

Training Will Begin at 10:30am

- Please **MUTE** your microphone
- Please **TURN OFF** your camera (to minimize used bandwidth)
- Try logging off and logging back in if the session **FREEZES**
- Asking or Submitting Questions
 - We will address all questions during the Question & Answer session
 - Please utilize the **CHAT** feature when submitting Questions



Flexible Facilities Program Office Hours:



FAIR LABOR PRACTICES Training Webinar May 13, 2025

Presenter: Stacey Miller

**Facilitators: Amanda Knack &
Sally Smarzinski**

Division of Energy, Housing and Community Resources (DEHCR) Bureau of Community Development (BCD)



DOA.WI.GOV

Office Hours - Logistics

Implementation Training Materials:

- Agenda
- Training Slides
- [*FFP Implementation Handbook: Chapter 7*](#)
- Payroll Templates: Handbook Attachments [FFP-07-01](#), [FFP-07-02](#), [FFP-07-03](#)



Office Hours - Agenda

- 10:30am – 11:00am
- Welcome & Introductions
 - Relevant Laws
 - Wage Rates
 - Payroll Records
 - Payroll Report – Templates
 - Payroll Records – Review & Monitor
 - Payroll Records – Document Retention
 - EXAMPLES
- 11:00am – 11:30am
- Q & A Session



Office Hours: Fair Labor Practices



Relevant Laws
Wage Rates
Payroll Records

Relevant Labor Laws

[Contract Work Hours and Safety Standards Act \(CWHSSA\)](#)

Applicable to all prime contracts >\$100,000 and associated subcontracts:

- Standard work week = 40 hours
- Overtime (OT) Rate = 1 ½ times regular hourly wage rate for +40 hours in a week
 - Liquidated damages = \$33 per employee each day of OT underpayment
- No unsanitary, hazardous, or dangerous (health/safety) working conditions

[Fair Labor Standards Act \(FLSA\)](#)

Applicable to all grantees, subrecipients, contractors:

- Must comply with FLSA and all other labor laws applicable to the company and industry
- Wage + Overtime rate requirements by industry and job



Relevant Labor Laws – Conditional Exemptions

DO NOT APPLY *unless* required by other funding source(s) for FFP project:

- [Davis-Bacon and Related Acts \(DBRA\)](#) (and Federal Wage Rates)
- [Copeland “Anti-Kickback” Act \(40 U.S.C. 3145\)](#)



Wage Rates – Construction

- Employees **with** a collective bargaining agreement:
 - Wage Rate + Fringe Rate per the collective bargaining agreement
- Employees **without** a collective bargaining agreement:
 - The higher of** the following scenarios:
 - Employees regular Wage Rate + Fringe Rate, normally paid by the employer (contractor), or
 - State established FFP minimum Wage Rate + Fringe Rate of \$17.75/hour.
- Apprentices:
 - Wage + Fringe Rate specified in their Federal/State recognized apprentice documentation



Wage Rate Examples

Employee A: Power Equipment Operator (Union)

Union contract rate is \$25.00/hour Wage + \$10.00/hour in Fringe Benefits for this job classification.

- Minimum Rate: Union Wage + Fringe Benefits Rate of **\$35.00/hour**

Employee B: Truck Driver (Non-Union)

Normally paid \$13.00/hour Wage + \$3.00 in Fringe Benefits by contractor.

- Minimum Rate: FFP minimum Wage + Fringe Rate of **\$17.75/hour**

Employee C: Painter (Non-Union)

Normally paid \$19.00/hour Wage + No Fringe Benefits by contractor.

- Minimum Rate: Their normal Wage + Fringe Rate of **\$19.00/hour**



Payroll Records & Documentation

- Submitted by contractors/subcontractors each payroll period (typically weekly or bi-weekly)
- Reviewed/monitored by Grantee for FFP compliance
- Documentation submissions
 - Weekly Payroll Report *and* signed Certification (i.e., Statement of Compliance)
 - Payroll supporting documents, listing types *and* amounts of *fringe benefits* and *payroll deductions*
 - Collective bargaining agreements or other union documents specifying wage and fringe benefit rates
 - Apprenticeship documentation
- Other documentation maintained by contractor/subcontractor



Payroll Records – Reviews & Monitoring

To ensure compliance with payroll submittals, the Contractor/Subcontractor must:

- **Submit:** payroll records within 7 days after the end of the pay period (typically weekly or bi-weekly)
- **Submit:** payroll records with sequential numbering
- **Provide:** all supporting documents and signed certification (i.e., Statement of Compliance) with each payroll record submittal
- **Ensure:** all employee payrolls, are signed by a principal of the contractor/subcontractor firm, or by an authorized representative



Payroll Records – Reviews & Monitoring

To ensure compliance with FFP fair labor standards, the Grantee, their Grant Administrator or another designated representative must:

- **Review:** payroll records and all supporting documentation
- **Monitor:** to verify minimum straight-time hourly Wage + Fringe Rate was paid
- **Monitor:** to verify overtime was paid at 1 ½ times the employee's regular "base" hourly Wage Rate, for hours worked over forty (40) within the week
- **Retain:** the payroll records documentation in the FFP project file



Payroll Records Retention

- Maintain all payroll records and supporting documentation in FFP Labor Standards file
- Records must be provided to DEHCR upon request for monitoring purposes
- Contractors/subcontractors must retain records for **3 years**, after the date the Prime's work on the FFP project is complete
- Grantees must retain records for **7 years**, after DEHCR issued project completion letter date

Reminder:

[SAM.gov](https://sam.gov) debarment check records that verify contractor/subcontractor eligibility to work on federally-funded projects must also be on file.

([FFP Implementation Handbook: Chapter 3](#))



Payroll Record Templates

WEEKLY PAYROLL REPORT
 WISCONSIN DEPARTMENT OF TRANSPORTATION
 DT 1929 9/2006 (Replaces EC 674)

The weekly submittal of this form is required by 29 CFR Part 3 * Full name, address, and social security number must appear on the first payroll
 ** Fringe benefit details MUST be reported on a supplementary page.
 *** Include private work.
 **** If Operating Engineer or Laborer, include equipment or skill level of employee.

