

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, Unemployment Comp, PFML, etc.)

Benefit Definitions

- **Health & Welfare:** Any payment made by the employer towards programs related to health and welfare. This DOES NOT include premiums paid by the employee. If premiums are shared by the employer and employee, include only the part paid by the employer. Do NOT include Paid Family Medical Leave contributions.
- **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 by 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 for it to be included as a benefit.
- **Per Diem in Lieu of Wages:** This benefit is usually project specific and is only reported if it occurs during the two-week survey period. Per Diem in lieu of wages refers to an allowance paid to a worker to cover personal expenses such as meals, travel, lodging, and incidental expenses. This allowance is made in lieu of directly paying for the worker's travel expenses. For example, if a worker is provided with \$100 to cover lodging and returns a receipt of \$80 for their motel room, then the remaining \$20 is the Per Diem benefit. If a receipt for the motel room is not turned in to the employer, then the full \$100 provided to the worker must be reported as a Per Diem benefit.
- **Other:** This should include any other benefit that is accrued by an individual such as employer paid training and education for registered apprenticeship programs or the personal use of a company vehicle, for example.

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 – lists are not all inclusive

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

Heavy and Bridge (HV)

- Abutment construction
- Aqueduct construction
- Blasting except building demolition
- Breakwater construction
- Bridge construction
- Cable laying construction
- Cable television lines
- Caisson drilling
- Canal construction
- Causeway construction on structural supports
- Central station construction
- Channel construction
- Channel cutoff construction
- Chemical complex or facilities construction
- Cofferdam construction
- Coke oven construction
- Commercial divers (installation, repair, inspection)
- Conduit construction
- Dam construction
- Dike construction
- Discharging station construction
- Distribution lines
- Dock construction
- Elevated highway construction
- Gas mains
- Natural gas compressing station construction
- Overpass 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
- Trestle construction
- Tunnel construction
- Underpass construction
- Viaduct construction
- Water main line construction

Heavy and Bridge (HV) continued

- Dredging
- Flood control projects
- Furnace construction for industrial plants
- Harbor construction
- Hydroelectric plant construction
- Industrial incinerator construction
- Industrial plant appurtenance
- Irrigation project construction
- 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