

On-site Superintendent/Foreman

Federal Contract Requirements Checklist

- Weekly Time Sheets:** Superintendents need to ensure weekly timesheets are completed for each worker. Timesheets should indicate the name and number of the project, week ending date, **ALL** classifications worked in, **how many hours were worked in each classification** and be signed/dated by the individual and the Superintendent. Failure to properly document hours worked in each classification could result in having to pay workers the highest rate of pay for all work performed. Additionally, in those cases when individuals perform work for part of the week at another location (not covered by Davis-Bacon), contractors should document the number of hours each worker spends there. We recommend creating separate timesheets for this purpose. However, if contractors choose to use a single timesheet for all work performed each week, the name/location of other project(s) should be clearly indicated and how many hours were spent there.
- Additional Work Classifications:** Monitor all work on -site to ensure that work performed under any classification not listed in the wage schedule is covered by a *Request for Additional Work Classification* submitted by the sub-/lower-tier contractor, through the Prime's home office, to the Office of Federal Compliance.
- Bulletin Board:** Ensure that you construct a bulletin board and display all mandatory posters in accordance with the requirements stated in the attached handout, "Bulletin Board – Mandatory Poster Requirements." The bulletin board, and all required postings, must be erected on the site of work no later than when the projects begins. The bulletin board must remain accessible to all workers on the job site at all times. It cannot be put inside trailers, etc.
- Payroll Submissions and Review:** Ensure that you coordinate with your HR/Payroll person WEEKLY to ensure that all contractors working on-site have submitted payrolls.
- Subcontractor/lower-tier Approvals:** The NH DOT and New Hampshire State law require all Contractors to complete a Work Certificate along with other essential forms before Subcontractor Approval can be granted. Do not allow contractors, subcontractors, lower-tier or independent contractors to perform work on-site until consent, in writing, has been granted by the NH DOT.
- Good Faith Efforts:** The affirmative action participation goals stated in the contract require your company to demonstrate every good faith effort to locate, encourage, and consider female and minority applicants for employment. The attached "Log of Applicants for Employment" should be used and maintained at the site of work and kept on file for 3 years upon project completion.
- Mandatory Sign-In Sheets (Municipal Projects Only):** Prime Contractors are responsible for ensuring all individuals performing work on site sign in on a daily basis. Contractors will be provided a copy of the Project Daily Sign-in Record sheet at Pre-Construction Meetings.

**For more information, Contact NHDOT
Office of Federal Compliance at laborcompliance@dot.nh.gov**