

**NEW YORK STATE THRUWAY AUTHORITY  
CONSULTANT INSTRUCTION**

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**SUBJECT: SALARY SCHEDULE - EXHIBIT A**

**DATE: June 26, 2007**

**CODE: 07-5**

**SUPERSEDES: 06-2**



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**DISTRIBUTION: All**

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The attached Exhibit A and notes shall be used when preparing Salary Schedules under Thruway Authority Engineering Agreements. For ease of use, it is recommended that an electronic version of the Salary Schedule be used. To receive an electronic version, call the contact listed above.

JOB TITLE is determined by the ENGINEER and all titles shall include the appropriate or equivalent ASCE (A) or NICET (N) grade. Administrative titles are considered overhead expenses and should NOT be included in the Salary Schedule.

When determining AVERAGE HOURLY RATES, note the following:

1. PRESENT rates shall be the current average hourly rates for each Job Title.
2. PROJECTED (Midpoint) rates are used for budgeting purposes and should be determined based on a projection of the PRESENT rates out to the midpoint of the project.

When determining MAXIMUM HOURLY RATES, note the following:

1. MAXIMUM HOURLY RATES shall be the maximum rate ENGINEER expects to be reimbursed for each Job Title.
2. MAXIMUM HOURLY RATES for each job title are limited to the Thruway Authority's maximum allowable hourly rates unless otherwise permitted in writing by the Authority.
3. The ENGINEER shall provide proposed maximum hourly rates for each year of the project term plus an additional year or four (4) years, whichever is less.

An Overtime Category, as defined in Exhibit A, should be assigned for each job title.

Should the ENGINEER pay any direct salary rates in excess of those provided for in Exhibit A, the excess amount shall be borne by the Engineer without reimbursement, either as a direct cost or as part of the firm's overhead allowance.

If ENGINEER is required to or would like to request a revision to an existing Salary Schedule (to add new years or titles), please call the contact listed above.

Exhibit A  
Salary Schedule

Consultant Name  
Project Description  
D#

JOB TITLE	ASCE (A) or NICET (N) Grade	AVERAGE HOURLY RATES		MAXIMUM HOURLY RATES				OVERTIME CATEGORY (A, B or C)
		PRESENT mo/yr	PROJECTED (Midpoint) mo/yr	Year 2007	Year 2008	Year 2009	Year 2010	
	IX (A)							
	VIII (A)							
	VII (A)							
	VI (A)							
	V (A)							
	IV (A)							
	III (A)							
	II (A)							
	I (A)							
	IV (N)							
	III (N)							
	II (N)							
	I (N)							
	NA							
	NA							

Notes:

It shall be the ENGINEER'S responsibility to pay prevailing wage rates and supplements as required by the NYS Department of Labor, for services requiring such rates and supplements. Prevailing wage rates and supplemental benefits are only eligible for hours worked in the field. Travel time to and from the field is excluded from prevailing wage rate and supplemental benefit eligibility.

Maximum Hourly Rates are limited to the Thruway Authority's maximum allowable hourly rates unless otherwise permitted in writing by the Authority.

ENGINEER'S OVERTIME COMPENSATION POLICY

It shall be the ENGINEER'S responsibility to comply with Labor Laws in the payment of overtime. The ENGINEER'S overtime compensation policy controls what overtime category is assigned to each job title listed above.

Category A - no overtime compensation

Category B - overtime compensated at straight time rate

Category C - overtime compensated at straight time rate x 1.5 (Premium Overtime)

THRUWAY AUTHORITY'S OVERTIME REIMBURSEMENT POLICY

The Authority's overtime reimbursement policy controls what overtime is reimbursed to the ENGINEER.

Overtime applies to hours worked in excess of the normal working hours of 40 hours per week on Authority projects, earned due to a legal holiday, or under terms which are specifically approved by the Authority. The Authority will only reimburse Premium Overtime for Category C employees (at the ASCE V equivalent and under) when prior approval is obtained from the Authority in writing.

Night shift work shall be compensated at ten (10) percent above the regular hourly rate for the hours worked during a night shift period only when prior written approval is obtained from the Authority for the assignment. Reimbursement for the night shift work shall be paid at the overtime rate or at the night shift differential rate, whichever is higher, but not in any combination of the two rates. All Authority overtime policies stated herein shall apply when determining a reimbursement. Night shift differential shall be paid for hours between \_\_\_\_ PM and \_\_\_\_ AM.