

Appendix F

Instructions for Data Collectors

a. **Arranging for visits to establishments:**

- (1) *Initial telephone contact.* When it is expected that the letter requesting participation will have been received by the establishment, a data collector assigned to contact the establishment should telephone the person to whom the letter was addressed to determine whether the establishment will participate, to set a time for a visit to the establishment, and to advise the establishment representative of the kind of information desired.
- (2) *Action when an establishment declines to participate.* If, at the time of the initial telephone contact or during the later data-collection interview, an establishment official declines to participate in the survey the matter should not be pursued beyond explaining why the information is desired and assuring that the nonparticipation does not result from failure to understand the nature of the survey. The declination should be reported to the survey chairperson who will make further effort to obtain participation if he or she believes it is essential to the survey.
- (3) *Wage rate data.* This data will not be collected before the date on which the full-scale survey is ordered to start and, once the survey is started, will not be collected by mail or telephone.

b. **Preparation for the interview.** The interview with the representative of the participating establishment is the most important part of the data collector's assignment. It is important that useful, factual data be collected. It is also important that the data be obtained at a minimum expenditure of time and money to the employer and the Government. Data collectors, therefore, must be fully prepared to conduct each interview as efficiently as possible while at the same time establishing and maintaining good public relations. In order to prepare themselves, data collectors should:

- (1) Be able to explain to establishment officials the wage administration policies of the Federal Government, the procedures used in making wage surveys, and the use which will be made of survey data.
- (2) Review thoroughly the data collected in the last full-scale survey from assigned establishments. The forms containing these data will be given to data collectors for use during the interview as outlined in paragraph e, Data Collection, below.
- (3) Be thoroughly familiar with the content of all survey jobs.
- (4) Be thoroughly familiar with the instructions for recording information on wage survey forms. These instructions should be kept available for reference during all contacts with participating establishments.

c. **Survey forms.** The forms shown as exhibits are samples. Each lead agency may vary the format and design its own forms, as approved by OPM and OMB, as long as the forms include the basic information shown on the samples.

- (1) *Establishment Information Form (exhibit 1).* This form provides identifying information on an individual establishment, together with a record of establishment pay practices, schedule of wage increases, and the establishment plan for additional compensation and emoluments. A complete description of any incentive or bonus plan should be shown in appropriate spaces.
- (2) *Wage Data Collective Form (exhibit 2).* This is the basic form for wage data collection.

Item 8 on this form requires the survey training official to provide the appropriate job lists and descriptions to be used in each wage survey area and permits any supplemental agency developed instructions for making comparability decisions.

- (3) *Wage Data Collection Continuation Form (exhibit 3)*. This form is to be used to record job employment figures and related straight time hourly rates for job matches that cannot be recorded on the wage data collection form.
- (4) *Instructions for Computing Hourly Rates (exhibit 4)*. Shows the computation methods used in converting daily, weekly, monthly, and overtime rates, and incentive earnings to hourly rates.
- (5) *Wage Change Data Collection Form (none established)*. At the discretion of the agency, wage change data may be obtained by the use of a specific agency form, the use of computer printout capabilities, or whatever method the agency determines to be most efficient and expeditious. The wage change data collected should indicate individual establishment identification, wage area, sufficient wage increase information necessary to calculate the weighted average of each survey job matched in the previous full-scale survey with respect to the current reference period of the survey, and name of person(s) obtaining the wage change data.
- (6) *Sample Letters Requesting the Cooperation of Private Establishments (exhibit 5)*. These letters, which are self-explanatory, should be printed or typed on host activity stationery, rather than photocopied, and signed by an official of the activity.
- (7) *Sample Letter Used in Appointing Data Collectors (exhibit 6.)* This letter is signed by an official of the employing activity of a prospective data collector. An enclosure is provided for reply by the data collector.
- (8) *Sample Letter and Survey Summary Sent to Participating Establishments in Return for Their Cooperation (exhibit 7)*. The letter should be prepared on official Government stationery and signed by an official of the lead agency. The narrative information and sample tables summarize wage data from participating establishments. The letter and summary information are mailed to all participating establishments.

d. The interview.

- (1) *Conduct*. Data collectors should take care to insure that their appearance and behavior reflect credit on themselves and the Federal Government. They should be on time for appointments and be polite and considerate in all dealings with establishment officials. With this in mind, every effort should be made to obtain necessary data. If the official refuses to give information considered necessary, the matter should not be pursued beyond an explanation of why the information is desired. The problem should be reported to the local wage survey chairperson, who, if he or she believes the information is necessary to the success of the survey, will attempt to obtain it (see subparagraph a(2), above).
- (2) *Introductory remarks*. Initially, a brief explanation of wage determination policies should be given to the establishment official. It should be explained that a major objective, as required by law, is to establish a satisfactory relationship between the general level of wage rates paid by local Federal activities with the general level of rates paid by other employers in the area. In order to accomplish this objective, each area is surveyed periodically to ascertain going rates of pay for comparable work. Survey data are carefully reviewed locally by the local wage survey committee (or a local organization if the area does not qualify for a committee) and again by the lead agency,

usually in Washington, DC, which also analyzes the data and establishes the pay schedules. The method used to determine the wage schedule is, briefly, to determine weighted averages for survey jobs, to array these averages to reflect the trend of rates for each level of difficulty as determined by job evaluation, and to fit a schedule to this trend of rates. The schedule does not provide rates for individual jobs that conform exactly to the average rate for each job in the wage area. It does provide a good rate relationship with the overall pattern of prevailing rates and, at the same time, compensates each employee equitably in respect to the skill and responsibility his or her job requires. It should be emphasized in the introductory phase of the interview that the rates of individual establishments will be divulged to and used by only those individuals and agencies indicated in the sample letter to establishments (exhibit 5). They will not be divulged to other organizations or to any other unauthorized person. It should also be explained that upon completion of the survey, a summary of wage data collected will be sent to each participating establishment. No information will be published on this summary which will associate specific employers with specific rates of pay.

- e. **Data collection.** Information should be gathered in the manner that is most convenient for the establishment official. If he or she has no preference, it is suggested that the following order be used:
- (1) Obtain information necessary to complete an establishment information form (exhibit 1).
 - (2) Match the survey jobs (appendix E) and obtain wage rate data necessary to complete a wage data collection form (exhibit 2).
 - (a) Briefly explain the content of each survey job and get an opinion from the establishment official on which jobs he or she believes may be found in his or her establishment. Return to each of these jobs and review establishment job descriptions, if available and current, or ask the official to describe the establishment's jobs. Compare duties of establishment jobs with the survey job descriptions and determine comparability. Sometimes it may be desirable to actually observe the establishment's job in operation. Jobs will not be matched on the basis of job titles. The decision of whether an establishment job matches a survey key job is the responsibility of the data collectors. This decision is subject to review and change, if warranted, either at the local or agency level. When the data collectors are uncertain whether an establishment job matches a survey job, they will obtain the wage data and note the difference in the jobs on the appropriate form. Correct matching is the keystone of the wage survey. Regardless of the method or procedure followed in obtaining wage data, collectors should make every effort to insure that jobs are properly matched. This can be done only if the collectors thoroughly know the content of survey key jobs and obtain from the establishments factual information on the duties and responsibilities of their jobs.
 - (b) After job matches have been determined, the next step is to obtain the number of employees at each rate in each matched job. This may be done after each job match is determined or after all job matches have been determined, in the manner which is most convenient to the establishment. In some situations, it may be necessary to return at a later time to pick up wage or employment data on matched jobs. All wage data obtained on matched jobs will be reported. (See exhibit 4 for computation methods to be used in reporting wage data.)
 - (c) Data obtained will be compared with data reported in the last full-scale and wage

change surveys. Significant differences revealed by this comparison in jobs matched, in rates paid, and in number of employees in each matched job should be discussed with establishment officials. Reasons for the differences should be obtained, if available, and noted in the remarks space of the wage data collection form.

