

Explanation of Form

(Part of Wage Decision Packet)

<i>What it is Used For:</i>	This is required to assure that all required Labor Standards requirements are explained and all appropriate forms are conveyed to the Contractor and subcontractors.
<i>When it is Used:</i>	During the Pre-construction Conference.
<i>Where it Goes:</i>	To Grantee's Labor Standards project file.
<i>Instructions:</i>	<p>Part of the 'wage decision packet' sent by DHCD with the Wage Decision applicable to the activity(s) being contracted. Use the checklist to check off labor standards items as they are addressed at the Pre-construction Conference. Have the Contractor and any known subcontractors sign this checklist after completing review of items. Any subcontractors hired subsequent of the Pre-construction Conference must also sign the checklist.</p> <p>See also "Labor Standards Checklist," as found in Chapter 8: Federal Labor Standards and Equal Opportunity Requirements.</p>

THIS PAGE INTENTIONALLY LEFT BLANK

Labor Standards Checklist

(To be Completed Initially at Pre-Construction Conference)

- ☐ Contractors have reviewed and understand all Labor Standards contract provisions.
- ☐ Contractors have reviewed and understand wage decision and job classifications.
- ☐ Contractors have been informed that all workers:
 - a) must be paid at least the appropriate minimum wage for the job classification;
 - b) must be paid time-and-a-half for all work beyond 40 hours per week;
 - c) must be paid at least weekly; and
 - d) must perform only the work which is covered by the job classification they are listed and paid in. If a worker performs in more than one job classification, he must be paid either the wage of the highest paid job he works or time cards signed by the worker must document the amount of time worked in each job during the week.
- ☐ Contractors will inform all workers:
 - a) of their job classifications and duties;
 - b) of their wage rates and fringe benefits;
 - c) that they may be interviewed on the jobsite and are required to cooperate; and
 - d) of deductions from pay.
- ☐ Contractors will obtain each worker's name, permanent address, and individual identifying number e.g.; last four digits of social security number prior to assigning them to a jobsite.
- *☐ Contractors will obtain certification of any apprentices and trainees, including registration number and year of program, and will submit the same to the Public Body.
- ☐ Contractors are aware that they are responsible for the compliance of their subcontractors with Labor Standards provisions.

- ☐ Contractors must verify that the subcontractor(s) is/are not debarred from Federal or State contracts.
- ☐ Contractors will construct and erect a project identification sign at the construction site identifying DHCD as a funding source per specifications as stated in contract documents.
- ☐ Prime contractor has received and will post in a prominent place on the site:
 - a) Wage Decision (s);
 - b) Employee Rights the Davis-Bacon Act (Contracts in Excess of \$2,000) (Form WH1321 REV 4-2009);
 - c) Employee Rights Under the Fair Labor Standards Act (Form WH1088 REV7-2016);
 - d) Employee Rights Under the Family and Medical Leave Act (50 or more employees) (Form WH1420 REV4-2016);
 - e) Employee Rights: Employee Polygraph Protection Act (Form WH1420 REV 7-2016);
 - f) Your Rights Under USERRA: The Uniformed Services Employment and Reemployment Rights Act (REV 7-2008);
 - g) Pay Transparency: Nondiscrimination Provision (Contracts in Excess of \$10,000);
 - h) Equal Employment Opportunity: Is the Law (Contracts in Excess of \$10,000) (Form EO 11246);
 - i) Job Safety and Health: It's the Law (50 or more employees) (Form 3167 REV2015);
 - j) VA Job Safety and Health Protection (REV10-2016);
 - k) VA Notice to Workers: Unemployment Insurance (Form VEC-B-29 REV4-2015);
 - l) VA Workers' Compensation Notice (Form VWC1); and
 - m) Earned Income Tax Credit (Form 4718 REV11-2016).

*☐ Contractors have received Payroll report form (WH-347) and understand:

- a) how it is to be filled out;
- b) that it must be filled out completely;
- c) that it must include every worker assigned to the project (excluding non-working, supervisory, or clerical personnel);
- d) that Payroll reports must be submitted for every week or part of a week during the course of the contract, and must be submitted by all subcontractors. Payroll reports will be submitted to the Grantee within seven (7) days of the end of the work week.

☐ Contractors will maintain employment and payroll records which will be accessible to the Public Body, DHCD, and appropriate federal agencies for 3 years.

* Denotes those items which must be submitted by the Contractor.

(Public Body):

Signature

Title

Company

Date

(Subcontractor):

Signature

Title

Company

Date

(Subcontractor):

Signature

Title

Company

Date

(

(Prime Contractor):

Signature

Title

Company

Date

(Subcontractor):

Signature

Title

Company

Date

(Subcontractor):

Signature

Title

Company

Date