

ENGINEERING DIRECTIVES AND STANDARDS

Volume	Chapter	Section	Directive Number	Effective Date
III	1	1	9	5/18/2017

SUBJECT: PROJECT SITE INTERVIEWS

- 1. PURPOSE:** The purpose of this directive is to establish a uniform policy on conducting project site interviews for the labor compliance program.
- 2. SCOPE:** This directive outlines the requirements of each project site interview.
- 3. POLICY:** To comply with 29 CFR 5.6 (a)(3), a minimum of one project site interview shall be completed on all projects with a wage decision. The project site interviews can include the prime contractor and/or subcontractor employees on the project. This shall include a review of the contractor's payroll documents to verify the project site interviews.

Project site interviews shall be recorded on the attached project site interview form, and all interviews shall be conducted by the Project Engineer or designee. All project, site interview forms shall be uploaded in the Contractor's Payroll File in Content Manager.

Should this interview process determine that the contractor is not paying the minimum wage specified in the contract; the contractor must be notified, in writing/email, by the Project Engineer's Office of this deficiency with a copy of the written notification/email sent to the Compliance Manager.

Should the contractor not take immediate action to correct any deficiencies, the Labor Compliance Manager must be notified by the Project Engineer's Office, so that further action can be taken by the HQ Compliance Unit.

- 4. OTHER ISSUANCES AFFECTED:** All directives, memoranda, or instructions issued heretofore in conflict with this directive are hereby rescinded.
- 5. EFFECTIVE DATE:** This directive becomes effective upon signature of the Chief Engineer.

JANICE P WILLIAMS P E
CHIEF ENGINEER

Project Site/Employee Interview Form

STATE PROJECT NO. _____

Parish: _____

Contractor: _____ Prime: _____ Subcontractor: _____

Employee's Name: _____ Last 4 of SS# _____

Circle One: W B HIS ASIAN AMER. INDIAN

Circle One: M or F

Labor Compliance:

1. What is your job classification? _____
2. What is your hourly rate of pay? _____
3. Do you ever work more than 40 hours a week? Yes or No
4. Have you seen the wage rates posted on the job site? Yes or No
5. Do you receive time and a half for overtime? Yes or No
6. Were you ever underpaid on this project? Yes or No
If yes, were back wages due been satisfied? Yes or No
7. Do you feel you are being paid properly according to the posted wages? Yes or No

Equal Employment Opportunity:

8. Have you seen the posters on EEO on the project site? Yes or No
9. Do you know who the Company EEO Officer is? Yes or No
If yes, what is the name of the Officer? _____
10. Were you given a written copy of the Company's EEO Policy? Yes or No
If yes, when? _____
11. Does the company have meetings to explain the Company's EEO Policy? Yes or No
If yes, when was the last one? _____
12. If you have a complaint, whom would you discuss your complaint or issue? _____
13. Have you ever had to file a EEO complaint? Yes or No
14. Do you feel you are treated fairly, receiving equal treatment, regardless of their race, religion, etc. by the foreman/woman and your co-workers? Yes or No
15. Have you ever been denied access to employee areas or services? Yes or No
16. Has anyone asked you to refer minorities/females for employment? Yes or No
If yes, what was the outcome of your referral? _____
17. How did you learn about the job? _____
18. How long have you been employed with this company? _____
19. How long on this job? _____ Are you a Union Member? Yes or No

Signature of Interviewer

Date

Printed Name

For use of payroll checkers: Is the above information in agreement with payroll data and contract requirements?
Yes or No

Signature of Payroll Checker

Dist./Gang No.

Date

Print Name

There will be one (1) interview per contract which can include the prime contractor and/or the subcontractor. All forms after being checked will be placed in content manager under "Project Site Interview Forms."

The Labor Compliance Review shall be conducted on contracts containing Davis-Bacon Wages