

# MINIMUM WAGE RATE INTERVIEW SHEET

**DISTRIBUTION:**  
ORIGINAL - Project File

## TIER 1 (Field Review)

**This Form will meet the WRI Requirements of the Prevailing Wage Procedures**

CONTRACTOR NAME		<input type="checkbox"/> Prime Contractor	<input type="checkbox"/> Subcontractor	PAYROLL PERIOD ENDING	
CONTRACT ID		REGION/TSC		INTERVIEW DATE	INTERVIEWER
PROJECT ENGINEER	PROJECT LOCATION		POSTINGS AND WAGE RATES POSTED IN CON- SPICUOUS PLACE ON JOB? <input type="checkbox"/> YES <input type="checkbox"/> NO		

EMPLOYEE	EMPLOYEE REPLY	BASE HOURLY RATE PER CONTRACT	PAYROLL RECORDS
NAME	WHO PAYS YOU?	WAGE RATE DECISION # AND DATE:	PAID BY:
SS # (LAST FOUR DIGITS)			
CONTACT INFORMATION: (Needed for follow up information)			
CELL: _____ HOME: _____	HOURLY RATE		HOURLY RATE
ARE YOU A UNION EMPLOYEE <input type="checkbox"/> YES <input type="checkbox"/> NO	Reg. \$ _____ O.T. \$ _____	Reg. \$ _____ F.B. \$ _____ Total \$ _____ O.T. \$ _____	Reg. \$ _____ F.B. \$ _____ Total \$ _____ O.T. \$ _____
PAYMENT OF FRINGES: As Wages <input type="checkbox"/>  Approved Prog. <input type="checkbox"/> None <input type="checkbox"/>			

WORK DESCRIPTION

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

COMMENTS

DATE CERTIFIED PAYROLL EXAMINED & COMPARED BY	DATE
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Employees of the contractor are not to assist in language interpreting. MDOT has contracted over the phone interpretation services from Bromberg & Associates for these situations. A cell phone with speaker will be needed in order to use these services. Instructions: Turn cell phone speaker on and dial 1-866-908-6137. When the operator answers, tell them you are calling from MDOT. Give them this customer code – MDOTHDY and tell them the language that you need interpreted. Give them your name, phone number, and the name of your TSC, local agency, or consulting firm. The operator will connect you with an interpreter promptly.

APPROVED BY (Project Engineer Signature)	DATE
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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**

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