



Department  
of Commerce

Division of Industrial Compliance

# Prevailing Wage Guide

(Revised February 2022)

City of Cleveland requires all Certified Payroll Reports to be recorded via LCPtracker.

Bureau of Wage and Hour Administration  
6606 Tussing Road  
Reynoldsburg, OH 43068-9009  
Form Name  
Date Updated

614-644-2239  
Fax 614-728-8639  
TTY/TDD 800-750-0750  
[com.ohio.gov](http://com.ohio.gov)

An Equal Opportunity Employer and Service Provider

# PACKET INFORMATION INDEX

This packet of information is provided as a summary of the Prevailing Wage guidelines and responsibilities. The Ohio Revised Code, Chapter 4115 should be referred to for the exact wording of the law. Also included are references and forms which should be helpful in the compliance of the Prevailing Wage Law.

## 1) The Ohio Department of Commerce-Division of Industrial Compliance, Wage and Hour Administration Investigators and their assigned counties

- a) The Wage and Hour Investigators for the State of Ohio are listed with their contact information.
  - i) If you have questions or need assistance pertaining to Prevailing Wage, you can contact the Investigator in your area.

## 2) Prevailing Wage Guide for Public Authorities

- a) Notice of change of the Prevailing Wage Threshold Level.
  - i) Prevailing Wage threshold levels are updated every other year.
- b) Outline of the Public Authority's responsibilities for Prevailing Wage.
- c) Public Authority's Compliance Checklist form.
  - i) A form for tracking the progress of a Prevailing Wage project
- d) Request form for Prevailing Wage Rates.
  - i) Prevailing Wage Rates can be obtained on the website [www.com.ohio.gov](http://www.com.ohio.gov)
    - (1) Prevailing Wage Determination Schedule of wages must be attached to and made part of the specifications for the project and must be printed on the bidding blanks where the work is done by contract.
- e) Bid Tabulation form
  - i) A form to be completed and returned to ODOC-DIC-Bureau of Wage and Hour Administration when the contract has been awarded.
- f) Prevailing Wage Bonds form
  - i) Information needed to be kept on file by the Prevailing Wage Coordinator when bonds from the Public Authority are used for a project.
- g) Guideline for the Prevailing Wage Coordinator
  - i) The Prevailing Wage complaint form and instructions can be obtained on the website [www.com.ohio.gov](http://www.com.ohio.gov)
- h) Record of the Certified Payroll Reports Received form
  - i) Helpful form for recording the Certified Payroll Reports and the dates received from the contractors and subcontractors.
- i) Employee Interview form
  - i) Helpful form for the use by the Prevailing Wage Coordinator when making on-site visits.
- j) Employee vs. Independent Contractor
  - i) Helpful questions when determining if a person is an Employee or an Independent Contractor.

## 3) Prevailing Wage Guide for Contractors

- a) Outline of responsibilities for the Prevailing Wage Contractor
- b) Notification form from the Contractor to the Employee
  - i) The contractor must submit to employees a completed and signed notification form.
  - ii) Some Prevailing Wage Coordinators may require a copy of the completed Notification to the Employee form be submitted with the Certified Payroll Reports.
- c) Certified Payroll Report form
  - i) The contractor can use any form/format he chooses if **ALL** the information has been provided.
- d) Certified Payroll Report form instruction sheet
- e) Corrected Certified Payroll Report Example
- f) Affidavit of Compliance form
  - i) No Public Authority shall make final payment unless the **Final Affidavits** have been filed by the contractors and subcontractors.

OHIO DEPARTMENT OF COMMERCE  
Division of Industrial Compliance  
Bureau of Wage and Hour Administration

6606 Tussing Road, PO Box 4009  
Reynoldsburg, Ohio 43068-9009  
614-644-2239  
www.com.ohio.gov

## Investigator Contact Information

<b>Sean Seibert</b>  Investigator Supervisor Headquarter County: Lake	  Voice: (614) 557-8662 Email: Sean.Seibert@com.state.oh.us
<b>Dave Horvath</b>  Investigator Headquarter County: Allen	  Voice: (419) 302-1200 Email: Dave.Horvath@com.state.oh.us
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<b>Shawn Miles</b>  Investigator Headquarter County: Stark	  Voice: (614) 496-9076 Email: Shawn.Miles@com.state.oh.us
<b>David Rice</b>  Investigator Headquarter County: Montgomery	  Voice: (740) 502-0883 Dave.Rice@com.state.oh.us
<b>Kela Thompson</b>  Investigator Headquarter County: Franklin	  Voice: (614) 728-5007 Kela.Thompson@com.state.oh.us
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# Prevailing Wage Guide For Public Authorities

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# PREVAILING WAGE THRESHOLD LEVELS

## IMPORTANT NOTICE

Before advertising for bids, contracting, or undertaking construction with its own forces, to construct a public improvement, the Public Authority shall have the Ohio Department of Commerce-Division of Industrial Compliance, Bureau of Wage and Hour Administration determine the prevailing rates of wages for workers employed on the public improvement. The wage determination must be included in the project specifications and printed on the bidding blanks where work is done by contract.

