

BOLI Addendum Checklist

Oregon Prevailing Wage Law Compliance (ORS 279C.800-870)

Introduction

The Oregon Bureau of Labor and Industries (BOLI) Supplemental Statement accompanies the WH-347 for projects subject to Oregon prevailing wage laws (ORS 279C.800-870). This addendum captures Oregon-specific requirements that differ from federal standards.

1. Project Information

- Oregon project name matches the WH-347 project name
- Public agency/awarding body is correctly identified
- Contract number or project identification matches award documents
- Pay period dates correspond to the WH-347 week ending date

2. Contractor Information

- Contractor name and address match WH-347 exactly
- Oregon Construction Contractors Board (CCB) license number is included
- CCB license is current and in good standing (verify at CCB website)
- Business Identification Number (BIN) is included if required

3. Employee Classification and Rates

- Work classifications match BOLI prevailing wage rate publication classifications
- Zone designation (if applicable) is correctly identified
- Hourly wage rate meets or exceeds Oregon prevailing wage rate
- If dual jurisdiction: higher of federal or state rate is being paid

4. Oregon-Specific Hours Requirements

- Daily overtime (over 8 hours) is calculated at 1.5x rate per Oregon law
- Weekly overtime (over 40 hours) is calculated at 1.5x rate
- All hours worked on public works project are documented
- Travel time to and from job site is documented if compensable

5. Oregon Fringe Benefit Requirements

- Oregon-specific fringe benefit rate is documented
- Method of fringe payment (cash, bona fide plan, or combination) is indicated
- If paid to plan: plan meets Oregon bona fide fringe benefit requirements
- Total compensation (wage + fringe) meets prevailing wage determination



6. Apprentice Documentation (if applicable)

- Apprentice is registered with Oregon Bureau of Labor and Industries
- Apprenticeship agreement number is documented
- Apprentice wage rate matches registered apprenticeship program percentage
- Ratio of apprentices to journeymen complies with program standards
- Copy of apprenticeship registration is on file

7. Oregon Certification Requirements

- BOLI Addendum is attached to the corresponding WH-347
- Certification statement is signed by authorized company representative
- Signature certifies compliance with Oregon prevailing wage laws
- Date of signature is current and accurate

Common BOLI Addendum Errors to Avoid

Classification and Rate Errors

- Using federal classifications instead of BOLI-specific classifications
- Applying incorrect zone rates (Oregon has multiple wage zones)
- Failing to pay the higher rate when dual jurisdiction applies

Overtime Calculation Errors

- Not calculating daily overtime (Oregon requires 1.5x after 8 hours/day)
- Incorrect overtime rate calculation (must include fringe benefits)
- Not paying overtime for Saturday/Sunday work when required

Oregon-Specific Fringe Benefit Errors

- Counting employer-required contributions (FICA, workers comp) as fringe benefits
- Using federal fringe rates instead of Oregon-specific rates when Oregon rates are higher
- Failing to pay fringe benefits for all hours worked, including overtime hours

Documentation Errors

- Failing to submit BOLI Addendum with WH-347 for Oregon projects
- Missing or incomplete CCB license information
- Missing apprentice registration documentation when using apprentices
- Submitting photocopied signatures instead of original signatures

Key Differences: Oregon vs. Federal Requirements

When projects have dual jurisdiction (both federal and Oregon prevailing wage laws apply), be aware of these key differences:

- Daily Overtime: Oregon requires overtime after 8 hours/day; federal only requires after 40 hours/week
- Wage Rates: Must pay the higher of federal or Oregon rates for each classification
- Fringe Benefits: Must meet the higher of federal or Oregon fringe requirements
- Licensing: Oregon requires CCB licensing; federal projects may not have this requirement
- Apprentices: Must be registered with BOLI for Oregon compliance

For questions about Oregon prevailing wage requirements, contact BOLI or your project manager.

