CHAPTER 4 COMMON VIOLATIONS & HOW TO AVOID THEM

he California Labor Code requires that workers employed by contractors or subcontractors in the execution of a public works contract must be paid the State-determined prevailing wage rate. All contractors and subcontractors are responsible for ascertaining and complying with all current general prevailing wage rates for crafts and any rate changes that occur during the life of the contract. Failure to pay the correct prevailing wage rates can have numerous causes. The following are common mistakes contractors tend to make:

- Using the incorrect wage determination
- Not understanding the double asterisk (**) rule
- Not applying Predetermined Increases
- Ignoring the footnotes in the wage determination
- Not utilizing the Important Notices issued by the Department of Industrial Relations (DIR) and Advice Letters
- Failure to submit Certified Payroll Reports
- Misclassification of workers
- Not following Apprenticeship Requirements

Using the Correct Wage Determination

State prevailing wage rates apply to all public works contracts as set forth in Labor Code Sections 1720, 1720.2, 1720.3, 1720.4, 1720.6, and 1771. The General Prevailing Wage Determination is established by the California Department of Industrial Relations (DIR), Division of Labor Statistics and Research (DLSR).

The DIR's Prevailing Wage Determination can be found at the following website: http://www.dir.ca.gov/oprl/DPreWageDetermination.htm

Prevailing Wage Determinations for journeyman as well as apprentice schedules can be accessed from this site.

Prevailing Wage Determinations are issued by the Department of Industrial Relations twice a year, on February 22 and August 22. Wage determinations are referenced by the four digit year followed by a dash (-) then a one (1) or a two (2). A one (1) is for the February 22 determination; a two (2) is for the August 22 determination. For example, the Prevailing Wage Determinations for 2005 are 2005-1 and 2005-2.

The correct wage determination for a project is determined by the advertisement date of the invitation to bid. Projects advertised from February 22 to August 21 would use the yyyy-1 wage determination. Projects advertised between August 22 and February 21 would use the yyyy-2 wage determination.

NOTE: According to the Department of Industrial Relations, each Prevailing Wage Determination is effective 10 days after its issued date.

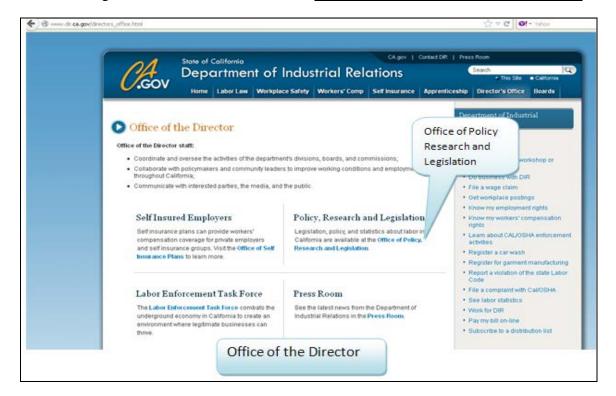
Example: Advertisement date of the invitation to bid is March 15, 2005. The correct Prevailing Wage Determination would be 2005-1. "2005" represents the four digit year and "1" because the project was advertised between February 22 and August 21.

This section will show the step by step instruction on how to access and use Prevailing Wage Determinations found on the DIR Prevailing Wage website.

From the DIR homepage, http://www.dir.ca.gov, select the Director's Office link.



After selecting the Director's Office link, Select Office of Policy Research and Legislation



Select <u>View Prevailing Wage Determinations</u>, <u>Statistics</u>, <u>and Databases</u> link on the screen below.

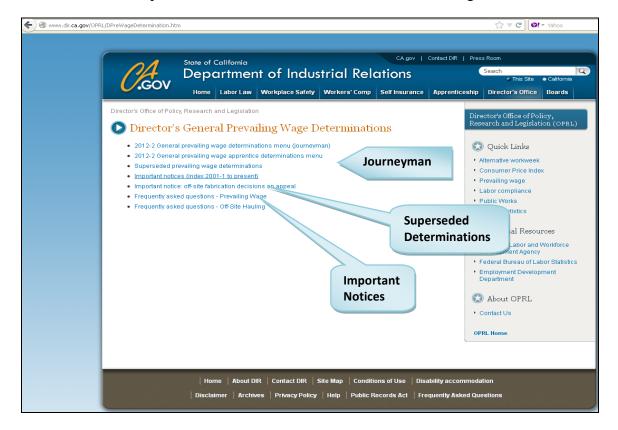


Select **Prevailing Wage Determinations**, **General** link on the screen below.



Director's General Prevailing Wage Determination

Prevailing Wage Determinations for journeymen as well as apprentice schedules, shift differentials, and important notices can be accessed from the following screen.



<u>Important Notices</u> link will give you new information that may expand or alter particular workers classification.

The <u>Journeyman</u> link refers to the payments that must be made to workers who are **NOT** registered by a State Division of Apprenticeship Standards (DAS) recognized apprenticeship program. Those who are registered would be considered an Apprentice and can be paid the apprentice rate found on the <u>Apprentice</u> link.

The **Superseded determination** link will be discussed on the following page.

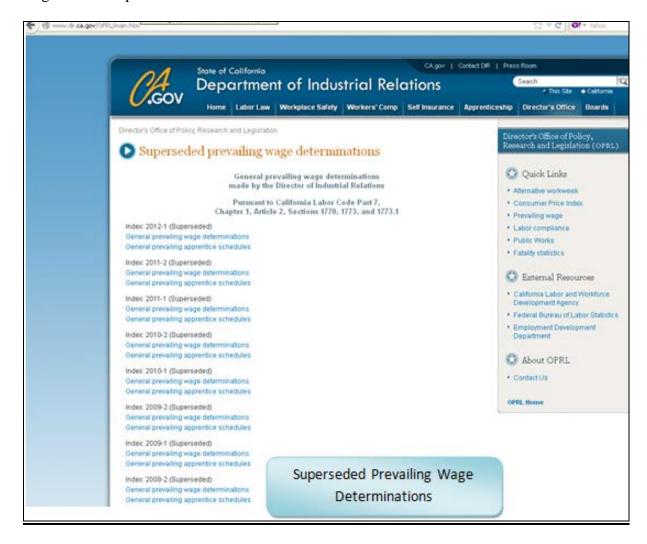
Superseded Determinations

<u>Superseded Determinations</u> link refers to previously issued Prevailing Wage Determinations.

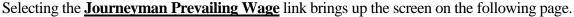
Depending on the bid advertisement date, contractors may have to use the **Superseded Determination** to find the appropriate Prevailing Wage Rate.