f. **Criteria for accepting data.** Data on jobs at cooperating firms will be reported when:

- (1) The job is comparable to a survey job. It must be remembered that comparable does not necessarily mean identical. In general, the survey job descriptions are broad enough to facilitate collection of adequate wage data. Frequently, private establishments use two or three job titles that cover duties performed under the broader survey job descriptions. At other firms, the situation may be reversed. For example, some establishments use a simple title of Laborer to cover the duties performed under the survey jobs of Material Handler and Maintenance Laborer. At these establishments, data collectors should attempt to determine the number of employees who perform work comparable to that performed under each of the narrower survey job descriptions.
- (2) The number of employees at each rate in the rate range of the job can be determined. If, however, the establishment can furnish only the total number of workers employed on the job and the weighted average rate for the job, the data should be accepted.
- (3) Per diem, weekly, biweekly, semimonthly, or monthly rates paid for comparable jobs can be converted to straight time hourly rates.
- (4) Bonuses of various kinds are specifically determined and paid by agreement. Bonuses which are not determined in advance and which may vary as to value or even be eliminated are not considered.
- (5) Incentive or piecework rates are paid for comparable jobs, provided that base or guaranteed rates are also secured, and incentive or piecework average hourly rates can be accurately determined. Either of the following methods may be used to determine the incentive or piecework average hourly rate:
 - (a) If the source establishment is able to furnish (from payroll or other records) the average percentage over minimum guaranteed rates earned by employees (by occupation) paid on an incentive or piecework average hourly rate. Unsupported estimates of the amount of this percentage will not be used as the basis for determining the incentive or piecework average hourly rates.
 - (b) If the source establishment is able to furnish the average weekly earnings of workers paid on an incentive or piecework basis for a period of four or more recent pay periods, (which includes recent average weekly earnings calculated on a monthly, quarterly, or semiannual basis), the total amount paid for the pay periods may be divided by the total number of hours worked during the pay periods to determine the incentive or piecework average hourly rate.

NOTE: Exhibit 4 provides instructions for converting incentive earnings to hourly rates. In the area provided on the establishment information form (exhibit 1), explain the incentive system used by the company, showing how it operates, whether it is on a group or individual basis, and what trades and occupations are included.

g. **Criteria for excluding data.**

- (1) Exclude jobs that are definitely not comparable to survey jobs.
- (2) Exclude trainee or pensioner jobs.
- (3) Exclude data on part-time or temporary employees.
- (4) Exclude data on leader and supervisory jobs.

- (5) Exclude data on jobs for which only the rate range and total number of workers employed in the job are available since such information cannot be used in computing area weighted average rates for occupations surveyed. If, however, a very large establishment, which has a considerable effect on the labor market, can furnish only a rate range and total number of persons employed in an occupation, this data should be obtained for informational purposes.
 - (6) Exclude data for jobs for which pay is below the minimum rate established under the Fair Labor Standards Act (as delineated in section S5-11, paragraph g).
- h. **Discriminatory practices.** If it appears that an establishment has discriminatory hiring policies, i.e., hiring only women, elderly people, or members of minority groups; or there is evidence of other discriminatory rate-setting practices, collect the data and report it to the local wage survey committee together with a full explanation of the practices involved so that the committee can make its decision and recommendation to the lead agency concerning use of the data. Whenever the lead agency determines such data should be excluded because of discriminatory practices, appropriate reweighting procedures will be followed.
- i. **Data obtained from job shops.**
- (1) Data will not be excluded because they have been obtained from a job shop. Just as for any other establishment, data from job shops are included if they meet all other criteria for inclusion, that is, if the survey job has been properly matched and the establishment from which obtained:
 - i. is in an industry included in the survey,
 - ii. meets the establishment-size criterion,
 - iii. is within the survey area, and
 - iv. is within the survey establishment sample.
 - (2) A job shop is an establishment which usually produces no one product or service of its own, but provides a specialized function of a job order basis to other industries or individuals. The items produced most often are worked to the customer's specifications or to meet special noncontinuing needs. Employment typically is concentrated in one, or very few, journeyman trades, and fluctuates over relatively short periods in accordance with the receipt of orders. The majority of employees do not receive a full year of continuous employment, although a small nucleus staff often will be retained.
- j. **Summary of data collection methods.** The best method of obtaining wage data will depend, to a large extent, on the participating establishment's records and its willingness to allow collectors to use them.
- (1) If the establishment has adequate job descriptions and records that it will allow collectors to use, the wage data can be obtained with the expenditure of relatively little time on the part of establishment officials.
 - (2) If these records are not available to collectors, the necessary information concerning job comparability, rates paid, and the number of employees receiving each rate must be obtained by questioning establishment officials.
 - (3) There are many different possible means of obtaining the data existing between the above extremes. Collectors must determine the best means of obtaining the data at each establishment on an individual basis, considering what records and job descriptions are available.
- j. **Recording survey data.** As the comparability of each job is established, data collectors will record the necessary information on a Wage Data Collection Form (exhibit 2), in accordance

with the instructions in exhibit 2A.

k. **Completion of forms.**

- (1) Copies of all forms will be completed in the number of copies specified by the lead agency. Normally, each team of data collectors will arrange for the completion of the forms covering material that they collect. Each form should be completed and typed as soon after contact as possible after which it is signed by both data collectors, and forwarded immediately to the survey chairperson. The original and reproduced forms should be carefully checked for accuracy, completeness, and clarity. The local wage survey committee will maintain a copy of the completed forms for its files and will provide all original forms to the lead agency for its analysis.
- (2) All computations and transcribed data should be carefully checked for accuracy and completeness.

FEDERAL WAGE SYSTEM - ESTABLISHMENT INFORMATION

Form Approved
OMB No. 3206-0036
Expires xxx xx, xxx

Under 5 U.S.C. 5341, the pay of Federal trade, craft, and laboring employees is to be maintained in line with prevailing private sector levels for comparable work within a local wage area. This collection of information is necessary for the Office of Personnel Management and the Department of Defense to fulfill their statutory responsibilities to determine local prevailing rates to set pay for Federal employees. Responses to this collection of information are voluntary and are held in confidence under 5 CFR 532.233(f). An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number. Public reporting burden for this collection of information is estimated to average 4 hours per response. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to Department of Defense, Washington Headquarters Services, Directorate for Information Operations and Reports, 1215 Jefferson Davis Highway, Suite 1204, Arlington, VA 22202, and to the Office of Personnel Management, Reports and Forms Management, Paperwork Reduction Project (3206-0036), Washington, DC 20415-7900. PLEASE DO NOT RETURN COMPLETED FORM TO EITHER OF THESE ADDRESSES.

