The Good Faith Local Hiring Guidelines for Contractors

City of Los Angeles
Department of Public Works
Bureau of Contract Administration
Office of Contract Compliance
1149 South Broadway Street, Suite 300 Los Angeles, CA 90015
Congratulations! You have just been awarded a contract subject to a Project Labor Agreement (PLA).

**Step 1.** Review the terms of the PLA. Copies can be obtained from the Building Trades or the Prime Contractor.

Los Angeles/Orange Counties
Building and Construction Trades Council
AFL-CIO
1626 Beverly Boulevard
Los Angeles, CA 90026-5784
(213)483-4222 (Tel)
(213)483-4419 (Fax)

**Step 2.** Submit your original Letter of Assent to the Bureau of Contract Administration (BCA).

Department of Public Works
Bureau of Contract Administration
Attention: Inspector Of Public Works
John L. Reamer, Jr.
1149 South Broadway St., Suite 300
Los Angeles, CA 90015
**Step 3.** Submit your Core Workforce List to the Bureau of Contract Administration.

*Core Worker:* Employee who appears on the contractor’s active payroll for 60 of the 100 working days before award of the construction contract.

* Union Contractors are not exempt from this requirement. Employees appearing on the active payroll for 60 of the 100 days before award of the construction contract are considered a core worker.

You may be required by BCA to provide payroll records to verify core employee qualifications.

**Step 4.** Hiring Process

<table>
<thead>
<tr>
<th>YOU</th>
<th>UNION</th>
</tr>
</thead>
<tbody>
<tr>
<td>(1) Hire 1st core employee</td>
<td></td>
</tr>
<tr>
<td>(2) Fax/Submit Craft Employee Request form for a local worker to the Union and concurrently to the City’s Work Source Center</td>
<td>(3) Fax response to Craft Employee Request form</td>
</tr>
<tr>
<td>(4) Make 1st local worker Union referral</td>
<td></td>
</tr>
<tr>
<td>(5) Hire local worker Union referral</td>
<td></td>
</tr>
<tr>
<td>Step</td>
<td>Description</td>
</tr>
<tr>
<td>------</td>
<td>-------------</td>
</tr>
<tr>
<td>6</td>
<td>If local worker Union referral is not available…Go to 7</td>
</tr>
<tr>
<td>7</td>
<td>Request qualified local worker from Community Based Organizations</td>
</tr>
<tr>
<td>8</td>
<td>Refer/Dispatch qualified local worker to Contractor</td>
</tr>
<tr>
<td>9</td>
<td>Hire referred/dispatched qualified local worker</td>
</tr>
<tr>
<td>10</td>
<td>Hire 2nd core employee</td>
</tr>
<tr>
<td>11</td>
<td>Submit Craft Employee Request form for a local worker</td>
</tr>
<tr>
<td>12</td>
<td>Fax response to Craft Employee Request form</td>
</tr>
<tr>
<td>13</td>
<td>Make 2nd local worker Union referral</td>
</tr>
<tr>
<td>14</td>
<td>Hire local worker Union referral</td>
</tr>
<tr>
<td>15</td>
<td>Process is repeated until 10 core employees are hired. All additional employees shall be hired exclusively from the hiring hall list.</td>
</tr>
</tbody>
</table>

**Things to Remember:**

- Please remember to keep all documentation to show proof of your requests for local hires.
- The Union must respond to the request for craft employee form within 48 hours.
- Referrals must reside within the target zip codes or within the City of Los Angeles.
• If the Union does not respond within 48 hours, or they cannot provide a referral that resides within the target zip codes or City of Los Angeles, you are required to perform a good faith effort in securing a local hire. The following Community Based Organizations (CBO) are available to assist you with this task.

Work Source (UAW/LETC)
Mareta Papu-Zuniga, Program Director
3965 S. Vermont Avenue
Los Angeles, CA 90037
(323)730-7900 ext. 209
(323)730-7933 (Fax)

LAX Century Community Training Program
Mary Lou V. Clinkenbeard, Manager
Employment Services
5021 Lennox Boulevard
Lennox, CA 90304
(310)673-3941 ext. 13
(310)673-2476 (Fax)

LAUSD “We Build” Program
Anabel Barragan, Program Manager
333 S. Beaudry Avenue, 23rd Floor
Los Angeles, CA 90017
(213)241-4990 (Tel)
(213)241-8823 (Fax)
anabel.barragan@lausd.net

PV-JOBS
Ernest Roberts, Executive Director
9100 South Sepulveda Blvd., Suite 200
Los Angeles, CA 90045
(310)590-1385 (Tel)
(310)590-1993 (Fax)
In the event that the Unions and CBOs are unable to provide a local hire, you are free to obtain employees from your core workforce.

**Step 5.** See the Good Faith Local Hire Compliance Guide.