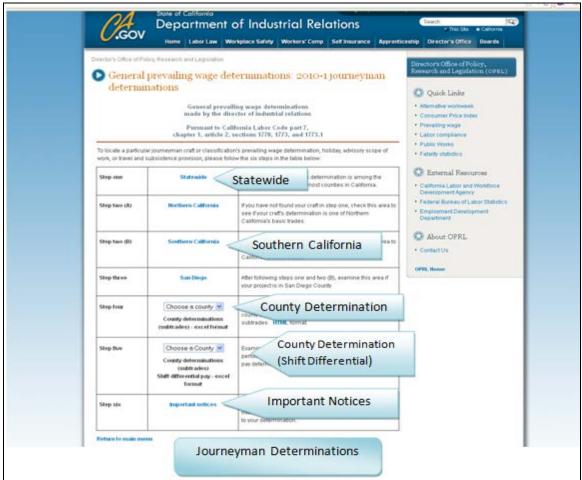
NOTE: The correct prevailing wage determination is determined by the advertisement date of the invitation to bid. Projects advertised from February 22 to August 21 would use the yyyy-1 prevailing wage determination. Projects advertised between August 22 and February 21 would use the yyyy-2 prevailing wage determination.

Select the appropriate **Superseded Prevailing Wage Determination** to view prevailing wage rate for superseded determinations.



Journeyman Determination





Statewide: Crafts that apply to the entire state of California.

Southern California: Crafts that apply only to Southern California.

<u>County Determinations</u>: Crafts and/or Sub crafts that apply to particular counties across California. (NOTE: You will be using many crafts from this link for LAUSD projects).

<u>County Determination (Shift Differential):</u> County crafts, such as Electrician and Plumber which have shift differentials, are included in this link.

<u>Important Notices</u>: Relevant information that expands and/or alters workers classifications.

Selecting either the <u>Statewide</u> link or <u>Southern California Determination</u> link will bring up the screens on the next page, respectively.

Statewide and Southern California Prevailing Wage Determination

The Statewide and Southern California Prevailing Wage Determination screens are very similar, but will provide links for different determinations.

Determinations: The prevailing wage rate that must be paid to this particular craft.

Holidays: Holidays that apply to this craft.

Scope of Work: What type of work this craft is allowed to do.

<u>Travel & Subsistence:</u> The policy and procedure in regards to payments for traveling, lodging, parking, etc.

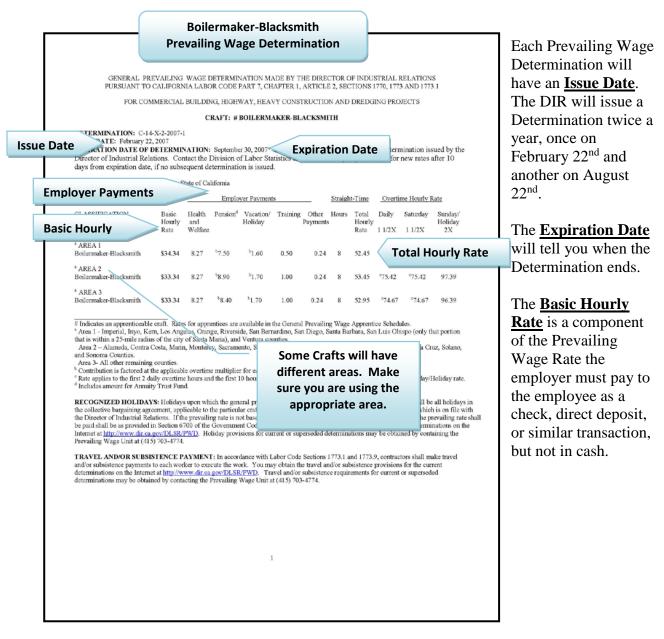
<u>Predetermined Increases:</u> Definite changes to the basic hourly wage rate, overtime, holiday pay rates, and employer payments.





Reading a Prevailing Wage Determination

Selecting a Craft, for example, the **Boilermaker-Blacksmith** link on the Statewide Determination webpage will bring up the following screenshot.



The **Employer Payments**, second component the employer must pay, refers, collectively, to the payments an employer must pay for workers' Health, Pension, Training, Vacation, Holiday, Welfare, and Other Payments.

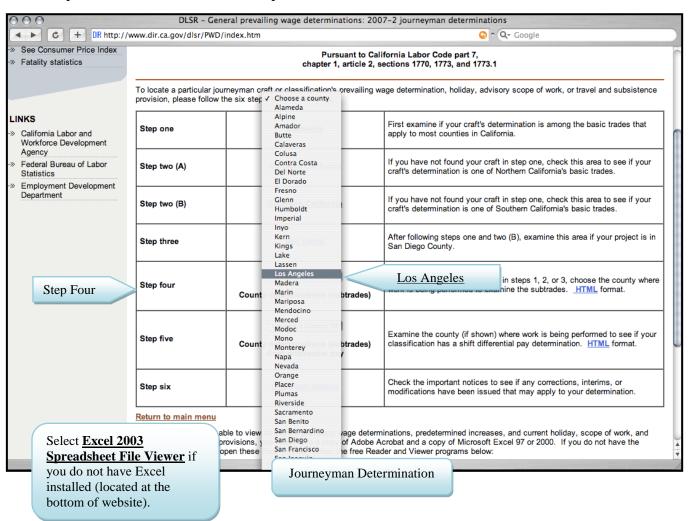
The <u>Total Hourly Rate</u> refers to what the employer must pay, the Basic Hourly Rate and the Employer Payments.

Sub trades

To find a determination for a craft that is not located within the Statewide or Southern California determination link use the drag down menu located on **Step four** and select **Los Angeles**.

NOTE: In order to use the drag down menu, you must have Microsoft Excel installed on your computer to properly open the file. If you do not, the **Excel 2003 Spreadsheet File Viewer** link can be found at the bottom of the webpage. Once installed, you may then use the Drag down menu.

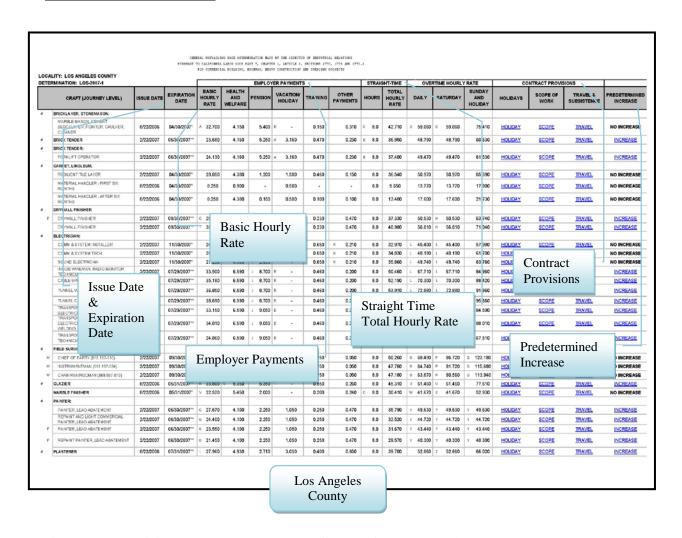
If you do not wish to use the Excel version, you may use the **HTML** version. This will be explained in detail later in this chapter.



