

## OFFICE OF LABOR STANDARDS ENFORCEMENT

PATRICK MULLIGAN, DIRECTOR



## Labor Standards Fact Sheet (Dual-Funded Projects)

Information and requirements for contractors and subcontractors bidding on dual-funded public works contracts in the City and County of San Francisco:

- Pay the higher rate of pay when comparing Davis-Bacon vs. *California Department of Industrial Relations (DIR)* prevailing wages. Pay workers the correct prevailing wage rates for each craft, classification and type of work performed. *SF Administrative Code 6.22(e)(1); CA Labor Code § 1773 and 1774; 40 USC §3141 et seq; CCR 8 §16001*
- Employ apprentices registered in a DIR-approved apprenticeship program and with the Department of Labor (DOL). Submit DIR apprentice certifications and DOL-approved apprentice certifications into LCPtracker. *CA Labor Code §1777.5; 29 CFR 5.5(a)(4)(i)*
- Post the applicable *Davis-Bacon* wage determination with the *Davis-Bacon poster (WH- 1321)* and OLSE prevailing wage poster on the jobsite in a prominent and accessible place. *SF Administrative Code 6.22(e)(7)(D); 48 CFR § 22.404-10*
- Submit certified payroll reports and fringe benefit statements into the City's electronic payroll reporting system (LCPtracker). *SF Administrative Code 6.22(e)(6); CA Labor Code §1776; 29 CFR 5.5(a)(3)(ii)(A)*
- Furnish employees with itemized pay stubs and retain payroll records. *CA State LC §226*
- Maintain Office of Labor Standards Enforcement (OLSE) daily sign-in sheets documenting all hours worked and the classifications of work performed. *SF Administrative Code 6.22(e)(7)(C)*
- Register with the DIR. *CA State Labor Code §1725.5*
- Comply with local labor laws including *Minimum Compensation Ordinance, Health Care Accountability Ordinance, Health Care Security Ordinance, Fair Chance Ordinance and miscellaneous Prevailing Wage Ordinances* where applicable. *SF Administrative Code Ch. 14, 12P, 12Q, 12T and 21C*

All work is subject to compliance monitoring and enforcement by the San Francisco Office of Labor Standards Enforcement (OLSE). *SF Administrative Code 6.24 and 6.22(e)(7)(A)*

OLSE Compliance Officers have the right to engage in random inspections of job sites and to have access to the employees of the contractor, employee time sheets, inspection logs, payroll records and employee paychecks. *SF Administrative Code 6.22(e)(7)(B)*

Failure to comply with prevailing wage requirements shall result in a forfeiture of back wages due plus penalties of not less than \$50 per day per worker, and may result in disqualification as a contractor or subcontractor on any public work or improvement for the City and County of San Francisco for a period of up to five years. *SF Administrative Code 6.22(e)(8)(A); CA Labor Code Section §1775*

## Labor Standards Resources

The current prevailing wage rates are available on the Internet, from OLSE or the Awarding Department. For specific information about prevailing wage requirements you can visit the websites listed below:

OLSE Website	<a href="https://sf.gov/information/understanding-prevailing-wage">https://sf.gov/information/understanding-prevailing-wage</a> <ul style="list-style-type: none"> <li>• Prevailing Wage News</li> <li>• Public Works Requirements</li> <li>• Public Works Tools and Resources for Contractors</li> <li>• Links to Statutory Authority Regarding Prevailing Wage               <ul style="list-style-type: none"> <li>➢ SF Administrative Code, Ch. 6.22</li> <li>➢ SF Administrative Code, Ch. 21C</li> <li>➢ CA Labor Code sections pertaining to Public Works</li> </ul> </li> <li>• Link to LCPtracker</li> </ul>
DIR Prevailing Wage Rates (including Scope of Work, Travel, and Holiday Provisions)	<a href="http://www.dir.ca.gov/OPRL/PWD/">http://www.dir.ca.gov/OPRL/PWD/</a>
Davis-Bacon Wage Rates	<a href="https://sam.gov/content/wage-determinations">https://sam.gov/content/wage-determinations</a>
DIR Public Works Contractor Registration	<a href="https://www.dir.ca.gov/Public-Works/Contractor-Registration.html">https://www.dir.ca.gov/Public-Works/Contractor-Registration.html</a>
DIR Public Works Manual	<a href="http://www.dir.ca.gov/dlse/PWManualCombined.pdf">http://www.dir.ca.gov/dlse/PWManualCombined.pdf</a>
Apprentice Wage Rates	<a href="http://www.dir.ca.gov/DAS/PWAppWage/PWAppWageStart.asp">http://www.dir.ca.gov/DAS/PWAppWage/PWAppWageStart.asp</a>
Apprenticeship Programs, Requirements & Forms	<a href="http://www.dir.ca.gov/DAS/PublicWorksForms.htm">http://www.dir.ca.gov/DAS/PublicWorksForms.htm</a>
Contractors State License Status	<a href="https://www.cslb.ca.gov/OnlineServices/CheckLicenseII/CheckLicense.aspx">https://www.cslb.ca.gov/OnlineServices/CheckLicenseII/CheckLicense.aspx</a>
Information on laws for non - trade employees performing work on City Contracts	<a href="http://www.sf.gov/olse">www.sf.gov/olse</a> <ul style="list-style-type: none"> <li>• Minimum Compensation Ordinance (MCO)</li> <li>• Health Care Accountability Ordinance (HCAO)</li> <li>• Health Care Security Ordinance (HCSO)</li> <li>• Paid Sick Leave Ordinance (PSLO)</li> <li>• Paid Parental Leave Ordinance (PPLO)</li> <li>• Fair Chance Ordinance (FCO)</li> </ul>

