

***INSTRUCTIONS***  
**FOR COMPLETING “REPORT OF CONSTRUCTION WAGE RATES”**

1. Print or type your company’s name, address, phone number and the name of the project you are reporting. A **PROJECT** is the construction, alteration, repair or demolition of any structure, roadway, commercial or industrial site, including painting and attaching decorative features. The **Survey** requires that you provide the project location and a brief description of the work.
2. Complete a separate report for each project in Delaware (both public and private) on which your company worked during the period **JULY 1, 2016 to DECEMBER 31, 2016**. [Make as many copies of the Report as you need.]
3. Check one box identifying the **TYPE OF CONSTRUCTION** you were doing (see pages 6 and 7 of the Regulations for descriptions of types of construction). Do **NOT** report residential construction (under 5 stories) or maintenance work. Highway or Heavy construction that is part of a Building Project is Building Construction if the Highway or Heavy portion costs less than 20% of the total project cost. Delaware’s Prevailing Wage Regulations are available by contacting our Office or online at <https://dia.delawareworks.com/labor-law/prevailing-wage.php>
4. Check one box identifying the **COUNTY** in which the work was performed.
5. Submit data for only those **CLASSIFICATIONS** listed below pursuant to 29Del.C.§6960(a) and that are defined in the “Classification of Workers Under Delaware’s Prevailing Wage Law,” available from our Office or online at <https://dia.delawareworks.com/labor-law/prevailing-wage.php>

**Building Construction**

**New Castle County**

Asbestos Workers  
Boilermakers  
Cement Finishers  
Electrical Line Worker  
Plasterers  
Roofers –Composition  
Roofers -Shingle/Slate/Tile  
Truck Drivers

**Kent County**

Asbestos Workers  
Boilermakers  
Cement Finishers  
Electrical Line Worker  
Elevator Constructors  
Pile Driver  
Plasterers  
Plumbers/Pipe/Steam Fitters  
Roofers –Composition  
Roofers –Shingle/Slate/Tile  
Truck Drivers

**Sussex County**

Asbestos Workers  
Boilermakers  
Cement Finishers  
Electrical Line Worker  
Elevator Constructors  
Glaziers  
Pile Drivers  
Plasterers  
Power Equipment Operators  
Roofers –Composition  
Roofers –Shingle/Slate/Tile  
Terrazzo Finishers  
Terrazzo Setters  
Truck Drivers

### **Highway Construction**

#### **New Castle County**

Carpenters  
Cement Finishers  
Electrical Line Worker  
Iron Workers  
Laborers  
Millwrights  
Pile Driver  
Power Equipment Operators  
Sheet Metal Workers  
Truck Drivers

#### **Kent County**

Cement Finishers  
Electrical Line Worker  
Ironworkers  
Laborers  
Millwrights  
Pile Driver  
Power Equipment Operators  
Sheet Metal Workers  
Truck Drivers

#### **Sussex County**

Bricklayers  
Cement Finishers  
Electrical Line Worker  
Iron Workers  
Laborers  
Millwrights  
Pile Driver  
Power Equipment Operators  
Sheet Metal Workers  
Truck Drivers

### **Heavy Construction**

#### **New Castle County**

Asbestos Workers  
Bricklayers  
Cement Finishers  
Electrical Line Worker  
Glaziers  
Iron Workers  
Plasterers  
Sheet Metal Workers  
Sprinkler Fitters  
Truck Drivers

#### **Kent County**

Asbestos Workers  
Boilermakers  
Bricklayers  
Cement Finishers  
Electrical Line Worker  
Glaziers  
Iron Workers  
Pile Driver  
Plasterers  
Plumbers/Pipe/Steam Fitters  
Power Equipment Operators  
Sheet Metal Workers  
Sprinkler Fitters  
Truck Drivers

#### **Sussex County**

Asbestos Workers  
Boilermakers  
Bricklayers  
Cement Finishers  
Electrical Line Worker  
Glaziers  
Iron Workers  
Pile Driver  
Plasterers  
Plumbers/Pipe/Steam Fitters  
Sheet Metal Workers  
Sprinkler Fitters  
Truck Drivers

6. Specify **PEAK WEEK OF EMPLOYMENT** for each classification. **Peak week** is the calendar week during which you had the greatest number of workers in a given classification working on the project. Peak weeks may vary from classification to classification. [Peak week is explained on page 9 of the Regulations.]
7. Indicate the **HOURLY RATE OF PAY** (base rate + fringe benefits, if any) for each classification of worker. [Fringe benefits are explained on page 8 of the Regulations.]
  - Report **ONLY** wages paid to workers who use the tools of a trade or are laborers on the project site.
  - Do not average wages.
  - Do not give a pay range.
  - Do not report premium pay or overtime pay. *Use only straight time pay.*
  - Do not report wages paid to apprentices, trainees or helpers who are paid less than laborers or mechanics.
  - Do not report extra hourly wages (premium pay) paid to working foremen for their supervisory duties. List working foremen using their mechanic classification and mechanic (not foreman) pay rate.
8. Indicate the **NUMBER OF EMPLOYEES** paid at each particular rate. If you pay different rates within a classification, list each rate separately with the number of workers paid at that rate.
9. Completed reports must be **RECEIVED** by the Department of Labor (Office of Labor Law Enforcement) or **POSTMARKED** no later than **FEBRUARY 8, 2017**, in order to be used in determining prevailing wage rates.

**For information call (302) 761-8200**