

Employee Interview

Labor Compliance / EEO

CONFIDENTIAL

This document contains personal information and pursuant to Civil Code 1798.21 it shall be kept confidential in order to protect against unauthorized disclosure.

Job Number	Contract ID	Contractor's Name	Prime	Subcontractor	County
			Other :		

LABOR COMPLIANCE

Employee's Name	SSN (last four digits)	Job Classification (Craft)	Pay Per Hour: \$		Are you an apprentice /trainee?
			Base Fringe (if applicable):\$		

Work being performed at time of interview:
(Offer as much clarity as possible) -->

EEO Compliance

Female	African American (Not of Hispanic Origin)	Hispanic American	Native American	Two or More
Male	Caucasian (Not of Hispanic Origin)	Asian American	Native Hawaiian	racess.

Describe the type of work you have been performing this past week. -->

Do you keep record of hours worked? Yes No	Do you work overtime? Frequently Seldom Never
--	--

Are you paid time & half for overtime? Yes No	(If No, explain below ↓)
---	--------------------------

Explanation:

Has your employer directed your attention to the required wage rate posters on this project? Yes No

Have you seen these posters?	Yes No	(If No, explain below ↓)
-------------------------------------	-----------	--------------------------

Is anything withheld from your check(Other than Income Tax, FICA, etc.)	Yes No	(If Yes, explain below ↓)
--	-----------	---------------------------

Explanation:

Are you aware of the Contractor's Equal Employment Opportunity (EEO) and Sexual Harassment Policies? Yes No

Does the Contractor hold regular meetings to discuss these policies?	Yes No	If Yes,how often:
---	-----------	-------------------

Who Conducts these Meetings?	Who is the EEO Officer for your employer?
-------------------------------------	--

Who is the company contact if you have a complaint?
--

Are you interested in, or has your employer informed you of, training possibilities? Yes No	(If No, explain below ↓)
---	--------------------------

EMPLOYEE COMMENTS

Comments:

INTERVIEWER COMMENTS

Comments:

Interviewers Name	Date of Interview:
--------------------------	---------------------------

OFFICE REVIEW/ADMINISTRATIVE ACTION

From Certified Payroll	Discrepancy: Yes No If Yes, What was the Discrepancy
Job Classification	
Base Wage	
Fringe Benefits <i>Paid in Cash</i> <i>Paid to Plan</i>	

Reveiwed By		
Date Reviewed		
Distribution:	External Civil Rights	File

What action was taken?
Date action taken