1. ESTABLISHMENT NAME AND ADDRESS (Include Apartment or Suite Number and 9-digit ZIP Code)	2. WAGE AREA	
	3. DATE OF CONTACT (YYMMDD)	4. TELEPHONE NUMBER (Include Area Code and Extension)

5. NAME AND TITLE OF PERSON(S) INTERVIEWED	6. PRODUCT OR SERVICE OF ESTABLISHMENT	
	a. MAJOR INDUSTRY	
	b. SPECIFIC PRODUCTS OR SERVICES	

7. AREA CODE	8. ESTABLISHMENT CODE	9. INDUSTRY CLASSIFICATION CODE	10. ESTABLISHMENT WEIGHT
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11. TOTAL NUMBER OF EMPLOYEES	12. TOTAL NUMBER OF BLUE COLLAR EMPLOYEES	13. OVERTIME PAY PROVISIONS					
		DAILY		WEEKLY		SUNDAY	HOLIDAY
		RATE	HOURS	RATE	HOURS	RATE	RATE

14. NUMBER OF HOURS IN NORMAL WORKWEEK	15. MONTH GENERAL WAGE ADJUSTMENTS ARE NORMALLY EFFECTIVE 99 = NO SET MONTH 1 = JANUARY ETC	16. CONTRACT OBTAINED (X one) <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> RATE SHEET	17. NON-PAR CODE
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18. GENERAL WAGE ADJUSTMENTS				19. ADDITIONAL PAY ELEMENTS (Explain in Remarks)			
a. DATE (YYMMDD)	b. AMOUNT	c. INCREASE/DECREASE (Enter I or D)	d. INCLUDED IN RATES (X one)		a. BONUS	b. LUMP SUM	c. INCENTIVE
			YES	NO			

20. COST OF LIVING ALLOWANCE (COLA)				a. COLA FORMULA = 1 cent				
			b. BASE PERIOD () 1967 = 100 () 1982-84 = 100		d. PAY ON		e. USING CONSUMER PRICE INDEX (CPI) FOR	
			c. INDEX () CPI-U () CPI-W					

21. COLA TIED TO CPI		b. DATE AND AMOUNT OF ADJUSTMENTS					c. FOLD-IN		d. CARRYOVER	
YES	a. TOTAL AMOUNT BEING PAID	DATE								
NO		AMOUNT								

22. REMARKS

23. PRINTED NAME AND SIGNATURE	24. PRINTED NAME AND SIGNATURE	PAGE 1 OF _____ PAGES
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EXHIBIT 1: INSTRUCTIONS FOR COMPLETING THE ESTABLISHMENT INFORMATION FORM (EIF)

The **Establishment Information Form (EIF)** records basic information about an establishment. Complete an **EIF** for every establishment assigned.

- 1. Establishment Name and Address:** Enter full name (corporate and division or a.k.a./d.b.a.) and *complete physical location* of the establishment for which information is being collected. If the mailing address differs from the location, show the *complete mailing address* here or in **Remarks**. Include the nine-digit zip code for each address.
- 2. Wage Area:** Enter name of the wage area.
- 3. Date of Contact:** If establishment participates, enter the date of the *visit*. If establishment does not participate, enter date you *last attempted to contact* the establishment or date on which you *determined* what happened to the establishment.
- 4. Telephone:** Enter area code, telephone number, and extension of the person(s) interviewed.
- 5. Name and Title of Person(s) Interviewed:** Enter full name(s) and title(s) of establishment official(s) who furnished data. Include *Mr.*, *Mrs.*, or *Ms.*, etc.
- 6. Product or Service of Establishment:**
 - 6A. Major Industry:** Primary activity in which the establishment is engaged. The major industry groups surveyed in all areas are: manufacturing, communications, transportation, public utilities, and the wholesale trade. Other industries are sometimes added. See survey specifications for added industries.
 - 6B. Specific Products or Services:** List *specific* product or service.
- 7. Area Code:** Each FWS wage area has a unique wage area code. Enter the code provided.
- 8. Establishment Code:** Each establishment is identified by an establishment code unique to a specific survey cycle. Enter the code provided for the current survey.
- 9. SIC Code:** **SIC** stands for *Standard Industrial Classification*. Each establishment is assigned a four-digit code which reflects its primary product or service. Determine correct SIC code by using a Standard Industrial Classification Manual to find the code which matches the establishment's main product or service (*see Items 6A and 6B*). Enter the code in this block.
- 10. Establishment Weight:** This two-digit number is determined when the establishment list is compiled. Enter the weight provided.
- 11. Total Number of Employees in Establishment:** Enter total number of people employed

by the establishment (on the payroll) at the *location being surveyed*. Include white-collar (managerial, administrative, and clerical) and blue-collar (skilled, semi-skilled, and unskilled). Count full-time, part-time, and temporary workers.

- 12. Total Number of Blue-Collar Employees:** Enter total number of blue-collar (skilled, semi-skilled, and unskilled) workers employed at the site being surveyed. Count full-time, part-time, and temporary workers.
- 13. Overtime Pay Provisions:** In the first two sections (**Daily** and **Weekly**), two types of information are needed—the overtime rate and the number of hours after which that rate goes into effect. All entries should be in decimal form to one decimal place.

Rate—amount (stated as an increment of basic pay) an employee will receive for overtime work. For example:

1.5 (time and a half) is one and one-half times the straight time hourly rate.

2.0 (double time) is twice the straight time hourly rate.

Hours—number of hours worked before overtime rate is paid. For example:

8.0 (8 hours) Overtime begins after the employee works 8 hours in a day.

40.0 (40 hours) Overtime begins after the employee works 40 hours in a week.

In the next two sections (**Sunday** and **Holiday**) only the rate is required. For example:

2.0 in the **Sunday** block would indicate that Sunday overtime rate is double time.

2.0 in the **Holiday** block would indicate that the employees are paid straight time for working on the holiday plus pay for the holiday.

3.0 in the **Holiday** block shows that the employees receive double time for working on the holiday plus pay for the holiday.

If there is **no provision** for a type of overtime, write “**None**” in the **Rate** block.

- 14. Number of Hours in a Normal Workweek:** Number of hours (to one decimal place) that full-time employees at the establishment normally work in a week.
- 15. Month General Wage Adjustments Are Normally Effective:** If the establishment grants general adjustments during a set month each year, enter the month that the increase is usually effective.

1 = January

2 = February

12 = December

If general adjustments are made more than once a year, use the most recent adjustment.

Explain other adjustments in **Remarks**. If adjustment times vary, enter “**99**”, indicating no set month

- 16. Contract Obtained:**

Check: **Yes**, if a collective bargaining agreement was obtained.

Check: **No**, if a collective bargaining agreement was not obtained, regardless of whether

the establishment is unionized.

Rate Sheet, if a rate sheet was obtained.

Note: A rate sheet lists job titles and/or pay grades and gives the rates of pay in effect at the establishment. Rate sheets may be obtained from union or non-union establishments. If a firm will not provide a contract, but will reproduce the rate pages of the contract, check **Rate Sheet**, since only the rate portion was obtained.

17. **Non-Par Code:** If the establishment participates, leave this space blank. If the establishment **does not** participate, record appropriate code and explain in **Remarks**. The following list shows the most commonly used codes:

REF – Establishment official **refuses** to participate.

-50 – Establishment employs **fewer than 50** people.

OOB – Establishment is **out of business**.

DUP – Establishment is an **exact duplicate** of another establishment on the list.

CMB – Data for this establishment is **combined** with data for another unit.

GVT – Establishment is **government owned or controlled**. Indicate level of government control (Federal, State, City, County, etc).

WSC – Establishment has a **wrong SIC code** (is not involved in a surveyable industry). Indicate what the company actually does in Item 6.

UNL – **Unable to locate** establishment.

OOA – Establishment is **out of the survey area**.

OOS – Establishment's employees are **on strike**.

18. **General Wage Adjustments:** Record all general wage adjustments *paid within past 12 months and/or pending during next 12 months*.

