

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 NAF activity. 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 data will be given to data collectors for use during the interview as outlined in paragraph e, of this appendix.
- (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.**

- (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 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) of this appendix).
- (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 NAF 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 Laborer and Laborer (Heavy). 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.

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. **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 jobs 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. This will permit the data to be reviewed over a period of time and provide sufficient time to complete the wage survey recap form and company mailing list form. 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					
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)			17. NON-PAR CODE			
					YES						
					NO						
					RATE SHEET						
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)					
						YES		NO			
						a. BONUS		b. LUMP SUM			
								c. INCENTIVE			
				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					

EXHIBIT 1A: INSTRUCTIONS TO DATA COLLECTORS FOR FILLING OUT ESTABLISHMENT INFORMATION FORMS

An Establishment Information Form (EIF) is prepared for each establishment surveyed.

- 1. Establishment Name and Address:** Post establishment name and address. Include Zip Code. If the establishment has a different mailing address, put a slash after the establishment address and enter the mailing address next to it.
- 2. Wage Area:** Post wage area name. The wage area name will be the same on all forms prepared within a given wage area.
- 3. Date of Contact:** Actual date that the establishment was visited.
- 4. Telephone:** Post the phone number of the person(s) interviewed. Include the area code, number, and extension.
- 5. Name and Title of Person(s) Interviewed:** Post the name and title of the establishment official(s) who furnished the data.
- 6. Product or Service of Establishment:**
 - 6A. Major Industry:** Enter the correct Standard Industrial Classification (SIC) Code major industry grouping, such as wholesale trade, retail trade, or services.
 - 6B. Specific Products or Services:** Furnish a complete description of the product or service of the establishment. For example: If the company is involved in a wholesale trade industry, list the product being sold, i.e., footwear, electrical appliances, automotive parts, etc. If more space is needed, continue in the Remarks section at the bottom of the page.
- 7. Area Code:** Post the area code. Your Local Wage Survey Committee (LWSC) will provide this 3-digit code. The wage area code will be the same on all forms prepared within a given wage area.
- 8. Establishment Code:** Post the establishment code. This three-digit code can be obtained from the Establishment Survey List. All forms you prepare for an establishment will have the same establishment code. Normally, the establishment code assigned to a company will change on each full-scale survey. You must be careful to use only the current establishment code when filling out the forms.
- 9. SIC Code:** Post Standard Industrial Classification (SIC) code. Every establishment is assigned a 4-digit number that is reflected on the Establishment Survey List. The SIC designates the establishment's product or service and will be verified in comparison to the information in item 6.
- 10. Establishment Weight:** Post the weight found on the Establishment Survey List.

- 11. Total Number of Employees in Establishment:** Post the total number of people employed by the establishment within the survey area.

This figure includes all employees, including the exempt, non-exempt, white-collar, blue-collar, full-time, part-time, temporary, etc. If more than one location is involved, explain particulars in Remarks section. Attempt to get the employee breakout by actual physical location.

- 12. Total number of Blue-Collar Employees:** Leave Blank. (NAF does not use this block.)

- 13. Overtime Pay Provisions:** Post the establishment overtime pay provisions for Daily, Weekly, Sunday, and Holiday categories. The Daily and Weekly entries require two types of information: Rate and Hours. The Rate indicates the amount of pay the employee will get when receiving overtime. The Hours indicates the number of hours the employee must work before the overtime rate is paid. All entries should be in decimal form to one decimal place. For example: If an employee receives time-and-one-half for all hours worked over 8 hours per day, it is documented for "Rate" 1.5 and "Hours" 8.0.

- 14. Number of Hours in Normal Workweek:** Post the number of hours that full-time employees normally work each week, for example, 40 hours.

- 15. Month General Wage Adjustments are Normally Effective:** Enter the month that general wage adjustments are normally effective for the establishment. If adjustments are made more than once a year, indicate the month of the most recent adjustment and explain the other adjustments in Remarks. If different groups of employees get their adjustments at different times of year, enter the month in which the majority of matched jobs receive their adjustments and explain in Remarks.

