MEMORANDUM TO: (Name)  
Division Engineer

FROM: (Name)  
Resident Engineer

Subject: Status of Wage Violation

By letter dated (date), (Contractor’s name) was advised of the wage violation(s) committed. I have since received a letter of explanation from the Contractor including verification that proper payment has been made.

I have reviewed the violation and have determined the following:

(1) The classification of each employee involved is correct and the correct wages have been paid.
(2) The employee(s) involved have been interviewed and now feel that they receive their proper wages.
(3) Other: (Explain)

It is my judgment that the underpayment was non-willful and the violations were caused inadvertently, notwithstanding the exercise of due care.

cc:  
(State Construction Engineer)

Attachments