

ALASKA DRINKING WATER FUND

Force Account Approval Form

This form presents force account expenses. You are under no obligation to claim all costs or to fill out the entire form. Sections A, B, G and H must be completed for each job classification. However, sections C, D, E and F are provided to assist you in computing your force account expenses and are not required. You will also need to provide a list of equipment and charge rates for city owned equipment which will be charged to the loan funded part of the project.

Job Classification: _____

A. Calculate Monthly Workhours

(workhours per week x 52 weeks per year divided by months per year)

Working Hours Per Month = _____

B. Calculate Hourly Pay Rate

Monthly Pay Rate Ranges from \$_____ to \$_____

(monthly pay rate divided by working hours per month = Pay rate per hour)

Pay Rate Per Hour Ranges From \$_____ to \$_____

C. Calculate Hourly Benefit Rate

Social Security (FICA) _____%

Workers Compensation (W/C) _____%

Retirement Contribution (PERS) _____%

Unemployment Insurance (SUI) _____%

Benefits Percentage: _____%

(pay rate per hour x benefits percentage = benefit rate per hour)

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

D. Calculate Hourly Insurance Rate

Health and Dental Ranges from \$_____ to \$_____

Accidental Death \$_____ to \$_____

Basic Life \$_____ to \$_____

Other: _____ \$_____ to \$_____

(Insurance benefits divided by working hours per month = Insurance Rate Per Hour)

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

E. Calculate Hourly Leave Rate

Leave days per month _____

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

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

(leave days per month x working hours per day = leave hours per month)

Leave Hours Per Month Ranges From _____ days to _____ days

(pay rate per hour x leave hours per month divided by working hours per month=leave rate per hour)

Leave Rate Per Hour Ranges from _____ days to _____ days



F. Calculate Hourly Holiday Rate

Paid Holidays Per Year = _____ days

(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)

Holiday Rate Per Hour Ranges from \$ _____



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 a median of the low hourly rate and the high hourly rate detailed above, we request approval of \$ _____ per hour inclusive for all employees in this job classification engaged in force account work.

Title

Date

Signature

