

# Supplier and Workforce Diversity

# **Inclusion Plan**

(attachment to Purchasing Policy and Procedure UPP 3-01)

July, 2018

#### SECTION I: PURPOSE

As a Jesuit and urban university, Marquette University responsibly answers the call to provide an environment where students understand the social responsibility of company growth and enterprise. Striving to incorporate social equity and recycle local dollars for Milwaukee's economic sustainability, Marquette is committed to creating a space for diverse suppliers and workers. Marquette models this philosophy serving as an agent of change within the obvious economic constraints and inequalities found among various groups residing in Milwaukee County. Compelled to make informed and conscious purchasing, soliciting, and building practices, Marquette University will exercise stewardship by its collaborative work with diverse suppliers and workers through this inclusion workforce plan.

#### SECTION II: POLICY (AMENDMENT TO UNIVERSITY PURCHASING POLICY)

It is the policy of Marquette University to ensure that minority and women owned businesses (MWBE) are given equal access and opportunity to provide high quality goods and services to any and all aspects of our organization. Marquette University is committed to being a leader in the development of mutually beneficial relationships with diverse suppliers and to being a leader within its' industry and community within the area of supplier diversity. This diversity inclusion plan is referenced in the university purchasing policy and is an important amendment to ensure consistency in application, reporting and action.

# SECTION III: MINORITY AND WOMEN BUSINESS ENTERPRISE AND WORKFORCE INCLUSION

This plan provides information to contractors and suppliers regarding the inclusion requirements for Minority and Women Business Enterprises ("MWBE"), the use of minority and women workers ("MWW"), Apprentice, Neighborhood Residents and Interns during the construction, maintenance and operations of Marquette University Project(s), hereafter referred to as "construction". This plan has been prepared as a guide and is designed to assist all contractors and major suppliers in understanding the inclusion and reporting requirements. It also contains important provisions, requirements and recommendations relative to the utilization of diverse suppliers and workers. Although the language and requirements are targeted at construction and related services, the theme of the policy extends to all purchases on campus. The participation requirements are:

- 1. Minority and/or Women Business Enterprises will receive contracts that total 15% of the professional services and construction costs.
- 2 Minority and Women workers will perform 15% of the total hours worked on the project.
- 3. Apprentice and On-The-Job Trainees will be employed by each contractor and subcontractor in accordance with the maximum ratio of apprentices to journeymen established for this project. (This requirement is not intended to over employ resources and exceptions to the ratio are allowed when only one person is required for the work). See Exhibit 1.
- 4. Each contractor will make a good faith effort to hire at least one individual that lives in the Milwaukee County's zip codes identified as high poverty and/or 80-100% distressed. These zip codes are 53204, 53205, 53206, 53208, 53209, 53210, 53212, 53215, 53216, 53218, 53224, 53223, 53225, 53233.

5. Each contractor is encouraged to engage at least one Marquette University student as an intern.

#### SECTION IV: MINORITY AND WOMEN BUSINESS ENTERPRISE INCLUSION

#### A. Definitions

**Approved Certifying Agency** – an organization whose certifies a business as a minority business enterprise or women business enterprise and its' certification is accepted by Marquette University. The approved certifying agencies are:

- 1. National Minority Supplier Development Council ("NMSDC") or a regional council
- 2 North Central Minority Supplier Development Council ("NCMSDC")
- 3. Women Business Enterprise National Council ("WBENC")
- 4. Wisconsin Department of Administration ("WDOA")
- 5. Wisconsin Unified Certification Program ("WI UCP")

**Ethnically Diverse** – A business that is certified as a Minority Business Enterprise ("MBE") by an approved certifying agency or an individual that is a minority group member as defined below.

**Inclusion** – The active, intentional, and ongoing engagement which seeks, accepts, and welcomes diverse suppliers and workers.

**Minority Business Enterprises** ("MBE") - A business that has been certified by an approved agency and that is at least 51% owned, operated and controlled by a minority individual or minority group. In the case of publicly owned businesses, at least 51% of the stock is owned, controlled, and managed by one or more such individuals.

