

# Operating Engineers Local 3 District 12 JATC Work Summary Time Card

Name \_\_\_\_\_

First \_\_\_\_\_ Last \_\_\_\_\_

CEO

CRN

Employer \_\_\_\_\_

Month Hours Worked \_\_\_\_\_

Year \_\_\_\_\_

**CHECK IF UNEMPLOYED THIS MONTH**

**TOTAL HOURS** \_\_\_\_\_

WORK PROCESS CATEGORIES			
A	B	C	D
Summary Hours			

**PROGRESS REPORT** \*To be completed by supervisor  
A-Outstanding B-Above Average C-Average D-Below Average F-Poor

Required	A	B	C	D	F
1. Attendance					
2. Quality of Work					
3. Ability to Follow Instructions					
4. Progress in Learning Trade					
5. Care of Equipment					
6. Cooperation					
7. Safety					

Mark Number of Hours Spent on Each Work Process Task Below

Hours on task	<b>A</b> Track & Comp Type Equipment	Hours on task	<b>B</b> Rubber Tire Type Equipment	Hours on task	<b>C</b> Hoisting Type Equipment	Hours on task	<b>D</b> Misc Type Equipment
	Compactor Sheepsfoot		Backhoe/Loader Comb		Assist to Engineer (crane)		Asphalt/Concrete Plant
	Dozer Track & Rubber		Blade (Finish)		Boom Truck		Assist to Engineer (other)
	Excavator-Trackhoe		Blade (Support/Rough)		Conventional Cranes		Grade-Setter/Checker
	Paving Machine		Conventional Scraper		Cranes with Attachments		Lube Equipment
	Roller (asphalt)		John Deere Tractor		Drilling Equipment		Power Boom
	Roller (cold)		Mini-Excavator		Fork Lift		Preventative Maintenance
	Screedman		Paddle/Wheel Scraper		Hydra Hammer		Welding
	Track Type Loader		Rubber Tire Loader-Loader		Hydraulic Cranes		Haul Truck
	Trenching Machine		Skid-Steer or Similar		Pile Drive Equipment		Water Truck
	Other (explain)		Other (explain)		Other (explain)		Other (explain)

Other Task  
(Explain):

Supervisor  
Comments:

Supervisor Name Print **(Required)**

Supervisor Phone Number **(Required)**

Supervisor Signature**(Required)**

Apprentice Signature **(Required)**