

U.S. Department of Labor Employment and Training Administration Office of Apprenticeship Training, Employer and Labor Services (OATELS) Washington, D.C. 20210	<u>Distribution:</u> A-541 Headquarters A-544 All Field Tech A-547 SD+RD+SAC+; Lab.Com	<u>Subject:</u> National Guideline Standards of Apprenticeship ---- Joint Roofing Industry Labor/Management Committee <u>Code:</u> 200
Symbols: DSNIP/FDK		Action: Immediate

PURPOSE: To transmit to the Office of Apprenticeship Training, Employer and Labor Services (OATELS), Bureau of Apprenticeship Training (BAT) Staff the revised National Guideline Standards for the Joint Roofing Industry Labor/Management Committee.

BACKGROUND: The Joint Roofing Industry Labor/Management Committee recognizes the need for a structured apprenticeship program to maintain the high level of skill and competence demanded in the roofing industry. The attached revised National Guideline Standards were certified and approved by ATELS on June 16, 2000.

ACTION: BAT staff should familiarize themselves with the attached National Guideline Standards of Apprenticeship.

Attachment

NOTE: This Bulletin is being sent via Electronic-Mail (E-Mail). Bureau State Directors should provide copies to their SAC partners as appropriate.

NATIONAL
GUIDELINES FOR
APPRENTICESHIP STANDARDS

developed by

THE JOINT ROOFING INDUSTRY
LABOR/MANAGEMENT
COMMITTEE

for the occupation of

ROOFER

DEVELOPED IN COOPERATION WITH THE
BUREAU OF APPRENTICESHIP AND TRAINING
U.S. DEPARTMENT OF LABOR

APPROVED AND CERTIFIED BY THE
UNITED STATES DEPARTMENT OF LABOR
APPRENTICESHIP TRAINING, EMPLOYER AND LABOR SERVICES

BY: 
ANTHONY SWOOPE, ADMINISTRATOR
APPRENTICESHIP TRAINING, EMPLOYER AND LABOR SERVICES

CERTIFICATION DATE: June 16, 2000

FOREWORD

Recognizing there is no substitute for apprenticeship, and that there is a definite obligation on the part of the roofing industry to supply means for persons to obtain training and education to prepare them for useful working lives, the signatory roofing contractors and the United Union of Roofers, Waterproofers and Allied Workers resolved to establish trade training for apprentices in accordance with the basic requirements for effective apprenticeship. These standards provide guidelines to attain the efficiency and versatility required for true craftworkers, and will help immeasurably to raise the overall level of workers for the trade. The first step toward this goal was taken in 1945, when the signatory roofing contractors and the United Union of Roofers, Waterproofers and Allied Workers jointly formulated a national pattern for apprenticeship standards in the roofing industry. These standards were valuable as an instrument toward the promotion of apprenticeship as well as being of assistance to joint apprenticeship and training committees (JATCs) in the formulation of apprenticeship standards,

Over 50 years later, it was again evident that the industry and the program had progressed to the point where additional action was necessary. For that reason, the industry established the Joint Roofing Industry Labor/Management Committee.

Continuously on the alert for ways and means to improve training methods and procedures, the committee has revised the original pattern standards. It has established minimum national standards of the industry to meet the requirements for added skills and technical knowledge brought about by ever-changing techniques and new competitive materials. These changes have increased the need of more versatile, thoroughly trained craftworkers capable of performing a more efficient, long-lasting and perfectly executed job.

Title 29, Code of Federal Regulations, Part 29, outlines the requirements for registration of acceptable apprenticeship programs for Federal purposes, and sets forth labor standards that safeguard the welfare of apprentices. Such registration may be through the Bureau of Apprenticeship and Training, U.S. Department of Labor or by a State Apprenticeship Agency recognized by the Bureau as the appropriate body in that State for approval of apprenticeship programs for Federal purposes. Title 29, code of Federal Regulations, Part 30 sets forth the requirements for equal employment opportunity in apprenticeship to which all registered apprenticeship programs must adhere.

THE JOINT ROOFING INDUSTRY LABOR/MANAGEMENT COMMITTEE

In order that there be continuous activity and progress in apprenticeship and training in the roofing industry, the Joint Roofing Industry Labor/Management Committee was established to serve in an advisory and promotional capacity. This committee is made up of an equal number of representatives of signatory roofing contractors and the United Union of Roofers, Waterproofers and Allied Workers. A representative of the Bureau of Apprenticeship and Training, U.S. Department of Labor, and of the Trade and Industrial Education Service, Department of Education, may serve as consultants to the committee, when requested.

To enable qualified persons to obtain the training necessary to equip them for the responsibilities they must assume as craftworkers, the national committee has developed the attached National Guideline Standards for joint apprenticeship and training committees to utilize in finalizing Apprenticeship Standards. It is through the cooperative effort and initiative of groups that the committee looks for long-lasting and increasing apprenticeship activities.

The Committee will arrange for any assistance possible to be given to the group in establishing practical and sound apprenticeship and training programs and the development of apprentice training in the industry through periodic surveys and make such recommendations as may be necessary for improving the effectiveness and completeness of the training of apprentices.

Duties of the Joint Roofing Industry Labor/Management Committee:

The Committee:

- a. Encourage JATC's to establish programs in accordance with these National Guideline Standards.
- b. Encourage employers to cooperate with the Joint Apprenticeship Committee in all areas of training.
- c. Make an annual report to the Joint Roofing Industry Labor/Management Committee on progress made in apprenticeship.
- d. Encourage each member and/or Joint Apprenticeship Training Committee to cooperate with the Joint Roofing Industry Labor/Management Committee on the development and use of related instruction material.

DEVELOPMENT OF AFFIRMATIVE ACTION PLAN AND SELECTION PROCEDURES

Equal employment opportunity is required of every registered apprenticeship program. Such requirements apply to the recruitment, selection, employment, and training of apprentices throughout their apprenticeship.

Those programs with five or more apprentices, or where there is a likelihood of five or more apprentices, must have a written Affirmative Action Plan and Selection Procedure that is approved by the Registration Agency as part of the Standards of Apprenticeship.

A sample Affirmative Action Plan and Selection Procedure are attached.

Representatives of the Registration Agency are available to assist the Joint Apprenticeship and Training Committee (JATC) in developing its Standards of Apprenticeship, Affirmative Action Plan and Selection Procedures using the sample provided. Once developed, the Standards of Apprenticeship, as well as the Affirmative Action Plan and Selection Procedures must be submitted to the Registration Agency for approval and registration.

**OFFICIAL ADOPTION OF NATIONAL GUIDELINES FOR APPRENTICESHIP
STANDARDS:**

The Joint Roofing Industry Labor/Management Committee hereby adopts these National Guidelines for Apprenticeship Standards on the 27th day of February, 2000.