<u>Minority Classifications:</u> As defined by the National Minority Supplier Development Council ("NMSDC"), a minority group member is an individual who is a U.S. Citizen with at least ¼ or 25% minimum of the following:

- 1. <u>African American / Black</u> A US Citizen having origins in any of the Black racial groups of Africa.
- Hispanic American A US citizen of true-born Hispanic heritage, from any of the Spanish speaking areas of the following regions: Mexico, Central America, South America, and the Caribbean basin only. Brazilians (Afro-Brazilian, indigenous/Indian only) will be listed under Hispanic designation for review and certification purposes.
- 3. <u>Native American</u> A person who is an American Indian, Eskimo, Aleut, or native Hawaiian and regarded as such by the community of which the person claims to be part of. Native Americans must be documented members of a North American tribe, band of otherwise organized group of native people who are indigenous to the continental United States and proof can be provided through a native American Blood Degree Certificate (for example, a tribal registry letter, tribal roll register number).
- 4. <u>Asian Pacific American</u> A US citizen whose origins are from Japan, China, Indonesia, Malaysia, Taiwan, Korea, Vietnam, Laos, Cambodia, the Philippines, Thailand, Samoa, Guam, the US Trust Territories of the Pacific of the Northern Marianas.

5. <u>Asian Indian American</u> – A US citizen whose origins are from India, Pakistan, and Bangladesh.

**MWBE** – Minority and Women Business Enterprise

**NCMSDC** – North Central Minority Supplier Development Council is a regional council of NMSDC and certifies businesses in Iowa, Minnesota, North Dakota, South Dakota and Wisconsin as minority business enterprise.

**NMSDC** - National Minority Supplier Development Council advances business opportunities for certified Asian, Black, Hispanic and Native American business enterprises and connects them to corporate members. NMSDC's rigorous certification process is considered the gold standard for certifying minority-owned businesses by corporate America.

**Supplier Diversity** – A proactive business program that encourages the use of minority-owned, women owned, veteran owned, service disabled veteran owned, or historically underutilized business.

**WBENC** - Women's Business Enterprise National Council is dedicated to advancing the success of Corporate Members, certified women business enterprises and government entities in partnership with its 14 Regional Partner Organizations. WBENC is the largest third-party certifier of businesses owned, controlled and operated by women in the United States

**WI UCP** - Wisconsin Unified Certification Program (UCP) is a cooperative of 24 different Wisconsin cities, counties, and airport authorities that benefit from USDOT funding. These state and local agencies certify minority and women owned enterprises as disadvantaged business enterprises.

**Women Business Enterprises** ("WBE") - A business that has been certified by an approved agency and that is at least 51% owned and controlled by a woman or women. In the case of publicly owned business, at least 51% of its stock is owned by one or more women, and whose management and daily business operations are controlled by one or more women.

#### B. Minority and Women Business Enterprise Inclusion

- 1. Percentage Requirements 15% of the professional services and construction costs.
- 2 Inclusion Plan Form B Affidavit of Inclusion Plan must be submitted prior to starting work on the project. The copy of Form B Affidavit of Inclusion Plan is provided in Section VII. The Inclusion Plan will include:
  - a) The name and address of all subcontractors and suppliers
  - b) The specific type of work to be performed and/or contract items or parts to be supplied
  - c) The agreed upon dollar value for work to be performed
  - d) The calculated percentage of the total contract value for each subcontractor and supplier

A new Form B - Affidavit of Inclusion Plan must be submitted whenever there is a significant change in proposed MWBE participation. That change may relate to a significant increase or decrease in participation for any reason including change orders to your firm and/or if you receive a change

order relative to any MWBE firm used under your contract. Form B - Affidavit of Inclusion Plan will require resubmission if an MWBE firm is determined to be ineligible or loses eligibility. As part of the Form B - Affidavit of Inclusion Plan, a breakdown of all goods and services potentially contained within the scope of work for the contractor may be required. This will be used to look for other opportunities for MWBE participation.

