WAGE STANDARD INTERVIEW FORM

Revised: 4/30/08

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| 1). ***NAME* of Employee** |  | | | | | |
| 2). ***ADDRESS* of Employee *(optional)*** |  | | | | | |
| 3). ***NAME* of Employer/Company**  ***HOW LONG* employed by company?** |  | | | | | |
| 4). *UNION* Member? | Yes  or No | | | | | Local #: |
| 5). PROJECT ID/Location |  | | | | | |
| 6). ***PRIME* Contractor** |  | | | | | |
| 7). ***Approx. DATES*** or **Time Period Employed on Project** |  | | | | | |
| 8). *Work Classification* |  | | | | | |
| 9). ***NAME* of Supervisor or Foreman** |  | | | | | |
| 10). **Approx*. HOURS OF WORK* per day** |  | | | | | |
| 11). **Have you ever worked over *10 HOURS PER DAY?*** | Yes  or No | | | | | |
| 12). WAGE RATE | $ | | | | | |
| 13). OVERTIME RATE | $ | | | | | |
| 14). Is *OVERTIME PAID* when earned? | Yes  or No | | | | | |
| 15). HOW PAID? | Cash  or Check | Weekly  or Biweekly | | | | |
| 16). What *DAY OF WEEK* are you paid? | Mon  Tues  Wed  Thurs  Fri  Sat  Sun | | | | | |
| 17). Do you ever look at the *POSTED WAGE RATES?* | Yes  or No | | | | | |
| 18). Any *DEDUCTIONS* other than taxes & SS? | Yes  or No | | | | | |
| 19). **What *TYPE OF BENEFITS* do you receive?** | Health / Welfare  Pension  Vacation  Holiday  Other: | | | | | |
| 20). **What *KIND OF WORK* are you performing and *WHAT TOOLS* and/or *EQUIPMENT* do you use on this project?** |  | | | | | |
| 21). **Indentured *APPRENTICE*?** | Yes  or No | | Type/Yr: | | | |
| 22). **Do you *KEEP RECORDS* on payments, work hours, and work performed?** | Yes  or No | | | | | |
| 23). **Have you ever had any *PROBLEMS* with your wages?** | Yes  or No  **IF YES, EXPLAIN:** | | | | | |
| 24). If you believed that you were not being paid properly, *WHO WOULD YOU SEE TO FILE A COMPLAINT?*  *Explain to employees that they should keep an accurate record of hours worked and work performed (including truck # and equipment used), because they must prove that a wage underpayment has actually occurred* |  | | | | | |
| 25). **Additional *COMMENTS*:** |  | | | | | |
| ***PROBLEMS* indicated to pursue:** |  | | | | | |
| ***INTERVIEWER NAME*:** |  | | | Date: | | |
| ***HANDOUTS* given:** | Wage Rates  Wage Pamphlet  Business Card  Wage Complaint Form  Other: | | | | | |
| **PAYROLL CROSS REFERENCE:** | Consistent with payroll | | | | Inconsistent with payroll | |

See EEO questions on next page

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***WisDOT EEO Officer: Phone # Phone #***

1. **WHO** is the ***company’s EEO Officer*** and ***how can you to contact*** him/her?

1. **WHERE** can you find out about the ***company’s policies*** of equal opportunity, non-discrimination and sexual harassment? ***Have you looked over the material?*** If so, ***how did you receive the information*** (e.g. meeting, foreman verbal overview, handouts/manual, posting)?

1. **WHO** would you ***contact*** regarding ***discrimination and harassment issues*** or complaints?

1. ***Has your work experience been free of harassment, intimidation, or coercion*** on job sites and company facilities? *If no, document and seek as specific detail as possible.*

1. **WHERE** would you go for assistance with a ***personnel concern or complaint***?

1. Have you been asked to refer ***qualified applicants***?

1. Have you been informed about ***training opportunities*** available (e.g. union/private)? ***What kinds*** of training have been offered to you?

1. Have you been informed about ***promotions*** with this company? If so, ***what is the progression*** that a person must go through for a promotion?

1. Have you ***worked with any women or ethnic minorities*** on this crew? If no, **WHY** do you think there are not any employed on this crew?