

5-6 Ensure Payment of Back Wages to Employee(s) if Paid Less than Approved Wage (Prime Contractor)



Details

Responsible parties

- Prime Contractor

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Document Owner

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Procedure Objective

This document is intended to assist the Prime Contractor with how to ensure the payment of back wages to employee(s) who were paid less than the approved wage rate as established by US DOL.

System Procedures

1. Upon receipt of the US DOL wage conformance letter from the Region Civil Rights Office (RCRO) and/or the CDOT Project Engineer/Project Manager (PE/PM), the prime approver for the Prime Contractor shall review all payrolls (for all contractors) utilizing the presumptive wage classification that was not approved by US DOL.
2. If the presumptive classification has been used and the wage rate was paid at the presumptive wage rate (lower than the approved rate), the prime approver shall “reject” all certified payrolls with this insufficient wage rate (to include the Prime Contractor and any subcontractor’s payroll). Follow process guide 4A-8 “Reject a Payroll.”
3. The Prime Contractor has successfully reviewed and ensured that back pages have been paid to employee(s) if paid less than the approved wage rate as submitted by the US DOL.