- 3. MWBE Pre-approval Submission of the completed Form B Affidavit of Inclusion Plan form (included in Section VII) will be the initial document indicating which MWBEs will be used on the Project. If there is a change or an addition to the list of such firms to be used, those changes and/or additions must be approved by Marquette University facilities staff prior to utilization of the firm(s).
- 4. Participation Levels MWBE inclusion will occur at all levels of the project.
- 5. Measuring The following criteria will be used to determine if the Inclusion Levels have been met:
  - An MWBE may participate as a prime contractor, consultant, subcontractor, joint venture partner with a prime or subcontractor, or supplier of materials, supplies, equipment, or trucking.
  - b. An MWBE must be responsible for a clearly defined portion of the work to be performed, in addition to satisfying the statutory requirement for ownership and control.
  - c. An MWBE must perform a commercially useful function, i.e., must be responsible for the execution of a distinct element of the Project work and must carry out its responsibility by actually performing, managing, and supervising the work involved. To determine whether the MWBE is performing a commercially useful function, the contractor or supplier and Project Team will evaluate the amount of work subcontracted, usual and customary industry practices, and other relevant factors.
  - d. Only that portion of the total dollar value of the contract equal to the percentage of participation of the MWBE joint venture partner in a certified MWBE Joint Venture will be counted.
  - e. Credit for the participation of MWBE subcontractors, which are suppliers of materials, equipment, and supplies, will be counted as follows:
    - 1.) One hundred percent (100%) of the expenditures of equipment, materials and supplies required under the contract and obtained from a wholesale or retail distributor that owns, operates, or maintains a store, warehouse, or other establishment in which the materials or supplies required for the performance of the Project are bought, kept in stock, and regularly sold to the public in the usual course of business. The distributor must engage in, as its principal business, and in its own name, the purchase and sale of the products in question. A distributor in such bulk items as steel, cement, gravel, stone, and petroleum products need not keep such products in stock if it owns or operates distribution equipment.
    - 2.) One hundred percent (100%) of expenditures for equipment, materials and supplies obtained from an MWBE manufacturer, subcontractor, or supplier who substantially alters the material before resale or installation.

- 3.) Equipment, materials and supplies obtained from an MWBE wholesale broker, retail broker, or packager that owns, operates, or maintains an establishment in which the materials or supplies required for the performance of the project are ordered, not kept in stock, and/or not regularly sold to the public in the usual course of business may only be counted for up to 20% of the 15% MWBE inclusion goal. The broker or packager must engage in, as its principal business, and in its own name, the brokering or packaging of the products in question.
- 6. Reporting Contractors participating on the Project must submit "Form E Affidavit of Subcontractor Payment" to identify subcontractors and suppliers that are included in their Application for Payment. The Form E Affidavit of Subcontractor Payment provides information on the amount of payment to be made to all subcontractors and suppliers. Each MWBE contractor and supplier must submit Form F Minority and Women Business Enterprise Payment Verification to report the amount invoiced and paid each month.
- 7. Certified MWBE Firms A list of firms certified as MBE or WBE by the State of Wisconsin may be obtained from the following website:

Certification	Agency	Business Search Website
MBE	State of Wisconsin	https://wisdp.wi.gov/Search.aspx
WBE	State of Wisconsin	https://wisdp.wi.gov/Search.aspx

It is your responsibility to assure that the firm is either certified or certifiable. Should you or your potential subcontractor/supplier require assistance in obtaining verification of certification, please contact Marquette University facilities' staff.

- 8 Approved Certification Agency An MWBE firm must be currently certified as Minority or Women Business Enterprise by any of the approved agencies:
  - a. National Minority Supplier Development Council, or a regional affiliate
  - b. State of Wisconsin Department of Administration
  - c. Women's Business Enterprise National Council
  - d. Wisconsin Unified Certification Program
- 9. Maintaining Certification MWBE firms participating on the Project must maintain MWBE certification during the entire term of their contract on the Project.

Should the MWBE firm lose its certification during the performance of any contract on this Project, Marquette University facilities' staff will be immediately notified. Expedient and diligent efforts will be made by the contracting firm and the MWBE firm to meet all requirements for reinstatement.

SECTION V: WORKFORCE INCLUSION

#### A. Definitions

**Apprentice** - A person who is learning a trade from a skilled employer, having agreed to work for a fixed period at low wages.

