

APPENDIX H
PRECONSTRUCTION CONFERENCE CHECKLIST

This list is not intended to include details of all matters that may need to be discussed. Please refer to ER 1180-1-8 for additional guidance when preparing for a conference.

Davis-Bacon Act

Minimum wage requirements

- check need for additional classifications, explain procedure, furnish SF 1444
- outline Fringe Benefits requirements
- discuss required payroll data
- note authority of CO and the DOL to review payrolls and basic records
- note authority to withhold contract earnings for non-compliance

Apprentices and Trainees

- Registration requirement

Violations and Underpayments

Misclassification

- outline labor standards compliance measures such as employee interviews and payroll checking

Sanctions for violations

- Debarment

Particular areas of concern

- Piece rate Workers
- Owner-Operators
- Site of work
- Subcontracts
 - report award of all subcontracts
 - furnish SF Form 1413
 - emphasize that labor standards clauses must be included in all subcontracts

Contract Work Hours and Safety Standards Act

- Payment of overtime compensation
 - note method by which overtime premium is computed
- Liquidated damages for each CWHSSA violation

ER 1180-1-8

1 Aug 01

Copeland (anti-kickback) Act

- ❑ Regulations, 29 CFR, Part 3, are part of the contract
- ❑ False statements (criminal penalties)
- ❑ Deductions from employee pay

Fair Labor Standards Act

- ❑ Department of Labor Authority

Notice to Government of Labor Disputes

Convict Labor

Equal Opportunity