If adjustments are made during a set month, enter the number of month: 1 = January, 2 = February, 3 = March, etc. If adjustments are not made during any set month, enter 99 in #15 and document practice in the Remarks section.

- 16. Contract Obtained:** If the establishment has no union representation, leave block blank. If all or part of the establishment's employees are represented by a union, the following entries apply:

- o Enter "Y" if a collective bargaining contract was obtained.
- o Enter "N" if there is a contract and a copy was not obtained. In the Remarks section enter the union name and local number.
- o Enter "R" if a Rate Sheet was obtained. A Rate Sheet lists job titles and/or pay grades and gives the rates of pay in effect at the establishment.

Always try to obtain a contract or rate sheet. Any information recorded on any of the forms that does not agree with the contract or rate sheet must be explained in the Remarks section of the form.

- 17. Non-Par Code:** Non-participation code block reserved for use by local wage survey committee and lead agency only.
- 18. General Wage Adjustments:** Enter requested information for General Wage Adjustments paid within the past 12 months or pending during the next 12 months. Post all adjustments granted since the date of the last contact with the company. If it is a new company being surveyed, obtain all adjustments granted for one year preceding this survey. If no adjustments are paid or pending no entry is required.
- a. Date:** Post day, month, and year that each adjustment did/will become effective. Follow agency coding instructions.
 - b. Amount:** Enter amounts as either cents-per-hour or percentages. Show all cents-per-hour amounts to 3 decimal places (e.g., .300, .205, etc.).
 - c. Increase/Decrease:** If the adjustment shown is an increase, enter an "I" and if the adjustment shown is a decrease, enter a "D". If the adjustment has not been determined to be an increase or a decrease, enter a "?".
 - d. Included in Rates? (Yes/No):** Only adjustments that have been paid or will be paid prior to the normal effective date of the local Federal Wage System schedule may be included in the rates on Wage Data Collection Forms. Ordinarily, adjustments should not be included in the rates unless they have been paid or you are certain that the adjustment will be paid and the amount won't change. Therefore, pending adjustments would normally not be in the rate unless a union contract documents the scheduled date and amount.

If the adjustment has been included on the Wage Data Collection Form enter "Yes" and if the adjustment has not been included enter "No".

- 19. Additional Pay Elements:** Check the appropriate block(s) only if the establishment paid a bonus, lump sum, or incentive payment to employees in matched jobs. Leave these blocks blank if no such payments were made.
- a. Bonus:** Check if the establishment pays a predetermined amount of money each year. Attendance bonuses are not reportable.
 - b. Lump Sum:** Check if the establishment pays a lump sum of money in lieu of general increase.

Provide the following information in the Remarks section if the Bonus or Lump Sum block(s) were checked:

- (1) Describe the plan and state how bonus or lump sum payments are determined.
- (2) Identify which matched jobs received the bonus or lump sum.
- (3) State the amount of bonus or lump sum paid. The amount paid should be reported so that it can be converted to a cents-per-hour figure. If the amount varies among employees, show the information for each group of employees separately.
- (4) State when and how often payments are made.
- (5) State the period of time covered by the payment.

NOTE: Do not collect information on fringe benefits and leave programs such as health and dental plans, life insurance, retirement system, sick leave, day(s) off with pay, etc.

c. Incentive: Check only when the establishment pays an incentive or a commission to employees in matched jobs. Describe type of incentive plan, (straight piece-rate, group incentive, company-wide incentive, etc) and explain the incentive or commission plan in Remarks.

20. Cost of Living Allowance (COLA): See Item 21.

21. COLA Tied Directly to CPI: If the establishment does not pay a cost of living allowance which is tied directly to the consumer price index (CPI), check the "No" block and move on the next phase of the interview leaving the rest of Item 21 and all of Item 20 blank.

If company does pay a COLA based directly on the movements of the CPI, check the "Yes" block and obtain the other COLA information called for on the form. Follow agency coding instructions.

22. Remarks: Use this space to explain or continue any of the items on this form. If more space is needed, you may continue on the back of this form.

23 and 24. Data Collector Signatures: Both data collectors must sign all copies of the form. Your signature is your certification that you have reviewed the data on the form and that it is correct to the best of your knowledge.

