



## MAGNUM CONSTRUCTION SERVICES INC.

### LABOR LAW COMPLIANCE RECORDS

**Document Code:** MCS-CL-P05 | **Revision:** 1.0 | **Effective Date:** November 1 2025

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#### 1. PURPOSE

To ensure full compliance with all applicable federal, state, and local labor regulations governing wage practices, working hours, equal opportunity, worker classification, and employment conditions for all Magnum Construction Services Inc. personnel and subcontractors.

This procedure establishes the documentation, monitoring, and reporting requirements for labor-law adherence on corporate and project levels.

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#### 2. SCOPE

Applies to:

- All Magnum employees, subcontractors, and labor suppliers.
  - Corporate offices, fabrication yards, and active construction sites.
  - All records relating to wages, benefits, timekeeping, classification, and right-to-work verification.
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#### 3. REFERENCES

- U.S. Department of Labor (DOL) Regulations
  - Fair Labor Standards Act (FLSA)
  - Occupational Safety and Health Act (OSHA)
  - Equal Employment Opportunity (EEO) and Affirmative Action requirements
  - Florida Labor Code & Prevailing Wage Laws
  - Magnum Code of Ethics (MCS-CORP-02)
  - Magnum Human Resources Policy (MCS-HR-01)
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#### 4. RESPONSIBILITIES

Role	Responsibilities
<b>Executive Director</b>	Approves labor compliance program and responds to government audits.
<b>HR Manager</b>	Maintains all employee records and verifies classification and pay rates.
<b>Payroll Administrator</b>	Processes wages and deductions in accordance with FLSA and state laws.
<b>Project Manager</b>	Ensures site labor rosters match approved payroll lists.
<b>Safety &amp; Compliance Officer</b>	Confirms labor practices align with safety and employment laws.

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#### 5. REQUIRED RECORDS

Record Type	Description	Retention Period
<b>Wage &amp; Hour Logs</b>	Daily and weekly time records for all employees and subcontractors.	5 Years
<b>Payroll Reports</b>	Gross pay, deductions, benefits, tax filings, and certified payroll forms.	5 Years
<b>Employee Contracts</b>	Employment agreements, classification (Exempt / Non-Exempt).	Duration of Employment + 3 Years
<b>Right-to-Work Documentation (I-9 / Visa)</b>	Proof of eligibility to work in U.S.	3 Years post-termination
<b>EEO / Affirmative Action Reports</b>	Quarterly and annual EEO-1 or state equivalent.	3 Years



Record Type	Description	Retention Period
<b>Subcontractor Labor Compliance Forms</b>	Wage and classification certifications by each subcontractor.	5 Years
<b>Incident / Grievance Records</b>	Formal complaints or disputes related to labor law issues.	5 Years

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## 6. LABOR COMPLIANCE MONITORING PROCESS

1. Collect and file all labor records upon hire or subcontract award.
2. Conduct monthly internal audits of timekeeping and payroll records.
3. Verify subcontractor certified payroll reports against site labor logs.
4. Submit compliance summaries to HR and Executive Director quarterly.
5. Address non-compliance through written Corrective Action Plans (CAP).

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## 7. REPORTING AND AUDIT

- All records shall be available for review by state and federal authorities upon request.
- Magnum HR will maintain an **Electronic Labor Compliance Register (MCS-CL-F05-XLS)** for active and closed projects.
- The register will include status fields for **Compliant / Pending / Non-Compliant**, auto-flagging records older than five years.

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## 8. RECORD RETENTION AND SECURITY

Labor records shall be stored digitally within the HR QMS SharePoint system and physically in secure file archives.

Access restricted to HR, Payroll, and Executive Management only.

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## 9. APPROVALS

Name	Title	Signature	Date
Michael Gaya	Executive Director		
HR Manager	Human Resources		
Payroll Administrator	Finance Department		