**REPRESENTING THE NAME OF PROGRAM SPONSOR'S APPRENTICESHIP
COMMITTEE:**

/s/ Earl J. Kruse
Signature

Earl J. Kruse, Int'l. President
United Union of Roofers, Waterproofers
and Allied Workers - Labor Co-Chair

/s/ Douglas Jones
Signature

Douglas Jones, President
Southside Roofing & Sheet
Metal Co., Inc.
Management Co-Chair

/s/ Kinsey M. Robinson
Signature

Kinsey M. Robinson, Int'l. Secretary-Treasurer
United Union of Roofers, Waterproofers
and Allied Workers - Labor Co-Chair

/s/ Leigh Haight
Signature

Leigh Haight, President
Haight Roofing Company, Inc.
Management Co-Chair

/s/ John Martini
Signature

John Martini, Int'l. Executive Vice President
United Union of Roofers, Waterproofers
and Allied Workers - Labor Co-Chair

/s/ Thomas Tjelmeland
Signature

Thomas Tjelmeland, President
T&K Roofing
Management Co-Chair

/s/ Thomas Pedrick
Signature

Thomas Pedrick, Int'l Vice President
United Union of Roofers, Waterproofers
and Allied Workers - Labor Co-Chair

/s/ Jay Refieuna
Signature

Jay Refieuna, President
Mansfield Roofing Company
Management Co-Chair

/s/ Paul Bickford
Signature

Paul Bickford, Int'l. Vice President
United Union of Roofers, Waterproofers
and Allied Workers - Labor Co-Chair

/s/ Charles Frazier
Signature

Charles Frazier, President
Midland Engineering Company
Management Co-Chair

/s/ Douglas Ziegler
Signature

Douglas Ziegler, Int'l. Vice President
United Union of Roofers, Waterproofers
and Allied Workers - Labor Co-Chair

/s/ Carl Keeton
Signature

Carl Keeton, Int'l. Representative
United Union of Roofers, Waterproofers
and Allied Workers-Labor Co-Chair

/s/ Bruce Fryer
Signature

Bruce Fryer, President
Fryer Roofing Co.
Management Co-Chair

/s/ Robert J. Krul
Signature

Robert J. Krul, Apprenticeship
Coordinator
United Union of Roofers, Waterproofers
Management Co-Chair

STANDARDS OF APPRENTICESHIP

DEVELOPED BY

**Joint
Apprenticeship and Training Committee
(PUT NAME OF JATC HERE)**

FOR THE OCCUPATION OF

Roofer

APPROVED BY

(REGISTRATION AGENCY)

SAMPLE

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ATTACHMENT A - Trade Schedule and Related Instruction Outline

ATTACHMENT B - Sample Apprenticeship Agreement

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SAMPLE FOREWORD

These (insert name of Joint Apprenticeship and Training Committee) Apprenticeship Standards have as their objective the training of Roofers skilled in all phases of the roofing industry. The United Union of Roofers, Waterproofers and Allied Workers and the signatory contractors recognize that in order to accomplish this, there must be well developed on-the-job training and supplemental related instruction.

This recognition has resulted in the development of these Apprenticeship Standards. They were developed in accordance with the basic standards recommended by the Bureau of Apprenticeship and Training, United States Department of Labor, as a basis from which JATC's can work to establish an apprenticeship training program that meets the particular needs of the area.

DEFINITIONS

APPRENTICESHIP INFORMATION MANAGEMENT SYSTEM (AIMS): The Federal system which provides for the automated collection, retention, updating, retrieval and summarization of information related to apprentices and apprenticeship programs.

APPRENTICE: An individual meeting the qualifications described in the Standards of Apprenticeship who has signed an Apprenticeship Agreement with the Joint Apprenticeship Training Committee (JATC) providing for training and related instruction under the Standards, and who is registered with the Registration Agency.

APPRENTICESHIP AGREEMENT: The written agreement between the apprentice and the Joint Apprenticeship and Training Committee setting forth the responsibilities and obligations of all parties to the Agreement with respect to the Apprentice's employment and training under the Standards. Each Apprenticeship Agreement must be registered with the Registration Agency.

COMPLETION CERTIFICATE: The Certificate of Completion issued by the Registration Agency to those registered apprentices certified and documented as successfully completing the apprentice training requirements outlined in the Standards of Apprenticeship.

JOINT APPRENTICESHIP AND TRAINING COMMITTEE: The Joint Apprenticeship and Training Committee (JATC) shall consist of equal number of representatives of management and labor appointed by the union and by the contractor's association, and in whose name the Standards of Apprenticeship are registered.

REGISTRATION AGENCY: (Insert name of Registration Agency, either the Bureau of Apprenticeship and Training, U. S. Department of Labor, or your State Apprenticeship Agency recognized by the Bureau)

PROGRAM SPONSOR: The Joint Apprenticeship and Training Committee in whose name the Standards of Apprenticeship will be registered, and which will have the full responsibility for administration and operation of the apprenticeship program.

STANDARDS OF APPRENTICESHIP

This entire document including all appendices and attachments hereto, and any future modifications or additions approved by the Registration Agency.

I. PROGRAM ADMINISTRATION Structure of the Joint Apprenticeship and Training Committee (JATC)

It is recommended that a Joint Apprenticeship and Training Committee, equally representative of management and labor, be formed to be responsible for adapting the national guideline standards to meet local needs for administering the local apprenticeship program and coordinating it, where desirable, with the apprenticeship systems of other groups in the community.

Where organizations of employers exist, such organizations should appoint equal numbers of their members to serve on the JATC.

The JATC shall elect a chairperson and a secretary. When the chairperson represents the employers, the secretary shall represent the employees, and vice versa. The length of term of office for the chairperson and the secretary shall be determined by the committee. These offices shall retain the right of voice and vote on all matters pertaining to apprenticeship and training.

RESPONSIBILITIES:

The JATC in whose name these Standards of Apprenticeship are registered shall be responsible for:

- A. Establishing and registering Standards of Apprenticeship with the Registration Agency, and ensuring adherence to them.
- B. Establishing and maintaining rules and requirements governing the policies, administration, supervision, and training of apprentices. The rules and requirements shall be in conformity with the collective bargaining agreement and with these Apprenticeship Standards.
- C. Determining the need for new apprentices, including when apprenticeship openings will be available and selecting apprentices in accordance with the Selection Procedures attached hereto and made a part of the Apprenticeship Standards.
- D. Initiating and signing all Apprenticeship Agreements for apprentices and forwarding them to the Registration Agency for approval and registration. In addition, the JATC will notify the Registration Agency and other appropriate parties of the cancellation, suspension, extension, reinstatement, or completion of apprentices.
- E. Arranging for apprentices to get the required on-the-job training and related technical instruction that will provide them with the diversity of training delineated in the attached Trade Schedule and Related Instruction Outline.

- F. Monitoring and evaluating apprentices' progress, including the review of apprentices' records to insure apprentices are fulfilling their responsibilities under the program. The JATC will review, approve and document all apprentice actions including hours, content, and progress of training on the job and in related instruction; step progressions; disciplinary actions; poor evaluations; corrective action plans; successful completions; cancellations; and any other performance or attendance-related issues.
- G. Hearing and adjusting complaints regarding Apprenticeship Agreement violations.
- H. Certifying the apprentice has completed both the required on-the-job training and related technical instruction, and submitting such certification to the Registration Agency with request for issuance of the Certificate of Completion.
- I. Annually reviewing the Affirmative Action Plan, good faith efforts, and Selection Procedures, updating the Affirmative Action Plan and goals/timetables, and modifying the Affirmative Action Plan and Selection Procedures as a result of the review, when appropriate. Such review will include an analysis of the JATC's success in meeting its goals, the good faith efforts made, and the impact each element of the Affirmative Action Plan and Selection Procedure had on meeting its goal.
- J. Maintaining all records relating to the recruitment, selection, employment and training of apprentices for a minimum of five years from the last date of action.
- K. Transfer apprentices when one employer is unable to fulfill the obligations under the apprenticeship agreement to another employer under the same program with consent of all parties to the agreement.

