

Employee Interview Form CBT Script

Welcome to the Employee Interview Form CBT. This CBT was developed to show FDOT Construction Project Inspectors, Project Administrators and Compliance Personnel

- How to conduct an employee interview
- How to fill out the form
- And how that information will be used

Each Contractor or Subcontractor of a Federal Aid Contract, is required by Code of Federal Regulation, Title 29, Subpart 5.5 (a)(3)(iii) to allow authorized representatives of the FDOT, FHWA or USDOL to conduct employee interviews during working hours on the job.

These interviews will be compared to the contractor's payroll to determine the correctness of classifications, rates of pay, fringe benefit payments, and hours worked.

The Construction Project Administration Manual (CPAM) 5.4.11 requires the Employee's Labor Interview Report to be completed as a Resident Level Responsibility. The number of monthly Labor interviews is based on the original contract amount.

This section of the Employee interview is to be completed by the Resident Compliance Specialist prior to the interview being conducted. This section contains project identifying information and can be completed on the computer when the form is downloaded.

The information in Section A is:

A. Financial Project Number (FPN), this is the 11 digit number identifying the project. If the project has more than one Financial Project Number, use the lead Financial Project Number.

B. Federal Aid Project number (FAP), this is the 8 digit number (alphabetic and numeric) that identifies the Federal funding associated with this project.

C. Contract number, this is the 5 digit number (alphabetic and numeric) identifying the project. This is the primary number for identification of the project.

D. Prime Contractor, this is the contractor in contractual agreement with the Department to conduct the work on this project

Section B of the Employee interview is to be completed by the person conducting the interview. Interviews can be conducted by the Resident Compliance Specialist (RCS) or other Compliance Personnel, Project Administrator, Resident Engineer, FDOT inspector or CEI inspector.

This section should be completed prior to conducting the interview

The information in this section is:

- E. Interviewer's name and signature
- F. Interviewer's employer, this will be Florida Department of Transportation, or the Consultant Construction, Engineering and Inspection (CCEI) firm that the interviewer is employed by.
- G. Date of interview, is the date on which the interview is conducted.

Prior to beginning the interview REMEMBER

Contractors and subcontractors are required to ensure that employees are available for interviews on the project during work hours. The interview is not considered a work break for the contractor's employee but be respectful of situations that arise that might inhibit the employee from being interviewed.

Employee interviews are confidential. The interview is taken in confidence away from persons that could overhear the responses.

The completed interview is not to be shown or shared with the contractor or other contractor's employees.

And the Labor/EEO interviews shall be kept in a separate confidential file and not with the rest of the project files, as noted in CPAM 5.4.11.

CPAM chapter 5 section 4.11 (4) requires that a cross section of employees shall be interviewed if possible. Examples of this would be: minorities, non-minorities, skilled, unskilled, trainees and foremen.

The information in section C is: Interviewer's Observation. The observation should take place before conducting the interview.

Part H. Describe employee's work you observed at time of interview? The inspector should give a detailed description of the work they saw the employee performing.

Part I. List/describe the tools and/or equipment the employee was using or operating. Be as descriptive as possible about the type of tools and equipment being used by the employee. The RCS needs this information to accurately compare the interviewers' observation to the employee's payroll.

J. Interviewer Comments. Write any relevant comments here.

The information to be completed in Section 1 is:

1. Employee - print the first and last name of the employee you are interviewing and ask that they sign in the space provided
2. Employed by - write the name of the company for which the person being interviewed works. Usually this is a contractor, but it may be a work force agency or day labor company. The employee works for the company that pays him and submits the certified payroll.
3. Employee ID or last four digits of Social Security number - this is the number used to identify the employee on the certified payroll. This may be a unique number generated by the employer or it may be the last four digits of the employee's social security number.
4. How long with the company? Please enter the months and years the employee has worked with this company.
5. How long on this project? Please enter the months and years the employee has worked on this project.
6. Employee Sex, enter the sex of the employee. It is okay to ask the employee.
7. Employee Race, enter the race of the employee based on which race the employee identifies with.

The information in Section 2 is: Job and Pay data to be supplied by the employee

8. What is your job or position? Record what the employees tells you. This will be compared to the certified payroll to determine accuracy of the payroll.

9. How much are you paid an hour? Record what the employee tells you. This will be compared to the certified payroll to determine accuracy of the payroll.

10. Are you paid every week? Check yes or no according to what the employee tells you. To maintain compliance with the Davis Bacon Act, while on Federal Aid contracts the employer must pay his employees weekly.

11. Do you receive time and $\frac{1}{2}$ for hours worked over 40? Check yes or no according to what the employee tells you. On Federal Aid contracts a premium rate of one and a half times the regular rate of pay for all hours worked over 40 in the pay period is required.

12. Did the company pay for your hardhat and vest? Check yes or no according to what the employee tells you. This is to determine if the contractor is complying with 29 CFR sections 3.5.

13. Have you seen the project bulletin board with the wage and job posters? Check yes or no based on what the employee tells you.

14. Were you told to give someone money or favors to get this job? Or to keep your job? Check yes or no based on what the employee tells you.

This is to determine if the employer is violating the Copeland Act by requiring "kick-backs" from its employees.

The information in Section 3 is: Deduction data to be supplied by the employee

15. Is money taken from your check for insurance, loans, uniforms, child support etc.?

Mark any of the deductions that apply. You may read the options to the employee to jog their memory.

The information in Section 4 is: Fringe data supplied by employee

16. Are you paid for holidays, sick days, and vacation? Check yes or no based on the employees answer.

17. Does the company pay any of your insurance?

18. Employee comments/explanations – If the employee has comments concerning his fringe benefits, you will use this area to record the comments.