

WEST VIRGINIA DIVISION OF LABOR

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November 17, 2017

Scott Raines, Director of School Planning and Construction
School Building Authority of West Virginia
2300 Kanawha Boulevard East
Charleston, West Virginia 25311-2306

Re: Chapmanville Intermediate School Project

Dear Mr. Raines:

The purpose of this letter is to ask you to review the contractors' payroll records on the Chapmanville Intermediate School Project to ensure that the records contain the information required by the West Virginia Jobs Act.

Payroll records on Jobs Act projects must include the following information:

- the number of employees
- the county and state where the employees reside
- the employees' occupations
- identification of salaried, supervisory personnel
- the days that employees work

For those records that do not include this information, please have the contractors amend them so that they comply with the Jobs Act.

Sincerely,

A handwritten signature in blue ink that reads "Mitchell E. Woodrum".

Mitchell E. Woodrum
Commissioner