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## DOMESTIC AGRICULTURAL INSEASON WAGE REPORT INSTRUCTIONS

### I. Special Instructions- None.

### II. Presentation of the Report

All items on the form are to be completed with no change in the format. However, the report may be supplemented by the inclusion of additional material. If the space provided on the form for any item is not adequate, complete information should be given on a separate attached sheet, with the item(s) numbered to correspond to those on the form. All items should be checked for completeness and accuracy before transmittal.

#### A. Heading of Report

1. Wage Reporting Area. Enter the area name as assigned by the State agency.
2. Wage Reporting Area Number. Enter the number as assigned by the National Office.
3. Crop and Activity. Enter the crop and specific job of workers at the time of the survey, i.e., cotton, 2<sup>nd</sup> pick.
4. State. Enter the name of the State.
5. Survey period. Show the period for which the reported wage rate information in item 4 was obtained.
6. Date of finding. Enter the date on which the prevailing wage rate finding was made.

#### B. Report Items

1. Item 1, Prevailing wage rate finding. Enter the rate or standard schedule of rates which has been found to be prevailing among the domestic hired workers in each of the categories (all workers, instate and interstate workers) who were employed in the crop activity covered in the survey. Should the number of workers in either the in state or the interstate category be less than 25 percent of the total number of workers in the sample, no wage finding for the smaller category shall be made. If workers are used interchangeably for more than one activity in a crop, there may be more than one wage finding; i.e., pick, pick-load. Each crop activity should be reported on a separate ETA-232. The prevailing wage rate finding should be a single rate unless an equal number of workers receive two different methods of pay. If this occurs, the prevailing rate for each method should appear in the wage finding. For base rate-bonus combinations, the basis upon which the bonuses are paid (e.g., end-of-season) should be indicated in item 6a of the report.
2. Item 2, Estimated number of employers and employees in crop activity.
  - a. Item 2a, Employers. Enter an estimate of the total number of employers in the reporting area who were engaged in the crop activity during the survey period.

The objective is to develop employment estimates in terms

of agricultural operations under a single management which performs all of the following functions: hires the workers, establishes the wage level, and pays the wages. Employers may include growers, buyer-shipper-packers, labor contractors, labor or commodity associations, and others.

When local office operating records are used, the estimates will likely be in terms of employers. When other records, such as those available from USDA Agricultural Stabilization and Conservation Service (ASCS) are used, the data on farm units available from these sources should be adjusted to the extent possible to correspond with the employer concept. (For example, ASCS farms with no employment of hired workers should be excluded; the basis for exclusion may be those farms estimated to be less than a specific minimum of acres.)

In any case, the rationale on which employers are excluded should be consistent for all ETA 232 reports for a reporting area within a season.

- a. Item 2d, Contract Foreign Workers. Enter the number of foreign national legally contracted for temporary work in the crop activity.
  - b. Total domestic Hired Workers. Enter an estimate of the total number of domestic hired workers in the reporting area who were employed in the crop activity covered by the survey. Distribute this number in sub-items (1), (2), and (3) according to the type of worker.
3. Item 3, Employers contacted. Enter the actual number of employers from whom information about rates was obtained, and the percent this number is of all employers (item 2a) who had domestic hired workers in the crop activity during the survey period.
  4. Item 4, Number of domestic hired workers in sample, by rate.
    - a. Rate (Amount per Unit) – Column 1. Enter all wage rates, including schedules, being paid during the survey period.
      - (1) List each different rate paid to hired workers covered in the survey in descending order and grouped by method of pay.
      - (2) When a standard schedule is found to be paid by an employer, enter the word “schedule” on a single line in Column 1 just as if it were a separate rate. A copy of the schedule should be attached and a cross reference “see attached schedule” should be entered in this item.
      - (3) Rates with earnings guarantee represent a different method of payment from piece rates without earnings guarantee, and should be listed separately.
      - (4) Base rates with bonuses should also be shown separately from rates without bonuses. Piece rates should not be converted into hourly rates; likewise, hourly rates should not be converted into piece rates. Units of payment should not be expressed in the form of a range or scale, even when the same rates are shown for different unit. For Example, if workers are receiving the same rates for different units, such as .25 for a 40 pound box and .25 for a 50 pound box of apples, the rates for each weight unit should be listed separately. However, it is permissible to show a range or scale of units of payment when, and only when, the data cannot be obtained from the original source in any other manner; e.g.,

when an employer states that a single rate is paid for varying size containers.

(5) When shift, daily, weekly or monthly wages are paid, show the approximate number of hours worked in the time for which the rate is paid.

b. Number of U.S. workers – (Columns II, III and IV)

(1) Enter on the appropriate lines in Column II the number of domestic hired workers reported by employers to whom each rate in Column I is applicable. Avoid double counting. On the first line, enter the total for this column.

(2) Distribute in Columns III and IV the numbers of workers listed in Column II who meet the ETA GLOSSARY definition of the type of farm worker specified in the heading of each column. Workers whose origin is not known should be included in Column III. On the first line enter the total for each column. The sum of these two columns should equal the total in Column II.

5. Item 5, Productivity and average hourly earnings of piece rate workers. Do not include in this section information pertaining to youth under 16 years of age.

a. Enter in Column I all wage rates being paid to piece rate workers during the survey period.

b. Enter in Column II the number of workers in each category in Column I.

c. Enter in Column III the total number of hours worked by the workers in Column II.

d. Enter in Column IV the total number of units (specified in Column I) produced by the workers in Column II during the total hours worked (Column III).

e. Enter in Column V average hourly earnings based on production.

f. Enter in Column VI the number of workers personally interviewed.

g. Enter in Column VII the average hourly earnings reported by the workers personally interviewed.

6. Item 6, Comments

a. Variables affecting rates. If a variation in wage rates is reported in Item 4, explain the factors responsible for the variation, such as differences in yield and field conditions. Also discuss variations in the methods or units of payment. Unexplained statements are of no value.

- b. Prevailing wage rate(s) previous season. List the rate found prevailing in the previous season. Where wage survey data are not available, supply the best possible estimates based on ETA-223 reports. If a standard schedule of rates applied, attach a copy of the schedule or cross reference to the schedule if previously submitted.
  - c. Other. Use for any pertinent explanation of developments during the survey or reporting period which require clarification, e.g.:
    - (1) Why no wage finding is made.
    - (2) Increase or decrease in prevailing rate from comparable period of previous year.
    - (3) Factors which will aid the national office in its interpretation of data.
    - (4) Deviations from standard operating procedures or instructions.
    - (5) Use of weighting procedure to arrive at a prevailing wage finding.
    - (6) Description of perquisite arrangements included in work agreements. Perquisites are not counted as part of wages and should not be included in Item 4 of Form ETA – 232.
7. Item 7, Signature, Title and Date. Enter the signature and title of the officer responsible for the report and the date it was prepared.