

Tips & Tricks

Code	Working Title	Number of Employees	Gender (M/F)	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	Androscoggin, Aroostook, Cumberland, Franklin, Hancock, Kennebec, Knox, Lincoln, Oxford, Penobscot, Piscataquis, Sagadahoc, Somerset, Waldo, Washington, York	(B2, HV, HI)
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Code: It is easiest to locate the Title for the worker on the Occupations code sheet and then use the corresponding code. If you have a worker that does not fit into the Title, Description, or Includes of the Occupation sheet, do not include that worker.

Working Title: The Working Title and Code should always line up for each worker (ex: 472061 is the code for the title Construction Laborer). Be sure to also check the “Includes” section of the Occupations sheet if your worker doesn’t appear in the “Title” section.

Number of Employees: If you have multiple workers that have the exact same data (i.e. the full row in Section D is the same for multiple workers) they can be combined here.

Hourly Rate & Benefits: If you use payroll software to gather this information and it reports the rates in amounts other than hourly (ex: weekly, monthly, yearly, etc), use the calculations below to convert it to an hourly rate. This same calculation applies to all sections (Hourly Rate & Benefits (I – V)).

Pay Schedule	Hourly Benefit Value Calculation
Yearly	$\text{Yearly Cost} \div \text{Yearly Hours}$
Quarterly	$(\text{Quarterly Cost} \div \text{Yearly Hours}) \times 4$
Monthly	$(\text{Monthly Cost} \div \text{Yearly Hours}) \times 12$
Biweekly	$(\text{Biweekly Cost} \div \text{Yearly Hours}) \times 26$
Weekly	$(\text{Weekly Cost} \div \text{Yearly Hours}) \times 52$

County Designation: Only include one county for the worker based on where they spent most of their working time during the two-week survey period. If a worker is working both in and outside the state of Maine, only include their information based on their Maine work.

Construction Type: Like the county designation, report the construction type for the project that aligns with the County they spent the most time during the survey period. If they worked on more than one construction type within the same county, report the construction type they spend the most time. Refer to the second page of the Instructions sheet to see the breakdown for construction types (Building – B2; Highway – HI; Heavy Bridge – HV).

---- Other Tips & Tricks ----

★ **PTO Benefit (III):** If you have more than 10 employees in Maine for more than 120 days in any calendar year, employees generally must accrue 1 hour EPL for every 40 hours worked, up to 40 hours in a year – Title 26 §637 (See https://www.maine.gov/labor/labor_laws/earnedpaidleave/ for more information). This benefit must be reported on the survey, even if they did not take vacation during the survey period.

- If you give your employees a base number of PTO hours per year (ex: 40, 80, etc), you can calculate the hourly rate by multiplying the PTO hours per year by their base wage, then dividing that result by their yearly hours (ex: 40 PTO hours per year * \$25.00/hr wage = \$1,000 in total benefits that year; then \$1,000 total benefits / 2,000 hours per year = \$0.50/hr of a PTO benefit per hour).

PFML Benefit: PFML benefits should not be included in the wage and benefit information you report on the survey.

Double Check Employment: Make sure that the number of hourly workers you report in Section B on the first page of the survey matches the count of workers in the “Number of Employees” column in Section D.

Useful Links

Prevailing Wage Rate Sheets: https://www.maine.gov/labor/labor_stats/publications/wagerateconst/index.shtml

- Near the bottom of the page, you can see “Prevailing Wage Rates” for the current year, and “Archived Prevailing Wage Rates” for previous years. These are the minimum hourly wages and benefits that are produced using the survey data you provide.

Title 26 M.R.S. Chapter 15 §1308 (1-A): <https://legislature.maine.gov/statutes/26/title26sec1308.html>

- Maine Statute which requires the collection of the Construction Wage Survey data to determine prevailing wage rates. This also includes the penalty/fine information.

NAICS (North American Industry Classification System): <https://www.census.gov/naics/>

- The online version of the NAICS. Your company’s NAICS code determines your inclusion in the survey each year.

Maine UI Tax Information: https://www.maine.gov/labor/for_employers/index.html

- For address updates if you receive the survey at an old address, or if you’ve recently moved, please contact the Unemployment Insurance division at the contact below:
 - Phone: (207) 621-5120
 - Email: division.uctax@maine.gov

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

- Near the top of the page, you can see “Construction Wage Survey Forms”. These are the electronic versions of the survey forms sent to your company in July.

Maine Earned Paid Leave Law (EPL): https://www.maine.gov/labor/labor_laws/earnedpaidleave/

- Maine’s law pertaining to EPL accrual for employers with more than 10 employees in Maine. See the “Brief Points About the New Law” dropdown in the above link for more information.

Salaried Worker Information: www.ecfr.gov/current/title-29/subtitle-B/chapter-V/subchapter-A/part-541

- Defines who counts as an administrative, executive, or professional worker. **NOTE:** Construction workers generally do not count within this definition and therefore would not count as a salaried worker.