

Instructions for Filing Employment Utilization Report (EUR)

The Employment Utilization Report (EUR) is to be completed by all contractors (prime and each subcontractor with aggregate construction contracts in excess of \$10,000 in one year) during the term of the contract. Contractors or subcontractors that do not have a current EUR on file with ISD, submit report before construction begins and on March 10 and September 10 of each year. Each EUR report must cover the previous month and must be signed by a responsible official of the company.

The information required on this report is for the contractors' aggregate workforce - total workforce within the geographical boundaries of the County of Los Angeles – not only County contracts or this specific County project. The report shall include the total work hours for each employee classification in each trade in the covered area for the reporting period.

The prime contractor is responsible for collecting and reviewing the EURs for all subcontractors before submitting them. These reports for the prime and subcontractors shall be submitted to the County of Los Angeles, Internal Services Department. Incomplete or erroneous forms will be returned to the contractor and will not be considered in compliance until corrected and re-submitted. Additional copies of this form may be obtained from the Deputy Compliance Officer monitoring the project.

Compliance Agency	Government agency assigned responsibility for equal employment opportunity (Secure this information from the contracting officer).
Federal Funding	Agency Government agency funding project (in whole or in part) if more than one agency, list all.
Contractor	Any contractor who has a construction contract with a Government Agency or a contract funded in whole or in part with Federal funds.
Minority	Includes African Americans, Hispanics, American Indians, Alaskan Natives, Asians and Pacific Islanders — both men and women of these ethnicities.

Refer to the numbered areas on the EUR:

1. Covered Area	County of Los Angeles
2. Employer Identification Number	Federal Social Security Number used on Employer's Quarterly Federal Tax Return (U. S. Treasury Department Form 941).
3. Current Goals (Minority & Female) FOR FEDERALLY FUNDED CONTRACTS ONLY	28.3% Minority and 6.9% Female in California.
4. Reporting Period	Contractors or subcontractors that do not have a EUR on file with ISD, submit report before construction begins and again on March 10 and September 10 of each year.
5. Construction Trade	Only those construction crafts which contractor employs in the County of Los Angeles.
6. Construction Work Hours (See 6a thru 6e)	These work hours should reflect the hours of <u>all</u> contractor construction employees working within the geographical boundaries of the County of Los Angeles: <ul style="list-style-type: none"> a. The total number of male-hours and female-hours worked by all employees in each classification. b–e The total number of male-hours and female-hours worked by each specified group of minority employees in each classification.
Classification	The level of accomplishment or status of the worker in the Trade, i.e., Journey Worker, Apprentice, Trainee.
7. Minority Percentage	The percentage of total minority work-hours (the sum of columns 6b, 6c, 6d, and 6e divided by column 6a; result reported should be percentage for entire trade, not classifications within each construction trade).
8. Female Percentage	For each trade, the F number reported in 6a divided by the sub total reported in 6a (M and F).
9. Total Number of Employees	Total number of male and female minority employees working in each classification of each trade in the contractor's aggregate work force during reporting period.
10. Total Number of Minority Employees	Total number of male minority employees and total number of female employees working in each classification in each trade in the contractor's aggregate work force during reporting period.