



LABOR STANDARDS FACT SHEET

- Applicable projects in excess of \$2,000 require weekly payment of the prevailing rate (wage + fringes) to all on-site workers, based on the actual type of work performed and regardless of skill.
- Contracts cannot be awarded to businesses debarred or suspended by federal, state, or city authorities. Anoka Co. will check debarment for contractors & sub-contractors before the work begins.
- Payrolls must be certified and submitted directly to the Labor Standards Officer, and are due within seven (7) days after the payroll period.
- Business owners working with their crew must report their wage information and can certify the payroll. Business owners working alone cannot certify payment of their own prevailing wage; instead, they are reported on a weekly payroll prepared and certified by their engaging contractor (wage information must be reported). **There are no Davis-Bacon exceptions for owners of businesses, sole proprietors, salaried employees, self-employed owners, partners, corporate officers, or others.**
- Workers must be paid overtime (time and one-half times the basic rate of pay plus the fringe benefit amount) for all hours worked in excess of 40 per week, and over 8 hours in a day based on a designated workweek (Monday-Sunday, etc.) (if applicable).
- Apprentices/trainees registered in approved programs may be paid less than the wage rate in the wage decision for their work classification. Apprentice program ratio requirements are applied hour-for-hour to the project site. Out-of-ratio apprentices must be paid the prevailing wage rate for the classification of work performed.
- General contractor/subcontractors/lower-tier subcontractors must submit the Contractor Profile prior to starting work.
- Verification of employee wage receipt may include contacting the trade local, benefit fund administrator, submission of cancelled paychecks, stubs, time cards and interview responses.
- Employers shall permit authorized representatives to interview workers at the project site (on company time) to verify payment of the prevailing rate for the classification of work they are performing.
- Cleaning performed during construction is subject to prevailing wage provisions. In the absence of a specific wage rate for cleaning classification, the cleaners must be paid the predetermined wage rate for laborers. Demolition related to the project is also subject to prevailing wage provisions.
- Contractors must keep a complete set of their project payrolls and other basic records (tax records, time cards, work logs, payroll checks and stubs, evidence of fringe payments, etc) for a period of three (3) years after project close out.



LABOR STANDARDS REQUIREMENTS

Davis-Bacon compliance requirements include, but are not limited to, the following:

1. All workers performing labor on site must be paid the minimum prevailing wages established by the US DOL. Payment shall be paid on a weekly basis to all onsite workers. The developer and/or prime contractor is responsible to ensure that all onsite workers are compensated according to the US DOL federal wage decision.
2. A contractor shall not permit or require a worker to work longer than the prevailing hours of labor unless the worker is paid for all hours in excess of the prevailing hours at a rate of at least 1 ½ times the base hourly rate of pay. The prevailing hours of labor is defined as not more than 40 hours per week (and 8 hours per day if applicable).
3. Apprentices/trainees are the only workers allowed to work at a lesser rate if registered in an approved apprenticeship/training program. Proof of apprenticeship must be provided before an employee begins work on site.
4. The prime contractor and all applicable subcontractors are required to submit certified payroll reports directly to the Labor Standards Officer at Anoka County.
5. The following must be physically attached to all bid documents and contract agreements pertaining to this project
 - a. Labor Standards Requirements
 - b. Federal Labor Standards Provisions (HUD 4010)
 - c. Apprentice/Trainee Guidelines
 - d. Wage Decision(s)
6. The Labor Standards posters and Wage Decision must be posted at the construction site in a visible location and be protected from the elements.



APPRENTICES/TRAINEES

Wages	An Apprentice/Trainee can be paid less than the wage rate listed in the wage decision for his/her work classification if he/she is registered in an approved apprenticeship/training program
Programs	Approved programs are registered with the Department of Labor (DOL) or a DOL recognized State Apprenticeship Agency (SAC). Apprentices/trainees are paid wage rates in accordance with the wage schedule in the approved program
Requirements	<p>If using apprentices as part of your on-site workforce, submit the following to your engaging contractor or other designee:</p> <ul style="list-style-type: none"> • A copy of the Apprenticeship Agreement; • The current level of advancement (include “apprentice” and the hour or percentage level with the work classification on your payroll reports); and • A copy of YOUR registered/approved program wage rates and ratios
Limitations	The maximum number of apprentices/trainees you can use on the job site cannot exceed the ratio of apprentices/trainees to journey workers allowed in the approved program. Ratios are applied hour-for-hour at the project site. You will be required to pay wage restitution for the ratio violations

Probationary Apprentices

Probationary Apprentices can be paid as an apprentice if:

- The DOL or SAC has certified that the person is eligible for probationary employment as an apprentice; and
- Verification is submitted to the city

Pre-Apprentices

A pre-apprentice must be paid the full journey worker rate on the wage decision for the classification of the work they perform.

Helpers/Assistants

Helpers are not allowed to work at a lesser rate of pay on State and Federally-funded projects.