II. EQUAL OPPORTUNITY PLEDGE - 29.5(b) (20)

The recruitment, selection, employment, and training of apprentices shall be without discrimination because of race, color, religion, national origin, or sex. The JATC will take affirmative action to provide equal opportunity in apprenticeship and will operate this apprenticeship program as required under Title 29, Code of Federal Regulations, Part 30, as amended (insert applicable state regulations here, if applicable).

III. AFFIRMATIVE ACTION PLAN - 29.5(b)

If the employer employs five or more apprentices, the JATC will adopt an Affirmative Action Plan and Selection Procedures as required under Title 29, CFR Part 30. It will be attached as Appendix C.

IV. QUALIFICATIONS FOR APPRENTICESHIP - 29.5(b)(10)

Applicants shall meet the following minimum qualifications:

- A. Age
All applicants shall be at least eighteen (18) years of age and provide proof of age.

- B. Education
A high school diploma or GED equivalency is recommended.

- C. Physical
Shall be physically capable of performing the essential functions of the apprenticeship program without posing a direct threat to the health and safety of the individual or others.

Selection into the apprenticeship program will be In accordance with the selection procedures made a part of these standards. (Attachment C-Sample)

V. APPRENTICESHIP AGREEMENT - 29.5(b)(11)

After an applicant for apprenticeship has been selected, but before employment as an apprentice or enrollment in related instruction, the apprentice shall be covered by a written apprenticeship agreement (Attachment B) signed by the JATC and the apprentice, and approved by and registered with the Registration Agency. Such agreement shall contain a statement making the terms and conditions of these standards a part of the agreement as though expressly written therein. A copy of each Agreement shall be furnished to the apprentice, the JATC, and the Registration Agency.

The Registration Agency will be advised promptly of the execution of each Apprenticeship Agreement and will be given all the information required for registering the apprentice.

VI. RATIO OF APPRENTICES TO JOURNEY WORKERS- 29.5(b)(7)

Consistent with proper supervision, training, safety, and continuity of employment throughout the apprenticeship, the ratio of apprentices to journeyworkers is established in the applicable collective bargaining agreement or as agreed to by the JATC.

VII. TERM OF APPRENTICESHIP - 29.5(b)(2)

The term of apprenticeship shall be a period of reasonably continuous employment, including the probationary period, as stated on the Trade Schedule (Attachment A)

An apprentice, who by exceptional aptitude or as a result of past education and/or practical experience, achieves the desired level of competency in a phase of the apprenticeship program in less than the time designated, may be advanced to the next phase.

VIII. PROBATIONARY PERIOD - 29.5(b)(8), (b) (19)

All applicants selected for apprenticeship shall serve a probationary period of 360 hours of on-the-job training.

During the probationary period either the apprentice or the JATC may terminate the Apprenticeship Agreement, without stated cause, by notifying the other party in writing. The records for each probationary apprentice shall be reviewed prior to the end of the probationary period. Records shall consist of periodic reports regarding progression made in both the on-the-job training and related instruction and any disciplinary action taken during the probationary period.

Any probationary apprentice considered to be unsatisfactory after a review of the probationary period shall have his/her Apprenticeship Agreement canceled before the expiration of the probationary period, by means of written notice to the apprentice and to the registration agency.

Each probationary apprentice evaluated as satisfactory after a review of the probationary period shall be given full credit for the probationary period and continue in the program.

After the probationary period the apprenticeship agreement may be canceled at the request of the apprentice, or may be suspended or canceled by the JATC for reasonable cause after documented due notice to the apprentice and a reasonable opportunity for corrective action. In such cases, the JATC will provide written notice to the apprentice and to the Registration Agency of the final action taken.

IX. HOURS OF WORK

Apprentices shall generally work the same hours as journeyworkers, except that no apprentice shall be allowed to work overtime if it interferes with attendance in related instruction classes.

Apprentices who do not complete the required hours of on-the-job training during a given segment shall have the term of that segment extended until the required number of hours of training are accrued.

X. APPRENTICE WAGE PROGRESSION - 29.5(b)(5)

Apprentices shall be paid a progressively increasing schedule of wages during their apprenticeship based on the acquisition of increased skill and competence on the job and in related instruction. Before an apprentice is advanced to the next segment of training or to journey worker status, the JATC shall evaluate all progress to determine whether advancement has been earned by satisfactory on-the-job training and in related instruction classes. In determining whether satisfactory progress has been made, the JATC shall be guided by the work experience and related instruction records and reports.

The progressive wage schedule shall be an increasing percentage of the journey worker wage rate as established in the collective bargaining agreement. Such progressive wage scales must appear in both the collective bargaining agreement and in the apprenticeship standards and the beginning wage rate shall be a minimum 40% of the journeyworker wages. In no case will the starting wages of apprentices be less than that required by any minimum wage law which may be applicable.

XI. CREDIT FOR PREVIOUS EXPERIENCE - 29.5(b)(12)

The JATC may grant credit towards the term of apprenticeship to new apprentices who demonstrate previous acquisition of skills or knowledge equivalent to that which would be received under these Standards of Apprenticeship.

Apprentice applicants seeking credit for previous experience gained outside the supervision of the JATC must submit the request at the time of application and furnish such records, affidavits, and other (insert requirements) to substantiate the claim. Applicants requesting such credit who are selected into the apprenticeship program shall start at the beginning wage rate. The request for credit will be evaluated and a determination made by the JATC during the probationary period when actual on-the-job and related instruction performance can be examined. Prior to completion of the probationary period, the amount of credit to be awarded will be determined after review of the apprentice's previous work and training/education record and evaluation of the apprentice's performance and demonstrated skill and knowledge during the probationary period.

An apprentice granted credit shall be advanced to the wage rate designated for the period to which such credit accrues.

The granting of advanced standing will be uniformly applied to all apprentices.

XII. WORK EXPERIENCE - 29.5(b)(3)

During the apprenticeship the apprentice shall receive such on-the-job training and related technical instruction in all phases of the occupation necessary to develop the skill and proficiency of a skilled journey worker. The on-the-job training shall be under the direction and guidance of qualified journey workers.

The Work Processes for each occupation are covered in the attached Trade Schedule(s) (Attachment A).

XIII. RELATED INSTRUCTION - 29.5(b)(4)

During each segment of training each apprentice is required to attend classes in subjects related to the job as outlined in Appendix A. For each occupation, the recommended term of apprenticeship will be a minimum of 144 hours of related technical instruction for each year of the apprenticeship. Apprentices (JATC inserts w ill or w ill not) are paid for hours spent attending related instruction classes.