Once <u>Los Angeles</u> has been selected on the drop down menu, the screenshot on the following page will appear.

Los Angeles County

Below is the Prevailing Wage Determination 2007-1 for Los Angeles County. Although the format is different from the Statewide and Southern California Prevailing Wage Determination, the same information such as; the <u>Issue Date & Expiration Date</u>, <u>Basic Hourly Rate</u>, <u>Employer Payments</u>, <u>Straight-Time Hourly Rate</u>, <u>Contract Provisions</u> and <u>Predetermined Increases</u> are available.



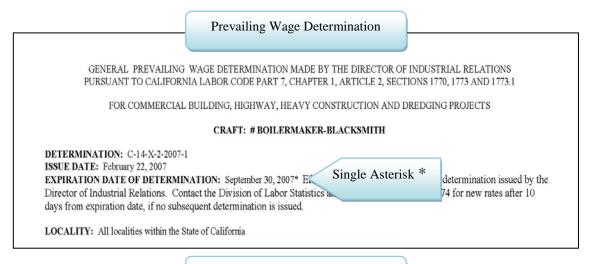
The <u>Contract Provisions</u> include links for the <u>Scope of Work, Holiday, Travel and Subsistence</u>, and <u>Predetermined Increases</u>. Once selected, the information will be displayed for your view.

Understanding the Double Asterisk (**) Rule

Contractors must be aware of the single (*) and double (**) asterisks. Within the wage determination for a specific trade, the expiration date will be followed by a single (*) or double (**) asterisk. A single asterisk indicates that the rate for that specific classification will be in effect for the duration of the project. A double asterisk indicates that the rate for that specific classification is subject to change according to **Predetermined Increases**.

Example: The 2005-1 Prevailing Wage Determination for a particular craft has an expiration date of June 18, 2005**. The double asterisk indicates that the rate for that specific classification is subject to change. To determine the correct wage rate, the Predetermined Increases need to be applied. Apply the expiration date and the single (*) asterisk and double (**) asterisk accordingly.

Each Prevailing Wage Determination will show either a single asterisk * or a double asterisk ** (see pictures below).

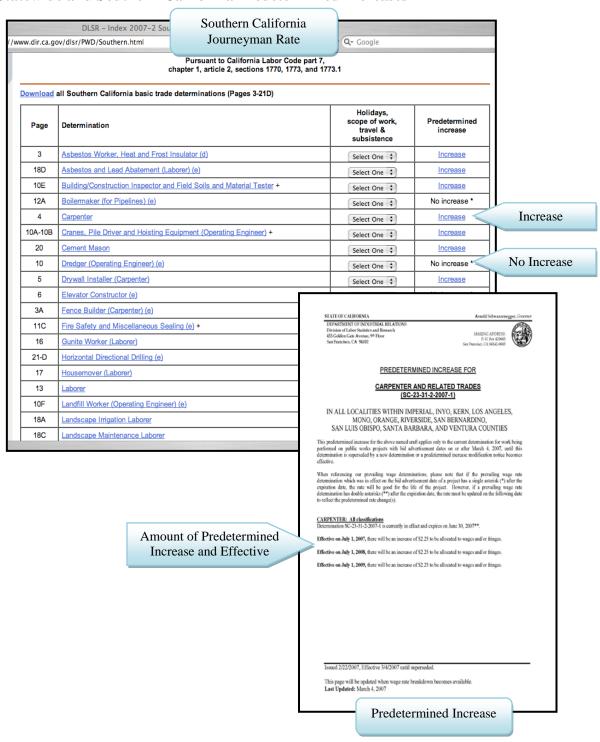


			Preva	iling V	Vage D	etermi	nation						_
	ALITY: LOS ANGELES COUNTY		PURSUANT 1	TO CALIFORNIA	LABOR CODE P	ART 7, CHAPTE HIGHWAY, HEAV	Y CONSTRUCTION	SECTIONS 177 AND DREDGING	0, 1773 AND 1773				
ETE	CRAFT (JOURNEY LEVEL)	ISSUE DATE	EXPIRATION DATE	BASIC HOURLY RATE	HEALTH AND WELFARE	PENSION	VACATION/ HOLIDAY	TRAINING	OTHER PAYMENTS	HOURS	TOTAL HOURLY RATE	DAILY	
,	BRICKLA YER, STONEMA SON,												Ī
	MARBLE MASON, CEMENT BLOCKLAYER, POINTER, CAULKER, CLEANER	8/22/2006	04/30/2007*	A 32.700	Double	Astori	ok **	0.150	0.310	c 8.0	42.710	D 59.060)
	BRICK TENDER	2/22/2007	06/30/2007**	< 1	Jouble	Asten	.SK	0.470	0.230	E 8.0	36.950	48.790)
	BRICK TENDER:												
	FORKLIFT OPERATOR	2/22/2007	06/30/2007**	24.130	4.160	5.250	A 3.160	0.470	0.230	E 8.0	37.400	49.470)
	CARPET, LINOLEUM,												
	RESIDENT TILE LAYER	2/22/2007	04/30/2007*	28.850	4.380	1.200	1.500	0.460	0.150	8.0	36.540	50.970)
	MATERIAL HANDLER - FIRST SIX MONTHS	8/22/2006	04/30/2007*	8.250	0.900	-	0.500			8.0	9.650	13.770)
	MATERIAL HANDLER - AFTER SIX MONTHS	8/22/2006	04/30/2007*	8.250	4.380	0.150	0.500	0.100	0.100	8.0	13.480	17.600)
	DRYWALL FINISHER												
F	DRYWALL FINISHER	2/22/2007	09/30/2007**	G 26.410	4.100	3.050	3.070	0.230	0.470	8.0	37.330	50.530	j

Applying Predetermined Increases

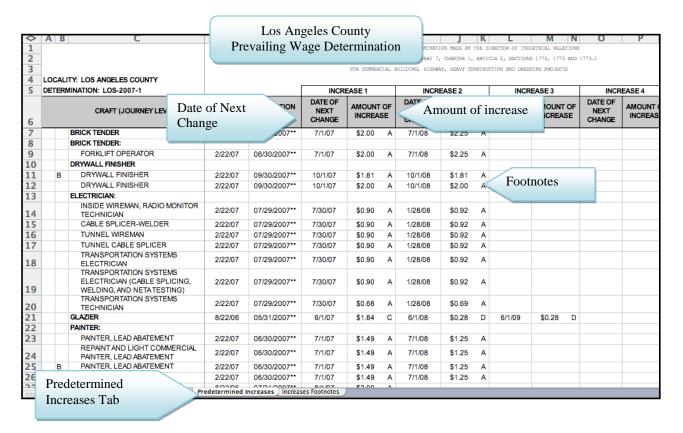
A <u>Predetermined Increase</u> is another word for a raise. This is a raise that has already been set and will be given on a particular date. Prevailing Wage Determinations followed by double asterisks are subject to Predetermined Increases.

