
**2026 District 2
Compliance
Inspector Training**





TOPICS

Employee Labor Interviews

Bulletin Boards

On-the-Job Training (OJT)

Daily Work Reports (DWR)





EMPLOYEE LABOR INTERVIEWS

FORM # 700-010-63

Employee Interview Form - Labor

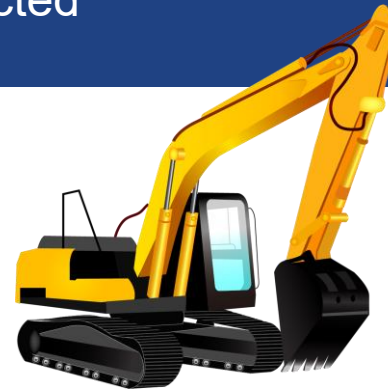
The purpose of the Employee Labor Interview is to ensure all employees are classified and paid at the highest rate, based on the work they are observed performing

The required number of interviews to be conducted on a federally funded contract is based on the contract dollar amount

This chart is shown in Chapter 5 of the Construction Project Administration Manual (CPAM)

Interviews are to be conducted MONTHLY and submitted to the D2-CertifiedPayroll email address shown at the top of the form

D2 requests that these interviews be submitted within 2 business days of being conducted



REMINDER

Interviews are CONFIDENTIAL and no other employees or supervisors should be within earshot

If the employee is not comfortable answering any of the questions, please do not force the issue

All employees are subject to interviews except

- Surveyors
- Supervisors
- QC Personnel
- Non-Working Foreman

A non-working Foreman is someone who does not operator equipment or perform any physical work onsite

Question:

1. If you have a project that does not have a lot of activity for the month, and you have the same four people onsite, performing the same work, should you interview them to meet the minimum number for the month?

No, notify your Resident Compliance Specialist.

You may be asked to get some extra the following month when you have more employees



Question:

2. Can employees refuse to be interviewed?

No, it is a violation of Section IV of the FHWA 1273

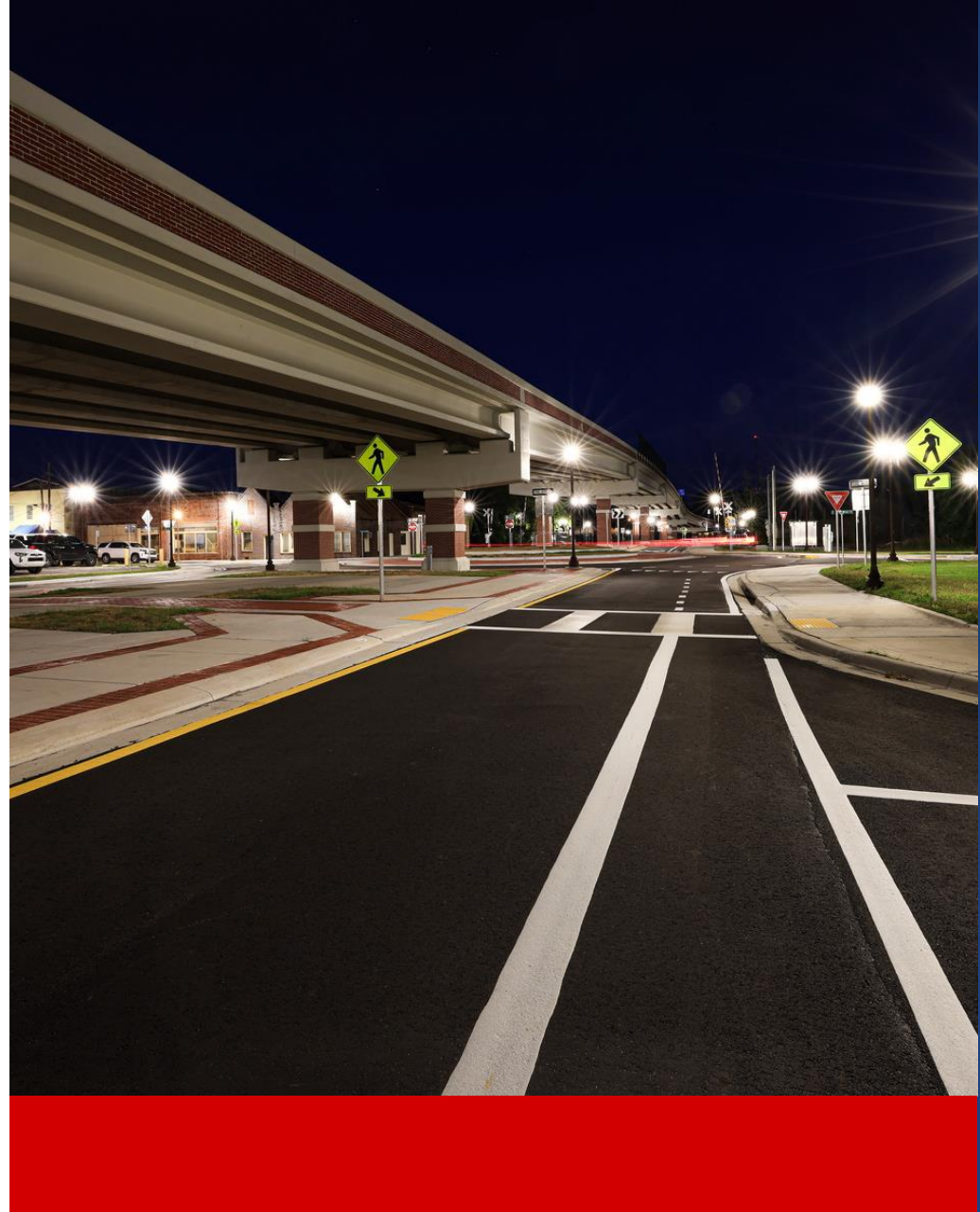
3. If a translator is needed, should an employee, supervisor or foreman of the interviewee be utilized?

No, if the CEI does not have anyone on staff who can translate, please utilize Google Translate



Interviews should be.....

