

**Please Return to:**  
Virginia Employment Commission  
Economic Information Services  
Prevailing Wage Unit  
P. O. Box 1358  
Richmond, VA 23218-1358  
(804) 786-9948  
FAX (804) 786-2976

COMMONWEALTH OF VIRGINIA  
VIRGINIA EMPLOYMENT COMMISSION  
703 E. Main Street  
Richmond, Virginia 23219  
**PREVAILING WAGE REQUEST FORM**  
**H-1B NONIMMIGRANTS**

**Please Check One:**  
 H-1B Professional  
 F-1 Student

**If job is unionized and covered by a negotiated wage, use the negotiated wage and do not complete this Prevailing Wage Request Form.**

1. Name of Employer \_\_\_\_\_  
2. Address Where Alien Will Work (Including City (County) and ZIP) \_\_\_\_\_

3. Nature of Employer's Business Activity (SIC code, if known)	4. Title of Job Being Filled (DOT code, if known)	5. Title of Alien's Immediate Supervisor	6. Basic Hours Per Week
			7. Basic Rate of Pay Offered
			\$ _____ Per

8. Describe Fully the Job Duties to be Performed (Attach an additional sheet if necessary)

9. Working Conditions that Affect the Rate of Pay

10. State in detail the MINIMUM Qualifications (EDUCATION, include DEGREE) needed to perform the job duties described in Item 8.

**Please check one:**  Level I  Level II  
**See instructions under Item 10 for definition of LEVEL I and LEVEL II.**

11. Name of Requestor \_\_\_\_\_ Telephone ( ) \_\_\_\_\_ FAX ( ) \_\_\_\_\_  
Address (Number, Street, City or Town, State, ZIP Code) \_\_\_\_\_

**DEPARTMENTAL ACTION TO PROVIDE A PREVAILING WAGE DETERMINATION**

Request Number \_\_\_\_\_ Date Received \_\_\_\_\_

It is determined that your offered rate of pay:  
 meets the prevailing wage.  
 does not meet the prevailing wage.

DOT Title \_\_\_\_\_  
DOT Code \_\_\_\_\_  
OES Code \_\_\_\_\_  
Skill Level \_\_\_\_\_

The prevailing wage for the job described above is \_\_\_\_\_ per \_\_\_\_\_. Source \_\_\_\_\_

**\*\*\*THIS PREVAILING WAGE IS VALID FOR FILING APPLICATIONS AND ATTESTATIONS FOR 90 DAYS FROM THE DATE OF THIS WAGE DETERMINATION.**

Agency Official \_\_\_\_\_ Date \_\_\_\_\_

# ITEMIZED INSTRUCTIONS FOR COMPLETING PREVAILING WAGE REQUEST FORM

## (To be completed by Employer or Employer Representative)

Please check the type of work visa in the upper right corner.

**Item 1. Name of Employer.** Enter full name of business, firm, organization, or if an individual, enter name for legal purposes on documents for worksite employer.

**Item 2. Address Where Alien Will Work.** The workplace address should include city (county) and ZIP code.

**Item 3. Nature of the Employer's Business Activity.** Enter Standard Industrial Classification (SIC) Code or a brief nontechnical description, i.e., retail trade, software industry, biotechnology, university, financial institution, hospital, and community service organization, including for profit and non-profit status.

**Item 4. Title of Job Being Filled.** Enter the common name or payroll title of the job being offered. If known, include the Dictionary of Occupational Titles (DOT) code.

**Item 5. Title of Alien's Immediate Supervisor.** Enter the common occupation name or payroll title of the alien's immediate supervisor.

**Item 6. Basic Hours Per Week.** Show the basic hours of work required on a weekly basis so that a standard workweek can be established for the job.

**Item 7. Basic Rate of Pay Offered.** Enter a guaranteed basic rate of pay and the unit of pay, such as \$15.00 per hour, \$2,500 per month, or \$37,500 per year. The wage offered cannot be based on commission, bonuses, or other incentives, unless the employer guarantees a wage paid on a weekly, biweekly, or monthly basis. Only the minimum amount guaranteed to the employee can be reported.

**Item 8. Describe Fully the Job Duties to be Performed.** Describe the job by using action verbs to explain the tasks to be performed. An employer may want to consult a Dictionary of Occupational Titles to assist in the development of the job description. The DOT contains 12,741 definitions and is available at all libraries that serve as repositories for government documents, U.S. Government Printing Office stores, and State Employment Security Agencies. The following guidelines are suggested for employers to use:

- a. Where there are several duties, start with the most important one first.
- b. Identify the tools, equipment, and machines the worker in the job uses.
- c. Specify pertinent working conditions.
- d. Indicate the skill level (complexity) and degree of supervision required to perform the job duties and responsibilities.
- e. For jobs requiring supervisory duties, the employer needs to describe the activities the incumbent will supervise, the extent and authority to hire, fire, train, schedule, and evaluate, as well as the numbers and occupations of workers supervised. (A supervisory position is another occupational category and different from the occupational family of the worker supervised. It will be reflected as such and be categorized in a different DOT code.)

**Item 9. Working Conditions that Affect the Rate of Pay.** Some examples of the working conditions are cold temperatures, working with dangerous chemicals, etc., which results in Hazard Pay Differentials. Other examples deal with work schedules such as evening or weekend hours, steady shifts or rotating shifts, etc., which results in Shift Pay Differentials.

**Item 10. MINIMUM Qualifications.** State in detail the MINIMUM education, training, experience, and other special requirements for any worker to perform satisfactorily the job duties described in Item 8. Identify licensing or certification needed, minimum foreign language proficiency, or keyboard accuracy and speed as reflected in test results.

LEVEL I: Beginning level employees who have a basic understanding of the occupation through education or experience. They perform routine to moderately complex tasks that require limited exercise of judgment and provide experience and familiarization with the employer's methods, practices and programs. They may assist staff performing tasks requiring skills equivalent to a level II and may perform higher level work for training and developmental purposes. These employees work under close supervision and receive specific instructions on required tasks and results expected. Work is closely monitored and reviewed for accuracy.

LEVEL II: Fully competent employees who have sufficient experience in the occupation to plan and conduct work requiring judgment and the independent evaluation, selection, modification and application of standard procedures and techniques. Such employees use advanced skills and diversified knowledge to solve unusual and complex problems. They may supervise or provide direction to level I staff. These employees receive only technical guidance and their work is reviewed for application of sound judgment and effectiveness in meeting the establishment's procedures and expectations.

Do not duplicate the time requirements for education, training, and experience. Do not use phrases such as "familiar with", "knowledgeable of" or "able to".

Do not include restrictive requirements which are not actual business necessities for performance of the job and which could limit consideration of otherwise qualified U.S. workers.

Examples: "must possess or be eligible for State Civil Engineer License...fluent in Mandarin Chinese...must have minimum of 400 hours flight time including 200 hours as pilot-in-command and 100 hours tailwheel...3 months experience using WordStar program..."

**Item 11. Name of Requestor.** Enter the employer or employer representative requesting the prevailing wage determination. This includes the requestor's name, telephone number, FAX number, and complete mailing address.

The rest of this form is for DEPARTMENTAL ACTION TO PROVIDE PREVAILING WAGE DETERMINATION.