



# BEST PRACTICES FOR PUBLIC OFFICIALS

## What Are The Best Practices?

- Create a sign-in sheet and require all working on the project to print their names, the contractor they work for, sign their name, and note their arrival and departure times daily.
- When certified payroll records arrive, review to confirm that names, number of workers, and hours are consistent with sign-in sheets.
- Make sure all certified payroll records are dated and time stamped upon arrival at the public agency.
- Confirm that the General Contractor has posted the applicable wage rates for the project. This is the law in New Jersey.
- Confirm all subcontractors on the project have all the required certifications.
- Review all certified payrolls before approving any billings.

## What Action To Take If The Regulation Is Not Adhered To?

- Ask the contractor to remedy the situation.
- Hold payment until issues are corrected.
- Do not approve payment until you receive certified payrolls for the contractor and all subcontractors.
- Call the N.J. Department of Labor Wage and Hour Public Contracts Division and report the violations at (609) 292-2259.

## Why Does Prevailing Wage Matter?

- Ensures that government dollars do not undercut local wages and benefit standards.
- Prevents a race to the bottom among publicly funded contractors, which maintains a level playing field for all contractors.
- Fights poverty by ensuring workers earn middle-class incomes and receive appropriate benefits.
- Provides taxpayers with the highest quality work, increases worker productivity, reduces injury rates and makes workers less reliant on government benefit programs.
- Increases the amount of work performed by local contractors, boosting state revenues.



1803 Spring Garden St, Philadelphia, PA 19130  
(888) 809-0117  
cctmarketing.org

The Eastern Atlantic States Regional Council of Carpenters offers a class in Best Practices in Administrating Publicly Funded Construction Projects. Please contact [Compliance@EASCaptenters.org](mailto:Compliance@EASCaptenters.org) to find out more.

- Better represent your town or municipality.
- Receive continuing education credits.
- Contact us to learn more.