

Western Michigan University

**ACTUAL WAGE WORKSHEET (E-3)**

Federal law requires employers to document that E-3 workers will not be paid less than the actual wage paid to other similarly employed workers at Western Michigan University. Below, please provide the required information on similarly employed workers in the hiring department/unit. Begin the comparison with individuals holding the same title and doing comparable work to what the E-3 worker will be doing. If there are no others with the same title, compare the E-3 worker’s position with other positions having similar duties. It may be necessary to obtain comparative data from other units within your college or division.

The rationale for arriving at the salary for each worker should be clear. Total experience, qualifications, education, job responsibilities and functions, specialized knowledge, and other legitimate factors (i.e., publications, patent development, receipt of an international prize, or other meritorious performance rewarded as part of a defined pay system of WMU) may be considered. Please note that **limited grant or department funding is not a legitimate reason for paying less, nor are market conditions**. The Labor Condition Application cannot be filed until this worksheet has been adequately completed by the hiring department/unit.

Title of Similarly Employed Worker	Annual Salary	Work Hours Per Week

A detailed explanation is required if the E-3 worker will be paid less than any other similarly employed worker (specific # of years of experience, etc.); \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Actual Wage Data Provided by:

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

\* In addition, E-3 workers must not be paid less than similarly employed workers in the geographic area. This figure, called a “prevailing wage,” will be obtained from the Michigan Department of Labor & Economic Growth unless the position is represented by a union. The hiring department will be informed by International Student and Scholar Services (I3S) if there is a problem with this wage.