| Record of Employee Interview | U.S. Department of Housing and Urban Development<br>Office of Davis-Bacon and Labor Standards | OMB Approval No. 2501-0009<br>(exp. 03/31/2028) |
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## Instructions

General:

This form is to be used by HUD and local agency staff for recording information gathered during on-site interviews with laborers and mechanics employed on projects subject to Federal prevailing wage requirements. Typically, the staff that will conduct on-site interviews and use this form are HUD staff and fee construction inspectors, HUD Labor Standards staff, and local agency labor standards contract monitors.

Information recorded on the form HUD-11 is evaluated for general compliance and compared to certified payroll reports submitted by the respective employer. The comparison tests the veracity of the payroll reports and may be critical to the successful conclusion of enforcement actions in the event of labor standards violations. The thoroughness and accuracy of the information gathered during interviews is crucial.

Note that the interview itself and the information collected on the form HUD-11 are considered confidential. Interviews should be conducted individually and privately. All laborers and mechanics employed on the job site must be made available for interview at the interviewer's request. The employee's participation, however, is voluntary. Interviews shall be conducted in a manner and place that are conducive to the purposes of the interview and that cause the least inconvenience to the employer(s) and the employee(s).

Completing the form HUD-11

Items 1a - 1c: Self-explanatory

Items 2a – 2d: Enter the employee's full name, a telephone number where the employee can be reached, email address and the employee's home address. Many construction workers use a temporary address in the locality of the project and have a more permanent address elsewhere from which mail may be forwarded to them. Obtain a more permanent address, if available. Ask the employee for a form of identification (e.g., driver's license) to verify their name.

Items 3a – 4c: Enter the employee's responses. Ask the employee about the frequency of pay (weekly, biweekly, semi-monthly or other).

Items 5 – 7: Be certain that the employee's responses are specific. For example, job classification (#5) must identify the trade involved (e.g., Carpenter, Electrician, Plumber) – responses such as "journeyman" or "mechanic" are not helpful for our purposes.

Items 8 – 12b: Self-explanatory

Items 13 – 15c: These items represent some of the most important information that can be gathered while conducting on-site interviews. Please be specific about the duties you observed the employee performing. It may be easiest to make these observations before initiating the interview. Please record any comments or remarks that may be helpful. For example, if the employee interviewed was working with a crew, how many workers were in the crew? Was the employee evasive?

The level of specificity that is warranted is directly related to the extent to which interview(s) or other observations indicate that there may be violations present. If interviews indicate that there may be underpayments involving a particular trade(s), the interviewer is encouraged to interview as many workers in that trade(s) that are available.

Items 16 – 17b: The information on the form HUD-11 may be reviewed for general compliance, initially. For example, are the job classification and wage rate stated by the employee compatible with the classifications and wage rates on the applicable wage decision? Are the duties observed by the interviewer consistent with the job classification?

Item 18: Please place here any additional information you may want to document or continuing information from other lines that do not fit in their block space.

Once the corresponding certified payroll reports are received, the information on the HUD-11 shall be compared to the payroll reports. Any discrepancies noted between the HUD-11 information and that on the payroll report shall be noted in Item 16, Remarks. If discrepancies are noted, follow-up actions to resolve the discrepancies must be taken.

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Public reporting burden for this collection of information is estimated to average 15 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. This agency may not collect this information, and you are not required to complete this form, unless it displays a currently valid OMB control number. The information is collected to ensure compliance with the Federal labor standards by recording interviews with construction workers. The information collected will assist HUD in the conduct of compliance monitoring; the information will be used to test the veracity of certified payroll reports submitted by the employer. **Sensitive Information**. The information collected on this form is considered sensitive and is protected by the Privacy Act. The Privacy Act requires that these records be maintained with appropriate administrative, technical, and physical safeguards to ensure their security and confidentiality. In addition, these records should be protected against any anticipated threats or hazards to their security or integrity that could result in substantial harm, embarrassment, inconvenience, or unfairness to any individual on whom the information is maintained. **The information collected herein is voluntary, and any information provided shall be kept confidential**.

## Note: Please ensure responses are legible and easy to read.

| 1a. Project Name | 2a. Employee's Full Name |
|---|---|
| 1b. Project Number | 2b. Employee's Phone Number (including area code) and Email Address |
| 1c. Contractor or Subcontractor (Employer—not individual's name or supervisor's name) | 2c. Employee's Home Address & Zip Code |
| | 2d. Verification of identification?<br>Yes ☐ No ☐ |

| 3a. How long on this job and average weekly hours worked? | 3b. Last date on this job before today? | 3c. Number of hours last day on this job? | 4a. Hourly Rate of Pay | 4b. Fringe benefits? | 4c. Frequency of Pay: |
|---|---|---|---|---|---|
| | | | | Medical Yes ☐ No ☐<br>Pension Yes ☐ No ☐ | Weekly ☐<br>Biweekly ☐<br>Semi-monthly ☐<br>Other ☐ |

5. Your Job Classification(s) (list all and continue on a separate sheet if necessary):

6. Your Duties:

7. Tools or Equipment Used:

| | Y | N | | Y | N |
|---|---|---|---|---|---|
| 8. Are you an apprentice or trainee? | ☐ | ☐ | 10. Are you paid at least time and ½ (1.5x regular hourly rate) for all hours worked in excess of 40 in a week? | ☐ | ☐ |
| 8a. Have you provided a copy of your apprenticeship certificate? | ☐ | ☐ | | | |
| 9. Are you paid for all hours worked? | ☐ | ☐ | 11. Have you ever been threatened or coerced into giving up any part of your pay? | ☐ | ☐ |

| 12a. Employee Signature | 12b. Date |
|---|---|

13. Duties Observed by the Interviewer (Please be specific):

14. Remarks

| 15a. Interviewer Name (please print) | 15b. Signature of Interviewer | 15c. Date of Interview |
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## Payroll Examination

16. Remarks

| 17a. Signature of Payroll Examiner | 17b. Date |
|---|---|

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18. Additional Remarks