- a. **Date:** *Day, month, and year* each adjustment became or will become effective. List chronologically beginning with *earliest* date. If no adjustment was made in the last 12 months, write "**None Granted**". If no adjustment is pending in the next 12 months, write "**None Pending**".
- b. **Amount:** Adjustment amounts as cents-per-hour **or** percentages. Show cents-per-hour amounts to three decimal places (e.g., .20½ cents =.205, etc). Percent adjustments can be shown as exact amounts or average amounts. If all matched employees received the same percentage adjustment, show exact amount (e.g., 3.2%). If the amount provided (*either percentage or cents-per-hour*) is an average rather than an actual amount, indicate by writing "**AVG**" or "**A**" next to the amount. If matched employees received varying adjustments and establishment official could not provide an exact amount for each, ask for a range (e.g., 3 - 5%); record in amount column. If an adjustment is pending and date is known but the amount is not known with certainty, enter date of adjustment; put a "?" in amount column.
- c. **Increase/Decrease:** Enter an "**I**" for an increase or a "**D**" for a decrease.
- d. **Included in Rates:** If rates on the Wage Data Collection Forms include the increase, put an "**X**" in the **Yes** column. If not, put an "**X**" in the **No** column. Include adjustments in rates on **WDCF's** only if:
 - (1) they *have been paid or*

(2) they are to *become effective on or before the survey effective date* and *are supported by a rate sheet and/or contract. All other pending adjustments will be verified prior to use.*

19. Additional Pay Elements: If within the past 12 months the establishment paid a cash bonus or lump sum to any employee matched to any survey job, check the appropriate block(s) and give a complete explanation of the payment in **Remarks**. If any matched employee is currently working on an incentive basis, check *Item 19.c.* and explain the establishment's incentive system in **Remarks**.

a. Bonus: A type of cash payment in which the amount or the basis for payment is consistent from year to year. Bonus may be a uniform amount paid to all employees, a percentage of employees' pay, or vary according to longevity. If establishment has not paid a bonus within past 12 months, write "**None**" above the word **Bonus**. *Note: A bonus is neither payment made in lieu of vacation nor payment to cover a period of plant shutdown.*

b. Lump Sum: Usually a one-time cash payment. If paid more than once, the amounts paid, or the basis for payment, may vary. If establishment has not paid a lump sum within the past 12 months, write "**None**" above the words **Lump Sum**.

Use the Remarks block to explain bonus and lump sum payments. Include the following:

1. A description of the pay plan stating how payments are determined.
2. Identification of all matched jobs which received a payment.
3. Actual dollar amount of each payment so that it can be converted to a cents-per-hour figure. If amounts vary among employees, show information for each group separately. Payments must be in cash.
4. The date and period of time covered by each payment.

c. Incentive: Incentive pay fluctuates according to how much work is accomplished. Check *Item 19.c.* In **Remarks**, describe the establishment's incentive plan and list the jobs or types of jobs covered. If establishment does not have an incentive payplan, write "**None**" above the word **Incentive**.

Note: Do not collect information on fringe benefits such as health insurance, dental plans, retirement contributions, life insurance premiums, sick leave, etc. Also, do not include attendance bonuses or days off with pay.

Notes on 20 & 21. *Cost of Living Allowance (COLA) is supplemental pay that fluctuates in direct correlation with changes in the cost of living as measured by a consumer price index (CPI).*

20. Cost of Living Allowance (COLA): Complete *Item 20* only when you have checked **Yes** in *Item 21*, indicating that the establishment pays a COLA based directly on a consumer price index. This section explains how the establishment determines its COLA payments and when payments are adjusted.

a. COLA Formula = 14

Some companies base COLA adjustments on point changes in the CPI; others base adjustments on percentage changes.

4/10 of a point is shown as .4 = 1 cent

4/10 of a percent is shown as .4% = 1 cent

- b. Base Period:** Determine which base period is used. Check the appropriate block.
- c. Index:** Check the index the establishment uses to calculate COLA adjustments.
 - CPI-U = All urban consumers.
 - CPI-W = Revised urban wage earners and clerical workers.
- d. Pay On:** Record the date or dates on which COLA adjustments actually became effective during the past 12 months. Adjustments are usually made periodically (i.e., monthly, quarterly, semi-annually, or annually).
- e. Using Consumer Price Index (CPI):** Record months whose CPIs are used to determine the amount of the COLA adjustments for the effective dates in *Item 20.d*.

21. COLA Tied Directly to CPI

- a.** If an official says the establishment **does not** pay a COLA based **directly** on movements of the CPI, check the “**No**” block. Leave the rest of *Item 21 and all of Item 20* blank. If the company official says the establishment **does** pay a COLA based **directly** on the movements of a CPI, check the “**Yes**” block and complete the other required COLA information.
 - Total Amount Being Paid:** Enter the total COLA currently paid in addition to straight time hourly rates.
- b. Date and Amount of Adjustments:** In chronological order, enter the date and amount of each COLA adjustment made in the past 12 months. Enter **only** the amount of the new COLA, not the total being paid.
- c. Fold In:** Periodically, an accumulated COLA may be added to the employee’s base rate of pay. When this occurs, the COLA is said to be “*folded into*” the base rate. Any COLA remaining is a “*carry over*”. Enter the date and amount of any COLA fold-in and the amount, if any, of the COLA carried over. If there was no fold-in, write “*None*” in the **Amount** block and leave the **Carry-Over** block blank.

22. Remarks: Use this section to explain or continue any item on the form.

23 and 24. Printed Name and Signature: In one of these blocks, print your full name and then sign the form. Both data collectors must sign the EIF.

Page 1 of ___ pages: The EIF is *Page 1* of the package with **WDCF**s arranged in ascending order by survey job number. When more than one **WDCF** is used for a single survey job, arrange the forms by **Job Sub-Number**. **WCCF**s follow the **WDCF**s they continue and are arranged by **Continuation Number**. Written job descriptions provided by the establishment should follow the **WDCF**s to which they apply, or the continuation form if a job has a continuation form, and numbered according to the instructions of the Project Officer.

FEDERAL WAGE SYSTEM - WAGE DATA COLLECTION

Form Approved
OMB No. 3206-0036
Expires xxx xx, xxx

Under 5 U.S.C. 5341, the pay of Federal trade, craft, and laboring employees is to be maintained in line with prevailing private sector levels for comparable work within a local wage area. This collection of information is necessary for the Office of Personnel Management and the Department of Defense to fulfill their statutory responsibilities to determine local prevailing rates to set pay for Federal employees. Responses to this collection of information are voluntary and are held in confidence under 5 CFR 532.233(f). An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number. Public reporting burden for this collection of information is estimated to average 4 hours per response. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to Department of Defense, Washington Headquarters Services, Directorate for Information Operations and Reports, 1215 Jefferson Davis Highway, Suite 1204, Arlington, VA 22202, and to the Office of Personnel Management, Reports and Forms Management, Paperwork Reduction Project (3206-0036), Washington, DC 20415-7900. PLEASE DO NOT RETURN COMPLETED FORM TO EITHER OF THESE ADDRESSES.