<b>“New” construction threshold for <i>Building Construction</i>:</b>	<b>\$250,000</b>
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<b>“Reconstruction, enlargement, alteration, repair, remodeling, renovation, or painting” threshold level for <i>Building Construction</i>:</b>	<b>\$75,000</b>
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<b>As of January 1, 2022:</b>
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<b>“New” construction that involves <i>roads, streets, alleys, sewers, ditches and other works connected to road or bridge construction</i> threshold level has been adjusted to:</b>	<b>\$96,091</b>
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<b>“Reconstruction, enlargement, alteration, repair, remodeling, renovation, or painting” that involves <i>roads, streets, alleys, sewers, ditches and other works connected to road or bridge construction</i> threshold level has been adjusted to:</b>	<b>\$28,789</b>
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- A) Thresholds are to be adjusted biennially by the Director of the Ohio Department of Commerce.
- B) Biennial adjustments to threshold levels are made according to the Building Cost for Skilled Labor Index published by McGraw-Hill’s Engineering News-Record, but may not increase or decrease more than 3% for any year.

If there are questions concerning this notification, please contact:

Ohio Department of Commerce  
Division of Industrial Compliance  
Bureau of Wage and Hour Administration  
6606 Tussing Road, PO Box 4009  
Reynoldsburg, Ohio 43068-9009  
Phone: 614-644-2239  
Fax: 614-728-8639  
[www.com.ohio.gov](http://www.com.ohio.gov)

**Public Authority Responsibilities**  
**ORC Chapter 4115: Wages and Hours on Public Works**  
**(Prevailing Wage Coordinator)**

1. Before advertising for bids, contracting, or undertaking construction with its own forces, to construct a public improvement, the public authority shall have the Ohio Department of Commerce, Division of Industrial Compliance, Bureau of Wage and Hour Administration determine the prevailing rates of wages for workers employed on the public improvement. The wage determination must be included in the project specifications and printed on the bidding blanks where work is done by contract.
  - a. "New" construction has a threshold level of **\$250,000**.
  - b. "Reconstruction, enlargement, alteration, repair, remodeling, renovation, or painting" has a threshold level of **\$75,000**.
  - c. "New" construction that involves roads, streets, alleys, sewers, ditches, and other works connected to road or bridge construction has a threshold level of **\$96,091**.
  - d. "Reconstruction, enlargement, alteration, repair, remodeling, renovation, or painting" that involves roads, streets, alleys, sewers, ditches, and other works connected to road or bridge construction has a threshold of **\$28,789**.
    - i. Thresholds are to be adjusted biennially by the Director of Ohio Department of Commerce, Division of Industrial Compliance, Bureau of Wage and Hour Administration.
    - ii. Biennial adjustments to threshold levels are made according to the Price Deflator for Construction Index, United States Department of Commerce, Bureau of the Census, but may not increase or decrease more than 3% for any year.
2. Every contract for public work shall contain a provision that each worker employed by the contractor or subcontractor, or other person about or upon the public work, must be paid the prevailing rate of wages.
3. If contracts are not awarded or construction undertaken within ninety days (90) from the date of the determination of the prevailing wage, there shall be a re-determination of the wage rates before the contract is awarded.
4. Within **seven (7) working days** after the receipt of notification of a change in the prevailing wage rates, the public authority shall notify all affected contractors and subcontractors. If it is determined that a contractor or subcontractor has violated sections 4115.03 to 4115.16 of the Ohio Revised Code because they were not notified as required, **the public authority is liable** for any back wages, fines, damages, court costs and attorney's fees for the period covering the receipt of wage changes, until they give the required notice.
5. No public authority shall award a contract for a public improvement to any contractor or subcontractor whose name appears on the list of debarred contractors. This list is filed with the Secretary of State by the Ohio Department of Commerce-Division of Industrial Compliance & Labor-Bureau of Wage and Hour Administration **The filing of the notice of conviction with the secretary of state constitutes notice to all public authorities.** These contractors are prohibited from working on public improvements for periods ranging from one to three years. The list of debarred contractors can be located on the website [www.com.ohio.gov/laws](http://www.com.ohio.gov/laws)
6. A public authority must designate and appoint **one of its own employees** to serve as the Prevailing Wage Coordinator during the life of the contract for constructing the public improvement. A Prevailing Wage Coordinator must be appointed no later than ten days before the first payment of wages by contractors to employees working on the public improvement.