- | Conducted on a random basis
- | On a cross section of active contractors and subcontractors
- | Conducted until Final Acceptance is issued
- | Conducted while work is being performed and not upon arrival, during lunch, or at break time
- | Detailed in what work is observed



Employee Interview Form



700-010-03
CONSTRUCTION
08/23

STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION
EMPLOYEE INTERVIEW FORM-LABOR

Confidential: All information in this form shall remain confidential to the extent permitted by law, including Florida Statutes Chapter 119

Section A - RCS'S PROJECT IDENTIFICATION	
A. Fin. Project #	D2-Certified Payroll Email address will be shown here
B. F.A.P. #	C. Contract #
D. Prime	
Section B - INTERVIEWER'S IDENTIFICATION	
E. Interviewer	First & Last Name (print) Signature & Date
F. Interviewer's Employer	
G. Date of Interview	
Section 1 - IDENTITY DATA SUPPLIED BY EMPLOYEE	
1. Employee	First & Last Name Signature & Date
2. Employee ID or last four of SS No.	
3. Employed by	
4. How long with the company?	
5. How long on this project?	
6. Employee Sex	<input type="checkbox"/> Male <input type="checkbox"/> Female
7. Employee Race	<input type="checkbox"/> Caucasian <input type="checkbox"/> Black <input type="checkbox"/> Hispanic <input type="checkbox"/> Am Ind/Al <input type="checkbox"/> Asian <input type="checkbox"/> 2+ races <input type="checkbox"/> Native HI/P. Islander
Section 2 - JOB & PAY DATA SUPPLIED BY EMPLOYEE	
8. What is your job or position?	
9. How much are you paid an hour?	
10. Are you paid every week?	<input type="checkbox"/> Yes <input type="checkbox"/> No
11. Do you receive time and 1/2 for hours worked over 40?	<input type="checkbox"/> Yes <input type="checkbox"/> No
12. Did the company pay for your hardhat and vest?	<input type="checkbox"/> Yes <input type="checkbox"/> No
13. Have you seen the project bulletin board with the wage and job posters?	<input type="checkbox"/> Yes <input type="checkbox"/> No
14. Were you told to give someone money or favors to get this job? Or to keep your job?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Section 3 - DEDUCTION DATA SUPPLIED BY EMPLOYEE	
15. Is money taken from your check for insurance, loans, uniforms, child support etc?	
<input type="checkbox"/> Taxes <input type="checkbox"/> Insurance <input type="checkbox"/> 401K <input type="checkbox"/> Uniform <input type="checkbox"/> Travel <input type="checkbox"/> Loan/Advances <input type="checkbox"/> Child Support	<input type="checkbox"/> Repayments <input type="checkbox"/> Credit Card Charges <input type="checkbox"/> Per Diem <input type="checkbox"/> Company Purchases <input type="checkbox"/> Safety Equipment <input type="checkbox"/> Alimony <input type="checkbox"/> Stock <input type="checkbox"/> Charitable Contributions <input type="checkbox"/> Direct Deposits <input type="checkbox"/> Union Fees & Dues <input type="checkbox"/> Transportation <input type="checkbox"/> Other _____
Section 4 - FRINGE DATA SUPPLIED BY EMPLOYEE	
16. Are you paid for holidays, sick days, vacation?	<input type="checkbox"/> Yes <input type="checkbox"/> No
17. Does the company pay any of your insurance?	<input type="checkbox"/> Yes <input type="checkbox"/> No
18. Employee comments/explanations	

Over
➔

STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION
EMPLOYEE INTERVIEW FORM-LABOR

Confidential: All information in this form shall remain confidential to the extent permitted by law, including Florida Statutes Chapter 119

Section C - INTERVIEWER'S OBSERVATION					
H. Describe employee's work you observed at time of interview.					
I. List/describe the tools/equipment the employee was using/operating. <input type="checkbox"/> No Tools <input type="checkbox"/> No Equip					
J. Interviewer Comments					
Section D - RCS' REVIEW & ACTION					
K. RCS	First & Last Name Date				
L. Payroll vs. Wage Determination Minimum Rate and Fringe					
As shown on Payroll: Classification					
As indicated in observation ("H" and "I"): Classification					
Rate Paid	Fringe Paid	Total	Rate Minimum	Fringe Minimum	Total
WD Rate	WD Fringe	WD Total	Is the classification shown on the payroll equal to or greater than the classification as observed ("H" and "I")? <input type="checkbox"/> Yes <input type="checkbox"/> No		
If Fringe Benefits are required, how are they paid to the employee? <input type="checkbox"/> NA - not required <input type="checkbox"/> Cash <input type="checkbox"/> Benefits <input type="checkbox"/> Combination					
M. Are there any discrepancies between work observed, tools and equipment used, classification and rate of pay? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please explain.					
Discrepancy: <input type="checkbox"/> Improper Classification <input type="checkbox"/> Wages paid <input type="checkbox"/> Not Listed on payroll <input type="checkbox"/> Other:			Was a payroll violation issued? <input type="checkbox"/> Yes Code # _____ <input type="checkbox"/> No		
N. Any concerns from Section 2 or 3?			<input type="checkbox"/> Yes <input type="checkbox"/> No		
O. Comments <input type="checkbox"/> N/A					
P. Payroll Correction received if applicable: _____ Date _____					



Section A – will be completed when you receive the form

700-010-63
CONSTRUCTION
08/23

STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION
EMPLOYEE INTERVIEW FORM-LABOR

“Confidential: All information in this form shall remain confidential to the extent permitted by law, including Florida Statutes Chapter 119”

Section A – RCS’S PROJECT IDENTIFICATION			
A. Fin. Project #	e-mail to d2-certifiedpayrollE@dot.state.fl.us		
B. F.A.P. #	C. Contract #		
D. Prime			
Section B - INTERVIEWER’S IDENTIFICATION			
E. Interviewer	First & Last Name (print)		
	Signature & Date		
F. Interviewer’s Employer			
G. Date of Interview			

Section B – this is YOUR information (or the person conducting the Interview)

The Payroll email address shown is where the forms should be emailed within two (2) business days once the form has been completed