Payroll # Contractor Name State Project ID Federal Project ID County Payroll Period Week Ending Sheet #

Prime Contractor Subcontractor Hired By:

Enter information below on every individual that you employed on this project during the payroll report period*

| Name | DAILY HOURS WORKED | | | | | | | TOTAL WEEKLY HRS WORKED | (A) BASIC HOURLY RATE | (B) BENEFITS HOURLY RATE | FUND PAYMENT | CASH PAYMENT |
|------|---------------------|----|---|----|---|----|---|-------------------------|-----------------------|--------------------------|--------------|--------------|
| | S | Su | M | Tu | W | Th | F | | | | | |
| 11 | REFERENCED PROJECT | | | | | | | | | | | |
| 12 | S | | | | | | | 0 | | | | |
| 13 | O | | | | | | | 0 | 0 | | | |
| 14 | OTHER PROJECTS **** | | | | | | | | | | | |
| 15 | S | | | | | | | | | | | |
| 16 | O | | | | | | | | | | | |
| 17 | REFERENCED PROJECT | | | | | | | | | | | |
| 18 | S | | | | | | | 0 | | | | |
| 19 | O | | | | | | | 0 | 0 | | | |
| 20 | OTHER PROJECTS **** | | | | | | | | | | | |
| 21 | S | | | | | | | | | | | |
| 22 | O | | | | | | | | | | | |
| 23 | REFERENCED PROJECT | | | | | | | | | | | |

COMPLIANCE STATEMENT TO ACCOMPANY CONTRACTOR'S WEEKLY PAYROLL
 Wisconsin Department of Transportation
 DT1818 9/2008 (Replaces EC673)

The willful falsification of any of the statements on this form may subject the contractor or subcontractor to civil or criminal prosecution. See Section 1001 of Title 18 and Section 231 of Title 31 of the United States Code.

Submit one copy to Regional Office Adapted from U.S. Department of Labor Form WH-348(1)(68).

No. State Project ID Federal Project ID County

Contractor or Subcontractor

Authorized Agent Name Authorized Agent Title

WisDOT Payroll Record
Attachment 07-01

I, the undersigned, do state that:

- I pay, or supervise the payment of the persons employed by the above contractor or subcontractor on the above project designated above all persons employed on said project have been paid the full weekly wages earned, except as not rebates have been or will be made either directly to or indirectly on behalf of said contractor or subcontractor from any person. No deductions have been made directly or indirectly from the full wages earned by any person, other than defined in Regulations, Part 3 (29 CFR Subtitle A), issued by the Secretary of Labor under the Copeland Act, as amended in 108; 72 Stat. 967; 76 Stat. 357; 40 U.S.C. 278c), and described below in Section 1(b).

(a) Exceptions Name Craft Explanation

WisDOT Payroll Record
 Compliance Statement
Attachment 07-02

U.S. Department of Labor Davis-Bacon and Related Acts Weekly Certified Payroll Form
 Wage and Hour Division
 (For Contractor's Optional Use; See Instructions at www.dol.gov/whd/forms/wh347instr.htm)
 Unless otherwise noted, the information requested is specific to the named project below.
 Persons are not required to respond to the collection of information unless it displays a currently valid OMB control number.

SUBMISSION OF FINAL DBRA CERTIFIED PAYROLL FORM PRIME CONTRACTOR SUBCONTRACTOR

Rev. January 2025
 OMB No.: 1235-0008
 Expires: 01/31/2028

| PROJECT NAME | | PROJECT NO. or CONTRACT NO. | | CERTIFIED PAYROLL NO. | | PRIME CONTRACTOR'S/SUBCONTRACTOR'S BUSINESS NAME | | | | | | | | | | | | | |
|------------------|------------------|-----------------------------|-----------------------|------------------------|-------------------------------------|---|-------------------------------------|---|-----------------------------|-------------------------------------|-----------------------------|------------------------------------|------------------|-------------------------------|--------------------|------|---------------------------------------|------------------|--------------------------------|
| PROJECT LOCATION | | WAGE DETERMINATION NO. | | WEEK ENDING DATE | | PRIME CONTRACTOR'S/SUBCONTRACTOR'S BUSINESS ADDRESS | | | | | | | | | | | | | |
| (1A) | (1B) | (1C) | (1D) | (1E) | (2) | (3) | (4) | (5) | (6A) | (6B) | (6C) | (7A) | (7B) | (8) | | (9) | | | |
| WORKER ENTRY NO. | WORKER LAST NAME | WORKER FIRST NAME | WORKER MIDDLE INITIAL | WORKER IDENTIFYING NO. | (1) JOURNEYWORKER OR (2) APPRENTICE | LABOR CLASSIFICATION | ST = STRAIGHT TIME OT = OVERTIME | (TOP) DAYS OF WORK WEEK (BOTTOM) DATES | TOTAL HOURS WORKED FOR WEEK | HOURLY WAGE RATE PAID FOR ST AND OT | TOTAL FRINGE BENEFIT CREDIT | PAYMENT IN LIEU OF FRINGE BENEFITS | GROSS AMT EARNED | GROSS AMT EARNED FOR ALL WORK | TAX WITH- HOLDINGS | FICA | OTHER (MUST SPECIFY SEE INSTRUCTIONS) | TOTAL DEDUCTIONS | NET PAY TO WORKER FOR ALL WORK |
| | | | | | | | | HOURS WORKED EACH DAY | | | | | | | | | | | |
| | | | | | | | ST | | | | | | | | | | | | |
| | | | | | | | OT | | | | | | | | | | | | |
| | | | | | | | ST | | | | | | | | | | | | |
| | | | | | | | OT | | | | | | | | | | | | |

USDOL Payroll Record &
 Compliance Form
Attachment 07-03



WisDOT Payroll Report – Attachment 07-01

WEEKLY PAYROLL REPORT

WISCONSIN DEPARTMENT OF
TRANSPORTATION
DT 1929 9/2006 (Replaces EC 674)

The weekly submittal of this form is required by 29 CFR Part 3.

* Full name, address, and social security number must appear on the first payroll on which the employee's name appears. The social security number is collected for payroll purposes.

