

## **CERTIFIED PAYROLL – Apprentices**

The latest “Quick Review of Connecticut’s Prevailing Wage Requirements” and the longer “A Guide to Prevailing Wage Laws in Connecticut” are available from CT DOL Wage & Workplace Standards Division, 200 Folly Brook Boulevard, Wethersfield, CT 06109.... (860) 263-6970. This contact information will also put you in touch with the CT DOL Apprenticeship Program. A great deal of additional apprentice info, as well as forms and applications, can be found at [CTapprenticeship.com](http://www.ctdol.state.ct.us/progsupt/appren/appren.htm) a.k.a. <http://www.ctdol.state.ct.us/progsupt/appren/appren.htm>

**Apprentices** may receive a reduced percentage of PW rate – if **each** of these conditions is met:

1. **Documentation** – Apprentices must be registered. A copy of the CT Davis-Bacon Certificate is required. The Davis-Bacon is project-specific, date-sensitive, and employer/union-specific.
2. **Ratio** – Each apprentice must be under the guidance of a same-trade journeyman at all times. If this 1:1 ratio is not met, each unmatched apprentice receives the full Prevailing Wage rate.
3. **Fringe** – Each worker on a PW project receives **full** fringe rate at all times. If 100% fringe is not paid to ANY worker, he or she must be paid an additional amount to make up the difference.

### **Apprentice Documentation:**

A copy of the State of CT DOL Davis-Bacon Certificate must be provided for each apprentice for each project. The application at <http://www.ctdol.state.ct.us/progsupt/appren/AT-71.pdf> must be mailed or faxed to the DOL after completion. For union shops, the union must complete item # 4. The DOL will provide the actual Davis-Bacon Certificate within a few days.

A copy of the Davis-Bacon Certificate should be submitted once for each apprentice – no later than the submission of the first Certified Payroll where that apprentice appears.

Apprentices without proper documentation or who work before their certification date must be paid full Prevailing Wage journeyman rate for their trade. No retroactive, post-dating, etc.

Many apprentices who have completed their hours still have to take an **exam** prior to becoming full journeymen. The State allows up to a year for them to pass this exam. However, once an apprentice’s hours are complete, he or she will not be registered on the Davis-Bacon Certificate. Apprentices who have completed their hours receive full PW wage, regardless of exam status. However, until the exam is passed, they still do not qualify as licensed journeymen for trades where a license is required. Until licensed, they cannot supervise other apprentices (see ratio).

Each apprentice must have already acquired a current CT Apprentice **ID Card** to be registered on the D-B Cert. Apprentices are required to carry their current card with them at all times on the job site. Each employer should have on file a copy of the current ID card for each apprentice.

### **Apprentice-to-Journeyman Ratio**

The 1:1 ratio requirement applies to each subcontractor on every PW job. One journeyman instructs and supervises the work of one apprentice. Only same-trade supervision is eligible. Any apprentice working without a matching same-trade journeyman gets full Prevailing Wage for all unmatched hours. An apprentice who receives full PW journeyman wage (for ratio, documentation, or any other reason) does **not** then become eligible to supervise another apprentice; therefore, if two apprentices work unsupervised, **each** of them gets full journey wage.

### **Classification of Apprentices**

On the CT DOL Certified Payroll Form (WWS-CP1), the “Work Classification” column should include the word “Apprentice” as well as the Work Classification for the trade in which the person is an apprentice (e.g. “Apprentice Carpenter”, “Pipefitter Apprentice”, etc.).

The “Appr. Rate %” column should show the current percentage of Prevailing Wage being paid (which should correspond with the schedule and rate indicated on the Davis-Bacon Certificate). Apprentices on Public Works jobs cannot be identified as being in **other** Work Classifications. The apprentice is being credited with apprenticeship hours in their trade, and should always be classified as an apprentice in that specific trade until their required hours are complete.

### **Restitution for Shortages**

Shortages in pay or benefits must be paid **directly** to the apprentice. Payments to a union benefit plan, for example, usually do not accrue 100% to the individual apprentice immediately.

Therefore, these are not creditable fully as fringe for PW purposes and are not accepted by the State as restitution. Documentation of direct payment must be shown in a Certified Payroll.

This can be a Supplemental CP, a revision, or a current CP with added detail line(s). Include the date or range of shortages as well as the cause of the shortage (in the Hours Worked field), hourly amount of shortage (in Cash Fringe), Deductions, Net Pay, and Check Number. Omit the non-cash Fringe amounts and Base Pay from restitution detail line(s) – the restitution detail is not reporting any additional time worked; these items were reported with the original hours worked.