For more information, call OLSE at (415) 554-6573 or email [prevailingwage@sfgov.org](mailto:prevailingwage@sfgov.org)

GENERAL SERVICES AGENCY  
**OFFICE OF LABOR STANDARDS ENFORCEMENT**  
 PATRICK MULLIGAN, DIRECTOR



## **2024 OLSE/LCPtracker Training Schedule**

**No fees or registration required**

### **Payroll Reporting Training**

*Includes an overview of prevailing wage and Citywide PLA*

**(2<sup>nd</sup> Tuesday of the Month)**

Tuesday, January 09, 2024*	Tuesday, July 09, 2024*
Tuesday, February 13, 2024*	Tuesday, August 13, 2024*
Tuesday, March 12, 2024*	Tuesday, September 10, 2024*
Tuesday, April 09, 2024*	Tuesday, October 08, 2024*
Tuesday, May 14, 2024*	Tuesday, November 12, 2024*
Tuesday, June 11, 2024*	<i>No Training in December 2024</i>

\*Live webinars will be conducted on Microsoft Teams. Please visit OLSE's website for up-to-date information.

<https://sf.gov/take-payroll-training>

#### **Time:**

For City Staff - upon request - please email [prevailingwage@sfgov.org](mailto:prevailingwage@sfgov.org)

10:30 am - 12:00 pm - City Contractor & Subcontractors

#### **Webinar:**

Available 24/7 & covers the basics of submitting certified payrolls.

<https://sf.gov/take-payroll-training>

For certified payroll reporting training questions, please contact Jimmy Hewitt:  
 (415) 554-6211, [james.hewitt@sfgov.org](mailto:james.hewitt@sfgov.org)



# OFFICE OF LABOR STANDARDS ENFORCEMENT

**415-554-OLSE (6573)**

**California law requires that construction workers employed on City funded projects be paid not less than the prevailing wage rate.**

## **TO ENSURE LABOR STANDARDS COMPLIANCE, THE OLSE:**

- Visits jobsites and interviews workers regarding rates of pay and types of work performed
- Investigates complaints to verify that workers receive prevailing wages including fringe benefits, travel and subsistence, holiday, overtime, and other required payments
- Conducts audits by reviewing certified payroll records, fringe benefit statements, inspector's logs, sign-in sheets, and pay check stubs to verify payment of prevailing wage and proper classification of work
- Assesses penalties for non-submission of records or non-payment of prevailing wage

**For additional information, please visit the OLSE website at [www.sf.gov/OLSE](http://www.sf.gov/OLSE) and/or email us at [prevailingwage@sfgov.org](mailto:prevailingwage@sfgov.org)**

If you have any questions or would like to file a complaint, please call (415) 554-6573.

Si tiene alguna pregunta, o si desea presentar una queja, por favor llame al (415) 554-6573.

如果你有任何疑問或想提出投訴, 請致電 (415) 554-6573.

Kung mayroon kayong katanungan o nais ninyong magsampa ng reklamo, mangyari pong tumawag sa (415) 554-6573.

Если у Вас есть какие-либо вопросы, или Вы хотите подать жалобу, пожалуйста, позвоните по телефону (415) 554-6573.

Nếu bạn có bất cứ câu hỏi nào hoặc muốn nộp đơn khiếu nại, xin hãy gọi (415) 554-6573.

# EMPLOYEE RIGHTS

## UNDER THE DAVIS-BACON ACT

### FOR LABORERS AND MECHANICS EMPLOYED ON FEDERAL OR FEDERALLY ASSISTED CONSTRUCTION PROJECTS

#### PREVAILING WAGES

You must be paid not less than the wage rate listed in the Davis-Bacon Wage Decision posted with this Notice for the work you perform.

