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Building and Construction Trades Department

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July 25, 2008

Secretaries and Chief Executive Officers
All State and Local Building and Construction
Trades Councils – United States Only

Dear Brothers and Sisters:

I am writing to follow-up on my letter of May 1, 2008, regarding the Department's new streamlined approval process for project labor agreements. In order to further expedite the approval process, the Department's Project Review Committee has adopted a procedure that will provide notification to the Council on whether its proposed project labor agreement has been approved within two business days from the date the agreement is received by the Department.

To utilize this expedited procedure, you must submit the agreement electronically to the Department formatted in either Word or PDF, together with a completed Project Labor Agreement Approval Request Form. Copies of the expedited procedure and the Approval Request Form are attached. The Request Forms will be available for downloading on the Department's website, www.bctd.org. You may still submit a project labor agreement and the Approval Request Form by mail, but it will take longer to process so I encourage you to use the electronic filing procedure.

We have established a special e-mail address just for receipt of project labor agreements being submitted electronically for approval. All project labor agreements and Approval Request Forms should be sent to fieldservices@bctd.org. If you have any questions on this expedited approval process, please contact the Department's Director of Field Services, Giz Kaczorowski.

With kind personal regards, I am

Sincerely and fraternally,

Mark H. Ayers
President

Enclosures

cc: Governing Board of Presidents

Project Labor Agreement Approval Process

1. At the outset of negotiations, the Council must advise the project/construction manager, general contractor or other entity with which it is negotiating that the agreement will become effective only upon approval by the Department.

2. The PLA must contain the following five articles from the Department's model PLA, which is enclosed with this letter:

- | | | |
|----|---|--------------|
| a) | Clearly defined scope | Article II |
| b) | Dispute and grievance resolution procedures | Article VI |
| c) | Resolution of jurisdictional disputes (Plan language) | Article VII |
| d) | Subcontracting language | Article VIII |
| e) | Helmets to Hardhats language | Article IX |

All other provisions are to be negotiated locally.

3. Once negotiations conclude, and before it is signed, the Council must submit the proposed agreement to the Department for approval.

4. To expedite the approval process, proposed agreements should be submitted electronically to the Department formatted in either Word or PDF to fieldservices@bctd.org together with a completed Project Labor Agreement Approval Request Form.

5. The proposed agreement will be forwarded electronically to the members of the Department's Project Review Committee within one business day of receipt of the agreement from the Council.

6. The members of the Project Review Committee will have two business days from delivery to vote electronically on whether to approve the proposed agreement.

7. The Department will tally the votes and notify the Council whether the agreement has been approved. Based on the above time frames, It is anticipated that the Council will receive such notification within four business days from receipt of the proposed agreement from the Council.

Project Labor Agreement
Approval Request Form

1. Name of Project			2. Date Submitted	
3. Name of Requesting Council		4. Name of Project Owner		
5. Location of Project (city & state)				
6. Prime or General Contractor				
7. General Description of Project				
8. Award Date	9. Start Date	10. Duration	11. Project Dollar Value	
12. Name of Council Representative		13. Telephone Number/E-Mail Address		
14. Estimated Project Manpower (by % of total hours)				
Insulators		Laborers		
Boilermakers		Millwrights		
Bricklayers		Operating Engineers		
Carpenters		Painters		
Cement Masons		Pipefitters		
Electricians		Roofers		
Glazers		Sheet Metal Workers		
Ironworkers		Teamsters		
15. Work to be Subcontracted				
16. The required articles from the Department's model PLA are included in the submitted PLA. <input type="checkbox"/>				
17. Local Union wage and fringe rates to be incorporated as Appendix A. <input type="checkbox"/> Contractor negotiated wage and fringe rates with Local Unions. <input type="checkbox"/>				
18. Remarks				