** Fringe benefit details MUST be reported on a supplementary page.

*** Include private work.

**** If Operating Engineer or Laborer, include equipment or skill level of employee.

| Payroll # | Contractor Name | State Project ID | Federal Project ID | | County | Payroll Period Week Ending | Sheet # | | | | | | |
|---|---|----------------------------|-----------------------|--------------------------|--------------|-------------------------------|------------------------------|------|--------|-------|-----------------|----------|---------|
| | Prime Contractor | Subcontractor Hired By: | | | | | | | | | | | |
| Enter information below on every individual that you employed on this project during the payroll report period* | DAILY HOURS WORKED S= Straight Time O=Overtime | TOTAL WEEKLY HRS WORKED | (A) BASIC HOURLY RATE | (B) BENEFITS HOURLY RATE | | (A) + (B) TOTAL HOURLY RATE | PROJECT WAGES GROSS WAGES | FICA | FED WH | ST WH | OTHER (SPECIFY) | NET PAID | CHECK # |
| | | | | FUND PAYMENT | CASH PAYMENT | | | | | | | | |
| | | | | SU | M | | | | | | | | |
| Name | REFERENCED PROJECT | | | | | | | | | | | | |
| | S | 0 | | | | 0 | | | | | | 0 | |
| | O | 0 | 0 | | | 0 | | | | | | | |
| S.S. # | OTHER PROJECTS *** | | | | | | | | | | | | |
| Trade/Craft | S | | | | | | | | | | | | |
| Apprentice Yes ___ No ___ TrnsGrad ___ | O | | | | | | | | | | | | |
| Name | REFERENCED PROJECT | | | | | | | | | | | | |
| | S | 0 | | | | 0 | | | | | | 0 | |
| | O | 0 | 0 | | | 0 | | | | | | | |
| S.S. # | OTHER PROJECTS *** | | | | | | | | | | | | |
| Trade/Craft | S | | | | | | | | | | | | |
| Apprentice Yes ___ No ___ TrnsGrad ___ | O | | | | | | | | | | | | |



WisDOT Compliance Statement – Attachment 07-02

COMPLIANCE STATEMENT TO ACCOMPANY CONTRACTOR'S WEEKLY PAYROLL Wisconsin Department of Transportation

DT1816 9/2008 (Replaces EC673)

The willful falsification of any of the statements on this form may subject the contractor or subcontractor to civil or criminal prosecution. See Section 1001 of Title 18 and Section 231 of Title 31 of the United States Code.

Submit one copy to Regional Office Adapted from U.S. Department of Labor Form WH-348(1)(68).

| | | | | |
|-----------------------------|------------------|------------------------|--------|-------------------------------|
| No. | State Project ID | Federal Project ID | County | Payroll Period |
| | | | | |
| Contractor or Subcontractor | | | | |
| | | | | |
| Authorized Agent Name | | Authorized Agent Title | | Authorized Agent Phone Number |
| | | | | |

I, the undersigned, do state that:

1. I pay, or supervise the payment of the persons employed by the above contractor or subcontractor on the above project. During the payroll period designated above all persons employed on said project have been paid the full weekly wages earned, except as noted in Section 1(a) below. No rebates have been or will be made either directly to or indirectly on behalf of said contractor or subcontractor from the full weekly wages earned by any person. No deductions have been made directly or indirectly from the full wages earned by any person, other than permissible deductions as defined in Regulations, Part 3 (29 CFR Subtitle A), issued by the Secretary of Labor under the Copeland Act, as amended (48 Stat. 948; 63 Stat. 108; 72 Stat. 967; 76 Stat. 357; 40 U.S.C. 276c), and described below in Section 1(b).

| (a) Exceptions | Name | Craft | Explanation | When will this person be paid? |
|----------------|------|-------|-------------|--------------------------------|
|----------------|------|-------|-------------|--------------------------------|

Signature of Certification by authorized rep. →

(b) Description of Deductions

- Any payrolls otherwise under this contract required to be submitted for the above period are correct and complete. The wage rates for laborers or mechanics contained are not less than the applicable wage rates contained in any wage determination incorporated into the contract. The classifications set forth for each laborer or mechanic conform with the work performed.
- Any apprentices employed in the above period are duly registered in a bona fide apprenticeship program registered with a State apprenticeship agency recognized by the Bureau of Apprenticeship and Training, United States Department of Labor, or if no such recognized agency exists in a State, are registered with the Bureau of Apprenticeship and Training, United States Department of Labor.
- Where fringe benefits are paid to approved plans, fund, or programs.
 - In addition to the basic hourly wage rates paid to each laborer or mechanic listed in the above-referenced payroll, payments of fringe benefits as listed in the contract have been or will be made to appropriate programs for the benefit of such employees, except as noted in Section 4(c) below.
 - Where fringe benefits are paid in cash.
 - Each laborer or mechanic listed in the above-referenced payroll has been paid as indicated on the payroll an amount not less than the sum of the applicable basic hourly wage rate plus the amount of the required fringe benefits as listed in the contract, except as noted in Section 4(c) below.
 - | (c) Exceptions | Craft | Explanation |
|----------------|-------|-------------|
|----------------|-------|-------------|

Remarks

X

(Authorized Agent Signature)



