



Labor Compliance Policy Bulletin

LCPB 25-2 Labor Compliance Communication Standards

References:

<i>Labor Code</i>	<i>Section 1771.5</i>
<i>California Code of Regulations</i>	<i>Section 16421 et seq</i>
<i>Title 8</i>	
<i>Department of Industrial Relations Labor Compliance Program Approval—Delegated Authority</i>	<i>January 4, 2012</i>
<i>Labor Compliance Manual</i>	Section 3-1, "Introduction to Caltrans' Labor Compliance Program"

Effective Date: October 14, 2025

Approved:

A handwritten signature in black ink, appearing to read 'R. Hopkins'.

RAMON HOPKINS, Chief
Division of Construction

Approval Date: October 13, 2025

New Procedure

To create consistency in statewide monitoring and enforcement of state and federal prevailing wage requirements, district and division labor compliance officers should not directly contact the Department of Industrial Relations (DIR) about any ongoing project inquiries or disputes. The matter should be elevated through the appropriate management channels, and if management is unable to determine an appropriate wage, it should then be forwarded to the Headquarters Labor Compliance Enforcement Unit for determination or direction.

Headquarters may request coverage decisions or submit inquiries on behalf of Caltrans to maintain a central location related to the DIR's direction.

Moving forward, use the following communication pathways to address inquiries or contract enforcement disputes:

- The district labor compliance officer assigned to the project performs the initial review and analysis, then submits it to the district labor compliance manager for determination or direction.

- The labor compliance manager reviews and provides resolution, or makes a determination to escalate to headquarters at Labor.Compliance@dot.ca.gov for review and response.
- Headquarters determines if appropriate resources and direction exist, if development is required, or if additional clarification from the DIR is required. Based on the circumstances, the request should then be submitted through an informal coverage request (email), a formal coverage request (Form DOT CEM-2506, "Labor Compliance Wage Violation"), or a meeting request.
- If a request to DIR is required, headquarters must determine the appropriate method after analysis of the circumstances and it may be submitted through an informal coverage request (email), a formal coverage request (Form DOT CEM-2506, "Labor Compliance Wage Violation"), or a meeting request.

Background

As part of its delegated authority, Caltrans is responsible for statewide monitoring and enforcement of state and federal prevailing wage requirements on all Caltrans projects subject to state prevailing wages.

Headquarters Labor Compliance is responsible for creating standards that align with state and federal laws and regulations, program oversight, and the development of all necessary training, policies, procedures, and manuals for the continued success of the Labor Compliance Program.

Districts and divisions should avoid sending inquiries directly to DIR without headquarters' knowledge because this can create duplicate inquiries on the same subject, difficulty identifying gaps in training or resource development, delays in updating manuals, and inconsistencies in how prevailing wage requirements are applied statewide.

Headquarters must be the single point of contact for DIR in order to maintain communication, consistency in the application of laws and regulations, and data collection. Additionally, a single point of contact addresses potential gaps in resources and training needs and accurately shares information based on DIR direction.

If you have any questions or comments regarding this bulletin, please contact Kimberley Olson, at Kimberley.Olson@dot.ca.gov or (916) 704-6735.