



CITY OF BLOOMINGTON APPRENTICESHIP GUIDELINES

WAGES An Apprentice/Trainee is entitled to a percentage of the journey worker prevailing wage rate specified for the trade on the prevailing wage decision. An Apprentice/Trainee can be paid less than the wage rate listed in the wage decision for their work classification **if** they are enrolled in a registered and approved apprenticeship/training program.

PROGRAMS Approved programs are registered with the U.S. Department of Labor (DOL) or the Minnesota Department of Labor and Industry (DLI). Apprenticeship programs approved and recognized by the DOL or DLI can be found here: apprenticeship.gov. Apprentices/trainees are paid based on the wage rates on the wage schedule in the approved program.

REQUIREMENTS If a **prime contractor or subcontractor** uses apprentices as part of its on-site workforce, they will need to:

- **Upload** valid copies of each worker’s apprenticeship agreement, the apprentice status letter received from the apprenticeship program/trade union, approved program ratio and wage schedule, and fringe benefits statement via LCPtracker. **(Prime Contractor will review and approve these documents in LCPtracker where applicable)**
- **Submit** (a) the worker’s current level of advancement (include “apprentice” and the hour or percentage level with the work classification on your payroll reports), and (b) their registered/approved program wage rates, ratios and fringe benefit rates to: prevailingwage@bloomingtonmn.gov. Include the project name and ID/code in the subject line.

LIMITATIONS The **maximum** number of apprentices/trainees you can use on the job site **cannot** exceed the ratio of apprentices/trainees to journey worker allowed in the approved program. Ratios are applied hour-for-hour at the project site. You will be required to pay wage restitution for ratio violations.



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PROBATIONARY APPRENTICES

Probationary Apprentices can be paid as an apprentice **if**:

- The U.S. Department of Labor (DOL) or Minnesota Department of Labor and Industry (DLI) has certified that the person is eligible for probationary employment as an apprentice; and
- Verification of this is submitted to your prime contractor.

PRE-APPRENTICES (an individual not registered in a program)

A Pre-apprentice must be paid the full journey worker rate on the wage decision for the classification of work they perform.

HELPERS/ASSISTANTS

Helpers are not allowed to work at a lesser rate of pay on City, State, and Federally funded projects.

R.U.C.S (RESIDENTIAL UTILITY CARPENTERS)

R.U.C.s are not allowed to work at a lesser rate of pay on City, State and Federally funded projects.