1. ESTABLISHMENT NAME	2. WAGE AREA	3. DATE OF CONTACT (YYMMDD)
-----------------------	--------------	-----------------------------

4a. ESTABLISHMENT JOB TITLE	b. UNION AFFILIATION	c. ESTABLISHMENT GRADE
-----------------------------	----------------------	------------------------

5. SURVEY JOB TITLE

6. AREA CODE	7. ESTABLISHMENT CODE	8. JOB NUMBER	9. FORMAL RATE RANGE		10. JOB RATE RANGE		11. NUMBER OF ESTABLISHED STEPS
			YES	NO	MINIMUM	MAXIMUM	

12. ESTABLISHED STEP RATES	13. JOB MATCH	14. NUMBER OF EMPLOYEES	15. STRAIGHT TIME HOURLY RATE	16. GUARANTEED MINIMUM	17. INCENTIVE RATE
----------------------------	---------------	-------------------------	-------------------------------	------------------------	--------------------

	Y = YES N = NO	18. COST OF LIVING ALLOWANCE (COLA)	19. BONUS	20. LUMP SUM	21. JOB SUB-NUMBER	
			TOTAL			

22. DESCRIPTION OF ESTABLISHMENT JOB DUTIES

23. DO ABOVE RATES INCLUDE				24. REMARKS
	YES	NO	AMOUNT	
COLA				
BONUS				
LUMP SUM				
SHIFT PAY				
OTHER ADD-ONS (Explain)				

25. PRINTED NAME AND SIGNATURE	26. PRINTED NAME AND SIGNATURE	PAGE OF PAGES
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EXHIBIT 2: INSTRUCTIONS FOR COMPLETING THE WAGE DATA COLLECTION FORM (WDCF)

The **Wage Data Collection Form (WDCF)** is used to record specific information on all jobs reported, both matches and jobs considered to be borderline or no longer matches. Reporting the latter insures no job is overlooked.

- 1. Establishment Name:** Enter name (corporate and division or a.k.a./d.b.a.) of establishment.
- 2. Wage Area:** Enter name of wage area. See EIF, *Item 2*.
- 3. Date of Contact:** Enter date of visit. See the EIF, *Item 3*.
- 4A. Establishment Job Title:** Establishment's title for job you are matching to one of the survey jobs. Use the official title exactly as it is given to you. If establishment assigns position numbers to its jobs, this information should also be entered here.
- 4B. Union Affiliation:** If establishment has one or more labor agreements and the job being matched is covered, enter name of appropriate union. Once a union is fully identified (on the EIF or the first WDCF), future references to it within the establishment need only cite the initials or local number.
- 4C. Establishment Grade:** If establishment has a formal job grading system, enter establishment's grade, class, level, etc, for the job being matched.
- 5. Survey Job Title:** Title of survey job to which the establishment's job is being matched.
- 6. Area Code:** Code will be provided. See the EIF, *Item 7*.
- 7. Establishment Code:** Enter establishment code provided. See the EIF, *Item 8*.
- 8. Job Number:** Enter the number of the survey job to which the establishment's position is comparable.
- 9. Formal Rate Range:** Check yes or no:

Yes—If the job has fixed, pre-determined minimum and maximum rates.
No—If the job has only a single rate or if the job has multiple rates but does not have a fixed, pre-determined rate range.
- 10. Job Rate Range:** Record hourly rates to three decimal places (e.g. 9.250, 8.235, etc).

Minimum—Record the actual rate for a single rate job. Record the lowest rate being paid for a job with multiple rates but no formal rate range. Record the minimum of the formal rate range for a job with more than one rate.

Maximum—Leave blank for a single rate job. Record the highest rate being paid for a job with multiple rates but no formal rate range. Record the maximum of the formal rate range for a job with more than one rate.

Employees receiving probationary rates, rates lower than the usual minimum for the position, are not matches; data pertaining to such employees should not be included in Items 10 through 15.

11. **Number of Established Step Rates:** Count each established step rate (not the number of intervals **between** steps). If job has no formal rate range or no established number of steps, put the number “99” in this block.
12. **Established Step Rates:** If no formal rate range exists, or the job has only a single rate, leave *Item 12* blank. If a formal rate range with formally established step rates exists, list all step rates in *ascending* order. A comment, here or in **Remarks**, indicating the progression time between steps is extremely useful. Do not list probationary rates here; note them in **Remarks**.
13. **Job Match:** Indicate whether you consider the employees shown in *Item 14* to be comparable to the survey job, as described.
 Y = Yes
 N = No
14. **Number of Employees:** Number of employees at **each different** pay rate recorded for the survey job.
15. **Straight Time Hourly Rate:** Straight time hourly rates to three decimal places (e.g., 8.100, 12.225, etc) for each employee or group of employees listed in *Item 14*. (Rates should not include add-ons such as COLA, bonus or shift pay, clothing or tool allowances, or environmental pay). Daily, weekly, bi-weekly, monthly, or annual rates provided by establishment official must be converted to hourly rates before being recorded in this block. Use **Remarks** section to show **how** hourly rates were calculated.
16. **Guaranteed Minimum:** Use this block **only** to enter data for incentive/piecework employees. Enter guaranteed minimum rate established for the job. This is the minimum amount that is paid to a worker (regardless of how little might be produced).
17. **Incentive Rate:** Use this block **only** to enter data for incentive/piecework employees. The incentive rate is the amount the incentive-paid employee actually earns. It will always be equal to or greater than the guaranteed minimum. Incentive earnings may be reported in one of two ways:
 1. Actual incentive rate paid. Incentive pay can vary significantly from one pay period to another. Record the average of the earnings for several recent pay periods (assuming the information is available).
 2. Average percentage above the guaranteed minimum. For example: an official reports that an employee's actual earnings are normally 35% above a guaranteed minimum rate

of 7.230. Compute incentive rate by multiplying the guaranteed minimum by 135% to get an average incentive rate of 9.761. In other words $7.230 \times 1.35 = 9.7605$ (which rounds to 9.761).

18. COLA: If employees in this job do **not** receive COLA, leave this block blank. If employees in this job receive COLA, enter total amount of COLA being paid at this time. Amount will normally be the same amount entered on the **EIF** in *Item 21.a*, **Total Amount Being Paid**. Record COLA amounts to three decimal places.

19. Bonus

20. Lump Sum

Leave block(s) blank if employees matched to this job did not receive this type of payment in the past 12 months. If employees received a bonus or lump sum payment during the past 12 months, enter amount(s) as cents-per-hour to three decimal places.

Total: Add the amounts recorded in *Items 19 and 20* and record the sum in block marked **Total**. If *Items 19 and 20* were blank, leave the **Total** block blank also.

21. Job Sub-Number: This item enables the computer to keep track of how many forms there are for each survey job at each establishment. If only **one WDCF** is completed for a single survey job, leave this space blank or record **“0”**. When **more than one WDCF** is used for a survey job at an establishment, complete this block. When several establishment jobs match a single survey job, enter **“0”** on the **first WDCF**, **“1”** on the **second WDCF**, **“2”** on the **third WDCF**, etc.

22. Description of Establishment Job: Describe all the significant duties and responsibilities of a job. Include also the knowledge and skills required. Completely describe the establishment's job, including the following:

1. The kind of work done.
2. Where and how work is performed.
3. The tools, equipment, or machines used.
4. The typical products produced.
5. The time spent doing different types or levels of work.

Describe the establishment job as it exists. Do not copy the survey job description. Written descriptions obtained from an establishment must be reviewed to ensure they provide adequate information for survey purposes. These descriptions must address all the significant duties performed and all key matching information. Information missing from printed job descriptions, or comments clarifying the establishment's description should be recorded in *Item 22* or in **Remarks**.

23. Do Above Rates Include:

- Rates reported in *Items 10, 12, and 15* should be straight time hourly rates. They should not include any allowances, premiums, or other add-ons as these should be reported in *Items 18, 19 and 20*. If the rates reported are straight time hourly rates, simply check

“No” for all lines in this section.

- Rates recorded in *Items 16 & 17* for incentive data (although not straight time rates) should, nonetheless, **not** contain allowances, premiums, or add-ons as described here. If an establishment official quotes a rate which includes an add-on but cannot identify the amount of the add-on, check “Yes” by the appropriate premium and put a “?” in the amount block. Explain the situation fully in **Remarks**.

