



## EMPLOYEE INTERVIEW FOR DAVIS-BACON LABOR STANDARDS INSTRUCTIONS

The Davis-Bacon Act requires interviews to determine if the contractor is complying with the Federal Davis-Bacon prevailing wages. Interviewers must use WIFA’s interview form, Department of Labor’s Standard Form 1445, or equivalent documentation. WIFA’s form may be downloaded from WIFA’s website: [http://azwifa.gov/?pageid=contract\\_packet](http://azwifa.gov/?pageid=contract_packet). See Section 5: Compliance Verification of the WIFA Contract Packet for the interview requirements.

Interviews should be conducted in the following manner:

**Interviewer:** Each borrower is required to conduct interviews. The interviewer must be someone unaffiliated with the contractors and on site regularly (i.e., project manager, or consultant, etc.).

**Purpose:** The purpose of the interview is to ensure that the work actually being done by construction workers and mechanics is consistent with the corresponding job titles and wages being reported on the certified payrolls. The payroll checker must compare the interviews to the payrolls to identify inconsistencies. Any inconsistencies must be addressed. Keep in mind that both the interview and the information on the interview form are considered confidential. Interviews should be conducted individually and in private. All employees on the work site should be available for an interview if requested by the interviewer; however, the employee’s participation is voluntary.

**Number of Interviews:** A representative sample of interviews is required. The interviewer must interview at least one person from every contractor and subcontractor company on the job site.

**Timing:** Interviews should be done, at minimum, on two different occasions. One should be within the first two weeks after construction begins and whenever a new subcontractor begins work on the project. The second round should be done closer to substantial completion while workers are still on site. Additional interviews should be done when issues or discrepancies arise and should be targeted at the contractor in question.

**Records:** Interview forms should be kept by the borrower with the rest of the project records at least three years after the contract is completed. The interview forms have employee information that should be kept confidential from contractors generally, but the project folders must be available for inspection by WIFA, EPA, or Department of Labor upon request.

| Item      | INTERVIEW                                                                                                                                                                                                                                   |
|-----------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 2b. - 2c. | This information is required in case it is necessary to follow up with the employee.                                                                                                                                                        |
| 3a.       | The interviewer should make it clear to the employee that these items relate only to work on this project, not necessarily to other projects.                                                                                               |
| 3b.       | Employees should be encouraged (but not required) to produce pay stubs or pay envelopes which document the wages received.                                                                                                                  |
| 5. - 6.   | If the employee does not know where the wage rate decision and Davis-Bacon poster are posted, the interviewer should inform the person of the location(s) and encourage them to look at the documents.                                      |
| 8.        | Many employees will not be familiar with the term “fringe benefits.” The interviewer should explain to the employee that fringe can be paid as part of their hourly rate, or can be in the form of benefits such as vacation, medical, etc. |
| 9a. -9c.  | The interviewer should make it clear to the employee that these items relate only to work on this project, not necessarily to other projects.                                                                                               |

|           |                                                                                                                                                                                                                                                                                                                                                                                                       |
|-----------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 11. - 13. | Be certain that the employee's responses are specific. The employee may not be familiar with the classifications used on the wage determination and thus may use a term which may not be found on the determination. The answers to questions 12 and 13 should elicit enough information to identify the appropriate wage classification. Confirm the presumed wage classification with the employee. |
|-----------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

| <b>INTERVIEWER'S COMMENTS</b> |                                                                                                                                                                                                                                                                                                                                                                                                  |
|-------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 16.                           | This represents some of the most important information gathered while conducting on-site interviews. Be specific about the duties the employee was observed performing. It may be easiest to make these observations before the interview. Comments in this section should include whether observed duties and tools used were the same as those described by the employee during the interview. |
| 19. - 20.                     | This refers to the wage decision and date as posted on the job site. This information should be consistent with the contract documents.                                                                                                                                                                                                                                                          |