Page: Enter the number of this page within the collection of all forms for an establishment. Forms should be arranged with the EIF on top followed by WDCFs arranged in ascending survey job number order. When more than one WDCF is used for a survey job, arrange the forms for that job according to the job sub-number. The WDCCF should follow any corresponding WDCF.

FEDERAL WAGE SYSTEM - WAGE DATA COLLECTION

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

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1. ESTABLISHMENT NAME	2. WAGE AREA	3. DATE OF CONTACT (YYMMDD)
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4a. ESTABLISHMENT JOB TITLE	b. UNION AFFILIATION	c. ESTABLISHMENT GRADE
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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
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	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 2A: INSTRUCTIONS TO DATA COLLECTORS FOR FILLING OUT WAGE DATA COLLECTION FORMS

The Wage Data Collection Form (WDCF) is completed for all jobs matched in establishments you survey. Each job match requires a separate form.

- 1. Establishment Name:** Post complete establishment name as written on the Establishment Information Form.
- 2. Wage Area:** Post the same wage area name used on the Establishment Information Form.
- 3. Date of Contact:** Enter the same data entered in the "Date of Contact" block on the Establishment Information Form. This is the date the establishment was visited.
- 4A. Establishment Job Title:** Enter the establishment job title. This is the title the establishment gives to its job.
- 4B. Union Affiliation:** If the establishment has one or more labor agreements and the job being matched is covered by one of them, enter the name of the union and the local number. If no labor agreement exists, leave blank.
- 4C. Establishment Grade:** If the establishment has a formal grading plan enter the grade of the job being matched. Otherwise, leave blank.
- 5. Survey Job Title:** Post the title of the survey job being matched to the establishment job listed in Item 4A.
- 6. Area Code:** Post the survey area code. This will be the same number entered in Item 7 of the Establishment Information Form.
- 7. Establishment Code:** Post the establishment code. This will be the same number entered in Item 8 of the Establishment Information Form.
- 8. Job Number:** Enter the number of the FWS survey job being matched. A list of the survey jobs, by survey job number and grade, can be found in S5-6b(4)(b).
- 9. Formal Rate Range:** This item is used in conjunction with the next three items. If the job has fixed predetermined minimum, maximum, and mid-range rates, check the "Yes" block. If the job has a single rate, multiple rates that are not predetermined, or incentive rates check the "No" block.

NOTE: If item 9 is "No", leave items 10, 11, and 12 blank.
- 10. Job Rate Range:** Enter the minimum and maximum steps rates for all jobs with a formal rate range in these blocks.

11. **Number of Established Step Rates:** Enter the number of established formal step rates in this block. Be sure to count the entry or minimum rate, all intermediate rates, and the maximum rate.
12. **Established Step Rates:** List all formal step rates starting with the entry rate in ascending order. Record all rates to three decimal places.
13. **Job Match:** Indicates whether or not the employees shown in Item 14 are considered to be a match. Enter "Y" if yes; "N" if no.
14. **Number of Employees:** Post the number of employees at each different rate matched to this survey job.
15. **Straight Time Hourly Rate:** Post the straight time hourly rate for each employee or group of employees matched to this survey job.

Enter rates to three decimal places (e.g., 5.205, 6.740, etc.). Rates shown should not include any add-ons such as COLA, bonus, shift pay, clothing allowances, and environmental pay.

Some establishments do not compute pay on an hourly basis. Rather, they compute their pay on a daily, weekly, biweekly, monthly, or annual basis. In these instances, you must convert the rate to an hourly amount before entering it on the form. Record the actual amount (e.g., the weekly or monthly amount, etc.) provided by the establishment in Remarks and show how the straight time hourly rate was computed.

When a job has employees at more than three rates, the additional rates must be recorded on the Wage Data Collection Continuation Form.

If the job being matched is paid on an incentive basis, this block will remain blank (even though the first line of items 13 and 14 will be filled in). Incentive rates are shown in Items 16 and 17 instead of Item 15. If you make an entry in this block, Items 16 and 17 remain blank.

