



STATE OF WASHINGTON  
DEPARTMENT OF LABOR AND INDUSTRIES

*Prevailing Wage*  
PO Box 44540 • Olympia, Washington 98504-4540  
360-902-5335

May 2010

Dear Survey Participant:

The Department of Labor & Industries (L&I) is conducting this survey to gather wage information so that we may calculate the prevailing wage to be paid to workers on public works jobs governed by Chapter 39.12 RCW, Prevailing Wages on Public Works.

Prevailing wage is the hourly wage, benefits and overtime paid in the largest city in each county to the majority of workers in each trade. The law (RCW 39.12) requires L&I to establish a prevailing wage for each trade employed in public work.

**Your participation in this survey is crucial, even if you don't bid on public work.** This survey reflects local wage conditions for work performed from January 1, 2008, to December 31, 2008. The more responses L&I receives, the closer the results will be to the actual "going rate" paid to workers in this trade throughout the state. All identifying company information will be kept confidential.

Enclosed you will find:

- Instructions (beginning on the other side of this letter)
- Survey form
- "Scope of work" definition for your trade (on the back of the survey form)
- A postage-paid return envelope

We must have your completed survey **no later than August 31, 2010**, in order to include your wage information in our calculations. The survey may also be returned to us electronically or by fax. Please see the instructions for further details.

Thank you very much for taking the time to complete this survey. If you have any questions, please contact Nathan Peppin in the Prevailing Wage Program at 360-902-5304, or by e-mail to [pepn235@Lni.wa.gov](mailto:pepn235@Lni.wa.gov).

Sincerely,

David J. Soma  
Industrial Statistician

## Wage and Hour Survey Instructions

*Please read these general instructions before completing the survey.*

### **EXCEPTIONS:**

**Please check the appropriate box on the survey form, complete the top portion, sign, and return the form if you:**

- Did not employ any workers in this trade.
- Perform ship or boat building (If your company's main activity is shipbuilding).
- Represent a state or municipal agency (public agency).

*If you choose to not participate in this survey, please tell us why, fill out the top portion, sign, and return the form to L&I.*

- **Please report all hours worked (both public and private projects)** from January 1, 2008 through December 31, 2008.
- **Include hours for journey-level workers only.** Do not report hours of work, wages, or benefits paid to trainees, helpers, supervisors or owner/operators. **You may report hours for apprentices. If you do report hours of apprentices, write the word "apprentices" in Column A in addition to the name of the trade.**
- **State all work in hourly terms.** Do not list annual or monthly salaries or piece-rate earnings. All wages and benefits must be reported as hourly rates.
- **Report wage and hour information by county and largest city within each county.** Wage and hour information must be reported by county and the largest city in the county where the work was performed. The law requires L&I to calculate a separate prevailing wage for each county in the state. The counties and largest cities are listed in a table at the end of these instructions.
- **We must have your completed survey no later than August 31, 2010, to include your information in our calculations.** You have several choices for returning it:
  - By mail in the postage-paid return envelope we enclosed.
  - By fax to 360-902-5300.
  - By e-mail: You can download the survey form from our web site at [www.PrevalingWage.Lni.wa.gov](http://www.PrevalingWage.Lni.wa.gov). When finished, send the completed form as an attachment to Nathan Peppin at [pepn235@Lni.wa.gov](mailto:pepn235@Lni.wa.gov).
- **Trade that L&I is surveying throughout this period:** We are surveying the one trade listed below. If you did not receive a survey for a trade in which you employed workers, please request a copy from the Prevailing Wage Program.
  1. Construction Site Surveyor