Any apprentice who is absent from related instruction classes, unless officially excused, shall satisfactorily complete all class work missed before being advanced to the next period of training. In cases of failure of an apprentice to fulfill the obligations regarding classroom (or on-the-job) training without due cause, the JATC shall take appropriate disciplinary action and may terminate the Apprenticeship Agreement after due notice to the apprentice and opportunity for corrective action.

To the extent possible, related instruction shall be closely correlated with the practical experience and training received on the job.

The JATC shall monitor and document the apprentice's progress in related instruction classes.

XIV. SAFETY AND HEALTH TRAINING - 29.5(b)(9)

All apprentices shall receive instruction in safe and healthful work practices both on-the-job and in related technical instruction that are in compliance with the Occupational Safety and Health Standards promulgated by the Secretary of Labor under Public Law 91-596, dated December 29, 1970, and subsequent amendments to the Public Law, or State Standards that have been found to be at least as effective as the Federal Standards.

They shall be taught that accident prevention is very largely a matter of education, vigilance, and cooperation and that they should strive at all times to conduct themselves in their work in such manner as to ensure their own safety and that of their fellow workers.

XV. SUPERVISION OF APPRENTICES - 29.5(b)(14)

The employer shall be responsible for the training of the apprentice on the job. The supervisor of the apprentice(s) designated by the employer shall, with the advice and assistance of the JATC, be responsible for the apprentice's work assignments, ensuring the apprentice is working under the supervision of a skilled journey worker, evaluation of work performance, and completion and submittal of progress reports to the JATC.

Apprentices shall be under the general supervision of the employer and under the direct supervision of the journey worker to whom they are assigned. The employer or the journey worker shall be responsible for moving apprentices from one department to another in accordance with the prearranged work schedule.

XVI. RECORDS AND EXAMINATIONS - 29.5(b)(6)

Each apprentice shall be responsible for maintaining a record of his/her work experience/training on the job and in related technical instruction and for having this record verified by his/her supervisor at the end of each week. This record will be included in each apprentice's record file maintained by the JATC.

Before each period of advancement, or at any other time when conditions warrant, the JATC shall evaluate the apprentice's record to determine whether he/she has made satisfactory progress. If an apprentice's related instruction or on-the-job progress is found to be unsatisfactory, the JATC may determine whether the apprentice will continue in a probationary status, or require the apprentice repeat a process or series of processes before advancing to the next wage classification. In such cases, the JATC will initiate a performance improvement plan with the apprentice.

Should it be found that the apprentice does not have the ability or desire to continue the training to become a journey worker, the JATC will, after the apprentice has been given adequate assistance and opportunity for corrective action, terminate the Apprenticeship Agreement.

Written records of progress evaluations and corrective and final actions shall be maintained by the JATC. The Registration Agency will be notified of all registrations, credit granted, suspensions for any reason, reinstatements, extensions, completions, and cancellations.

XVII. MAINTENANCE OF RECORDS - 29.5(b)(22)

The JATC shall maintain for a period of five (5) years from the date of last action, all records relating to apprentice applications (whether selected or not), the employment and training of apprentices, and any other information relevant to the operation of the program. This includes, but is not limited to, records on the recruitment, application and selection of apprentices, and records on the apprentice's job assignments, promotions, demotions, layoffs, terminations, in the Apprenticeship Standards or in any Apprenticeship Agreement shall operate to invalidate.

XVIII. CERTIFICATE OF COMPLETION - 29.5(b)(15)

Upon satisfactory completion of the requirements of the apprenticeship program as established in these Standards. The JATC shall so certify in writing to the Registration Agency and request that a Certificate of Completion of Apprenticeship be awarded to the completing apprentice(s). Such requests shall be accompanied by the appropriate documentation for both the on-the-job training and the related instruction.

XIX. NOTICE TO REGISTRATION AGENCY - 29.5(b)(18)

The Registration Agency shall be notified promptly of all new apprentices to be registered, credit granted, suspensions for any reason, reinstatements, extensions, completions, and cancellations.

XX. CANCELLATION AND DEREGISTRATION - 29.5(b)(17)

These Apprenticeship Standards will, upon adoption by the JATC be submitted to the Registration Agency for approval. Such approval will be acquired before implementation of the program.

The JATC reserves the right to discontinue at any time the apprenticeship program set forth herein. The Registration Agency shall be notified promptly of any decision to cancel the program.

Deregistration of these Standards of Apprenticeship may be initiated by the Registration Agency for failure of the JATC to abide by the provisions herein. Such deregistration will be in accordance with the Registration Agency's regulations and procedures.

Within fifteen days of cancellation of the apprenticeship program (whether voluntary or involuntary), the JATC will notify each apprentice of the cancellation and the effect of same. This notification will conform to the requirements of Title 29, CFR Part 29.7.

XXI. AMENDMENTS OR MODIFICATIONS - 29.5(b)(17)

These Standards of Apprenticeship may be amended at any time by the JATC provided that no amendment or modification adopted shall alter any Apprenticeship Agreement in force at the time without the consent of all parties to the Agreement, and provided further that such amendment shall be submitted to the Registration Agency for approval and registration prior to being placed in effect. A copy of each amendment adopted will be furnished to each apprentice to whom the amendment applies.

XXII. ADJUSTING DIFFERENCES/COMPLAINT PROCEDURE -Title 29 CFR 29.5(b)(21), Title 29 CFR 30.11

The Joint Roofing Industry Labor/Management Committee shall have full authority to supervise the enforcement of these Apprenticeship Standards. Its decision will be final and binding on the employer, the union, the apprentice, unless otherwise noted below.

If an applicant or an apprentice believes an issue exists that adversely affects his/her participation in the apprenticeship program or violates the provisions of the Apprenticeship Agreement or Standards, relief may be sought through one or more of the following avenues, based on the nature of the issue:

Title 29 CFR 29.5 (b)(21)

- A. For issues regarding wages, hours, working conditions, and other issues covered by the collective bargaining agreement, apprentices may seek resolution through the applicable Grievance and Arbitration Articles of the collective bargaining agreement.
- B. The JATC shall hear and consider all complaints of violations concerning the Apprenticeship Agreement and the registered Apprenticeship Standards. The JATC shall make such rulings as it deems necessary in each individual case. Either party to the Apprenticeship Agreement may consult with the Registration Agency for an interpretation of any provision of the Standards over which differences occur. The name and address of the appropriate authority to receive, process and make disposition of complaints is: (JATC should insert applicable information)

Title 29 CFR 30.11

- A. Any apprentice or applicant for apprenticeship who believes that he or she has been discriminated against on the basis of race, color, religion, national origin, or sex, with regard to apprenticeship or that the equal opportunity standards with respect to his or her selection have not been followed in the operation of an apprenticeship program, may personally or through an authorized representative, file a complaint with the U. S. Department of Labor or, at the apprentice or applicant's election, with the private review body established by the program JATC (if applicable).

The complaint shall be in writing and shall be signed by the complainant. It must include the name, address, and telephone number of the person allegedly discriminated against, the JATC involved, and a brief description of the circumstances of the failure to apply equal opportunity standards.

