

INSTRUCTIONS

ELECTRONIC SUBMISSION OF THE 2017-18 CONSTRUCTION WAGE SURVEY

(If you are mailing or hand delivering your 2017-2018 Construction Wage Survey, please utilize those separate instructions and survey form)

PLEASE READ INSTRUCTIONS CAREFULLY AND ALSO NOTE THE FOLLOWING:

- Construction wage surveys may be electronically submitted to the Office of the Labor Commissioner. If you elect to submit your construction wage survey electronically, please note the specific requirements as they pertain to deadline, electronic signatures, and the email address for the submission of those surveys. Additionally, please ensure that you use the *electronic construction wage survey form*. This form allows for electronically signed survey forms.
- All electronically submitted surveys must be received by **Monday, July 10, 2017 at 5:00 P.M.** We ask that survey forms be submitted one week prior to the due date to allow ample time for review and corrections, if needed.
- To electronically complete the survey, download the 2017-2018 Construction Wage Survey (**for electronic submission**). Complete the survey in its entirety including the electronic signature portion. Save as a PDF file, with your company name PWP survey (i.e. AA Contracting PWP survey).
- Email the completed 2017-2018 Construction Wage Survey in PDF format to PUBLICWORKS@LABORCOMMISSIONER.COM (this is to ensure that the surveys cannot be altered).
- If you do not receive an emailed verification of receipt within 72 hours of submission, please call 702-486-2650.
- Survey responses that are incomplete or illegible *may* be rejected. Information that is late or cannot be verified *will* be rejected.
- If duplicate surveys are received, only the most recent submission received prior to the deadline will be considered. Any prior version will not be considered in the calculation and destroyed.
- Use a separate line on the survey form for each entry. You may duplicate the form as needed. For more information, visit the agency's website at www.Labor.nv.gov.

Please feel free to contact our offices at 702-486-2650 or via e-mail at PUBLICWORKS@LABORCOMMISSIONER.COM with any questions or for general assistance with completing the wage survey.

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1. PROJECT NAME	Enter the name of the project. Provide an exact project name (e.g. Gateway Office Building). Projects should include any commercial, industrial and highway construction project in which you have participated during the survey period (July 1, 2016 - June 30, 2017). <u>Projects do not have to be prevailing wage projects to be reported.</u> Do not include Federal projects (government buildings, military, Indian or Test Site projects) or residential (multi-family under 5 stories, housing developments or single family) construction.
2. COUNTY NAME	Please indicate the name of the Nevada county in which the work was performed (<i>Carson City, Churchill, Clark, Douglas, Elko, Esmeralda, Eureka, Humboldt, Lander, Lincoln, Lyon, Mineral, Nye, Pershing, Storey, Washoe, or White Pine</i>).
3. CRAFT CLASSIFICATION CODE	Please use only the craft classification code numbers as provided on the "Craft Classification Sheet." Select the classification that most closely describes the type of work being performed. Please consider only the actual work performed rather than the job title or other affiliations.
4. NUMBER OF HOURS	Please list the total number of hours worked on eligible projects between July 1, 2016 and June 30, 2017 by craft classification and wage. Report only the base rate of pay, for both regular and overtime hours. Do not report hours worked by apprentices, superintendents, or owner/operators.
5. BASE RATE PER HOUR	Indicate the hourly <u>base rate</u> paid each classification. Do not give a pay range, nor include fringes or any type of zone pay. Do not include overtime rates.
6. FRINGES PER HOUR	Where applicable, please combine and list the hourly rates for Pension, Health and Welfare, Vacation and Holiday Pay, and the cost of Apprenticeship Training. Do not include employer's portion of payroll taxes, worker compensation insurance, unemployment taxes, or any other taxes or assessments. <u>Do not include any type of zone pay.</u>
7. COLLECTIVE BARGAINING AGREEMENT	If the work for a given project was performed while signatory to a collective bargaining agreement, please indicate the union name and local number that performed the work. (e.g. Widgetmakers Local 587). If the work performed was not subject to a collective bargaining agreement, place an X in the NO column.
8. PUBLIC WORKS PROJECTS (PWP)	Please indicate with a Y (Yes) or N (No) whether the project listed is a Public Works project. (<i>Public Work</i> means any project for the new construction, repair, or reconstruction of a project financed in whole or in part from <u>public money</u> .) For additional definitions of a public works project, please see NRS §338.010(10). <u>Projects do not have to be public works projects to be reported.</u>
9. DATE(S) OF WORK	Please indicate the time frame in which the work was performed. The work performed must have occurred between July 1, 2016 and June 30, 2017. Please list the months and year of work, (e.g. 10/17 to 10/18).

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