#### OVERTIME

You must be paid not less than one and one-half times your basic rate of pay for all hours worked over 40 in a work week. There are few exceptions.

#### ENFORCEMENT

Contract payments can be withheld to ensure workers receive wages and overtime pay due, and liquidated damages may apply if overtime pay requirements are not met. Davis-Bacon contract clauses allow contract termination and debarment of contractors from future federal contracts for up to three years. A contractor who falsifies certified payroll records or induces wage kickbacks may be subject to civil or criminal prosecution, fines and/or imprisonment.

#### APPRENTICES

Apprentice rates apply only to apprentices properly registered under approved Federal or State apprenticeship programs.

#### PROPER PAY

If you do not receive proper pay, or require further information on the applicable wages, contact the Contracting Officer listed below:

Office of Labor Standards Enforcement  
415-554-OLSE (6573)

or contact the U.S. Department of Labor's Wage and Hour Division.



WAGE AND HOUR DIVISION  
UNITED STATES DEPARTMENT OF LABOR

1-866-487-9243  
TTY: 1-877-889-5627  
[www.dol.gov/whd](http://www.dol.gov/whd)





# San Francisco Labor Laws for City Contractors

Effective July 1, 2023

(Revised: November 2023)

## Minimum Compensation Ordinance (MCO)

### *Wages and Paid Time Off (PTO)*

For a company that has 5 employees or greater, anywhere in the world. Includes subcontractors.

Any employee who works on a City contract for services:

- **For-profit rate** is \$20.22/hour as of 7/1/23
- **Non-profit rate** is \$18.93/hour as of 7/1/23
- **Public Entities rate** is \$19.25/hour as of 7/1/23; Effective 9/1/2023: \$20.25/hour; Effective 1/1/2024: \$20.75/hour
- 0.04615 hours of Paid Time Off (PTO) per hour worked (can be used as vacation or sick leave, and is vested and cashed out at termination)
- 0.03846 hours of Unpaid Time Off per hour worked – allowed without consequence
- Employee must sign a “Know Your Rights” form
- Posting Requirement

Contact the MCO unit: [mco@sfgov.org](mailto:mco@sfgov.org) and (415) 554-7903

## Health Care Accountability Ordinance (HCAO)

For a company that has > 20 workers (for profit)/ > 50 workers (nonprofit), anywhere in the world – Includes subcontractors

Any employee who works **at least 20 hours a week** on a City contract for services:

- Either:
  - A) Offer a compliant health plan with no premium charge to the employee. See Minimum Standards
  - OR
  - B) Pay \$6.35\* per hour to SF General Hospital (not Healthy San Francisco and not a benefit to employees)
  - OR
  - C) Pay \$6.35\* per hour to covered employee. N/A to SFO and San Bruno Jail locations. Employee must live outside of SF and work on a City contract outside of SF. See HCAO for more details.
- Employee must sign a “Know Your Rights” form
- Posting Requirement

\* Rate changes every July 1

Contact the MCO unit: [hcao@sfgov.org](mailto:hcao@sfgov.org) and (415) 554-7903

For more information, or to sign up for email updates on the MCO and HCAO, visit our website: [SF.GOV/OLSE](http://SF.GOV/OLSE)

## Health Care Security Ordinance (HCSO)

Any employee who works an average of 8 hours a week in the City of San Francisco (whether or not on a City contract) and is **not covered by the HCAO**:

- As of 1/1/2024, spend \$2.34\* or \$3.51\* (depending on your size) per hour on their health care (e.g. health insurance, or a contribution to Healthy San Francisco)
- Employee can only waive their rights:
  - o By signing an official HCSO voluntary waiver, and
  - o If they show they have insurance through another employer
- Posting Requirement

\* Rate changes every January 1<sup>st</sup>

Contact the HCSO unit: [hcsosf@sfgov.org](mailto:hcsosf@sfgov.org) and (415) 554-7892

## Fair Chance Ordinance (FCO)

### *Hiring Process*

- You may not ask about criminal background in a job application or at the start of the hiring process
- Job announcements must include language specified by the law
- You may inquire into criminal background after an interview or once a conditional offer has been made
- If you intend to consider criminal background in your hiring decision, you must give the applicant the opportunity to provide evidence of rehabilitation or mitigating circumstances
- Posting Requirement

Contact the FCO unit: [fco@sfgov.org](mailto:fco@sfgov.org) and (415) 554-5192

Office of Labor Standards and Enforcement (OLSE)

City Hall Room, 430

1 Dr. Carlton B. Goodlett Place

San Francisco, CA 94102