Certified Payroll Requirements
7/27/2023

This certified payroll description pertains to both the Prime Contractor and all subcontractors performing work on projects utilizing any funds

Adherence to all these procedures will assure full compliance and insure timely payments throughout the course of the project. Contractor or subcontractor neglect of any of these items may result in rejection of submittals, payment interruptions, and penalty assessment.

- **Certified Payroll Form Requirements – These** forms are provided in the form of an Excel spreadsheet

LC-03 Authorization to Certify.   Provide one for every Certifying Payroll Officer
LC-01 Payroll Reporting form Provide one for every payroll Week Front and back to cover all employees for that period.
LC-04 Non-Performance provide one for every week there was no payroll.

- **Prevailing Wage Required**: Public works contract provisions require the Contractor and its subcontractors to pay all workers employed on the project not less than the specified general prevailing wage rates for the work classification in which they are performing.

   The Contractor is responsible for ascertaining and complying with all applicable general prevailing wage rates for trades workers and any rate changes that may occur during the term of the contract. Prevailing wage rates and rate changes are to be posted at the job site for workers to view. Prevailing wage determinations can be obtained at: www.dir.ca.gov/DLSR/PWD/index.htm.

- **Overtime**: The time of service of any worker employed upon public work is limited and restricted to eight hours during any one calendar day, and 40 hours during any one calendar week (Labor Code Section 1811). Overtime (not less than 1-1/2 times basic rate of pay) must be paid for all work performed by employees on public work more than eight hours per day, and 40 hours during any one week (Labor Code Section 1815).

- **Penalties:** Penalties, including forfeitures and debarment, shall be imposed for Contractor or subcontractor failure to pay prevailing wages, failure to maintain and submit all requested documentation, failure to employ apprentices, failure to pay overtime, and failure to pay employees for all hours worked at the correct prevailing wage rate, in accordance with Labor Code Sections 1775, 1776, 1777.5, 1777.7, and 1813.

- **Certified Payroll Records:** Per Labor Code Section 1776, Contractor and all subcontractors are required to keep accurate payroll records which reflect the name, address, social security number, and work classification of each employee; the straight time and overtime hours worked each day and each week; the fringe benefits; and the actual per diem wages paid to each journeyperson, apprentice, worker, or other employee hired in connection with a public works project.

- **No Work** In the event that there has been no work performed during a given week, the Certified Payroll Record shall be annotated "No Work" for that week.

Contractor and all subcontractors shall maintain their certified and/or non-performance payrolls on a weekly basis and shall submit said payrolls weekly to the

City of Lompoc Purchasing
1300 West Laurel Avenue
Lompoc, CA 93436

OR BY FAX TO
Lompoc City Purchasing
Attn: Vicky DeBolt
(805) 875-8632

Employee payroll records shall be certified and shall also be made available for inspection at all reasonable hours at the principal office of the contractor/subcontractor, or shall be furnished to any employee, or to his or her authorized representative on request.

NOTE: Per California Code of Regulations, Title 8, Subchapter 3, Article 1, Section 16000, "Definitions," payroll records are defined as "all time cards, cancelled checks, cash receipts, trust fund forms, books, documents, schedules, forms, reports, receipts or other evidences which reflect job assignments, work schedules by days and hours, and the disbursement by way of cash, check, or in whatever form or manner, of funds to a person(s) by job classification and/or skill pursuant to a public works project." Though submission of all these items may not be regularly required, any/all must be made available upon request.