The complaint must be filed not later than 180 days from the date of the alleged discrimination or specified failure to follow the equal opportunity standards in the case of complaints filed directly with the review bodies designated by the JATC to review such complaints, any referral of such complaint by the complainant to the Department must occur within the time limitation stated above or 30 days from the final decision of such review body, whichever is later. The time may be extended by the Department for good cause shown.

Complaints of sexual harassment in the workplace may be filed and processed under Title 29, CFR Part 30, and the procedures as set forth above.

The JATC will provide written notice of their complaint procedure to all applicants for apprenticeship and all apprentices.

XXIII. COLLECTIVE BARGAINING AGREEMENTS

No provisions in these Standards of Apprenticeship shall be construed as permitting violation of any applicable, State or Federal laws or regulations.

Nothing in these Standards of Apprenticeship shall be interpreted as being inconsistent with existing or subsequent collective bargaining agreements establishing higher standards. In the event of a conflict the higher standards, whether in the Apprenticeship Standards or the collective bargaining agreement, shall prevail.

XXIV. TRANSFER OF TRAINING OBLIGATIONS 29.5(13)

In the event the JATC is unable to fulfill its obligation the apprentice may be transferred to another employer operating the same program.

Such transfers are subject to the consent of the apprentice and of the JATC. The apprentice must receive credit from the new employer for the training already satisfactorily completed.

XXV. CONSULTANTS

Advice and assistance in the successful operation of this apprenticeship program will be available at any time, upon request by the JATC, from representatives of the Registration Agency.

XXVI. SIGNATURE PAGE ADOPTING APPRENTICESHIP STANDARDS

The Apprenticeship Standards must include a signature page for the JATC and the Registration Agency to sign.

OFFICIAL ADOPTION OF APPRENTICESHIP STANDARDS:

The (Name of Program Sponsor) hereby adopts these Standards for Apprenticeship on this _____ Day of _____, 2000.

REPRESENTING THE (NAME OF JATC's apprenticeship committee):

_____ Signature

_____ Printed Name

_____ Signature

_____ Printed Name

_____ Signature

_____ Printed Name

_____ Signature

_____ Printed Name

_____ Signature

_____ Printed Name

_____ Signature

_____ Printed Name

EXHIBIT A

SAMPLE

TRADE SCHEDULE FOR ROOFER:

This trade schedule is attached to and a part of the Apprenticeship Standards for the above identified occupation.

1. TERM OF APPRENTICESHIP

The term of apprenticeship shall be a period of 3 years (not less than 3600 hours) supplemented by the required hours of related technical instruction.

2. RATIO OF APPRENTICES TO JOURNEY WORKERS

Insert ratio as covered in the **collective bargaining agreement**

3. APPRENTICE WAGE SCHEDULE

Apprentices shall be paid a progressively increasing schedule of wages based on a percentage of the current journey worker wage rate, per the collective bargaining agreement:

Current Journey worker Wage Rate \$___ per hour.

4. SCHEDULE OF WORK EXPERIENCE

(See attached Trade Schedule)

5. SCHEDULE OF RELATED INSTRUCTION

(See attached Course Outline.)

SCHEDULE OF WORK EXPERIENCE

ROOFER

RAIS CODE: 0480 O*NET CODE: 47-2181.00

Percentage of Term of Apprenticeship

- a. General Approximately 15% or 540 hours**
 - 1. Identification of materials
 - 2. Types of roofs
 - 3. Carrying and placing materials for use of journey person
 - 4. Erection of Hoists
 - 5. Hoisting, loading and unloading all materials and tools
 - 6. Proper clothing and personal protective (safety) equipment
 - 7. Safe work practices
 - 8. Health concerns
 - 9. Fall protection

- b. Waterproofing and damp-proofing, composition roofing, coal tar pitch and asphalt (bitumens), single-ply membranes, modified bitumens, liquid roofing and waterproofing, re-saturants, vapor barriers, insulations and general work. Approximately 25% or 900 hours**
 - 1. Identification of equipment and materials
 - 2. Regulating the heat of bitumen to roof surfaces
 - 3. Preparing Surface
 - 4. Application of bitumen to roof surfaces
 - 5. Preparing, cutting, placing, fitting, and trimming strips of felt or other membranes to surfaces
 - 6. Preparing, cutting, fitting and trimming insulation boards to surfaces
 - 7. Applying additional layers of materials as required
 - 8. Flashing with bitumens or roofs cement
 - 9. Applying aggregates or ballast over composition and single-ply membranes
 - 10. Installing liners for reservoirs and hazardous waste receptacles
 - 11. Applying single-ply materials as waterproofing, damp-proofing materials
 - 12. Trench safety
 - 13. Burn hazards

- c. Promenade Tile work..... Approximately 5% or 180 hours**
 - 1. Types of tiles
 - 2. Marking out areas to be tiled
 - 3. Preparing surface for tiling
 - 4. Laying and fitting tile with proper spacing
 - 5. Cleaning tiles
 - 6. Underlayment for tile roofs
 - 7. Safe work practices

- d. Slate, asbestos, composition shingles and substitute material Approximately 5% or 180 hours**
1. Types of materials, including Photovoltaic Shingles Underlayments
 2. Punching nail holes, cutting and trimming slate
 3. Types of roofs and identification of hips, ridges, valleys, etc.
 4. Sealing ridges
 5. Flashing
 6. Replacing broken or missing slates or shingles
 7. Reroofing
 8. Dangers of removing asbestos shingles roofs
 9. Safe work practices
- e. Other material..... Approximately 5% or 180 hours**
1. Flashings
 2. termination bars
 3. felts and single-ply type membranes
 4. ballasts
 5. caulking
 6. cements
 7. insulations
 8. aggregates
 9. primers
 10. emulsions, and all other materials used in roofing
 11. waterproofing and damp-proofing that have been awarded to the roofer's jurisdiction
- f. Single-ply material (Included but not limited to) Approximately 25% 900 hours**
1. Polyvinyl Chloride (PVC) systems
 2. Ethylene propylene diene monomer (EPDM) systems
 3. Chlorinated polyethylene (CPE) systems
 4. Chlorosulfonated polyethylene (CSPE or HYPALON) systems
 5. Neoprenes
 6. Butyl rubbers
 7. Polyisobutylene (PIB) systems
 8. NBP nitrile alloy systems
 9. Ethylene interpolymers (EIP) systems
 10. Modified systems
 11. Photovoltaic Roofing Systems
 12. Fastening methods, including termination and compression bars, anchors, and mechanically attached or fully adhered system
 13. Ballasts, pavers, walkways
 14. Caulking, sealants
 15. Reroofing with single-ply systems
 16. Safe work practices

- g. **Reroofing.....Approximately 10% or 360 hours**
 - 1. Reroofing or recovering of existing buildings
 - 2. Proper job setup
 - 3. Safe disposal of debris
 - 4. Unique safety requirements.
 - 5. Safe work practices

- h. **Safety.....Approximately 10% or 360 hours**

- TOTAL.....100% or 3,600 hours**

Hours worked by the apprentice over and above the required minimum set by the joint committee shall be distributed over the schedule in the same ratio allotted each subject area as determined by the JATC.

