

## OFFICE OF LABOR STANDARDS ENFORCEMENT

PATRICK MULLIGAN, DIRECTOR



## Labor Standards Fact Sheet (Dual-Funded Projects)

Information and requirements for contractors and subcontractors bidding on dual-funded public works contracts in the City and County of San Francisco:

- Pay the higher rate of pay when comparing Davis-Bacon vs. *California Department of Industrial Relations (DIR)* prevailing wages. Pay workers the correct prevailing wage rates for each craft, classification and type of work performed. *SF Administrative Code 6.22(e)(1); CA Labor Code § 1773 and 1774; 40 USC §3141 et seq; CCR 8 §16001*
- Employ apprentices registered in a DIR-approved apprenticeship program and with the Department of Labor (DOL). Submit DIR apprentice certifications and DOL-approved apprentice certifications into LCPtracker. *CA Labor Code §1777.5; 29 CFR 5.5(a)(4)(i)*
- Post the applicable *Davis-Bacon* wage determination with the *Davis-Bacon poster (WH- 1321)* and OLSE prevailing wage poster on the jobsite in a prominent and accessible place. *SF Administrative Code 6.22(e)(7)(D); 48 CFR § 22.404-10*
- Submit certified payroll reports and fringe benefit statements into the City's electronic payroll reporting system (LCPtracker). *SF Administrative Code 6.22(e)(6); CA Labor Code §1776; 29 CFR 5.5(a)(3)(ii)(A)*
- Furnish employees with itemized pay stubs and retain payroll records. *CA State LC §226*
- Maintain Office of Labor Standards Enforcement (OLSE) daily sign-in sheets documenting all hours worked and the classifications of work performed. *SF Administrative Code 6.22(e)(7)(C)*
- Register with the DIR. *CA State Labor Code §1725.5*
- Comply with local labor laws including *Minimum Compensation Ordinance, Health Care Accountability Ordinance, Health Care Security Ordinance, Fair Chance Ordinance and miscellaneous Prevailing Wage Ordinances* where applicable. *SF Administrative Code Ch. 14, 12P, 12Q, 12T and 21C*

All work is subject to compliance monitoring and enforcement by the San Francisco Office of Labor Standards Enforcement (OLSE). *SF Administrative Code 6.24 and 6.22(e)(7)(A)*

OLSE Compliance Officers have the right to engage in random inspections of job sites and to have access to the employees of the contractor, employee time sheets, inspection logs, payroll records and employee paychecks. *SF Administrative Code 6.22(e)(7)(B)*

Failure to comply with prevailing wage requirements shall result in a forfeiture of back wages due plus penalties of not less than \$50 per day per worker, and may result in disqualification as a contractor or subcontractor on any public work or improvement for the City and County of San Francisco for a period of up to five years. *SF Administrative Code 6.22(e)(8)(A); CA Labor Code Section §1775*

## Labor Standards Resources

The current prevailing wage rates are available on the Internet, from OLSE or the Awarding Department. For specific information about prevailing wage requirements you can visit the websites listed below:

|   |   |
|---|---|
| OLSE Website  | <a href="https://sf.gov/information/understanding-prevailing-wage">https://sf.gov/information/understanding-prevailing-wage</a> <ul style="list-style-type: none"> <li>• Prevailing Wage News</li> <li>• Public Works Requirements</li> <li>• Public Works Tools and Resources for Contractors</li> <li>• Links to Statutory Authority Regarding Prevailing Wage               <ul style="list-style-type: none"> <li>➢ SF Administrative Code, Ch. 6.22</li> <li>➢ SF Administrative Code, Ch. 21C</li> <li>➢ CA Labor Code sections pertaining to Public Works</li> </ul> </li> <li>• Link to LCPtracker</li> </ul> |
| DIR Prevailing Wage Rates<br>(including Scope of Work, Travel,<br>and Holiday Provisions) | <a href="http://www.dir.ca.gov/OPRL/PWD/">http://www.dir.ca.gov/OPRL/PWD/</a>   |
| Davis-Bacon Wage Rates  | <a href="https://sam.gov/content/wage-determinations">https://sam.gov/content/wage-determinations</a>   |
| DIR Public Works Contractor<br>Registration   | <a href="https://www.dir.ca.gov/Public-Works/Contractor-Registration.html">https://www.dir.ca.gov/Public-Works/Contractor-Registration.html</a>   |
| DIR Public Works Manual   | <a href="http://www.dir.ca.gov/dlse/PWManualCombined.pdf">http://www.dir.ca.gov/dlse/PWManualCombined.pdf</a>   |
| Apprentice Wage Rates   | <a href="http://www.dir.ca.gov/DAS/PWAppWage/PWAppWageStart.asp">http://www.dir.ca.gov/DAS/PWAppWage/PWAppWageStart.asp</a>   |
| Apprenticeship Programs,<br>Requirements & Forms  | <a href="http://www.dir.ca.gov/DAS/PublicWorksForms.htm">http://www.dir.ca.gov/DAS/PublicWorksForms.htm</a>   |
| Contractors State License<br>Status   | <a href="https://www.cslb.ca.gov/OnlineServices/CheckLicense/CheckLicense.aspx">https://www.cslb.ca.gov/OnlineServices/CheckLicense/CheckLicense.aspx</a>   |
| Information on laws for non -<br>trade employees performing<br>work on City Contracts     | <a href="http://www.sf.gov/olse">www.sf.gov/olse</a> <ul style="list-style-type: none"> <li>• Minimum Compensation Ordinance (MCO)</li> <li>• Health Care Accountability Ordinance (HCAO)</li> <li>• Health Care Security Ordinance (HCSO)</li> <li>• Paid Sick Leave Ordinance (PSLO)</li> <li>• Paid Parental Leave Ordinance (PPLO)</li> <li>• Fair Chance Ordinance (FCO)</li> </ul>  |

For more information, call OLSE at (415) 554-6573 or email [prevailingwage@sfgov.org](mailto:prevailingwage@sfgov.org)

GENERAL SERVICES AGENCY  
**OFFICE OF LABOR STANDARDS ENFORCEMENT**  
 PATRICK MULLIGAN, DIRECTOR



## 2023 OLSE/LCPtracker Training Schedule

No fees or registration required

### **Payroll Reporting Training**

*Includes an overview of prevailing wage and Citywide PLA*

**(2<sup>nd</sup> Tuesday of the Month)**

|                             |                                     |
|-----------------------------|-------------------------------------|
| Tuesday, January 10, 2023*  | Tuesday, July 11, 2023*             |
| Tuesday, February 14, 2023* | Tuesday, August 8, 2023*            |
| Tuesday, March 14, 2023*    | Tuesday, September 12, 2023*        |
| Tuesday, April 11, 2023*    | Tuesday, October 10, 2023*          |
| Tuesday, May 9, 2023*       | Tuesday, November 14, 2023*         |
| Tuesday, June 13, 2023*     | <i>No Training in December 2023</i> |

\*Live webinars will be conducted on Microsoft Teams. Please visit OLSE's website for up-to-date information.

<https://sf.gov/take-payroll-training>

#### **Time:**

For City Staff - upon request - please email [prevailingwage@sfgov.org](mailto:prevailingwage@sfgov.org)

10:30 am - 12:00 pm - City Contractor & Subcontractors

#### **Webinar:**

Available 24/7 & covers the basics of submitting certified payrolls.

<https://sf.gov/take-payroll-training>

For certified payroll reporting training questions, please contact Jimmy Hewitt:

(415) 554-6211, [james.hewitt@sfgov.org](mailto:james.hewitt@sfgov.org)