



City of Seattle

Once you have established that your core workers meet the criteria set forth in Article XI of the CWA, the following procedures will help you with next steps.

During your pre-job conference, you need to make sure to talk with the union business representative from the union to whom you've assigned your work.

You should make sure to ask the business representative the following:

- How do I register my core workers with the union hall?
- How far in advance do I need to register my core workers before starting work on the project?
- Once my core workers are registered, how do I dispatch them?
- What are the amounts for the union representation fees and union trust (fringe benefits)?
- What is the process for withholding these amounts from a worker's hourly rate and what is the process for forwarding these payments to the union?

If you are not able to connect with the business representative during the pre-job conference for any reason, please contact your prime contractor or Allison Calvert, Labor Equity Field Advisor, at 206-615-1112 or allison.calvert@seattle.gov to get the appropriate contact information for the business representative. You should then call or email the business representative with the questions above.