



**CITY OF GRAND RAPIDS  
COMMUNITY DEVELOPMENT DEPARTMENT**

**LABOR STANDARDS – INSTRUCTIONS FOR SUBCONTRACTORS**

1. Preparation of Payrolls – Keep one copy for your records and submit the original to the General Contractor. Payrolls must be submitted on a weekly basis. Keep copies of all payrolls and related data, as the statute of limitations is three years from the date of final closing.
2. The payroll form must be signed by either the owner, partner, or an officer of the corporation. The certifying signature on the payrolls must be manual and original.
3. Payroll forms must be filled out completely and legibly. Computer print-out sheets containing all information on the payroll forms may be submitted.
4. Show only hours spent working on the development site on the payroll form. Do not include travel time or paid holidays.
5. Number all payrolls consecutively, with the last payroll identified with the word “Final.” If there is a lapse in time regarding your work on the development, it is no necessary to submit a weekly payroll; simply state on the next payroll submitted “No Work.”
6. Apprentices must be registered in a training program approved by the U.S. Department of Labor (DOL). They cannot be on the job until registered and the certificate must be submitted to the Contract Compliance Officer. If an apprentice is receiving more than the minimum prevailing wage for journey level as listed on the applicable Wage Decision, this requirement is waived. Apprenticeship rates are based on a percentage of the journey level hourly rate as provided in the DOL-approved program. The rate is computed by taking the applicable percentage of the journey level rate and adding any required fringe benefits.
7. In some instances you will not have a work classification on the applicable Wage Decision that will exactly fit a work category. Contact Community Development Department staff at (616) 456-3677 if unsure which work classification to use.
8. According to Davis-Bacon and Related Acts, all hours worked in excess of forty (40) hours per week shall be paid one and one-half times the basic hourly rate of pay.
9. Contact the General Contractor first with any questions regarding Labor Standards Compliance. If the General Contractor is unable to help you, contact Community Development Department staff at (616) 456-3677 or [communitydev@grcity.us](mailto:communitydev@grcity.us).