

NOTICE TO CONTRACTOR – CERTIFIED PAYROLLS

Contract provisions require the submission of certified copies of payrolls showing the names of all employees working on the project (Article 1.05.12 of the Standard Specifications). This provision also applies to all subcontractors. In addition, State and Federal regulations require the submission of statements of compliance when prevailing wage rates apply. Two statements of compliance are required for each payroll on federal-aid contracts. The State statement of compliance and Federal statement of compliance are different. State prevailing wage rates apply to all new construction projects greater than or equal to \$400,000 and all remodeling, refinishing, refurbishing, rehabilitation, alteration or repair projects greater than or equal to \$100,000. Federal prevailing wage rates apply to Federal-Aid projects exceeding \$2,000 except for projects located on roadways classified as local roads or rural collectors, which are exempt. Projects exempt from Federal wage rates are not exempt from State prevailing wage law.

The requirements and instructions for the submission of certified payrolls and statements of compliance are contained in the special provisions of every Contract. These payrolls and statements of compliance are required to comply with State and Federal laws.

The most recent versions of the certified payroll and statement of compliance forms are available on the CT DOL and USDOL websites.

The Contractor is to submit the completed forms to the administering unit or their designated representative. Certified payrolls and statements of compliance are required to be submitted weekly on projects where Federal prevailing wage rates apply. For projects where only State prevailing wage rates apply, certified payrolls and statements of compliance may be submitted on a monthly basis.

The prime Contractor is responsible for ensuring that subcontractors furnish the necessary payrolls and certifications.

On contracts bid prior to January 18, 2009 and where federal wage rates apply, each firm must provide the worker's social security number and address. The social security numbers are to be on a separate page that clearly cross references the workers' names with their social security numbers.

On contracts bid on or after January 18, 2009 and where federal wage rates apply, each firm must provide the last four digits of the worker's social security number. This four digit number serves as the required individual identifying number for the worker. The four digits of the worker's social security number are to be on a separate page that clearly cross references the workers' names with the four digits. Please note that the worker's address is still required on the certified payrolls by CT DOL.

In accordance with Connecticut General Statute 31-53b and Public Act No. 08-83, on contracts awarded on or after July 1, 2009 the contractors are required to document that workers performing prevailing wage positions have completed a course of at least ten hours in duration in construction safety and health approved by the Federal Occupational Safety and Health Administration or, has completed a new miner training program approved by the Federal Mine Safety and Health Administration in accordance with 30 CFR 48 or, in the case of telecommunications employees, has completed at least ten hours of training in accordance with 29 CFR 1910.268.

Proof of compliance with the ten hour construction safety and health course requirement consists of a student course completion card issued by the federal OSHA, or other such proof as deemed appropriate by the Commissioner of the Connecticut Department of Labor, dated no earlier than five years prior to the commencement of the project. Each firm is required to affix a copy of the construction safety course completion card for each applicable employee to the first certified payroll submitted to ConnDOT on which the worker's name first appears. Any employee required to complete a construction safety and health course as required that has not completed the course, shall have a maximum of fourteen (14) days to complete the course. If the worker has not been brought into compliance, they shall be removed from the project until such time as they have completed the required training.

In accordance with Connecticut General Statute 31-53, all persons working on the Project as either a mechanic or laborer must be listed on a certified payroll and must show the hours worked and hourly rate. The hourly rate listed must be greater than or equal to the prevailing wage. This requirement applies to owners of companies as well as owner-operators of trucks and other hauling equipment.