RELATED INSTRUCTION OUTLINE
SUGGESTED OUTLINE FOR CURRICULUM

This outline is recommended in order to fulfill the 432 hour, three (3) year requirement for classroom technical and related instruction. This suggested schedule may be modified by the JATC and/or the registration agency to accommodate the makeup of the roofing market in a geographical area.

DESCRIPTION APPROXIMATE HOURS

A.	<u>BUILT UP ROOFING/WATERPROOFING</u>	144 Total Hrs.
	Section A- Introduction	12
	1. The Roofing Industry	
	2. Safety	
	Section B- Kettle & Tankers	12
	3. Kettle Safety	
	4. Kettles & Tankers	
	5. Heating Bitumen	
	6. Delivering Hot	
	Section C- Tools and Equipment	12
	7. Hand Tools	
	8. Hand and Power Equipment	
	9. Operating Power Equipment	
	10. Hoists	
	Section D- Roof, Decks and Vapor Barriers	12
	11. Pitch, Slope, and Types of Roofs	
	12. Roof Features	
	11. Decks	
	12. Vapor Barriers	
	Section E- Insulation	20
	15. Introduction to Insulation	
	16. Installing Insulation	
	17. Tapered Insulation	
	18. Mechanical Fasteners	
	Section F- Installing Built-Up Roofing	40
	19. Roofing Felts	

20.	Planning and Preparation	
21.	Starting a BUR	
22.	Laying and Mopping the Plies	
23.	Surfacing, Sealants, and Coatings	
24.	Flashings	
	Section G- Maintenance and Repair	12
25.	Re-roofing	
26.	Leaks and Repairs	
	Section H- Waterproofing and Dampproofing	12
27.	Waterproofing Dampproofing	
	Section I- Math for Roofers	6
28.	Measurement and Numbers	
29.	Fractions and Decimals	
30.	Roofer's Math	
	Section J- Reading Prints	6
31.	Organization of a Set of Plans	
32.	Reading Plans and Elevations and Using a Scale	
33.	Reading Roof Plans and Details	
B.	<u>SINGLE-PLY ROOFING</u>	144 Total Hrs.
	Section I- Introduction	12
1.	Single-Ply Roofing	
2.	Installation	
	Section II- EPDM	42
3.	Introduction to EPDM	
4.	EPDM Ballasted System	
5.	EPDM Mechanically Fastened Systems	
6.	EPDM Adhered Systems	
7.	Detailing EPDM	
	Section III- Hot-Air Welding	36
8.	Hot-Air Welded Systems	
9.	Hot-Air Welding	
10.	Detailing Hot-Air Welded System	
	Section IV- General	30
11.	Repair and Maintenance	
12.	Tie-offs and Night Seals	

	Section V- Other Systems	24
	13. Other Single-Ply Systems	
	14. Liners and Waterproofing	
	15. Photovoltaic Roofing Systems	
C.	<u>MODIFIED BITUMEN SYSTEMS</u>	84 Total Hrs.
	1. Introduction to Modified Bitumens	
	2. Safety	
	3. Atactic Polypropylene (APP)	
	4. Styrene Butadiene Styrene (SBS)	
	5. Methods of Installation	
	6. Detailing Modified Bitumens	
	7. Repair & Maintenance	
	8. Fire Hazards	
D.	<u>STEEP ROOFING</u>	60 Total Hrs.
	Working on Steep Slope Roofs	20
	1. Safety	
	2. Steep Slope Roofs	
	3. Tools and Equipment	
	4. Hoisting	
	Installing	20
	5. Installation Techniques	
	6. Wood and Shake Shingles	
	7. Composition Shingles and Fire-resistant Shingles	
	8. Slate	
	9. Asphalt Roll Material	
	10. Tile	
	11. Photovoltaic Shingles and Systems	
	Maintenance and Repair	20
	11. Tear-Off and Reroofing	
	12. Repairs	

ATTACHMENT B

APPRENTICESHIP AGREEMENT

Apprenticeship Agreement
Bureau of Apprenticeship and Training

U.S. Department of Labor
Employment and Training Administration



Warning: This agreement does not constitute a certification under Title 29, CFR, Part 5 for the employment of the apprentice on Federally financed or assisted construction projects. Current certifications must be obtained from the Bureau of Apprenticeship and Training or the recognized State Apprenticeship Agency shown below. (Item 22)

OMB No. 1205-0223
Expires: 11/30/99

Privacy Act Statement: The information requested herein is used for apprenticeship program statistical purposes and will only be disclosed in accordance with the provisions of the Privacy Act, as amended. (Privacy Act of 1974) (P.L. 93-579).

The program sponsor and apprentice agree to the terms of Apprenticeship Standards incorporated as part of this Agreement. The sponsor will not discriminate in the selection and training of the apprentice in accordance with the Equal Opportunity Standards in Title 29 CFR Part 30.3, and Executive Order 11246. This agreement may be terminated by either of the parties, citing cause(s), with notification to the registration agency, in compliance with Title 29, CFR, Part 29.6.

Part A: To be completed by sponsor

1. Sponsor (Name and address) Program No. _____

2a. Trade (The work processes listed in the standards are part of this agreement) _____

2b. DOT symbol _____ 3. Term (Hrs., Mos., Yrs.) _____ 4. Probationary period (Hrs., Mos., Yrs.) _____

5. Credit for previous experience (Hrs., Mos., Yrs.) _____ 6. Term remaining (Hrs., Mos., Yrs.) _____ 7. Date apprenticeship begins (Indenture date) _____

8. Related instruction a. Number of hours per year _____ b. Method Classroom Shop Correspondence c. Source Voc. Ed. Sponsor Other d. Apprentice wages for related instruction Will be paid Will not be paid

9. Apprenticeship wages: The apprentice schedule of pay shall be listed for each advancement period.

	Period 1	2	3	4	5	6	7	8	9	10
a. Term (Hrs., Mos., Yrs.)										
b. Percent										

c. Journeyperson's Wage as of _____ is _____ per hour.

10a. Signature of committee (if applicable) _____ Date Signed _____

10b. Signature of committee (if applicable) _____ Date Signed _____

11. Signature of authorized representative (Employer/Sponsor) _____ Date Signed _____

12. Name and address of sponsor designee to receive complaints (if applicable) _____

Part B: To be completed by apprentice. Note to Sponsor: Part B should only be filled out by apprentice.

13. Name (Last, first, middle), and address (No., Street, City, County, State, Zip Code) _____ *Social Security number _____

14. Date of birth (Mo., Day, Yr.) _____

15. Sex (X one) Male Female

16. Apprenticeship school linkage Yes No

17. a. Race (X one) Am. Indian or Alaska Native Asian or Pacific Islander Black White b. Ethnic Group (X one) Hispanic origin Not of Hispanic origin

18. Veteran Status Vietnam era veteran (8/15/64 to 5/7/75) Other veteran C # _____ Non Veteran

19. Highest education level (X one) 8th grade or less 9th to 12th grade GED High School Graduate

20. Signature of apprentice _____ Date _____

21. Signature of parent/guardian (if minor) _____ Date _____

Part C: To be completed by registration agency

22. Registration agency and address _____

23. Signature (Registration agency) _____

24. Date registered _____

* The submission of your social security number is voluntary. Failure to disclose your social security number on this form will not affect your right to be registered as an apprentice.

