

Reporting Demographic Information for City of Madison Public Works Projects

Three (3) options exist for the reporting of workforce utilization information for Public Works contracts to the Department of Civil Rights. Those options are outlined in the table below:

<p>Monthly Employment Utilization Report (MEUR)</p>	<p>This report and instructions can be found on the Department of Civil Rights website, and can be done weekly, biweekly, or monthly depending on your preference. With this option, each company is required to report the hours worked for each trade. Report: http://www.cityofmadison.com/dcr/documents/cc-257form.doc Instructions: http://www.cityofmadison.com/dcr/documents/cc-257instr.pdf</p>
<p>List of Employees and their Demographic Information</p>	<p>Each contractor has the option of submitting a list of employees and their demographic information (race and gender) prior to the start of each contract. A sample is attached.</p>
<p>Demographic information included on each payroll submitted to the City of Madison</p>	<p>The contractor chooses to include each employee's demographic information on the certified weekly payroll. The weekly payroll report can be found here: http://www.cityofmadison.com/dcr/documents/WeeklyPayrollRpt.doc For trucking owners/operators, the link can be found here: http://www.cityofmadison.com/dcr/documents/WeeklyPayrollRptTruck.doc</p>

Prior to start of contract, the following options may be utilized:

- Monthly Employment Utilization Report (MEUR)
- List of employees to be used on the project and their demographic information
- Include employees' demographic information on each payroll submitted

During the contract, only the following options may be utilized:

- Monthly Employment Utilization Report (MEUR)
- Include employee's demographic information on each payroll submitted

After the first request of payment, only the following option may be utilized:

- Monthly Employment Utilization Report (MEUR)

Important: Please note that the Department of Civil Rights will only accept demographic information in a Monthly Employment Utilization Report (MEUR) for prime contractors or subcontractors who have not submitted either a list of employees with demographic information prior to starting work or included demographic information on each payroll. If submitting demographic information on each weekly payroll, please do not send a Monthly Employment Utilization Report (MEUR) as well. Only one of the options referenced above is to be utilized on any given contract.

