

# Worker Interview Protocol

Worker interviews verify Davis-Bacon compliance by comparing actual worker experiences to certified payroll records.

## When to Conduct Interviews

Minimum Requirements	Best Practices
Within first 2 weeks of project start	Periodically throughout project duration
When new subcontractors begin work	After any change in wage determination
Near project completion	When worker complaints received
When discrepancies identified in CPRs	Random spot checks during project

## Who to Interview

- Minimum one worker per contractor and subcontractor
- Representative sample across all work classifications
- Target high-risk classifications (laborers, helpers)
- Workers performing multiple classifications

## Interview Process

### Step 1: Preparation

- Review certified payrolls for workers to interview
- Note reported classifications, hours, and wage rates
- Have SF-1445 or HUD-11 forms ready
- Arrange interpreter if needed (at agency expense)

### Step 2: On-Site Observation

- Observe worker before approaching
- Note actual duties, tools used, crew composition
- Compare observed work to expected classification

## Key Interview Questions

Category	Questions to Ask
<b>Identity</b>	Full name, employer name, hire date
<b>Classification</b>	What type of work do you perform? What tools do you use?
<b>Hours</b>	Hours worked today/this week? Start and end times?
<b>Wages</b>	Hourly pay rate? How are you paid (check/cash/direct)?
<b>Overtime</b>	Do you receive overtime pay? At what rate?
<b>Deductions</b>	What deductions are taken from your pay?
<b>Apprentice</b>	Are you an apprentice? In what program?

### Confidentiality Requirements

- Conduct interviews privately, away from supervisors
- Inform worker their identity is protected
- Participation is voluntary - cannot be required
- Do not share individual responses with contractor

## Documentation Requirements

- Complete SF-1445 or HUD-11 for each interview
- Record project info, date, time, weather conditions
- Note any discrepancies from certified payroll
- Retain interview records minimum 3 years

## Follow-Up Actions

- Compare interview responses to certified payrolls
- Document any discrepancies found
- Request contractor explanation for issues
- Report potential violations to contracting agency