16. **Guaranteed Minimum:** If employees are paid incentive or commission rates, enter the guaranteed minimum rate established for the job. Enter the rate to three decimal places. Leave blank if an incentive or commission rate is not paid (straight time rate is paid).
17. **Incentive Rate:** Enter the incentive rate paid. The incentive rate is the TOTAL amount the employee actually earns; including the guaranteed minimum. Report an average over four or more recent pay periods. Enter the rate to three decimal places. The WDCF accommodates entry of one set of incentive rates. If more than one employee is working in the same job which pays incentive rates, either complete a separate WDCF for each employee or use a single WDCF to report a weighted average for all employees on the job. Explain how the weighted average was derived in Remarks. If an incentive rate is not paid, leave blank.
18. **Cola:** Post the total amount of COLA being paid to this job at this time. This amount will

normally be the amount reported in the Establishment Information Form in the block titled "Total Amount Being Paid". If no COLA is being paid, leave blank.

19. **Bonus:** If employees on this job received a bonus payment during the past 12 months, enter the total amount in cents-per-hour to three decimal places. Leave blank if no bonus was paid. Use Remarks to show how the bonus was calculated.
20. **Lump Sum:** If employees on this job received a lump sum payment during the past 12 months in lieu of a general increase, enter the total amount in cents-per-hour to three decimal places. Leave blank if no lump sum was paid. Use Remarks to show how the lump sum was calculated.

Total: Post the sum of Items 19 and 20.

21. **Job Sub-Number:** The purpose of this item is to keep track of how many forms are being input for each survey job at each establishment. When only one WDCF is used for a survey job, this block may remain blank. When several different establishment jobs match one survey job, document each individual establishment job on a different WDCF. Number the different WDCFs as follows:

- for the first WDCF for the job—put a "0" in Item 21;
- for the second WDCF for the job—put a "1" in Item 21;
- for the third WDCF for the job—put a "2" in Item 21, etc.

22. **Description of Establishment Job:** Use this block to describe the major duties required to be performed and responsibilities exercised in this job. Stress the more important aspects of the job; what kind of work is performed; tools, equipment, and machines used; type of supervision received; degree of skill and knowledge required to perform the job. In essence, justify a match of an establishment job to a survey job in this block. If the establishment provides printed job descriptions, review them during the interview and delete any portions not applicable to the job being matched.

23. **Do Above Rates Include:** Follow agency instructions.

24. **Remarks:** Use this space to continue or explain any of the other items on the form. If more space is needed you may continue on the back side of the form.

25 and 26. Signature: Both data collectors must sign all copies of the form. Your signature is your certification that you have reviewed the data on the form and that it is correct to the best of your knowledge.

Page: Enter the number of this page within the collection of all forms for an establishment. Forms should be arranged with the EIF on top followed by WDCFs arranged in ascending survey job number order. When more than one WDCF is used for a survey job, arrange the forms for that job according to the job sub-number. The WDCCF should follow any corresponding WDCF.

FEDERAL WAGE SYSTEM - WAGE DATA COLLECTION
(Continuation)

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, Paperwork Reduction Project (3206-0036), Washington, DC 20415-7900. PLEASE DO NOT RETURN COMPLETED FORM TO EITHER OF THESE ADDRESSES.

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 3A: INSTRUCTIONS FOR FILLING OUT THE WAGE DATA COLLECTION CONTINUATION FORM

The Wage Data Collection Continuation Form (WDCCF) is used to continue the Wage Data Collection Form (WDCF) whenever there are employees at more than three rates for a job being matched.

Items 6. (Area Code), 7. (Establishment Code), and 8. (Job Number): These items are identical to what is entered in the corresponding blocks on the WDCF Form. Note that there is only one block to enter a job number on this form. The continuation form lists rates of pay for the corresponding WDCF job number only.

Items 13. (Job Match), 14. (Number of Employees), and 15. (Straight Time Hourly Rate): Continue to enter this information in the same manner as entered on the corresponding WDCF form. The WDCCF has three sections where wage data may be entered. Always use the section located on the left first. If more lines are required, go to the center section, and then to the section located on the right. Each section is numbered above the top left corner to help you remember the correct order.

21. Job Sub-Number: Enter the same number as you entered in Item 21 on the corresponding WDCF for the job match being continued. If this item is blank on the WDCF, leave it blank here.