Section 1 –
Employee
Information
completed by
Inspector

Section 1 - IDENTITY DATA SUPPLIED BY EMPLOYEE			
1.	Employee	First & Last Name	
		Signature & Date	
2.	Employee ID or last four of SS No.		
3.	Employed by		
4.	How long with the company?		
5.	How long on this project?		
6.	Employee Sex	<input type="checkbox"/> Male <input type="checkbox"/> Female	
7.	Employee Race	<input type="checkbox"/> Caucasian <input type="checkbox"/> Black <input type="checkbox"/> Hispanic <input type="checkbox"/> Am Ind/Al <input type="checkbox"/> Asian <input type="checkbox"/> 2/+races <input type="checkbox"/> Native Hi./P. Islander	
Section 2 - JOB & PAY DATA SUPPLIED BY EMPLOYEE			
8.	What is your job or position?		
9.	How much are you paid an hour?		
10.	Are you paid every week?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
11.	Do you receive time and 1/2 for hours worked over 40?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
12.	Did the company pay for your hardhat and vest?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
13.	Have you seen the project bulletin board with the wage and job posters?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
14.	Were you told to give someone money or favors to get this job? Or to keep your job?	<input type="checkbox"/> Yes <input type="checkbox"/> No	

Section 2 –
Completed by
Inspector based
on information
provided by
Employee



SECTION 1 & 2

This information is supplied by the Employee

Please be sure to ask all the questions to the employee, as they are shown.

QUESTION 3: Please do not assume who the employee works for based on the name on their t-shirt, a logo on the truck they arrived in, or a hat they may have on.


This assumption can cause issues with validating the interview.

If the employee doesn't know how much they make per hour or their classification – It's okay!





Section 4:
Ask the questions and if the employee
has any comments add those to box 18

Section 4 - FRINGE DATA SUPPLIED BY EMPLOYEE	
16. Are you paid for holidays, sick days, vacation?	<input type="checkbox"/> Yes <input type="checkbox"/> No
17. Does the company pay any of your insurance?	<input type="checkbox"/> Yes <input type="checkbox"/> No
18. Employee comments/explanations	
Over 	



Section C is where we look to see what work the employee was performing at the time of the interview.

Please provide as much detail as possible

Section C - INTERVIEWER'S OBSERVATION

H. Describe employee's work you observed at time of interview.

I. List/describe the tools/equipment the employee was using/operating.

No Tools No Equip

J. Interviewer Comments



Examples of Interviews that are not useful

Section C - INTERVIEWER'S OBSERVATION	
H. Describe employee's work you observed at time of interview.	Scaping out work.
I. List/describe the tools/equipment the employee was using/operating. <input checked="" type="checkbox"/> No Tools <input checked="" type="checkbox"/> No Equip	
J. Interviewer Comments	None.

Section C - INTERVIEWER'S OBSERVATION	
H. Describe employee's work you observed at time of interview.	Moving BETWEEN TASKS.
I. List/describe the tools/equipment the employee was using/operating. <input checked="" type="checkbox"/> No Tools <input checked="" type="checkbox"/> No Equip	
J. Interviewer Comments	Knows proper PPE



Examples of Interviews that are not useful

“Shoulder work; placing material on drop off slope”

The interpretation was placing material on shoulder could have been accomplished using hand tools (shovel) as the employee was classified as a Common laborer; however, additional clarification was requested from the project personnel that indicated the employee was operating a front end loader to place the material. Not only was the employee improperly classified, but they were insufficiently paid

“Eating a grape Electrolyte popsicle”

Not at all useful, and we would ask for an additional interview to be conducted.

“MOT/Traffic Control”

Clarification received was the employee was setting up traffic cones and flagging traffic

“Operating a Manlift”

The employee was only moving the lift from one location to another.



Issues we have with Interviews



Incorrect Interview dates

Incorrect employer

Description of work does not include enough information for us to know what their appropriate classification should be



This is the type of information we will be looking for

Section C - INTERVIEWER'S OBSERVATION	
H.	Describe employee's work you observed at time of interview. OPERATING PAVER, PAVING MAINLINE LANE L2
I.	List/describe the tools/equipment the employee was using/operating. <input checked="" type="checkbox"/> No Tools <input type="checkbox"/> No Equip PAVING MACHINE (PAVER)
J.	Interviewer Comments

Section C - INTERVIEWER'S OBSERVATION	
H.	Describe employee's work you observed at time of interview. I observed Isidro hard raking & Leveling the 3 pull boxes behind the Gravity wall @ STA 516+00 O/R ROWY
I.	List/describe the tools/equipment the employee was using/operating. <input type="checkbox"/> No Tools <input type="checkbox"/> No Equip Hard Rake & Level for proper slopes
J.	Interviewer Comments NONE



We need the.....

DETAILS



Section C - INTERVIEWER'S OBSERVATION	
H. Describe employee's work you observed at time of interview.	Trimming off hanging limbs from the logs on the haul truck
I. List/describe the tools/equipment the employee was using/operating. <input type="checkbox"/> No Tools <input type="checkbox"/> No Equip	pole saw
J. Interviewer Comments	



Without this information, we would have had to see clarification from project personnel

The more information you give us in Section C, the easier it is for us to determine the appropriate classification.

If we have questions, we will contact the Project Administrator, who will usually call you as ask for more information.



Mock Interview



BULLETIN BOARDS

Bulletin Boards

District 2 has an employee on the JEAcēs contract who conducts all the Bulletin board inspections for all D2 Federally Funded Projects

We may ask, at times for our inspectors to take pictures of certain posters, so we can ensure the information has been posted by the Prime Contractor

Boards should not be removed until Final Acceptance is issued – NOT when work is complete

Depending on the nature of the project, exceptions for the location, or type of board may be made, but those decisions must go through the District Construction Office





STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION
Form No. 275-60-25
Issue Date: 06/01/11

