

WEST VIRGINIA PREVAILING WAGE SURVEY

Administered by WORKFORCE WEST VIRGINIA

For Staff Use Only

Date Received: _____

Entered By: _____ Status: _____

West Virginia law (§21-5A-5) requires WorkForce West Virginia to determine prevailing wage rates for specified trades and occupations involved in the construction of a public improvement. The data that you provide will be aggregated with similar information collected from other sources and will be published in a manner that will guarantee the confidentiality of your information. Please retain a copy of your forms for your records.

1 SURVEY ID NUMBER: _____

FIRM: _____

COMPLETED BY (PLEASE PRINT NAME): _____

TITLE: _____

PHONE: () _____ E-MAIL: _____

2 Did your firm do non-owner labor and non-residential construction hours performed on the construction site for the work weeks specified below (see relevant definitions contained in this form):

August 12, 2014

November 12, 2014

February 12, 2015

May 12, 2015

YES, the firm did non-residential construction work during one or more of these weeks?

Review the instructions and move to step **3 on the Wage Data Form.**

NO, the firm did not do any non-residential construction during any of these weeks.

Which of the following best describes why your firm answered no?

☐ THE FIRM DID ONLY RESIDENTIAL WORK DURING THE SELECTED DATES.

☐ THE FIRM IS CLOSED.

☐ THE FIRM HAD NO EMPLOYEES OTHER THAN OWNERS OR CORPORATE OFFICERS.

☐ THE FIRM HAD NO WORK IN WEST VIRGINIA DURING THE SELECTED DATES.

☐ THE FIRM SUBCONTRACTED OUT ALL WORK.

☐ THE FIRM DOES NOT DO CONSTRUCTION WORK.

(Please write on the WAGE DATA FORM a brief description of the type of work the firm does.)

Thank you for participating in this survey. Once you have completed the Wage Data Form, or checked the appropriate box(es) above, you may return the form in the provided pre-paid envelope. Please see page 3 of this form for more details.

Prevailing Wage Survey Sheet

You may report online at: <http://www.workforcewv.org/LMI/PrevailingWageSurvey/pwrs.html>

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Date Received:

Entered By: Status:

3 Please report non-owner labor and non-residential construction employment performed on the construction site for the work weeks including the dates specified below. Work week means any seven (7) consecutive twenty-four (24) hour period as determined by your firm. You may combine the four reporting weeks or list them separately on the form.

August 12, 2014 November 12, 2014 February 12, 2015 May 12, 2015

Provide the information requested for these four weeks only.

Exclude:

-Owners

- Exempt supervisors who spend 20% or less time performing duties that are manual or physical as opposed to managerial
- Maintenance work
- Shop work

- Labor NOT performed on the job site

- Administrative staff

-Residential labor hours

- Overtime wages paid

(include hours worked at their regular rate)

- Lead worker differentials

(Include hours at the basic worker rate)

4 Review the Occupation Reporting Table to determine if your information should be included.

[illegible]

* You may report more than one employee per line if the employees worked in the same region, have the same pay rate, skill level, and all of the same types of fringe benefits.

** Region numbers are provided on page 6.

\$ Please do not include production bonuses, safety awards, zone pay, per diem, or overtime differentials. Report cash received in lieu of fringe benefits in the Other Benefits column.

\$\$ Fringe Benefits: Report only the contributions made or costs incurred by the employer (not the contributions or amounts paid by employees) for any of the types of fringe benefits noted above. Do not report any payments required by federal, state, or local law, such as worker's compensation or unemployment insurance.

Non-residential construction includes initial construction, reconstruction, and major renovation. Labor performed on-site in connection with material deliveries is also considered construction work. Routine maintenance work (as described below) is not included except as noted.

Construction (Report):

Construction means the initial construction of buildings and other structures, or additions thereto, and of highways and roads. Construction does not include the transportation of material or supplies to or from a construction project by employees of a construction contractor. However, labor performed on the job-site in connection with the delivery of materials is considered construction work.

Major Renovation (Report):

Major renovation means the remodeling or alteration of buildings and other structures within the framework of an existing building or structure and the alteration of existing highways and roads.

Reconstruction (Report):

Means highway and road resurfacing and rebuilding, the restoration of existing highways and roads, and the restoration of buildings and other structures.

Demolition (Report as noted):

Demolition is included only if it is to prepare for planned construction or renovation. If no construction is planned to replace the demolished property, then do not include the hours in this survey.

Maintenance (Exclude except as noted):

General maintenance work such as sweeping, cleaning, and landscaping is not covered unless it is done as part of a construction, reconstruction, major renovation, or painting project. Maintenance work such as repairing or replacing a roof or re-carpeting part of a building is considered to be reconstruction work.

