

## ATTACHMENT A

### CHECKLIST OF LABOR LAW REQUIREMENTS TO REVIEW AT JOB CONFERENCE MEETINGS

(Pursuant to Title 8, Section 16430 of the California Code of Regulations)

NAME (print): \_\_\_\_\_ Date: \_\_\_\_\_

COMPANY: \_\_\_\_\_ Phone: \_\_\_\_\_

PROJECT NAME: \_\_\_\_\_ Project #: \_\_\_\_\_

The federal and state labor law requirements applicable to the contract are composed of, but not limited to, the following:

**1. Payment of Prevailing Wage Rates**

The contractor to whom the contract is awarded and its subcontractors hired for the public works project are required to pay not less than the specified general prevailing wage rates to all workers employed in the execution of the contract.

The contractor is responsible for ascertaining and complying with all current general prevailing wage rates for crafts and any rate changes that occur during the life of the contract. Information on all prevailing wage rates and all rate changes are to be posted at the job site for all workers to view;

**2. Apprentices**

It is the duty of the contractor and subcontractors to employ registered apprentices on the public works project under Labor Code § 1777.5;

**3. Penalties**

There are penalties required for contractor's/subcontractor's failure to pay prevailing wages and for failure to employ apprentices, including forfeitures and debarment under Labor Code Sections 1775; 1776; 1777.1; 1777.7 and 1813;

**4. Certified Payroll Reports**

Under Labor Code §1776, contractors and subcontractors are required to keep accurate payroll records showing the name, address, social security number and work classification of each employee and owner performing work; also the straight time and overtime hours worked each day and each week, the fringe benefits, and the actual "per diem" wages paid to each owner, journey person, apprentice worker or other employee hired in connection with the public works project.

Employee payroll records shall be certified and shall be made available for inspection at all reasonable hours at the principal office of the contractor/subcontractor, or shall be furnished to an employee, or his/her authorized representative on request, pursuant to Labor Code §1776.

Each contractor and subcontractor shall submit its weekly certified payroll reports to the Awarding Body's Labor Compliance Office on a weekly basis. In the event that there has been no work performed during any given week, the Certified Payroll Report shall be annotated: "No work" or "Non Performance" for that week. All weekly payroll reports shall be numbered sequentially starting with number (1) for the first week of work, and including all "No Work" reports, until the conclusion of work. The last payroll records shall be marked "Final."

Under Labor Code §1776(g) there are penalties required for contractor's/subcontractor's failure to maintain and submit copies of certified payroll records on request;

**Please sign and date the back of this document**

**5. Nondiscrimination in Employment**

There exist prohibitions against employment discrimination under Labor Code §1735 and §1777.6, the Government Code, the Public Contracts Code, and Title VII of the Civil Rights Act of 1964;

**6. Kickbacks Prohibited**

Contractors and subcontractors are prohibited from recapturing wages illegally or extracting "kickbacks" from employee wages under Labor Code §1778;

**7. Acceptance of Fees Prohibited**

There exists a prohibition against contractor/subcontractor acceptance of fees for registering any person for public work under Labor Code §1779; or for filling work orders on public works contracts pursuant to Labor Code §1780;

**8. Listing of Subcontractors**

All prime contractors are required to list properly all subcontractors hired to perform work on the public works projects covering more than one-half of one percent, pursuant to Government Code §4100 et seq.;

**9. Proper Licensing**

Contractors are required to be licensed properly and to require that all subcontractors be properly licensed. Penalties are required for employing workers while unlicensed under Labor Code §1021 and under the California Contractor License Law found at Business and Professions Code §7000 et seq.;

**10. Unfair Competition Prohibited**

Contractors/Subcontractors are prohibited from engaging in unfair competition as specified under the Business and Professions Code §17200 to §17208;

**11. Workers Compensation Insurance**

Labor Code §1861 requires that contractors and subcontractors be insured properly for Workers Compensation;

**12. OSHA**

Contractors and Subcontractors are required to abide by the Occupational, Safety and Health laws and regulations that apply to the particular construction project.

In accordance with federal and state laws and with the Awarding Body's contract documents, the undersigned contractor/subcontractor wishes to assure the Awarding Body that it intends to comply with the above-referenced Labor Law requirements, fully understanding that failure to comply with the above requirements may subject them to penalties as provided above in the California State Labor Codes and the California Code of Regulations

For the Contractor:

\_\_\_\_\_  
(Signature) of authorized representative

\_\_\_\_\_  
(date)

\_\_\_\_\_  
(Company Name)

\_\_\_\_\_  
(Lic #)

\_\_\_\_\_  
(Name of Prime Contractor)

For the Agency:

\_\_\_\_\_  
(Signature) of authorized representative

\_\_\_\_\_  
(date)