

**TOWN OF FULTON
LABOR STANDARDS OFFICER OVERSIGHT PROCEDURES RELATED TO
COMMUNITY DEVELOPMENT BLOCK GRANT DISASTER RECOVERY (CDBG-DR)
PROJECT WITH THE GENERAL LAND OFFICE (GLO),
STATE CONTRACT NO. 20-065-054-C164 (“Contract”)**

Adopted February 21, 2024

PREAMBLE

Oversight of the Labor Standards Officer (LSO) designated by the Town of Fulton to ensure labor compliance under the Contract must be conducted in accordance with the procedures set forth in this Policy. It is the policy of Fulton to oversee all labor compliance related procedures in the highest ethical manner, and in accordance with all applicable laws and regulations.

Procedures:

1. The Town will verify that the appointed LSO has appropriate internal policies in place and is adequately reviewing certified payroll reports (CPR) to ensure the following:
 - A. Workers are properly listed on the payroll for the applicable days, work classifications, and pay rates;
 - B. Employee interview results are compared to CPR;
 - C. Employee payrolls are complete and signed;
 - D. Employees are paid no less than the wage rate for the work classification shown; and
 - E. Employee payroll deduction authorizations for other deductions are submitted and authorized before the first occurrence of said payroll deduction.
2. The Town will verify the above prior to execution of the Final Wage Compliance Report (FWCR) at the conclusion of the project contemplated under the Contract.

Adopted by Town of Fulton on this 21st day of February, 2024.

Kelli Cole, Mayor
Town of Fulton