

**Instructions for Submission of Request for New Classifications and Wage Rates**  
**April 7, 2010**

**Modifications:** To create the updated draft Red Book, each existing classification has undergone one of three distinct actions: 1.) No change made, three-digit code retained; 2.) Classification rendered unnecessary and rolled into existing three-digit classifications; or 3.) Classifications have been modified into new, four-digit classifications.

**Instructions:** Using the “New Classification Worksheet” (NCW), contractors should submit a request for new classifications and wages for each wage zone in which they have ongoing contracts. Only one worksheet is needed to request new classifications and wages for all projects in all wage zones. Because approval of new job classifications occur on a project basis, additional worksheets must be submitted for any projects not listed on the first submission of the NCW.

Using the “Quick Reference Guide to New Classifications” and the NCW, identify the classifications you currently use for employees on ongoing projects. If the Quick Guide “Now Use” column shows them as new, include them in the worksheet. **New classifications are indicated by a four-digit code** as opposed to the three-digit code on unchanged classifications. Proposed wage rates must also be included NCW.

Upon identifying the appropriate new classifications, complete the NCW as follows;

- Step 1: Input the contractor name.
- Step 2: Input the controlling CSJ shown on the proposal or title sheet from your ongoing contracts in the appropriate wage zone. (Use TxDOT’s county listing in the wage schedule pages of your contract to determine the appropriate wage zone. Insert more rows if the number of CSJs exceeds the available lines.)
- Step 3: Input the proposed wage rate for the new classifications appropriate to your work. (The full description is included in the draft Red Book and can be seen by clicking on the “Proposed Description” cell on the NCW.
- Step 4: Sign (and type or print the name) and send the NCW by mail to:

*Texas Department of Transportation*  
*Construction Division*  
*Attn Mr. Ken Barnett, Director Construction Section*  
*125 East 11<sup>th</sup> St.*  
*Austin, TX 78701*

Or by scanning and e-mailing to:

[ccaldwel@dot.state.tx.us](mailto:ccaldwel@dot.state.tx.us)

(The NCW must be signed by the contractor or their designee who pays or supervises the payment of the persons employed under contract.)

TxDOT will notify contractors upon conditional approval of the new classifications and wages. Upon conditional approval, contractors should use the new classifications and wage rates for their payrolls. TxDOT will add the classifications to EPRS upon conditional approval.

**Special Note:** Be aware that obsolete classifications will still appear on TxDOT contracts. Therefore, the contractor must pay particular attention that the correct classifications are being reported. Classifications acceptable for use on subsequent payrolls can be found in the “Now

Use” column of the Quick Reference Guide, as well as in the job descriptions in the *draft* Red Book.