

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, 2017 to DECEMBER 31, 2017**. [Make as many copies of the Report as you need.]
3. Check one box identifying the **TYPE OF CONSTRUCTION** you were doing (see page 4 and 5 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 Driver
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 5 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 5 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, 2018**, in order to be used in determining prevailing wage rates.

For information call (302) 761-8200