

STATE OF NEVADA

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Department of Business & Industry OFFICE OF THE LABOR COMMISSIONER

www.labor.nv.gov

November 1, 2018

RE: Reminder about Requirements for Determinations Issued by Awarding Bodies

ALL AWARDING BODIES:

The Office of the Labor Commissioner would like to thank all of the Awarding Bodies for their efforts in complying with the provisions of Nevada Administrative Code (NAC) section 338.110 subdivision (6) (set forth below) when issuing Determinations.

***To help assist in complying with NAC 338.110, as of November 1, 2018, the Office of the Labor Commissioner is requesting the following information: (1) The amount of Retention being held; (2) Where the Determination was served pursuant to NAC section 338.110 and the contact information; (3) If the awarding body is providing checks to the Office of the Labor Commissioner for distribution to employees, please provide the employees full contact information including, phone number and address so that payment can be issued, and (4) If the awarding body is providing checks to the Office of the Labor Commissioner to multiple individuals please provide one check per individual made payable to the individual.**

NAC section 338.110 subdivision (6). In addition to submitting a copy of the determination issued by the awarding body to the Labor Commissioner pursuant to subsection 4, the awarding body shall provide to the Labor Commissioner the following information pertaining to the determination issued by the awarding body:

- (a) A detailed narrative of the findings of the investigation;*
- (b) The name and address of the contractor or subcontractor and its responsible officers;*
- (c) If a subcontractor is alleged to have committed the violation, the name and address of:
 - (1) The prime contractor for the public work and its responsible officers; and*
 - (2) Any intermediate subcontractor and the respective responsible officers of that subcontractor;**
- (d) A copy of the contract for the public work, or an excerpt of the portion of the contract that the Labor Commissioner determines is relevant, which must include, without limitation, information identifying the deadline by which bids on the contract were accepted, the date on which the contract was awarded and the scope of work performed by the contractor or subcontractor;*
- (e) Copies of any claims or complaints received by the awarding body from the Labor Commissioner relating to the investigation;*

- (f) Copies of the applicable certified payroll reports and nonperformance payroll reports submitted by the contractor or subcontractor;*
- (g) If applicable, signed interview statements of employees of the contractor or subcontractor;*
- (h) If applicable, computations of penalties and back wages for each worker, including, without limitation, the name, address and social security number of the worker; and*
- (i) The identifying number requested from the Labor Commissioner by the public body pursuant to NRS 338.013.*

If you have any questions, please contact the Office of the Labor Commissioner at (702) 486-2522 or publicworks@labor.nv.gov.

Sincerely,



Shannon M. Chambers
Labor Commissioner