 **Labor Compliance/Employee Interview** ITD 2014 (Rev. 08-16)

itd.idaho.gov

Legal Basis: 23 CFR §5.5 and §5.6

Interviews shall be made of **all** contracts with such frequency as may be necessary to assure compliance. Employee interviews are confidential. Particular care shall be taken to determine the correctness of classifications and to determine whether there is a disproportionate employment of laborers and of apprentices or trainees.

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Key Number | Project Number | | | | | Contractor | | | |
|  |  | | | | |  | | | |
| Interviewer Name | | Employee Name | | | | Payroll Class / Job Title | Payroll Period | | |
|  | |  | | | |  |  | to |  |
|  | | | | | | | | **Yes** | **No** |
| 1. | Have you seen the wage rate postings?  If yes, where? | | | | | | |  |  |
| 2. | a. What is your hourly wage rate?  b. What is your hourly fringe benefit rate?  c. What fringe benefits do you receive? (e.g., 401K, Health Insurance) | | | | | | |  |  |
| 3. | How many hours do you work each week? | | | |  | | |  | |
| 4. | Are you being paid for all the hours you work? | | | | | | |  |  |
| 5. | Are you being paid at least 1½ times your regular hourly rate for all overtime work (over 40 hours per week)? | | | | | | |  |  |
| 6. | Are you paid each week? | | | | | | |  |  |
| 7. | Is any money deducted from your pay except for Federal and State income taxes and FICA (Social Security and Medicare Taxes)? | | | | | | |  |  |
|  | If yes, what are these other deductions? | |  | | | | |
| 8. | Other than possible union dues, do you pay anyone for the right to work on this project? | | | | | | |  |  |
|  | If yes, who? | | |  | | | |
| 9. | What type of work are you doing and what type of tools or equipment do you use to perform your work? | | | | | | |  |  |
|  |  | | | | | | |
| 10. | Are you working for your employer at places other than on this project during any one week? | | | | | | |  |  |
|  | If yes, where? |  | | | | | |
|  | Are you paid for this work? | | | | | | |  |  |

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| --- | --- | --- | --- | --- | --- |
| **Interviewer Only** | | |  | **Payroll Checker Only** – Answer the following questions using information from this questionnaire and from payroll information. | |
| Is employee properly classified? | Yes  No | |  | Is the interview information in agreement with data provided on the payroll?  Yes  No | |
| Is employee being properly paid? | Yes  No | |  | Comments | |
| Include employee classification and corresponding required pay rate and fringe rate.  Comments | | |  |  | |
|  | | |  |  | |
| Interviewer Signature | | Date |  | Payroll Checker Signature | Date |
|  | |  |  |  |  |