25. Continuation Number: If only first (left) section of the Continuation form is used, block 25 may be left blank. Whenever more than one section is used, fill in this block. In this instance, the first section used will be coded with a zero, the second section with a one, and third section with a 2. If a second WDCCF is used to continue a WDCF, its first section would be coded Continuation Number 3, the next section a 4, etc.

26. Remarks: Use this space to explain any item on the form or to record rates furnished other than cents-per-hour such as weekly, bi-weekly, monthly, and annual rates. Show computations on conversions to straight time hourly rates here. If more space is needed, you may continue on the back side of the form.

27. and 28. Signature: Both data collectors must sign all copies of the form. Your signature is your certification that you have reviewed the data on the form and that it is correct to the best of your knowledge.

Page: Enter the number of this page within the collection of all forms for an establishment. Forms should be arranged with the EIF on top followed by WDCFs arranged in ascending survey job number order. When more than one WDCF is used for a survey job, arrange the forms for that job according to the job sub-number. The WDCCF should follow any corresponding WDCF.

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 nonappropriated fund 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 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 THANKING PARTICIPATING ESTABLISHMENTS
FOR THEIR COOPERATION**

Dear (Company Official's Name):

I wish to express our appreciation and thanks for your participation in the recent wage survey of the (*name of wage area*) area. The data provided by your firm have been instrumental to the Department of Defense in determining equitable wage schedules for local Nonappropriated Fund employees.

The survey was conducted on a statistically weighted sample basis in order to obtain optimum accuracy in determining wage levels. Enclosed is a summary of the collected data and survey results. Data were collected from firms within the following industrial classifications: wholesale trade, retail trade, and service. Please note that survey jobs for which data were obtained from less than three establishments have been omitted from the summary to maintain confidentiality of data sources.

The summary is divided into four tables:

1. Number of observations, means, median, and other data by survey job.
2. Percent distribution of survey job observations by industry group.
3. Index values of relative average hourly rates by survey job and industry group.
4. Distribution of establishments providing data by survey job and hourly rate category.

For your reference, a brief description of each survey job is included on the back of the summary.

I hope that the information provided will prove useful in your operations. If I can be of further assistance, or provide any information regarding the survey process, do not hesitate to call me at (*Telephone number*). Thank you again for cooperation.

Sincerely,

(Name)

(Title)

Enclosures

FEDERAL WAGE SYSTEM
WASHINGTON, DISTRICT OF COLUMBIA -- SURVEY DATE: AUG 92

NUMBER OF OBSERVATIONS, MEANS, MEDIANS, OTHER DATA
BY SURVEY JOB

JOB TITLE	GRADE	OBSERVATIONS	MEAN	MEDIAN	MIN	MAX	QUARTILES	
							1ST	3RD
JANITOR (LIGHT)	1	1682	8.80	9.15	4.52	9.84	8.80	9.17
FOOD SERVICE WORKER I	1	1379	6.87	6.50	4.75	9.72	5.50	8.80
FOOD SERVICE WORKER II	2	478	7.69	7.59	4.76	10.50	6.51	9.16
JANITOR	2	462	8.37	9.14	4.78	9.64	7.58	9.16
STOCK HANDLER	4	68	8.48	8.22	5.50	10.67	8.22	9.55
COOK I	5	723	7.84	7.50	5.00	14.00	6.74	8.70
COOK II	8	520	10.50	10.36	7.00	18.78	9.28	11.50
CARPENTER	9	15	15.44	14.72	13.65	18.91	14.41	16.50
PAINTER	9	52	13.22	13.50	9.51	15.66	12.50	13.70

FEDERAL WAGE SYSTEM
WASHINGTON, DISTRICT OF COLUMBIA -- SURVEY DATE: AUG 92

PERCENT DISTRIBUTION OF SURVEY JOB OBSERVATIONS
BY INDUSTRY GROUP

JOB TITLE	WHOLE- SALE	RETAIL RESTAURANTS	RETAIL MERCHAN- DISERS	RETAIL MISC.	SERVICES
JANITOR (LIGHT)	-	1.9	-	0.1	98.0
FOOD SERVICE WORKER I	-	52.6	0.3	12.2	34.9
FOOD SERVICE WORKER II	-	63.4	0.6	7.5	28.5
JANITOR	-	10.2	5.6	-	84.2
STOCK HANDLER	-	8.8	44.1	2.9	44.1
COOK I	-	80.2	-	0.6	19.2
COOK II	-	58.3	-	1.5	40.2
CARPENTER	-	-	-	-	100.0
PAINTER	-	-	-	-	100.0