Statewide and Southern California Predetermined Increases



Los Angeles County Predetermined Increases

Using the tabs at the bottom of the Los Angeles County Prevailing Wage Determination, select the **Predetermined Increases** Tab.



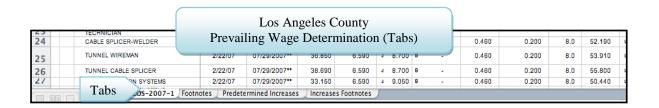
<u>Amount of Increase</u> indicates how much the Prevailing Wage Rate will increase. Allocation for these increases can be found in the Increase Footnote tab. There are sometimes more than one Increase scheduled

<u>Date of Next Change</u> refers to the date in which the increase is scheduled to change.

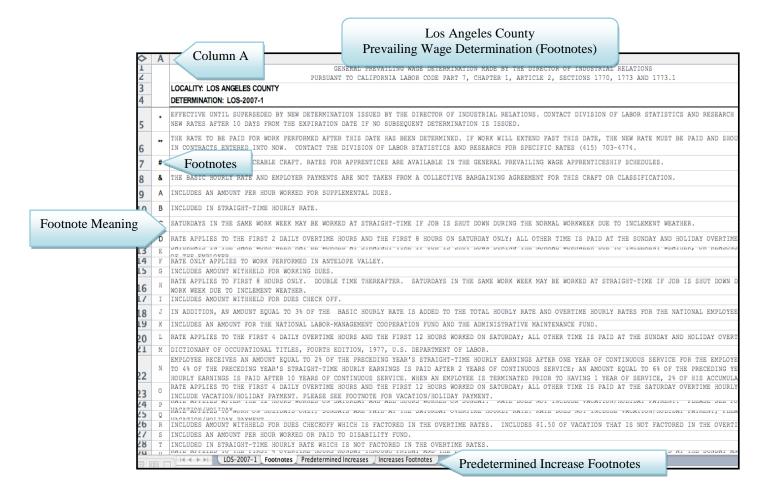
Utilizing the Footnotes in the Wage Determination

Within the wage determinations, there are footnotes associated with the employer payments and/or fringe benefit packages that contribute to the total hourly rate that constitute a Prevailing Wage Determination. Applicable footnotes are usually identified by an alphabetical character(s).

			Los Angeles County												
\diamond	A B	C I	Prevailing	Wage De	termina	tion (F	oot	tnotes)		K	L	M	N	0	Р
1			Ü	U		`		· ·	MADE BY	THE D	IRECTOR OF IND	USTRIAL REL	ATIONS		
2					PURSUANT	TO CALIFORN	IA LAB	OR CODE PART 7	, CHAPTER 1,	ARTIC	CLE 2, SECTION	S 1770, 177	3 AND	1773.1	
3						FOR COMMER	CIAL B	UILDING, HIGHW	MAY, HEAVY CO	NSTRU	CTION AND DRED	GING PROJEC	TS		
4 L	LOCAL	ITY: LOS ANGELES COUNTY													
5 [DETER	MINATION: LOS-2007-1		INCREASE 1			INCR	EASE 2		INCR	REASE 3		INCREASE 4		
6		CRAFT (JOURNEY LEVEL)	ISSUE DATE	ISSUE DATE EXPIRATION DATE		DATE OF NEXT CHANGE AMOUNT OF INCREASE		DATE OF NEXT CHANGE AMOUNT OF INCREASE			DATE OF NEXT CHANGE	AMOUNT OF INCREASE		DATE OF NEXT CHANGE	AMOUN' INCREA
7		BRICK TENDER	2/22/07	06/30/2007**	7/1/07	\$2.00	Α	7/1/08	\$2.25	Α					
8		BRICK TENDER:				*									
9		FORKLIFT OPERATOR	2/22/07	06/30/2007**	7/1/07	\$2.00	Α	7/1/08	\$2.25	Α					
LO		DRYW													
11	В	Footnote	2/22/07	09/30/2007**	10/1/07	\$1.81	Α	10/1/08	\$1.81	Α					
12		DRY	2/22/07	09/30/2007**	10/1/07	\$2.00	Α	10/1/08	\$2.00	Α	10/1/09	\$1.85	Α		
L3		ELECTRICIAN:													
L4		INSIDE WIREMAN, RADIO MONITO TECHNICIAN	R 2/22/07	07/29/2007**	7/30/07	\$0.90	Α	1/28/08	\$0.92	Α					
L5		CABLE SPLICER-WELDER	2/22/07	07/29		\$0.90	Α	1/28/08	\$0.92	Α					
16		TUNNEL WIREMAN	2/22/07	07/29 FOO	otnote		Α	1/28/08	\$0.92	Α					
L7		TUNNEL CABLE SPLICER	2/22/07	07/29		øU.90	Α	1/28/08	\$0.92	Α					
18		TRANSPORTATION SYSTEMS ELECTRICIAN	2/22/07	07/29/2007**	7/30/07	\$0.90	Α	1/28/08	\$0.92	Α					
19		TRANSPORTATION SYSTEMS ELECTRICIAN (CABLE SPLICING, WELDING, AND NETATESTING)	2/22/07	07/29/2007**	7/30/07	\$0.90	Α	1/28/08	\$0.92	Α					
20		TRANSPORTATION SYSTEMS TECHNICIAN	2/22/07	07/29/2007**	7/30/07	\$0.68	Α	1/28/08	\$0.69	Α					
21		GLAZIER	8/22/06	05/31/2007**	6/1/07	\$1.84	С	6/1/08	\$0.28	D	6/1/09	\$0.28	D		
22		PAINTER:													
23		PAINTER, LEAD ABATEMENT	2/22/07	06/30/2007**	7/1/07	\$1.49	Α	7/1/08	\$1.25	Α					
24		REPAINT AND LIGHT COMMERCIA PAINTER, LEAD ABATEMENT	2/22/07	06/30/2007**	7/1/07	\$1.49	Α	7/1/08	\$1.25	Α					
25	В	PAINTER, LEAD ABATEMENT	2/22/07	06/30/2007**	7/1/07	\$1.49	Α	7/1/08	\$1.25	Α					
26	В	ARATEMENT	2/22/07	06/30/2007**	7/1/07	\$1.49	Α	7/1/08	\$1.25	Α					



On the bottom of the Excel sheet, there will be tabs (as shown on the picture above). Selecting the <u>Footnotes</u> tab will bring up the Footnotes screen.



