



City of Seattle

Seawall Community Workforce Agreement

What Contractors Need to Know

All contractors performing construction on the Elliott Bay Seawall Project must comply with the Community Workforce Agreement (CWA). The CWA includes social equity goals for your workforce, a dispute resolution process, and rules for open-shop contractors' use of core workers.

BEFORE you start work:

- ▶ Fill out and submit a Pre-Job Conference Package to Rebecca.Slotta@mortenson.com at least 72 hours before your Pre-Job Conference.
 - Make sure you've completed the entire Package and signed the Letter of Assent.
- ▶ Schedule a Pre-Job Conference with Rebecca.Slotta@mortenson.com.
- ▶ Attend a Pre-Job Conference.
 - Conferences are every Tuesday at 10 a.m. at the Seattle Building and Construction Trades Council office (14675 Interurban Ave S, Tukwila).
- ▶ Make your trade assignment within one week of attending the Pre-Job Conference.
 - Contact the City of Seattle's Jeanne Fulcher at (206) 684-0903 if you have questions about how to make your trade assignment.

OPEN-SHOP CONTRACTORS must also:

- ▶ Submit a Core Worker List to the Union with which you made your trade assignment and copy SeawallCWA@seattle.gov.
 - Open-shop contractors are allowed two core workers. These workers are **not** required to join the Union, but are required to pay initiation fees and monthly Union trust fund payments throughout the life of the Seawall Project, unless they are waived by the Union. Core workers must also be dispatched through the Union's hiring hall before working on the project.
- ▶ Optional: Submit the Prevailing Wage Trust Payment Waiver Application to SeawallCWA@seattle.gov at least 5 days before starting work. Include 6 months of certified payroll for each core worker.
 - If approved, the contractor will continue to make payments to their existing benefit package instead of to the Union's trust fund. Core workers will still need to be dispatched by the Union hiring hall. All additional workers will need to be dispatched through the Union hiring hall and will also need to make payments to the Union's trust fund.

Questions?

Rebecca Slotta
Mortenson Manson
Joint Venture
(425) 497-7127
Rebecca.Slotta@mortenson.com

Jeanne Fulcher
City of Seattle
(206) 684-0903
SeawallCWA@seattle.gov

Pre-Job Conference Waivers

New scopes of work or work under a new contract trigger the Pre-Job Conference process again. Contractors can submit a Pre-Job Conference Waiver in place of attending another pre-job conference. If the Waiver is denied, the contractor must attend the Pre-Job Conference again.

AFTER you start work, the City of Seattle Labor Equity Program will visit the job site to track progress toward social equity goals by interviewing employees.

COMPLIANCE CHECKLIST

Most of the forms listed below are available online at:

http://www.seattle.gov.contracting/labor_equity.htm.

Document/Activity	Deadline	Submittal to:
Sign and submit Pre-Job Conference Package with signed Letter of Assent	When sub-contract is awarded	Mortenson Manson Joint Venture
Submit Seawall dispatch Craft Request Form	Whenever dispatch is needed	Union hiring hall
Open-shop contractor - submit a Core Worker List	Prior to Notice to Proceed	Union and SeawallCWA@seattle.gov
Submit authorization form for deducting union dues or representation fees	When required from Union	Union
OPTIONAL: Open-shop contractor - submit a Prevailing Wage Trust Fund Waiver Application if submitting a waiver	At least 5 business days before start of work	SeawallCWA@seattle.gov
Submit contractor payment report	Monthly	B2Gnow
Submit Certified Payroll	Weekly	LCPtracker Certifications
Submit a written explanation for any "turnaround" or refusal of any worker	Within 48 hours of turnaround	Rebecca.Slotta@mortenson.com

LCPtracker Training
 LCPtracker offers a free one-hour online training for contractors on how to set up employees and enter payroll data. The online training is offered twice a week. Sign up online at <http://lcptracker.net>.