



# Arizona Department of Transportation

## INTERMODAL TRANSPORTATION DIVISION Construction Group

### CONSTRUCTION BULLETIN 11-01

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**Date:** March 21, 2011**From:** Julio Alvarado, Assistant State Engineer, Construction**Subject:** Contractor  
Employee Interviews

## Employee Interviews

### Purpose

The intent of this bulletin is to:

- Reinforce compliance with Construction Manual Subsection **1210-9 Employee Interviews**.
- Emphasize the roles of the Inspector, the Office Manager and the Resident Engineer regarding the process of documenting the interview, verifying the information provided against the certified payrolls and following up with Field Reports when necessary.
- Stress the importance of timeliness for providing feedback to the Contractor and addressing discrepancies and potential violations.

### Background

Industry has noted that occasionally an inordinate delay occurs between the time an employee interview is completed and notification of an issue that requires their attention.

## Process

### Inspector

- Employee interviews should be conducted on the job, during work hours. The interview should be entered into the Pen-based system and documented in the Inspector's Daily Diary.
- The interview should coincide with the observation of the employee performing their duties and noting what tools of their trade are being used. Interviews are *not* to be done at safety meetings or weekly meetings.
- Interviews should be sufficient in number to establish a degree of adequacy and accuracy of records. The interviews should be representative of all classifications of employees on the project work site.
- Employees *should not* be interviewed in the presence of other employees.

### Office Manager

- The office verification should be accomplished promptly (same week) and the interview must be submitted to Field Reports within two weeks of the interview date. The applicable certified payroll reviewed should be documented.
- Occasionally no Davis-Bacon Wage Decision (included in the Special Provisions) classification will fit the work an employee is performing. When this is the case, the Contractor should complete a "[Request for Authorization of Additional Classification and Rate](#)" (Conformance Request) and submit to the Construction Field Office for review.
  - If the Conformance Request is determined to be complete and correct the Office Manager forwards to Field Reports.

### Resident Engineer

In instances where the interview and/or verification provide reason to believe that there are violations based on inconsistent or different information shown on the certified payrolls, it is incumbent on the Resident Engineer to elevate the situation to Field Reports for assistance and resolution.

The interviews themselves are confidential and should never be shown to the Contractors.