Example: Certified Payroll Record

| Certified Payroll Register | | | | | | | | | | | Page: 1 | | | | | |
|---|---|-----------------------|--------------------------------|--------------|--------------|--------------|-----------------------|--------------|-------|-------|----------------------|-----------------------------------|----------------------|----------------|--------------------|-------|
| Job: 12341234 | | | Contractor: ZZZ Concrete, Inc. | | | | Customer | | | | Job Number: 10000111 | | | | | |
| City of Yourtown | | | 123 Main St. | | | | Week Ending: 8/3/2025 | | | | Payroll #: 2 | | | | | |
| Sub to XYZ123 Contracting, Inc. | | | Yourville, WI 55555 | | | | Deductions: | | | | | | | | | |
| Name / Address | Soc Sec No. Class Mar Exemp. | Hours Worked This Job | | | | | | | | Tot | Pay Rate | Gross Pay This Job All Jobs | Fica Med State | Other Total | Check # Net Pay | |
| | | 07/29 Mon | 07/30 Tue | 07/31 Wed | 08/01 Thu | 08/02 Fri | 08/03 Sat | 07/28 Sun | | | | | | | | |
| Michael, Mike 333 First Avenue Mytown, WI 55566 | xxx-xx-1234 | 7.250 | 0.000 | 0.000 | 0.000 | 0.000 | 0.000 | 0.000 | 0.000 | 7.250 | 39.720 | 346.49 | 307.52 | 0.00 | 33163 | |
| | Grp 3 Backhoe/Excavator | | | | | | | | | | +22.100FR | | 121.46 | 337.79 | | |
| | Married 1 O: | 0.000 | 0.000 | 0.000 | 0.000 | 0.000 | 0.000 | 0.000 | 0.000 | 0.000 | 59.580 | 1958.99 | 28.41 | | 1050.64 | |
| | | | | | | | | | | | +22.100FR | 54hrs | 113.17 | 908.35 | | |
| | Fringe | HEALTH | HOL | PWCASH | SIMPLE | VAC | Total | | | | | | | | | |
| | Rate | 10.419 | 0.690 | 8.072 | 1.190 | 1.730 | 22.101 | | | | | | | | | |
| | Amount | 75.54 | 5.00 | 58.52 | 8.63 | 12.54 | 160.23 | | | | | | | | | |
| | Deduction | CS | CS-EMP | SIMPLE | Total | | | | | | | | | | | |
| | Amount | 277.78 | 3.00 | 57.01 | 337.79 | | | | | | | | | | | |
| | Sanders, Sandy 111 Third Street Anytown, WI 55577 | xxx-xx-5678 | 7.000 | 0.000 | 0.000 | 0.000 | 0.000 | 0.000 | 0.000 | 0.000 | 7.000 | 39.720 | 384.08 | 361.08 | 0.00 | 33170 |
| Grp 4 Dozer/Roller/Grader | | | | | | | | | | | +22.100FR | | 132.88 | 188.82 | | |
| Single 0 O: | | 0.000 | 0.000 | 0.000 | 0.000 | 0.000 | 0.000 | 0.000 | 0.000 | 0.000 | 59.580 | 2233.18 | 31.08 | | 1396.80 | |
| | | | | | | | | | | | +22.100FR | 54hrs | 122.52 | 836.38 | | |
| Fringe | | HEALTH | HOL | PWCASH | SIMPLE | VAC | Total | | | | | | | | | |
| Rate | | 3.920 | 0.690 | 15.149 | 1.191 | 1.150 | 22.100 | | | | | | | | | |
| Amount | | 27.44 | 4.83 | 106.04 | 8.34 | 8.05 | 154.70 | | | | | | | | | |
| Deduction | | HSA | SIMPLE | Total | | | | | | | | | | | | |
| Amount | | 90.00 | 98.82 | 188.82 | | | | | | | | | | | | |



Example: Certified Payroll Record Statement of Compliance/Certification

Certified Payroll Register Page: 2

| | | |
|--|--|--|
| Job: Town of Yourville Sub of XYZ123 Contracting, Inc. | Contractor: ZZZ Concrete, Inc. Yourville, WI 55555 | Customer Number: 10000111 Ending: 8/3/2025 Payroll #: 2 |
|--|--|--|

I, Andi Anderson, Payroll Manager, do hereby state:

1] That I pay or supervise the payment of the persons employed by ZZZ Concrete, Inc. on the Village of Yourville during the payroll period commencing 7/28/25 and ending 8/3/25, all persons employed on said project have been paid the full weekly wages earned, that no rebates have been or will be made either directly or indirectly to or on behalf of said ZZZ Concrete, Inc. (Subcontractor) from the full weekly wages earned by any person and that no deductions have been made either directly or indirectly from the full wages earned by any person, other than permissible deductions as defined in Regulations, Part 3 (29 CFR Subtitle A), issued by the Secretary of Labor under the Copeland Act, as amended (48 Stat. 948, 63 Stat. 108, 72 Stat. 967; 76 Stat. 357; 40 U.S.C. 276c), and described below:

FICA
Federal & State Taxes
Applicable Health Insurance, Retirement, Holiday, Vacation and Child Support

2] That any payrolls otherwise under this contract required to be submitted for the above period are correct and complete; that the wage rates for laborers or mechanics contained therein are not less than the applicable wage rates contained in any wage determination incorporated into the contract; that the classifications set forth therein for each laborer or mechanic conform with the work he performed.

3] That any apprentices employed in the above period are duly registered in a bona fide apprenticeship program registered with a State apprenticeship agency recognized by the Bureau of Apprenticeship and Training, United States Department of Labor, or if no such recognized agency exists in a State, are registered with the Bureau of Apprenticeship and Training, United States Department of Labor.

4] That:

(a) WHERE FRINGE BENEFITS ARE PAID TO APPROVED PLANS, FUNDS, OR PROGRAMS
---In addition to the basic hourly wage rates paid to each laborer or mechanic listed in the above referenced payroll, payments of fringe benefits as listed in the contract have been or will be made to appropriate programs for the benefit of such employees, except as noted in Section 4(c) below.

X (B) WHERE FRINGE BENEFITS ARE PAID IN CASH
---Each laborer or mechanic listed in the above referenced payroll has been paid, as indicated on the payroll, an amount not less than the sum of the applicable basic hourly wage rate plus the amount of the required fringe benefits as listed in the contract, except as noted in Section 4(c) below.

(c) EXCEPTION (CRAFT) EXPLANATION
Fringe Benefits - Holiday/Vacation, Group Health & Retirement paid into plans

REMARKS

| | |
|--|---|
| Name and title Andi Anderson, Payroll Manager |  |
|--|---|

The Willful Falsification Of Any Of The Above Statements May Subject The Contractor Or SubContractor To Civil Or Criminal Prosecution. See Section 1001 Of Title 18 And Section 231 Of Title 31 Of The United States.

Must be signed
by authorized
rep.



Example: Certified Payroll Record

Certified Payroll Transcript

Week 1

Period: 05/19/2025 - 05/26/2025
 Job: 222222-00 Library Construction, Village of Yourville
 Contract: 222222-00 Library Construction, Village of Yourville