**Intern** – a student or trainee who works at a trade or occupation to gain work experience.

**MWW** – Minority and Women Workers

**Neighborhood Resident** - an individual that lives in the Milwaukee County's zip codes identified as high poverty and/or 80-100% distressed. These zip codes are 53204, 53205, 53206, 53208, 53209, 53210, 53212, 53215, 53216, 53218, 53224, 53223, 53225, 53233.

On-the-Job Trainee – A person that acquires both general skills that they can transfer from one job to another and specific skills that are unique to a particular job in a normal working situation.

**Worker Hours** – The total hours worked on a construction project by skilled and unskilled construction trade workers, where those workers are employed by the contractor or any subcontractor. In determining the total worker hours to be furnished at the construction site, the number of hours devoted to all tasks customarily performed on a construction site will be included, whether or not such tasks are performed on the construction site. "Worker hours" includes work performed by persons filling apprenticeships and participating in on-the-job training programs.

#### B. Minority and Women Worker Inclusion

- 1. Percentage Requirements 15% of the worker hours will be performed by minority or women workers.
- 2 Inclusion Levels MWW may be utilized in all trades performing work on the Project.
- Measuring Hours worked by MWW will be measured as a percentage of the total worker hours on the construction of the project, including hours worked by apprentices and on-the-job training participants.
- 4. Reporting Each contractor and subcontractor will submit a preliminary workforce participation schedule on Form C. After commencement of the project, each contractor and subcontractor will submit weekly hours worked by employees on Form G, (or a similar form as determined by MU). (Note: The university is open to reporting modifications if the contractor's payroll system provides the required information in an alternative format.)

#### C. Apprentice and On-the-Job Trainee Requirements

 Participation Levels – Each contractor and subcontractor will employ apprentices or on-the- job trainees in performance of all construction contracts and subcontracts for the project in accordance with the maximum ratio of apprentices to journeymen established for this project, except as noted

above. The Construction Trades Ratios is attached as Exhibit 1.

- 2 Measuring Apprentice or on-the-job trainee to journey ratio will be measured on a per-person basis.
- 3. Reporting Each contractor and subcontractor will identify apprentice and on-the-job trainees on the Workforce Weekly Hours Report forms (or as determined by MU) and submit of a copy of each apprentice indenture form or on-the-job training plan.

#### D. Neighborhood Residents

- 1. Inclusion Level Each contractor will make a good faith effort to hire at least one individual that lives in the Milwaukee County's zip codes identified as high poverty and/or 80-100% distressed. These zip codes are 53204, 53205, 53206, 53208, 53209, 53210, 53212, 53215, 53216, 53218, 53224, 53223, 53225, 53233.
- 2 Measuring Neighborhood Residents will be measured on a per-person basis and the hours worked will be included in determine the MWW. The neighborhood resident may be counted as an apprentice or on-the-job trainee.

#### E. Interns

- 1. Each contractor is encouraged to hire a Marquette student as an intern.
- 2 Measuring Interns will be measured on a per-person basis.

#### SECTION VI: FORMS AND REPORTING CRITERIA

The following forms are attached:

#### A. Affidavit of Compliance

Each contractor and subcontractor submitting bids for the Project will submit an "Affidavit of Compliance" acknowledging the requirements of the MWBE, MWW, and Apprentice and On-the-Job Trainee provisions.

#### B. Affidavit of Inclusion Plan

All firms awarded contracts that made a MWBE commitment must submit an "Affidavit of Inclusion Plan" which identifies the MWBE contractors and suppliers and the estimated amount of their contract.

#### C. Proposed Workforce Inclusion Plan

All firms awarded contracts will submit a "Proposed Workforce Inclusion Plan", which indicates the estimated total hours and hours to be worked by minority, women and apprentices.

#### D. Workforce Profile Form

All contractors and subcontractors participating on the Project must submit a completed "Workforce Profile Form" listing workers to be assigned to the project. The form must be resubmitted with each payroll that contains a new employee. It is used to categorize employees by race, gender and trade so

that we may identify the job classification of each worker and compliance with the Apprentice ratio, which will be verified by the weekly hours' reports. If MU is managing the reporting of a given project, this form may be modified as to not require worker demographic information.

