


<p><b>Santa Barbara School Districts Labor Compliance Program c/o The Solis Group 234 N. El Molino Ave., Suite 202 Pasadena, CA 91101</b></p> <p>For information about the District's Labor Compliance Program, contact The Solis Group at: <b>Phone: (626) 685-6989 Fax: (626) 685-6985</b></p>	
<p>Date:</p>	<p>In Reply Refer to Case No.:</p>

**CHECKLIST OF LABOR LAW REQUIREMENTS  
FOR REVIEW AT JOB START MEETINGS**  
(In accordance with CCR Section 16430)

The federal and state labor law requirements applicable to the contract are composed of, but not limited to, the following:

[ ] 1. Payment of Prevailing Wage Rates

The award of a public works contract requires that all workers employed on the project be paid not less than the specified general prevailing wage rates by the contractor and its subcontractors.

The contractor is responsible for obtaining and complying with all applicable general prevailing wage rates for trades workers and any rate changes which may occur during the term of the contract. Prevailing wage rates and rate changes are to be posted at the job site for workers to view.

[ ] 2. Apprentices

It is the duty of the contractor and subcontractors to employ registered apprentices on public works projects per Labor Code Section 1777.5;

[ ] 3. Penalties

Penalties, including forfeitures and debarment, shall be imposed for contractor/subcontractor failure to pay prevailing wages, failure to maintain and submit accurate certified payroll records upon request, failure to employ apprentices, and failure to pay employees for all hours worked at the correct prevailing wage rate, in accordance with Labor Code Sections 1775, 1776, 1777.7, and 1813.

[ ] 4. Certified Payroll Records

Per Labor Code Section 1776, contractors and subcontractors are required to keep accurate payroll records which reflect the name, address, social security number, and work

classification of each employee; the straight time and overtime hours worked each day and each week; the fringe benefits; and the actual per diem wages paid to each journey person, apprentice, worker, or other employee hired in connection with a public works project.

Employee payroll records shall be certified and shall be made available for inspection at all reasonable hours at the principal office of the contractor/subcontractor, or shall be furnished to any employee, or to his or her authorized representative, on request.

Contractors and subcontractors shall maintain their certified payrolls on a weekly basis and shall submit said payrolls to TSG on a weekly basis. In the event that there has been no work performed during a given week, the Certified Payroll Record shall be annotated "No Work" for that week.

5. Nondiscrimination in Employment

Prohibitions against employment discrimination are contained in Labor Code Sections 1735 and 1777.6; the Government Code; the Public Contracts Code; and Title VII of the Civil Rights Act of 1964, as amended. All contractors and subcontractors are required to implement equal employment opportunities as delineated below:

a. Equal Employment Poster

The equal employment poster shall be posted at the job site in a conspicuous place visible to employees and employment applicants for the duration of the project.

6. Kickbacks Prohibited

Per Labor Code Section 1778, contractors and subcontractors are prohibited from accepting, taking wages illegally, or extracting "kickbacks" from employee wages.

7. Acceptance of Fees Prohibited

Contractors and subcontractors are prohibited from exacting any type of fee for registering individuals for public work (Labor Code Section 1779), or for filling work orders on public works contracts (Labor Code Section 1780);

8. Listing of Subcontractors

Contractors are required to list all subcontractors hired to perform work on a public works project when that work is equivalent to more than one-half of one percent of the total effort (Government Code Section 4100 et seq.).

9. Proper Licensing

Contractors and subcontractors are required to be properly licensed. Penalties will be imposed for employing workers while unlicensed (Labor Code Section 1021 and Business and Professions Code Section 7000 et seq. under California Contractors License Law).

10. Unfair Competition Prohibited

Contractors and subcontractors are prohibited from engaging in unfair competition (Business and Professions Code Sections 17200-17208).

[ ] 11. Workers' Compensation Insurance

All contractors and subcontractors are required to be insured against liability for workers' compensation, or to undertake self-insurance in accordance with the provisions of Labor Code Section 3700 (Labor Code Section 1861).