| Employee | -----Hours----- | | | | | | | | Total | Rate | Project Amounts | ***** Liabilities ***** | | ***** Weekly Totals ***** (Week Ending 5/26/25) | | | |
|-----------------------------------|--|------|---------------|------|------|------|------|-------------|-------|--------|--------------------|-------------------------|---------|--|-------------------------------|---------------|-----------------|
| | Mon | Tue | Wed | Thu | Fri | Sat | Sun | Description | | | | Rate | Amounts | Gross | Deductions | Net Pay | |
| Doe, Don - 5555 | M/EX: S/O | | Race/Sex: C/M | | | | | | | | | | | | | | |
| | Addm to Area II / Addendum Apprentice Year 1 | | | | | | | | | | | | | | | | |
| | Check #: 061111 | | | | | | | | | | | | | | | | |
| Area 2 / Area 2 Apprentice Year 1 | Regular | 0.00 | 8.00 | 8.00 | 8.00 | 8.00 | 0.00 | 0.00 | 32.00 | 26.860 | 859.52 | Health & Welfare | 9.91000 | 455.86 | Federal Withholding | 368.00 | |
| Area 2 / Area 2 Apprentice Year 1 | Overtime | 0.00 | 2.50 | 4.00 | 3.50 | 4.00 | 0.00 | 0.00 | 14.00 | 40.290 | 564.07 | Pension | 6.35000 | 292.10 | FICA SS - Employee | 129.48 | |
| | | | | | | | | | | | 0.00 | Skill/Apprenticeship | 1.15000 | 52.90 | FICA | 30.28 | |
| | | | | | | | | | | | 0.00 | JLMWPF | 0.32000 | 14.72 | Wisconsin SIT | 125.28 | |
| | | | | | | | | | | | 0.00 | SATAP/Drug | 0.02000 | 0.92 | Administrative Dues | 31.32 | |
| | | | | | | | | | | | 0.00 | AGC/IAP/CA | 0.10000 | 4.60 | PAC | | |
| | | | | | | | | | | | 0.05000 | IUOE National | 0.05000 | 2.30 | Admin Dues (based on | 16.44 | |
| | | | | | | | | | | | | Other | | 295.27 | Other | | |
| | | | | | | | | | | | 1,423.59 | | | 1,118.67 | | | |
| | | | | | | | | | | | | | | | 2,088.38 | 700.80 | 1,387.58 |
| | | | | | | | | | | | | | | | Hours (Reg/OT): 32.00 / 30.50 | | |

PEO-Grp 3



Apprenticeship Paperwork: Contract

Apprentice Contract

This contract was prepared by [redacted] on the date of July 3, [redacted] between the Wisconsin Department of Workforce Development (the Department) and:

Apprentice

[redacted] Drive
WI
SSN: 32-[redacted]
DOB: August [redacted]

Sponsor

Wisconsin Operating Engineers JAC
W11584 State Rd 21
Coloma WI 54930-9718

The Apprenticeship term begins on July [redacted] and terminates upon the successful completion of the apprenticeship program provisions of the Operating Engineer trade, which are incorporated as part of this contract as Exhibit A, Program Provisions. The provisions included in this contract are binding on the parties.

The Department will issue a **CERTIFICATE OF APPRENTICESHIP** to the apprentice upon satisfactory completion of the provisions of this Apprentice Contract.

This contract may be terminated or cancelled by the apprentice, or may be suspended or cancelled by the sponsor, for good cause, with due notice to the apprentice and a reasonable opportunity for corrective action, and with written notice to the apprentice and to the Department.

The apprentice's signature authorizes the assigned provider(s) of paid and unpaid related instruction to release progress, grades, and attendance reports to the Department, sponsor, and employer while this contract is in effect.

The program sponsor and apprentice agree to the terms of the Apprenticeship Standards incorporated as part of this document and identified as Exhibit A. The sponsor will not discriminate in the selection and training of the apprentice and will accord the apprentice equal opportunity in all phases of apprenticeship employment and training, without discrimination because of race, color, religion, national origin, sex, age, creed, handicap, marital status, ancestry, sexual orientation, arrest record, conviction record, or membership in the military forces of the United States or this state.

The apprentice, sponsor, and employer agree to fulfill all the obligations of this Apprentice Contract. The parties have signed this contract, as required by Chapter 106.01 of the laws of Wisconsin. Personal information provided herein may be used for secondary purposes [Privacy Law, s.15.04(1)(m) Wisconsin Statutes].

[redacted] _____
Apprentice Signature July [redacted]
Date

[redacted] _____
Sponsor Signature July [redacted]
Date

Karen P Morgan _____
Department Approval July [redacted]
Date

The Registration Agency is the authority to receive and resolve controversies or differences arising out of this contract when they cannot be resolved locally in accordance with established procedures or collective bargaining provisions.

Registration Agency:
Department of Workforce Development
Division of Employment and Training
Bureau of Apprenticeship Standards
PO Box 7972, Madison, WI 53707
Phone: 608-266-3332

TERM OF APPRENTICESHIP: The term of apprenticeship shall be Time-based, which has been established to be 4 years or not less than 6000 hours. Hours of labor shall be the same as established for other skilled employees in the trade.

PROBATIONARY PERIOD: The probationary period shall be the first 1500 hours of the apprenticeship, but in no case shall it exceed twelve calendar months. During the probationary period, this contract may be cancelled by the apprentice or the sponsor upon written notice to the Department, without adverse impact on the sponsor.

SCHOOL ATTENDANCE: The apprentice shall attend Fox Valley Technical College, as assigned, for paid related instruction four hours per week or the equivalent and satisfactorily complete the prescribed course material for a minimum of 400 hours, unless otherwise approved by the Department. The employer must pay the apprentice for attended related instruction hours at the same rate per hour as for services performed.

WORK PROCESS SCHEDULE: In order to obtain well-rounded training and thereby qualify as a skilled worker in the trade, the apprentice shall have experience and training in the following areas. This instruction and experience shall include the following operations but not necessarily in the sequence given. Time spent on specific operations need not be continuous.

Work Process Description

Approximate Hours
(Min - Max)

Machines - Training may include up to minimum of the stated hours on the following machines: 5100

CLASS 1 - Machines

Friction Crane, Hydraulic Crane, Tower Crane, Tracked Excavator, Rubber Tired Excavator, Caisson Rig, Pile Driver, Dredge Operator/
Engineer, Dragline, Directional Boring Machine, Tunnel Boring Machine, Blaster, Concrete/Grout Pump.

CLASS 2 - Machines

Concrete Laser Screed, Concrete Slipform Paver, Concrete Batch Plant, Concrete Spreader & Distributor, Automatic Subgrader (Concrete), Concrete Grinder & Planing Machine, Concrete Slipform Curb & Gutter Machine, Bridge Paver, Concrete Conveyor System, Asphalt Plant Engineer, Bituminous Paver/Screed, Milling Machine, Grader or Motor Patrol, Tractor (Scraper, Dozer, Pusher, Loader), Scraper - Rubber Tired (Single or Twin Engine), End Loader, Tractor Loader Backhoe, Trenching Machine, Tractor (Side Boom -Heavy), Drilling & Boring Machine (Mechanical Heavy), Grade Checker, Asphalt Roller.