24. Remarks: Use this space to continue or to explain any of the other items on the form. Explain in **Remarks** any information which differs from what was reported during the prior survey.

25 and 26. Signature: Both data collectors must sign the form.

Page ___ of ___ pages: See instructions for page numbering under the **Page 1 of ___ pages**.

FEDERAL WAGE SYSTEM - WAGE DATA COLLECTION
(Continuation)

Form Approved
OMB No. 3206-0036
Expires xxx xx, xxx

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6. AREA CODE	7. ESTABLISHMENT CODE	8. JOB NUMBER
--------------	-----------------------	---------------

1			2			3		
13. JOB MATCH	14. NO. OF EMPLOYEES	15. STRAIGHT TIME HOURLY RATE	13. JOB MATCH	14. NO. OF EMPLOYEES	15. STRAIGHT TIME HOURLY RATE	13. JOB MATCH	14. NO. OF EMPLOYEES	15. STRAIGHT TIME HOURLY RATE

21. JOB SUB-NUMBER	21. JOB SUB-NUMBER	21. JOB SUB-NUMBER
25. CONTINUATION NO.	25. CONTINUATION NO.	25. CONTINUATION NO.

26. REMARKS

27. PRINTED NAME AND SIGNATURE	28. PRINTED NAME AND SIGNATURE	PAGE
		OF
		PAGES

**EXHIBIT 3: INSTRUCTIONS FOR COMPLETING THE
WAGE DATA COLLECTION CONTINUATION FORM (WDCCF)**

Use the **Wage Data Collection Continuation Form (WDCCF)** to continue the **Wage Data Collection Form (WDCF)** whenever there are employees in the job at more than three different rates.

6. Area Code:

7. Establishment Code:

8. Job Number:

Enter the same information in these blocks as was entered on the **WDCF** being continued.

Continue information from only one **WDCF** on *each* **WDCCF**.

13. Job Match:

14. Number of Employees:

15. Straight Time Hourly Rate:

Record this information in the same way you recorded it on the **WDCF**. The **WDCCF** has three sets of columns for recording data. Use the left set first, then the center, and finally the right set of columns. Continue listing rates in *ascending* order.

21. Job Sub-Number: Enter the same number that you entered in *Item 21* on the corresponding **WDCF**.

25. Continuation Number: This number indicates how many Continuation Forms go with a certain **WDCF**. When used, the **first column** used should be coded “0”, the **second column** “1”, and the **third column** “2”. If an **additional WDCCF** is used for the same job, the **first column** on the second form will be coded “3”, the **second column** “4”, etc.

26. Remarks: Use this space to explain any item on this form or its associated **WDCF**.

27. and 28. Signature: Both data collectors must sign the **WDCCF**.

Page ___ of ___ pages: See instructions for page numbering under the **Page 1 of ___ pages** section for the **EIF**.

EXHIBIT 4. INSTRUCTIONS FOR COMPUTING HOURLY RATES

Examples of Methods Used To Compute Hourly Rates:

Daily Rates

1. Without Overtime

Divide rate of pay by number of hours worked in the day.

Data Reported

\$72.50 paid for 8 hours worked per day.

Computations

$\$72.50 \div 8 = \9.063 (straight time hourly rate).

2. With Overtime

Divide daily pay by number of paid hours.

Data Reported

\$105.20 paid for a 10-hour workday. 8 hours worked at straight time rate and 2 hours worked at overtime rate.

Overtime rate is time-and-one-half the straight time rate.

Computations

$2 \times 1.5 = 3$ (paid overtime hours).

$3 + 8 = 11$ (total paid straight time hours).

$\$105.20 \div 11 = \9.564 (straight time hourly rate).

Weekly Rates

1. Without Overtime

Divide rate of pay by number of hours worked in the week.

Data Reported

\$352.50 paid for 40 hours worked per week.

Computations

$\$352.50 \div 40 = \8.813 (straight time hourly rate).

2. With Overtime

Divide weekly pay by number of paid hours.

Data Reported

\$505.80 paid for a 48-hour workweek. 40 hours worked at straight time rate and 8 hours worked at overtime rate.

Overtime rate is twice the straight time.

Computations

$8 \times 2 = 16$ (paid overtime hours).

$16 + 40 = 56$ (total paid straight time hours).

$\$505.80 \div 56 = \9.032 (straight time hourly rate).

Monthly or Annual Rates

If an establishment pays monthly or annual amounts, but uses hourly equivalents when necessary for other pay computation purposes, use the reported hourly equivalents. If the establishment cannot provide hourly equivalents, use the following methods to calculate hourly rates:

1. Monthly Rate Without Overtime

Multiply monthly pay by 12 to obtain annual equivalent pay. Divide annual pay by number of hours worked in the year using a formula where the number of hours worked per year equals:

$$\frac{\text{Number of Hours Worked Per Week} \times 2,087 \text{ (hours)}}{40 \text{ (hours)}}$$

Data Reported

\$1,800 paid per month for 35 hours worked per week.

Computations

$\$1,800 \times 12 \text{ (months)} = \$21,600 \text{ per year.}$

$$\frac{35 \text{ (hours per week)} \times 2,087 \text{ (hours)}}{40 \text{ (hours)}} = 1,826 \text{ hours}$$

(Number of hours rounded to the nearest hour).

$\$21,600 \div 1,826 \text{ (hours)} = \11.829 per hour.

2. Monthly Rate With Overtime

Convert monthly pay and number of hours paid for to annual equivalents. Divide annual pay by number of paid hours in the year.

Data Reported

\$2,500 paid a month for a 44-hour workweek. 40 hours worked at straight time rate and 4 hours worked at overtime rate. Overtime rate is time-and-one-half the straight time rate after 40 hours worked per week.

Computations

$\$2,500 \times 12 \text{ (months)} = \$30,000.$

$4 \times 1.5 = 6 \text{ (paid overtime hours).}$

$6 + 40 = 46 \text{ (paid straight time hours per week).}$

$$\frac{46 \text{ (hours per week)} \times 2,087 \text{ (hours)}}{40 \text{ (hours)}} = 2,400 \text{ hours}$$

(Number of hours rounded to the nearest hour).

$\$30,000 \div 2,400 = \$12.500 \text{ (straight time hourly rate).}$

3. Annual Rates

Same method as for monthly rates, except skip the step of multiplying the

establishment rate by 12 (months).

Incentive Rates

Divide pay earned over four pay periods by the number of hours worked during that period of time.

Data Reported

Guaranteed rate is \$8.25 per hour. Earnings in each of 4 weeks were \$460.25, \$475.50, \$480.75, and \$485.50. 40 hours worked each week.

Computations

$$\$460.25 + \$475.50 + \$480.75 + \$485.50 = \$1,902.00$$

$$40 \text{ hours} \times 4 = 160 \text{ (hours worked over 4 weeks)}$$

$$\$1,902.00 \div 160 = \$11.888 \text{ (straight time incentive earnings rate).}$$

EXHIBIT 5: SAMPLE LETTERS REQUESTING THE PARTICIPATION OF PRIVATE ESTABLISHMENTS

The primary purpose of this section is to provide guidance on how to develop a letter designed to effectively request the participation of establishments in our FWS surveys.

