

## **8.11 Prevailing Wage Surveys**

### Policy:

It is the policy of Licking/Knox Goodwill Industries, Inc. to arrange for and conduct prevailing wage surveys in compliance with the Fair Labor Standards Act (FLSA).

### Procedure:

The Compliance Auditor will ensure that the following data is recorded annually (or as needed) for the determination and documentation of prevailing wages under FLSA, Section 525.10:

1. Date of contact with firm or other source
2. Name, address, phone number and firm of other source contacted
3. The individual's name contacted within the firm or source
4. Title of individual contacted
5. Wage rate information provided
6. Brief description using Department Of Labor Service Contract Act Directory of Occupations and descriptions, when possible, of work for which wage information was provided
7. Basis for the conclusion that wage rate is not based upon an entry-level position

No less than three (3) firms will be included in all studies.

Prevailing wage rates will be used for State Use contracts when necessary and for jobs where commensurate pay is calculated and the Federal wage determination does not apply.

A "Prevailing Wage Summary" shall be completed for each survey and disseminated to the Director of Contracts and appropriate managers and supervisors.