LEGEND: "-" = NO OBSERVATIONS.
"*" = LESS THAN 0.1 PERCENT

FEDERAL WAGE SYSTEM
WASHINGTON, DISTRICT OF COLUMBIA -- SURVEY DATE: AUG 92

INDEX VALUES OF RELATIVE AVERAGE HOURLY RATES
BY SURVEY JOB AND INDUSTRY GROUP
(ALL INDUSTRY AVG. FOR EACH JOB = 100.0)

JOB TITLE	WHOLE- SALE	RETAIL RESTAURANTS	RETAIL MERCHAN- DISERS	RETAIL MISC.	SERVICES
JANITOR (LIGHT)	-	69.2	-	51.4	100.7
FOOD SERVICE WORKER I	-	82.2	107.6	98.3	127.5
FOOD SERVICE WORKER II	-	90.8	109.0	101.7	120.2
JANITOR	-	71.2	90.3	-	104.2
STOCK HANDLER	-	79.7	93.0	65.1	113.3
COOK I	-	94.5	-	109.7	122.4
COOK II	-	100.0	-	92.0	100.3
CARPENTER	-	-	-	-	100.0
PAINTER	-	-	-	-	100.0

LEGEND: "-" = NO OBSERVATIONS.

FEDERAL WAGE SYSTEM
WASHINGTON, DISTRICT OF COLUMBIA -- SURVEY DATE: AUG 92

DISTRIBUTION OF ESTABLISHMENTS PROVIDING DATA
BY SURVEY JOB AND HOURLY RATE CATEGORY
("-" = NO OBSERVATIONS)

JOB TITLE	HOURLY RATE CATEGORY														
	BELOW 4.50	4.50 4.99	5.00 5.49	5.50 5.99	6.00 6.49	6.50 6.99	7.00 7.49	7.50 7.99	8.00 8.49	8.50 8.99	9.00 9.49	9.50 9.99	10.00 10.49	10.50 10.99	ABOVE 10.99
JANITOR (LIGHT)	-	7	6	6	14	3	11	11	15	25	26	3	-	-	-
FOOD SERVICE WORKER I	-	18	92	43	51	40	12	25	17	14	33	1	-	-	-
FOOD SERVICE WORKER II	-	3	6	18	25	38	36	26	15	2	20	15	-	9	-
JANITOR	-	3	6	-	11	3	12	6	12	26	25	7	-	-	-
STOCK HANDLER	-	-	-	4	-	5	2	-	1	2	7	9	-	1	-

JOB TITLE	HOURLY RATE CATEGORY															
	BELOW 5.50	5.50 5.99	6.00 6.49	6.50 6.99	7.00 7.49	7.50 7.99	8.00 8.49	8.50 8.99	9.00 9.49	9.50 9.99	10.00 10.49	10.50 10.99	11.00 11.49	11.50 11.99	12.00 12.49	ABOVE 12.49
COOK I	5	25	20	40	77	39	52	21	19	18	21	6	6	-	3	14
COOK II	-	-	-	-	16	10	23	17	34	25	28	38	23	22	16	39

JOB TITLE	HOURLY RATE CATEGORY															
	BELOW 9.0	9.00 9.49	9.50 9.99	10.00 10.49	10.50 10.99	11.00 11.49	11.50 11.99	12.00 12.49	12.50 12.99	13.00 13.49	13.50 13.99	14.00 14.49	14.50 14.99	15.00 15.49	15.50 15.99	ABOVE 15.99
CARPENTER	-	-	-	-	-	-	-	-	-	-	2	2	2	-	-	4
PAINTER	-	-	2	-	-	-	3	2	-	8	11	1	-	3	1	-