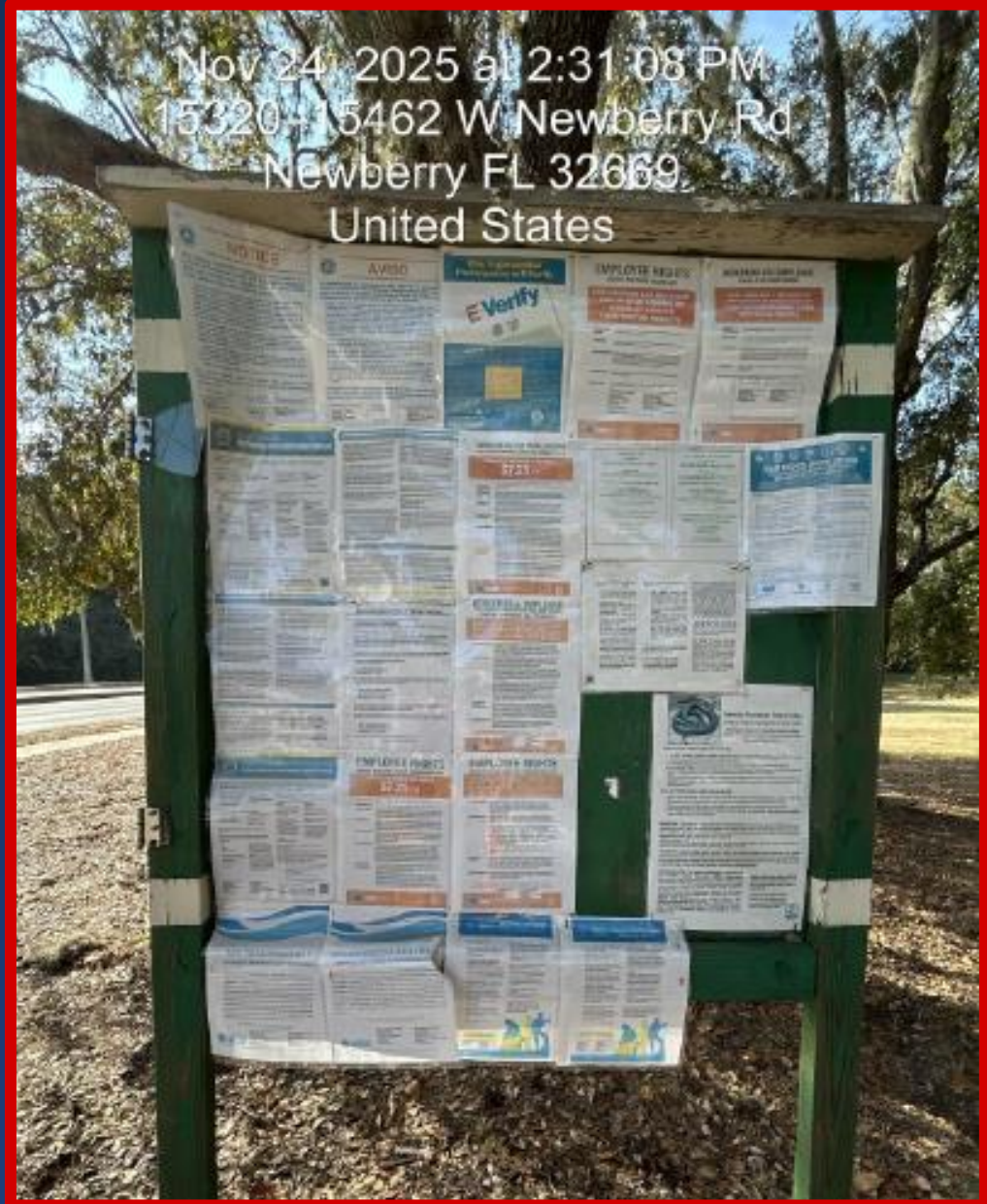
EQUAL EMPLOYMENT OPPORTUNITY ("EEO") POLICY & OFFICERS (continued)

PROJECT		
Contract No.	Agency	Prime Contractor
[REDACTED]		

CONTRACTOR EEO OFFICERS

Anyone who feels they have been discriminated against because of their sex, race, religion, color, age, national origin or Vietnam era and special disabled veteran status, should report the matter to the appropriate EEO Officer.

Company Name EEO Officer's full name, mailing address, telephone number including area code	Company Name EEO Officer's full name, mailing address, telephone number including area code	Company Name EEO Officer's full name, mailing address, telephone number including area code
Jarvis D. Hinson, Director Jarvis McCoy 11600 Columbia Park Drive W Jacksonville, FL 32259 904-282-3666	Traffic Control Products of FL KAREN WADSELEWSKI 5514 Carrack Ave Tampa, FL 33610 813-621-8484	TSP Construction Group, LLC Richard Brockman Jr 1740 Lakeside Ave St. Augustine, FL 32004 770-715-4383
Arvision Traffic Services Catherine Johns 11630 Columbia Park Drive E, Ste D Jacksonville, FL 32256 384 846-2668	RE Arnold Construction, Inc. Ronald Arnold 17215 SW Ancher Road Aurora, FL 32618 5623351711	J&K Underground Construction LLC Kevin Barber 495-108 13 N Ste 312 St Johns, FL 32250 904734-0660





Modification Number: 8
 Publication Date: 01/09/2023

Form 750 (07/07)
 CONSTRUCTION
 05/02

ADDITIONAL FEDERAL WAGE RATE DECISIONS

The U.S. Dept. of Labor has established Wage Rates for the following additional classifications of work on this project.

FINANCIAL PROJECT NO.	
DECISION TYPE	
HIGHWAY	
HEAVY	
BUILDING	
WATERSEWER	

CLASSIFICATION	RATE (\$)	FRINGE (\$ or NA)
Power Tool Operator	16.00	NA
Material transfer vehicle	17.77	NA
Mower Operator	17.77	NA

Directions: The prime contractor is responsible for completing this form for the project and posting it on the job-site Bulletin Board. Type or print the financial project number, county, each Wage Decision number and Modification Number. Record the classification, rate and fringe data decisions issued by the FDOT Prevailing Wage Rate Coordinator. For ease of update, retain a copy of the posted form and add additional wage decisions as issued. Contractors may waive the construction job site posting of individual wage decision letters when this form is posted.

STATE: Florida
 County: Alachua, Glades and Levy Counties in Florida

GENERAL CONSTRUCTION PROJECTS

Subcontract subject to the Davis-Bacon Act are generally required to pay at least the applicable minimum wage rate, provided under Executive Order 13495 or Executive Order 13658. Please note that these Executive Orders apply to covered business enterprises owned by the Federal Government that are contracts subject to the Davis-Bacon Act (50 USC), but do not apply to contracts subject only to the Davis-Bacon Act (41 CFR), including those set forth at 29 CFR 8.1(a)(1).