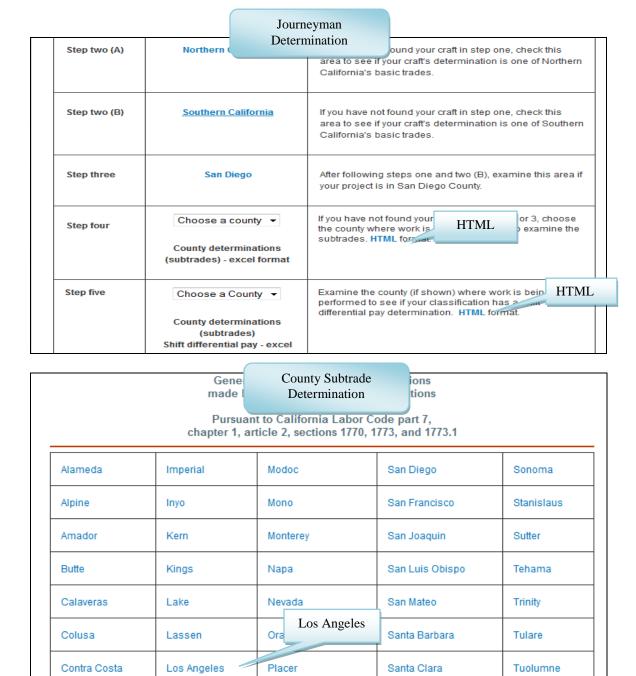
Each Footnote will have its own distinct meaning. It is important to understand what each footnote means and apply it to the proper Prevailing Wage Rate. Not understanding and/or properly applying the footnotes may result in violation of California Labor Code.

Predetermined Increases have a separate footnote tab labeled "Increases Footnotes." These footnotes only apply to the wage increases contained in the "Predetermined Increases" worksheet.

HTML Version

If you do not wish to use the Excel version of the determination, you may download the HTML version as shown below.

Selecting the HTML link will prompt you to select a county.



Once <u>Los Angeles</u> has been selected, the following screen will appear listing all the crafts, dates, employer payments, etc. for each craft and its shift.

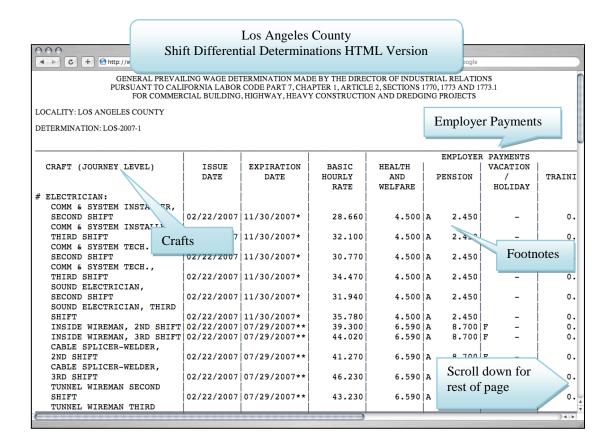
Santa Cruz

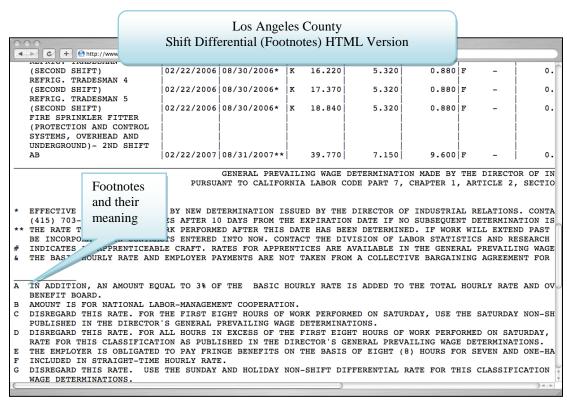
Plumas

Madera

Del Norte

Ventura

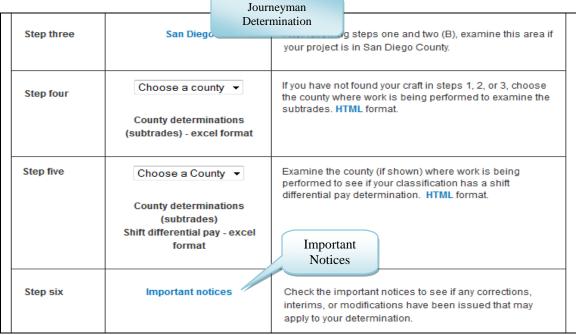


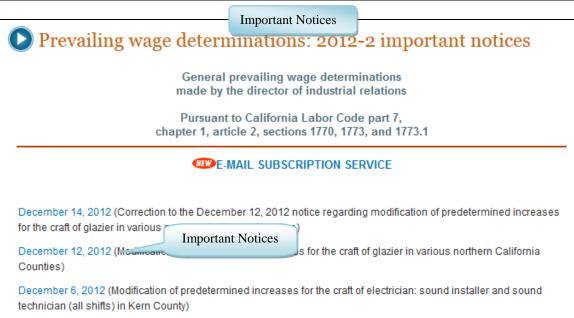


Utilizing the Important Notices and Advice Letters (Precedential Public Works Decisions)

Important Notices

<u>Important Notices</u> issued by the Department of Industrial Relations often contain important information regarding modifications or changes to the Prevailing Wage Determinations. Selecting Important Notices on the Journeyman Determination page below will bring up a list of Important Notices sorted by the notice's issue date.





Advice Letters

Previously, the DIR has issued **Precedential Decisions** for certain situations or instances, however, the DIR has issued a new order discontinuing the use of **Precedential Decisions** and reclassifying them as **Advice Letters**. These letters provide an ongoing advisory service only.

To view **Advice Letters**, go to http://www.dir.ca.gov/OPRL/statistics_and_databases.html and select **Prevailing Wage Enforcement Decisions**.



Submission of Certified Payroll Records

One of the most common violations committed by contractors is the failure to provide Certified Payroll Records (CPRs) in a timely manner. A contractor is required to submit CPRs on a weekly basis throughout the life of the project. Pursuant to Section 1776 of the California Labor Code, each contractor/subcontractor is obligated to keep accurate CPRs, showing the name, address, social security number, work classification, straight time and overtime hours worked each day and week, and the actual per diem wages paid to each journeyman, apprentice, worker, or other employee employed by the contractor in connection with the public works project. Each CPR is to consist of or be verified by a written declaration that it is made under penalty of perjury, stating the information included in the CPR is true and correct and the employer has complied with the requirements for any work performed by his or her employees on the public works project.

NOTE: CPRs missing information or containing errors are considered as a failure to comply and will be returned to the contractor for revision(s). In addition, the original **Notice to Public Entity Form** must be submitted with an E-Signature. Any copies/reproductions are not acceptable.

Example of Notice to Public Entity Form



NOTE: Contractors who were awarded Los Angeles Unified School District projects with a bid advertisement date of **February 1, 2004** or after are contractually required to submit their CPRs online. Please refer to Chapter 6 "Online Tools" for how to register for and use LAUSD's online CPR System.