## Instructions for filling out columns A–I on the survey form

- A. Trade:** Please use the “scope of work description” on the back of the form to identify if your employees worked in this trade during the survey period. **If you are reporting apprentices’ hours**, list them separately in another row and write the word “apprentices” after the name of the trade.
- B. County where the work was performed:** Please list each county separately if you are reporting work in multiple counties.
- C. Hourly base wage rate:** This is the hourly wage rate paid to the worker(s). Please list separately if workers of the same trade were paid different rates in a given county and/or the largest city. Do not include benefits in this entry.
- D. Hours worked outside of the largest city:** Report the total number of hours worked by all workers for each hourly rate in column “D” outside the largest city within each county where the work was performed.
- E. Hours worked in the largest city:** Report the total number of hours worked by all workers for each hourly rate in column “E” within the largest city. This information is needed because L&I is required to calculate the rate of hourly wages, benefits and overtime paid to the majority of workers in the same trade working in the largest city of each county.
- F. Hourly rate paid for insurance (medical, dental, life, etc.):** Insurance rate includes medical, dental, vision and life insurance. Report insurance rate in per-hour terms. If you do not know the hourly rate, please determine it by dividing the total insurance benefits paid annually by 2,080 hours. (2,080 hours is a full-time year - 52 weeks at 40 hours a week). See Usual (fringe) Benefits example below. (Do not include insurance benefits that are employee paid through payroll deduction, workers’ compensation premiums, unemployment insurance or any other federally or state-mandated payroll deductions.)
- G. Hourly rate paid to pension or retirement plans:** Report payments in per-hour terms. If you do not know the hourly rate, please determine it by dividing the total pension or retirement plan benefits paid annually by 2,080 hours. See Usual (fringe) Benefits example below. (Do not include pension or retirement benefits that are employee paid through payroll deduction.)
- H. Hourly rate paid for vacation and/or holiday:** Report vacation or holiday benefits paid per hours worked during the year. If you do not know this hourly rate, please determine it by dividing the total vacation or holiday pay provided annually to the worker by 2,080 hours. See Usual (fringe) Benefits example below.
- I. Hourly rate paid to apprenticeship programs:** Report payments made to apprenticeship or training programs recognized by the Washington State Apprenticeship and Training Council in per-hour terms. If you do not know the hourly rate, please determine it by dividing the total payments made annually by 2,080 hours. See Usual (fringe) Benefits example below.

***Example: Usual (fringe) Benefits calculation.***

A full-time employee works a total of 2,080 hours in a full-time year (both private and public jobs) and received 2 weeks (80 hours) of vacation from January 1, 2008, to December 31, 2008. The hourly wage rate during that period was \$15, so the employee received:

- \$1,200 for vacation pay (80 hrs x \$15)

Now to calculate the total hourly rate for the vacation benefit, divide the vacation pay by 2,080 hours:  $\$1,200 / 2,080 = \$0.58$ .

**The hourly rate paid for vacation in this example is \$0.58 per hour, recorded on column H of the survey form.**

**Washington Counties and Largest Cities**

County	Largest City	County	Largest City	County	Largest City
Adams	Othello	Grays Harbor	Aberdeen	Pierce	Tacoma
Asotin	Clarkston	Island	Oak Harbor	San Juan	Friday Harbor
Benton	Kennewick	Jefferson	Port Townsend	Skagit	Mount Vernon
Chelan	Wenatchee	King	Seattle	Skamania	Stevenson
Clallam	Port Angeles	Kitsap	Bremerton	Snohomish	Everett
Clark	Vancouver	Kittitas	Ellensburg	Spokane	Spokane
Columbia	Dayton	Klickitat	Goldendale	Stevens	Colville
Cowlitz	Longview	Lewis	Centralia	Thurston	Olympia
Douglas	East Wenatchee	Lincoln	Davenport	Wahkiakum	Cathlamet
Ferry	Republic	Mason	Shelton	Walla Walla	Walla Walla
Franklin	Pasco	Okanogan	Omak	Whatcom	Bellingham
Garfield	Pomeroy	Pacific	Raymond	Whitman	Pullman
Grant	Moses Lake	Pend Oreille	Newport	Yakima	Yakima