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I. PURPOSE
As an alliance of socially responsible Owners, Contractors, and Specialty Contractors, we will positively affect the issues facing the Craft Worker for the commercial construction industry.

Industry sources indicate that the missing link in the effort to promote industry training has been the broad participation and support of the Owner. As the driving force in the construction industry, the Owner is the vital link to the building of any project. Owners are critical to the workforce development process without their commitment to workforce standards, those standards become optional. Our principles are as follows:

- Promote the financial security, health and well-being of Craft Workers.
- Require construction industry safety training standards for the workforce.
- Require craft training standards and certifications for the workforce as such are developed.

To accomplish this, C3 has established standards for the industry. These standards are communicated through this document; a copy can be found on the C3 website (www.constructioncareercollaborative.org) under GET INVOLVED. All bid proposals and contract documents should reference these requirements.

II. ACCREDITED EMPLOYER PROGRAM
To provide verification for contractors who meet these standards, the C3 Accredited Employer Program has been established. The C3 Accredited Employer Policy and Procedure Manual and application can be found on the C3 website under GET INVOLVED.

An Accredited Employer is one who has agreed to C3 principles for all its Craft Workers who perform work on all their projects. Accredited Employers pay an annual fee of $1,500. A Project Participant is an employer who is in compliance with C3 principles for all its Craft Workers on a designated project. Project Participant contractors pay a fee that is lesser of ½% of the sum of all contracts held by a Specialty Contractor on the project, or a minimum of $100 and a maximum of $2,000 per each C3 project. An organization may be classified as an Accredited Employer or a Project Participant.

a. Compliance is verified by C3 auditors through the jobsite audit process and through the C3 Training Database. All contractors are required to register their Craft Workers in the C3 Database. Detailed instructions on Database requirements will be forwarded to all Accredited Employers and Project Participants.

b. C3 project jobsites will display posters identifying all C3 guidelines and awareness items for C3 workers. A template for the poster can be found in the Contractor Tool Kit at www.constructioncareercollaborative.org under GET INVOLVED.
c. All participating Contractors and Specialty Contractors will authorize the release of any documents requested to ensure compliance during a C3 Audit.
d. All information requested by C3 will be kept in strictest confidence, and only accessed by C3 staff or firms contracted to perform C3 Audits.

III. C3 REQUIREMENTS

All Contractors, Specialty Contractors, and sub-tier contractors will comply with the following:

a. All jobsite Craft Workers are paid by the hour.
b. All jobsite Craft Workers are W-2 earners and do not receive a 1099.
c. Overtime for jobsite Craft Workers is being paid in accordance with federal overtime laws.
d. Employment taxes, tax and non-tax reporting requirements for all jobsite Craft Workers are in compliance with applicable federal/state laws.
e. Workers compensation insurance is being provided on behalf of all jobsite Craft Workers as required by the Texas Workers’ Compensation Act.

Compliance with safety training standards. All Accredited Employers and Project Participants will comply with minimum safety training standards for all jobsite Craft Workers as follows:

a. Supervisors (manager, foreman, etc.) on a C3 project will be OSHA 30-hour trained prior to arrival on site.
b. Craft Workers on a C3 project will be OSHA 10-hour trained prior to arrival on site.
c. Information on safety training will be recorded and tracked in the C3 Training Database.

*Accredited Employers (not Project Participants) will comply with the following for their company:

d. Supervisors (manager, foreman, etc.) on all other projects will be OSHA 30-hour trained within 18 months. New hire supervisors will complete OSHA 30-hour within 6 months of employment.
e. Craft Workers on all other projects will be OSHA 10-hour trained within 18 months. New hire Craft Workers will complete OSHA 10 hour within 4 months of employment.
f. Information on safety training will be recorded and tracked in the C3 Training Database.

IV. C3 AUDIT PROCESS

A representative of C3 will regularly inspect the jobsite for compliance using the following process:

a. Using the data recorded in the C3 Database, auditors will verify Specialty Contractor list as well as Craft Workers assigned to the jobsite.
b. Representative will randomly interview jobsite Craft Workers in search of the following information: Name, craft or trade, hourly wage, employing company, and safety credentials.
c. Representative will verify that the employer is on the approved Specialty Contractor list.
d. Representative will request a copy of jobsite Craft Workers’ pay stub (or equivalent) showing FICA, overtime, etc., OR a certified payroll form as issued by the DOL outlining the same information and listing the requested employees or both.