| <b>FOR USE BY PAYROLL CHECKER</b> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
|-----------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 21. - 22.                         | <p>The payroll checker can be the same person as the interviewer. If not, it should be someone familiar with the wage rate decision, labor standards provisions and the construction project.</p> <p>This part of the form is completed <i>after</i> receipt of the payroll reports covering the week during which the interview was conducted. It is important that the payroll reports are received in a timely manner so that the payroll checker can compare and verify the interview information and investigate discrepancies. Once the corresponding payroll reports are received, the information on the interview form must be compared to the payroll reports. Specifically, the payroll checker must check that:</p> <ul style="list-style-type: none"> <li>• the payroll report is consistent with the dates and hours the employee worked (Items 9a.-9c.).</li> <li>• the payroll report indicates that the employee's job classification is the same as that indicated by the employee in Items 11 - 13.</li> <li>• the payroll report indicates that the employee received the wages as s/he stated in Item 3a.</li> <li>• the payroll report indicates that the employee received the fringe benefits in the amount and as stated in Item 8.</li> <li>• the wages/fringes paid agree with the wage rate decision in the contract and any additional classification requests approved by DOL (SF1444).</li> </ul> <p>Any discrepancies noted between the interview form and payroll reports shall be reported in Item 22. <u>If discrepancies are noted, follow-up actions to resolve the discrepancies must be taken.</u> For example, if the payroll indicates that the employee worked a different number of hours than the employee indicated, the payroll checker must: a) contact the employee and ask for clarification; and b) request the contractor's actual time records. This should be done without revealing the identity of the employee, e.g. by asking for all employee records for one work week.</p> |

# Record of Employee Interview

## U.S. Department of Housing and Urban Development Office of Labor Relations

OMB Approval No. 2501-0009  
(exp. 10/31/2010)

Public reporting burden for this collection of information is estimated to average 15 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. This agency may not collect this information, and you are not required to complete this form, unless it displays a currently valid OMB control number. The information is collected to ensure compliance with the Federal labor standards by recording interviews with construction workers. The information collected will assist HUD in the conduct of compliance monitoring; the information will be used to test the veracity of certified payroll reports submitted by the employer. **Sensitive Information.** The information collected on this form is considered sensitive and is protected by the Privacy Act. The Privacy Act requires that these records be maintained with appropriate administrative, technical, and physical safeguards to ensure their security and confidentiality. In addition, these records should be protected against any anticipated threats or hazards to their security or integrity that could result in substantial harm, embarrassment, inconvenience, or unfairness to any individual on whom the information is maintained. **The information collected herein is voluntary, and any information provided shall be kept confidential.**

|                                            |                                         |                                        |                                                                                                 |                                                                                                                                                                                                                                   |                                                                           |
|--------------------------------------------|-----------------------------------------|----------------------------------------|-------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------|
| 1a. Project Name                           |                                         |                                        | 2a. Employee Name                                                                               |                                                                                                                                                                                                                                   |                                                                           |
| 1b. Project Number                         |                                         |                                        | 2b. Employee Phone Number (including area code)                                                 |                                                                                                                                                                                                                                   |                                                                           |
| 1c. Contractor or Subcontractor (Employer) |                                         |                                        | 2c. Employee Home Address & Zip Code                                                            |                                                                                                                                                                                                                                   |                                                                           |
|                                            |                                         |                                        | 2d. Verification of identification?<br>Yes <input type="checkbox"/> No <input type="checkbox"/> |                                                                                                                                                                                                                                   |                                                                           |
| 3a. How long on this job?                  | 3b. Last date on this job before today? | 3c. No. of hours last day on this job? | 4a. Hourly rate of pay?                                                                         | 4b. Fringe Benefits?<br>Vacation Yes <input type="checkbox"/> No <input type="checkbox"/><br>Medical Yes <input type="checkbox"/> No <input type="checkbox"/><br>Pension Yes <input type="checkbox"/> No <input type="checkbox"/> | 4c. Pay stub?<br>Yes <input type="checkbox"/> No <input type="checkbox"/> |

5. Your job classification(s) (list all) --- continue on a separate sheet if necessary

6. Your duties

7. Tools or equipment used

|                                       |                            |                            |                                                                                        |                            |                            |
|---------------------------------------|----------------------------|----------------------------|----------------------------------------------------------------------------------------|----------------------------|----------------------------|
| 8. Are you an apprentice or trainee?  | Y <input type="checkbox"/> | N <input type="checkbox"/> | 10. Are you paid at least time and 1/2 for all hours worked in excess of 40 in a week? | Y <input type="checkbox"/> | N <input type="checkbox"/> |
| 9. Are you paid for all hours worked? | Y <input type="checkbox"/> | N <input type="checkbox"/> | 11. Have you ever been threatened or coerced into giving up any part of your pay?      | Y <input type="checkbox"/> | N <input type="checkbox"/> |

|                         |           |
|-------------------------|-----------|
| 12a. Employee Signature | 12b. Date |
|-------------------------|-----------|

