

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.

