

LABOR COMPLIANCE INTERVIEW QUESTIONNAIRE (SITE INTERVIEW)

North Dakota Department of Transportation, Civil Rights
SFN 9426 (3-2024)

INTERVIEWER: Labor compliance interviews (site interviews) should be conducted on all federal-aid highway construction contractors annually. You should interview a cross-section of project employees on at least one job per district for each contractor. If possible, interview 5 employees, with a cross section of the workforce, including women, minorities, and individuals with limited English proficiency (LEP). The Department's telephonic interpreter service is available for interviewing employees with limited English proficiency via cell phone. The phone number and instructions must be obtained from the District Office. Please call Civil Rights Division at (701)328-2605 for assistance and guidance on job-site interviews. Paper copies of labor compliance interviews should be filed in LCPtracker under the E-Documents tab.

PART A - PROJECT INFORMATION

Project Number	District	PCN
Name of Interviewer	Title of Interviewer	Date of Interview
Contractor Name	Contractor Type	
If Subcontractor, Name of Prime		

PART B - LABOR COMPLIANCE INTERVIEW DATA

1. Employee Name	Telephone Number
2. Job classification	
3. Do you know your minimum wage rate?	<input type="checkbox"/> Yes <input type="checkbox"/> No
4. Actual Rate of Pay:	Straight Time <input type="checkbox"/> Overtime <input type="checkbox"/>
5. What is your fringe benefit amount?	<input type="checkbox"/> Does not apply
6. If applicable, are fringe benefits paid to you in cash or does the contractor pay them into approved plans, Funds or programs?	<input type="checkbox"/> Cash <input type="checkbox"/> Funds
Have you experienced any problems?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, describe:	
7. How often are you paid? <input type="checkbox"/> Weekly <input type="checkbox"/> Other (specify):	
8. Other than the required deductions for social security and federal withholding tax, are other deductions being made to your paycheck? <input type="checkbox"/> State Tax <input type="checkbox"/> Union Dues <input type="checkbox"/> Insurance <input type="checkbox"/> Pension <input type="checkbox"/> Other (specify):	
9. Did you pay a fee to secure this job?	<input type="checkbox"/> Yes <input type="checkbox"/> No
10. Are you required to return any of your wages to your employer?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, for what reason:	
11. Dates employed on this project:	From <input type="checkbox"/> To <input type="checkbox"/>
12. Supervisor's Name	
13. How is your Time reported? <input type="checkbox"/> Daily Time Card <input type="checkbox"/> Weekly Time Card <input type="checkbox"/> Verbal <input type="checkbox"/> Other (specify):	
14. Do you have a wage grievance based on the above question?	<input type="checkbox"/> Yes <input type="checkbox"/> No
15. Additional Comments	

PART C - INTERVIEW VERIFICATION

<p>1. The following is based on visual observation only. DO NOT ask the individual if he or she is one of the mentioned categories.</p>			
<input type="checkbox"/> Minority: <input type="checkbox"/> Black <input type="checkbox"/> Hispanic <input type="checkbox"/> American Indian <input type="checkbox"/> Asian/Pacific Islander	<input type="checkbox"/> Disadvantaged (disability, age, etc.)	<input type="checkbox"/> Other (specify):	<input type="checkbox"/> Male <input type="checkbox"/> Female
<p>2. What type of work was actually being done by the employee when interviewed?</p>			
<p>3. Are the following wage, classification, and other required posters displayed on the project site?</p> <input type="checkbox"/> Posterboard provided by the Department of Transportation (DOT 3350) <input type="checkbox"/> Labor Rates from the U.S. Department of Labor <input type="checkbox"/> Contractor's discrimination complaint procedure			
<p>4. Is the employee properly classified:</p>			<input type="checkbox"/> Yes <input type="checkbox"/> No
<p>5. Is the employee properly paid</p>			<input type="checkbox"/> Yes <input type="checkbox"/> No
<p>6. If payroll deductions are being make that are not required by law or authorized without permission, dose the contractor have written authorization to make those deductions? (Authorized deductions normally consist of federal and state withholding tax; social security; fringe benefits such as retirement funds, vacation pay, and sick leave pay; or any other deduction which is voluntarily consented to by the employee and where the employer receives no interest or discount. Direct advancement wages or deductions of reasonable costs for food or lodging by the contractor are authorized.)</p>			
<p>7. Does the classification, duties, and wage information provided by the employee correspond to the field office records? If no, list office information:</p>			<input type="checkbox"/> Yes <input type="checkbox"/> No
<p>8. Remarks (attach any discrepancies noted and action taken)</p>			

Classification and Wages Verification

Payroll Number	For the Week Ending	Verified By	Date
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