SCHEDULING LETTER EXCERPT: EXAMPLE OF NEW EXPECTATIONS

During a compliance review, construction contractors must provide:

1. Employee level payroll data for all construction trade employees working in the (*as appropriate insert either (1) the name(s) of SMSA or (2) the name(s) of Non-SMSA*) during the preceding 12 months. For each project, please provide payroll data with the following information:

> a. Employee name or ID;
> b. Gender;
> c. Race/Ethnicity;
> d. Hire date;
> e. All trades the employee was paid to work in;
> f. Total hours worked in each trade;
> g. Overtime hours worked in each trade;
> h. Wage rate(s) for each trade;
> i. Union affiliation;
> j. Apprenticeship status; and
> k. Employment type, including but not limited to, full-time, part-time, contract, per diem or day labor, and temporary employees.

2. Data on your construction trade employment activity (applicants, hires, promotions, layoffs, recalls, and terminations) in the (as appropriate insert either (1) the name(s) of SMSA or (2) the name(s) of Non-SMSA) during the preceding 12 months.

> a. Applicants: This list should include all applicants identified by name, race/ethnicity, gender, date applied, trade(s) applied for, referral source, and the action taken for each individual. Applicants for whom race/ethnicity and/or gender is not known should still be included in the data submitted.
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> b. Hires: This list should include the name, trade, gender, race/ethnicity for each employee. If an individual is a re-hire, please note that.
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> c. Promotions: Provide the name, trade/job title, gender, race/ethnicity for each promoted employee. Include a definition of "promotion" as used by your company and the basis on which they were compiled (e.g., promotions to the trade, from the trade, and/or within the trade, etc.). If it varies for different trades, please define the term as used for each trade.
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> e. Recalls: This list should include the name, trade/job title, gender, race/ethnicity for each employee. Also, include a copy of the established recall list used during the review period.
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> f. Terminations: This list should include the name, trade/job title, gender, race/ethnicity for each employee and the specific reason for the termination.