



Worker Empowerment

Memorandum

To: All General Contractors covered by the Boston Resident Jobs Policy
From: Jodi Sugerman-Brozan, Deputy Chief, Worker Empowerment
Re: Certified Payroll Records and Weekly Statement of Compliance
Date: June 26, 2024

The Massachusetts prevailing wage laws require that covered employees on public works projects be paid a minimum hourly rate set by the [Department of Labor Standards](#) (DLS). The prevailing wage laws apply to both union and non-union employers and employees. The Attorney General's Office (AGO) enforces these laws.

Contractors are required to submit weekly payroll reports directly to the awarding authority and keep them on file for three years. These weekly payroll reports are commonly known as "*certified payroll records*" (CPRs). Each report must contain at least the employee's name, address, occupational classification, hours worked, and wages paid. A completed Weekly Statement of Compliance Form, as well as copies of apprentice ID cards for any employees being paid the apprentice rate, must accompany each submitted weekly payroll report.

The Boston Resident Jobs Policy Office is tasked with collecting CPRs and monitoring compliance with prevailing wage law. The team is currently making changes to the Salesforce database used to collect data to monitor Boston Resident Jobs Policy compliance. While these changes are made, CPRs will also be collected via weekly email.

As a result, as of the week ending July 6, 2024, all General Contractors for prevailing wage jobs must upload completed and signed Certified Payroll Records and Weekly Statement of Compliance Forms for every subcontractor on the job to a Google Folder shared by your Construction Monitor. Copies of the appropriate forms can be found at these links:

[Certified Payroll Record](#)
[Weekly Statement of Compliance](#).

Copies of apprentice ID cards for any employees being paid the apprentice rate, must accompany each submitted weekly payroll report. In addition, all covered employees who are entitled to receive the prevailing wage while on the worksite, as well as any other employee of an entity that is required to pay the prevailing wage at the worksite, must have completed the OSHA 10 training. Contractors must provide documentation of the OSHA 10 training on the CPR for each employee the first time the individual is listed on a weekly payroll record.

These email submissions are in addition to the payroll records submitted via Salesforce, not in place of those records. We are working to update Salesforce so that the email submissions are not necessary and expect that those additional functions will be online this fall.

If you have any questions, please contact the BRJP Manager, Christopher L. Brown at christopher.brown@boston.gov.