## PUBLIC AUTHORITY'S COMPLIANCE CHECKLIST FOR PREVAILING WAGE

Project:		Number:
Department:		Phone#:
PW Coordinator:		Phone#:
Architect/Engineer:		Phone#:
Contractor:		Phone#:
Contact Person:		Title:
General Contractor:	Prime Contractor:	Construction Mgr:
Date Completed		Compliance Item Description
	1.	Request Prevailing Wage Determination Schedule from ODOC-DIC-Wage & Hour
	2.	Received Prevailing Wage Determination Schedule
	3.	Incorporate Determination Schedule in Specs./Bidding Blanks
	4.	Incorporate notice of Prevailing Wage requirements in Invitation for Bids/Notice to Bidders
	5.	Incorporate Prevailing Wage requirements in Contract
	6.	Submit complete Invitation for Bid to ODOC-DIC-Wage & Hour
	7.	Invitation for Bids
	8.	Bid Opening
	9.	Check Listing of Violators
	10.	Award of Contract. (see note)
	11.	Submit Bid Tabulation/Award to ODOC-DIC-WAGE & HOUR
	12.	Notice to Successful Bidder
	13.	Work Commenced...(see note)
	14.	Appoint Prevailing Wage Coordinator
	15.	Received list of Subcontractors' names, addresses, phone #'s & email's
	16.	Received Payroll Date Schedule
	17.	Received Registered Apprenticeship Agreement Certifications
	18.	Received Deduction Agreements
	19.	Received Payroll Reports with Certification...(see attachment)
	20.	Visited project site
	21.	Received Changes to Determination Schedule
	22.	Notice to Contractors of Determination Schedule change
	23.	Request Final Compliance Affidavit from contractors & subcontractors
	24.	Received Final Affidavits from all contractors & subcontractors
	25.	Certify Final Payment

**Note:** If contract is not awarded or construction undertaken within 90 days from the date of establishment of the Prevailing Wage Rates, a re-determination of the Prevailing Wage Rates is required.





## INDUSTRIAL DEVELOPMENT BONDS

<b>Bond Projects require the Public Authority to keep the following information on file</b>			
1. Type of Bonds issued:	Amount:		
2. The total cost of the Project:			
3. The other type of financing involved in the project:			
4. Portion of the project being constructed with each type of financing:			
5. Are Prevailing Wage Rates being applied to all construction on the project:      ~ Yes    ~ No			
6. The name of the political subdivision who issued the bonds:			
7. When were the bonds issued:			
8. For what purpose were the bonds issued:			
9. Who handles the funds once the bonds are sold:			
10. Who is the lending institution that purchased the bonds:			
11. How are the funds to be paid out:			
12. When are the funds to be paid out:			
13. Who is the Bond Council:			
14. Who has been appointed as the Prevailing Wage Coordinator:			
PWC Address:			
City:	OHIO	Zip:	Telephone #:
15. Obtain a copy of the inducement and other official documents for the issuance of bonds.			

## Prevailing Wage Coordinator Guidelines

(For more detailed information please refer to Chapter 4115 of the Ohio Revised Code)

1. Attend any pre-bid and/or pre-construction meetings.
  - a. To explain the prevailing wage rate requirements.
  - b. To explain the contractor's responsibilities.
2. Set up and maintain files containing all contractors' and subcontractors' payroll reports, affidavits, and related documents. These files must be available for public inspection.
3. Obtain from each contractor a list of their subcontractors' names, addresses, telephone numbers, and email addresses.
4. Require each contractor and subcontractor to provide their project dates. This will be used to make a time schedule for receiving their certified payrolls.
5. Obtain from each contractor, the name and address of their Bonding\Surety Company.
6. Obtain from out-of-state corporations, the name and address of their Statutory Agent. (This agent must be in the State of Ohio and registered with the Ohio Secretary of State.)
  - a. Records made in connection with the public improvement must not be removed from the State of Ohio for the period of one year following the completion of the project.
7. Supply contractors with any changes in the Prevailing Wage Rates.
8. Within two weeks after the first pay, obtain a certified payroll report from each contractor. A certified report is one that is sworn to and signed by the contractor.
  - a. If the job will exceed four months, all reports after the initial report can be filed once per month. (The initial report must be filed within two weeks.)
  - b. If the job will last less than four months, all reports are to be filed weekly after the initial report.
9. Establish and follow procedures to monitor compliance by contractors and subcontractors.
  - a. Visit project to verify posting requirements and job classifications.
  - b. Review certified payroll reports to ensure they are submitted in a timely fashion and complete with the following information for each employee:
    - i. Name, current address, and their social security number or last 4 when permitted
    - ii. Classification (must be specific for laborers and operators, including level)
    - iii. Hours worked on the project
    - iv. Hourly rate
    - v. Fringe benefits, if applicable
    - vi. Total hours worked for the week (all jobs)
    - vii. Gross wages, all deductions, net pay
  - c. Compare rates and fringes reported to rates in prevailing wage schedule.
10. Upon completion of the project and prior to the final payment, require an affidavit of compliance from each contractor and subcontractor. **No public authority shall make final payment to any contractor or subcontractor unless the final affidavits have been filed by the respective contractor and subcontractor. (O.R.C. section 4115.07)**
11. Report any non-compliance to Ohio Department of Commerce, Division of Industrial Compliance, Bureau of Wage & Hour Administration. The PW complaint form and instructions can be obtained on the website [www.com.ohio.gov](http://www.com.ohio.gov).

