Pre-Construction Guidelines for Contractors
Meeting Labor Standards Contract Requirements

1) Introduction and Instructions:
These guidelines are to assist contractors and subcontractors in meeting contractual labor standards responsibilities. All major administration and procedural activities are covered in the sequence they typically occur as the construction project proceeds. Careful attention to, and use of the listing should result in a minimum number of problems with respect to labor standards.

2) Explanatory Notes:
The word "employer" as used below refers to the project contractor, each subcontractor, or each lower-tier subcontractor. Payrolls and other documentary evidence of compliance are required to be provided to the St. Clair County Intergovernmental Grants Department (IGD) representative for review (all to be submitted through the project contractor). The delivery procedure is as follows:
   A. Each lower-tier subcontractor, after careful review, submits documents to the respective subcontractor.
   B. Each subcontractor, after checking his own and those of each lower-tier subcontractor submits required documents to the contractor.
   C. The contractor, after reviewing all payrolls and other documentation, including his own, and correcting violations where necessary, submits all to IGD.

***Note:** If any statement below is "Not True", the contractor or his representative agrees to contact the Community Development Division of IGD for special guidance.

3) Before Construction Begins, Each Employer Has:
   A. Not been debarred or otherwise made ineligible to participate in any Federal or Federally-assisted project.
   B. Received contract provisions covering the labor standards contract provisions.
   C. Reviewed and understands all labor standards contract provisions.
   D. Received the wage decision as part of the contract.
   E. Requested and received the minimum wage for each job classification to be worked on the project, which was not included on the wage decision by the additional classification process and before allowing any such trade(s) to work on the project.
   F. Requested and received certification from the State's Bureau of Apprenticeship and Training (USBAT) and submitted copy thereof to IGD prior to employment on the project. Likewise, "trainee" program certification from USBAT if applicable must be submitted

4) At Construction Start The Contractor Has:
   A. Notified the owner, engineer/architect, inspector and IGD of construction start date in writing.
   B. Has placed each of the following in a prominently located area on the project site that can be seen easily by the workers (and replaced if lost or unreadable any time during construction):

      - Wage Decision

- Davis-Bacon Poster (WH 1321)
- OSHA Job Safety and Health: It's the Law Poster
- Equal Employment Opportunity Is the Law Poster

C. Before assigning each employee to work, has obtained worker's name, best mailing address, County from which employed, and Social Security Number (for payroll purposes).
D. Has obtained a copy of each apprentice's certificate with the apprentice's registration number and year of apprenticeship from the State BAT when applicable.
E. Has informed each worker of:
   1. His work classification (journeyman or job title) as it will appear on the payroll.
   2. His duties of work
   3. The U.S. Department of Labor's requirement on this project that the person is either a journeyman, apprentice or laborer.
      - If journeyman, person is to be paid journeyman's minimum wage rate or more;
      - If apprentice, person is to be paid not less than the apprentice rate for the trade based on his year of apprenticeship; or
      - If laborer, person is to do laborer's work only - not use any tool or tools of the trade-and not perform any part of a journeyman's work-and is to be paid the laborer's minimum wage rate or more.
F. Understand the requirements that each laborer or mechanic who performs work on the project in more than one classification within the same work week shall be classified and paid at the highest wage rate applicable to any of the work that person performs unless the following requirements are met:
   1. Accurate daily time records maintained. These records must show the time worked in each work classification, the rate of pay for each work classification, and must be signed by the workman.
   2. The weekly certified payroll shall show the hours worked in each classification and the wage rate paid for each classification. (Copy of certified payroll is submitted to IGD)
G. Has informed each worker of their hourly wages (not less than the minimum wage rate for that person's work which is stated in the Wage Decision).
   1. Time and one-half for all work over eight (8) hours any day or over forty (40) hours any work week. (See the Contract Work Hours Safety Standard Act);
   2. Fringe benefits, if any (see Wage Decision for any required);
   3. Deductions from persons pay.
H. Has informed each worker that they are subject to being interviewed on the job by the recipient or a HUD, Department of Labor, or other U.S. Government Inspector, to confirm that their Employer is complying with all requirements.

6) During Construction

Each Employer:

1. Has not selected, assigned, paid different pay rates to, transferred, upgraded, demoted, laid-off, nor dismissed any project worker because of race, color, religion, sex, national origin, familial status (persons with children under 18 years of age, including pregnant women), disability, and also to persons with special needs, sexual orientation or gender identity.
2. Has employed all registered apprentices referred to him through normal channels up to the applicable ratio of apprentices to journeymen in each trade used by the employer.

3. Will maintain basic employment records and provide accessibility for inspection by IGD or U.S. Government representative(s) should the need arise.
4. Is compliant with all health & safety standards.
5. Has paid all workers weekly.
6. Has submitted weekly payrolls to IGD.

Prepared recommended Form WH-347, available from:

St. Clair County Intergovernmental Grants Department (IGD)
Community Development Division – Public Facilities
19 Public Square, Suite 200
Belleville, IL 62220

It is permissible for contractors to reproduce the forms

Some employers place all project workers on Payroll Form WH-347. IGD does not review those project workers listed on the payroll that perform work which is descriptive of any of the following job titles which are exempt from labor requirements.

* Project Superintendent
* Project Engineer
* Supervisory Foreman (Less than 20% of time as a working foreman)
* Messenger
* Clerical Workers
* Payroll Clerks/ Time keepers
* Bookkeepers

Any alternative payroll form used should be cleared with IGD before the employer starts work on project. A project printout by computer, for example, is acceptable provided all data shown and required on the front and back payroll Form WH-347 is on, or included with, the payroll submitted to recipient.

