

**Project Labor Agreement Pre-job Conference Form**

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| **Project Information** |
| Los Angeles Community College District Campus: |
| Project Name: |
| Contract Number: | Pre-Job Conf. Date & Time: |
| Contract Award Amount: | Conference Location: |
| Estimated Start Date: |
| Estimated End Date: |

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| **General Contractor Information** |
| Prime Contractor: |
| Address: |
| Phone: |
| Email: | Fax: |
| Prime Contractor’s License Number: |

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| **Project Description** |
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|  **Heavy Equipment to Be Utilized on Job** |
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| **Jobsite Information** |
| Project Address: |
| Site Phone: | Email: |
| Fax: | Jobsite Labor Rep: |
| Project Manager: | Jobsite Safety Rep: |
| Job Superintendent: | Manpower Ordered By:  |

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| **Jobsite Scheduling Information** |
| Number of Shifts: | Start / Stop Times: |
| Pay Day: | Ending Day of Pay Period: |

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| **Jobsite Facilities** |
| Location(s) of First Aid Facilities: |
| Location(s) of Sanitary Facilities:  |
| Location(s) of Drinking Water Facilities: |
|  Description of Jobsite Parking:  |
| Name of Selected Hospital: |
| Hospital Address: |
| Hospital Phone Number |

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| **Referrals and Contractor Jurisdictional Work Assignments** |
| The assignment of work will be solely the responsibility of the contractor performing the work involved; and such work assignments will be in accordance with the Plan for the Settlement of Jurisdictional Disputes in the Construction Industry (the “Plan”) or any successor plan.All jurisdictional disputes between parties to the PLA shall be settled and adjusted according the “Plan” or any other plan or method of procedure that may be adopted in the future by the Building and Construction Trades Department.Important excerpts from the PLA related to Pre-job Conferences, Union Work Assignments and Union Jurisdictional Disputes are included in the last page of this document. |
| **Jurisdictional Work Assignments** |
| *Contractor Name and Type of Work* | *Union Work Assignment (Identify Local PLA-Signatory Union)* |
| Example: Contractor XYZ – Installation of sprockets | Example: Sprocket Installers Local 123 |
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| **Subcontractor Information – Complete or Attached Subcontractor Listing** |
| Subcontractor Name: |
| Type/Scope of Work: |
| Address: |
| Start Date:  | End Date: |
| Contact Person: | Phone: |
| Email: | Contractor License Number: |
|  |
| Subcontractor Name: |
| Type/Scope of Work: |
| Address: |
| Start Date: | End Date: |
| Contact Person: | Phone: |
| Email: | Contractor License Number: |
|  |
| Subcontractor Name: |
| Type/Scope of Work: |
| Address: |
| Start Date: | End Date: |
| Contact Person: | Phone: |
| Email: | Contractor License Number: |
|  |
| Subcontractor Name: |
| Type/Scope of Work: |
| Address: |
| Start Date: | End Date: |
| Contact Person: | Phone: |
| Email: | Contractor License Number: |
|  |
| Subcontractor Name: |
| Type/Scope of Work: |
| Address: |
| Start Date: | End Date: |
| Contact Person: | Phone: |
| Email: | Contractor License Number: |
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| **Important Excerpts from the PLA Related to Community Workforce Development,** **Pre-job Conferences and Union Work Assignments** |

**PLA Policies on Training and Hiring District Residents and Graduates**

In recognition of the District’s mission to serve the community and the fact that the communities in which the nine (9) campuses are located will be impacted by the construction activities, the parties agree to support the development and employment of increased numbers of construction workers from among the residents of these communities. Specifically, the parties recognize that the District has established as an integral component of its Community Economic Development Program a goal of **30% of all skilled trade positions (including apprentices) employed on Project work on each campus shall be workers residing within the zip codes specified for a particular campus (or for the District as a whole, as described below)**; and that the District has further established a goal that **20% of such local resident hires shall include at-risk persons qualified for Project work and referred to the Unions from a program to be coordinated by and with the Program Manager.** Attachment II is a listing of the zip codes within the geographical boundaries of each community for each campus for purposes of identifying and referring qualified residents, including at-risk individuals.