Residential (Exclude):

Residential construction projects are projects for any building or structure used or intended to be used for residential occupancy, which contains not more than 3 distinct floors which are above grade in any structural unit regardless of whether the building or structure is designed and constructed for one or more living units. The residential project includes all incidental items associated with the project, such as site work, parking areas, utilities, streets, and sidewalks.

Examples of Residential Construction:

Residential buildings (3 stories or less)

*Married student housing
Town or row houses
Mobile home developments
Single family houses
Multi-family houses*

*All work incidental
to residential projects:
Residential sitework
Residential parking areas
Residential utilities
Residential streets
Residential sidewalks*

How do I Submit my Information?

Retain a copy of your completed survey for your records

RESPOND BY MAIL: You may return your survey form in the postage-paid envelope provided.

RESPOND BY ELECTRONIC FILE: (Recommended for reporting 10 or more employees)

- Go to our website: <http://www.workforcewv.org/LMI/PrevailingWageSurvey/pwrs.html>
- Download the Survey Spreadsheet for Electronic Filing. Save a copy with the information you have to report.
- Complete section **1** - **14** and return either by mail, fax, or email as an attached document.
- Email your spreadsheet to pwrsurvey@wv.gov. Please write in the subject line:

WAGE DATA FORM SURVEY ID _____. (Your survey ID number is on the top of each survey page.)

COMPLETE ONLINE SURVEY: (Recommended for fewer than 10 employees, or no wage data)

- Go to our website at: <http://www.workforcewv.org/LMI/PrevailingWageSurvey/pwrs.html>
- Click on the link "Report Online" under the "Survey Links" section.
- Follow the instructions IN THIS FORM to report information.
- If you need a copy of what you submitted online please contact our staff.

RESPOND BY FAX: Fax copies of the Wage Data Form to: (304) 558-1343

IF YOU NEED ASSISTANCE PLEASE CONTACT US

Phone: (304) 558-0481
Fax: (304) 558-1343

Email: pwrsurvey@wv.gov
Website: <http://www.workforcewv.org/LMI/PrevailingWageSurvey/pwrs.html>

Instructions for Reporting on the Wage Data Form:

NOTE: When working on Prevailing Wage Projects there is a Base Wage Rate and a Fringe Benefit Rate. **Please separate the two rates.**

GO TO: <http://www.workforcewv.org/LMI/PrevailingWageSurvey/pwrs.html> to watch a tutorial that walks you through the steps for completing this survey.

- 3 REVIEW ACTIVITY DURING REFERENCE WEEKS:**
Review the four reference weeks on the form and identify the periods where your company performed construction or construction-related services on a non-residential construction site.
- 4 REVIEW THE JOB CLASSIFICATION BOOKLET:**
To identify the occupations your employees performed work in, use the Job Classification Booklet to determine the job title to use on the Wage Data Form.
- 5 WAGE RATE REGION:**
Identify the region where the work took place. A map and a list of West Virginia counties and the applicable wage rate regions are provided on page 6.
- 6 JOB TITLE OF EMPLOYEE:**
Provide the job title for all the employees listed on the line. If a single employee worked in more than one occupation or in more than one region during the required weeks, report the employee on more than one line according to the hours worked. Job Titles and Occupational Codes are on page 7.
- 7 SKILL LEVEL:**
Please enter a 1 for Skilled Craftsman/Journeyman or 0 for Entry-level Craftsman/Sub-Journeyman.

Skilled Craftsman/Journeyman: A fully skilled craftsman who can work independently in the trade or occupation. Generally, a skilled craftsman has a minimum of four years of verifiable trade-specific experience or has completed a state certified apprenticeship program in the applicable trade. Skilled craftsmen/journeymen are licensed where licensing is required.

Entry-level Craftsman/Sub-Journeyman: A worker who cannot work independently in the trade or occupation. Generally, an entry-level craftsman/sub-journeyman has fewer than four years of trade-specific experience and has not completed a state certified apprenticeship program in the applicable trade.

Apprentice: You are not required to submit information for the registered apprentices within your firm. If a worker does not qualify as a Skilled Craftsman/Journeyman or is not in a state approved apprenticeship program, the worker should be listed as an "Entry-level Craftsman/Sub-journeyman".
- 8 BASIC HOURLY RATE:**
Enter the rate of hourly wage paid. Include **ONLY** the basic worker rate.

Exclude:

- overtime pay but include overtime hours
- per diem
- zone pay
- fringe benefits including vacation pay
- supervisor differentials
- crew leader differentials
- production bonuses

Note: If you are reporting work performed on a project subject to state or federal prevailing wage laws, and have paid required fringe benefits in cash, please separate these amounts on the Wage Data Form. See Example on next page.

