

EMPLOYEE INTERVIEW FORM

Employee interviews (NDOT Form 052-059) are required on all contracts (federally funded or state funded). The Resident Engineer must conduct random on-the-job interviews with several employees of the contractor, subcontractors and service providers each month. These interviews should be conducted in such a manner as to interview nearly 100 percent of the employees during the life of the contract. On smaller contracts, interviews will have to be done more frequently in order to interview all of the employees when they are on the contract.

This form is available

at <http://www.nevadadbe.com/website/files/Employee%20Interview%20EEO%20Report,%20Rev.%2008-15.pdf>.

NDOT employees can also access this form on Sharepoint

at <http://sharepoint/052/Contract%20Compliance%20Forms%20Library/Employee%20Interview,%20Rev.%2008-15.pdf>.

All employees working on the job must be made available for an interview at the interviewer's request; however, the employee's participation is voluntary. The interviewer (usually the inspector) will document the Contract No., and ask the employee the questions in Part A of the Employee Interview form. Record the actual responses given by the employee. Turn into the office for further processing.

If the employee chooses not to participate, document only the Contract No., Employee's Name and Employer's Name and make a note on the form that employee chooses not to participate. Print, sign and date the form. No further information or review is required. The office person will forward a copy to Contract Compliance.

As payrolls are entered into LCPtracker for dates of the interviews, the office person will review the payrolls and complete the questions in Part B of the Employee Interview form. The minimum prevailing wage (including fringe benefits) can be found in the contract documents. Every fifth interview, the office person will complete questions in Part C of the Employee Interview form. Hi-lite any questionable answers or possible discrepancies. Print, sign and date the form. Forward a copy of the completed form to Contract Compliance.

Contract Compliance will review the interviews, investigate discrepancies and take additional action if necessary.

WAGE COMPLAINT CARD

Contract Compliance provides self-addressed, postage paid cards (NDOT Form 052-010) to the Resident Engineer. The Resident Engineer will make them available to every contractor, subcontractor and service provider employee working on the contract. If an employee believes they are not being paid the correct wage, the post card may be completed and mailed directly to Contract Compliance, who will conduct a compliance investigation. The card provides an effective means of reporting wage complaints to NDOT.

If additional cards are needed, contact Contract Compliance at (775) 888-7497 in Carson City or (702) 730-3317 in Las Vegas.

EMPLOYEE INTERVIEW
(Equal Employment Opportunity Report for Labor Compliance)

Contract No. 3999

A. Employee Questions:

Employee Name Joe Employee Employer's Name Joe Employer
Classification/Group _____ Date Hired _____
Actual work being performed by employee _____

Employee chose not to participate
What is your hourly rate of pay? _____
Does your hourly rate of pay include fringe benefits? _____
Are you being paid for all hours worked? _____
Are you an apprentice? _____
Have you ever been upgraded during your employment? _____
How often are you paid? _____
Are you receiving time and one-half wages for hours worked over 8 per day and/or 40 week? _____
Are you receiving the correct fringe benefits for the type of work you are performing? _____
Are you aware of your employer's E.E.O. policies? _____
Have you attended any meetings where your employer discussed E.E.O. matters? _____
Who is your employer's company E.E.O. Officer? _____
Who is the project E.E.O. Officer? _____
Have you seen the labor compliance and E.E.O. posters that are posted on the project bulletin board? _____
Do you have any comments on your employer's E.E.O. policies? _____ If "yes" briefly explain:

Joe Inspector Interviewer name (please print) Joe Inspector Interviewer (signature) 1-8-2016 Date

B. The following questions are to be completed by the field office personnel.

Does the stated classification match the payroll? _____
What is the minimum prevailing wage (including fringe benefits) for this classification/group? _____

C. The following questions are to be completed by the Resident Engineer or his staff. These questions need only be completed on every fifth interview.

Does a spot check of the weekly payrolls show all pertinent information required by the Special Provisions? _____

Are the contractor's payrolls and Statements of Compliance being submitted weekly? _____
If not, what steps are being taken to assure they will be in the future?

Has a copy of the Apprenticeship Agreement and Apprentice Verification Form been uploaded into LCPtracker for each apprentice working on the project? _____

Comments: _____

Where does the contractor have the project bulletin board set up? _____

Is it accessible to all employees? _____

Are all the required posters and notices posted? _____

Has the Resident Engineer or any of his staff attended any meetings in which the Contractor discussed E.E.O. problems or policies for the project? _____

If you have any further comments on the E.E.O. or labor compliance part of this project, please list them below:

Joe Resident
Resident Engineer (please print)

Joe Resident
Resident Engineer (signature)

1-8-2016
Date

EMPLOYEE INTERVIEW
(Equal Employment Opportunity Report for Labor Compliance)

Contract No. 4003

A. Employee Questions:

Employee Name Jane Employee Employer's Name Jane Employer
Classification/Group Laborer Group IA Date Hired 12-12-2017
Actual work being performed by employee Flag Person

