

**MEMORANDUM**  
DEPARTMENT OF LABOR  
AND WORKFORCE DEVELOPMENT


**STATE OF ALASKA**  
Labor Standards & Safety Division

TO: Regional Supervising Investigators  
Wage and Hour Administration  
Anchorage, Fairbanks, Juneau

DATE: August 5, 2008

FILE NO. WHPL #49 (Revised)

PHONE: (907) 465-4855

FROM: Grey Mitchell   
Director

SUBJECT: Notification of Anonymous  
Complaints

Any complaint against an employer filed by a complaining party who wishes to remain anonymous will be processed for the record using an anonymous complaint form letter.

Anonymous complaint letters for each office shall be saved by the employer name (dba) to a common file on the shared directory, so that all offices have access. Any new wage claims filed will then be screened against this directory by administrative staff when the claim investigation file is compiled. Where an employer is identified who has previously been warned via an anonymous letter, a copy of the letter will be made a part of the claim file. Appropriate remedial action penalties (i.e., damages, cease and desist orders, etc.) consistent with current policies will then be implemented, in addition to investigation and resolution of the claim at hand.