[ ] 12. OSHA

Contractors and subcontractors are required to comply with the Occupational, Safety and Health laws and regulations applicable to the particular public works project.

In accordance with federal and state laws and contract documents, the undersigned contractor herein certifies that it will comply with the foregoing labor law requirements; and fully understands that failure to comply with these requirements will subject it to the penalties cited herein.

[ ] 13. Public Works Affidavit

The Contractor and each of its subcontractors are required to submit a Public Works Affidavit prior to the release of the final payment to the subcontractors. (CLC Section 1775.5 (b) (4)).

\_\_\_\_\_  
**Project**

\_\_\_\_\_  
**Company Name of Prime Contractor**

\_\_\_\_\_  
**Company Name of Sub-Contractor**

\_\_\_\_\_  
**Contractor Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**TSG Labor Compliance Officer Signature**

\_\_\_\_\_  
**Date**





**EMPLOYER'S MONTHLY REPORT TO TRUSTEES**

<b>1 THIS REPORT IS TO COVER HOURS FOR THE MONTH OF:</b>  LICENSE NO.	ACCOUNT NO.	I do hereby certify under penalty of perjury that the employees listed below constitute all the employees that I am required to make payments to the Trust. Furthermore, I certify that the hours shown for each employee are the total hours which he/she worked or was
EMPLOYER NAME AND ADDRESS  If the above information is incorrect, please indicate changes which should be made.		
		Signed by: _____  Title: _____

**2 COMPUTATION OF CONTRIBUTIONS**

6 TOTAL HOURS ON ALL PAGES	A. VACATION/DUES	B. PENSION	C. TRAINING AND RETRAINING	D. HEALTH AND WELFARE	E. INDUSTRY	MAKE ONE CHECK FOR TOTAL AMOUNTS OF COLUMNS A, B, C, D & E
	_____ PER HOUR	_____ PER HOUR	_____ PER HOUR	_____ PER HOUR	_____ PER HOUR	
	\$	\$	\$	\$	\$	
LIQUIDATED DAMAGES						
TOTAL DUE EACH TRUST	\$	\$	\$	\$	\$	

3 EMPLOYEE'S NAME	INITIALS 1ST 2ND	4 SOCIAL SECURITY NO.	5 HOURS	7 IMPORTANT THIS REPORT MUST BE FILED EVEN THOUGH NO EMPLOYEES WORKED THIS MONTH.
				<input type="checkbox"/> NO EMPLOYEES WORKED THIS MONTH. PLEASE CONTINUE MAILING REPORT FORMS.  <input type="checkbox"/> TRANSFER TO INACTIVE STATUS. WE HAD NO EMPLOYEE TO REPORT THIS MONTH AND DO NOT ANTICIPATE HIRING ANY IN THE NEAR FUTURE.
IMPORTANT: SOCIAL SECURITY NUMBER MUST BE FILLED TO ASSURE PROPER CREDIT.				<b>IMPORTANT</b> REPORTS ARE DUE THE 15TH OF THE FOLLOWING MONTH AND MUST BE RECEIVED AT THE BANK BY THE 20TH TO AVOID LIQUIDATED DAMAGES (EVEN IF THERE WERE NO EMPLOYEES) AND INTEREST. LIQUIDATED DAMAGES ARE CALCULATED AT 20% OF THE TRUST OR \$25 PER TRUST, WHICHEVER IS GREATER. INTEREST IS DUE AT THE MAXIMUM RATES PERMITTED BY LAW AND SPECIFIED IN THE TRUST AGREEMENT OF EACH TRUST. THESE RATES VARY AND MAY APPROACH OR EXCEED 20% PER ANNUM.
			TOTAL HOURS THIS PAGE	



## FRINGE BENEFIT STATEMENT

Contract No.:	Project Name:	Date:
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**INSTRUCTIONS:** This form is to be submitted with the first certified payroll. In order that the Fringe Benefit rates can be used for checking payrolls or applied to Force Account work which may be done on the above contract the hourly rates for fringe benefits, subsistence and/or travel allowance payment (as required by collective bargaining agreements) made for employees on the various classes of work are tabulated below. THIS DOCUMENT CONTAINS PERSONAL INFORMATION AND PURSUANT TO CIVIL CODE 1796.21, IT SHALL BE KEPT CONFIDENTIAL IN ORDER TO PROTECT AGAINST UNAUTHORIZED DISCLOSURE.

