

November 25, 2014

DIRECTIVE:	JOB CORPS PROGRAM INSTRUCTION NOTICE NO. 14-17
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TO: ALL JOB CORPS NATIONAL OFFICE STAFF
ALL JOB CORPS REGIONAL OFFICE STAFF
ALL JOB CORPS CENTER DIRECTORS
ALL JOB CORPS CENTER OPERATORS
ALL NATIONAL TRAINING AND SUPPORT CONTRACTORS
ALL OUTREACH, ADMISSIONS, AND CTS CONTRACTORS

FROM: LENITA JACOBS-SIMMONS
National Director
Office of Job Corps

SUBJECT: Survey of Pay Rates for Contract Employees

1. Purpose. Job Corps centers' must submit an assessment of pay rates for contract employees. This is the first step in implementing the Federal mandate establishing minimum wage for contractors.

2. Background. February 12, 2014, President Barack Obama issued Executive Order (EO) 13658, "Establishing a Minimum Wage for Contractors." The Order requires that a minimum wage of \$10.10 for workers, per hour, be included in agency solicitations for covered Federal contracts and contract-like instruments.

EO 13658 explains that "(r)aising the pay of low-wage workers increases their morale and the productivity and quality of their work, lowers turnover and its accompanying costs, and reduces supervisory costs." Such that, it continues "will lead to improved economy and efficiency in Government procurement."

3. Action. **All Job Corps centers must complete the survey found at the home page of the Job Corps Community web site by December 1, 2014**, so the National Office may determine adjustments needed to comply with Executive Order 13658. This survey is Job Corps' first step in implementing the Order.

From the Survey Announcement on the Home Page, click the link for "Survey.xlsx." Open the survey, enable editing, and enter the information requested in each column. When you have entered all the information, save the spreadsheet to your local PC, then email it to wagesurvey@jobcorps.org.

The completed saved survey spreadsheet should have your contract name in the title, and the subject of your email should be "Survey – [Contractor Name]."

Addressees are to ensure this Program Instruction Notice is distributed to all appropriate staff.

The instructions for completing the survey are as follows:

Column 1 – Enter the Contractor Name

Column 2 – Enter the name of the contract being reported (e.g., Georgia OA or Atterbury JCC). Each unique contract must be listed separately.

Column 3 – Enter the Contract Number

Column 4 – Do you have any individuals billed to this contract that currently earn less than \$10.10 an hour [Yes/No]?

**If No, do not continue with the survey,
If Yes, complete the following fields**

Column 5 – Enter the Indirect Cost Rate as stated in the contract

Column 6 – Enter contract Fringe Benefit Rate

Column 7 – Enter the position title for each FTE earning less than \$10.10/hour (exclude part-time student workers). Each distinct position title must be entered separately.

Column 8 – Enter the actual hourly salary for each distinct position title identified in Column 7. You should have multiple entries for each distinct hourly amount.

Column 9 – Enter the number of FTEs earning the exact rate stated in Column 8

Column 10 – Enter the number of hours worked annually by these staff

Column 11 – Point of contact if more information is necessary

Column 12 – Telephone number for the point of contact

4. Expiration Date. Indefinite.

5. Inquiries. Inquiries should be directed to Bob Pitulej in the Office of Job Corps at (202) 693-8013 or Pitulej.Robert.W.@dol.gov, or Jeffrey Saylor in the Office of Contract Management at (202) 693-3152 or Saylor.Jeffrey@dol.gov.