
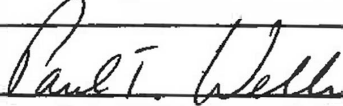


<p>TO:</p> <p>SUPERSEDED BY</p> <p>EB 96-027</p> <p>EFFECTIVE 6/18/96</p>	 <p>ENGINEERING BULLETIN</p> <p>NEW YORK STATE DEPARTMENT OF TRANSPORTATION</p>	
<p>SUBJECT: WAGE RATE INTERVIEWS DURING CONSTRUCTION</p> <p>Subject Code: 7.27-</p>		
<p>Distribution: 30 Main Office 32 Regions 34 Consultants</p>		<p>Code: EB #95-028</p>
<p>APPROVED:</p> <p></p> <p>_____ P. T. Wells, Deputy Chief Engineer Construction Division</p>		<p>Date: 7/26/95</p> <p>Replaces:</p>

EFFECTIVE DATE. This Bulletin shall be effective immediately on all Department contracts.

PURPOSE. Audits of projects have found several instances where construction contract wage rate interviews were not documented, or wage rate interview forms were not completed properly. Wage rate interviews are required as a check on compliance with minimum wage rates specified in the contract documents.

A new procedure has been developed to improve the interview process. This information will be incorporated into the MURK update and replaces the paragraph on wage rate interviews on page 1-4 and exhibit 1.02C on page 3-7.

TRANSMITTED MATERIALS. Wage Rate Interview instructions and form.

CONTACT PERSON. Questions regarding this Engineering Bulletin should be addressed to Jodi Riano in the Construction Division at (518) 457-4412.

Wage Rate Interviews during Construction

Wage rate interviews are required as a check on compliance with minimum wage rates specified in the contract documents. The Engineer-in-Charge (EIC) must ensure Contractor personnel are interviewed and wage rate interview forms are completed.

Interviews should be taken as soon as workers in a new labor classification appear on the job site so that problems can be resolved in a timely manner. A suggested sampling rate for performing interviews is at least one interview in each labor classification employed by the Prime Contractor and each subcontractor. Over the life of the contract, at least 20% of the total workforce (prime and subcontractors) should be interviewed. It is also recommended to take interviews on payday so that the Contractor's employees will know their pay rate.

The interview results shall be documented on an interview form. The attached wage rate interview form shall be used on all contracts. This form is to be completed in its entirety and reviewed for completeness. If an employee refuses to cooperate, please make note of this on the form.

Wage rates must be checked against contract requirements and payroll records. The EIC must follow-up on rates found to be in non-compliance. The EIC should first notify the contractor in writing of the non-compliance. A second interview should be performed at a later date to verify whether the rates are still in non-compliance. If the non-compliance still exists, the EIC shall notify the Regional Construction Engineer (RCE) by memo, who will then forward the non-compliance to the Main Office Construction Division.

Completed wage rate interview forms and all follow up documentation should be kept in a readily accessible place in the project files.

Wage Rate Interview Form

EXHIBIT 1.02C

(Job Stamp)	Interviewed By _____ Date _____ Prevailing Rate Verified By _____ Date _____ Payroll Rate Verified By _____ Date _____
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Employee Name/ Signature	Title/ Job Classification (as stated by employee)	Are you doing work as per your Job Classification?		Hrly Rate as Stated by Employee	Hrly Rate Per Payroll	Prevailing Rate - NYS or Fed. Gov't (whichever is higher)	Company Issuing Employee's Check
-----	-----	Yes	No				
-----	-----	Yes	No				
-----	-----	Yes	No				
-----	-----	Yes	No				
-----	-----	Yes	No				
-----	-----	Yes	No				

Comments: