

Requests for New Classifications

- AGC Wage Rate Task Force updated job classifications in 1983, 2004, and 2008.
- The more precise a job classification, the more precise the wage rate.
- Using upcoming wage rate survey cycle (May-Dec) to capture wage rates for new and modified classifications.

The Process

- Before Wage Rate Survey begins (May), contractors and subcontractors must submit a “New Classification Worksheet;”
- TxDOT will conditionally approve proposed classifications and submit to Department of Labor;
- Contractors may begin using new classifications immediately upon conditional approval from TxDOT;
- Wage Survey will capture rates for new classifications

What You Will Need

- **Draft Red Book:** Contains entire, updated inventory of job classifications.
- **Quick Reference Guide to New Classifications:** Details changes to existing classifications, presented in an “If using XXX, now use XXXX” format.
- **New Classification Worksheet:** The form contractors will submit before May and for any subsequent project until December.
- **Special Notice to Contractors:** Notice regarding the 2010 Wage Rate Survey.
- **Wage Rate Zone Map:** Indicates division of wage rate zones.

Filling Out the Form

- Input the contractor name
- For each current contract, identify the CCSJs in their respective wage rate zones along with the new proposed wage rate.
- Using the **Quick Reference Guide**, identify the classifications you currently use on each ongoing project.
- If the **Quick Reference Guide** shows them under the “Now Use” column as a **new, four-digit code**, include them on the worksheet.
- Input the proposed wage rates for the new classifications appropriate to the zones you will use them in.
- Print and sign the document before submitting.

How to Submit

- You may mail the signed document to:
Texas Department of Transportation
Construction Division
Attn: Ken Barnett, Director Construction Section
125 East 11th Street
Austin, TX 78701
- Or scan and email *signed* document to:
ccaldwel@dot.state.tx.us

Important Facts to Remember

- New job classification requests must be submitted for each project during the wage rate survey period (May-Dec).
- Any projects awarded subsequent to your initial submission of the form must be submitted in the same manner.
- Be aware that obsolete classifications will still appear on TxDOT contracts. Classifications acceptable for use for this initiative will be listed under the “Now Use” column and also in the **Draft Red Book.**

Questions?

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