

STATE OF NEVADA

STEVE SISOLAK
GOVERNOR

MICHAEL J. BROWN
DIRECTOR

SHANNON M. CHAMBERS
LABOR COMMISSIONER



OFFICE OF THE LABOR COMMISSIONER
3300 WEST SAHARA AVENUE, SUITE 225
LAS VEGAS, NEVADA 89102
PHONE: (702) 486-2650
FAX (702) 486-2660

OFFICE OF THE LABOR COMMISSIONER
1818 COLLEGE PARKWAY, SUITE 102
CARSON CITY, NV 89706
PHONE: (775) 684-1890
FAX (775) 687-6409

Department of Business & Industry OFFICE OF THE LABOR COMMISSIONER

www.Labor.nv.gov

PREVAILING WAGE SURVEY (SURVEY) SUBMISSION INSTRUCTIONS

- Submit the Survey online at www.labor.nv.gov or accessed directly at <https://nlc.i-sight.com/external/wageessurvey/new>. You should contact the Office of the Labor Commissioner if you are requesting to submit hard copies of the Survey.
- All Survey submissions must be received by **July 15, 2019 at 5:00 PM**.
- Surveys that are incomplete *may* be rejected. Information that is late or cannot be verified *will* be rejected.
- If duplicate Surveys are submitted, only the most recent submission received prior to the deadline will be considered. Any prior version will not be considered in the calculation.
- The Office of the Labor Commissioner will consider and review the information set forth in Nevada Administrative Code section 338.020.

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, 2018 - June 30, 2019). The survey program will not allow for days outside of the survey period to be added. <u>Projects do not have to be prevailing wage projects to be reported.</u> Do not include residential (multi-family under 5 stories, housing developments or single family) construction.
2. DATE(S) OF WORK	Please indicate the time frame in which the work was performed. The work performed must have occurred between July 1, 2018 and June 30, 2019. Please list the months and year of work, (e.g. 10/18 to 10/19).
3. 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>
4. COUNTY NAME	Please select 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>).
5. CRAFT CLASSIFICATION	Please use only the craft classification 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. Craft Codes are no longer used.
6. NUMBER OF HOURS	Please list the total number of hours worked on eligible projects between July 1, 2018 and June 30, 2019 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.

7. 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.
8. 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. Do not include any type of zone pay.
9. 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, select Yes or No.

PREVAILING WAGE SURVEY (SURVEY) SUBMISSION INSTRUCTIONS

Business Name	Business information for the contractor that survey is being submitted for. Business Address, City, State and Zip Code Business Email Address
Certification	The preparer must check the box that certifies that the information provided is accurate to best of your knowledge.
Prepared By	Preparer must provide their name telephone, title and select the date of submission.
Projects	<p>Project Name</p> <p>Select dates worked from the calendar, please do not TYPE the date. It may not format properly.</p> <p>Select whether the project is PWP Job: yes or no</p> <p>Select the County: Choose from the list</p> <p>Select the Craft Code: Choose from the list</p> <p>Enter the Number of Hours:</p> <p>Enter the base rate per hour:</p> <p>If applicable, enter the Fringes per hour in number format.</p> <p>Select whether or not, the is a Collective Bargaining Agreement: If yes, Add the Union Name and Local</p> <p>SAVE the project information</p> <p>Continue to add projections as needed.</p>

File	Use to add any information necessary to support your submission or authorization. Files should be in PDF or Excel format.
Corrections	If you think you've made a mistake, you can click on the project name, click on the blue pencil to edit, make corrections and then SAVE .
Submission	When you are ready to SUBMIT the survey scroll back to the top of the screen and select Submit.
Confirmation	You will receive a CONFIRMATION # – SURVEY-18-000001
Errors after Submission	Once the survey is submitted you cannot edit the information. Do not submit a new survey to correct a mistake. Contact the Labor Commissioner's office at publicworks@labor.nv.gov , the correction can be made by the office. You will not be able to get an immediate printout, however, we will provide you with one in Excel per format your request.
Reports	Once the report is accepted you will receive an email with a copy of the survey in excel format. The report will be sent in PDF format.
<p>For questions or concerns please call (702) 486-2650 or email publicworks@labor.nv.gov</p>	