13. Duties observed by the Interviewer (Please be specific.)

14. Remarks

|                                      |                               |                        |
|--------------------------------------|-------------------------------|------------------------|
| 15a. Interviewer name (please print) | 15b. Signature of Interviewer | 15c. Date of interview |
|--------------------------------------|-------------------------------|------------------------|

### Payroll Examination

16. Remarks

|                                    |           |
|------------------------------------|-----------|
| 17a. Signature of Payroll Examiner | 17b. Date |
|------------------------------------|-----------|

|                                                      |                                                                                           |                                                 |
|------------------------------------------------------|-------------------------------------------------------------------------------------------|-------------------------------------------------|
| <b>Record of Employee Interview<br/>Instructions</b> | <b>U.S. Department of Housing<br/>and Urban Development<br/>Office of Labor Relations</b> | OMB Approval No. 2501-0009<br>(exp. 10/31/2010) |
|------------------------------------------------------|-------------------------------------------------------------------------------------------|-------------------------------------------------|

---

Instructions

General:

This form is to be used by HUD and local agency staff for recording information gathered during on-site interviews with laborers and mechanics employed on projects subject to Federal prevailing wage requirements. Typically, the staff that will conduct on-site interviews and use this form are HUD staff and fee construction inspectors, HUD Labor Relations staff, and local agency labor standards contract monitors.

Information recorded on the form HUD-11 is evaluated for general compliance and compared to certified payroll reports submitted by the respective employer. The comparison tests the veracity of the payroll reports and may be critical to the successful conclusion of enforcement actions in the event of labor standards violations. The thoroughness and accuracy of the information gathered during interviews is crucial.

Note that the interview itself and the information collected on the form HUD-11 are considered confidential. Interviews should be conducted individually and privately. All laborers and mechanics employed on the job site must be made available for interview at the interviewer's request. The employee's participation, however, is voluntary. Interviews shall be conducted in a manner and place that are conducive to the purposes of the interview and that cause the least inconvenience to the employer(s) and the employee(s).

Completing the form HUD-11

Items 1a - 1c: Self-explanatory

Items 2a – 2d: Enter the employee's full name, a telephone number where the employee can be reached, and the employee's home address. Many construction workers use a temporary address in the locality of the project and have a more permanent address elsewhere from which mail may be forwarded to them. Obtain a more permanent address, if available. Ask the employee for a form of identification (e.g., driver's license) to verify their name.

Items 3a – 4c: Enter the employee's responses. Ask the employee whether they have a pay stub with them; if so, determine whether the pay stub is consistent with the information provided by the employee.

Items 5 – 7: Be certain that the employee's responses are specific. For example, job classification (#5) must identify the trade involved (e.g., Carpenter, Electrician, Plumber) – responses such as "journeyman" or "mechanic" are not helpful for our purposes.

Items 8 – 12b: Self-explanatory

Items 13 – 15c: These items represent some of the most important information that can be gathered while conducting on-site interviews. Please be specific about the duties you observed the employee performing. It may be easiest to make these observations before initiating the interview. Please record any comments or remarks that may be helpful. For example, if the employee interviewed was working with a crew, how many workers were in the crew? Was the employee evasive?

The level of specificity that is warranted is directly related to the extent to which interview(s) or other observations indicate that there may be violations present. If interviews indicate that there may be underpayments involving a particular trade(s), the interviewer is encouraged to interview as many workers in that trade(s) that are available.

Items 16 – 17b: The information on the form HUD-11 may be reviewed for general compliance, initially. For example, are the job classification and wage rate stated by the employee compatible with the classifications and wage rates on the applicable wage decision? Are the duties observed by the interviewer consistent with the job classification?

Once the corresponding certified payroll reports are received, the information on the HUD-11 shall be compared to the payroll reports. Any discrepancies noted between the HUD-11 information and that on the payroll report shall be noted in Item 16, Remarks. If discrepancies are noted, follow-up actions to resolve the discrepancies must be taken.