CLASS 3 - Machines

Greaser, Shouldering Machine, Self-Propelled Chip Spreader, Concrete finishing/Curing/
Texturing Machine, Joint Sewer (Multiple Blade), Forklift, Environmental Burner, Back filler, Hydro-Blaster, Percussion or Rotary Drilling Machine, Rail Leveling



Apprenticeship Paperwork: Wage

MINIMUM COMPENSATION TO BE PAID:

(Per collective bargaining agreement)

First period of 1,500 hours and 160 hours related instruction at 60% of the Base Skilled Wage Rate plus 10% Related Instruction Pay. The Related Instruction consists of

Basic Equipment (80 hours)

Hazmat (40 hours)

Construction Regulations to include OSHA, MSHA, and First Aid/CPR (40 hours)

Second pay period of 1,500 hours and 160 hours related instruction at 65% of the Base Skilled Wage Rate plus 10% Related Instruction Pay. The Related Instruction consists of:

Basic Excavating or Basic Earthmoving or Basic Crane (80 hours)

Basic Grade Checking (40 hours)

Maintenance or Welding (40 hours)

Must update MSHA and Hazmat certifications

Third pay period of 1,500 hours and 80 hours related instruction at 70% of the Base Skilled Wage Rate plus 10% Related Instruction Pay. The Related Instruction consists of

Any specialty class (80 hours)

Must update MSHA, Hazmat, and First Aid/CPR certifications

Fourth period of 1,500 hours at 80% of the Base Skilled Wage Rate plus 10% Related Instruction Pay.

The skilled wage rate for an apprentice shall be based on the hourly rate established for classification 3 of the current agreement, plus fringes, as appropriate, EXCEPT THAT under NO circumstances shall an apprentice wage rate exceed that of a journeyworker performing the same work.

The compensation for school hours will be paid by the employer as an additional 10% of the base skilled wage rate for all hours of on-the-job training, as listed under Minimum Compensation to Be Paid.

Base skilled wage rate \$33.27 per hour.

If at any time the base skilled wage rate rises or falls, the apprentice's wage shall be adjusted proportionately. The wage rate of apprentices employed in this trade and this firm shall be based on the base skilled wage rate stated above.

All apprentices are covered by State and Federal Wage and Hour Standard requirements. All apprentices shall be paid no less than the minimum wage established under regulations.

CREDIT PROVISIONS: The apprentice, granted credit at the start or during the term of the apprenticeship, shall be paid the wage rate of the pay period to which such credit advanced the apprentice.

Work credit hours approved: 3000 Hours
Work credit description: 3000 hours for prior related work experience

School credit hours approved: 72 Hours
Paid related instruction:
Paid related instruction description: 40 hours for CL A CDL. 16 hours for MSHA. 8 hours for CPR. 8 hours for Skidsteer.

Unpaid related instruction:

Total credit hours to be applied to the term of the apprenticeship: 3072 Hours



Example #1 – Hourly Rates

| Payroll # | Contractor Name | State Project ID | Federal Project ID | County | Payroll Period | Sheet # | | | | | | | | | | | | | | | |
|---|---|------------------|--------------------|-------------|----------------------------|---------|----|-------------------------|-----------------------|--------------------------|--------------|-----------------------------|-------------------|------|--------|-------|-----------------|----------|---------|--|--|
| 5 | Z-Best Construction <input checked="" type="checkbox"/> Prime Contractor ____ Subcontractor Hired By: | 12345678 | FFP2444 | Fond du Lac | 5 Week Ending 5/18/2025 | 1 | | | | | | | | | | | | | | | |
| Enter information below on every individual that you employed on this project during the payroll report period* | DAILY HOURS WORKED | | | | | | | TOTAL WEEKLY HRS WORKED | (A) BASIC HOURLY RATE | (B) BENEFITS HOURLY RATE | | (A) + (B) TOTAL HOURLY RATE | WAGES GROSS WAGES | FICA | FED WH | ST WH | OTHER (SPECIFY) | NET PAID | CHECK # | | |
| | S= Straight Time O=Overtime | | | | | | | | | FUND PAYMENT | CASH PAYMENT | | | | | | | | | | |
| | SU | M | TU | W | TH | F | SA | | | | | | | | | | | | | | |
| Name: John Smith | REFERENCED PROJECT | | | | | | | | | | | | | | | | | | | | |
| 123 Wisconsin Avenue | S | 10 | 10 | 10 | 10 | | | 40 | 22 | 10 | | 32 | 1280 | 12.8 | 128 | 64 | | 1075.2 | | | |
| Ripon, WI 54971 | O | | | | | | | 0 | 33 | 10 | | 43 | 0 | | | | | | | | |
| S.S. # ***-**-1234 | OTHER PROJECTS *** | | | | | | | | | | | | | | | | | | | | |
| Trade/Craft: Carpenter | S | | | | | | | | | | | | | | | | | | | | |
| Apprentice ____Yes ___X___No TrnsGrad__ | O | | | | | | | | | | | | | | | | | | | | |
| Name: Jason Donald | REFERENCED PROJECT | | | | | | | | | | | | | | | | | | | | |
| 111 State Street | S | 8 | 8 | 8 | 8 | | | 32 | 16 | 1.75 | | 17.75 | 568 | 5.68 | 56 | 28 | | 684.32 | | | |
| Ripon, WI 54971 | O | 2 | 2 | 2 | 2 | | | 8 | 24 | 1.75 | | 25.75 | 206 | | | | | | | | |
| S.S. # ***-**-4567 | OTHER PROJECTS *** | | | | | | | | | | | | | | | | | | | | |
| Trade/Craft: General Laborer | S | | | | | | | | | | | | | | | | | | | | |
| Apprentice ____Yes ___X___No TrnsGrad__ | O | | | | | | | | | | | | | | | | | | | | |
| Name: Eric Johnson | REFERENCED PROJECT | | | | | | | | | | | | | | | | | | | | |
| 198 Park Drive | S | 8 | 8 | 8 | 8 | 8 | | 40 | 20 | 10 | | 30 | 1200 | 12 | 120 | 60 | | 1408 | | | |
| Ripon, WI 54971 | O | 2 | 2 | 2 | 2 | 2 | | 10 | 30 | 10 | | 40 | 400 | | | | | | | | |
| S.S. # ***-**-7890 | OTHER PROJECTS *** | | | | | | | | | | | | | | | | | | | | |
| Trade/Craft: Mason | S | | | | | | | | | | | | | | | | | | | | |
| Apprentice ____Yes ___X___No TrnsGrad__ | O | | | | | | | | | | | | | | | | | | | | |

