**Memphis Wage Advisory Council**

**Volunteer Inspector Program**

Memphis Wage Advisory Council (MWAC)

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Memphis, TN 38131

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# Mission Statement

The Memphis Wage Advisory Council mission is to work together with people of faith, local communities, governmental agencies, and other organizations to educate construction workers about the wages and benefits they are entitled to under local state, and federal prevailing wage laws, and assist them in receiving these wages and benefits.

# Policies

**Conflict of interest**

Workers Interfaith Network shall enter into no contract between itself and one or more of its members, directors, or officers or between itself and any other corporation, partnership, association, or other organization in which one of more of our directors or officers are directors or officers, or have a financial interest, unless:

1. The material facts as to the relationship or interest and as to the contract or transaction are disclosed or are known to the Workers Interfaith Network Board of Directors and the Board in good faith authorizes the contract or transaction by the affirmative votes of a majority of the disinterested directors even though the disinterested directors are less than a quorum;

2. The material facts as to this relationship or interest and as to the contract or truncation are disclosed or are known to the members entitled to vote thereon, if any, and the contract or transaction is specifically approved in good faith by vote of such members; or

3. The contract or transaction is fair as to Workers Interfaith Network as of the time it is authorized, approved, or ratified by the Board of Directors or the members.

## Code of Conduct

We, the staff and volunteers of Workers Interfaith Network (WIN), in order to conduct ourselves in ways that consistently benefit workers, our organization, and the community at large, pledge ourselves to the following code:

1. The integrity of the group is dependent on the individual integrity of each member. As far as possible, we will keep our commitments, and if we find ourselves unable to do so, we will promptly communicate that to all concerned.

2. Bearing that each of us acts as an ambassador for WIN, we will conduct ourselves in a professional and courteous manner.

3. Even in circumstances when we are not treated respectfully by another person, we will not use profanity or denigrate another person.

   We will abide by the organizations dress code policy.

5. While representing WIN, we will refrain from the consumption or use of all alcohol, tobacco products and illegal substances. The only exception to this is fundraising receptions or events where alcohol is being served as part of the event, and the volunteer or staff person is not expected to drive.
6. When volunteering in cooperation with another agency or government entity, we will respect any additional requirements the partnering agency or entity places upon us.

## 9 : Policy

As representatives of the faith community and of WIN, we will dress appropriately, whether we are volunteering in the office, at a worksite, or in a public leadership role.

1. In public leadership roles (i.e. public speaking, press conferences, etc.) appropriate clothing for men includes a pressed shirt and tie, dress slacks, and dress shoes. Appropriate clothing for women includes a blouse, dress skirt or slacks, and/or a tailored dress and dress shoes.
2. At worksites, and at rallies or similar events, although more casual dress is appropriate, staff and volunteers representing the organization must look neat and clean. A WIN tee-shirt is appropriate in this setting.
3. In the office, more casual dress is permitted, but staff and volunteers should look neat and clean at all times.
4. In all settings, the following are not appropriate: suggestive attire (including shirts with spaghetti straps, halter tops, skin-tight pants); heavily worn or ripped clothing; athletic attire; or beach wear (including flip flops).

## Membership

Participants in MWAC must be members in good standing of Workers Interfaith Network, which requires a minimum of $30.00 annual membership donation. In addition participants in MWAC's Volunteer Inspector Program must be persons who are current or past employees in the construction business, and/or have experience in ensuring compliance with local and federal labor laws. Persons join MWAC by making a commitment to volunteer at least 4 hours per month to check compliance at job sites covered by prevailing wage laws.

# Volunteer Inspector Program

## City of Memphis Proposal

For the past nine years, the City of Memphis Prevailing Wage Ordinance has proven to be beneficial not only to individual workers but as a crucial first step in raising the standard of living in our community. By guaranteeing certain wages and benefits to workers, the Prevailing Wage Ordinance brings the highest standards of quality and craftsmanship to construction contracts awarded by the City of Memphis.

The first sentence found in the Prevailing Wage Policy simply states, "The City of Memphis promotes the economic and beneficial development of the City of Memphis." The Prevailing Wage Ordinance is one of many ordinances that make this statement true, and although it has proven to be effective, there is room for improvement. Limited staff and budget cuts have prevented full implementation of the ordinance. Without assistance, it is difficult for current staff to ensure compliance with both the Prevailing Wage and Living Wage Ordinances.

This correspondence outlines the purpose, objectives, procedures, and responsibilities, which we believe provide a no cost solution that allows the Prevailing Wage Ordinance to reach its fullest potential.

## PURPOSE

To set forth certain agreements between the Memphis Wage Advisory Council and the City of Memphis regarding the monitoring of the Prevailing Wage Ordinance.

## OBJECTIVE

Develop and Implement a Cooperative Endeavor into the City of Memphis Prevailing Wage Ordinance for the purpose of using volunteers from the Memphis Wage Advisory Council (MWAC) to perform job site interviews at the direction of the Prevailing Wage Commission. The Memphis Wage Advisory Council will provide professional assistance related to the compliance on said ordinance. Success of this partnership is dependent not only the City of Memphis incurring no cost and no liability but also the parties willingness to work as a team.

## MISCELLANEOUS PROVISIONS

a) Indemnification

The Memphis Wage Advisory Council shall indemnify and save harmless the City of Memphis, TN, against any and all claims, demands, suits, judgments of sums of money to any party accruing against the City of Memphis for loss of life or injury or damage of persons or property growing out of, resulting from, or by reason of any act of omission of the operation of the Memphis Wage Advisory Council, their agents, servants or employees while engaged in or about or in connection with the discharge or performance of the services to be done or performed by the Memphis Wage Advisory Council hereunder, and shall also hold the City of Memphis harmless from any and all claims and/or liens for labor, services, or materials furnished to the Memphis Wage Advisory Council in connection with the performance of their obligation under this agreement.

b) The Memphis Wage Advisory Council herein expressly agrees and acknowledges that they are an independent non-profit Organization and as such, it is expressly agreed and understood between the parties hereto, in entering into this Cooperative Endeavor agreement, that the City of Memphis shall not be liable to the Memphis Wage Advisory Council for any benefits or coverage, or to anyone who is a volunteer of the Memphis Wage Advisory Council and they shall not be considered an employee of the City of Memphis for the purpose of Worker's Compensation coverage.

## THE MEMPHIS WAGE ADVISORY COUNCIL'S RESPONSIBLITIES

a) The Memphis Wage Advisory Council will assist the City of Memphis in inspecting sites on a voluntary basis.

b) The Memphis Wage Advisory Council will make available a minimum of (4) inspector to the City of Memphis, who will, as needed, visit City of Memphis Prevailing Wage project sites.

c) The inspectors will have the responsibility to enter identified projects for the purpose of conducting an objective standard interview and job site inspection using standard forms provided. The information compiled by inspectors will be forwarded to the Prevailing Wage office within 48 hours of the job site visit.

d) The inspectors will fill out an observation form after each site visit that will be provided by the City of Memphis.

## CITY OF MEMPHIS'S RESPONSIBLITIES

a) The City of Memphis is responsible for the monitoring and enforcing of the Prevailing Wage Ordinance.

b) The City of Memphis through the Prevailing Wage Project Manager will provide each inspector with observation forms to fill out after each site visit.

c) The City of Memphis through the Prevailing Wage Project Manager is responsible for the enforcement of the Prevailing Wage Ordinance 5014 and its amendments pursuant to the City of Memphis Code.

d) If the Prevailing Wage Project Manager determines that a violation has occurred, then the department will follow the process that has been outlined within the applicable Ordinance and notify all parties involved.