

Construction Wage Survey Training Outline & Timestamps

Intro & Why (0:00 – 3:27): Covering why companies must fill out the survey and what the survey data is used for.

- 0:57 – Prevailing Wage Rates for State Funded Construction Projects
- 1:58 – Volatility in the Rates
- 2:46 – Statutory Requirement Information

Scope (3:27 – 9:00): Covers what companies must fill out the survey.

- 3:34 – NAICS Codes in Construction
- 6:10 – Hourly Construction Employment
- 7:03 – “Sum Up” of Who Must Complete the Survey
- 7:41 – Company Address Updates

Forms (9:00 – 19:33): Review of all the forms you’ll receive related to the survey, and when you’ll receive them.

- 9:05 – Prenote Form (June)
- 11:54 – Full Survey Forms (July)
 - 12:57 – Cover Letter
 - 13:16 – Occupations List
 - 14:13 – Survey Form
 - 14:30 – Instructions
- 16:44 – 30-Day Notice (August)
- 18:03 – 60-Day Notice (September)
- 18:50 – Notice of Violation (October)

Completing the Survey (19:33 – 1:02:06): How to use the forms to complete the survey. This section also has a detailed step-by-step example of filling out the survey, highlighting some of the common issues we see on surveys each year and how to correct them.

- 19:41 – Familiarizing Yourself with the Front Page of the Survey Form
- 26:32 – Example of Filling Out the Front Page of the Survey Form
- 28:00 – Familiarizing Yourself with the Back Page of the Survey Form
- 28:27 – Tips, Tricks, & Useful Links Supplemental Document
- 29:44 – Step-by-Step Example of Adding Wage Data to the Survey
 - 29:50 – How Many Workers We Expect to See Wage Data For
 - 31:19 – Reviewing Provided “Painter” Example
 - 32:33 – Adding First Worker
 - 35:37 – Adding Second Worker
 - How to calculate hourly benefits if the pay schedule is not hourly
 - 42:13 – Adding Third Worker
 - Maine Earned Paid Leave Law, and how to calculate front-loaded PTO time for the survey
 - How to deal with workers working in multiple counties and/or multiple trades
 - 50:12 – Adding Forth Worker
 - How to add hourly paid workers that fall into the “special occupations request” (Section B(2))
 - 52:21 – Adding Fifth Worker
 - How to calculate Per-Diem benefits for the survey
 - 56:50 – Adding Remaining Seven Workers
 - How to classify “helper” occupations
 - How to group workers if they all have the same wage, benefits, and are working on the same project
- 59:43 – Totaling Employees and Making Sure Employment on the First Page Matches the Second Page
- 1:00:30 – Workers to Exclude from the Survey

Submitting the Survey (1:02:06 – 1:04:26): Covering the three ways you can submit your completed survey to us.

- 1:02:17 – Paper Mail Method
- 1:03:19 – Email Method
- 1:03:54 – Fax Method