#### E. Affidavit of Subcontractor Payment (Pay Request Submittal)

Contractors participating on the Project must submit an "Affidavit of Subcontractor Payment" to identify subcontractors and suppliers that are included in their Application for Payment. The Affidavit of Subcontractor Payment provides information on the amount of payment to be made to all subcontractors and suppliers.

#### F. Minority or Women Business Enterprise Payment Verification

Each month an MWBE firm performing work on the Project or with outstanding invoices must complete the Minority or Women Business Enterprise Payment Verification form by listing invoices tendered and payments received during the month covered by the form. If MU is managing the reporting of a given project, this form may not be required.

#### G. Workforce Weekly Hours Report

Each contractor and subcontractor will submit a "Workforce Weekly Hours Report" to the Construction Manager or General Contractor. If MU is managing the reporting of a given project, this form may not be required. (Note: The university is open to reporting modifications if the contractor's payroll system provides the required information in an alternative format.)

#### **Exhibit 1: Construction Trades Ratio**

Each contractor and subcontractor will employ apprentices or on-the-job trainees in performance of all construction contracts and subcontracts for the project in accordance with the maximum ratio of apprentices to journeymen established for this project.

The following forms are included herein.

	Submit	
Form	with/when	Submit to
A - Affidavit of Compliance	With Bid or	Construction Manager or
A - Amazvit of Compilance	Proposal	General Contractor
B - Affidavit of Inclusion Plan	With Bid or	Construction Manager or
D - Allidavit of inclusion Fian	Proposal	General Contractor
C - Proposed Minority and Women Worker Inclusion Plan	With Bid or	Construction Manager or
C - Proposed Millionty and Women Worker inclusion Flan	Proposal	General Contractor
D - Workforce Profile Form	Prior to Start	Construction Manager or
D - Workforce Florine Lottil	of Work	General Contractor
E - Affidavit of Subcontractor Payment	Monthly	Construction Manager or
L - Amuavit of Subcontractor Fayment	ivioritrily	General Contractor
F – Minority or Women Business Enterprise Payment	Monthly	Construction Manager or
Verification	ivioritrily	General Contractor
C Workforce Weekly Hours Depart	Weekly	Construction Manager or
G – Workforce Weekly Hours Report	vveekiy	General Contractor
Exhibit 1 – Construction Trades Ratio	Informational Only	Informational Only

#### Marquette University Affidavit of Compliance with Minority and Woman Business Enterprise and Workforce Inclusion Plan

Minority and Woman Business Enterprise (MWBE) inclusion on this project is\_\_\_\_\_\_%.

Workforce Inclusion:% of the total hours worked by Minority and Women Workers.
Hire Neighborhood Resident:YesNo
The undersigned hereby states that he/she has not discriminated in any manner on the basis of race, sex, or national origin in any manner in the preparation of the attached bid or selection of subcontractors or material suppliers for such bid.
The undersigned acknowledges, understands, and agrees that submission of bid shall commit the bidder to comply with the MWBE Inclusion Plan to achieve the stated percentage requirements for MWBE inclusion on this contract, including submission of the information required by the proposed schedule of subcontractors and/or suppliers.
The undersigned acknowledges, understands, and agrees that submission of a bid shall commit the bidder to comply with the Minority and Women Workforce Inclusion Plan on this contract, including submission of information to verify the number and percentage of minority and women worker hours.
The undersigned acknowledges, understands, and agrees to employ apprentices and on-the-job trainees in accordance with the maximum ratio of apprentices to journeymen established for this project, including submission of the information required to verify compliance with this provision.
The undersigned acknowledges, understands, and agrees to make a good faith effort to employ at least one individual that lives in the Milwaukee County's zip codes identified as high poverty and/or 80-100% distressed. These zip codes are 53204, 53205, 53206, 53208, 53209, 53210, 53212, 53215, 53216, 53218, 53224, 53223, 53225, 53233.
The undersigned is encouraged to engage at least one Marquette University student as an intern.
The undersigned acknowledges, understands, and agrees that they have received and read Diversity Supplier and Workforce Development Inclusion Plan. The undersigned also states that all the above information is true and correct to the best of his/her knowledge.
Scope of Work:
Contractor:
Signature:Print Name:
Title:Date:

