

FREQUENTLY ASKED QUESTIONS

Q: How do I determine the correct work classification?

A: If you are unable to classify an employee with the Job Classification Booklet available on our website, you may report your employee using a job description or in-house job title (for example: Flagger). It is important to note that it is the work performed by the employee, not the worker's title or qualifications, that determines which classification applies. Feel free to contact us if you need additional information.

Phone: (304) 558-0481

Email: pwrsurvey@wv.gov

Q: We did not perform prevailing wage work. Do I still have to report information?

A: Yes. Our survey collects information for both private and public non-residential projects. Even if you have never applied prevailing wages before, we would still like you to complete the survey.

Q: We did work in multiple states, and many of our employees are not West Virginia residents. Do you just want information for projects in West Virginia done by West Virginians only?

A: Our survey collects information for construction work performed in West Virginia. No matter where your employees reside, as long as they worked in West Virginia during the reference weeks requested, please include them in the report.

Q: Do I need to report all of the hours for the month of the reference week or just for that week?

A: You only need to report hours for the reference week. Work week means any seven consecutive days including the 12th. Exactly which days you use depends on your firm's pay period. Please see example below:

Mon-Sun Workweek

SU	M	TU	W	TH	F	SA
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22

(7) days on or before the 12th

SU	M	TU	W	TH	F	SA
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22

Pay period ending on the 15th

SU	M	TU	W	TH	F	SA
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22

(7) days on or after the 12th

SU	M	TU	W	TH	F	SA
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22

Q: Do I still need to respond if I don't have any data to report?

A: Yes. We would like to know why you have nothing to report. Contact us if you need any assistance.

Q: My firm is sold/merged to another company. Do I need to report?

A: Yes. Please return the survey with the new company information if available so we may contact the new owner.

Q: Do I need to fill out all the sections related to fringe benefits?

A: Only for the benefits that apply. For example: If you do not pay a carpenter for an apprentice course, leave that section blank.

Q: We have 2 projects in 2 regions in 2 different reporting weeks performed by the same crew. What should I report?

A: Each project must be reported on separate lines because the work is being performed in different regions. However, you may combine the reporting weeks, or list them separately on the form if they were performed in the same region.

Q: We are a general contracting firm, building and remodeling houses, but sometimes renovate business suites. Our employees earn the same rate regardless of residential or non-residential projects. Do we need to report?

A: Many construction companies perform both residential and commercial jobs. If your firm was working on a non-residential project during the reference periods, please report the employees working for that project only.

Q: I received the survey but am too busy to complete it before the deadline. Can I still report?

A: Yes, please contact us. We will be happy to assist you in completing the survey.

Q: The owner(s) is a paid employee. Should he be excluded from the survey?

A: Yes, this is a non-owner labor report. Please do not count the owners, officers, and supervisors in the survey.

Q: We pay a pension and annuity. Should these be reported separately? If so, where do I report this?

A: Please report these two amounts together under the Pension column.

Q: Several workers have money taken from their basic hourly rate to pay into a vacation fund. Should I report this amount under Holiday/Vacation in the Fringe Benefits section?

A: No. We only want the employer contributions (paid days off provided by the employer) in the Fringe Benefit Section. The vacation fund should be reported as part of your basic hourly rate.

Q: The Foreman is overseeing a crew but is also working alongside the workers. Do I report his Foreman wage or his regular working wage?

A: Supervisors or Foremen who spend **more than 80 percent** of their time performing supervisory work are exempt and should not be reported. However, if the foreman spends **less than 80 percent** of his time supervising then he should be reporting his basic hourly rate using the job title of the work he is performing.

Q: I am the owner of a small construction company and I also perform the work of a carpenter. Do I report myself?

A: If you spend **less than 80 percent** of your time supervising than you should be coded with the workers that you are supervising.

Q: Who can I contact if I have more questions or need to correct my contact information?

A: If you still have questions, please don't hesitate to contact us at:

Phone: (304) 558-0481

Fax: (304) 558-1343

Email: pwrsurvey@wv.gov