

EMPLOYEE INTERVIEWS (FORM HUD-11)

1. Person performing interviews should be knowledgeable of construction trade practices.
2. Understand that labor standards enforcement is in the same category as other contract requirements.
3. That failure of contractors to permit employees to be interviewed results in the imposition of sanctions.
4. The inspector should see that the wage decision and notice to employees are properly posted.
5. Number of employee interviews shall be:
 - a. Sufficient in number to establish the degree of accuracy of records;
 - b. Representative of all classifications of employees on project.
6. Place of Interview. The following sites or methods may be used:
 - a. Job Site if it can be conducted privately (this is a one-on-one process)
 - b. Employee's homes
 - c. Agency's office
 - d. By mail
7. The interviewer should observe duties of workers before initiating interviews.
8. To initiate interview, authorized person shall:
 - a. Identify themselves as representatives of the contracting agency
 - b. Clearly state purpose of interview
 - c. Advise worker that the information given is confidential and that the worker's identity will be disclosed to the employer only with the employee's written permission.
9. Employee interviews are to be recorded on HUD-11. The interviewer should record:
 - a. The actual employer's name (not the supervisor's name)
 - b. Employee's name
 - c. Permanent mailing address
 - d. The last date the employee worked on that project & number of hours worked that day; the interviewer should make it clear that these questions solely relate to work on this project and not other work.

Record of Employee Interview

U.S. Department of Housing and Urban Development Office of Labor Relations

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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.**

1a. Project Name			2a. Employee Name		
1b. Project Number			2b. Employee Phone Number (including area code)		
1c. Contractor or Subcontractor (Employer)			2c. Employee Home Address & Zip Code		
			2d. Verification of identification? Yes <input type="checkbox"/> No <input type="checkbox"/>		
3a. How long on this job?	3b. Last date on this job before today?	3c. No. of hours last day on this job?	4a. Hourly rate of pay?	4b. Fringe Benefits?	4c. Pay stub?
				Vacation Yes <input type="checkbox"/> No <input type="checkbox"/> Medical Yes <input type="checkbox"/> No <input type="checkbox"/> Pension Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
5. Your job classification(s) (list all) --- continue on a separate sheet if necessary					
6. Your duties					
7. Tools or equipment used					
CONFIDENTIAL					
8. Are you an apprentice or trainee?	Y <input type="checkbox"/> N <input type="checkbox"/>	10. Are you paid at least time and 1/2 for all hours worked in excess of 40 in a week?		Y <input type="checkbox"/> N <input type="checkbox"/>	
9. Are you paid for all hours worked?	Y <input type="checkbox"/> N <input type="checkbox"/>	11. Have you ever been threatened or coerced into giving up any part of your pay?		Y <input type="checkbox"/> N <input type="checkbox"/>	
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	

Payroll Examination

16. Remarks	
17a. Signature of Payroll Examiner	17b. Date