

## San Francisco Local Hiring Policy for Construction Fact Sheet

### Overview

- Applies to contracts for public work or improvement projects in excess of \$400,000.
- The mandatory participation level is 20% of all project hours within each trade to be performed by local residents.
- At least 50% of the project work hours performed by apprentices within each trade shall be performed by local residents.
- A local resident is defined as an individual who is domiciled within the City and County of San Francisco at least 7 days prior to commencing work on the project. An individual may have only one domicile, which is their principal residence and where they intend to return when they are absent.

### Guidelines

- **Form 1: Local Hiring Workforce Projection.** Must be submitted to CityBuild through the Elation Systems. Contractors are required to identify trades, contractors and estimated total and local work hours to be utilized on the project.
- **Form 2: Local Hiring Plan.** Must be submitted to and approved by CityBuild through the Elation Systems for project with engineer estimates in excess of \$1,000,000. Contractors are required to identify trades, contractors, total and local journey and apprentice work hours to be utilized on the project.
- **Elation Systems:** All contractors will be required to submit certified payroll for all workers through the Elation Systems. An Elation account is required to access the system.

### Penalties

- The ordinance establishes various consequences of non-compliance with the policy, including the authority of assessment of penalties against contractors that do not meet the local hiring requirements.
- The penalty for failing to meet the local hiring requirement shall be the amount equal to the journeyman or apprentice prevailing wage rate for the primary trade used by the contractor for each hour the contractor fell short.
- Contractors may request a conditional waiver from local hiring requirements on a project-specific basis for “specialized trades,” by receiving credit for local hiring on non-covered projects, or sponsoring new apprentices.

For more information visit [www.oewd.org/local-hire](http://www.oewd.org/local-hire)