## RECORD OF THE CERTIFIED PAYROLL REPORTS RECEIVED

Project:		Number:
Contractor:		Phone #: Email:
General Contractor:	Prime Contractor:	Subcontractor:
Date work commenced:	Completed:	Final Affidavit:

Payroll	Payroll Date	Date Received		Payroll	Payroll Date	Date Received
1				33		
2				34		
3				35		
4				36		
5				37		
6				38		
7				39		
8				40		
9				41		
10				42		
11				43		
12				44		
13				45		
14				46		
15				47		
16				48		
17				49		
18				50		
19				51		
20				52		
21				53		
22				54		
23				55		
24				56		
25				57		
26				58		
27				59		
28				60		
29				61		
30				62		
31				63		
32				64		

## PREVAILING WAGE INVESTIGATION\EMPLOYEE INTERVIEW

Failure to complete this interview form may reduce our ability to recover back wages which may be owed to you.

Project:		Case #:	
Address:		City:	County:
Employee Name:		Last 4 digits of the SS#:	
Address:	City:	State:	Zip:
Telephone #: (Home)	(Work)	Email:	Best time to be reached:
Another source by which we can contact you. (Someone not living at your address):			
Name:		Relationship:	Telephone #:
Contractor's Name:		Telephone #:	
Address:		City:	State: Zip:
Date hired:	Date started on this project:	Approximate hours - Straight time:	Overtime:
Method of recording hours: <input type="checkbox"/> Timecard <input type="checkbox"/> Called into office		Recorded by: <input type="checkbox"/> Employee <input type="checkbox"/> Foreman	
Did you keep a personal record of your hours worked on this project? <input type="checkbox"/> Yes <input type="checkbox"/> No		Do you have check stubs? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Did anyone else keep a personal record? <input type="checkbox"/> Yes <input type="checkbox"/> No		If yes, who:	
List your job classification(s):		<input type="checkbox"/> Journeyman <input type="checkbox"/> Helper <input type="checkbox"/> Apprentice - Level	
List your specific job duties:		List tools\equipment used:	
Hourly rate of pay for this project:		Your regular rate of pay:	
Fringe benefits paid by contractor: <input type="checkbox"/> None <input type="checkbox"/> Health Insurance <input type="checkbox"/> Life Insurance <input type="checkbox"/> Pension <input type="checkbox"/> Bonus <input type="checkbox"/> Vacation - Amount _____ <input type="checkbox"/> Holidays - Amount _____ <input type="checkbox"/> Apprenticeship training <input type="checkbox"/> Profit Sharing <input type="checkbox"/> Other (list): _____			
Did you work overtime? <input type="checkbox"/> Yes <input type="checkbox"/> No		Were hours over 40 per week paid at time and one half? <input type="checkbox"/> Yes <input type="checkbox"/> No	
When is your pay day?		Method of payment: <input type="checkbox"/> Check <input type="checkbox"/> Cash <input type="checkbox"/> Direct Deposit	
List names of co-workers on this project:			
Comments:		Please provide a detailed list of the dates, times and hours worked within each classification that may apply to the work performed on a separate sheet.	
<b>SIGNATURE AND NOTARY</b>			
<p>Affiant is further informed that Section 2921.13 of the Ohio Revised Code provides a penalty of a misdemeanor of the first degree and that prosecution will be pursued of those persons who "knowingly swear or affirm the truth of a false statement when ...the statement is sworn or affirmed before a notary public..."</p> <p>Sworn to before me and subscribed by the said:</p> <p>_____</p> <p>in my presence this _____ day of _____, 20_____.</p> <p>_____ Notary Public</p>		<p>I hereby certify that this is a true statement to the best of my knowledge and belief.</p> <p>Signature _____ Date _____</p> <p>Return to: Ohio Department of Commerce          Division of Industrial Compliance &amp; Labor          Bureau of Wage and Hour Administration          6606 Tussing Road P.O. Box 4009          Reynoldsburg, Ohio 43068-9009          (614) 644-2239  <a href="http://www.com.ohio.gov">www.com.ohio.gov</a></p>	
Signature of PW Coordinator:		Date:	

## EMPLOYEE VS. INDEPENDENT CONTRACTOR

EMPLOYEE	↔	<input checked="" type="checkbox"/> YES	Does the employer have the right to control and direct worker?	<input type="checkbox"/> NO	↔	INDEPENDENT CONTRACTOR
EMPLOYEE	↔	<input checked="" type="checkbox"/> YES	Does the worker receive instructions about how and where the work is to be done instead of the employer merely specifying the desired result?	<input type="checkbox"/> NO	↔	INDEPENDENT CONTRACTOR
EMPLOYEE	↔	<input checked="" type="checkbox"/> YES	Is payment based on time spent rather than a set price for the work to be performed?	<input type="checkbox"/> NO	↔	INDEPENDENT CONTRACTOR
EMPLOYEE	↔	<input checked="" type="checkbox"/> YES	Does the worker devote virtually all his working time to the employer rather than offering services to the general public?	<input type="checkbox"/> NO	↔	INDEPENDENT CONTRACTOR
EMPLOYEE	↔	<input checked="" type="checkbox"/> YES	Does the worker performing services make their services available to the general public and/or other businesses?	<input type="checkbox"/> NO	↔	INDEPENDENT CONTRACTOR
EMPLOYEE	↔	<input checked="" type="checkbox"/> YES	Is there a continuing relationship between employer and worker?	<input type="checkbox"/> NO	↔	INDEPENDENT CONTRACTOR
EMPLOYEE	↔	<input checked="" type="checkbox"/> YES	Can the worker be discharged at will?	<input type="checkbox"/> NO	↔	INDEPENDENT CONTRACTOR
EMPLOYEE	↔	<input checked="" type="checkbox"/> YES	Did the employer train the worker for the job?	<input type="checkbox"/> NO	↔	INDEPENDENT CONTRACTOR
EMPLOYEE	↔	<input checked="" type="checkbox"/> YES	Does the employer have employees performing the same work as the independent contractor?	<input type="checkbox"/> NO	↔	INDEPENDENT CONTRACTOR

## EMPLOYEE VS. INDEPENDENT CONTRACTOR-continued

EMPLOYEE ↔  YES Does the worker perform services personally rather than delegating them to others?  NO ↔ INDEPENDENT CONTRACTOR

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EMPLOYEE ↔  YES Does the employer set a specific time when the individual services are to be performed?  NO ↔ INDEPENDENT CONTRACTOR

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EMPLOYEE ↔  YES Does the employer furnish the tools and materials used by the worker performing services?  NO ↔ INDEPENDENT CONTRACTOR

---

EMPLOYEE ↔  YES Is the employer assuming all the financial risk, rather than the worker making a significant financial investment in the job and having the opportunity to realize a profit or loss from the work?  NO ↔ INDEPENDENT CONTRACTOR

---

EMPLOYEE ↔  NO Does the individual performing the services publicly advertise these services in for example, the newspaper or yellow pages ?  YES ↔ INDEPENDENT CONTRACTOR

---

EMPLOYEE ↔  NO Does the individual performing the services have a business license?  YES ↔ INDEPENDENT CONTRACTOR

---

EMPLOYEE ↔  NO Does the individual performing the services operate d.b.a. or under a tradename?  YES ↔ INDEPENDENT CONTRACTOR



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## Prevailing Wage Contractor Responsibilities

This is a summary of prevailing wage contractors' responsibilities. For more detailed information please refer to Chapter 4115 of the Ohio Revised Code

### General Information

Ohio's prevailing wage laws apply to all public improvements financed in whole or in part by public funds when the total overall project cost is fairly estimated to be more than **\$250,000** for new construction or **\$75,000** for reconstruction, enlargement, alteration, repair, remodeling, renovation, or painting.

Ohio's prevailing wage laws apply to all public improvements financed in whole or in part by public funds when the total overall project cost is fairly estimated to be more than **\$96,091** for new construction that involves roads, streets, alleys, sewers, ditches and other works connected to road or bridge construction or **\$28,789** for reconstruction, enlargement, alteration, repair, remodeling, renovation, or painting of a public improvement that involves roads, streets, alleys, sewers, ditches and other works connected to road or bridge construction.

- a) Thresholds are to be adjusted biennially by the Administrator of Ohio Department of Commerce, Division of Industrial Compliance and Labor, Bureau of Wage and Hour Administration
- b) Biennial adjustments to threshold levels are made according to the Construction Cost Index for Commercial Construction published by McGraw Hill's Engineering News Record.

### Penalties for Violation

Violators are to be assessed the wages owed, plus a penalty of 100% of the wages owed.

### Intentional Violations

If an intentional violation is determined to have occurred, the contractor is prohibited from contracting directly or indirectly with any public authority for the construction of a public improvement. Intentional violation means "a willful, knowing, or deliberate disregard for any provision" of the prevailing wage law and includes but is not limited to the following actions:

- Intentional failure to submit payroll reports as required or knowingly submitting false or erroneous reports.
- Intentional misclassification of employees for the purpose of reducing wages.
- Intentional misclassification of employees as independent contractors or as apprentices.
- Intentional failure to pay the prevailing wage.
- Intentional failure to comply with the allowable ratio of apprentices to skilled workers as required by the regulations established by Ohio Department of Commerce, Division of Industrial Compliance and Labor, Bureau of Wage and Hour Administration.
- Intentionally employing an officer, of a contractor or subcontractor, that is known to be prohibited from contracting, directly or indirectly, with a public authority.

### Responsibilities

1. Pay the prevailing rate of wages as shown in the wage rate schedules issued by the Ohio Department of Commerce, Division of Industrial Compliance and Labor, Bureau of Wage and Hour Administration, for the classification of work being performed.
  - a. Wage rate schedules include all modifications, corrections, escalations, or reductions to wage rates issued for the project.
  - b. Overtime must be paid at time and one-half the employee's base hourly rate. Fringe benefits are paid at straight time rate for all hours including overtime.
  - c. Prevailing wages must be paid in full without any deduction for food, lodging, transportation, use of tools, etc., unless the employee has voluntarily consented to these deductions in writing. The public authority and the Director of Ohio Department of Commerce, Division of Industrial Compliance and Labor, Bureau of Wage and Hour Administration - must approve these deductions as fair and reasonable. Consent and approval must be obtained before starting the project.
2. Use of Apprentices and Helpers cannot exceed the ratios permitted in the wage rate schedules.
  - a. Apprentices must be registered with the U.S. Department of Labor Bureau of Apprenticeship and Training.
  - b. Contractors must provide the Prevailing Wage Coordinator a copy of the Apprenticeship Agreement for each apprentice on the project.
3. Keep full and accurate payroll records available for inspection by any authorized representative of the Ohio Department of Commerce, Division of Industrial Compliance, Bureau of Wage and Hour Administration or the contracting public authority, including the Prevailing Wage Coordinator. Records should include but are not limited



to:

- a. Timecards, time sheets, daily work records, etc.
  - b. Payroll ledger\journals and canceled checks\check register.
  - c. Fringe benefit records must include program, address, account number, & canceled checks.
  - d. Records made in connection with the public improvement must not be removed from the State for one year following the completion of the project.
  - e. Out-of-State Corporations must submit to the Ohio Secretary of State the full name and address of their Statutory Agent in Ohio.
4. Prevailing Wage Rate Schedule **must** be posted on the job site where it is accessible to all employees.
  5. Prior to submitting the initial payroll report, supply the Prevailing Wage Coordinator with your project dates to schedule reporting of your payrolls.
  6. Supply the Prevailing Wage Coordinator a list of all subcontractors including the name, address, and telephone number for each.
    - a. **Contractors are responsible for their subcontractors' compliance with requirements of Chapter 4115 of the Ohio Revised Code.**
  7. Before employees start work on the project, supply them with written notification of their job classification, prevailing wage rate, fringe benefit amounts, and the name of the Prevailing Wage Coordinator for the project. A copy of the completed signed notification should be submitted to Prevailing Wage Coordinator.
  8. Supply all subcontractors with the Prevailing Wage Rates and changes.
  9. Submit certified payrolls within two (2) weeks after the initial pay period. Payrolls must include the following information:
    - a. Employees' names, addresses, and social security numbers.
      - i. Corporate officers/owners/partners and any salaried personnel who do physical work on the project are considered employees. All rate and reporting requirements are applicable to these individuals.
    - b. Employees' work classification.
      - i. Be specific about the laborers and/or operators (Group)
      - ii. For all apprentices, show level/year and percent of journeyman's rate
    - c. Hours worked on the project for each employee.
      - i. The number of hours worked in each day and the total number of hours worked each week.
    - d. Hourly rate for each employee.
      - i. The minimum rate paid must be the wage rate for the appropriate classification. The Department's Wage Rate Schedule sets this rate.
      - ii. All overtime worked is to be paid at time and one-half for all hours worked more than forty (40) per week.
    - e. Where fringes are paid into a bona fide plan instead of cash, list each benefit and amount per hour paid to program for each employee.
      - i. When the amount contributed to the fringe benefit plan and the total number of hours worked by the employee on all projects for the year are documented, the hourly amount is calculated by dividing the total contribution of the employer by the total number of hours worked by the employee.
      - ii. When the amount contributed to the fringe benefit is documented but not the total hours worked, the hourly amount is calculated by **dividing the total yearly contribution by 2080.**
    - f. Gross amount earned on all projects during the pay period.
    - g. Total deductions from employee's wages.
    - h. Net amount paid.
  10. The reports shall be certified by the contractor, subcontractor, or duly appointed agent stating that the payroll is correct and complete; and that the wage rates shown are not less than those required by the O.R.C. 4115.
  11. Provide a Final Affidavit to the Prevailing Wage Coordinator upon the completion of the project.

# PREVAILING WAGE NOTIFICATION TO EMPLOYEE

4115.05...the contractor or subcontractor shall furnish each employee **NOT covered by a collective bargaining agreement** written notification of the job classification to which the employee is assigned, the prevailing wage determined to be applicable to that classification, separated into the hourly rate of pay and the fringe payments, and the identity of the prevailing wage coordinator appointed by the public authority. The contractor or subcontractor shall furnish the same notification to each affected employee every time the job classification of the employee is changed.

Project Name:	Job Number:
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Contractor:
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Project Location:
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Prevailing Wage Coordinator	Employee
Public Authority:	Name:
Name of PWC:	Street:
Street:	City:
City:	State/Zip:
State/Zip:	Phone:
	Email:
Phone:	Last 4 Digits of SS #:

You will be performing work on this project that falls under these classifications. You will be paid the appropriate rate for the type of work you are performing.

