

BULLETIN 99 - 15

Date: June 24, 1999

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-546 All Field Tech A-547 SAC; Lab. Com	<u>Subject:</u> National Guideline Standards of Apprenticeship ---- International Pipe Trades Joint Training Committee <u>Code:</u> 200
Symbols: DNIP/DM		Action: Immediate

PURPOSE: To transmit Office of Apprenticeship Training, Employer and Labor Services (OATELS), Bureau of Apprenticeship and Training (BAT) Staff National Guideline Standards for the International Pipe Trades Joint Training Committee.

BACKGROUND: The International Pipe Trades Joint Training Committee recognizes the need for a structured apprenticeship program to maintain the high level of skill and competence demanded in the piping industry. The attached Revised National Guideline Standards were certified and approved by BAT on April 21, 1999.

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

During the last week in June 1999, the first annual International Pipe Trades Conference will be held. The NJATC will be providing all local JATC's with a CD containing the Guideline Standards of Apprenticeship. This will allow them to modify as needed and submit to the National Pipe Trades Apprenticeship Office prior to seeking approval from the Registration Agency. DNIP will also be providing a hard copy of the National Guideline Standards of Apprenticeship to each BAT state office.

Note: State Directors, please share this information with your SAC partners where appropriate.

Attachment

NATIONAL GUIDELINE
STANDARDS OF APPRENTICESHIP
for
PLUMBER
SPRINKLER FITTER
and
STEAMFITTER-PIPEFITTER

formulated by the
INTERNATIONAL PIPE TRADES
JOINT TRAINING COMMITTEE

Certified by the

U.S. Department of Labor, Bureau of Apprenticeship and Training
200 Constitution Ave. N.W. Room N4649
Washington, D.C. 20210

FOREWORD

The International Pipe Trades Joint Training Committee recognizes the need for structured training programs to maintain the high level of skill and competence demanded in the piping industry.

Registered apprenticeship provides the most practical and sound method to both meet the need to prepare individuals to be skilled craft workers and to ensure industry an adequate supply of skilled workers.

The purpose of these National Guideline Standards of Apprenticeship, Affirmative Action Plan, and Selection Procedures, certified by the Bureau of Apprenticeship and Training, U.S. Department of Labor, is to provide policy and guidance to local affiliates in developing local Standards of Apprenticeship for approval and registration. State Apprenticeship Councils recognized by the Bureau of Apprenticeship and Training to register local programs, and/or local laws and regulations, may impose additional requirements that must be addressed in local Apprenticeship Standards.

Local Apprenticeship Standards developed from the Joint Training Committees Guideline Standards must be properly registered by each JATC that plans to carry out an apprentice training program. The local Standards of Apprenticeship will be the JATCs written plan outlining all the terms and conditions for the recruitment, selection, employment, training, and supervision of apprentices as subscribed to by the JATC as the Apprenticeship Program Sponsor.

INTERNATIONAL PIPE TRADES JOINT TRAINING COMMITTEE:

1. Composition

The International Pipe Trades Joint Training Committee is comprised of an equal number of union and management representatives from the three crafts - Steamfitter-Pipefitter; Plumber; and Sprinkler Fitter.

2. Duties

The International Pipe Trades Joint Committee is charged with developing Guideline Standards of Apprenticeship and having them certified by the Bureau of Apprenticeship and Training, U.S. Department of Labor for policy or guideline use by local JATC's. The Committee also develops course outlines for the five years of apprenticeship.

The Committee meets three or four times a year to continue the business of training which includes working with government agencies and generating text material for shipping to all local JATC's across the country.

The Committee is available to advise and assist local JATC's in all areas of training.

DEVELOPMENT OF LOCAL STANDARDS OF APPRENTICESHIP, AFFIRMATIVE ACTION PLAN AND SELECTION PROCEDURE

It is the responsibility of the local JATC to develop local Standards of Apprenticeship, substantially based on these National Guideline Standards, and to register the Standards with the local Registration Agency. The Registration Agency may be the Bureau of Apprenticeship and Training, U.S. Department of Labor, or a State Apprenticeship Agency recognized by the Bureau for Federal purposes. The International Pipe Trades Joint Training Committee have National Affirmative Action Plan Guidelines as well. **The Selection Procedures are not Guidelines, but are to be adopted as presented.**

Sample Standards of Apprenticeship are provided in Attachment No. 1 and are intended for guideline use by local JATC's. For each section to be included in your locally developed Standards of Apprenticeship, the sample Standards provide an explanation of the section and, where appropriate, sample language that may be used in your local Standards. The sample language should not be used "as is" unless it accurately reflects how your program operates.

These guideline Standards meet the requirements of the Bureau of Apprenticeship and Training, U.S. Department of Labor, as outlined in Federal regulations Title 29 CFR Parts 29 and 30. However, State Apprenticeship Agencies recognized by the Bureau of Apprenticeship and Training, or local laws and regulations may have different or additional requirements that must be reflected in your local Standards.

It is, therefore, expected that the sample Standards will be customized by the JATC to accurately reflect how the local apprenticeship program will operate and to meet the requirements of the local Registration Agency and any applicable State or local regulations.

