

Instructions for Completing the “Public Works – Initial Report” form (PW-1)

Complainant/Worker Information

1. Enter your first name.
2. Enter your last name.
3. Enter your home telephone number.
4. Enter your work or cellular number.
5. Enter an accurate mailing address including the house number and street name.
6. Enter the city.
7. Enter the state.
8. Enter the zip code.

Project Information (Identifies where the work was performed)

9. Enter the name of the project, in known. For example: Mountain Ranch Elementary School Expansion, Phase I.
10. Enter the project address, including the street name and city.

Complaint Against

11. Enter the name of the contractor which owes wages or allegedly violated the public works laws.
12. Enter the contractor’s State license number, if known. Check with the Contractor’s State License Board to determine the number. (www.cslb.ca.gov)
13. Enter the contractor’s business address including a street name and city.
14. Enter the business telephone number, if known.
15. Enter the name of the person who was in charge at the project site.
16. Enter the title of the person in charge. For example, job foreman.

Awarding Body

17. Enter the name of the public entity where the work was performed. For example: Mountain Ranch Unified School District
18. Enter the address of the awarding body, if known.
19. Enter the telephone number of the awarding body, if known.
20. Enter the name of the person responsible for oversight of the project.
21. Enter the title of the person responsible for the project. For example: Facilities Manager
22. Enter the date that the project began, if known. Note: this may not be the date that you started work on the project.
23. Enter the date that the project was completed or the anticipated date for completion of the project, if known.
24. Enter the date that the Notice of Completion was filed, if known.

General Contractor (Prime Contractor)

25. Enter the name of the general/prime contractor on the project. Enter same if the complaint is against the general/prime contractor. You do not need to complete the remaining boxes in this section if the complaint is against the general/prime contractor.
26. Enter the contractor's license number. Check with the Contractor's State License Board to determine the number. (www.cslb.ca.gov)
27. Enter the business address for the general/prime contractor, if known.
28. Enter the business telephone number, if known.
29. Enter the name of the person responsible for the project on behalf of the general/prime contractor, if known.
30. Enter the title of the person responsible for the project, if known.

Issues

31. Check all applicable boxes that apply to your complaint. Enter additional information if the information in the boxes does not contain your complaint.

Employment Information

32. Enter the job classification of the complainant or workers involved. For example: carpenter
33. Enter the type of work performed. For example: framed sidewalks for concrete; ran conduit for an alarm system; installed electrical outlets; operated a backhoe; etc.
34. Enter the specific tools used to perform the work. For example: hammer; chop saw; welder; etc.
35. Check appropriate box. If unknown if travel and subsistence was required, leave blank.
36. Check appropriate box to indicate what method was used to pay wages.
37. Check appropriate box to indicate whether deduction statements were issued.
38. Check appropriate box to indicate how often wages were paid or enter frequency.
39. Enter the amount of hourly wages paid, daily wages or weekly wages.
40. Enter the amount of overtime paid, if any.
41. Indicate the dates work was performed on the public works project indicated in the Project information section.
42. Indicate whether work was performed at another location. If work was performed at another location, please provide responses to the remaining questions.
43. Indicate whether the complainant is still employed by the construction employer.
44. Indicate whether time and payroll records were maintained by the employer.
45. Enter the name of the person who maintained the time and payroll records.
46. Indicate whether a personal record of hours worked was maintained.
47. Enter the names and information for any other workers on the project.

Sign and date the form. Submit to the nearest office of the Labor Commissioner. See a listing of offices at <http://www.dir.ca.gov/dlse/DistrictOffices.htm>.

