Employee Time Record Sheet for Mandated Programs

868/02 PREVAILING WAGE RATE (K-14)

Policy & Procedure, Training, and Notices and Court Proceedings Form Instructions

The purpose of this time record is to collect information on employee time spent working on programs mandated by the State. Do not report time on this form that has already been reported on form 1.6b-4.

Employee Information

Your name, exact job title, time spent, and description of the activity is required by the State Controller to support the annual claim for reimbursement. The department and location information is used to obtain payroll information when necessary for determining the cost of the time spent on the program.

Activity Description

On the back of this sheet is a time sheet to report your participation in the mandated program. Indicate the time spent on each of the reimbursable activities:

Code 1 Policies and Procedures

Developing and periodically updating policies and procedures necessary for determining and ensuring that contractors and subcontractors on public works projects of the district are meeting all the requirements of the prevailing wage laws.

Code 2 Staff Training

Training staff to implement this mandate.

Code 6 Notices and Court Proceedings

- **A.** Providing contractors and subcontractors, bonding companies and sureties with a Notice of Withholding of Contract Payments when minimum wage law violations are discovered by the district.
- **B.** Conducting settlement negotiations and testifying on behalf of the school district in appeal hearings and in litigation.
- **C.** Defending Notices to Withhold Contract Payments in administrative review proceedings and in court.

If your activity generates work product such as new policy statements, new forms, brochures, meeting agenda materials, please send them along with these forms for our files.

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Policy & Procedure, Training, and Notices and Court Proceedings

Distric	t/COE:	San Mateo	Fisc Fisc	al Year:		
Employee Name Department/Location			Exac - Telephone #	mo/10mo/hrly ar length		
Reimburs Code 1 Code 2 Code 6 A. Provic when B. Condu C. Defen	sable Activities Policies and Pr ensuring that c the prevailing v Staff Training - Notices and Co ding contractors minimum wage ucting settlemer ding Notices to	s: rocedures - Develontractors and swage laws. Training staff to court Proceedings and subcontracted law violations and negotiations a	veloping and periodically updating posubcontractors on public works project of implement this mandate. Setors, bonding companies and suretice discovered by the district. and testifying on behalf of the school act Payments in administrative review	licies and procedures necessors of the district are meeting es with a Notice of Withholdin district in appeal hearings ar	eary for determining all the requirement g of Contract Paym	ts of
Date:	Activity Code:	Activity Code: (circle letter for code number 6 only)	Describe Activity:		Time in Costs & Hours Expens	&
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record of form cer (or deck	of data for startifies that your rtifies that your	ate mandates ou have repo enalty of perj	he State of California requires in order for the district to recreted actual data or have proviury under the laws of the State formation." This information	eive reimbursement. You ded a good faith estima e of California to be true is used for cost accoun	our signature on te which you "ce and correct ba	this ertify ased
Emplove	ee Signature	!		Date		
If you have any questions, please contact Raymond Chow, at 358-6742						
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