



CRAFT EMPLOYEE REQUEST FORM FOR LAUSD PSA PROJECTS

The Los Angeles Unified School District Project Stabilization Agreement (PSA) requires that "at least 50% of the positions for any one contractor, by individual craft, are filled by District residents"; the Unions and contractors agree that, "to the extent allowed by law, and as long as they possess the requisite skills and qualifications, residents of the District shall be first referred for Project Work," including journeypersons and apprentices.

CONTRACTOR USE ONLY				
FROM	Contractor:			
	Contact Person:		Date of Request:	
	Email/Fax:		Phone:	
SENT TO	Organization Name	Contact Person	Email / Fax	
TO: PSA Signatory Local Union				
CC: GC/Sub Compliance Office				
CC: Project Labor Administrator	Los Angeles Unified School District	Nhu Binh Nguyen	PSA@lausd.net	
UNION CRAFT WORKERS REQUEST				
QTY #	Craft Position	Journeyman / Apprentice	District Resident	We Build Graduate
		<input type="checkbox"/> JM <input type="checkbox"/> APP	*	✓
		<input type="checkbox"/> JM <input type="checkbox"/> APP	*	✓
		<input type="checkbox"/> JM <input type="checkbox"/> APP	*	✓
WORKER REPORTING INFORMATION				
Project Name:				
Project Location:				
Report Date:		Report Time:		
Report To:		On-Site Tel #:		
Special Instructions:				

* DISTRICT RESIDENT ZIP CODES															
The following zip codes reflect the District general residency boundaries															
90001	90002	90003	90004	90005	90006	90007	90008	90010	90011	90012	90013	90014	90015	90016	90017
90018	90019	90020	90021	90022	90023	90024	90025	90026	90027	90028	90029	90031	90032	90033	90034
90035	90036	90037	90038	90039	90040	90041	90042	90043	90044	90045	90046	90047	90048	90049	90056
90057	90058	90059	90061	90062	90063	90064	90065	90066	90067	90068	90069	90071	90073	90077	90089
90094	90095	90201	90210	90220	90221	90230	90232	90247	90248	90249	90250	90255	90262	90265	90270
90272	90275	90280	90290	90291	90292	90293	90303	90402	90405	90501	90502	90505	90710	90717	90731
90732	90744	90745	90746	90802	90805	90810	91040	91042	91205	91214	91302	91303	91304	91306	91307
91311	91316	91321	91324	91325	91326	91330	91331	91335	91340	91342	91343	91344	91345	91352	91356
91364	91367	91387	91401	91402	91403	91405	91406	91411	91423	91436	91504	91505	91601	91602	91604
91605	91606	91607	91608	91754											



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UNION USE ONLY				
Request for Dispatch Received By:				
Date Request for Dispatch Received:		Date Worker(s) Dispatched		
Name	Zip Code	Journeyman/Apprentice	District Resident	We Build Graduate
		<input type="checkbox"/> JM <input type="checkbox"/> APP	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO
		<input type="checkbox"/> JM <input type="checkbox"/> APP	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO
		<input type="checkbox"/> JM <input type="checkbox"/> APP	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO
		<input type="checkbox"/> JM <input type="checkbox"/> APP	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO
		<input type="checkbox"/> JM <input type="checkbox"/> APP	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO

The Los Angeles Unified School District (District) Project Stabilization Agreement (PSA) **Section 3.5** provides "[R]esidents of the District shall be first referred for Project Work (including journeyperson, apprentice, or other positions which may be established under a **Schedule A** and covered by the applicable prevailing wage for utilization on Project Work) until at least 50 percent of the positions for Project Work for a particular contractor (including the contractor's "core workforce"), by craft, have been filled with District residents." Please note that the PSA requires contractors and PSA Signatory Unions to maintain adequate records to demonstrate that the local District resident preferences have been pursued.

PSA Section 1.2 states, "It is... the explicit understanding and intention of the parties to this Agreement to use the opportunities provided by the extensive amount of work to be covered by this Agreement to identify and promote, through cooperative efforts, programs and procedures (which may include, for example, programs to prepare persons for entrance into formal apprenticeship programs, or outreach programs to the community describing opportunities available as a result of the Project), the interest and involvement of District residents in the construction industry; assist them in entering the construction trades, and through utilization of the joint/labor management sponsored apprenticeship programs, provide training opportunities for those residents and other individuals wishing to pursue a career in construction. **"Section 14.1** affirms, "The parties will facilitate, encourage, and assist local residents to commence and progress in Labor/Management Apprenticeship and/or training Programs in the construction industry leading to participation in such apprenticeship programs."

The District developed the "We Build" Program as part of this commitment. The "We Build" Program provides local District residents with the opportunity to enroll in a comprehensive, ten-week or 300 hour pre-apprenticeship training program. Accordingly, the District encourages contractors to request, and PSA Signatory Unions to dispatch, "We Build" graduates to District projects.

INSTRUCTIONS:

This form should be used for all requests for dispatch from local trade unions for work on all LAUSD Project Stabilization Agreement-covered projects, regardless of a contractor's union signatory status. Send questions to psa@lausd.net.

CONTRACTOR:

1. Complete "Contractor Use Only" section and email/fax this form to the applicable PSA Signatory Union and copy the general contractor (if applicable) and Project Labor Coordinator.
2. Call the Union to verify receipt of the request.
3. Retain request form and track workers dispatched for your records.

PSA SIGNATORY UNIONS:

1. Complete the "Union Use Only" section and email/fax form back to the requesting Contractor and the Project Labor Coordinator.
2. Retain the completed form for your records and reporting.

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