ATTACHMENT C

**GUIDELINES FOR DEVELOPING AFFIRMATIVE ACTION
AND SELECTION PROCEDURES**

AFFIRMATIVE ACTION PLAN

ADOPTED BY

(INSERT NAME OF THE JATC)

**AS REQUIRED UNDER TITLE 29, CODE OF FEDERAL REGULATIONS, PART 30
AMENDED MAY 12, 1978**

**DEVELOPED IN COOPERATION WITH THE
BUREAU OF APPRENTICESHIP AND TRAINING
U. S. DEPARTMENT OF LABOR**

**APPROVED BY _____
REGISTRATION AGENCY**

DATE APPROVED: _____

SECTION I - INTRODUCTION

The JATC enters this Plan with good faith for the purpose of promoting equality of opportunity into its registered apprenticeship program. The JATC seeks to increase the recruitment of qualified women and minorities for possible selection into the apprenticeship program in the event females and/or minorities are underutilized in the apprenticeship program. The JATC hereby adopts the following nondiscriminatory pledge and Affirmative Action Plan.

This Plan is a supplement to the Apprenticeship Standards. Any changes made by the JATC shall become part of this written Plan, once approved by the Bureau of Apprenticeship and Training, U. S. Department of Labor.

SECTION II - EQUAL OPPORTUNITY PLEDGE

Company commits to the following Equal Opportunity Pledge:

- The recruitment, selection, employment, and training of apprentices during their apprenticeship, shall be without discrimination because of race, color, religion, national origin, or sex. The JATC will take affirmative action to provide equal opportunity in apprenticeship and will operate the apprenticeship program as required under Title 29 of the Code of Federal Regulations, Part 30.

SECTION III - UTILIZATION AND ANALYSIS, GOALS AND TIMETABLES

In order to allow positive recruitment and full utilization of minorities and women in the apprenticeship program the JATC pledges to identify outreach efforts under Section IV which will be undertaken. The purpose of the analysis is to determine the minority and women's labor force in the JATC labor market area. Once the labor force is determined, the JATC can determine if deficiencies exist in terms of underutilization of minorities and/or women in the occupations registered with the Registration Agency. (See attached form)

SECTION IV - OUTREACH AND POSITIVE RECRUITMENT

The JATC affirmative action plan includes the following checked outreach and positive recruitment efforts that would reasonably be expected to increase minority and women's participation in apprenticeship by expanding the opportunity of minorities and women to become eligible for apprenticeship selection. **Once those efforts have been checked, the JATC shall set forth the specific steps they intend to take under each identified effort.** The JATC will identify **a significant number of activities** in order to enable it to meet its obligation under Title 29, CFR Part 30.4(c).

- A. An announcement of apprenticeship openings must be disseminated thirty (30) days in advance of the earliest date for application at each interval to the following agencies/organizations:
 - a. Registration Agency
 - b. Women's Organizations/Centers Schools
 - c. Employment Service Centers
 - d. One Stop Centers
 - e. Vocational Education Schools
 - f. Other Organizations/Centers (which can effectively reach minorities and women).
 - g. Newspapers (which are circulated in the minority community and among women)

- The announcement shall include the nature of the apprenticeship, requirements for admission to apprenticeship, availability of apprenticeship opportunities, sources of apprenticeship applications, and the JATC equal opportunity policy. Applications will be taken for no less than a two (2) week period.
- B. Participation in annual workshops conducted by employment service agencies for the purpose of familiarizing school, employment service and other appropriate personnel with the apprenticeship program and current opportunities.
- C. Cooperation with school boards and vocational educational systems to develop programs for preparing students to meet the standards and criteria required to qualify for entry into the apprenticeship program.
- D. Internal communication of the JATC equal opportunity policy should be conducted in such a manner to foster understanding, acceptance, and support among the JATC's various officers, supervisors, employees, and members and to encourage such persons to take the necessary action to aid in meetings its obligation under Title 29, CFR Part 30.
- E. Engaging in programs such as outreach for the positive recruitment and preparation of potential applicants for apprenticeships; where appropriate and feasible, such programs shall provide for pre-testing experience and training. In initiating and conducting these programs, the JATC may be required to work with other JATCs and appropriate community organizations. The JATC shall also initiate programs to prepare women and encourage women to enter traditionally male programs.
- F. Encouraging the establishment and utilization of programs of pre-apprenticeship, preparatory trade training, or others designed to afford related work experience or prepare candidates for apprenticeship. The JATC shall make appropriate provisions in its affirmative action plan to assure that those who complete such programs are afforded full and equal opportunity for admission into the apprenticeship program.
- G. Utilizing journeyworkers to assist in the implementation of affirmative action in the apprenticeship program.
- H. Granting advance standing or credit on the basis of previously acquired experience, training, skills, or aptitude for all applicants equally.

- I. Other appropriate action to ensure that the recruitment, selection, employment, and training of apprentices during their apprenticeship shall be without discrimination because of race, color, religion, national origin, or sex (e.g., general publication of apprenticeship opportunities and advantages in advertisements, industry reports, articles, etc.; use of present minority and female apprentices and journey workers as recruiters; career counseling; development of reasonable procedures to ensure employment opportunity, including reporting systems, on-site reviews, briefing sessions)

(Identify Action :)

FOR EACH BOX CHECKED IN SECTION IV, LIST EACH SPECIFIC STEP THAT THE JATC WILL UNDERTAKE TO FULFILL THAT OUTREACH AND RECRUITMENT STEP

SECTION V - ANNUAL REVIEW OF AFFIRMATIVE ACTION PLAN

The JATC will make an annual review of its current Affirmative Action Plan and its overall effectiveness and institute any revisions or modifications warranted. The review shall analyze (independently and collectively) the affirmative action steps taken by the JATC for evaluating the positive impact, as well as the adverse impact in the areas of outreach and recruitment, selection, employment, and training. They will work diligently to identify the cause and affect that result from their affirmative action measures. The JATC will continually monitor these processes in order to identify the need for a new affirmative action effort and/or deletion of ineffective existing activity (ies). All changes to the Affirmative Action Plan must be submitted to the Registration Agency for registration. The JATC will continually monitor the participation rates of minorities and women in the apprenticeship program in an effort to identify any type of underutilization. If underutilization exists, corrective action will be immediately implemented.

The goals and timetables also will be reviewed annually and updated where necessary.

SECTION VI - OFFICIAL ADOPTION

This Affirmative Action Plan is officially adopted by the JATC:

(SIGNATURE OF AUTHORIZED REPRESENTATIVE)

(PRINTED NAME)

(TITLE)

(DATE)

(SIGNATURE OF AUTHORIZED REPRESENTATIVE)

(PRINTED NAME)

(TITLE)

(DATE)

**AFFIRMATIVE ACTION PLAN
WORKFORCE ANALYSIS**

FOR AMS CODE:

OCCUPATIONAL TITLE:

Sponsor:
Address:

AIMS
Phone:

City:

State:

Zip:

Type of selection method used:

Labor Market Area:

STATISTICAL AREA LABOR FORCE ANALYSIS

Total Work Force

Women (%) of Work Force

Minority (%) of Work Force

SPONSOR'S STATISTICAL DATA

Journeypersons:

Total Journeypersons

Women (%) of Journeypersons

Minority (%) of Journeypersons

Apprentices:

Total Apprentices

Women (%) of Apprentices

Minority (%) of Apprentices

DETERMINATION OF UTILIZATION

Minority Underutilization Yes _____ No _____

Female Underutilization Yes _____ No _____

SPONSOR'S GOALS:

The Sponsor agrees to take affirmative action with the goal of selecting _____ % Minorities and _____ % Women during the next year or hiring period.

