

Instructions for Completing Section D

- If you have a construction occupation that does not appear on the above list, please call us at **207-623-7902**. Do not list non-construction workers (e.g., office staff, security, etc.).
- On each line, enter the occupation code number and title from the insert, titled **Occupational Codes, Titles and Descriptions**.
- Employees who work in more than one trade should be counted only **once** – in the occupation they worked the most during the survey period.
- Employees who work in more than one county should be reported only **once** – in the county where they worked the most during the survey period.
- You can use one line to report multiple employees who have the exact same information. If any of the information is different, that employee must be listed on a separate line.
- Report only the portion of benefits paid by the **employer**. (Do not include mandated contributions such as Social Security, Workers Comp, etc.)

Benefit Definitions

- **Health & Welfare:** Any payment made **by the employer** towards programs related to health and welfare. This DOES NOT include premiums by the employee. If premiums are shared by the employer and employee, include only the part paid by the employer.
- **Annuity, Pension and/or Retirement Funds:** **Employer** contributions to a 401K, IRA, Employee Stock Option Plan (ESOP) or other similar saving or investment plans.
- **Vacation/EPL/PTO:** Time **accrued** to the employee during this two-week period that will allow them to receive pay without working, includes vacation, Paid Time Off (PTO), and/or Earned Paid Leave (EPL). Leave time does not have to be taken during the two-week survey period.
- **Per Diem in Lieu of Wages:** This benefit is usually project specific and is only to be reported if it occurs during the two-week survey period. Refers to any payment to an employee for a specific purpose, such as travel or lodging, which is not actually expended on that specific purpose, as supported by itemized receipts. For example, if an employee is working 150 miles from home and the employer provides the employee with a daily allowance of \$50 to cover food and lodging, any amount that is not actually expended on food and lodging, as documented by itemized receipts retained by the employer, is a benefit to the employee.
- **Other:** This should include any other benefit that is accrued by an individual such as **employer** paid tuition, the personal use of a company vehicle, or holiday time that has not been included with vacation time, etc.

Formulas for Calculating Hourly Benefit Values

To calculate the hourly value of a benefit, use your company's work history to determine the total number of hours each employee would likely work in the calendar year and the equation that reflects your payment schedule. (*Tip: a typical full-time employee works 160 hrs./mo. for a total of 2000 hrs./yr.*)

Pay Schedule	Hourly Benefit Value Calculation
Yearly	Yearly Cost ÷ Yearly Hours
Quarterly	(Quarterly Cost ÷ Yearly Hours) x 4
Monthly	(Monthly Cost ÷ Yearly Hours) x 12
Biweekly	(Biweekly Cost ÷ Yearly Hours) x 26
Weekly	(Weekly Cost ÷ Yearly Hours) x 52

Example (Monthly Payment): [(\$432.08/month ÷ 1600 hrs./year) x 12] = \$3.24/hour

Construction Classifications

Building 2 (B2)

- Residential and non-residential building construction (Includes NAICS 236***)
- Residential and non-residential specialty trade contractors (Includes NAICS 238***)

Highway & Earthwork (HI)

- Airport runway construction
- Alley construction
- Asphalt paving: roads, public sidewalks, and streets
- Concrete construction: roads, highways, public sidewalks, and streets
- Grading for highways, streets, and airport runways
- Guardrail construction on highways
- Highway construction, except elevated
- Highway signs installation
- Parkway construction
- Paving construction
- Resurfacing streets and highways
- Road construction
- Sidewalk construction
- Street maintenance or repair
- Street paving
- Athletic fields
- Bridle path construction
- Brush clearing or cutting
- Clearing of land
- Cutting right of way
- Drainage project construction
- Earth moving, not in conjunction with other construction
- Golf course construction
- Land leveling
- Land reclamation
- Manhole construction
- Pond construction
- Soil compacting
- Tennis court construction (outdoor)
- Trail building
- Trailer parks/campgrounds
- Trenching, not in conjunction with other construction

Heavy and Bridge (HV)

- Abutment construction
- Bridge construction
- Causeway construction on structural supports

Heavy and Bridge (HV) Continued

- Elevated highway construction
- Overpass construction
- Trestle construction
- Tunnel construction
- Underpass construction
- Viaduct construction
- Aqueduct construction
- Cable laying construction
- Cable television lines
- Conduit construction
- Distribution lines
- Gas mains
- Natural gas compressing station construction
- Pipe laying
- Pipeline construction
- Pole line construction
- Pipeline wrapping
- Power line construction
- Pumping station construction
- Radio transmitting towers
- Sewage collection and disposal line construction
- Sewer construction
- Telegraph line construction
- Telephone line construction
- Television transmitting towers
- Transmission line construction
- Water main line construction
- Blasting except building demolition
- Breakwater construction
- Caisson drilling
- Canal construction
- Central station construction
- Channel construction
- Channel cutoff construction
- Chemical complex or facilities construction
- Cofferdam construction
- Coke oven construction
- Commercial divers (installation, repair, inspection)
- Dam construction
- Dike construction
- Discharging station construction
- Dock construction
- Dredging
- Flood control projects
- Furnace construction for industrial plants
- Harbor construction
- Hydroelectric plant construction
- Industrial incinerator construction
- Industrial plant appurtenance
- Irrigation project construction

Heavy and Bridge (HV) Continued

- Jetty construction
- Kiln construction
- Levee construction
- Light and Power plant construction
- Lock and waterway construction
- Marine construction
- Mine loading and discharging station construction
- Mining appurtenance construction
- Missile facilities construction
- Nuclear reactor containment structure construction
- Oil refinery construction
- Oven construction for industrial plants
- Oven construction, bakers
- Petrochemical plant construction
- Petroleum refinery construction
- Pier construction
- Pile driving
- Power plant construction
- Railroad construction
- Railway roadbed construction
- Reservoir construction
- Revetment construction
- Rock removal, underwater
- Sewage treatment plant construction
- Ski tow erection
- Solar farms
- Submarine rock removal
- Subway construction
- Timber removal, underwater
- Tipple construction
- Washeries construction, mining
- Waste disposal plant construction
- Waterpower project construction
- Water treatment plant construction
- Waterway construction
- Wharf construction