Classification:	Prevailing Wage Rate Total Package:	Minus your fringe benefits *:	Your hourly base rate and overtime:
			/
			/
			/
			/
			/
			/

Hourly fringe benefits paid on your behalf by this company (Yearly amount the **company pays** divided by 2080):

Fringe	Amount	Fringe	Amount
Health Insurance		Vacation	
Life Insurance		Holiday	
Pension		Sick Pay	
Other (Specify)		Training	
Other (Specify)		<b>Total Hourly Fringes *</b>	

Contractor's Signature:	Date:
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Employee's Signature:	Date:
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INSTRUCTIONS FOR PREPARING CERTIFIED PAYROLL REPORTS

General:

Contractors and subcontractors are required by law to submit certified payroll reports for work on projects covered by Ohio's Prevailing Wage Law. This form meets the reporting requirements established by Ohio Revised Code Chapter 4115. The use of this form is not mandatory; employers may submit their own forms if all of the required information is included. This form may be reproduced, or additional copies obtained from:

Ohio Department of Commerce
Division of Industrial Compliance
Bureau of Wage and Hour Administration
6606 Tussing Road, P.O. Box 4009
Reynoldsburg, Ohio 43068-9009
614-644-2239
www.com.ohio.gov

Certified Payroll Heading:

- Employer name and address: Company's full name and address...Indicate if the company is a subcontractor.
Subcontractor: Check and list the name of the General Contractor or Prime.
Project: Name and location of the project, including county.
Contracting Public Authority: Name and address of the contracting public authority... (Owner of the project).
Week Ending: Month, day, and year for last day of reporting period.
Payroll #: Indicates first, second, third, etc. payroll filed by the company for the project.
Page indicator: number of pages included in the report.
Project Number: Determined by the public authority...If there is no number leave blank.

Payroll Information by column:

- 1. Employee Name, Address and Social Security number: This information must be provided for all employees that perform physical labor on the project. The Social Security number is required; the last four digits may be permitted by the public authority. Corporate officers, partners, and salaried employees are considered employees and must be paid the prevailing rate. Individual sole proprietors do not have to pay themselves prevailing rate but must report their hours on the project.
2. Work Class: List classification of work performed by employee. If unsure of work classification, consult the Ohio Department of Commerce-Division of Industrial Compliance & Labor-Bureau of Wage and Hour Administration. Employees working more than one classification should have separate line entries for each classification. Indicate what year/level for Apprentices. Be specific when using laborer and operator classifications; for example, Backhoe Operator or Asphalt Laborer or by "Group".
3. Hours Worked, Day & Date: In the first row of column 3, enter days of the company's pay period for example; M T W TH F S S. The second row is for the date that corresponds with each day for the pay period. In the employee information section, enter the number of hours worked on the prevailing wage project and which day the hours were worked. Separate rows are labeled for (ST) straight time hours and (OT) overtime hours. All hours worked after 40, must be paid at the appropriate overtime rate.
4. Project Total Hours: Total the hours entered for pay period.
5. Base Rate: Enter actual rate per hour paid to the employee. The overtime hourly rate is time and one-half the base rate listed in the prevailing wage schedule plus fringe benefits at straight time rate. The prevailing wage schedule lists the base rate plus fringe benefit amounts. These amounts added together equal the total prevailing wage rate. Employers must pay this total amount in one of three ways.
1) Total rate may be paid in entirety in the base rate to the employee; in which case, the cash designation will be checked for fringe benefits.
2) Total rate may be paid as listed in prevailing wage rate schedule with total fringe amounts paid approved plans.
3) Total rate may be paid with a combination of base rate and fringe payments to approved plans in amounts other than those listed in schedule.
6. Project Gross: Enter total gross wages earned on the project for straight time and overtime. Project hours "X" base rate should equal project gross.
7. Fringes: If fringe benefits are paid in the hourly base rate, indicate this by marking the Cash space. If fringe benefits are paid to approved plans as listed in the prevailing wage rate schedule, mark the space Approved Plans. If fringe benefits are paid partially in the base rate and partially to approved plans, mark the space Cash & Approved Plans. List the hourly amount paid to approved plans for each fringe. If payments are not made on a per hour basis, calculate the hourly fringe credit by dividing the yearly employer contribution by the lesser of: hours actually worked in the year (these must be documented) or 2080. Fringe benefits include: Employer's share of health insurance, life insurance, retirement plan, bonus/profit sharing, sick pay, holiday pay, personal leave, vacation, and education/training programs. If unsure of a possible fringe benefit, contact the Ohio Department of Commerce-Division of Industrial Compliance & Labor-Bureau of Wage and Hour Administration.
8. Total Hours All Jobs: Total all hours worked during the pay period including non-prevailing wage jobs.
9. Total Gross All Jobs: Gross amount earned in the pay period for all hours worked.
10. Self-explanatory.
11. Self-explanatory.

# Certified Payroll Report

**Report for:**  Check if Subcontractor<sup>1)</sup> Contract No: \_\_\_\_\_ Payroll No: \_\_\_\_\_  
 Company:<sup>1)</sup> \_\_\_\_\_ If Sub, GC/Prime Contractor Name: \_\_\_\_\_  
 Address: \_\_\_\_\_ Project Name & Location: \_\_\_\_\_ Week Ending: \_\_\_\_\_  
 City, State, Zip \_\_\_\_\_ Public Authority (Owner): \_\_\_\_\_  
 Phone No: \_\_\_\_\_ Sheet:<sup>2)</sup> \_\_\_\_\_ of \_\_\_\_\_

