

INTRODUCTION

The purpose of this "CERTIFIED PAYROLL AND COMPLIANCE MANUAL" is to establish uniform procedures for checking certified payrolls in accordance with Nevada Department of Transportation (NDOT) Policy Memo 15-01 (see next page). The manual also outlines other contract compliance requirements (Request to Sublet, subcontract agreement, Request to Utilize Service Provider, apprenticeship verification, employee interview, Commercially Useful Function, etc.).

This manual provides guidance and definition to the Resident Engineers, who have ultimate responsibility for checking certified payrolls and assuring that contract compliance requirements are achieved. It will also provide consistency for the Contract Compliance Section in the application of assessing penalties to the contractor for non-compliance. This manual will also be useful to District Engineers and contractors.

It is important to monitor the contractors' certified payrolls and ensure that they are entered weekly, and that appropriate actions are taken when they are not.

If you have any recommendations to improve these procedures, please feel free to contact the Contract Compliance Manager in the External Civil Rights Division of NDOT.

Requirements in this manual shall remain in effect until revised by the Contract Compliance Manager in accordance with Chapter 13 of this manual.



Rudy Malfabon, Director

8-4-15

Date