Misclassification of Workers

The misclassification of workers is one of the most common violations that could result in the underpayment of the applicable prevailing wage rate. Each classification is based on the **Scope of Work** specified and approved by the Director of the Department of Industrial Relations. Each worker must be paid the applicable craft rate from the Director's General Prevailing Wage Determination for the construction activity he/she is performing within the specified scope of work and County.

Example: The craft of Electrician has many sub-trades, which consists of Communication & System Installer, Communication & System Technician, Sound Electrician, Inside Wireman, etc.

If a worker is performing work that involves voice, data, and video communications work and the installation of less than ten (10) feet of conduit or raceway within the computer closet, the minimum rate of pay for this worker would be that of the Communication and System Installer.

If a worker is performing work that involves the installation of conduit or raceway in excess of ten (10) feet, the minimum rate of pay would be that of an Inside Wireman.

There may be modifications to the **Scope of Work** from one determination to another. Be sure to use the **Scope of Work** applicable to your project.

The prevailing wage rate for each craft and scope of work may be obtained from the Department of Industrial Relations' website:

www.dir.ca.gov

Detailed instructions on how to find the **Scope of Work** for a particular craft can be found on the following pages.

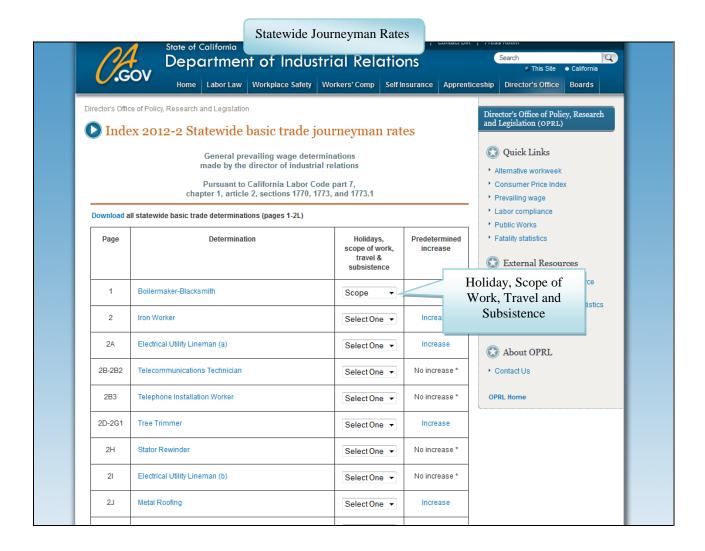
Scope of Work

Statewide & Southern California

Visit the following links:

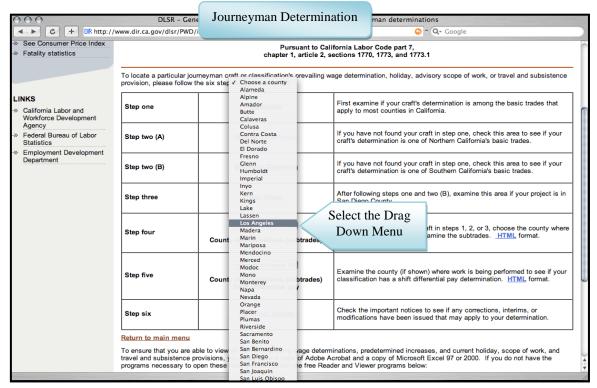
Statewide Determination - http://www.dir.ca.gov/dlsr/PWD/Statewide.html Southern California - http://www.dir.ca.gov/dlsr/PWD/Southern.html

Select the drag down menu (as seen on the picture below) and select the **Scope of Work** option for the determination applicable to your project.



Los Angeles County

Visit the following link http://www.dir.ca.gov/dlsr/PWD/index.htm and select **Los Angeles** on the drag down menu in step four (as seen on the picture below).



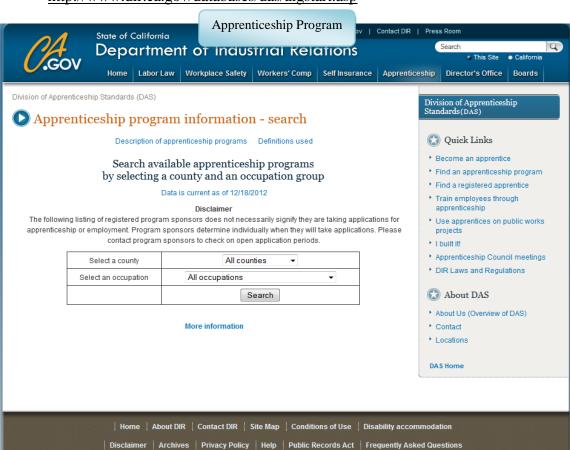
Select the "Scope" link for the appropriate Prevailing Wage Determination to access the Scope of Work for that trade

Los Angeles

									igeres									
								Cou	nty									
	ALITY: LOS ANGELES COUNTY		PURSUART	to CALIFORNIA	LABOR COOK P.	MET 7, CEMPTE EIGHWAT, HEAU	T CONSTRUCTION	SECTIONS 177 AND DREDGING	10, 1773 AND 1773									
DETE	ERMINATION: LOS-2007-1			BASIC	HEALTH	EMPLOY	ER PAYMENT	s I	777.00	STRAIG	TOTAL	OVE	RTIME HOURL	RATE	co	INTRACT PROVI		
	CRAFT (JOURNEY LEVEL)	ISSUE DATE	EXPIRATION DATE	HOURLY		PENSION	VACATION/ HOLIDAY	TRAINING	OTHER PAYMENTS	HOURS	HOURLY	DAILY	SATURDAY	AND HOLIDAY	HOLIDAYS	SCOPE OF WORK	TRAVEL & SUBSISTENCE	PREDETERMINED INCREASE
r	BRICKLA YER, STONEMA SON,																	
	MARBLE MASON, CEMENT BLOCKLAYER, POINTER, CAULKER, CLEANER	8/22/2006	04/30/2007*	A 32.700	4.150	5.400	в -	0.150	0.310	≎ 8.0	42.710	0 59.060	0 59,060	75.410	HOLIDAY	SCOPE	S.O.	one of W
ø	BRICK TENDER	2/22/2007	06/30/2007**	23.680	4.160	5.250	A 3.160	0.470	0.230	E 8.0	36.950	48.790	48.790	60.630	HOLIDAY	SCOPE	300	ope of Wo
	BRICK TENDER:																	
	FORKLIFT OPERATOR	2/22/2007	06/30/2007**	24.130	4.160	5.250	A 3.160	0.470	0.230	E 8.0	37.400	49.470	49.470	61.530	HOLIDAY	SCOPE	TRAVEL	INCREASE
ř	CARPET, LINCLEUM,																	
	RESILIENT TILE LAYER	2/22/2007	04/30/2007*	28.850	4.380	1.200	1.500	0.460	0.150	8.0	36.540	50.970	50.970	65.390	HOLIDAY	SCOPE	TRAVEL	NO INCREASE
	MATERIAL HANDLER - FIRST SIX MCNTHS	8/22/2006	04/30/2007*	8.250	0.900	-	0.500			8.0	9.650	13.770	13.770	17.900	HOLIDAY	SCOPE	TRAVEL	NO INCREASE
	MATERIAL HANDLER - AFTER SIX MONTHS	8/22/2006	04/30/2007*	8.250	4.380	0.150	0.500	0.100	0.100	8.0	13.480	17.600	17.600	21.730	HOLIDAY	SCOPE	TRAVEL	NO INCREASE
	DRYWALL FINISHER																	
F	DRYWALL FINISHER	2/22/2007	09/30/2007**	6 26,410	4.100	3.050	3.070	0.230	0.470	8.0	37.330	50.530	н 50,530	63.740	HOLIDAY	SCOPE	TRAVEL	INCREASE