If this process turns up questionable employees, then a full audit would commence. Contractors will only be audited for their own jobsite Craft Workers. Specialty Contractors will be responsible for their own jobsite Craft Workers and any lower tier subs, and will audited accordingly. Auditing of Safety Training requirements will be conducted utilizing the C3 Database.
V. GLOSSARY OF C3 TERMS

Apprentice/Trainee - An individual enrolled in an approved apprentice/craft training program that leads to a credentialed journeyman.

Approved Apprentice/Craft Training - Defined as National Joint Labor/Management Committees, NCCER and/or other nationally recognized organizations that provide "best practices" training materials for the construction industry. Also includes programs approved by authorities for "licensed" trades and/or industry recognized programs with third party validation and credentialing.

Accredited Employer - A Contractor or Specialty Contractor, of every tier, who is in full compliance with C3 principles for its entire craft workforce on all projects.

Project Participant - A Contractor or Specialty Contractor, of every tier, who is in full compliance with C3 principles for all its Craft Workers on a designated C3 project.

Conditional Status - Employer who cannot be fully accredited and is under a Rehabilitation Plan or Transition plan.

Champion - Organizations who endorse C3 principles and communicate endorsement through their organizations or membership. Champions also provide backing through in-kind and/or financial support.

Endorser - Owner (end user) that supports C3 by endorsing and communicating the principles of C3. Endorsers are encouraged to include C3 principles in the form of C3 General Conditions - Specifications or include language on all available projects. It is the goal of C3 that Endorsers would include C3 principles on all of their projects (including master or enabling type agreements).

General Conditions - Specifications - Contract language for Owner and Contractors to incorporate into bid documents.

Project – a specific project designated by an Owner.

**Certified/Credentialed Journeyman - A craft professional who has achieved a journeyman-level credential or certification for the craft they perform from a nationally-recognized professional organization or federal or state apprenticeship authority.

Examples: Department of Labor Certificate or NCCER Certification.

Competitive Wage - The wage necessary to attract and retain qualified Craft Workers in the Commercial Construction Industry.

Contractor - A Contractor or Construction Manager.

**CORE Curriculum - A prerequisite to all other Level 1 craft curriculum; CORE should be delivered according to Approved Apprentice/Craft Training standards and include basic safety, construction math, hand tools, power tools, introduction to construction drawings, proper materials handling, and basic communication skills.

**Core Skill Assessment - A written assessment designed to assess an individual’s knowledge of basic construction skills and provides a training prescription.

Craftsperson/Craft Worker - One who performs any labor on the project.

Employer - Contractor or Specialty Contractor of all tiers.

Laborer - Performs tasks involving physical labor at construction sites, including clean-up of rubble, debris and other waste materials. May assist other Craft Workers; however, construction laborers who primarily assist a particular Craft Worker are classified under Sub-journey level craft persons.
OSHA - Occupational Safety and Health Administration.

**OSHA 10 Hour** - Construction Safety Training that meets the OSHA Training Institute requirements for workers.

**OSHA 30 Hour** - Construction Safety Training that meets the OSHA Training Institute requirements for all supervisors.

**Owner** - Also referred to as Endorser or end user. The entity that engages the Contractor.

**Performance Verification Process** - Process to assess an individual's skill level on specific tasks by requiring the individual to demonstrate skill level in a controlled, observable, and measurable manner; process must be administered by a qualified performance evaluator.

**Piecework** - A Craft Worker that is paid in any manner other than hourly.

**Rehabilitation Plan or Transition Plan** - A specific plan developed for Conditional Status Employers. The plan will enumerate the steps necessary to become a C3 Accredited Employer and the timeframe to achieve the enumerated steps.

**Specialty Contractor** - A Specialty Contractor of any tier.

**Sub-journey level craft persons** - Craft professionals who are not credentialed.

**Supervisors** – Site specific, company-designated supervisors, managers or foremen with management responsibilities.

**Sustainable Workforce** - A workforce that, through its own environment is capable of sustaining itself at the necessary level of worker satisfaction and required expertise indefinitely into the future. It is an environment that encompasses, by necessity, elements of financial security, health and well-being, training and education for employees; stability, ethical conduct, moral behavior and talent pools for contractors; and efficiency, productivity improvements, and social acceptability/responsibility for Owners.

**Craft Upgrade Training** - Training for sub-journey level craft professionals to address skill or knowledge deficiencies identified through the assessment process.

**Written Craft Training Assessment** - A process to evaluate the knowledge and skill level of an individual in a specific craft area when the experienced Craft Worker does hold a credential.

**Safety Refresher Training** – Construction Safety Training required every four years as a refresher for OSHA 10

**These terms associated with Craft Training Standard, to be issued at a future date.**