

## WAGE SURVEY INTERVIEW RECORD INSTRUCTIONS

- I. Special Instruction. This form shall be completed during the actual prevailing wage survey contacts for transfer to the ETA 232 form. It should be maintained in a confidential manner since it identifies specific employers and contain information which is confidential in nature.
  
- II Preparation of the Wage Survey Interview Record. All items on the form are to be completed with no change in the format. If the space provided on the form for any item is not adequate, complete information should be provided on a separate attached sheet, with the item(s) numbered to correspond to those on the form.
  - A. Heading of Record
    1. Item 1, Area. Enter the wage reporting area number.
    2. Item 2, Crop. Enter the crop involved in the survey, i.e., apples, cotton.
    3. Item 3, Date. Enter the date of the contact with the employer.
    4. Item 4, Time. Enter time of the contact.
    5. Item 5, Active Acreage or Total Production. Enter the approximate number of acres of estimated production, ect., (as appropriate as an indication of the size, or relative significance of the employers operation to the crop activity.
    6. Item 6, Percent Completed. Enter the estimated percentage of the crop activity which has been completed.
    7. Item 7, method of Contact. Indicate the method of contact, i.e., personal visit, telephone contact, etc.
    8. Item 8, Name of Employer. Self-explanatory.
    9. Item 9, Address. Self-explanatory.
    10. Item 10, Number of Foreign Workers. Enter the number of contract foreign workers employed by the employer.
    11. Item 11, Interviewer. Enter the name of the interviewer who actually obtained the information.
    12. Item 12, Local Office Address. Self-explanatory.
  - B. Record Items
    1. Part 1, Number of Domestic Hired Workers in Crop Activity by Rate.
      - a. Column A, Crop Activity. Enter the crop activity being surveyed.
      - b. Column B, Rate. Enter all wage rates, including schedules of rates being paid during the survey period. (If rates are different for youth, do not include these rates but explain in Part III.)

- c. Column C, Total. Enter on the appropriate lines in Column C the total number of domestic hired workers reported by employers to whom each rate in Column B is applicable.
- d. Column D, Instate and Column E, Interstate. Distribute in these columns the number of workers listed in Column C who meet the ETA Glossary definition of the type of farm workers specified in the heading of each Column. Those whose origin is not known should be entered in Column D. (D + E = C)

2. Part II, Productivity and Average Hourly Earnings of Piece Rate Workers. (Columns A, B, C and D may, in some instances, be obtained from payroll records or field tally sheets). (Do not include information pertaining to youth under 16 years of age).

- a. Column A, Rate. Same as Part I, column B., Unit - of production
- b. Column B, Number of Workers. Enter the number of workers in each category in Column A.
- c. Column C, Number of Hours Worked. Enter the total number of hours worked by the workers in each category in Column A.
- d. Column D, Total Units of Production. Enter the total number of units (specified in Column A) produced by the workers in Column B during the total hours worked.
- e. Column E, Average Hourly Earnings. Enter the results of Column D divided by Column C, multiplied by Column A (D divided by C times A = E).
- f. Worker Interviews. Information in Columns F and G is to be obtained through personal interviews of workers.

(1) Column F, Number. Enter number of workers actually interviewed who provide information for Column G.

(2) Column G, Average Hourly Earnings. Enter the information provided by the workers actually interviewed.

C. Part III – Variables affection Rates, Crop Conditions, or Other Explanatory and Pertinent Information.

1. Enter the factors responsible for variables such as differences in yield and field conditions. Include in this section remarks needed to clarify any section of this Record.
2. Name of Person Interviewed. Enter the name of this person who represents the employer. If employer is interviewed enter Not Applicable (NA) in this block.
3. Position: Enter job title of person interviewed (e.g., Foreman), if other than employer.
4. Date: Enter date of interview.