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Witness: Christopher E. Colorio, Mark P. Baldwin, John G. Griffin and Leanne M. Landry
Request from: Office of Education, Outreach, and Enforcement

Question:

(TRAFFIC TIMESHEET REQUIREMENTS) Explain the specific timesheet reporting requirements for traffic crews during both storm and blue-sky activities, and provide any internal or external policies, procedures, or other guidance. As part of the response, identify any specific requirements for identifying when the crews performed standby in lieu of actual traffic control services.

Response:

Traffic crews are required to complete a daily timesheet for all work activities, including both blue-sky and ERP/storm response assignments. Each timesheet must be completed and signed by the flagger, include the applicable Financial Work Order information, be signed by the Owner's representative at the end of the workday, and be submitted with the contractor's invoice. For ERP/storm response activities, labor is billable from the time crews leave their local office or reporting location until they return or report to the next assignment. The contract identifies standby time as periods when traffic crews report to the job site as directed but are waiting for Owner crews, equipment, or instructions. Such standby time is compensable at the straight-time hourly rate. The contract does not require standby time to be tracked separately on daily timesheets. The only requirement is that crews submit a complete and approved daily record of the work performed.