

How to file a public works complaint

<p>What is a public works complaint?</p>	<p>A complaint that prevailing wages were not paid on a public works project. An employee, former employee, or anyone wishing to report a violation of the State's public works laws can file a complaint.</p>
<p>What is a public works project?</p>	<p>"Public works" is defined in Labor Code Sections 1720 - 1720.3, and generally means "construction, alteration, demolition, or repair work done under contract and paid for in whole or in part out of public funds . . ."</p>
<p>What are the policies and procedures for processing a public works complaint?</p>	<p>Once you have submitted your completed (signed and dated) complaint form, the matter will be assigned for investigation. An investigator will contact you should additional information be required. A public works complaint usually requires that an investigator obtain information from the awarding body and review the employer's payroll and other relevant records. If a violation of the laws respecting payment of the prevailing wage is found, the investigator will issue a citation to the awarding body to withhold funds. The contractor has a right to appeal the withholding to an administrative law judge.</p>
<p>How do I file a public works complaint?</p>	<ul style="list-style-type: none">• Download, complete and print the Public Works - Initial Report, DLSE-PW Form 1 (<u>English</u>, <u>Spanish</u>, <u>Chinese</u>, <u>Korean</u>, <u>Vietnamese</u>, <u>Tagalog</u>.) (<u>Adobe Acrobat</u> required.) Please be sure to provide all information on the complaint form to avoid delay in the complaint process.• Please be sure to sign and date your complaint form.• Copies of any documents you have to support your complaint should be attached to the complaint form. Please DO NOT send originals as they may be lost, damaged, or misplaced.

Where do I file my public works complaint?

If the work was performed in Southern California in any city or county south of Kern County, your complaint should be filed in the Los Angeles office located at:

DLSE – Bureau of Field Enforcement
Attn: Senior Deputy, Public Works Unit
320 W. 4th St, Ste. 450
Los Angeles, CA 90013

If the work was performed in Northern California in Kern County or any city or county north of Kern County, your complaint should be filed in the Sacramento office located at:

DLSE-Bureau of Field Enforcement
Attn: Senior Deputy, Public Works Unit
2031 Howe St, Ste. 100
Sacramento, CA 95825

The Public Works complaint form CANNOT be filed electronically. If your internet browser supports email of pages, DO NOT use this feature to submit your claim form as an original signature is required. You MUST print and either mail or hand-deliver your completed and signed complaint to the DLSE office that handles public works complaints for the city/location where you performed the work.

STATE OF CALIFORNIA
 DEPARTMENT OF INDUSTRIAL RELATIONS
 DIVISION OF LABOR STANDARDS ENFORCEMENT
 PUBLIC WORKS UNIT

FOR OFFICE USE ONLY	
Proceeding Number	Action
Date Taken	Taken By

PUBLIC WORKS – INITIAL REPORT

The Following information is important and must be provided.

Please Print

Last Name	First Name	Initial	Social Security No.	No. of Tax Exemptions
Your Address No. and Street, Apt or Space No.			City	State Zip
Home Tel. No.	Work Tel. No.	California Driver License No.		Date of Birth
Project Name				
Location of Project Address, City, County				

AGAINST

NOTE: A separate form must be completed for each project in which you are alleging a violation of prevailing wages.

Name of Business	Contractor's Lic. No.
Address of Business (include Zip Code)	Business Tel. No.
Name of Person in Charge	Title

AWARDING BODY

Awarding Body (name of public agency)	Contact Person	Phone Number
Address	Date project began	Proposed final date

GENERAL CONTRACTOR

General Contractor	Contact Person	Phone Number
Address		

Brief explanation of issues. (Use additional Sheet if necessary.)

PLEASE CONTINUE TO THE OTHER SIDE OF THE FORM AND ANSWER ALL QUESTIONS.

What was your job classification?

What were your daily job assignments?

What tools and equipment did you use?

Did you receive travel and subsistence payments? Yes No

How were you paid? Check Cash

Were you given a check stub? Yes No

Rate of pay on this project (specify)

Paid overtime? Yes No

Dates you worked on this project. From _____ To _____

Are you still working for this contractor? Yes No

Did your employer keep time and payroll records? Yes No

Who has possession of these records?

Did you keep an accurate record of your hours? Yes No

Estimate number of workers who were not paid the prevailing wage rate on this project.

Can you provide names, addresses, and type of work of other workers? If so, list their names below.

	Name	Address	Type of Work
1.			
2.			
3.			

I hereby certify that this is true statement to the best of my knowledge and belief.

MY NAME MAY BE USED IN THIS INVESTIGATION. Yes No

SIGNATURE _____

DATE _____