Classification:	Effective Date:	Subsistence or Travel Pay:
Health and Welfare \$	Trust Fund Paid To: (Name)	
	Address:	
Pension \$	Trust Fund Paid To: (Name)	
	Address:	
Vacation/Holiday \$	Trust Fund Paid To: (Name)	
	Address:	
Training and/or Other \$	Trust Fund Paid To: (Name)	
	Address:	

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	Address:	
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	Address:	
Training and/or Other \$	Trust Fund Paid To: (Name)	
	Address:	

Supplemental statement must be submitted during the progress of work should a change in rate of any of the classifications be made. I CERTIFY THAT THE FRINGE BENEFIT PAYMENTS ARE MADE TO THE APPROVED PLANS, FUNDS OR PROGRAMS AS LISTED ABOVE.

Submitted (Contractor/Subcontractor)	By (Name and Title)	Signature
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State of California  
 Department of Industrial Relations  
 California Apprenticeship Council  
 P. O. Box 420603  
 San Francisco, CA 94142

## TRAINING FUND CONTRIBUTIONS

Please use a separate **form** for each jobsite, listing the occupations for the jobsite. One **check** payable to the California Apprenticeship Council, may be submitted for all jobsites and/or occupations. Training fund contributions are **not accepted** by the California Apprenticeship Council for federal public works projects, or for non-apprenticeable occupations such as utility technicians, teamsters, etc.

### California Apprenticeship Council

NAME AND ADDRESS OF CONTRACTOR/SUBCONTRACTOR MAKING CONTRIBUTION	CONTRACTOR'S LICENSE NUMBER				
	CONTRACT OR PROJECT NUMBER				
	JOBSITE LOCATION (INCLUDE COUNTY) IF APPLICABLE. GIVE NAME OF SCHOOL, HOSPITAL, BUILDING, ETC.				
NAME AND ADDRESS OF PUBLIC AGENCY AWARDED CONTRACT	PERIOD COVERED BY CONTRIBUTION (FROM-TO)				
	CLASSIFICATIONS) OF WORKERS (CARPENTER, PLUMBER, ELECTRICIAN, ETC.)	COUNTY WORK PERFORMED IN	HOURS	CONTRIBUTION RATE PER HOUR	AMOUNT
					0.00
					0.00
					0.00
					0.00
					0.00
					0.00
					0.00
				<b>Total</b>	<b>\$0.00</b>
SIGNATURE PLEASE TYPE OR PRINT YOUR NAME			DATE		
TITLE			AREA CODE & TELEPHONE NUMBER		

## REQUEST FOR DISPATCH OF AN APPRENTICE

Do not send this form to DAS

You may use this form to request dispatch of an apprentice from the Apprenticeship Committee in the craft or trade in the area of the public work. Go to: <http://www.dir.ca.gov/das/PublicWorksForms.htm> for information about programs in your area and trade. You may also consult your local Division of Apprenticeship Standards (DAS) office whose telephone number may be found in your local directory under California, State of, Industrial Relations, Division of Apprenticeship Standards.

