



STATE OF ALASKA
ALASKA CLEAN/DRINKING WATER FUND
FORCE ACCOUNT LABOR RATE WORKSHEET

This worksheet is provided to assist communities in obtaining approval of force account labor rates for loan reimbursement. You are under no obligation to claim all costs or to fill out entire form. For basic hourly rates, Sections A, B, G and H should be completed for each job classification. Sections C, D, E and F are provided to assist you in computing straight labor rates. If reimbursement for city owned equipment is also desired, please provide a list of equipment and charge rates along with the appropriate Force Account Labor Rate Worksheets for ADEC review and approval.

Job Classification: _____

A. Calculate Monthly Workhours

Working Hours Per Month = _____
 (workhours per week x 52 weeks per year divided by month per year)

B. Calculate Hourly Pay Rate

Monthly Pay Rate Ranges from \$ _____ to \$ _____
 Hourly Pay Rate Ranges from \$ _____ to \$ _____
 (monthly pay rate divided by working hours per month = Pay rate per hour)

C. Calculate Hourly Benefit Rate

Social Security (FICA)	_____	%
Workers Compensation (W/C)	_____	%
Retirement Contribution (PERS)	_____	%
Unemployment Insurance (SUI)	_____	%
Total Benefits Percentage	_____	%

Hourly Benefit Rate Ranges from \$ _____ to \$ _____
 (hourly pay rate x total benefits percentage = Hourly Benefit Rate)

D. Calculate Hourly Insurance Rate

Health and Dental Ranges from	\$ _____	to	\$ _____
Accidental Death	\$ _____	to	\$ _____
Basic Life	\$ _____	to	\$ _____
Other: _____	\$ _____	to	\$ _____
Total Insurance Benefits	\$ _____	to	\$ _____

Hourly Insurance Rate from \$ _____ to \$ _____
 (total insurance benefits divided by working hours per month = Insurance Rate Per Hour)

E. Calculate Hourly Leave Rate

Vacation Leave days per month ranges from _____ days to _____ days

Sick Leave days per month ranges from _____ days to _____ days

Leave Hours Per Month Ranges from _____ hours to _____ hours
(vacation plus sick leave days per month x working hours per day = Leave Hours Per Month)

Leave Rate Per Hour Ranges from \$ _____ to \$ _____
(pay rate per hour x leave hours per month divided by working hours per month = Leave Rate Per Hour)

F. Calculate Hourly Holiday Rate

Paid Holidays Per Year = _____ days

Holiday Rate Per Hour Ranges from \$ _____ to \$ _____

(paid holidays per year divided by 12 months divided by working hours per month x working hours per day x pay per hour = Holiday Rate Per Hour)

G. Calculate Hourly Charge Rate

	Hourly Low Rate	Hourly High Rate
Pay Rate	\$ _____	\$ _____
Benefit Rate	\$ _____	\$ _____
Insurance Rate	\$ _____	\$ _____
Leave Rate	\$ _____	\$ _____
Holiday Rate	\$ _____	\$ _____
Total:	\$ _____	\$ _____

H. Certification

Based on the details shown above for the _____
job classification, we request approval of a low rate of \$_____ per hour, and a high rate of
\$_____ per hour inclusive for all employees in this job classification engaged in force account
work that will be effective on _____ and be valid for _____.

Signature

Title

Date
