

## 2009 Registration Form

### Federal Labor Standards: Compliance and Reporting Requirements

Please print the information requested. You may copy this form as needed.

Nickname or Badge Name

Name

Position/Title

Municipality and County

Address

City

State

Zip Code

Daytime Telephone No.

Fax

\*Evening Telephone No.

E-mail

Accessibility & Other Needs

Is Registrant a Municipal Official?  Yes  No

\*For contact regarding course cancellations that may occur after business hours.

#### Workshop Locations:

Please be sure to mark the workshop you wish to attend.

**August 25, 2009/Dauphin County**

#### Registration Fees:

(includes tuition and materials and lunch.)

**\$20.00**

Register Online at [www.palocalgovtraining.org](http://www.palocalgovtraining.org)  
or send registration and fee  
(checks made payable to PSATS) to:

**The Pennsylvania State Association  
of Township Supervisors  
4855 Woodland Drive  
Enola, PA 17025**

## Date & Location

If you need directions to any of the workshop locations, please visit the facility's Web site or call the facility at the telephone number listed below.

### ■ August 25, 2009 (Tues.)

#### DAUPHIN COUNTY

Four Points Sheraton  
800 East Park Drive  
Harrisburg, PA 17111  
(717) 561-2800  
[www.fourpointsharrisburg.com](http://www.fourpointsharrisburg.com)

#### PA LOCAL GOVERNMENT TRAINING PARTNERSHIP

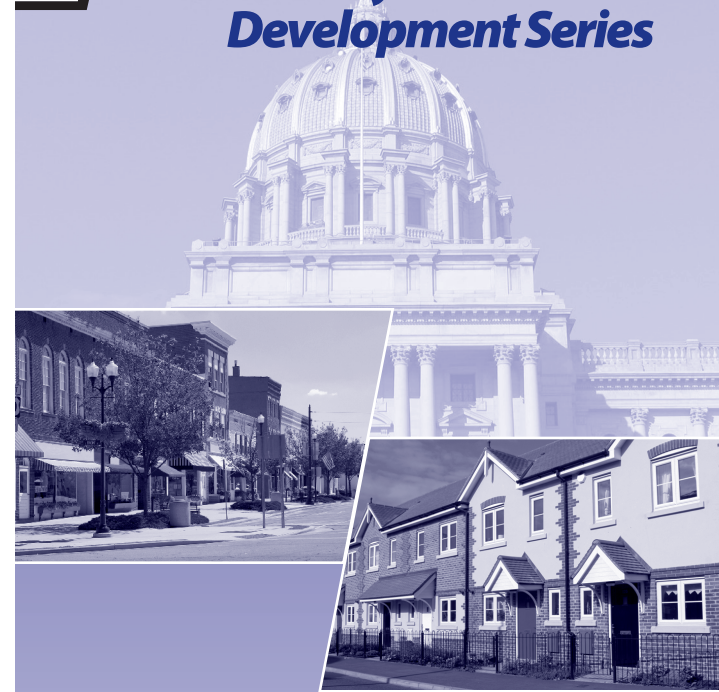
County Commissioners Association of Pennsylvania  
Pennsylvania League of Cities and Municipalities  
Pennsylvania Municipal Authorities Association  
Pennsylvania State Association of Boroughs  
Pennsylvania State Association of Township Commissioners  
Pennsylvania State Association of Township Supervisors

This program is presented in cooperation with the Governor's Center for Local Government Services with funds from the annual appropriation from the General Assembly to the Department of Community and Economic Development. Trainees are admitted without regard to race, color, age, sex, religion, political affiliation, national origin or disability.

## Governor's Center for Local Government Services

TRAINING PROGRAM

### Community & Economic Development Series



## Federal Labor Standards: Compliance and Reporting Requirements

August 25, 2009

pennsylvania  
DEPARTMENT OF COMMUNITY  
& ECONOMIC DEVELOPMENT



## **Federal Labor Standards: Compliance and Reporting Requirements**

This work session is designed to provide grantees of federal funding with an understanding of the statutory provisions imposing Federal Labor Standards requirements. Participants will focus on the administration and enforcement of Federal Labor Standards provisions, the applicability of Davis-Bacon or prevailing wage rates, review of payrolls and monitoring contractor compliance, as well as the investigation and resolution of violations. Participants will also discuss compliance with reporting requirements and maintenance of appropriate documentation.

### **Instructors**

- **Debra Bensala**, Regional Labor Relations Officer, *U.S. Department of Housing and Urban Development*
- **Linda Lopez-Mena**, Labor Relations Specialist, *U.S. Department of Housing and Urban Development*

### **Who Should Attend**

All grantees are strongly encouraged to attend.

### **Schedule**

■ 8:30 AM	Registration
■ 9:00 AM	Welcome/Opening remarks Federal Labor Standards Pre-test Applicability Exemptions
■ 10:30 AM	Break
■ 10:45 AM	Review test Wage Decision Types How to Obtain Additional Classifications Conducting Employee Interviews (HUD form 11)
■ 12:00 PM – 12:30 PM	Lunch (Provided)
■ 12:45 PM	Compliance under ARRA Programs Payroll Compliance Review <ul style="list-style-type: none"><li>• Exercise on Payroll Review (DOL form WH-347)</li></ul> What to do when things go wrong <ul style="list-style-type: none"><li>• Conducting investigations</li></ul> Semi-Annual Reporting Post Test Q & A
■ 2:00 PM	Adjourn

## **Registration Information**

**The registration fee for this workshop is \$20.00 per person, which includes tuition, materials and lunch.**

To register, complete the form and return it to the Pennsylvania State Association of Township Supervisors (PSATS). Please be sure to indicate which session you plan to attend. Registration checks should be made payable to PSATS and mailed along with the registration form to:

**PSATS**  
**4855 Woodland Drive • Enola, PA 17025**  
**Fax: (717) 763-9732**

You may also register online at [www.palocalgovtraining.org](http://www.palocalgovtraining.org). Registrations will be accepted on a first-come, first-served basis. Please register at least two weeks prior to the session. Because material is shipped to the training facility before the session, we cannot guarantee that your name will appear on the registration list if you register within three days of the session. To verify registration or for more information, please call (717) 763-0930. For information on additional workshops, please visit our training calendar at [www.palocalgovtraining.org](http://www.palocalgovtraining.org).

### **Walk-in Registrations**

Pre-registration is strongly recommended. Walk-ins are accepted on a space-available basis. Please note there are times when a session is cancelled or rescheduled. Registered attendees will be notified of schedule changes prior to the session. Call (717) 763-0930 or visit [www.palocalgovtraining.org](http://www.palocalgovtraining.org) prior to the session to verify the correct date, time and location. Substitutions are permitted without notice.

### **Cancellations**

Cancellations received less than 10 working days before the session are subject to a \$5 penalty. Those received within 48 hours of the session forfeit the full registration fee.

### **Accessibility & Other Needs**

All workshops will be held at ADA-accessible locations. Please use the "accessibility needs" line to indicate alternate format, sign language requirements, or any other needs you might have.

### **Inclement Weather**

In the event of inclement weather, please verify that the workshop is taking place by calling PSATS at (717) 763-0930. If calling outside of normal business hours, enter extension 166. Course cancellations are updated by 7:00 a.m. on the day of a workshop.