Apprentice Requirements

pprentices shall be permitted to work as such only when they are registered, individually, under a bona fide apprenticeship program registered with the State Division of Apprenticeship Standards. To locate an apprenticeship program, go to the Division of Apprenticeship Standards site at the following link:



http://www.dir.ca.gov/databases/das/aigstart.asp

To be in compliance with the apprentice requirements, contractors must do the following when working on public works:

- Employ State-registered apprentices
- Request State Registered Apprentices
- Submit the DAS-140 form
- Employ apprentices within the allowable apprentice-to-journeyman ratio
- Employ apprentices under the supervision of a journeyman/men
- Pay apprentices the correct prevailing wage
- Pay the correct Apprentice Training Contribution

Employ State-Registered Apprentices

It is the contractor's responsibility to ensure that all apprentices involved in the project are State-registered. The responsibility lies with the contractor to make sure that all apprentices, including its subcontractors' apprentices, are registered with the State. All workers not registered as active apprentices with the State must be paid the journey level rate for the applicable trade for work performed. The Division of Apprenticeship Standards (DAS) provides a website to verify the apprenticeship status of individual workers.

To verify whether or not an apprentice is registered, go to the DIR website at http://www.dir.ca.gov/das/das.html and select on **Find a Registered Apprentice**.



To look for a registered apprentice, enter the **first four letters of the last name** (use a blank space if the last name is shorter than four letters), the **first letter of the first name**, and the **last four digits of the social security number**.

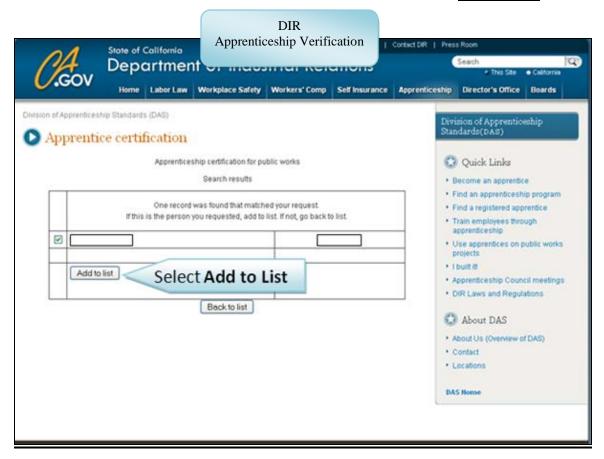
For example, **Uncle Sam 123-45-6789** would be entered as **Sam U6789**. There is a space between Sam and U6789 because Sam is less then four letters.

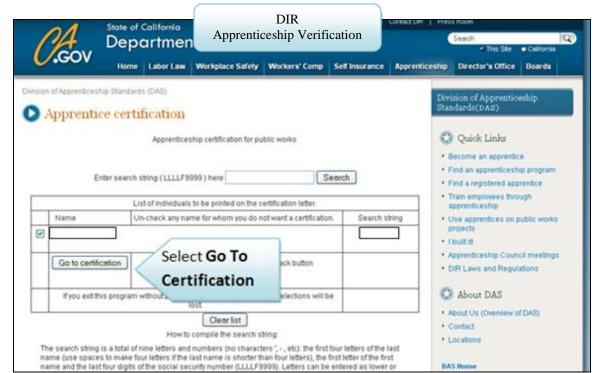


Because Uncle Sam is not a valid registered apprentice, the Apprentice Certification will show **No record found.**



If the worker is properly registered then this screen will appear stating **Records Found.** Make sure there is a check mark next to the workers name and select **Add to List.**





Again, make sure there is a check mark next to the name and select **Go to Certification**.

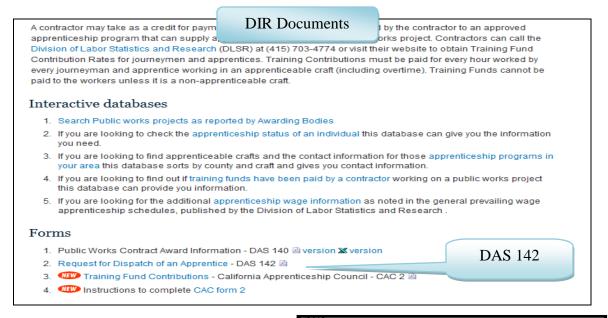
After selecting <u>Go to Certification</u> the below screen certifying registered apprentices will appear.



Request State-Registered Apprentices

All contractors and subcontractors must request the dispatch of apprentices from one of the applicable apprenticeship programs. The applicable apprenticeship committee must be given an actual notice of at least forty-eight (48) hours (excluding Saturdays, Sundays, and Holidays) before the date on which one or more apprentices are required. The DAS has a form (DAS 142) available to request apprentices (CCR §230.1).

The DAS 142 form can be retrieved through the DIR website at http://www.dir.ca.gov/DAS/PublicWorksForms.htm



An example of a **DAS 142** form is illustrated to the right.

REQUEST FOR DISPATCH OF AN APPRENTICE – DAS 142 FORM DO NOT SEND THIS FORM TO DAS								
You may use this form to request dispatch of an apprenti trade in the area of the public work. Go to http://www. information about programs in your area and trade. You Standards (DAS) office whose telephone number may be industrial Relations, Division of Apprenticeship Standard journeyman work, you must request and employ appre	dir.ca.gov/databases/das/pwaddrstart.asp for may also consult your local Division Apprenticeship found in your local directory under California, State of, s. Except for projects with less than 40 hours of							
Date:	Contractor Requesting Dispatch:							
To Applicable Apprenticeship Committee: Name:	Name:							
Address:	Address.							
Tel. NoFax No	License No. Fax No.							
Project information: Contract No. Name of the Project: Address:								
Dispatch Request Information: Number of Apprentice(s) Needed: Craf	t or Trade:							
Date Apprentice(s) to Report:(72 hrs. noti								
Address to Report to:								
You may use this form to make your written request for the dispo writing and submitted at least 72 hours in advance (excluding wo of submission may be required. Please take note of Californi requirements regarding apprenticeship requests and/or visit http://www.dir.ca.gov/DAS/DAS/ApprenticesOnPublicWorksSum DAS 142 (Revised 04/14)	eekends and holidays) via first class mail, fax or email. <u>Proof</u> a Code of Regulations, Title 8, § 230.1 (a) for all applicable							

If, in response to a written request, an apprenticeship committee does not dispatch any apprentices to a contractor who has agreed to employ and train apprentices within seventy-two (72) hours of such request (excluding Saturdays, Sundays, and Holidays), the contractor shall not be considered in violation of the requirement to employ apprentices for the remainder of the project (CCR §230.1).