# MARQUETTE UNIVERSITY AFFIDAVIT OF INCLUSION PLAN

Project Name:					
Contractor: Scope of Work:			Total Contract Value	\$	
List all subcontractors and suppliers.			rotal contract value	*	
Subcontractor or Supplier	Address	MBE or WBE Certified	Type of Work	Contract Value	% of Total Contrac
agreement with the firm (s) listed for the se	e and quoted the cost. If awarded this contract, our firm ervices specified. The information on this form is true as sanctions under applicable Local, State or Federal laws	nd accurate t	o the best of my knowledge. I further	intends to enter in runderstand that falsification; fr	
Signature:	Print Na	ame:			
Title:					

# MARQUETTE UNIVERSITY PROPOSED WORKFORCE INCLUSION PLAN

This is a preliminary statement of proposed workforce. **Project Name:** Contractor:\_\_\_\_\_Scope of Work: \_\_\_\_ PROPOSED TOTAL HOURS FOR PROPOSED HOURS FOR PROPOSED HOURS FOR WOMEN WORKERS JOB CATEGORY ALL WORKERS MINORITY WORKERS SKILLED TRADES: (Specify) JOURNEY PERSON APPRENTICES %) ON-THE-JOB TRAINEES %) %) SKILLED TRADES: (Specify) JOURNEY PERSON %) %) %) **APPRENTICES** %) **ON-THE-JOB TRAINEES** LABORERS: %) %) TOTAL HOURS %) Signature: \_\_\_\_\_Print Name: \_\_\_\_\_ Title: \_\_\_\_\_\_Date: \_\_\_\_\_

# MARQUETTE UNIVERSITY WORKFORCE PROFILE

Please provide the demographic information requested below for each employee. Specifically enter the name, address, last 4 digits of social security number, race, gender, and job classification of each employee assigned to this project.

Project Name				
Company			☐ Prime ☐	Subcontractor
Contact Person		_Telephone		
-axE	Email			
Type of Work			_	
			T	
Employee Name and Address	Last 4 digits of Social Security Number	Race	Gender	Job Title
				Apprenticeship/Trainee Year:
				Apprenticeship/Trainee Year:
				Apprenticeship/Trainee Year:
				Aggregation ship (Taylors Many
				Apprenticeship/Trainee Year:
				Apprenticeship/Trainee Year:
				дриенисезприташее теаг.
				Apprenticeship/Trainee Year:
				Apprenticeship/Trainee real.
				Apprenticeship/Trainee Year:
				, , , , , , , , , , , , , , , , , , ,

<u>Apprentices</u> must be formally registered in an apprenticeship program administered by the U.S. Dept. of Labor, a state agency recognized by the U.S. Dept of Labor or under Wisconsin's apprenticeship law, Chapter 106. Stats. **Enter apprenticeship year**.

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# MARQUETTE UNIVERSITY AFFIDAVIT OF SUBCONTRACTOR PAYMENT MONTHLY UTILIZATION REPORT

PROJECT NAME:								
PRIME CONTRACTOR/CONSULTANT:						REPORT FOR MONTH O	F:	
ADDRESS:						APPLICATION NO.		
CITY:	COUNTY:		STATE:	ZIP:		CONTRACT START DAT	E:	
TELEPHONE:		FAX:				COMPLETION DATE:		
Email:	_					PHASE:		
PRIME'S TOTAL CONTRACT VALUE (including Change Order	rs): \$				PRIME'S TOTAL PA	AYMENTS TO DATE: \$		_
List ALL Firms utilized in connection with the above Project,	either as a Subcor	nsultant, Subco	ontractor or Supplier in the	e last month.				
Firm Name		tor Targeted egory	Contact Person	Phone Number	Work/Services Provided (Materials Supplied)	Contract Amount	Amount of Payments for Month	Total Payments to Date
	MBE	WBE						
						\$	\$	\$
						\$	\$	\$
						\$	\$	\$
						\$	\$	\$
				1		\$	\$	\$
TOTALS					<u> </u>	\$	\$	\$
							Data	
Report Prepared by: Name				Title		_	Date:	

Please submit by the 5th of the month via fax or email.

