**EXHIBIT D**

**APPRENTICE PROGRAM APPRENTICESHIP PROGRAM PROCEDURES**

**Applicability:**

These procedures shall apply only to El Paso County Hospital District building construction projects paid for in whole or in part from public funds, without regard to whether the work is done under public supervision or direction.

**Notice to Public:**

In all notices to the public soliciting Bids or proposals for building construction projects, the following language shall be included:

"All Bids or proposals must comply with the Order of the El Paso County Hospital District Board of Managers Regarding Apprenticeship Program requirements adopted December 11, 2001.”

**Specifications:**

In all specifications prepared for competitive Bidding or requests for proposals for building construction projects, the Order of the El Paso County Hospital District Board of Managers Regarding Apprenticeship Program requirements adopted December 11, 2001, attached hereto as Attachment 1 shall be included and made a part thereof.

**Notice to Workers:**

The Director of Engineering at University Medical Center shall provide the Contractor with a notice advising workers of their rights under the apprenticeship program which shall be posted prominently at the worksite.

**Contractual Language:**

In all Contracts for building construction projects, the following language set forth on Attachment 2 shall be included in the Contract either within the body of the Contract or as an addendum thereto.

**Monitoring/Enforcement:**

The Director of Engineering at University Medical Center shall be the primary Hospital District contact for monitoring and enforcement of the Apprenticeship Program. The Director shall receive and timely investigate all complaints regarding alleged violations of the Apprenticeship Program. The Director may interview workers on-site to determine whether there has been compliance with the pay rates and ratios between journeymen and apprentices. The Director shall also receive and review the payrolls records submitted with requests for progress payment and shall review the same prior approval of payment. The Office of County Attorney is available to advise and assist the Director in the monitoring and enforcement of the apprenticeship program.

**Apprenticeship Program Addendum to Specifications**

1. All Bids or proposals must comply with the Order of the El Paso County Hospital District Board of Managers Regarding Apprenticeship Program requirements adopted December 11, 2001.
2. A copy of the Order of the El Paso County Hospital District Board of Managers Regarding Apprenticeship Program requirements adopted December 11, 2001 is attached hereto as Attachment 1.
3. In preparing Bids, the Bidder should use only those job classifications listed on the attached prevailing wage rate schedules, and should base its Bid on wage rates no less than those set forth on the schedules. In the event the Bidder determines that it will utilize classes of workers for which no wage rate has been determined the Bidder shall inform the Director of Materials Management prior to the deadline for submission of Bids, who shall consult with the Director of Engineering to determine whether the Bid may be based on any of the job classifications for which a rate has been set, or whether the Hospital District will need to determine a new prevailing wage rate for the classification at issue. In the event the Hospital District makes a prevailing wage rate determination for such classification, all Bidders will be given notice and an opportunity to revise their Bids based on the new prevailing wage rate determination. With respect to apprentices, trainees or helpers, the Bidder may utilize only registered apprentices enrolled in a DOL certified apprenticeship program and shall pay wages as determined by the apprenticeship program based on the individual apprentice’s experience and skill level.

**Apprenticeship Program Addendum to Contract**

A. In accordance with the Order of the El Paso County Hospital District Board of Managers Regarding Apprenticeship Program Requirements adopted on December 11, 2001, the Contractor and all subcontractors must comply with the following:

1. must sponsor or participate in a DOL certified apprenticeship program for all job classifications utilized on the project and which are “apprenticeable occupations” as defined by DOL regulations;

2. must hire registered apprentices enrolled in a DOL certified apprenticeship program;

3. may not substitute helpers or unregistered apprentices to perform apprentice level work in place of registered apprentices;

4. must pay wage rates and benefits package for apprentices as determined by the apprenticeship program/DOL;

5. must comply with DOL requirements for the ratio of apprentices to journeymen;

6. must hire apprentices in all job classifications utilized on the project and which are “apprenticeable occupations” as defined by DOL regulations, unless such placement would not be approved by the apprenticeship program.

B. The Contractor shall post the prevailing wage rate schedules made part of this Contract at each work site in a prominent location readily accessible to the workers through the duration of the project. In addition, the Contractor shall post a notice to be provided by the Director of Engineering regarding Prevailing Wage Rates and the Hospital District Apprenticeship Program, in English and Spanish, which shall be posted nearby the prevailing wage rate schedules.

C. The Contractor shall provide the names of all apprentices on the project, verification of their status as registered apprentices, and documentation as to their proper wage rates and journeyman to apprentice ratios as determined by the apprenticeship program.

D. No worker shall be discharged by the Contractor or Subcontractor or in any other manner discriminated against because such worker has filed an inquiry or complaint or instituted or caused to be instituted any legal or equitable proceeding or has testified or is about to testify in any such proceeding under or relating to the apprenticeship program.

E. The Contractor and subcontractors shall allow expeditious jobsite entry by the Director of Engineering and his/her agents and representatives displaying and presenting proper identification credentials to the jobsite superintendent or his/her representative. While on the jobsite the Director of Engineering and his/her agents and representatives shall observe all jobsite rules and regulations concerning safety, internal security and fire prevention. The Contractor and subcontractors shall allow project employees to be interviewed at random for a reasonable duration by the Director of Engineeringand his/her agents and representatives to facilitate compliance determinations regarding the provisions of this Contract regarding the apprenticeship program.

F. The Hospital District reserves the right to terminate this Contract for cause if the Contractor and/or subcontractors shall breach any of these provisions regarding the apprenticeship program.

G. The Contractor shall cause these and any other appropriate provisions regarding the apprenticeship program to be inserted in all subcontracts relative to the work to bind the subcontractors to the same apprenticeship program requirements as are applicable to the Contractor.