If the contract is entered into on or after January 30, 2020, or the contract is renewed or extended (i.e., an action is exercised) on or after January 30, 2020:

- Executive Order 13495 generally applies to the CONTRACT.
- The contractor must pay all covered workers at least \$17.38 per hour (or the applicable wage rate listed on this wage determination, if it is higher) for all hours spent performing on the contract in 2024.

Executive Order 13495 generally applies to the CONTRACT.

- The contractor must pay all covered workers at least \$17.38 per hour (or the applicable wage rate listed on this wage determination, if it is higher) for all hours spent performing on the contract in 2024.

If the contract was awarded on or before January 3, 2020 and the contract is not renewed or extended on or after January 30, 2020:

- Executive Order 13658 generally applies to the contract.
- The contractor must pay all covered workers at least \$11.90 per hour (or the applicable wage rate listed on this wage determination, if it is higher) for all hours performing on that contract in 2024.

The applicable Executive Order minimum wage rate will be adjusted annually. If this contract is covered by one of the Executive Orders and a classification considered necessary for performance of work on the contract does not appear on this wage determination, the contractor must still submit a controversy request.

Additional information on contractor requirements and worker protections under the Executive Orders is available at <http://www.dol.gov/whd/govcontracts>.

Modification Number: 8
 Publication Date: 08/11/2023

WFL1802-843 06/27/2024

WHD-7085-gov/wage-determination/20240700

WAGE DETERMINATION APPEALS PROCESS

1.) Not later than 60 days after the date on which the classification and wage rates under the EAO identifier took effect, each state law or contract from which the rates were selected:

- an existing published wage determination
- a survey involving a wage determination
- a Wage and Hour Division letter setting forth a position on a wage determination matter
- a reference (Additional Classification and Refer) ruling on survey related matters, initial contact, including requests for summary of survey, should be with the Wage and Hour National Office (see the National Office has responsibility for the Davis-Bacon survey program. If the response from this initial contact is not satisfactory, then the process described in 2.1 and 3.1) should be followed.

with regard to any other matter not set forth for the formal process described here, initial contact should be with the Branch of Construction Wage Determinations. Write to:

Branch of Construction Wage Determinations
 Wage and Hour Division
 U.S. Department of Labor
 200 Constitution Avenue, N.W.
 Washington, DC 20210

2.) If the answer to the question in 1.1 is "no," then an interested party (those affected by the action) can request review and reconsideration from the Wage and Hour Administrator (see 29 CFR Part 1.6 and 30 CFR Part 7). Write to:

Wage and Hour Administrator
 U.S. Department of Labor
 200 Constitution Avenue, N.W.
 Washington, DC 20210

The request should be accompanied by a full statement of the interested party's position and by any information (wage payment data, project description, area practice material, etc.) that the requestor considers relevant to the issue.

3.) If the decision of the Administrator is not favorable, an interested party may appeal directly to the Administrative Review Board (formerly the Wage Appeals Board). Write to:

Administrative Review Board
 U.S. Department of Labor
 200 Constitution Avenue, N.W.
 Washington, DC 20210

4.) All decisions by the Administrative Review Board are final.

 END OF GENERAL DECISION *****

WHD-7085-gov/wage-determination/20240700

CLASSIFICATION	Rate	Fringes
CARPENTER	\$ 16.98	0.00
CEMENT MASON/CONCRETE FINISHER	\$ 20.00	0.82
ELECTRICIAN	\$ 25.05	11.18
IRONWORKER	\$ 24.16	0.00
LABORER: Asphalt, Includes Raker, Shovelers, Spreader and Distributor	\$ 16.39 **	0.00
LABORER: Common or General	\$ 15.01 **	0.00
LABORER: Mason Tender - Cement/Concrete	\$ 20.24	3.81
LABORER: Pipelayer	\$ 17.00 **	0.70
LABORER: Grade Checker	\$ 17.21	0.00
OPERATOR: Backhoe/Excavator/Tractor	\$ 19.10	0.00
OPERATOR: Bobcat/Skid Steer/Skid Loader	\$ 15.85 **	0.00
OPERATOR: Boom	\$ 33.61	11.30
OPERATOR: Broom/Sweeper	\$ 15.13 **	0.00

STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION

EQUAL EMPLOYMENT OPPORTUNITY ('EEO') POLICY & OFFICER

PROJECT

Financial Project No.	F.A.P.No.	Contract No.	County	Prime Contractor
207608-3-52-01	D224078B	T2A07	Alachua	Preferred Materials

POLICY DECLARATION

The prime contractor and each subcontractor having a contract of \$10,000 or more on project have accepted the following operating policy. A copy of the full policy may be obtained by contacting the contractor's EEO Officer identified below:

"It is the policy of this Company to assure that applicants are employed, and that employees are treated during employment, without regard to their race, religion, sex, color, national origin, age or disability. Such action shall include: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff and recall; and termination of employment."

Questions:

1. Are bulletin boards only for EEO, and Wage information?

No, there are other areas such as Environmental that require the posting of documentation on the Job Site.

2. Should the Board remain in place until Final Acceptance is issued?

Yes, work could occur after Final Inspection.





ON-THE-JOB TRAINING



On The Job Training Overview

All Projects could have training – Mandatory or Voluntary

For Federally Funded projects to require training they must be 275 days or more and \$3.5 million

Training Evaluation meeting sets the final agreed upon number of trainees the proposed training classifications for the project, and if the contractors wished to utilize the Mobility OJT Plan or Conventional OJT Plan

District Construction issues concurrence for the proposed **Proficiency Standards and classifications**

When **observing** a Proficiency demonstration, the **form should include** the signature of the Prime Contractor, a 'Concurrence from District Construction' stamp and the signature of the District Contract Compliance Manager (DCCM)



On The Job Training Overview

OJT Specialist will attempt to perform the appropriate **interview** but if assistance is needed in coordinating the process with field personnel, OJT Specialist will contact PA/PE.

Once the interview is complete and the trainee is enrolled, they will receive an ID card they are to keep on their person at all times.



This ID card will help to identify them as a Trainee if USDOL comes to the jobsite.



DAILY WORK REPORTS for OJT (DWR)

We ask that the Trainee introduce themselves to the Project Team, just so you are aware they are there.

District 2 does not require that in information for the trainees be noted on the Daily Work Reports (DWR).

If the trainee does introduce themselves, please feel free to include any information you feel is necessary.

