



EMPLOYEE INTERVIEW

For Equal Employment Opportunity (EEO) and Labor Compliance Monitoring

Contract No. _____

Section 1: Employee Interview

Employee Name: _____ Supervisor: _____

Employer's Company Name: _____ Approx. Date Hired: _____

Classification (e.g. Laborer, Operating Engineer, Truck Driver, etc.): _____ Approx. Start on project: _____

Observed Work: _____

Does observed work match the classification and group noted? Yes No

Are you a member of a union? Yes No If yes, which union: _____

Are you an Apprentice? Yes No If yes, have you ever promoted in the program? Yes No Current Level? _____

Approximately how much do you make an hour? _____ Do you receive fringe benefits? Yes No

How often are you paid? _____ Approximately how many hours do you work a week? _____

Are you being paid time and a half for any overtime (over 8 hours per day and/or 40 per week)? Yes No

Are you aware of your employer's EEO policies (fair hiring and promotions, non-discrimination, etc.)? Yes No

Have you ever been to a meeting or training where EEO policies were discussed? Yes No

Do you know who the EEO officer is for this project? Yes No If, yes please name: _____

Have you seen the labor compliance and EEO posters on the project bulletin board? Yes No

Do you have any comments or questions about anything we have gone over today? Yes No If yes, please describe:

Employee chooses not to participate in the interview (complete employee name, supervisor and company fields only).

Interviewer (please print)

Signature

Date

Section 2: Crew Verification

Does the class/group, apprentice status and wage quoted by employee match to:

Contract prevailing wage? Yes No CPRs? Yes No Apprentice verification? Yes No N/A

If no, please explain: _____

Section 3: Resident Engineer (or designee) Verification – to be completed on every 5th interview.

Has this contractor/subcontractor had late or missing CPRs on this project? Yes No

Where is the project bulletin board set-up? _____

Is the project bulletin board accessible to all employees during all work hours? Yes No

Please confirm posting of the following documents (English and Spanish where noted):

- Contractors EEO policy statement ENG
- Contractor's letter appointing project EEO Officer ENG
- [Equal Employment Opportunity IS THE LAW](#) ENG SP
- [EEO is the Law Supplement](#) ENG SP
- [Employee Rights and Responsibilities Under the Family and Medical Leave Act \(FMLA\)](#) WHD1420 ENG SP
- [Employee Rights Under the Davis-Bacon Act](#) WH1321 ENG SP
- [Employee Rights under The Fair Labor Standards Act \(FSLA\)](#) WH-1088..... ENG SP
- [Employee Polygraph Protection Act \(EPPA\)](#) WH-1462 ENG SP
- [Job Safety and Health IT'S THE LAW](#) OSHA 3156-04R ENG SP
- [Pay Transparency Nondiscrimination](#) ENG SP
- [Notice of Federal Aid Project](#) FHWA-1022..... ENG SP
- [Your Rights under USERRA](#) ENG
- [NV Rules to Observed by Employers](#) ENG
- [NV Domestic Violence Victim's Bulletin](#) ENG SP
- [NV Notice of Limitations on Lie Detector Tests](#)..... ENG SP
- [NV Annual Minimum Wage Bulletin](#) ENG SP
- State Prevailing Wage..... ENG
- Federal Prevailing Wage..... ENG N/A

Has the RE or anyone on the Crew attended any meetings in which the contractor discussed EEO or labor compliance policies with their employees? Yes No

Are EEO and Labor Compliance issues discussed at the weekly meeting with the contractor (if needed)? Yes No

Additional comments on the contractor's EEO and Labor Compliance:

Resident Engineer (or designee, please print)

RE (or designee) Signature

Date