In organizing and directing a survey, it is important to recognize that the “key” to a successful survey is the participation by private sector companies. For this reason, a special effort should be made to convince all of the companies selected for the survey to participate. One sure method of letting a firm know that their taking part in our survey is important and appreciated is to individualize or personalize our letter to them. By demonstrating a genuine interest and appreciation from the outset, the chances are better that companies will respond with a greater willingness to contribute to our surveys. These companies are giving of their time and information to participate in our survey, therefore, all of our contacts, whether by letter, telephone, or in person, should clearly demonstrate our appreciation. By putting some extra time and effort into the development of these “participation letters” we demonstrate this appreciation. Remember, without the participation of these companies...*we have no survey!*

The letter should introduce yourself so that when you make your follow up telephone call, they know who you are and have some idea of what you want. The letter should “open the door” for the phone call to follow.

When you write to a company which has previously participated in our surveys, a short, “here-we-are-again”, type of letter may be all that is needed. To a new company, a more informative and persuasive letter would be appropriate. For a company who has refused to participate in previous surveys, a different, more imaginative effort, is required. For instance, a company that has refused because of a known company policy against such participation versus a company that refused because the timing had been inconvenient, or for some other known or unknown reason, will probably require different approaches in the letter to suit the situation.

Examples of letters fitting several of these circumstances are included in the following pages. These are *only* examples and do not represent the only or the best language possible

Sample Letter to a New Company

Dear _____:

(Lead Agency) will be conducting its *(Year)* wage survey in order to set the rates of pay for Federal blue-collar workers in the *(Name of Area)* area, beginning the week of *(Date)*.

Our principal objective is to pay our Federal workers wages that approximate local going rates. We regard this policy as equitable because it minimizes the possibility of the local Federal activities paying rates higher than other employers such as yourself, and at the same time, assures our workers fair rates of pay. In order for us to achieve this objective, the participation of local firms such as yours is necessary.

All data gathered in our survey is treated as confidential. A summary of the survey results is provided to all participating firms in appreciation for their time and effort in contributing to a successful survey.

A representative from my survey staff will be telephoning you in the next few days seeking a date and time to visit at your convenience.

Should you have any questions concerning this survey, please call me at *(Phone #)*. We are looking forward to your participation in our survey.

Sincerely yours,

Chairperson

Sample Letter to a New Company that has Participated in Previous Surveys

Dear _____ (use name of previous contact if known to still be there):

(Lead Agency) will be conducting its *(Year)* wage survey in order to set rates of pay for the Federal blue-collar workers in the *(Name of Area)* area, beginning the week of *(Date)*.

Your participation in our past surveys has proven most beneficial in helping us reach our goal of paying a prevailing rate to our workers. Your participation in this year's survey will enable us to maintain this policy and, of course, will be most appreciated.

A representative from my survey staff will be telephoning you in the next few days seeking a date and time to visit at your convenience.

Should you have any questions concerning this survey, please call me at *(Phone #)*.

Sincerely yours,

Chairperson

**Sample Letter of a Company that has *Refused* to Participate in
Previous Surveys for Reason(s) Unknown**

Dear _____:

(Lead Agency) will be conducting its *(Year)* wage survey in order to set the rates of pay for the Federal blue-collar workers in the *(Name of Area)* area, beginning the week of *(Date)*.

Our principal objective is to pay our Federal workers wages that approximate local going rates. We regard this policy as equitable because it minimizes the possibility of the local Federal activities paying rates higher than other employers such as yourself, and at the same time, assures our workers fair rates of pay. In order for us to achieve this objective, the participation of local firms such as yours is necessary.

Our records from previous surveys indicate that your firm has declined in the past to participate. We believe that your participation would be of significant value to our efforts, and for this reason we are again requesting your participation this year.

I would like the opportunity to answer any questions or concerns that you may have about our survey, and to explain in greater detail just how our survey works, its confidentiality, and its summary of results in return for your participation. I will telephone you in the next few days in hope of discussing this matter with you.

Sincerely yours,

Chairperson

EXHIBIT 6: SAMPLE LETTER USED IN APPOINTING DATA COLLECTORS

Name of Employee
Activity

Dear Mr., Mrs., Miss., Ms. _____:

A wage survey is to be conducted in the _____ wage area, beginning on or about _____. In order to carry out this survey it is necessary that a number of capable persons be assigned to the local wage survey committee to act as wage data collectors. You have been selected as one who may be entrusted with the difficult work of gathering wage data and related information from private firms in the area.

This is a responsible assignment and its successful accomplishment depends on the care and accuracy with which it is carried out. The rates of pay established for wage employees in Federal activities in this area will depend heavily on the data collected by yourself and others. The data will be reported to the (*Name of lead agency*), which has been designated to act as the lead agency in conducting the wage survey and developing the required wage schedules for the area.

You will be representing the (*Name of employing agency*) and the local wage survey committee in personal contacts with private firms, which will require the utmost tact in order to insure good working relations. The information furnished by private employers will be given under a guarantee that it will be treated as confidential and you will be expected to respect this guarantee. Nothing which you learn as a result of your participation in this survey about a private employer's conditions of employment or wage rates may be divulged to other than authorized persons. An employee who violates this confidence will be subject to disciplinary action by his or her employer.

Please acknowledge receipt of this letter, and acceptance of this assignment on the enclosure.

Sincerely yours,

Signature,
Employing Activity Official

Enclosure

Endorsement:
Name of Official:
Employing Activity:

I (accept) (do not wish to accept) assignment to the local wage survey committee as a data collector. In accepting this assignment I agree to keep all wage information in confidence.

Signed (Name of Employee)

EXHIBIT 7: SAMPLE LETTER AND SURVEY SUMMARY SENT TO PARTICIPATING ESTABLISHMENTS IN RETURN FOR THEIR COOPERATION

Dear _____:

Thank you for your cooperation in the recent Federal Wage System (FWS) survey of the blue-collar hourly rate in the *(Name of Area)* area. Enclosed is a summary of the results of that survey. The summary is divided into two sections:

- I. A brief overview of the FWS survey coverage and procedures.
- II. Tables indicating the survey results.

I hope that this summary will prove useful to you. Copies of the new FWS schedules for this area are available from our office upon request. Copies of the descriptions of the survey job used in this survey are also available upon request.

Sincerely,

Chairperson

Enclosures

FEDERAL WAGE SYSTEM LOCALITY SURVEY OF BLUE-COLLAR OCCUPATIONS

INTRODUCTION

The Federal Wage System (FWS) was established by law in 1972 and calls for paying Federal blue-collar workers wages which approximate local prevailing private sector rates for comparable skill levels. With the exception of employees of the Postal Service, Tennessee Valley Authority, and other similar government corporations, most Federal civilian blue-collar workers are covered by the FWS. There are nearly 300,000 FWS employees nationwide.

GEOGRAPHIC COVERAGE

The United States is divided into local wage areas for FWS pay-setting purposes. These wage areas are established where there are large concentrations of FWS employment along with concentrations of private industry employment. Each wage area consists of a survey area (counties in which wage data are collected) and the adjacent area of application (counties in which the FWS wage schedule is applied in addition to the survey area). The survey area is usually centered on a Metropolitan Statistical Area.

INDUSTRY COVERAGE

FWS surveys cover a standard set of industries which include manufacturing, wholesale trade, selected transportation industries, and utilities. Other industries may be added if they have significant employment similar to local FWS employment. Firms with fewer than fifty employees are not included in the survey. In small survey areas, all firms meeting the industry and size specifications are contacted. This is referred to as a *universe* survey. In larger areas where this is not practical, a *sample* survey is conducted; and the results are weighted to represent all the firms within the scope of the survey.

OCCUPATIONAL COVERAGE

A standard set of 21 blue-collar jobs representing common FWS occupations and skill levels are surveyed in each area. In some areas, additional jobs are added if there is significant FWS employment in these kinds of jobs. Sometimes jobs are also added to obtain data for use in other areas. The tables in this summary may not cover all of the jobs surveyed since jobs where fewer than three firms providing data are not shown.