Project personnel are **not** required to track daily hours for which candidate receives training; however, documentation in **DWR** is compared to the Prime Contractor's records when validating training hours.



STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION
DAILY-WEEKLY REPORT
FOR ON-THE-JOB TRAINEES

Financial Project Number:	Federal Aid Number:
Name of Contractor:	Name of Trainee:
Classification of Trainee:	Week Ending:

DATE (00/00/00)	DESCRIPTION OF TRAINEES WORK WHEN OBSERVED	HOURS WORKED ON THE PROJECT	APPROVED TRAINING HOURS	HOURS SHOWN ON PAYROLL
Monday:	_____			
Tuesday:	_____			
Wednesday:	_____			
Thursday:	_____			
Friday:	_____			
Saturday:	_____			
Sunday:	_____			
	Total for Week			
	Previous Total			
	Total Hours Trained			

INSPECTOR'S SIGNATURE & TITLE

AUTHORIZED SIGNATURE OF PRIME CONTRACTOR

Daily-Weekly Report for On-The-Job Trainees

Completed by the Contractor who the Trainee is employed by.

We ask that if the inspector is not comfortable signing the form do not feel pressured.

If you did not observe the trainee on the equipment noted at the top of the page, again do not feel pressured



STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION
 DAILY-WEEKLY REPORT
 FOR ON-THE-JOB TRAINEES

Financial Project Number: [REDACTED]	Federal Aid Number: [REDACTED]
Name of Contractor: [REDACTED]	Name of Trainee: [REDACTED]
Classification of Trainee: [REDACTED]	Week Ending: [REDACTED]

Example of a
 completed
 Daily-Weekly Report

DATE (00/00/00)	DESCRIPTION OF TRAINEES WORK WHEN OBSERVED	HOURS WORKED ON THE PROJECT	APPROVED TRAINING HOURS	HOURS SHOWN ON PAYROLL
Monday:	<u>Did Not Train on Backhoe</u>	10	0	10
Tuesday:	<u>Did Not train on Backhoe</u>	10	0	10
Wednesday:	<u>Did not train on Backhoe</u>	10	0	10
Thursday:	<u>Did not operate back hoe.</u>	10	0	10
Friday:	<u>Mixed 5th soil material and hooked OFF Row & Trucks</u>	8	8	8
Saturday:	_____			
Sunday:	_____			
	Total for Week	48	8	48
	Previous Total	93	46	93
	Total Hours Trained	141	54	141

[REDACTED]

INSPECTOR'S SIGNATURE & TITLE
 CONTRACTOR

[REDACTED]

AUTHORIZED SIGNATURE OF PRIME



OJT Overview

Project personnel are encouraged to perform **labor interviews** when candidate is performing work not associated with training.

Graduation is based on **Project Personnel's certification** of the trainee's proficiency level as demonstrated.

The **Demonstration** can be performed on any construction project for which DOT is providing CEI oversight; it does not necessarily have to occur on the project for which the mandates are assigned

Ensure the Proficiency Standard reflects the **correct trainee's name** and **classification** for which demonstration is being performed, as well as all required stamps/signatures.

If possible, the 'observer' should **print his/her name** on the standard when completed

Proficiency Record for On-The-Job Training

Section 1:

will contain the Project that requires the Trainees (may not be the project you are on)

Section 2:

Box 8 will have the Training Classification and Box 9 will outline standards the trainee needs to achieve

Section 3:

The form you are provided should have boxes 10-12 completed. If it does not, the form is not valid

Section 4:

Ensure the trainee's name is included in box 13 and the **Contract #** you are on is included in box 14

STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION
PROFICIENCY RECORD FOR ON-THE-JOB TRAINING

275-021-01
BUSINESS GROWTH &
ENGAGEMENT
01/10
Page 1 of 1

SECTION 1: PROJECT IDENTIFICATION					
1. Financial Project No.	2. F.A.P. No.	3. Contract No.	4. County	5. District	
6. Contractor Name		7. FEID No.			
SECTION 2: PROFICIENCY STANDARDS					
8. On the Job Training Classification Title:					
9. Established Proficiency Standards (label as 9A, 9B, 9C, 9D, 9E)					
SECTION 3: CONCURRENCE WITH PROFICIENCY STANDARDS					
10. Contractor's Signature	Date	11. Project Administrator's Signature	Date	12. DCCM's Signature	Date
SECTION 4: TRAINEE IDENTIFICATION					
13. Trainee's Name			14. Location Requested For Observation		

Proficiency Record for On-The-Job Training

Section 5:

The Date the observation is requested for to be performed as well as the Prime Contractor representative's signature

Section 6:

Includes the date the observation is performed, your signature, contractor's signature and the trainee's signature.

SECTION 5 & 6: PROFICIENCY OBSERVATION REQUEST & OBSERVATION RESULTS					
SECTION 5	REQUEST	15. OBSERVATION #1	16. OBSERVATION #2	17. OBSERVATION #3	18. OBSERVATION #4
		Trainee has completed at least Minimum Hours of training for the classification.	Trainee has completed at least the minimum hours of training for the classification.	The Trainee has completed the maximum hours of training for the classification.	The Trainee has completed the maximum hours of training for the classification.
		Date for Observation	Date for Observation	Date for Observation	Date for Observation
		Contractor Signature & Date	Contractor Signature & Date	Contractor Signature & Date	Contractor Signature & Date
SECTION 6	RESULTS	19. RESULTS OBSERV #1	20. RESULTS OBSERV #2	21. RESULTS OBSERV #3	22. RESULTS OBSERV #4
		DATE	DATE	DATE	DATE
		Proficiency Demonstrated?	Proficiency Demonstrated?	Proficiency Demonstrated?	Proficiency Demonstrated?
		9A. <input type="checkbox"/> Yes <input type="checkbox"/> No	9A. <input type="checkbox"/> Yes <input type="checkbox"/> No	9A. <input type="checkbox"/> Yes <input type="checkbox"/> No	9A. <input type="checkbox"/> Yes <input type="checkbox"/> No
		9B. <input type="checkbox"/> Yes <input type="checkbox"/> No	9B. <input type="checkbox"/> Yes <input type="checkbox"/> No	9B. <input type="checkbox"/> Yes <input type="checkbox"/> No	9B. <input type="checkbox"/> Yes <input type="checkbox"/> No
		9C. <input type="checkbox"/> Yes <input type="checkbox"/> No	9C. <input type="checkbox"/> Yes <input type="checkbox"/> No	9C. <input type="checkbox"/> Yes <input type="checkbox"/> No	9C. <input type="checkbox"/> Yes <input type="checkbox"/> No
		9D. <input type="checkbox"/> Yes <input type="checkbox"/> No	9D. <input type="checkbox"/> Yes <input type="checkbox"/> No	9D. <input type="checkbox"/> Yes <input type="checkbox"/> No	9D. <input type="checkbox"/> Yes <input type="checkbox"/> No
		9E. <input type="checkbox"/> Yes <input type="checkbox"/> No	9E. <input type="checkbox"/> Yes <input type="checkbox"/> No	9E. <input type="checkbox"/> Yes <input type="checkbox"/> No	9E. <input type="checkbox"/> Yes <input type="checkbox"/> No
		Observer Signature	Observer Signature	Observer Signature	Observer Signature
		Contractor Signature	Contractor Signature	Contractor Signature	Contractor Signature
Trainee's Signature	Trainee's Signature	Trainee's Signature	Trainee's Signature		

