life EAP	\$0.00	No	\$0.00	\$0.00	\$27.63	\$359.19
Medical	\$0.00	Yes	\$0.00	\$0.00	\$298.04	\$3,874.52
Vision	\$0.00	Yes	\$0.00	\$0.00	\$3.34	\$43.42

Taxes

Tax	Based On	Current	YTD
Employee Medicare	\$2,037.01	\$29.54	\$392.54
Social Security Employee Tax	\$2,037.01	\$126.30	\$1,421.89
CA State Income Tax	\$2,037.01	\$38.20	\$318.73
CA Disability Employee	\$2,037.01	\$22.41	\$252.27

Paid Time Off

Plan	Taken	Current	Balance
No records found			

Net Pay Distribution

Account Number	Account Type	Amount
xxxxx4594	Checking	\$1,820.56
Total		\$1,820.56

Pay Summary

	Gross	FIT Taxable Wages	Taxes	Deductions	Net Pay
Current	\$2,037.01	\$2,037.01	\$216.45	\$0.00	\$1,820.56
YTD	\$22,933.64	\$22,933.64	\$2,326.43	\$0.00	\$20,607.21

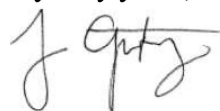
Defendants also include DOES 1-50, the true names and capacities, whether individual, corporate, subsidiary, partnership, associate or otherwise, are presently unknown to Plaintiff who therefore sues these Defendants by such fictitious names. To the extent that entities and/or individuals are named and charged with violations of the Labor Code—making them liable on an individual basis as permitted by numerous Labor Code Sections including, but not limited to 558, 558.1, and 1197.1—Plaintiff reserves any and all rights to add, substitute, or change the name of employer entities and/or individuals, including DOES 1-50, responsible for the violations at issue.

Any further amendments and changes to this notice shall relate back to the date of this notice. Consequently, Defendants are on notice that Plaintiff continues their investigation, with the full intent to amend and/or change this notice, to add any undiscovered violations of any of the provisions of the California Labor Code—to the extent that are applicable to this case—and to change and/or add the identities of any entities and/or individuals responsible for the violations contained herein.

This notice is provided in compliance with California Labor Code Section 2699.3, *et seq.*

If you have any questions or concerns, please do not hesitate to contact me at the above number and address.

Very truly yours,

A handwritten signature in black ink, appearing to read "J. Gerstenzang", written in a cursive style.

ZAKAY LAW GROUP, APLC
Jennifer Gerstenzang, Esq.