Estimated Number of New Apprentices to be hired during the next year: _____.

Sponsor's Signature: Approved by Agency

Title Date Title Date

QUALIFICATIONS AND SELECTION

PROCEDURES

ADOPTED BY

(INSERT NAME OF THE JATC)

**DEVELOPED IN COOPERATION WITH THE
BUREAU OF APPRENTICESHIP AND TRAINING
U. S. DEPARTMENT OF LABOR**

**APPROVED BY _____
REGISTRATION AGENCY**

DATE APPROVED: _____

The certification of this selection procedure is not a determination that, when implemented, the selection procedure meets the requirements of the Uniform Guidelines on Employee Selection Procedures (41 CFR part 60-3) or Title 29 CFR Part 30.

SECTION I - MINIMUM QUALIFICATIONS

Applicants accepted and registered as apprentices must meet the following minimum qualifications:

- **Age:** Shall be at least 18 years of age and provide proof of such.
- **Education:** **A high school diploma or GED equivalency is recommended.**
- **Physical:** Shall be physically capable of performing the essential functions of the apprenticeship program without posing a direct threat to the health or safety of the individuals or others.

SECTION II - APPLICATION PROCEDURES

- A. All persons requesting an application shall have one made available upon signing the applicant log.
- B. All applications shall be identical in form and requirements. The application form shall be numbered in sequence corresponding with the number appearing on the applicant log so that all applications can be accounted for. Columns will be provided on the applicant log to show race/ethnic and sex identification and the progress by dates and final disposition of each application.
- C. Before completing the application, each applicant will be required to review the Apprenticeship Standards and will be provided information about the program. If the applicant has any additional questions on the qualifications or needs additional information to complete the application, it will be provided by the JATC.
- D. Receipt of the properly completed application form, along with required supporting documents (proof of age – driver’s license, birth certificate or other acceptable documentation; copy of high school diploma, GED Certificate or other acceptable documentation) will constitute the completed application.
- E. Completed applications will be checked for minimum qualifications. Applicants deficient in one or more qualifications or requirements or making false statements on their application will be notified in writing of their disqualification. The applicant will also be notified of the appeals right available to them. No further processing of the application will be taken.
- F. Applicants meeting the minimum qualifications and submitting the required documents will be notified where and when to appear for the interview.

SECTION III - SELECTION PROCEDURES

- A. The JATC shall schedule the interview and evaluation session. All applicants who have met the minimum qualifications and have submitted the required documents must be notified of the date, time, and place to appear.
- B. The interviewer(s) will rate each applicant during the interview on each of the factors on the Applicant Rating Form taking into account the information on the application, required documents, if applicable, and the judgment derived from the interview.

- C. After completing the interview and evaluation of the applicants, the individual rating scores of the interviewer(s) will be added together and averaged to determine the applicant's final rating.
- D. Applicants will be placed on a Ranking List according to their scores at the evaluation session, with the applicant having the highest score being at the top of the list, and all applicants then listed in descending order based on score.
- E. As openings for the registration of new apprentices occur, the highest ranked applicant will be notified of selection by telephone. It shall be the responsibility of the applicant to keep the JATC informed of their current mailing address and phone number.
- F. Selected applicants must respond to the notice of selection within forty-eight (48) hours of notice. If applicants cannot be reached by telephone, their names will be passed and notice sent to their address by Certified Mail-Return Receipt Requested, to determine if the applicants are still interested. If no response is received in fifteen (15) working days from the written notice, the applicant's name will be removed from the list. Only one certified notice will be mailed.
- G. Qualified applicants remaining on a preceding ranking list will automatically be carried forward on the new ranking list and slotted in wherever their rating score placed them for a period of two (2) years, unless the applicant has been removed from the list by their own written request or following failure to respond to an apprentice opening. Applicants who were not placed during the two (2) year period they were on the ranking list will be required to reapply.
- H. During the two-year period, applicants who feel that their qualifications have improved since their original rating may submit documented evidence of such additional experience or training and request reevaluation and rating at the next regular processing cycle.

SECTION IV - COMPLAINT PROCEDURE

Any apprentice or applicant for apprenticeship who believes that he or she has been discriminated against on the basis of race, color, religion, national origin, or sex, with regard to apprenticeship or that the equal opportunity standards with respect to his or her selection have not been followed in the operation of an apprenticeship program, may personally or through an authorized representative, file a complaint with the U. S. Department of Labor or, at the apprentice or applicant's election, with the private review body established by the program sponsor (if applicable).

The complaint shall be in writing and shall be signed by the complainant. It must include the name, address, and telephone number of the person allegedly discriminated against, the program sponsor involved, and a brief description of the circumstances of the failure to apply equal opportunity standards.

The complaint must be filed not later than 180 days from the date of the alleged discrimination or specified failure to follow the equal opportunity standards, and, in the case of complaints filed directly with the review bodies designated by the program sponsor to review such complaints, any referral of such complaint by the complainant to the Department must occur within the time limitation stated above or 30 days from the final decision of such review body, whichever is later. The time may be extended by the Department for good cause shown.

Complaints of sexual harassment in the workplace may be filed and processed under Title 29, CFR Part 30, and the procedures as set forth above.

The JATC will provide written notice of their complaint procedure to all applicants for apprenticeship and all apprentices.

SECTION V - MAINTENANCE OF RECORDS

The JATC will keep adequate records including a summary of the qualifications of each applicant, the basis for evaluation and for selection or rejection of each applicant, the records pertaining to interviews of applicants, the original application for each applicant, information relative to the operation of the apprenticeship program, including but not limited to job assignment, promotion, demotion, layoff, or termination, rates of pay or other forms of compensation or conditions of work, hours including hours of work and, separately, hours of training provided, and any other records pertinent to a determination of compliance with these regulations, as may be required by the Department. The records pertaining to individual applicants, selected or rejected, shall be maintained in such manner as to permit the identification of minority and female (minority and non-minority) participants.

In addition to the above requirements, adequate records shall include a brief summary of each interview and the conclusions on each of the specific factors, e.g., motivation, ambition, and willingness to accept direction which are part of the total judgment. Records shall be maintained for 5 years and made available upon request to the Department of Labor or other authorized representative.

SECTION VI - OFFICIAL ADOPTION OF SELECTION PROCEDURES

The foregoing Selection Procedures are hereby officially adopted by the JATC:

SIGNATURE OF AUTHORIZED REPRESENTATIVE

DATE

Printed/Typed Name

Title

SIGNATURE OF AUTHORIZED REPRESENTATIVE

DATE

Printed/Typed Name

Title