

Wage Rate Adjustment Policy Related to Travel on Prevailing Wage Projects

1. Definition of Work:

- Work: is defined as procuring, handling, and installing material commodity items and equipment. It does not include service-related tasks after the completion of the project, nor does it include the simple delivery of items from vendor to shop to jobsite or any delivery-only combination thereof.

2. Prevailing Wage Eligibility:

- On-Site Work: Employees clocked in at the prevailing wage site are entitled to prevailing wage rates for the duration of their work *on that site*.
- Short Off-Site Tasks: If an employee must leave the site for a short duration (approximately 2 hours) to visit a supply house or for another work-related reason(s) and then returns to the same jobsite, prevailing wage rates will not be suspended, but will continue to apply.

3. Non-Eligibility for Prevailing Wages:

- End of Shift Activities: Employees who leave the work site at the end of their normal shift and stop at a supply house on their way home to pick up materials (which had not been delivered to the jobsite in a timely manner) will not receive prevailing wage rates for this activity. Instead, they will be compensated at their normal wage rate.
- Travel Time: If, due to unforeseen circumstances, materials are authorized for pick up on the way to jobsite or from jobsite to home at the beginning or end of the day respectively, the employee will be paid normal wages for this time. Prevailing wage rates commence when the employee arrives to the jobsite and cease at the end of the shift when the employee leaves and is traveling home, exception accepted

4. Planning and Efficiency:

- Good planning should minimize the need for off-site trips during work hours. It is expected that 95% of such incidents can be eliminated with proper planning and coordination.

5. Clarifications and Questions:

- Any questions or concerns regarding the application of prevailing wage rates and travel should be directed to Max Lewis, Director of Construction.

Employee Signature

Date

Print Name