Front Page of Payroll (Form WH-347)

Heading (6 "Blocks" of information)

1. Name of Employer. Name of employer is stated, showing whether contractor or subcontractor.
2. Address. Mailing Address, City, State, and Zip Code of Employer is stated
3. Payroll Number. Each weekly payroll is numbered in sequential order
   *If employer's workers do not perform physical work on the project during the work week he has submitted a "No Work" letter for that work week.
   *Payroll of employer's final work week on the project (completion of their work) is marked "Final".
4. For Week Ending. The last date of the work is stated in this "block".
5. Project and Location. Name of project and City in which location is stated.
6. Column 1-Worker's Name, as it appears on his paycheck is stated.
   - Worker's best mailing address; including county from which employed and social security number is stated on Payroll # 1 or the payroll on which his name first appears.
   - If worker changes his residential address while working on the project, his new address is stated on next applicable payroll.
   - If any two or more workers have the same name, their social security numbers are included on the payroll to note separate identification.
7. Column 2-Number of Withholding Exemptions is for employer's convenience – not required by HUD to be completed.

8. Column 3-The Work Classification (Job Title) for the worker is included in the Wage Decision and denotes the work that workers actually performed.

Note: If the applicable classification is not included in the Wage Decision, the Contractor should call the recipient immediately and request classification by Additional Classification.
Apprentice. When the worker is an apprentice, the State BAT registration number and year of apprenticeship is included in this column the first time the apprentice's name appears on the payroll.

Split Classification. If worker performed more than one (1) class of work during the work week, such as Carpenter, and laborer, the division of work will be shown on separate lines of the payroll.

- Accurate daily time records show the exact hours of work performed daily in each class of work and are signed by the affected worker.
- Each class of work he performed is stated in Column 3 in separate "blocks".
- His name is repeated in corresponding "blocks" in Column 1.
- The breakdown of hours worked daily under each classification is stated in Column 4 and total for week in Column 5.
- The applicable wage rate for each classification of work is stated in Column 6.
- The payroll is signed by the worker in the related "blocks" or a signed copy of the daily time records are attached to the payroll.
- If the above is not done, the worker is paid at least the highest minimum wage rate to all of all the classes of work performed for all hours worked.

Average Pay of Two Classes of Work Not Accepted.
The employer shall not pay a semi-journeyman or semi-skilled laborer the average of journeyman's and laborers rates. The actual hours each worker uses tools of trade (journeyman) and each hour person does not use tools of the trade (laborer) must be records in separate "blocks" in Column 3 of payroll.

Helper. The work classification of "Helpers" is not accepted by the U.S. Department of Housing and Urban Development (HUD), unless included in Wage Decision issued by the Secretary of State for the project. Any employee listed as "Helper" in absence of such classification in Wage Decision must be paid the journeyman's rate for hours person uses tools of the trade.

9. Column 4-Hours Worked, Each Day and Date.
   for work week are stated.
   Overtime Hours ("0") if any, are stated separately from straight hours ('S') - over forty (40) hours any work week.

10. Column 5 - Total Hours worked during the work week are stated; straight and overtime hours recorded separately.

11. Column 6 - Rate of Pay not less than the minimum wage rate for the work classification (see Wage Decision) is stated.
    - The Overtime Rate of Pay is not less than one and one-half (1 ½) times the worker's basic (straight) hourly rate of pay (Contract Work hours Safety Standards Act).
    - Apprentices. If copy of apprentice's registration certification (State BAT) is not submitted to recipient, apprentice must be paid journeyman's rate.

- Piece Worker. Piece work must be stated in Column 6 at an hourly rate, the gross pay for work week (work on project) divided by the total number of hours worked on the project during the work week.

12. Column 7 - Gross Amount Earned equals the straight rate of pay in Column 6, plus the overtime hours (if there are any), in Column 5 x the overtime rate of pay shown in Column 6.
13. Column 8 – Deductions Each deduction made is required by law, voluntarily authorized by the worker in writing before the work week began or provided in a bargaining agreement to be deducted from the respective worker's pay.

14. Column 9 - Net Wages = Column 7 minus total deductions in Column 8.

Back Page of Payroll (Form WH-347)

1) Complete all blank spaces and understands the penalties for falsification.
2) Check item 4 if fringe benefits are part of Wage Decision for any workers -
3) 4(a) - if fringe benefits are paid to approved fund(s), or
   4(b) - paid directly to each affected worker included in paycheck for the work week - their paycheck representing at least the pay of the applicable minimum wage rate plus the amount of required fringe benefits.
4) Manually signed the payroll in the "block" for signature, and state his title.
5) Reviewed the weekly payroll for compliance with all labor requirements ***(using this guidance)*** and made/make necessary corrections.

   Each Lower-tier Subcontractor has submitted his weekly payroll or "No Work" letter to the respective subcontractor to have received within three calendar days from the last date of the work week.

   Each subcontractor has received a payroll or "No Work" letter from each of the lower-tier subcontractors, reviewed each and his/her own payroll, required necessary corrections and submitted all payrolls to the contractor to have them received within five (5) calendar days from the last date of the work week.

   Contractor has received a payroll or "No Work" letter from each subcontractor, monitored each, including his/her own payroll, required necessary corrections, and collectively submitted them to the recipient within seven (7) days of the last date of the respective work week.

7) After Project Completion, The Contractor Will:

A. Notify IGD of construction completion date in writing.
B. Keep all weekly payrolls on the project for four (4) years after the contractor's project completion date.