




# Labor Compliance Policy Bulletin

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## LCPB 12-1 Labor Compliance Prejob Conference Checklists

References:	California Labor Code	Section 1771.5(b)(2), "Labor compliance program as exception to Labor Code Section 1771"
	California Code of Regulations	Section 16421(a)(2), "Composition and Components of a Labor Compliance Program"
	<i>Labor Compliance Manual</i>	Chapter 4, 102C "Compile a Preconstruction Package to Include the Following"

Effective Date: October 9, 2012

Approved:   
ANGELA SHELL  
Chief  
Labor Compliance Program

Approval Date: October 8, 2012

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### Background

As part of its labor compliance program activities, Caltrans is required to conduct a prejob conference with contractors and subcontractors prior to starting work on contracts to discuss applicable state and federal prevailing wage and public works contract requirements. A checklist identifying the items discussed must be used and kept in the labor compliance and project record files.

Caltrans staff currently uses a checklist to communicate the prevailing wage and public works requirements to contractors; however, the content is not uniform statewide resulting in outdated and incorrect information provided to contractors. To ensure continued approval of its labor compliance program, Caltrans must provide up-to-date prevailing wage and public works information to contractors performing work on projects.

### Existing Procedure

Section 4-102(c) of the *Labor Compliance Manual* includes recommended prejob checklist templates for the various types of contracts Caltrans administers such as those with federal and state funds, minor or miscellaneous, architectural and engineering, and buildings. Staff responsible for communicating the prevailing wage and public works requirements during the prejob conference may use the checklists found in the *Labor Compliance Manual* or an alternate format.

## **New Procedure**

To ensure Caltrans provides accurate and uniform information to contractors, template prejob checklists have been developed for the type of funding and activity required by the contract including construction, architectural and engineering, service, and maintenance. Effective immediately, staff must use the attached prejob checklist templates to communicate prevailing wage and public works information at prejob conferences. Headquarters labor compliance staff will maintain and update an electronic version of the checklists on the labor compliance website at:

<http://www.dot.ca.gov/hq/construc/LaborCompliance/index.htm>

When a prejob conference is scheduled, staff must obtain the current version of the checklists through the labor compliance website. The templates include areas to fill in district and contract specific information using drop down menus, however, the remaining content may not be altered. To recommend edits to the checklists, submit a request to Gloria Storer, Division of Construction, at [gloria\\_storer@dot.ca.gov](mailto:gloria_storer@dot.ca.gov) or (916) 651-6292.

For questions or comments about this bulletin, please contact Pat Maloney at [pat\\_maloney@dot.ca.gov](mailto:pat_maloney@dot.ca.gov) or (916) 653-3134.

### Attachments:

1. State Contract Prejob Checklist
2. State Architectural and Engineering Contract Prejob Checklist
3. State Maintenance Contract Prejob Checklist
4. State Service Contract Prejob Checklist
5. Federal-Aid Contract Prejob Checklist
6. Federal-Aid Architectural and Engineering Contract Prejob Checklist
7. Federal-Aid Maintenance Contract Prejob Checklist