In order to support the development of increased numbers of skilled construction workers from among the disadvantaged, at-risk and residents of the Project communities and to meet the needs of this Project as described above, the contractors agree to request and the unions agree to refer qualified District residents and at-risk and/or disadvantaged individuals to meet the goals described in (c)(i) above, from within each campus’ specified zip codes as journeymen, apprentices and trainees on this Project, and/or into such apprenticeship and training programs as may be operated by or with the agreement of the Unions. Should the hiring hall not be able to meet such request(s) from a contractor for one or more individuals to meet the goals described in (c)(i) above from within the zip codes of the specified campus, the referrals shall be made, if the individual(s) are available, from within any zip code listed in Attachment 2.

All parties agree to cooperate fully in the District’s Community Economic Development Program. Further, the parties agree that they will cooperate and participate in any special programs developed for or on behalf of the District to assist residents of the District with educational and training opportunities related to work being undertaken on the Project and, further, will participate in and make every good faith effort to assure the success of such employment and/or educational and training programs but also of programs encouraged by and/or developed on behalf of the District for the utilization of local, small, emerging, women, minority, disabled veteran, or other business enterprises.

The District will monitor the Contractor(s) and Union(s) compliance with the District’s Community Economic Development Program. The Program Manager shall maintain the necessary records with regard to the District’s required referrals, employment and contracting policies with designated groups. The Local Union hiring halls and Contractor personnel offices and contracting officials shall cooperate with this obligation.

It is recognized that District has adopted a Community Economic Development Program and special procedures may be established for training and employment of persons who are not previously qualified to be employed on construction projects of the type covered by this Agreement. The parties agree that special efforts will be made to assist in the proper implementation of such procedures for the general benefit of the residents of the District. Further, the Unions and their joint apprenticeship committees shall work with the District as part of the Community Economic Development Program to develop and implement such procedures.

**The signatory unions recognize the importance to the District of providing Los Angeles Trade Tech students and graduates with the opportunity to participate both in the signatory Unions apprenticeship programs and work of the Project under this Agreement, and will cooperate fully in encouraging the establishment of such recognition by the Joint Apprenticeship Committees of which they are a part.**

**PLA ARTICLE 8 - WORK ASSIGNMENTS AND JURISDICTIONAL DISPUTES**

**Section 1:** The assignment of work will be solely the responsibility of the Contractor performing the work involved; and such work assignments will be in accordance with the Plan for the Settlement of Jurisdictional Disputes in the Construction Industry (the "Plan") or any successor Plan.

**Section 2:** All jurisdictional disputes between or among Building and Construction Trades Unions and employees, parties to this Agreement shall be settled and adjusted according to the present Plan established by the Building and Construction Trades Department or any other plan or method of procedure that may be adopted in the future by the Building and Construction Trades Department. Decisions rendered shall be final, binding and conclusive on the Contractors and Unions, parties to this Agreement.

**Section 3:** All jurisdictional disputes shall be resolved without the occurrence of any strike, work stoppage, or slowdown of any nature, and the Contractor's assignment shall be adhered to until the dispute is resolved. Individuals violating this section shall be subject to immediate discharge.

**Section 4:** As provided in Article XVI, each Contractor will conduct a pre-job conference with the appropriate affected Union(s) prior to commencing work. The Council and the Program Manager shall be advised in advance of all such conferences and may participate if they wish.

**PLA ARTICLE 16 - PRE-JOB CONFERENCES**

Consistent with Article VIII, Section 4, all work assignments shall be disclosed by the Contractor at a pre-job conference held in accordance with industry practice. The Contractor shall notify the Program Manager at least two weeks before starting work under this Agreement, and the Program Manager shall coordinate the scheduling of the pre-job conference with the Council, the Contractor(s) and the affected Union(s). Should there be any formal jurisdictional dispute raised under Article VIII, the Program Manager shall be notified promptly. At the pre-job, the Program Manager will review the District’s employment and contracting programs and goals with the participants. Parking availability will be reviewed with the Contractor and Unions at the pre-job conference.