



PSA Compliance Procedure Checklist

All contractors (generals and subcontractors) awarded PSA-covered work must comply with the labor policies and procedures established in the PSA. This document is intended to give contractors a general overview of suggested best practices during the post-award period leading up to work commencing.

Step 1 – Letter of Assent: Submit a signed Letter of Assent (LOA) and confirm it is received by the PSA Coordination Team (PSA Article 2). The LOA must be sent to the following three recipients:

<p>SDUSD PSA Team</p> <p>Attn: PSA Specialist 4860 Ruffner Street San Diego, CA 92111</p> <p>psaworkforcedispatch@sandi.net</p>	<p>San Diego County Building and Construction Trades Council</p> <p>Attn: Carol Kim 3737 Camino Del Rio South, Ste 202 San Diego, CA 92108 Fax: 619-521-2917</p> <p>carol@sdbuildingtrades.com</p>	<p>Southwest Regional Council of Carpenters</p> <p>Attn: Amondo Nunez 8595 Miralani Drive, Ste B San Diego, CA 92125 Fax 858-621-2683</p> <p>anunez@swcarpenters.org</p>
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Note: The general contractor is required to submit a signed Letter of Assent as part of the bidding process. SDUSD will forward a copy of the general contractor’s Letter of Assent to the required parties.

Step 2 – PSA Pre-job Conference: The general contractor will schedule a pre-job conference with the PSA Coordination Team prior to start of work. The purpose of the pre-job conference is to make union work assignments, convey project information and provide a detailed subcontractor listing to the PSA-signatory unions. The purpose of the pre-job conference is to identify and resolve all work assignment conflicts prior to work commencing. (PSA Articles 8 and 16)

Step 3 – Contractor Subscription: Once the general contractor has completed the pre-job conference and finalized union work assignments, the general contractor must ensure that it and its subcontractors register all core workers the applicable unions. While neither contractors nor workers are required to make a permanent commitment to joining any union when performing PSA-covered work, all workers are required to register and pay required fees to the applicable union. In addition, the union may require a project-specific participation or subscription agreement be signed by the general contractor or subcontractor. The participation/subscription agreement is binding only during execution of the PSA-covered project. If required, the participation/subscription agreement must be executed prior to commencement of work. (PSA Article 2)

Step 4 – Core Employee Registration: No employee is required to join any union as a condition of performing PSA-covered work. However, under the terms of the PSA, the general contractor agrees to recognize the unions as the exclusive bargaining representative for all employees engaged in PSA-covered work, including the general contractor’s core workers and the core workers of non-union subcontractors. A worker must meet the eligibility requirements described in section 3.6(b) of the PSA to be considered a “core” worker. Registration is the means by which unions are made aware of the core workers they are contractually bound to represent. To facilitate registration of core workers, please follow the procedure (PSA Article 3):

- ✓ Once the union work assignment is made and prior to commencement of contractor’s work, the applicable union(s) will provide a PSA project registration package to the contractor, outlining its registration policies and requirements.
- ✓ Prior to commencement of work, contractor will provide the applicable union with a list of core workers names, addresses, and phone numbers in writing, and schedules an appointment for each *core* worker to complete the registration process with the applicable union.



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- ✓ Core worker(s) complete the registration process with the applicable union. At the union's hall, bringing identification (e.g. CA Drivers Lic, Social Security Card, etc.) and documents proving the relationship of dependents/beneficiaries (e.g. birth certificates of children, marriage license, etc.)

Step 5 - Fringe Benefit Contributions: Contractor should review the separate SDUSD advisory document titled "Determination Factors for Fringe Benefit Analysis" to assist contractors comply with PSA Article 5, which describes the requirements for employee fringe benefit contributions. Unless otherwise provided by the Project Labor Coordinator, contractor shall establish a system for depositing and reporting fringe benefit payments to the applicable trust fund. (PSA Article 5)