Example #1 – Hours Worked

| Payroll # | Contractor Name | State Project ID | Federal Project ID | County | Payroll Period | Sheet # | | | | | | | | | | | | | |
|---|---|---|--------------------|--------------|----------------------------|--------------------------|-----------------------------|-------------------|------------|--------|--------------|-----------------|----------|---------|------|-----|----|--------|--|
| 5 | Z-Best Construction <input checked="" type="checkbox"/> Prime Contractor | 12345678 | FFP 24-44 | Fond du Lac | 5 Week Ending 5/18/2025 | 1 | | | | | | | | | | | | | |
| Enter information below on every individual that you employed on this project during the payroll report period* | | DAILY HOURS WORKED S= Straight Time O=Overtime | | TOTAL WEEKLY | (A) BASIC HOURLY RATE | (B) BENEFITS HOURLY RATE | (A) + (B) TOTAL HOURLY RATE | WAGES GROSS WAGES | FICA | FED WH | ST WH | OTHER (SPECIFY) | NET PAID | CHECK # | | | | | |
| | | SU | M | TU | W | TH | F | SA | HRS WORKED | RATE | FUND PAYMENT | CASH PAYMENT | | | | | | | |
| Name: John Smith | | REFERENCED PROJECT | | | | | | | | | | | | | | | | | |
| 123 Wisconsin Avenue | | S | 10 | 10 | 10 | 10 | | | 40 | 22 | 10 | | 32 | 1280 | 12.8 | 128 | 64 | 1075.2 | |
| Ripon, WI 54971 | | O | | | | | | | 0 | 33 | 10 | | 43 | 0 | | | | | |
| S.S. # ***-**-1234 | | OTHER PROJECTS *** | | | | | | | | | | | | | | | | | |
| Trade/Craft: Carpenter | | S | | | | | | | | | | | | | | | | | |
| Apprentice ___Yes ___X_No TrnsGrad ___ | | O | | | | | | | | | | | | | | | | | |
| Name: Jason Donald | | REFERENCED PROJECT | | | | | | | | | | | | | | | | | |
| 111 State Street | | S | 8 | 8 | 8 | 8 | | | 32 | 16 | 1.75 | | 17.75 | 568 | 5.68 | 56 | 28 | 684.32 | |
| Ripon, WI 54971 | | O | 2 | 2 | 2 | 2 | | | 8 | 24 | 1.75 | | 25.75 | 206 | | | | | |
| S.S. # ***-**-4567 | | OTHER PROJECTS *** | | | | | | | | | | | | | | | | | |
| Trade/Craft: General Laborer | | S | | | | | | | | | | | | | | | | | |
| Apprentice ___Yes ___X_No TrnsGrad ___ | | O | | | | | | | | | | | | | | | | | |
| Name: Eric Johnson | | REFERENCED PROJECT | | | | | | | | | | | | | | | | | |
| 198 Park Drive | | S | 8 | 8 | 8 | 8 | 8 | | 40 | 20 | 10 | | 30 | 1200 | 12 | 120 | 60 | 1408 | |
| Ripon, WI 54971 | | O | 2 | 2 | 2 | 2 | 2 | | 10 | 30 | 10 | | 40 | 400 | | | | | |
| S.S. # ***-**-7890 | | OTHER PROJECTS *** | | | | | | | | | | | | | | | | | |
| Trade/Craft: Mason | | S | | | | | | | | | | | | | | | | | |
| Apprentice ___Yes ___X_No TrnsGrad ___ | | O | | | | | | | | | | | | | | | | | |

Example #2 – Payroll Error

| Payroll # | Contractor Name | State Project ID | Federal Project ID | County | Payroll Period | Sheet # | | | | | | | | | | | | | | |
|---|---|---|--------------------|--------------|-----------------------|--------------------------|-----------------------------|-------------------|------|--------|-------|-----------------|----------|---------|------|-----|------|--|--------|--|
| 5 | Z-Best Construction <input checked="" type="checkbox"/> Prime Contractor | 12345678 | FFP 24.44 | Fond du Lac | 5 5/18/2025 | 1 | | | | | | | | | | | | | | |
| Enter information below on every individual that you employed on this project during the payroll report period* | | DAILY HOURS WORKED S= Straight Time O=Overtime | | TOTAL WEEKLY | (A) BASIC HOURLY RATE | (B) BENEFITS HOURLY RATE | (A) + (B) TOTAL HOURLY RATE | WAGES GROSS WAGES | FICA | FED WH | ST WH | OTHER (SPECIFY) | NET PAID | CHECK # | | | | | | |
| Name: John Smith | | REFERENCED PROJECT | | | | | | | | | | | | | | | | | | |
| 123 Wisconsin Avenue | | S | 10 | 10 | 10 | 10 | | 40 | 22 | 10 | | | 32 | 1280 | 12.8 | 128 | 64 | | 1075.2 | |
| Ripon, WI 54971 | | O | | | | | | 0 | 33 | 10 | | | 43 | 0 | | | | | | |
| S.S. # ***-**-1234 | | OTHER PROJECTS *** | | | | | | | | | | | | | | | | | | |
| Trade/Craft: Carpenter | | S | | | | | | | | | | | | | | | | | | |
| Apprentice ___Yes ___X___ No TrnsGrad ___ | | O | | | | | | | | | | | | | | | | | | |
| Name: Jason Donald | | REFERENCED PROJECT | | | | | | | | | | | | | | | | | | |
| 111 State Street | | S | 8 | 8 | 8 | 8 | | 32 | 16 | 1.75 | | | 17.75 | 568 | 5.68 | 56 | 28 | | 684.32 | |
| Ripon, WI 54971 | | O | 2 | 2 | 2 | 2 | | 8 | 24 | 1.75 | | | 25.75 | 206 | | | | | | |
| S.S. # ***-**-4567 | | OTHER PROJECTS *** | | | | | | | | | | | | | | | | | | |
| Trade/Craft: General Laborer | | S | | | | | | | | | | | | | | | | | | |
| Apprentice ___Yes ___X___ No TrnsGrad ___ | | O | | | | | | | | | | | | | | | | | | |
| Name: Eric Johnson | | REFERENCED PROJECT | | | | | | | | | | | | | | | | | | |
| 198 Park Drive | | S | 8 | 8 | 8 | 8 | | 40 | 20 | 10 | | | 30 | 1200 | 12 | 120 | 60 | | 1408 | |
| Ripon, WI 54971 | | O | 2 | 2 | 2 | 2 | | 10 | 30 | 10 | | | 40 | 400 | | | | | | |
| S.S. # ***-**-7890 | | OTHER PROJECTS *** | | | | | | | | | | | | | | | | | | |
| Trade/Craft: Mason | | S | | | | | | | | | | | | | | | | | | |
| Apprentice ___Yes ___X___ No TrnsGrad ___ | | O | | | | | | | | | | | | | | | | | | |
| Name: Jaime Jones | | REFERENCED PROJECT | | | | | | | | | | | | | | | | | | |
| 1988 Parkside Drive | | S | 8 | 8 | 8 | 8 | | 40 | 15 | 1.75 | | | 16.75 | 670 | 6.7 | 67 | 33.5 | | 562.8 | |
| Ripon, WI 54971 | | O | | | | | | 0 | 22.5 | 1.75 | | | 24.25 | 0 | | | | | | |
| S.S. # ***-**-0011 | | OTHER PROJECTS *** | | | | | | | | | | | | | | | | | | |
| Trade/Craft: Painter | | S | | | | | | | | | | | | | | | | | | |
| Apprentice ___Yes ___X___ No TrnsGrad ___ | | O | | | | | | | | | | | | | | | | | | |