The following provides information on FWS employment, geographic survey area boundaries, and survey industry coverage in your locality.

Survey Area:

Georgia—Counties of Butts, Cherokee, Clayton, Cobb, De Kalb, Douglas, Fayette, Forsyth, Fulton, Gwinnett, Henry, Newton, Paulding, Rockdale, and Walton

Type of survey: Statistical Sample

Number of establishments represented by survey: 806

Federal blue-collar FWS employment in the wage area: 1,586

Major FWS employer: Fort McPherson, GA

For industries surveyed see industry coverage.

Other industries surveyed include: General Medical and Surgical Hospitals

Table 1.C Federal Wage System Atlanta, Georgia Survey Date: May 95

Number of Observations, Means, Medians, and Other Data
by Survey Job

Job Title	Federal Grade	Observations	Mean	Median	Min	Max	Quartiles	
							1st	3rd
Janitor (Light)	1	408	7.68	7.22	4.62	11.89	7.93	6.95
Janitor (Heavy)	2	576	12.10	9.76	5.75	19.17	16.99	7.49
Material Handler	2	247	9.98	8.99	7.50	15.92	12.21	8.34
Food Service Worker	2	80	6.63	6.30	5.40	10.81	7.06	6.09
Packer	4	462	12.51	10.43	5.70	18.98	18.98	8.94
Warehouse Worker	5	3051	12.48	11.64	5.50	19.48	15.65	9.01
Forklift Operator	5	1827	10.93	10.57	6.00	19.38	11.03	10.23
Matl Handling Eqp Opr	5	201	18.52	19.43	10.88	22.37	19.43	19.12
Truckdriver (Medium)	6	325	10.35	10.05	8.00	14.42	11.30	8.89
Truckdriver (Heavy)	7	917	13.38	11.00	7.52	20.35	18.87	9.65
Acft Attnd (Ground Ser)	7	258	7.70	6.50	6.10	12.00	9.00	6.50
Machine Tool Opr I	9	173	15.76	19.57	7.00	20.73	19.91	9.40
Carpenter	9	12	19.37	22.05	11.12	22.27	22.27	16.52
Electrician	10	305	19.25	22.30	9.66	22.68	22.68	14.57
Automotive Mechanic	10	203	15.90	15.63	10.51	22.37	18.73	13.05
Sheet Metal Mechanic	10	42	14.61	11.46	11.46	22.37	20.26	11.46
Pipefitter	10	129	21.86	22.05	20.26	22.37	22.37	22.05
Welder	10	364	12.62	10.00	7.50	22.46	19.98	9.28
Machinist	10	322	18.09	21.02	10.50	21.06	21.06	14.25
Aircraft Mechanic	10	3065	20.16	20.52	12.00	27.93	21.06	19.64
Hvy Mobile Eqp Mechanic ...	10	164	17.61	18.81	11.00	18.81	18.81	18.81
Diesel Engine Mechanic	10	33	15.16	14.13	13.65	17.92	15.05	14.13
Boiler Plant Opr Gr-10	10	21	17.01	19.91	12.05	19.91	19.91	12.41
Electronics Mechanic	11	330	19.79	21.00	11.75	21.79	21.23	19.24
Toolmaker	13	243	18.83	20.68	12.40	22.68	22.33	14.75

Table 2.C Federal Wage System Atlanta, Georgia Survey Date: May 95

Percent Distribution of Survey Job Observation
by Industry Group

Job Title	Manufacturing		Transptn	Utilities	Wholesale	Other
	Durable	Nondrbl				
Janitor (Light)	33.1	13.7	4.7	0.5	7.8	40.2
Janitor (Heavy)	42.4	22.7	0.5	3.1	9.4	21.9
Material Handler	12.1	53.4	C	C	34.4	C
Food Service Worker.....	C	C	C	C	C	100.0
Packer	24.2	10.4	C	C	65.4	C
Warehouse Worker	43.9	7.4	8.6	6.6	32.7	0.8
Forklift Operator	27.4	53.3	12.0	C	7.3	C
Matl Handling Eqp Opr	64.7	12.4	C	C	22.9	C
Truckdriver (Medium)	15.1	2.8	15.4	C	66.8	C
Truckdriver (Heavy).....	3.9	14.3	37.9	C	43.8	C
Acft Attnd (Ground Ser)....	C	C	100.0	C	C	C
Machine Tool Opr I.....	100.0	C	C	C	C	C
Carpenter	50.0	16.7	C	C	8.3	25.0
Electrician	65.6	30.2	C	15.8	2.6	1.6
Automotive Mechanic.....	12.3	12.3	53.7	C	5.9	C
Sheet Metal Mechanic.....	90.5	C	9.5	C	C	C
Pipefitter	99.2	C	C	C	0.8	C
Welder	84.3	C	15.1	C	0.5	C
Machinist	31.4	21.7	46.9	C	C	C
Aircraft Mechanic.....	5.1	0.2	94.7	82.9	C	C
Hvy Mobile Eqp Mechanic.	16.5	C	0.6	C	C	C
Diesel Engine Mechanic...	C	45.5	54.5	C	C	38.1
Boiler Plant Opr Gr-10.....	61.9	C	C	27.9	C	C
Electronics Mechanic	25.2	C	47.0	C	C	C
Toolmaker	100.0	C	C	C	C	C

Legend: AC@ = No observations. A*@ = Less than 0.1 percent.

Table 3.C Federal Wage System Atlanta, Georgia Survey Date: May 95

Index Values of Relative Average Hourly Rates
by
Survey Job and Industry Group

All Industry Avg. For Each Job = 100.0

Job Title	Manufacturing		Transpnt	Utilities	Wholesale	Other
	Durable	Nondrbl				
Janitor (Light)	101.7	116.8	142.2	103.5	83.9	91.0
Janitor (Heavy)	120.2	92.1	96.9	63.1	131.7	60.8
Material Handler	153.3	87.5	C	C	100.6	C
Food Service Worker	C	C	C	C	C	100.0
Packer	71.1	81.7	C	C	113.5	C
Warehouse Worker	85.3	78.6	125.0	142.5	109.9	70.3
Forklift Operator	93.1	98.5	84.7	C	161.8	C
Matl Handling Eqp Opr	106.4	60.9	C	C	103.2	C
Truckdriver (Medium)	89.9	103.0	77.3	C	107.4	C
Truckdriver (Heavy)	72.5	83.5	141.0	C	72.3	C
Acft Attnd (Ground Ser)	C	C	100.0	C	C	C
Machine Tool Opr I	100.0	C	C	C	C	C
Carpenter	114.6	98.8	C	C	113.8	67.0
Electrician	109.6	79.6	102.3	91.9	115.8	68.1
Automotive Mechanic	116.2	82.5	83.5	C	103.3	C
Sheet Metal Mechanic	101.7	C	C	C	C	C
Pipefitter	100.0	C	166.4	C	100.9	C
Welder	87.6	C	116.4	C	175.7	C
Machinist	90.3	78.6	99.9	106.8	C	C
Aircraft Mechanic	101.5	122.7	85.1	C	C	C
Hvy Mobile Eqp Mechanic	66.2	C	105.6	C	C	72.4
Diesel Engine Mechanic	C	93.2	C	99.3	C	C
Boiler Plant Opr Gr-10	117.0	C	103.4	C	C	C
Electronics Mechanics	94.3	C	C	C	C	C
Toolmaker	100.0	C	C	C	C	C

Legend: @C@ = No observations.