What is your hourly rate of pay? \$ 22.50
Does your hourly rate of pay include fringe benefits? yes
Are you being paid for all hours worked? yes
Are you an apprentice? no
Have you ever been upgraded during your employment? no
How often are you paid? Weekly
Are you receiving time and one-half wages for hours worked over 8 per day and/or 40 week? not sure
Are you receiving the correct fringe benefits for the type of work you are performing? not sure
Are you aware of your employer's E.E.O. policies? yes
Have you attended any meetings where your employer discussed E.E.O. matters? no
Who is your employer's company E.E.O. Officer? don't know
Who is the project E.E.O. Officer? don't know
Have you seen the labor compliance and E.E.O. posters that are posted on the project bulletin board? yes
Do you have any comments on your employer's E.E.O. policies? no If "yes" briefly explain:

Jane Inspector
Interviewer name (please print)

Jane Inspector
Interviewer (signature)

12-15-2017
Date

B. The following questions are to be completed by the field office personnel.

Does the stated classification match the payroll? yes
What is the minimum prevailing wage (including fringe benefits) for this classification/group? \$ 36.22

C. The following questions are to be completed by the Resident Engineer or his staff. These questions need only be completed on every fifth interview.

Does a spot check of the weekly payrolls show all pertinent information required by the Special Provisions? _____

Are the contractor's payrolls and Statements of Compliance being submitted weekly? _____
If not, what steps are being taken to assure they will be in the future?

Has a copy of the Apprenticeship Agreement and Apprentice Verification Form been uploaded into LCPtracker for each apprentice working on the project? _____

Comments: _____

Where does the contractor have the project bulletin board set up? _____

Is it accessible to all employees? _____

Are all the required posters and notices posted? _____

Has the Resident Engineer or any of his staff attended any meetings in which the Contractor discussed E.E.O. problems or policies for the project? _____

If you have any further comments on the E.E.O. or labor compliance part of this project, please list them below:

Joe Resident
Resident Engineer (please print)

Joe Resident
Resident Engineer (signature)

12-15-2017
Date

EMPLOYEE INTERVIEW
(Equal Employment Opportunity Report for Labor Compliance)

Contract No. 4000

A. Employee Questions:

Employee Name Jeff Employee. Employer's Name Jeff Employer
Classification/Group Laborer Group 1 Date Hired 7-15-2014
Actual work being performed by employee Aggregate base dumpman

What is your hourly rate of pay? \$ 23.10
Does your hourly rate of pay include fringe benefits? not sure.
Are you being paid for all hours worked? yes
Are you an apprentice? no
Have you ever been upgraded during your employment? no
How often are you paid? weekly
Are you receiving time and one-half wages for hours worked over 8 per day and/or 40 week? yes
Are you receiving the correct fringe benefits for the type of work you are performing? don't know
Are you aware of your employer's E.E.O. policies? yes
Have you attended any meetings where your employer discussed E.E.O. matters? no
Who is your employer's company E.E.O. Officer? no idea
Who is the project E.E.O. Officer? no idea
Have you seen the labor compliance and E.E.O. posters that are posted on the project bulletin board? yes
Do you have any comments on your employer's E.E.O. policies? no If "yes" briefly explain:

Joe Interviewer
Interviewer name (please print)

Joe Interviewer
Interviewer (signature)

8-4-2015
Date

B. The following questions are to be completed by the field office personnel.

Does the stated classification match the payroll? yes
What is the minimum prevailing wage (including fringe benefits) for this classification/group? \$ 32.32

C. The following questions are to be completed by the Resident Engineer or his staff. These questions need only be completed on every fifth interview.

Does a spot check of the weekly payrolls show all pertinent information required by the Special Provisions?

yes

Are the contractor's payrolls and Statements of Compliance being submitted weekly? If not, what steps are being taken to assure they will be in the future?

yes

Has a copy of the Apprenticeship Agreement and Apprentice Verification Form been uploaded into LCPtracker for each apprentice working on the project?

no

Comments: waiting for apprenticeship agreement for Dusty Rose. Already sent 2 emails to contractor.

Where does the contractor have the project bulletin board set up?

jobsite project office

Is it accessible to all employees?

yes

Are all the required posters and notices posted?

yes

Has the Resident Engineer or any of his staff attended any meetings in which the Contractor discussed E.E.O. problems or policies for the project?

no

If you have any further comments on the E.E.O. or labor compliance part of this project, please list them below:

Asked contractor to notify NDOT of next meeting regarding safety, EEO and contract compliance.

Joe. Resident
Resident Engineer (please print)

Joe. Resident
Resident Engineer (signature)

8-11-2015
Date

If you are a worker on a Nevada Department of Transportation (NDOT) job and believe that you are not being paid the correct wage, fill out this card and drop it into any US Mailbox. Information provided will be kept confidential.

NDOT Contract No.: _____ Prime Contractor: _____

Project Location: _____

Your Name: _____ Phone: () _____

Your Job Title: _____

Employer's Company Name: _____

Comments: _____

NDOT is required to investigate alleged violations of the prevailing wage laws on NDOT projects. For assistance call NDOT at (800) 267-1971 or (775) 888-7497.

NDOT Form 052-010 (Rev 2/17)



**NO POSTAGE
NECESSARY
IF MAILED
IN THE
UNITED STATES**

BUSINESS REPLY MAIL
FIRST-CLASS MAIL PERMIT NO 17 CARSON CITY, NV
POSTAGE WILL BE PAID BY ADDRESSEE 4660



NEVADA DEPARTMENT OF TRANSPORTATION
CONTRACT COMPLIANCE, SUITE 108
1263 SOUTH STEWART STREET
CARSON CITY NV 89712