Date: \_\_\_\_\_

To Applicable Apprenticeship Committee: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Contractor Requesting Dispatch: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Person making request: \_\_\_\_\_

Number of Apprentice(s) Needed \_\_\_\_\_ Craft or Trade \_\_\_\_\_

Date Apprentice(s) to Report: \_\_\_\_\_ (48 hours notice required)

Name of Person to Report to: \_\_\_\_\_

Address to Report to: \_\_\_\_\_

Time to Report: \_\_\_\_\_

You may use this form, or make a verbal or written request, to ask for the dispatch of an apprentice. Please take note of California Code of Regulations, *Title 8, § 230.1 (a)* which says in part: *if in response to a written request an Apprenticeship Committee does not dispatch any apprentice to a contractor who has agreed to employ and train apprentices in accordance with either the Apprenticeship Committee's Standards or these regulations within 72 hours of such request (excluding Saturdays, Sundays and holidays) the contractor shall not be considered in violation of this section as a result of failure to employ apprentices ...*

## PUBLIC WORKS CONTRACT AWARD INFORMATION

Contract award information must be sent to your Apprenticeship Committee if you are approved to train. If you are not approved to train, you must send the information (which may be this form) to ALL applicable Apprenticeship Committees in your craft or trade in the area of the site of the public work. Go to: <http://www.dir.ca.gov/das/PublicWorksForms.htm> for information about programs in your area and trade. You may also consult your local Division of Apprenticeship Standards (DAS) office whose telephone number may be found in your local directory under California, State of, Industrial Relations, Division of Apprenticeship Standards.

**Do not send this form to the Division of Apprenticeship Standards.**

NAME OF YOUR COMPANY	CONTRACTOR'S STATE LICENSE NO
MAILING ADDRESS- NUMBER & STREET, CITY, ZIP CODE	AREA CODE & TELEPHONE NO.
NAME & ADDRESS OF PUBLIC WORKS PROJECT	DATE YOUR CONTRACT EXECUTED
	DATE OF EXPECTED OR ACTUAL START OF PROJECT
NAME & ADDRESS OF PUBLIC AGENCY AWARDED CONTRACT	ESTIMATED NUMBER OF JOURNEYMEN HOURS
	OCCUPATION OF APPRENTICE
THIS FORM IS BEING SENT TO: (NAME & ADDRESS OF APPRENTICESHIP PROGRAM(S))	ESTIMATED NUMBER OF APPRENTICE HOURS
	APPROXIMATE DATES TO BE EMPLOYED

***This is not a request for dispatch of apprentices.***

*Contractors must make a separate request for actual dispatch, in accordance with Section 230.1(a) California Code of Regulations*

*Check One Of The Boxes Below*

1.  We are already approved to train apprentices by the \_\_\_\_\_  
Apprenticeship Committee. We will employ and train under their Standards.      Enter name of the Committee
  
2.  We will comply with the standards of \_\_\_\_\_  
Apprenticeship Committee for the duration of this job only.      Enter name of the Committee
  
3.  We will employ and train apprentices in accordance with the California Apprenticeship Council regulations, including § 230.1 (c) which requires that apprentices employed on public projects can only be assigned to perform work of the craft or trade to which the apprentice is registered and that the apprentices must at all times work with or under the direct supervision of journeyman/men.

*Signature* \_\_\_\_\_ *Date* \_\_\_\_\_

*Typed Name* \_\_\_\_\_

*Title* \_\_\_\_\_

**State of California - Department of Industrial Relations DIVISION  
OF APPRENTICESHIP STANDARDS**



**PUBLIC WORKS AFFIDAVIT  
California Labor Code §1775(b)(4)**

The undersigned Contractor/Subcontractor has complied with the provisions of the California Labor Code §1771, §1773.1, §1775, §1776, §1777.5, §1813 and §1815, and has paid all employees the specified general prevailing rate of per diem wages to its employees, and any amounts due pursuant to §1813, on the public project:

**Santa Barbara School Districts**

**Project Name:**

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

Executed this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ at  
\_\_\_\_\_, California.

\_\_\_\_\_  
(Company Name)

\_\_\_\_\_  
(Company Representative's Name/Title)

\_\_\_\_\_  
(Signature of Company Representative)

\_\_\_\_\_  
(Approved by Labor Compliance Officer/Program Manager)

NOTE: No final payment or retention shall be paid to the contractor until it certifies that all benefit payments owed by the contractor are made or otherwise guaranteed.