

**CHECKLIST OF LABOR LAW REQUIREMENTS TO REVIEW AT  
PRE-CONSTRUCTION MEETINGS/PRE-JOB CONFERENCES**

(Pursuant to Title 8, Section 16430 of the California Code of Regulations)

Name (print) \_\_\_\_\_ Date \_\_\_\_\_

Company \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_ Fax # \_\_\_\_\_

\_\_\_\_\_ Project Site \_\_\_\_\_

Superintendent \_\_\_\_\_ Project # \_\_\_\_\_

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 contractor to whom the contract is awarded and its subcontractors hired for the public works project are required to pay not less than the specified general prevailing wage rates to all workers employed in the execution of the contract.

The contractor is responsible for ascertaining and complying with all current general prevailing wage rates for crafts and any rate changes that occur during the life of the contract. Information on all prevailing wage rates and all rate changes are to be posted at the job site for all workers to view.

**2. Apprentices**

It is the duty of the contractor and subcontractors to employ registered apprentices on the public works project under Labor Code Section 1777.5.

**3. Penalties**

There are penalties required for contractor's/subcontractor's failure to pay prevailing wages and for failure to employ apprentices, including forfeitures and debarment under Labor Code Sections 1775; 1776; 1777.1; 1777.7 and 1813.

**4. Certified Payroll Reports**

Under Labor Code Section 1776, contractors and subcontractors are required to keep accurate payroll records showing the name, address, social security number and work classification of each employee and owner performing work; also, the straight time and overtime hours worked each day and each week, the fringe benefits, and the actual per diem wage paid to each owner, journey person, apprentice worker or other employee hired in connection with the 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 his/her authorized representative on request, pursuant to Labor Code Section 1776.

Each contractor and subcontractor shall submit its weekly Certified Payroll Reports to Perceptive Enterprises, Inc. on a monthly basis. In the event that there is no work performed during a given week, the Certified Payroll Report shall be annotated "No Work" for that week.

Under Labor Code Section 1776(f), there are penalties required for contractor's/subcontractor's failure to maintain and submit copies of Certified Payroll Reports on request.

**5. Nondiscrimination in Employment**

There exist prohibitions against employment discrimination under Labor Code Section 1777.6, the Government Code, and Title VII of the Civil Rights Act of 1964.

**6. Kickbacks Prohibited**

Contractors and subcontractors are prohibited from recapturing wages illegally or extracting "kickbacks" from employee wages under Labor Code Section 1778.

**7. Acceptance of Fees Prohibited**

There exists a prohibition against contractor/subcontractor acceptance of fees for registering any person for public work under Labor Code Section 1779, or for filling work orders on public works contracts pursuant to Labor Code Section 1780.

**8. Listing of Subcontractors**

All prime contractors are required to properly list all subcontractors hired to perform work on public works projects covering more than one-half of one percent of the prime contractor's total bid, pursuant to Public Contract Code 4100 et seq.

**9. Proper Licensing**

Contractors are required to be properly licensed and to require that all subcontractors be properly licensed. Penalties are required for employing workers while unlicensed under Labor Code Section 1021 and under the California Contractor License Law found at Business and Professions Code Section 7000 et seq.

**10. Unfair Competition Prohibited**

Contractors and subcontractors are prohibited from engaging in unfair competition as specified under Business and Professions Code Sections 17200 to 17208.

**11. Workers Compensation Insurance**

Labor Code Section 1861 requires that contractors and subcontractors be properly insured for Workers Compensation.

**12. OSHA**

Contractors and subcontractors are required to abide by the Occupational, Safety and Health laws and regulations that apply to the particular construction project.

**13. Undocumented Workers**

The prohibition against hiring undocumented workers, and the requirement to secure proof of eligibility/citizenship from all workers.

**14. Itemized Wage Statement**

Contractors/subcontractors shall provide an itemized wage statement to every employee specified by Labor Code Section 226.

In accordance with federal and state laws and with Perceptive Enterprises, Inc. contract documents, the undersigned prime contractor wishes to assure Perceptive Enterprises, Inc. that it intends to comply with the above-referenced labor law requirements, fully understanding that failure to comply with the above requirements may subject it to penalties as stated above.

For the Contractor:

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
Prime Contractor

\_\_\_\_\_  
Project Name

For Perceptive Enterprises, Inc.:

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)