

Instructions for Completing Section D

If you have a construction occupation that does not appear on the occupations list, please call us at: **(207) 623-7902**. Do not list non-construction workers (e.g. office staff, security, etc) on the survey

In addition to the instructions below, if you would like more information and assistance filling out the survey, please see our website that includes a start-to-finish training video and Tips & Tricks document (you can also google search “Maine Construction Wage Survey” to get to the below link):

https://www.maine.gov/labor/labor_stats/publications/wagerateconst/index.shtml

Information on Code - Working Title - and Number of Employees

As it appears on Section D →

Code	Working Title	Number of Employees
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Code: Use the Occupations Sheet (first column) to locate the code (ex: 472061) for a worker

Working Title: Use the Occupations Sheet (second column) to locate the title for a worker (ex: Construction Laborer). Report each worker once based on the trade they spent the most time working

Number of Employees: Count the number of employees with the exact same data here. If 4 is entered, it would mean there are 4 employees with the same occupation, hourly rate and benefit values, and worked in the same county and construction type

Information on Hourly Rate and Hourly Benefits – REPORT HOURLY VALUES ONLY

As it appears on Section D →

Hourly Rate	I. Hourly Health & Welfare	II. Hourly Annuity, Pension or Retirement	III. Hourly Vacation, Holidays, Sick Days	IV. Hourly Per Diem in Lieu of Wages	V. Hourly Other
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Hourly Rate: Report the base hourly rate of the worker here

Health & Welfare: Report only payments made by the employer towards a health & welfare program. This does not include premiums paid by the employee. Do not count Paid Family Medical Leave contributions

Hourly Annuity, Pension, Retirement: Include only employer contributions to a 401K, IRA, Employee Stock Option Plan (ESOP) or other similar saving or investment plans

Hourly Vacation, Holidays, Sick Days: Time accrued by the employee during this two-week period that will allow them to receive pay without working. This 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 to be included.

- NOTE: If you have 10 or more employees, you are likely subject to the Maine Earned Paid Leave Law – requiring all employees to receive at least 1hr EPL for every 40 hours worked.

Per Diem in Lieu of Wages: Allowance paid to a worker to cover personal expenses such as meals, travel, lodging, and incidental expenses. This benefit is usually project specific and is only reported if it

occurs during the two-week survey period. 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

Information on County and Construction Type – REPORT ONLY ONE PER LINE

As it appears on Section D →

Androscoggin, Aroostook, Cumberland, Franklin, Hancock, Kennebec, Knox, Lincoln, Oxford, Penobscot, Piscataquis, Sagadahoc, Somerset, Waldo, Washington, York	(B2, HV, HI)
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County: Enter the county the worker spent the most time working during the survey period (ex: And = Androscoggin). Do not add multiple counties per worker

Construction Type: Enter the construction type the worker spent the most time working during the survey period (ex: B2 = Building Construction). Do not add multiple construction types per worker

Additional Helpful Information

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

If a pay schedule is not hourly, you can use the above table to help calculate the hourly value

Example of a Monthly Payment (fringe):

(\$432.08/month ÷ 1600hrs/yr) x 12 = \$3.24/hour

Example of a Yearly Payment (wage):

\$52,000/year ÷ 2,000hrs/yr = \$26.00/hour

For “Salaried” Construction Workers

While we do exclude salaried workers from the survey, it is rare that construction workers would be considered salaried workers. For a worker to be considered salaried, they must satisfy **all** of the below:

1. **The worker must be paid on a salary basis:** This means they receive a fixed amount regardless of the quality or quantity of work. So the worker would receive no overtime payments
2. **The salary must be at least \$871.16 per week**
3. **The worker’s primary duty must be administrative, executive, or professional in nature as defined in 29 CFR, Part 541:** Note construction workers generally do not fall within this definition and therefore would not count as salaried workers.

If any of the above 3 criteria are not met, the worker must have an hourly wage rate, and you will need to convert their salary into an hourly rate (salary ÷ hours worked – see above) and report it on the survey

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