

WAGE/EEO Interview Form

(Nov 2017 and later lets)

Project ID/ Location/Prime contractor		
What is your name? (Optional - Phone #/Email address)		
Who do you work for? How long have you worked there?		
What is your work classification? (Occupation/Job Title)		
What are your job duties ? What tools and/or equipment do you use or operate?		
Are you an apprentice ?	Yes or No	
Are you a union member?	Yes or No	Local #
Who is your supervisor or foreman ?		
How long have you worked on this project? When did you start working on this project?		
What is your wage rate per hour?		
Do you know where the Job Site Posting Board is?	Yes or No	
How many hours do you work per week? Do you get paid for overtime ? <i>What is your overtime rate?</i>		
How are you paid? <i>What day of the week are you paid?</i>	Cash Check Direct Deposit Weekly Bi-Weekly S M T W T H F S	
<i>Do you have any deductions other than taxes & SS?</i>	Yes or No IF YES, EXPLAIN:	
What type of benefits do you receive ?	Health Life Dental Holiday/Sick/Vacation Pension 401K Cash in lieu of fringe benefits Other:	
Do you keep records (payments, hours, work performed)?	Yes or No	
<i>Have you ever had any problems with your wages?</i>	Yes or No IF YES, EXPLAIN:	
If you believed that you were not being paid properly, who would you see to file a complaint? <i>Explain: Keep an accurate record of hours worked and work performed (including truck # and equipment used) because they must prove that a wage underpayment has actually occurred</i>		
Do you receive a pay advice statement with your payroll check or direct deposit notification that lists the number of hours worked and rates of pay?	Yes or No	
What are your work assignments?	WisDOT Construction Projects Private Work Shop Work Municipal Projects	
INTERVIEWER NAME:		Date:
HANDOUTS given:	Wage Rates Wage Brochure Business Card Wage Complaint Form Other:	
<i>PAYROLL CROSS REFERENCE:</i>	Consistent with payroll	Inconsistent with payroll

EEO Section

1. Who is the **company's EEO Officer** and how can you contact him/her?
2. Who would you **contact** regarding **discrimination and harassment issues or complaints**?
3. While working on this job site and for this company, have you ever **seen or felt any harassment, intimidation, or coercion**?

Also, complete if time permits:

4. Have you worked with **any women or ethnic minorities** on this crew? If no, **WHY** do you think there are not any employed on this crew?
5. Where can you find out about the **company's policies of equal opportunity, non-discrimination and sexual harassment**? Have you looked over the material? If so, how did you receive the information (e.g. meeting, foreman verbal overview, handouts/manual, posting)?
6. Where would you go for assistance with a personnel concern or complaint?
7. Have you been asked to refer qualified minority and women applicants?
8. Have you been informed about training opportunities available (e.g. union/private)? What type of training has been offered to you?
9. Have you been informed about promotions with this company? If so, what is the progression that a person must go through for a promotion?

TRUCK Section

Project ID/ Location/PRIME Contractor	
Driver Name	
Owner/Operator	Yes (If yes, who hired you?) No (If No, who do you drive for?)
Do you understand that you must pay yourself prevailing wage rate weekly and submit weekly certified payrolls?	
Who writes your payroll check?	
Wage rate	
How are you paid?	Cash Check Direct Deposit
Any deductions other than tax and SS?	Yes or No IF YES, EXPLAIN:
What type of benefits do you receive?	Health Life Dental Holiday/Sick/Vacation Pension 401K Cash in lieu of fringe benefits Other:
Do you keep records (payments, hours, work performed)?	Yes or No
Additional comments:	
Handouts given:	Wage rates Wage Brochure Business Card Trucking guidelines