



## Iowa Department of Transportation

### DEVELOPMENTAL SPECIFICATIONS FOR MONTHLY EMPLOYMENT REPORTING (I-JOBS)

Effective Date: October 20, 2009

**THE STANDARD SPECIFICATIONS, SERIES 2009, ARE AMENDED BY THE FOLLOWING MODIFICATIONS AND ADDITIONS. THESE ARE DEVELOPMENTAL SPECIFICATIONS AND THEY SHALL PREVAIL OVER THOSE PUBLISHED IN THE STANDARD SPECIFICATIONS.**

#### **09019.01 DESCRIPTION.**

This specification describes the Contractor's and subcontractors' monthly employment reporting for compliance with Iowa's Infrastructure Investment Initiative (I-JOBS).

#### **09019.02 REPORTING.**

- A. Upon commencement of work activities, complete online and submit the Monthly Employment Report. Employment information shall include the total number of persons employed, hours worked, and wages paid.
- B. Include employment information for both the Contractor and subcontractors. Submit this information online using a web-based application provided by the Department. Submit all reports to the Engineer no later than the 10<sup>th</sup> of the month following the month being reported. If the 10<sup>th</sup> falls on a weekend or holiday, the report will be due the first working day following the weekend or holiday.
- C. The reporting period for each Monthly Employment Report shall commence on the Sunday following the last Saturday of the previous month and shall end on the last Saturday of the report month.
- D. Continue reporting every month until the Engineer signs the Project Acceptance form (Form 830435). Reporting for subcontractors will be required for reporting months in which the subcontractor has been reported as active by the Contractor.
- E. The Monthly Employment Reporting web-based application and instructions are available on-line at the following address:  
  
<https://secure.iowadot.gov/IJOBS-MER/Default.aspx>
- F. Progress payments will be withheld for failure to comply with the requirements of this specification.
- G. Direct questions relating to the completion of the Monthly Employment Report to the Engineer.

#### **09019.03 METHOD OF MEASUREMENT AND BASIS OF PAYMENT.**

No direct payment will be made for documenting, tracking, and reporting employment information as required by this specification. The cost of this work shall be included in the lump sum price bid for Mobilization.