If Milestone Observations are requested, it is permissible to use this form.



Example of a completed Proficiency Record

STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION
PROFICIENCY RECORD FOR ON-THE-JOB TRAINING
EQUAL OPPORTUNITY OFFICE 01110 Page 1 of 1

SECTION 1: PROJECT IDENTIFICATION								
1. Financial Project No.	2. F.A.P. No.	3. Contract No.	4. County	5. District				
				2				
6. Contractor Name		7. FEID No.						
SECTION 2: PROFICIENCY STANDARDS								
8. On the Job Training Classification Title:		TRAFFIC CONTROL SPECIALIST						
9. Established Proficiency Standards (label as 9A, 9B, 9C, 9D, 9E)								
9A: Directs traffic in or around a construction site								
9B: Proper use of signs or devices to direct traffic								
9C: Help assemble, position, and clean devices or equipment used to direct traffic								
9D: Become MOT Intermediate or Advanced certified in the State of Florida per FDOT requirements								
9E: Attend daily and/or weekly traffic control inspections with the project supervisors								
SECTION 3: CONCURRENCE WITH PROFICIENCY STANDARDS								
10. Contractor's Signature		11. Project Administrator's Signature		12. DCCM's Signature				
				<div style="border: 2px solid green; padding: 5px; display: inline-block;"> Concur <small>9/5/2025</small> </div>				
Concurrence received by District Construction								
SECTION 4: TRAINEE IDENTIFICATION								
13. Trainee's Name			14. Location Requested For Observation					
SECTION 5 & 6: PROFICIENCY OBSERVATION REQUEST & OBSERVATION RESULTS								
S E C T I O N 5	15. OBSERVATION #1		16. OBSERVATION #2		17. OBSERVATION #3		18. OBSERVATION #4	
	Trainee has completed at least Minimum Hours of training for the classification.		Trainee has completed at least the minimum hours of training for the classification.		The Trainee has completed the maximum hours of training for the classification.		The Trainee has completed the maximum hours of training for the classification.	
	Date for Observation		Date for Observation		Date for Observation		Date for Observation	
	9/5/2025							
	Contractor Signature & Date		Contractor Signature & Date		Contractor Signature & Date		Contractor Signature & Date	
S E C T I O N 6	19. RESULTS OBSERV #1		20. RESULTS OBSERV #2		21. RESULTS OBSERV #3		22. RESULTS OBSERV #4	
	DATE 9-5-25		DATE		DATE		DATE	
	Proficiency Demonstrated?		Proficiency Demonstrated?		Proficiency Demonstrated?		Proficiency Demonstrated?	
	9A. <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		9A. <input type="checkbox"/> Yes <input type="checkbox"/> No		9A. <input type="checkbox"/> Yes <input type="checkbox"/> No		9A. <input type="checkbox"/> Yes <input type="checkbox"/> No	
	9B. <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		9B. <input type="checkbox"/> Yes <input type="checkbox"/> No		9B. <input type="checkbox"/> Yes <input type="checkbox"/> No		9B. <input type="checkbox"/> Yes <input type="checkbox"/> No	
	9C. <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		9C. <input type="checkbox"/> Yes <input type="checkbox"/> No		9C. <input type="checkbox"/> Yes <input type="checkbox"/> No		9C. <input type="checkbox"/> Yes <input type="checkbox"/> No	
	9D. <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		9D. <input type="checkbox"/> Yes <input type="checkbox"/> No		9D. <input type="checkbox"/> Yes <input type="checkbox"/> No		9D. <input type="checkbox"/> Yes <input type="checkbox"/> No	
	9E. <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		9E. <input type="checkbox"/> Yes <input type="checkbox"/> No		9E. <input type="checkbox"/> Yes <input type="checkbox"/> No		9E. <input type="checkbox"/> Yes <input type="checkbox"/> No	
	Observer Signature		Observer Signature		Observer Signature		Observer Signature	
Contractor Signature		Contractor Signature		Contractor Signature		Contractor Signature		
Trainee's Signature		Trainee's Signature		Trainee's Signature		Trainee's Signature		

Question:

1. Can Trainees receive training hours and have the proficiency demonstration completed on a project that does not have mandatory training?

Yes, any project for which DOT is providing CEI oversight can be used.





SUBCONTRACT ADMINISTRATION



Subcontract Administration

Prior to a subcontractor commencing work on the project the Prime Contractor is required to notify the Department if they are not performing work with their own forces.

These documents are reviewed to ensure the subcontractor is not suspended or debarred.

The Compliance Specialist has five (5) business days to notify the Prime of any issues.

Once all information is correct the information is put into PrC for all our DOT projects and an acknowledgement email is sent to the Prime Contractor, with a copy to the PA.

For LAP projects the PA will be copied on the acknowledgement, and they will notify the inspection staff.

DAILY WORK REPORTS



DAILY WORK REPORTS (DWR)

Daily Work Reports are completed on ALL projects, whether they are state funded or federally funded

The DWR's capture who is working on a project at any given time

The compliance staff compares the DWR's to the payrolls submitted to ensure the appropriate classifications are shown for the work performed.

