

## EXHIBIT VIII-V

### JOB SITE INTERVIEWS GUIDELINES & GENERAL INFORMATION

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The person performing interviews should be knowledgeable of labor standards procedures.

Understand that labor standards enforcement is in the same category as other contract requirements.

That failure of contractors to comply requires adjustments and may result in the imposition of sanctions.

The inspector should see that the wage determination and notice to employees is properly posted.

Number of employees interviewed should be

- (a) sufficient in number to establish the degree of accuracy of records
- (b) and be representative of all classifications of employees on project

Place of interview

- (a) on job if it can be conducted properly and privately (this is a one-on-one process)
- (b) employee's home
- (c) agency's office
- (d) by mail

The interviewer should observe duties of workmen before initiating interview

To initiate an interview, the authorized person should

- (a) properly identify themselves
- (b) clearly state purpose of interview
- (c) advise worker information given is confidential, and that their identity will be disclosed to the employer only with the employee's written permission

Employee interviews are to be recorded on HUD Form 11 - the interviewer should pay particular attention

- (a) to make sure they get actual employers name and not the name of a first line supervisor
- (b) to the employee's full name
- (c) to the employee's permanent mailing address
- (d) the last date the individual worked on that project and number of hours worked that day -- the interviewer should make it clear that these questions solely relate to work on project and not on other work

**EXHIBIT VIII-V, Cont.**

(e) hourly rate of pay

(1) aim is to determine if workman is being paid at least the minimum required by wage decision

(2) the interviewer should be sure workman is not quoting their "net" hourly rate

(3) if it appears the individual may be underpaid, the interviewer should closely question the workman

- ask for any records
- arrange to re-interview the employer

(f) Classification

(a) enter the man's statement of his classification, but not a nickname

(g) Duties and tools used

(a) if workman's statements and observations made by interviewer indicate individual is being paid correctly, the word "trade" may be entered across both items

(b) if there are discrepancies, detailed statements are necessary

(h) Enter any comments interviewer feels necessary

(i) Enter exact date interview took place

(j) The payroll examiner shall check information in HUD-11 against WH-347 submission

(a) if no discrepancies appear - "None" should be written in the comments space

(b) if discrepancies do appear, appropriate action should be initiated

(c) when necessary action has been completed, the results are noted on interview form

**EXHIBIT VIII-V, Cont.**

**RECORD OF EMPLOYEE INTERVIEW FORM**

RECORD OF EMPLOYEE  
INTERVIEW

Project Name:

(Labor Standards)

Contractor or Subcontractor (Employer)

1. Name of Employee

2. Home Address & Phone Number

3. Last Day You Worked on  
Project Before Today:

Number of Hours Worked on  
Project on That Date:

4. Your Hourly Pay Rate:        \$

5. Your Job Classification/s?

Apprentice        Yes    No

6. Your Duties?

7. Tools or Equipment Used:

8. Paid at Least Time and One-Half for all Hours  
Worked in Excess of 40 in a week?

Yes    No

9. Ever Threatened, Intimidated, or Coerced into  
Giving Up Any of Your Pay?

Yes    No

10. Duties Observed by Interviewer:

Conform to Classification        Yes    No

11. Remarks (Continue on Reverse Side if Necessary)

12. Signature of Interviewer

Date of Interview

**PAYROLL EXAMINATION**

13. Remarks (Continue on Reverse Side if Necessary)

14. Signature of Payroll Examiner

Date of Examination

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