If an apprenticeship committee dispatches fewer apprentices than the contractor requested, the contractor will be considered in compliance if the contractor employs those apprentices who are dispatched, provided that, where there is more than one apprenticeship committee able and willing to unconditionally dispatch apprentices, a contractor who is not a participant in an apprenticeship program has requested dispatch from two committees (CCR §230.1).

Submit the DAS 140 Form

Prior to beginning work, all contractors and subcontractors are required to provide specified contract award information to the apprenticeship committee for each applicable apprenticeable craft (Labor Code Section 1777.5 (e)).

The Division of Apprenticeship Standards has a form available, known as the DAS 140 Form, which contains the information the contractor is required to provide.

The DAS 140 form can be retrieved either through the Labor Compliance Department website or by the DIR website.

1. LCD Website:

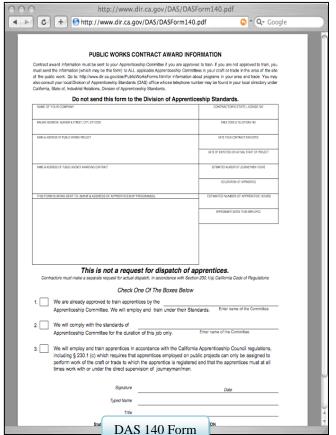
http://www.laschools.org/contractor/lc/contractor-documents



2. DIR Website:

http://www.dir.ca.gov/DAS/PublicWorksForms.htm

DIR Documents A contractor may take as a credit for payments the contractor to an approved apprenticeship program that can supply appr s project. Contractors can call the Division of Labor Statistics and Research (DLSR) at (415) 703-4774 or visit their website to obtain Training Fund Contribution Rates for journeymen and apprentices. Training Contributions must be paid for every hour worked by every journeyman and apprentice working in an apprenticeable craft (including overtime). Training Funds cannot be paid to the workers unless it is a non-apprenticeable craft. Interactive databases 1. Search Public works projects as reported by Awarding Bodies 2. If you are looking to check the apprenticeship status of an individual this database can give you the information you need. 3. If you are looking to find apprenticeable crafts and the contact information for those apprenticeship programs in your area this database sorts by county and craft and gives you contact information. 4. If you are looking to find out if training funds have been paid by a contractor working on a public works project this database can provide you information. 5. If you are looking for the additional apprenticeship wage information as noted in the general prevailing wage apprenticeship schedules, published by the Division of Labor Statistics and Research. Forms DAS 140 2. Request for Dispatch of an Apprentice - DAS 142 🗷 3. Training Fund Contributions - California Apprenticeship Council - CAC 2 🗷 4. Instructions to complete CAC form 2



Ex. of a **DAS 140 Form** as illustrated to the left.

NOTE: A separate DAS 140 Form must be used for each apprenticeable craft employed on the job by all contractors and subcontractors.

The DAS 140 Form shall be submitted to the applicable apprenticeship committee within ten (10) days of the date of the execution of the contract or subcontract, but in no event later than the first day in which the contractor has workers employed upon the project. At the same time, all contractors and subcontractors shall electronically submit a copy of their completed DAS 140 Form to the Labor Compliance Department via the District's Online Certified Payroll System.

Employ Apprentices within the Allowable Apprentice-to Journeyman Ratio

According to Labor Code Section 1775.5, all contractors and subcontractors must employ registered apprentice(s) in accordance with the required apprentice-to-journeyman ratio. To obtain the ratios stipulated by the Division of Apprenticeship Standards (DAS), submit a formal request to the DAS to either of the following addresses:

320 W. 4 th Street, Suite #830	455 Golden Gate Avenue, 10th floor
Los Angeles, CA 90013	San Francisco, CA 94102
(213) 576-7750	(415) 703-4920
(213) 576-7758 (Fax)	(415) 703-5477 (Fax)

As mentioned in Chapter 3, the apprentice-to-journeyman ratio is calculated at the end of the project, or at the end of the subcontractor's portion of the project. To be in compliance with the apprentice-to-journeyman ratio, contractors must monitor the total apprentice hours and journeyman hours for each craft.

Supervision of Apprentice(s)

When utilizing apprentices under the rules and regulations of the California Apprenticeship Council, as set forth in Labor Code Section 1777.5(c)(2), apprentices employed on public works must at all time work with or under the direct supervision of journeyman/men (CCR Section 230.1(c)). Apprentices without the supervision of journeyman/men shall be paid at the journey level rate determined by the Department of Industrial Relations for the classification of the work he/she actually performed.

NOTE: Apprentices employed on public works can only be assigned to perform work of the craft or trade in which the apprentices are registered. Otherwise, the journey level rate will apply.

Pay Apprentices the Correct Prevailing Wage

Apprentices employed on public works shall be paid the applicable apprentice prevailing wage rate. Apprentices shall be paid at the apprentice wage rate only when they are registered under a bona fide apprenticeship program with a State apprenticeship agency which is recognized by the State Division of Apprenticeship Standards. The applicable prevailing wage rate by craft can also be obtained from the Division of Apprenticeship Standards addresses listed on top of this page.

Pay the Correct Apprentice Training Contribution

Contractors must contribute in the amount identified in the applicable Prevailing Wage Determination for all journeyman and apprentice hours worked to a training fund of the apprenticeship committee approved by the DAS or the California Apprenticeship Council (CAC). Below is a sample of the <u>Training Fund Contribution Form</u> which can be found at the following link:

State of California Department of Industrial Relations California Apprenticeship Council TRAINING FUND CONTRIBUTIONS P.O. Box 420603 San Francisco, CA 94142 Please use a separate form for each jobsite, listing the occupations for the jobsite. One check payable to the California Apprenticeship Council may be submitted for all jobsites and/or occupations. Training fund contributions are not accepted by the California Apprenticeship Council for California Apprenticeship Council federal public works projects, or for non-apprenticeable occupations such as utility technicians, TRAINING FUND CONTRIBUTIONS **Training Fund** Contribution Form

https://www.dir.ca.gov/DAS/tf/cac2.asp

Contractors who do not contribute to an apprenticeship program must submit their contributions to the following address:

California Apprenticeship Council P. O. Box 511283 Los Angeles, CA 90051-7838