# MARQUETTE UNIVERSITY MINORITY AND WOMEN BUSINESS ENTERPRISE PAYMENT VERIFICATION MONTHLY REPORT

PROJECT NAME:							
MINORITY OR WOMEN BUSINESS:				REPO	RT FOR MONTH OF:		
ADDRESS:		APPLICATION NO.					
CITY:	COUNTY:	STATE: ZIP:		CONTR	RACT START DATE:		
TELEPHONE:				COMPL	LETION DATE:		
Email:	<u> </u>						
List and attach a copy of invoices submitted du Billings/Invoice	ring the month indicated a	above.					
Prime Contractor	Contact Person	Phone Number	Work/Services Provided (Materials Supplied)	Contract or Purchase Order Amount	Invoice #	Invoice Amount	Invoice Date
				\$			
				\$			
				\$			
				\$			
TOTALS				\$		\$ -	
List all checks received during the month indica	ated above.						
Prime Contractor	Contact Person	Phone Number	Work/Services Provided (Materials Supplied)	Contract or Purchase Order Amount	Check #	Check Amount	Check Date
				\$		\$	
				\$		\$	
				\$		\$	
				\$		\$	
TOTALS				\$		\$ -	
Report Prepared by:		Title:				Date:	

#### MARQUETTE UNIVERSITY WORKFORCE WEEKLY HOURS REPORT

Project Name:
Contractor:
For the week ending

Please complete and submit weekly via fax or email.

Name, Address, City, State and Zip	Last 4-digits of Social Security Number	Job Classification	Ethnicity	Gender	Total Hours Worked during the week

- Ethnicity Abbreviations: A Asian, Pacific Islander
- B Black, African American
- C Caucasian
- H Hispanic
- N Native American

# **Marquette University**

### Construction Trades Ratio

Trades	Journeymen	Apprentice	Subjourneymen	Union Local
Boilmakers	5	1	•	107
Bricklayer	5	1		8
Cabinet Maker	4	1		Council of Carpenters
Carpenter	4	1		Council of Carpenters
Ceiling (Interior system carpenter)	4	1		Council of Carpenters
Cement Mason	6	1		599
Drywall Taper	3	1		AFL-CIO 7
- '	1 - 3	2		
Electrical Workers	4 - 6	3		IBOEW
	7 - 9	4		-
Elevator Constructors	N/A	N/A		15
Finisher	3	1		AFL-CIO 7
Floor Coverer	4	1		Council of Carpenters
General Laborer	4	1		113
Glaziers	3	1		1204
Heat / Frost Insulators	3	1		19
Heavy Highway	3	1		113
Ironworkers (Structrual)	3	1		8
Ironworkers (Ornamental)	1	1		8
Laborers (Building)	3	1		113
Lather	4	1		Council of Carpenters
Millwrights	4	1		Council of Carpenters
	5	1		Oddrien or odrpenters
Operating Engineers/ Heavy	6	2		139
Equipment Operators	11	3		137
Painters & Decorators	3	1		AFL-CIO 7
Piledrivers	4	1		Council of Carpenters
Plasterer	5	1		599
T lusterer	1	1		377
	2	1		
	3	2		
Plumbers	4	3		75
ir iumbers	5 - 6	4		- 75
	7 - 9	5		
	10	6		
Refrigeration	10	1		601
Roofers	2	1		65
Sewer, Tunnel & Water	3	1		113
Jewer, runner & Water	3	0	1	113
Sheet Metal Workers	4	2	3	18
Sheet Metal Workers	6	3	5	
	1	1	J	
Sprinkler Fitters	2	1		183
Deminier i mers	3	2		103
Steamfitters	1	1		601
Terrazzo (Installers & Finishers)	3	1		5
·	3	1		5
Tile layer Wall Insulation	4	1		Council of Carpenters
Waterproofers	2	1		65
waterproofers	Z	I		00