

# Pre-Construction Conference Agenda

## Labor Standards Discussion Items

<b>Project Name:</b>	
<b>Conference Date:</b>	
<b>Location:</b>	

## Attendees

Name	Organization	Role

## Labor Standards Topics to Cover

- Applicable wage determinations (federal and/or state)
- Certified payroll requirements and submission schedule
- BOLI Addendum requirements (Oregon projects)
- Worker classification requirements
- Apprenticeship requirements and ratios
- Fringe benefit documentation
- Overtime requirements
- Posting requirements
- Worker interview process
- Record keeping and retention requirements
- Subcontractor compliance requirements
- Violation and enforcement procedures
- Contact information and questions



## Documents Distributed

- Wage determination(s)
- Sample WH-347 and BOLI Addendum
- Contractor acknowledgment form
- Payroll submission instructions
- Contact list

## Questions and Clarifications

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## Acknowledgment

Contractor representative acknowledges discussion of all labor standards requirements.

Contractor Representative: \_\_\_\_\_ Date: \_\_\_\_\_

Meeting Facilitator: \_\_\_\_\_ Date: \_\_\_\_\_