If you note a subcontractor in the visitor section of the DWR, we will not know.

The areas we are concerned with are the Contractor Operations and Subcontractor Operations – also known as COPS and SCOPS

If the subcontractor does not appear in PrC or your Project Administrator has not notified you that there is a new subcontractor, please give us a call.



DAILY WORK REPORTS (DWR)

This is an example of the Daily Report of Construction that has been used for many years. This covers the basic information that is needed.

STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION DAILY REPORT OF CONSTRUCTION				700-010-13 CONSTRUCTION 04/18 Page 1 of 3
Date:	Contract ID:	Financial Project ID:	Inspector:	
High Temp:	AM Conditions:	PM Conditions:		
Low Temp:				
Remarks				
General: <p style="text-align: center;">Give as much detail for each Contractor and Subcontractor as possible</p>				
Accidents: <input type="checkbox"/> No <input type="checkbox"/> Yes See Accident Report Dated:		Day of Week:	Contract Day:	Total Days:
Visitors:				



This is Page 2 – if you would like to complete it, feel free.

We are mainly looking for the following:

- Prime Contractor Operations
- Subcontractor Operations
- Equipment used by all Contractors On Site
- Number of Personnel for all Contractors On Site

Date:	Contract ID:
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Estimated Work Performed							
Contr/ Sub #	Line Item #	Pay Item Code	Location	Time (AM/PM)		Installed	
				Beginning	Ending	Qty.	Units

EFFECTS OF WEATHER ON MAJOR WORK ITEMS (CHECK CONTROLLING ITEMS):

Major and/or Controlling Work Items	No Effect All Day	Affected Less Than 50% of Work Day	Affected More Than 50% Of Work Day	No Work All Day
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

CONTRACTOR PAST PERFORMANCE	
PURSUIT OF THE WORK: <input type="checkbox"/> YES <input type="checkbox"/> NO	
CONFORMANCE WITH CONTRACT DOCUMENTS: <input type="checkbox"/> YES <input type="checkbox"/> NO	

TECHNICIAN'S SIGNATURE AND RATING:	HOURS AT JOB SITE		TOTAL HOURS
	FROM:	TO:	

Example of what the DWR looks like when we pull them from PrC



Type	Remark
CITW-Controlling Items of Work	Shoulder Treatment/Performance Turf-Sod Friction Course/Final Pavement Markings Permanent Signs
COCD-Conf. w/cont. docs Y/N?	Yes
GEN-General	Contract Day - 236/259
SCOP-SubContractor Operations	<p>Buds Asphalt Milling (Day) -</p> <p>Milled 1.5" average depth in R-1 lane, inside left turn lane, median turn-out, gore area, and NB/SB Alt US-301 on/off ramps on SR-16 from STA 380+71 to STA 408+62, Lt B/L Survey SR-16.</p> <p>Quantities Pay Item #327-70-6: 6583.1 SY Element ID: 28237</p> <p>TRP Construction Group (Day) -</p> <p>Placed temporary painted pavement markings (6" white solid; 6" yellow solid; 6" yellow 6'/10' extensions; 6" yellow 2'/4' dotted guidelines; 24" white solid; white arrows; 18" yellow solid) on R-1 lane, inside left turn lane, median turn-out, gore area, and NB/SB Alt US-301 on/off ramps on SR-16 from STA 380+71 to STA 408+62, Lt B/L Survey SR-16.</p> <p>Note: Subcontractor TRP notified Cal-tech that they did not have stencils on-site for directional arrows or "only" messages that are called for in the plans within the noted above work area.</p> <p>Quantities: 6" white solid standard pay item # 710-11-101: 0.312 GM 6" yellow solid standard pay item # 710-11-201: 0.387 GM 6" yellow 6'/10' skip extension/ 2'/4' dotted guideline; pay item #710-11-241: 0.098 GM 24" white solid standard pay item #710-11-125: 40 LF white arrow standard pay item #710-11-170: 3 EA 18" yellow solid pay item #710-11-224: 90 LF</p>
PRWK-Pursuit of work, Y/N?	Weather Day
OTH-Other	<p>APL Product identifier number: 710-001-025 utilized for standard white paint</p> <p>APL Product identifier number: 710-002-023 utilized for standard yellow paint</p> <p>APL product identifier number: 971-000-013 utilized for glass beads</p>
ADWD-Addtl. Weather Descrp.	See Zane Mobley's DWR for weather comments

Example of personnel and equipment



Contractor's Equipment

Vendor Id	Vendor Name	Id	Description	# of Pieces	# Used	Hours Used	Remarks
F920548677	BUD'S ASPHALT MILLING OF FLORIDA LLC	gen - 73	Truck, Pickup	1	1	10	Dodge Ram 2500
F920548677	BUD'S ASPHALT MILLING OF FLORIDA LLC	gen - 74	Truck, Water	1	1	10	Chevy 3500
F920548677	BUD'S ASPHALT MILLING OF FLORIDA LLC	gen - 38	Milling Machine	1	1	10	Wirtgen 210 Fi
F273376792	TRP CONSTRUCTION GROUP, LLC	gen - 72	Truck, Paint	1	1	10	Izusu NPR HD
F273376792	TRP CONSTRUCTION GROUP, LLC	gen - 88	Trailer, Equipment	1	1	10	Tandem Axle w/ Kettles
F273376792	TRP CONSTRUCTION GROUP, LLC	gen - 73	Truck, Pickup	1	1	10	F-250

Total Hours: 60

Contractor's on site personnel

Vendor ID	Vendor Name	Name	Hours on Site	Remarks
F920548677	BUD'S ASPHALT MILLING OF FLORIDA LLC	Foreman, Day	10	Ronnie
F920548677	BUD'S ASPHALT MILLING OF FLORIDA LLC	Skilled, Day	10	
F273376792	TRP CONSTRUCTION GROUP, LLC	Foreman, Day	10	Jamar
F273376792	TRP CONSTRUCTION GROUP, LLC	Skilled, Day	20	

Total On Site Hours: 50



Questions



Ally Huesman
District Construction Compliance
Manager
Cell: (386)389-6841
Office: (386)961-7559

Melissa Morgan
District Construction Services Manager
Cell: (386)389-1928
Office: (386)961-7361