

Office of Labor Relations Training

Office of Labor Relations

Training Part 1

- A Contractor's Guide to Prevailing Wage Requirements for Federally-Assisted Construction Projects – (06/2006)
- <http://www.hud.gov/offices/adm/hudclips/guidebooks/HUD-LR-4813/4813-LR.pdf>

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Part 2

- 1. Labor Standards Provisions (HUD-4010)

<http://www.hud.gov/offices/adm/hudclips/forms/files/4010.pdf>

- 2. Wage Decisions:
 - Samples of Categories of Construction (attached)
 - www.wdol.gov
 - Sample Wage Decision
 - LOCK-IN- Rates are locked in at Bid Opening, If more than 90 days pass from that date to the date the contract is awarded, revisit decision and amend contract to include new modification, if applicable. If construction starts early, use the modification that is in effect on the date construction begins.
 - Project Wage Rate Sheet (HUD-4720-A) (attached)
 - Report of Additional Classification and Rate (HUD-4230-A) (attached)

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Part 3

Payroll Administration

1. Notice to all Employees:

ENGLISH

<http://www.dol.gov/whd/regs/compliance/posters/fedprojc.pdf>

SPANISH

<http://www.dol.gov/whd/regs/compliance/posters/davispan.pdf>

2. Standard Payroll:

<http://www.dol.gov/whd/forms/wh347.pdf>

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Part 3 (cont.)

Payroll Administration

3. Hints on a quick and thorough review
4. Various Items to be collected with payrolls:
 - a. Allowable Deductions
 - b. Sample BAT certificate
 - c. Sample Apprentice-to-Journeyman Ratio
 - d. Sample (union) Fringe Benefit Summary
 - e. Sample of Employee Authorization
 - f. Sample of Court Ordered Withholding

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Part 4

- Reporting – 5.7 Reports