Example #2 – Payroll Correction

WEEKLY PAYROLL REPORT

CORRECTION PAYROLL RECORD #1-5

The weekly submittal of this form is required by 29 CFR Part 3. * Full name, address, and social security number must appear on the first payroll on w
 ** Fringe benefit details MUST be reported on a supplementary page.
 *** Include private work.
 **** If Operating Engineer or Laborer, include equipment or skill level of employee.

WISCONSIN DEPARTMENT OF TRANSPORTATION
 DT 1929 9/2006 (Replaces EC 674)

| Payroll # | Contractor Name | State Project ID | Federal Project ID | County | Payroll Period | 1-5 Correction | Sheet # | | | | | | | | | | | | | | |
|---|---|---|--------------------|--------------|-----------------------|--------------------------|-----------------------------|-------------------|-------------|--------|--------|-----------------|-----------------|---------|---------|---|----|----|--|-----|------|
| 1-5 Correction | Z-Best Construction <input checked="" type="checkbox"/> Prime Contractor | 12345678 | FFP 24.44 | Fond du Lac | Week Ending | 5/25/2025 | 1 | | | | | | | | | | | | | | |
| Enter information below on every individual that you employed on this project during the payroll report period* | | DAILY HOURS WORKED S= Straight Time O=Overtime | | TOTAL WEEKLY | (A) BASIC HOURLY RATE | (B) BENEFITS HOURLY RATE | (A) + (B) TOTAL HOURLY RATE | WAGES GROSS WAGES | FICA | FED WH | ST WH | OTHER (SPECIFY) | NET PAD | CHECK # | | | | | | | |
| Name: Jaime Jones | | REFERENCED PROJECT | | HRS WORKED | RATE | PAYMENT | PAYMENT | HOURLY RATE | GROSS WAGES | FICA | FED WH | ST WH | OTHER (SPECIFY) | NET PAD | CHECK # | | | | | | |
| 1988 Parkside Drive | | REFERENCED PROJECT | | S | 40 | 40 | 40 | 40 | 40 | 200 | 1 | | | 1 | 200 | 4 | 40 | 20 | | 136 | 5678 |
| Ripon, WI 54971 | | OTHER PROJECTS *** | | O | | | | | | 0 | 1.5 | | | 1.5 | 0 | | | | | | |
| S.S. # ***-**-0011 | | OTHER PROJECTS *** | | S | | | | | | | | | | | | | | | | | |
| Trade/Craft: Painter | | OTHER PROJECTS *** | | O | | | | | | | | | | | | | | | | | |
| Apprentice ___Yes ___X___No TmsGrad ___ | | OTHER PROJECTS *** | | S | | | | | | 0 | | | | 0 | | | | | | | |
| Name | | OTHER PROJECTS *** | | O | | | | | | 0 | 0 | | | 0 | | | | | | | |
| S.S. # | | OTHER PROJECTS *** | | S | | | | | | | | | | | | | | | | | |
| Trade/Craft | | OTHER PROJECTS *** | | O | | | | | | | | | | | | | | | | | |
| Apprentice ___Yes ___No TmsGrad ___ | | OTHER PROJECTS *** | | S | | | | | | | | | | | | | | | | | |



Fair Labor Practices: Summary

Fair Labor Practices Compliance Monitoring

- **Monitor** for the straight-time (ST) wage rate
 - Union Wage + Fringe Rate
 - State's minimum FFP Wage Rate + Fringe Rate of \$17.75
 - Regular Wage + Fringe Rate
 - Apprenticeship Wage + Fringe Rate
- **Monitor** for overtime (OT) pay of 1 ½ times ST Wage for hours over 40 hours/week
- **Monitor** to confirm fringe benefits and payroll deductions are properly documented



Fair Labor Practices: Summary

Payroll Records – Document Retention

- **Maintain** all payroll records and supporting documents in FFP file
- **Provide** payroll records and documentation upon request, for monitoring, during the project
 - Contractors/subcontractors must **retain records** for **3 years**, after the date the Prime's work on the FFP project is complete
 - Grantees must **retain records** for **7 years**, after DEHCR issued project completion letter date



DEHCR (FFP) Contact Information

Email: FlexibleFacilitiesProgram@Wisconsin.gov

Bureau Website:

<https://energyandhousing.wi.gov/Pages/CommunityResources.aspx>

FFP Program Website:

<https://energyandhousing.wi.gov/Pages/AgencyResources/FlexibleFacilities.aspx>

FFP Implementation Resources (Handbook & Attachments) Website:

<https://energyandhousing.wi.gov/Pages/AgencyResources/FFP-Implementation-Resources.aspx>



Office Hours: Fair Labor Practices



**Question
&
Answer**