

# Prevailing Wage Compliance 2021

Prevailing Wage Components  
 Contract Documents  
 Wage Decisions  
**Wage Rate Interviews**  
 Overtime  
 Certified Payrolls  
 Truck Drivers

Adam Strong  
 Prevailing Wage Compliance Specialist  
 (517) 719-7344  
 stronga1@michigan.gov



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## Form 1156-T1

EMPLOYEE		EMPLOYER REPLY	BASE HOURLY RATE PER CONTRACT	PAYROLL RECORDS
NAME	WHO PAYS YOU?	WAGE RATE DECISION # AND DATE	PAID BY:	
SS # (LAST FOUR DIGITS)				
CELL	HOURLY RATE	Reg \$	Reg \$	HOURLY RATE
HOME	O.T \$	F.B. \$	F.B. \$	
ARE YOU A UNION EMPLOYEE		Total \$	Total \$	
PAYMENT OF FRINGES: All Wages		O.T. \$	O.T. \$	
Approved Prog. <input type="checkbox"/> None <input type="checkbox"/>				

**DEDUCTIONS** (Vacations, Savings, Personal Notes, Etc.)

**COMMENTS**

DATE CERTIFIED PAYROLL EXAMINED & COMPARED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

APPROVED BY: (Project Engineer Signature) \_\_\_\_\_ DATE: \_\_\_\_\_

**Instructions for MDOT form 1156**

The form is to be filled out completely. The following procedures are to be used when conducting wage rate interviews.

- The interviewer will complete form 1156, not the worker.
- Complete wage rate interviews each season for multi-season projects.
- Interview a representative sample of the work force for each contractor and subcontractor on the project during each construction season.
- Include each classification and group in the interview process. Operators of equipment and trucks whose ownership is not clearly identified should be interviewed.
- To ensure the privacy of the workers, coworkers and supervisors are not allowed to be present during the interview or allowed to hear the interview.
- Give the worker a business card with contact information or the FRAUD AND ABUSE HOTLINE toll free number in the event that they would like to discuss the interview issues further, supply additional documentation or information, or to continue the interview in a more private and confidential setting.
- Conduct interviews in the early part of the project to verify prevailing wage compliance. Check the certified payroll against the wage rate interview in a timely manner. If issues are found, deal with them immediately.

**Consider the following when completing form 1156**

**WORK DESCRIPTION:** Work being performed at time of interview (e.g., laying pipe, raking asphalt, placing sod, operating backhoe, bulldozer, crane)

**EMPLOYEE REPLY:** WHO PAYS YOU? The response should be the name of the contractor or sub contractor they work for.  
 HOURLY RATE: Ask the worker what their hourly rate of pay is, and what the overtime rate of pay is. If the worker does not know or says "I think I make \$???", but I'm not sure", be sure to include the response in the comments section of form 1156. Ask the worker if they know where the wage rates are posted. Also, ask them to provide a check stub so that you can confirm their wages.  
 BASE HOURLY RATES: When the certified payrolls indicate that fringe benefits are paid as part of the hourly rate, use like benefits in computing the base hourly rate.

Employees of the contractor are not to assist in language interpreting. MDOT has contracted telephonic interpretation services from Bromberg & Associates for these situations. A speaker phone (cell phone with speaker on) will be needed in order to use this service.  
 Note: Construction Field Services (CFS) will cover the cost of this service.  
 Bromberg and Associates will submit invoices directly to CFS.

**Instructions for over the phone interpreting services**

- Dial 1-866-908-6137
- When the operator answers, tell them:
  - That you are calling from MDOT
  - Your customer code is MDOTHDY
  - The language that you need interpreted
  - Your name & phone number
  - The name of your TSC, local agency or consulting engineer
- The operator will connect you with an interpreter promptly

**Federal-aid Project Only**

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# Form 1156-T1

MDOT 1156-T1 (06/18)

## Instructions for MDOT form 1156

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- Interview a representative sample of the work force for each contractor and subcontractor on the project during each construction season.
- Include each classification and group in the interview process. Operators of equipment and trucks whose ownership is not clearly identified should be interviewed.
- To ensure the privacy of the workers, coworkers and supervisors are not allowed to be present during the interview or allowed to hear the interview.
- Give the worker a business card with contact information or the FRAUD AND ABUSE HOTLINE toll free number in the event that they would like to discuss the interview issues further, supply additional documentation or information, or to continue the interview in a more private and confidential setting.
- Conduct interviews in the early part of the project to verify prevailing wage compliance. Check the certified payroll against the wage rate interview in a timely manner. If issues are found, deal with them immediately.

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# Form 1156-T1

## Consider the following when completing form 1156

### WORK DESCRIPTION:

Work being performed at time of interview (e.g., laying pipe, raking asphalt, placing sod, operating backhoe, bulldozer, crane)

### EMPLOYEE REPLY:

**WHO PAYS YOU?** The response should be the name of the contractor or sub contractor they work for.

**HOURLY RATE:** Ask the worker what their hourly rate of pay is, and what the overtime rate of pay is. If the worker does not know or says "I think I make \$??.??, but I'm not sure", be sure to include the response in the comments section of form 1156. Ask the worker if they know where the wage rates are posted. Also, ask them to provide a check stub so that you can confirm their wages.

**BASE HOURLY RATES:** When the certified payrolls indicate that fringe benefits are paid as part of the hourly rate, use like benefits in computing the base hourly rate.

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## Questions to Ask

- Determine the classification of the worker:
  - What type of work have they performed on the project.
    - DO NOT classify as 'laborer' or 'operator' only.
- Determine the worker's pay rate:
  - Project rate of pay
  - 'Open Shop' rate of pay (private work)
  - If the worker does not know their rate of pay:
    - A comment on the wage rate interview is required.
    - The worker should be encouraged to review the required jobsite postings.
    - Additional concerns can be directed to the Fraud & Abuse hotline if the worker is uncomfortable discussing with project staff.

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## Questions to Ask

- Determine the type of fringe benefits being paid to the worker:
  - Health, 401k, vacation, sick days, etc.
- Determine number of weekly hours worked:
  - Normal weekly hours paid on a weekly check from employer.
  - Are they paid overtime for hours worked after 40 weekly hours.
- Document contact information (cell or home phone):
  - This is not required.
  - It is encouraged to conduct a follow up interview if there are certified payroll discrepancies.

Information collected verifies the accuracy of the certified payroll.

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## Wage Rate Interview

- Conduct interviews in the early stages of the project to verify PW compliance.
- For multi-year projects, wage rate interviews are to be conducted with all contractor/subcontractors each season that they perform work.
- Check the certified payroll against the wage rate interview in a timely manner so issues may be resolved quickly.

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## Worker's Pay Rate

- **IT IS THE EMPLOYERS RESPONSIBILITY TO MAKE SURE THEIR EMPLOYEES ARE AWARE OF THE PROPER PW RATES.**
- Some workers are paid a salary rather than a hourly wage:
  - A WEEKLY SALARY IS **NOT** A WAY AROUND PAYING THE PROPER PW.
  - A worker must be paid a minimum hourly wage for all hours worked for the entire work week.

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