# Historial de Entrevista del Empleado

Departamento de Vivienda y Desarrollo Urbano de EE.UU.  
Oficina de Relaciones Laborales

Aprobación de OMB No. 2501-0009  
(exp. 10/31/2010)

Se estima que la tarea de recolección de esta información pública es de aproximadamente 15 minutos por respuesta, incluso el tiempo para examinar instrucciones, buscar fuentes de datos existentes, recopilar y mantener datos necesarios, y completar y examinar la recopilación de la información. Esta agencia no puede recopilar esta información y no se requiere que usted llene este formulario, a menos que éste exhiba un número de control válido de la Oficina de Administración y Presupuesto (OMB, por sus siglas en inglés). La información que se recopila tiene la finalidad de garantizar la conformidad a las normas laborales Federales mediante entrevistas con obreros de construcción. La información recopilada asistirá a HUD a conducir el monitoreo de conformidad; la información se usará para examinar la veracidad de los informes de nómina certificados presentados por el patrón. **Información confidencial.** La información recopilada en este formulario es considerada confidencial y está protegida por la Ley de Privacidad. La Ley de Privacidad requiere que estos archivos se mantengan con salvaguardas administrativas, técnicas, y físicas apropiadas para garantizar su seguridad y confidencialidad. Además, estos archivos deberán ser protegidos contra cualquier amenaza anticipada o riesgos a su seguridad o integridad, que podría causar daño sustancial, vergüenza, inconveniencias, o injusticias a cualquier individuo de quien se mantiene la información. **La información recopilada aquí es voluntaria y cualquier información proporcionada será mantenida como confidencial.**

|                                           |                                               |                                                     |                                                                                                 |                                                                                                                                                                                                          |                                                         |
|-------------------------------------------|-----------------------------------------------|-----------------------------------------------------|-------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------|
| 1a. Nombre del proyecto                   |                                               |                                                     | 2a. Nombre del empleado                                                                         |                                                                                                                                                                                                          |                                                         |
| 1b. Número del proyecto                   |                                               |                                                     | 2b. Número de teléfono del empleado (incluso prefijo local)                                     |                                                                                                                                                                                                          |                                                         |
| 1c. Contratista o subcontratista (Patrón) |                                               |                                                     | 2c. Dirección residencial del empleado y código postal                                          |                                                                                                                                                                                                          |                                                         |
|                                           |                                               |                                                     | 2d. ¿Verificación de identificación?<br>Sí <input type="checkbox"/> No <input type="checkbox"/> |                                                                                                                                                                                                          |                                                         |
| 3a. ¿Cuánto tiempo en este trabajo?       | 3b. ¿Último día en este trabajo antes de hoy? | 3c. ¿No. de horas en su ultimo día en este trabajo? | 4a. ¿Salario por hora?                                                                          | 4b. ¿Beneficios complementarios?                                                                                                                                                                         | 4c. ¿Talonario de paga?                                 |
|                                           |                                               |                                                     |                                                                                                 | Vacaciones Sí <input type="checkbox"/> No <input type="checkbox"/><br>Médicos Sí <input type="checkbox"/> No <input type="checkbox"/><br>Pensión Sí <input type="checkbox"/> No <input type="checkbox"/> | Sí <input type="checkbox"/> No <input type="checkbox"/> |

5. Clasificación(es) de su trabajo(s) (enumere todas) --- continúe en una página separada si es necesario

6. Sus deberes

7. Herramientas o equipo usado

|                                          |                          |                          |                                                                                                     |                          |                          |
|------------------------------------------|--------------------------|--------------------------|-----------------------------------------------------------------------------------------------------|--------------------------|--------------------------|
|                                          | <b>S</b>                 | <b>N</b>                 |                                                                                                     | <b>S</b>                 | <b>N</b>                 |
| 8. ¿Es aprendiz?                         | <input type="checkbox"/> | <input type="checkbox"/> | 10. ¿Le pagan al menos tiempo y medio por todas las horas trabajadas superior a 40 horas semanales? | <input type="checkbox"/> | <input type="checkbox"/> |
| 9. ¿Le pagan todas las horas trabajadas? | <input type="checkbox"/> | <input type="checkbox"/> | 11. ¿Alguna vez ha sido amenazado o coaccionado a entregar parte de su paga?                        | <input type="checkbox"/> | <input type="checkbox"/> |

|                         |            |
|-------------------------|------------|
| 12a. Firma del empleado | 12b. Fecha |
|-------------------------|------------|

13. Deberes observados por el entrevistador (Por favor sea específico.)

14. Comentarios

|                                                       |                              |                             |
|-------------------------------------------------------|------------------------------|-----------------------------|
| 15a. Nombre del entrevistador (use letra de imprenta) | 15b. Firma del entrevistador | 15c. Fecha de la entrevista |
|-------------------------------------------------------|------------------------------|-----------------------------|

