

**LOS ANGELES UNIFIED SCHOOL DISTRICT  
FACILITIES SERVICES DIVISION  
Facilities Contracts Services**

**LABOR COMPLIANCE DEPARTMENT**

**CHECKLIST OF LABOR LAW REQUIREMENTS TO REVIEW AT  
JOB START MEETING**

**(Pursuant to Title 8, Section 16421 of the California Code of Regulations)**

NAME (print) \_\_\_\_\_ Date \_\_\_\_\_

COMPANY \_\_\_\_\_ Phone \_\_\_\_\_

ADDRESS \_\_\_\_\_ Fax# \_\_\_\_\_

\_\_\_\_\_ School \_\_\_\_\_

SUPERINTENDENT \_\_\_\_\_ Contract # \_\_\_\_\_

The federal and state labor law requirements applicable to the contract are composed of, but not limited to, the following:

**1. Payment of Prevailing Wage Rates**

The contractor to whom the contract is awarded and its subcontractors, of every tier, hired for the public works project are required to pay not less than the specified general prevailing wage rates to all workers, including working owners and partners, employed in the execution of the contract (including warranty work), under Labor Code Section 1770 et seq.

**2. Apprentices**

It is the duty of the contractor and its subcontractors, of every tier, to employ registered apprentices on the public works project under Labor Code Section 1777.5;

Contractor and its subcontractors, of every tier, shall submit contract award information using the Division of Apprenticeship Standards Form (DAS 140); the information shall be provided to the applicable apprenticeship committee within ten (10) days of the date of the execution of the contract or subcontract, but in no event later than the first day in which the contractor has workers employed upon the project. Contractor, and all its subcontractors, of every tier, shall submit a copy of their completed DAS 140 form to the Labor Compliance Department office.

Contractor who violates Labor Code 1777.5(a-e) shall forfeit as a penalty not more than the sum of one hundred dollars (\$100) for each worker, for each calendar day of noncompliance, pursuant to Labor Code Section 1777.7(a)(1).

Contractor shall be responsible for the compliance of Labor Code 1777.5(a-e) by its subcontractors, of every tier. Failure to comply by all subcontractors, of every tier, shall cause the Contractor to forfeit as a penalty not more than the sum of one hundred dollars (\$100) for each worker, for each calendar day of noncompliance, pursuant to Labor Code Section 1777.7(a)(1).

**3. Penalties**

There are penalties required for contractor's/subcontractor's failure to pay prevailing wages and for failure to employ apprentices, including forfeitures and debarment under Labor Code Sections 1775; 1776; 1777.1; 1777.7 and 1813;

Contractor shall forfeit as a penalty to LAUSD not more than fifty dollars (\$50) per day or portion thereof, for each worker paid less than the stipulated prevailing wage rate for such work or craft in which such worker is employed for any work performed under contract by contractor or its subcontractors.

**4. Certified Payroll Reports**

Under Labor Code Section 1776, contractors and subcontractors are required to keep accurate payroll records showing the name, address, social security number and work classification of each employee and owner performing work; also the straight time and overtime hours worked each day and each week, the fringe benefits, and, the actual per diem wage paid to each owner, journey person, apprentice worker or other employee hired in connection with the public works project.

Employee payroll records shall be certified and shall be made available for inspection at all reasonable hours at the principal office of the contractor/subcontractor, or shall be furnished to any employee, or his/her authorized representative on request, pursuant to Labor Code Section 1776;

Each contractor and subcontractor shall submit to the LAUSD electronic certified payroll reports via the LAUSD's On-Line CPR System on a weekly basis. In the event that there has been no work performed during a given week, the electronic Certified Payroll Report shall be annotated: "No Work" for that week. Upon completion of the project, Contractor/subcontractor shall annotate its electronic Certified Payroll Report with "FINAL" on its last Certified Payroll Report.

Under Labor Code Section 1776(g) and the District's contract requirements, there are penalties required for contractor's/subcontractor's failure to maintain and submit copies of electronic certified payroll records on request. Contractor shall be responsible for the submission of electronic certified payroll records for all its subcontractors, of every tier. Failure to comply by all subcontractors shall cause the Contractor to forfeit as a penalty to LAUSD twenty-five dollars (\$25.00) per day for each calendar day of noncompliance for each worker, until strict compliance with LAUSD's contract requirements is effectuated.

**5. Nondiscrimination in Employment**

There exist prohibitions against employment discrimination under Labor Code Sections 1735 and 1777.6, the Government Code, the Public Contracts Code, and Title VII of Civil Rights Act of 1964;

**6. Kickbacks Prohibited**

Contractors and subcontractors are prohibited from recapturing wages illegally or extracting "kickbacks" from employee wages under Labor Code Section 1778;

**7. Acceptance of Fees Prohibited**

There exists a prohibition against contractor/subcontractor acceptance of fees for registering any person for public work under Labor Code Section 1779; or for filling work orders on public works contracts pursuant to Labor Code Section 1780;

**8. Listing of Subcontractors**

All prime contractors are required to list properly all subcontractors hired to perform work on the public works projects covering more than one-half of one percent, pursuant to Public Contracts Code Section 4104.

**9. Proper Licensing**

Contractors are required to be licensed properly and to require that all subcontractors be properly licensed. Penalties are required for employing workers while unlicensed under Labor Code Section 1021 and under the California Contractor License Law found at Business and Professions Code Section 7000 et seq;

**10. Unfair Competition Prohibited**

Contractors/Subcontractors are prohibited from engaging in unfair competition as specified under Business and Professions Code Sections 17200 to 17208;

**11. Workers Compensation Insurance**

Labor Code Section 1861 requires that contractors and subcontractors be insured properly for Workers Compensation.

**12. OSHA**

Contractors and subcontractors are required to abide by the Occupational, Safety and Health laws and regulations that apply to the particular construction project;

**13. Hiring Undocumented Workers**

Under Federal law, contractors and subcontractors are prohibited against hiring undocumented workers and are required to secure proof of eligibility/citizenship from all workers.

**I acknowledge that I have been informed and am aware of the foregoing requirements and that I am authorized to make this certification on behalf of the contractor(s) referenced below.**

**In accordance with federal and state laws and with School District contract documents, the undersigned prime contractor assures the School District that it intends to comply with the above-referenced labor law requirements, fully understanding that failure to comply with the above requirements may subject it to penalties as provided above.**

**Furthermore, Contractor agrees to download from LAUSD’s Internet Site (<http://www.laschools.org/contractor/lc/>) all mandated material(s), such as the latest Prevailing Wage Determination, and agrees to post a copy of the Prevailing Wage Determination (and other mandated material) at the job-site for all workers to view.**

**For the Contractor:**

**For the School District:**

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
Prime or Subcontractor

\_\_\_\_\_  
School & Contract Number