1. Employee Name, Address, & SS# (Last 4 digits if permitted)	2. Work Class <sup>3)</sup>	3. Prevailing Wage Project Hours Worked - Day & Date							4. Total Hours	5. Base Rate	6. Project Gross	7. Fringes: <input type="checkbox"/> Cash <input type="checkbox"/> Approved Plans <input type="checkbox"/> Cash & Approved Plans						Weekly Payroll Amount			
		Fringe Rate Your Company Pays Per Hour						8. Total Hrs for all Jobs				9. Total Gross on All Jobs	10. Total Deductions	11. Net Pay on All Jobs							
		H&W	Pens	Vac	Hol	Other	Total														
	OT																				
	ST																				
	OT																				
	ST																				
	OT																				
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	OT																				
	ST																				

1 ) By signing below, I certify that: (1) I pay, or supervise the payment of the employees shown above; (2) during the pay period reported on this form, all hours worked on this project have been paid at the appropriate prevailing wage rate for the class of work done; (3) the fringe benefits have been paid as indicated above; (4) no rebates or deductions have been or will be made, directly or indirectly from the total wages earned, other than permissible deductions as defined in ORC Chapter 4115; and (5) apprentices are registered with the U.S. Dept. of Labor, Bureau of Apprenticeship and Training. I understand that the willful falsification of any of the above statements may subject the Contractor or Subcontractor to civil or criminal prosecution.

Type or Print Name and Title \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

DO NOT REDO FORM AND CHANGE RATES IF AN ERROR HAS BEEN MADE! SUBMIT A CORRECTED REPORT:

**\*\* CORRECTED \*\***

CORRECTED FORMS CAN BE HANDWRITTEN

**CERTIFIED PAYROLL REPORT**

Employer Name & Address Fill out all other areas of the form as usual.		Name of General / Prime Contractor		Project Name & Location		Contracting Public Agency						
Check if subcontractor <input type="checkbox"/>		Week Ending		Payroll #		Project Number						
1. Employee Name, Address and Social Security Number		2. Work Class	3. Hours Worked - Day & Date	4. Project Total Hrs	5. Base Rate	6. Project Gross	7. Fringes: Cash, Approved Plans, Cash & Approved Plans	8. Total Hours All Jobs	9. Total Gross All Jobs	10. Taxes Withheld	11. Other Deducts	12. NET Paid
Name/Address/SSN		Class	OT ST	Put the period that is being corrected, i.e.: Oct 26 to Dec 19, not individual weekly dates.		H&W Pens Vac App Other		<div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;">                     The net paid will be the total of difference paid and the total hours being corrected. Provide Check # in margin.                 </div> <div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;">                     Difference in fringes &amp; corrected fringes if applicable.                 </div> <div style="border: 1px solid black; padding: 5px;">                     Difference in base rate &amp; corrected base rate if applicable.                 </div>				
Name/Address/SSN		Class	OT ST									

Fill in Date \_\_\_\_\_ My signature on this form signifies that I pay, or supervise the payment of the employees shown above. I am certifying: 1) That during the pay period reported on this form, all hours worked on this project have been paid at the appropriate prevailing wage rate for the class of work done. 2) That the fringe benefits have been paid as indicated above. 3) That no rebates or deductions have been or will be made, directly or indirectly from the total wages earned, other than permissible deductions as defined in the Ohio Revised Code Chapter 4115. 4) That apprentices are registered with the U.S. Department of Labor, Bureau of Apprenticeship and Training. The willful falsification of any of the above statements may subject the contractor or subcontractor to civil or criminal prosecution.

Name and Title \_\_\_\_\_ Complete \_\_\_\_\_ Signature \_\_\_\_\_ Sign \_\_\_\_\_

Send cover letter stating what happened, with a signed letter from the employee acknowledging that they were underpaid, received payment, check or transaction number.

**FINAL AFFIDAVIT OF COMPLIANCE  
PREVAILING WAGES**

I, \_\_\_\_\_, \_\_\_\_\_ do hereby certify  
(Name of person signing affidavit) (Title)

that the wages paid to all employees of: \_\_\_\_\_  
(Company name)

for all hours worked on project: \_\_\_\_\_  
(Project name)

\_\_\_\_\_ (Project location)

During the period from \_\_\_\_\_ to \_\_\_\_\_ are in compliance with  
(Project Dates)

Prevailing Wage requirements of Chapter 4115 of the Ohio Revised Code. I further certify that no rebates or deductions have been or will be made, directly or indirectly, from any wages paid in connection with this project, other than those provided by law.

\_\_\_\_\_  
(Signature of Officer or Agent)

\_\_\_\_\_  
(Print Name of Officer or Agent)

Sworn to and subscribed in my presence this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
(Notary Public)

The above affidavit must be executed and sworn to by the officer or agent of the contractor or subcontractor who supervises the payment of employees. This affidavit must be submitted to the owner (public authority) before the surety is released or final payment due under the terms of the contract is made.

\*\*\* The Prime Contractor and/or General Contractor as well as every Subcontractor who worked on the project must complete and submit a signed Affidavit. The Prime Contractor and/or General Contractor must collect all the signed forms and submit them to the assigned City of Prevailing Wage Coordinator as part of the final payment released process.