

- V. **Submission of Certified Payroll Reports** – The time frame regarding the submission of payroll reports, (e.g. WH-347) to the Project Engineer shall be based on the contractor’s employee payment schedule and must include the signed *Statement of Compliance Form* (e.g. Mn/DOT 21658).
- VI. **Overtime Requirements** – In accordance with federal and state law, an employee must be paid a rate of at least 1½ times the hourly basic rate of pay plus applicable fringe benefits for all hours worked in excess of 8 hours per day or 40 hours per week.
- VII. **Submission of Month-End Trucking Reports** – Trucking reports (e.g. TP-90550) are to be submitted monthly to the Project Engineer, along with the signed *Statement of Compliance Form* (e.g. TP-90551).
- VIII. **Employee Interviews** – In order to ensure compliance, personnel from the contracting agency and/or other federal/state agencies will be conducting random monthly interviews. Interviews will be conducted during employee work hours.
- IX. **Forms** – To access forms, visit the Mn/DOT Labor Compliance Unit website at <http://www.dot.state.mn.us/const/labor/> or call (651) 296-5716.
- X. **Questions** – Please contact Charles Groshens at (651) 296-6503.

The Project Engineer shall document the completion of the Prevailing Wage Pre-Construction Meeting Agenda in the meeting minutes.



Prevailing Wage – State Funded Contracts Pre-Construction Meeting Agenda

PREFACE

This contract is funded in whole or in part with state funds and is subject to the Minnesota Prevailing Wage Law. Therefore, all contractors performing work under this contract shall demonstrate compliance.

- I. **Play Prevailing Wage Guidelines – State Funded Projects DVD**
- II. **Request To Sublet** – The Prime Contractor shall complete a *Request To Sublet Form* (e.g. TP-21834) when subcontracting any portion of the contract. Please refer to Section 1801, Mn/DOT’s *Standard Specifications for Construction; 2005 Edition* for subletting provisions.
- III. **Wage Decisions & Labor Provisions** – The Prime Contractor shall provide copies of all applicable contract labor provisions and state wage decision(s) to all subcontractors that perform work under this contract.
- IV. **Poster Boards** – The Prime Contractor shall place a state-aid poster board on the project site, accessible to all workers, from the first day of work until the project is 100% complete. Posters can be obtained by calling (651) 296-0854.