

## OFFICE OF LABOR STANDARDS ENFORCEMENT

PATRICK MULLIGAN, DIRECTOR



## Labor Standards Fact Sheet

### (Covered Real Estate Projects)

Information and requirements for contractors and subcontractors purchasing or leasing Real Property from the City and County of San Francisco:

- Pay workers the correct Prevailing Wage rates for each craft, classification and type of work performed. *San Francisco Labor & Employment Code § 101.1, 103.1.*
  - Submit certified payroll reports and fringe benefit statements into the City's electronic payroll reporting system (LCP Tracker). *San Francisco Labor & Employment Code § 103.3(e)(2)(A).*
  - Maintain Office of Labor Standards Enforcement (OLSE) daily sign-in sheets documenting all hours worked and the classifications of work performed. *San Francisco Labor & Employment Code § 103.3(c)(3).*
  - Display the OLSE Prevailing Wage poster on the jobsite in a prominent and accessible place, informing workers of Prevailing Wage requirements. *San Francisco Labor & Employment Code § 103.3(c)(4).*
  - Furnish employees with itemized pay stubs and retain payroll records. *San Francisco Labor & Employment Code § 103.3(e)(1) and (2).*
  - Employ apprentices registered in a DIR-approved apprenticeship program and make apprenticeship training contributions. *San Francisco Labor & Employment Code § 104.2.*
  - Comply with local labor laws including *Minimum Compensation Ordinance, Health Care Accountability Ordinance, Health Care Security Ordinance, Fair Chance Ordinance and Prevailing Wage Provisions in Covered Contracts. SF Labor and Employment Code Articles 111, 21, 142, and 102.*
- All work is subject to compliance monitoring and enforcement by OLSE. *San Francisco Labor & Employment Code § 103.3(c)(1).*
  - OLSE Compliance Officers have the right to engage in random inspections of job sites and to have access to the employees of the contractor, employee time sheets, inspection logs, payroll records and employee paychecks. *San Francisco Labor & Employment Code § 103.3(c)(2).*
  - Failure to comply with Prevailing Wage regulations may result in penalties between \$50 and \$200 per day, per worker, and may lead to disqualification from public works with the City and County of San Francisco. *San Francisco Labor & Employment Code § 103.3(c)(5).*

# Labor Standards Resources

The current Prevailing Wage rates are available on the Internet, from OLSE or the Awarding Department. For specific information about Prevailing Wage requirements, you can visit the websites listed below:



OLSE Website

<https://www.sf.gov/information/prevailing-wage>



DIR Prevailing Wage Rates

<http://www.dir.ca.gov/OPRL/PWD/>



Davis-Bacon Wage Rates

<https://sam.gov/wage-determinations>

Formula to search by WD: [State] + [year] + [0018]. Example: CA20240018



DIR Public Works Contractor Registration

<https://www.dir.ca.gov/Public-Works/Contractor-Registration.html>



DIR Public Works Manual

<http://www.dir.ca.gov/dlse/PWManualCombined.pdf>



Apprentice Wage Rates

<https://www.dir.ca.gov/oprl/pwappwage/PWAppWageStart.asp>



Apprenticeship Programs, Requirements & Forms

<http://www.dir.ca.gov/DAS/PublicWorksForms.htm>



Contractors State License Status

<https://www2.cslb.ca.gov/OnlineServices/CheckLicenseII/CheckLicense.aspx>



Information on laws for non-trade employees performing work on City Contracts

<https://www.sf.gov/information/prevailing-wage-non-construction-workers>

For more information, call OLSE at (415) 554-6573 or email [prevailingwage@sfgov.org](mailto:prevailingwage@sfgov.org)

GENERAL SERVICES AGENCY  
**OFFICE OF LABOR STANDARDS ENFORCEMENT**  
 PATRICK MULLIGAN, DIRECTOR



## 2025 OLSE / LCPtracker Training Schedule

No fees or registration required

### Payroll Reporting Training

*Includes an overview of Prevailing Wage and Citywide PLA*

2<sup>nd</sup> Tuesday of the Month

10:30 am to 12:00 pm – City Contractors & Subcontractors

*For City Staff - upon request - please email [prevailingwage@sfgov.org](mailto:prevailingwage@sfgov.org)*

Tuesday, January 14, 2025*	Tuesday, July 08, 2025*
Tuesday, February 11, 2025*	Tuesday, August 12, 2025*
Tuesday, March 11, 2025*	Tuesday, September 09, 2025*
Tuesday, April 08, 2025*	Tuesday, October 14, 2025*
Tuesday, May 13, 2025*	Tuesday, November 11, 2025*
Tuesday, June 10, 2025*	<i>No Training in December 2025</i>

\*Live webinars will be conducted on Microsoft Teams.



On-Demand Webinar:

Available 24/7 & covers the basics of submitting certified payrolls.

Please visit OLSE's website for up-to-date information

<https://www.sf.gov/take-payroll-training>

For certified payroll reporting training questions, please contact Jimmy Hewitt by phone at (415) 554-6211 or email [james.hewitt@sfgov.org](mailto:james.hewitt@sfgov.org).



**Daniel Lurie**  
**Mayor**

**Patrick Mulligan**  
**Director**

## DAILY SIGN-IN SHEET

**INSTRUCTIONS: EACH WORKER MUST SIGN THEMSELVES IN AND OUT/ CADA TRABAJADOR DEBE DE MARCAR SU PROPIO TIEMPO A LA ENTRADA Y LA SALIDA/每個工人必須自己親自上下班簽到。**

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### PROJECT NAME / SPEC #

DATE/日期	NAME/NOMBRE/姓名	EMPLOYER/雇主	CRAFT/工種	APPRENTICE (A) or JOURNEYMAN (J)	TIME IN	TIME OUT

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# OFFICE OF LABOR STANDARDS ENFORCEMENT

## 415-554-OLSE (6573)

### **This project requires prevailing wage.**

#### **TO ENSURE LABOR STANDARDS COMPLIANCE, THE OLSE:**

- Visits jobsites and interviews workers regarding rates of pay and types of work performed
- Investigates complaints to verify that workers receive prevailing wages including fringe benefits, travel and subsistence, holiday, overtime, and other required payments
- Conducts audits by reviewing certified payroll records, fringe benefit statements, inspector's logs, sign-in sheets, and pay check stubs to verify payment of prevailing wage and proper classification of work
- Assesses penalties for non-submission of records or non payment of prevailing wage

**For additional information, please visit the OLSE website at [www.sfgov.org/OLSE](http://www.sfgov.org/OLSE) and/or email us at [prevailingwage@sfgov.org](mailto:prevailingwage@sfgov.org)**

If you have any questions or would like to file a complaint, please call (415) 554-6573.

Si tiene alguna pregunta, o si desea presentar una queja, por favor llame al (415) 554-6573.

如果你有任何疑問或想提出投訴, 請致電 (415) 554-6573.

Kung mayroon kayong katanungan o nais ninyong magsampa ng reklamo, mangyari pong tumawag sa (415) 554-6573.

Если у Вас есть какие-либо вопросы, или Вы хотите подать жалобу, пожалуйста, позвоните по телефону (415) 554-6573.

Nếu bạn có bất cứ câu hỏi nào hoặc muốn nộp đơn khiếu nại, xin hãy gọi (415) 554-6573.