FRINGE BENEFITS

Report only the contributions made or costs incurred by the employer (not the contributions or amounts paid by employees). DO NOT report any payments required by federal, state, or local law, such as workers' compensation or unemployment insurance.

9

HEALTH & WELFARE:

Monthly premium, adjusted hourly rate, or annual rate.

10

PENSION:

Employer contribution amount. Please enter adjusted hourly rate, monthly rate, annual rate, or percentage.

11

HOLIDAY & VACATION:

Number of paid days off employee receives each year.

12

Apprentice Training:

Employer contribution amount. Please indicate if the number is an Adjusted Hourly Rate, Monthly Rate, or Annual Rate.

13

OTHER BENEFITS:

Cash paid in lieu of fringe benefits should be reported here. DO NOT include: drug testing, industry funds, trade promo funds, safety training, travel pay per diem, equipment costs or workers' compensation.

14

NUMBER OF WORKERS:

If more than one employee worked in the same region, has the same pay rate, skill level, and all of the same fringe benefits the total number of employees may be entered.

Note: If an employee was paid more than one rate of pay, or worked in more than one occupation or region, you need to provide the employment and wages for each case. When this occurs, you will need to use more than one line on the survey form for that employee.

Example 1: Projects Subject to Prevailing Wage Rate

8 Basic Hourly Rate ⁵ Please use separate lines for each wage rate.	FRINGE BENEFITS: Report only contributions made by the employer ⁵⁵					14 Number of Workers Total number of employees
	9 Health & Welfare	10 Pension	11 Holiday & Vacation	12 Apprentice Training	13 Other Benefits	
Do not include shift or overtime differentials, bonuses, awards, zone pay, or per diem	Monthly premium for employee, or adjusted hourly rate		Number of paid days off employee receives each year, or adjusted hourly rate. If included in the Hourly Rate, do not include twice		Do not include Drug testing, Industry funds, Trade promo funds, Safety training, Workers comp	<u>ONLY</u> If all other information on the row is EXACTLY the same
\$21.53	\$34.68	\$5.61	25	\$5.00	\$1.75	1



County	Region
Barbour	6
Berkeley	7
Boone	2
Braxton	6
Brooke	5
Cabell	2
Calhoun	4
Clay	4
Doddridge	6
Fayette	1
Gilmer	6
Grant	7
Greenbrier	1
Hampshire	7
Hancock	5
Hardy	7
Harrison	6
Jackson	4
Jefferson	7

County	Region
Kanawha	3
Lewis	6
Lincoln	2
Logan	2
Marion	6
Marshall	5
Mason	4
McDowell	1
Mercer	1
Mineral	7
Mingo	2
Monongalia	6
Monroe	1
Morgan	7
Nicholas	1
Ohio	5
Pendleton	7
Pleasants	4
Pocahontas	1

County	Region
Preston	6
Putnam	2
Raleigh	1
Randolph	6
Ritchie	4
Roane	4
Summers	1
Taylor	6
Tucker	6
Tyler	5
Upshur	6
Wayne	2
Webster	1
Wetzel	5
Wirt	4
Wood	4
Wyoming	1

JOB CLASSIFICATION TABLE

COMPLETE JOB DESCRIPTIONS ARE LOCATED IN THE PREVAILING WAGE JOB CLASSIFICATION BOOKLET

Job Title	Code
Asbestos & Lead Abatement Worker	47-4041
Asbestos Fire Stop Technician	47-2132
Boilermaker	47-2011
Bricklayer & Stone Setter	47-2021
Carpenter	47-2031
Cement Mason, Plasterer & Stucco Mason	47-2051
Diver	49-9092
Dredger	53-7031
Lather, Ceiling Installer, Drywall Installer	47-2081
Electrician	47-2111
Elevator Constructor & Mechanic	47-4021
Glazier	47-2121
Heavy Equipment Operator - Group 1	47-2073
Heavy Equipment Operator - Group 2	53-7091
Insulation Worker	47-2131
Ironworker	47-2221
Laborer/Helper	47-2061
Mechanic	49-3042
Painter	47-2141
Power-Line Constructor	49-9051
Plumber/Pipefitter	47-2152
Roofer	47-2181
Sheet Metal Worker	47-2211
Soft Floor Layer	47-2041
Striper Operator-Highway & Parking Lot	47-4051
Telecommunication Installer	49-2022
Truck Driver-Heavy & Tractor-Trailer	53-3032
Truck Driver-Light Truck & Forklift Operator	53-3033