

PREVAILING WAGE CONTRACTOR RESPONSIBILITIES

This is a summary of prevailing wage contractors' responsibilities. For further information please refer to Virginia Code 2-2-4321.3 or contact (804) 786-6613.

General Information

Virginia's prevailing wage law applies to all state public works projects financed in whole or in part by public funds when the total overall project cost is more than \$250,000.

Responsibilities

- A. Pay the prevailing rate of wages and benefits, for the classification of work being performed. Fringe benefits are paid at straight time rate for all hours including overtime.
- B. Contractors, upon award of a public works contract, must provide the Department of Labor and Industry the pay scale for each craft or trade employed on the project.
 - i. The pay scale must be certified under oath.
 - ii. Subcontractors must be required to follow the certified pay scale for each of their employees in each craft or trade.
 - iii. The pay scale may be on the form attached or its equivalent. It may be sent to prevailingwage@doli.virginia.gov, faxed to 804-371-6524, or mailed to Department of Labor and Industry, 600 East Main St., Suite 207, Richmond, VA, 23219, Attn. Prevailing Wage.
- C. Keep full and accurate payroll records available for inspection by any authorized representative of the Department of Labor and Industry. Records should include but are not limited to:
 - i. Time cards, time sheets, daily work records, etc.
 - ii. Payroll ledger\journals and canceled checks\check register.
 - iii. Fringe benefit records must include program, address, account number, & canceled checks.
- D. Prevailing Wage Rate Schedule must be posted on the job site where it is accessible to all employees. Within ten days of such posting, a contractor or subcontractor must send to the Department of Labor and Industry a certification of its compliance with this requirement. It may be sent to prevailingwage@doli.virginia.gov, faxed to 804-371-6524, or mailed to Department of Labor and Industry, 600 East Main St., Suite 207, Richmond, VA, 23219, Attn. Prevailing Wage.
- E. Supply all subcontractors with the Prevailing Wage Rates and changes.