## Examinación de Nómina

16. Comentarios

|                                     |            |
|-------------------------------------|------------|
| 17a. Firma del examinador de nómina | 17b. Fecha |
|-------------------------------------|------------|

## Instrucciones

### Generalidades:

Este formulario será utilizado por personal de HUD y agencias locales a fin de anotar toda información recopilada durante las entrevistas en sitio con obreros y mecánicos empleados en proyectos sujetos a requisitos de pago de salario vigente federal. Por lo general, el personal que efectúe entrevistas en sitio y use este formulario será personal de HUD e inspectores de construcción con comisión, personal de la Oficina de Relaciones Laborales de HUD, e inspectores de contratos de la agencia de normas laborales local.

La información recopilada en este formulario HUD-11 es evaluada para su conformidad general y comparada con informes de nóminas certificados presentados por el empleador correspondiente. La comparación examina la veracidad de los informes de nómina y puede ser crítica para la exitosa conclusión de gestiones de cumplimiento en caso de existir violaciones a las normas laborales. La meticulosidad y exactitud de de la información recopilada durante las entrevistas es trascendental.

Tenga en cuenta que tanto la entrevista misma y la información recopilada en el formulario HUD-11 se consideran ser de carácter confidencial. Las entrevistas se deberán efectuar en forma individual y en privado. Todos los trabajadores y mecánicos empleados en el sitio de trabajo deben ser puestos a disposición para las entrevistas a petición del entrevistador. Sin embargo, la participación del empleado es voluntaria. Las entrevistas serán conducidas en una manera y lugar que sean conducentes a los objetivos de la entrevista y ocasionen el menor inconveniente al patrón(nes) y empleado(s).

### Instrucciones para rellenar el formulario HUD-11

Líneas 1a - 1c: Auto aclaratorio

Líneas 2a – 2d: Anote el nombre completo del empleado, un número telefónico donde se le pueda contactar, y su dirección residencial. Muchos trabajadores de construcción usan una dirección temporal en la localidad del proyecto y tienen una dirección más permanente en algún otro lugar a donde se les puede enviar correspondencia. Si puede, obtenga una dirección más permanente. Pida al empleado algún tipo de identificación (por ej., licencia de conducir) para verificar su nombre.

Líneas 3a – 4c: Anote las respuestas del empleado. Pregunte a los empleados si tienen un talonario de paga con ellos; si no, determine si el talonario de paga concuerda con la información provista por el empleado.

Líneas 5 – 7: Asegúrese de que las respuestas del empleado sean específicas. Por ejemplo, la clasificación de trabajo (#5) debe identificar el tipo de oficio que desempeña (por ej., carpintero, electricista, plomero) – respuestas tales como “jornalero” o “mecánico” no ayudan para nuestros propósitos.

Líneas 8 – 12b: Auto explicatorio

Líneas 13 – 15c: Estos asuntos representan alguna de la información más importante que se puede recopilar durante una entrevista en sitio. Por favor sea específico en cuanto a los deberes que según su observación desempeñó el empleado. Quizás sea más fácil hacer estas observaciones antes de iniciar la entrevista. Por favor anote cualquier comentario que pueda ser de importancia. Por ejemplo, si el empleado entrevistado estaba trabajando con un equipo, ¿cuántos trabajadores tenía el equipo? ¿Se mostraba el empleado evasivo?

El nivel de precisión garantizado está directamente relacionado al grado que la(s) entrevista(s) u otras observaciones pueden indicar que existen posibles violaciones. Si las entrevistas indican que puede haber paga de salario insuficiente relacionado a algún particular oficio (s), se recomienda al entrevistador conducir entrevistas con tantos trabajadores en ese oficio(s) estén disponibles.

Líneas 16 – 17b: Inicialmente, la información en el formulario HUD-11 puede ser examinada para conformidad general. Por ejemplo, ¿está la clasificación de trabajo y el salario declarado por el empleado compatible con las clasificaciones y tasas de salario en la decisión de salario aplicable? ¿Concuerdan los deberes observados por el entrevistador con la clasificación de trabajo?

Una vez se reciben los informes de nómina certificados correspondientes, se hará una comparación de la información anotada en el formulario HUD-11 con los informes de nómina. Cualquier discrepancia entre la información del formulario HUD-11 y la del informe de nómina será anotada en la línea 16, Comentarios. Si se hacen observaciones de discrepancias se deberán tomar pasos de seguimiento para resolver las discrepancias.