The local Standards of Apprenticeship detail the plan of how the apprenticeship program will operate. On a regular basis the JATC should review its program to assess program quality and compliance with all relevant laws and regulations and with its registered Standards of Apprenticeship. The Standards must be modified to reflect any changes resulting from that review. Any such modifications must be submitted to the Registration Agency for approval before they are implemented.

Though each local JATC will develop its own Standards of Apprenticeship, all Standards must address the following elements contained in the sample Standards attached. (Additional elements should be added as needed.)

- A. The employment and training of the apprentice in a skilled trade.
- B. The term of apprenticeship.
- C. An outline of the on-the-job training work processes.
- D. Provision for organized, related instruction.
- E. A progressively increasing schedule of wages.
- F. Periodic review and evaluation of the apprentice's progress, and maintenance of appropriate progress records.
- G. The numeric ratio of apprentices to journey worker.

- H. A reasonable probationary period, with full credit for such period.
- I. Adequate and safe equipment and facilities for training, and safety training for apprentices.
- J. The minimum qualifications required by the Sponsor for persons entering the apprenticeship program.
- K. The placement of apprentices under a written Apprenticeship Agreement that incorporates the Apprenticeship Standards.
- L. The granting of advanced standing or credit for previous experience, training or skills, with commensurate wages for any progression step so granted.
- M. Transfer of the employer's training obligation when the employer is unable to fulfill its obligation.
- N. Assurance of qualified training personnel and adequate supervision on the job.
- O. Recognition of successful completion of apprenticeship.
- P. Identification of the Registration Agency.
- Q. Provision for the registration modification, cancellation, and deregistration of the program.
- R. Provision for the registration of Apprenticeship Agreements and for notice to the Registration Agency of completions, cancellations, suspensions, and terminations of Apprenticeship Agreements, and causes therefore.
- S. Authority for the termination of an Apprenticeship agreement during the probationary period without stated cause.
- T. Statement that the program will be conducted in conformity with all applicable Federal and State EEO/Affirmative Action laws, regulations, rules and adopted plans.
- U. The name and address of the appropriate authority to receive process and make disposition of complaints.
- W. The recording and maintenance of all records as required by the Registration Agency and any other applicable laws.
- X. When the sponsor expects to have five or more apprentices registered, a written Affirmative Action Plan and Selection Procedure detailing the Sponsor's commitment to equal opportunity in the recruitment, selection, employment and training of all apprentices.

The local Registration Agency is available to assist the JATC in developing its own Standards of Apprenticeship using the sample Standards provided. Once developed, the local Standards of Apprenticeship will be submitted to the local Registration Agency for approval and registration.

SIGNATURE PAGE

THESE NATIONAL GUIDELINE STANDARDS FOR THE PIPING INDUSTRY WERE
ADOPTED BY THE INTERNATIONAL PIPE TRADES JOINT TRAINING COMMITTEE

ON 21st DAY OF April, 1999.

INTERNATIONAL PIPE TRADES JCT., INC.

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UAC/PHCC-NA Representative

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CERTIFIED AND APPROVED BY:

UNITED STATES DEPARTMENT OF LABOR
BUREAU OF APPRENTICESHIP
AND TRAINING


Anthony Swoope
National Director

April 21, 1999
Date

& INTERNATIONAL PIPE TRADES
JOINT TRAINING COMMITTEE


George H. Bliss, III
Committee Chairman

April 21, 1999
Date

SAMPLE

**STANDARDS OF APPRENTICESHIP
FOR GUIDELINE USE BY**

LOCAL PROGRAM SPONSORS

for

PLUMBER

SPRINKLER FITTER

and

STEAMFITTER-PIPEFITTER

formulated by

(Name of Program Sponsor)

Approved by

(Name of Registration Agency)

FOREWORD

The _____ Joint Apprenticeship and Training Committee recognizes the need for structured training to maintain the high level of skill and competence demanded in the pipe trades.

Registered apprenticeship provides the most practical and sound method to meet that need, to prepare individuals to be skilled craft workers, and to ensure industry an adequate supply of skilled workers.

In furtherance of those goals, the _____ Joint Apprenticeship and Training Committee has established these Standards of Apprenticeship outlining all the terms and conditions for the qualification, recruitment, selection, employment and training of apprentices.

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- A. Work Process
- B. Related Instruction Outline
- C. Apprenticeship Agreement
- D. Affirmative Action Plan
- E. Selection Procedures

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 these Standards of Apprenticeship who has signed an Apprenticeship Agreement providing for training and related instruction under the Standards, and who is registered with the Registration Agency.

APPRENTICESHIP AGREEMENT: The written agreement between the JATC and the Apprentice 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.

APPRENTICESHIP PROGRAM: An organized written plan containing all terms and conditions of employment, training, and supervision of one or more apprentices in an apprenticeable occupation.

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

JOINT APPRENTICESHIP AND TRAINING COMMITTEE: The _____ Joint Apprenticeship and Training Committee, comprised of an equal number of representatives appointed by the local union and by the contractor's association, and in whose name the Standards of Apprenticeship are registered.

JOURNEY WORKER: An individual recognized by the Sponsor as being fully trained and qualified to perform the work of the trade and to provide example, guidance and training to apprentices.

INTERNATIONAL PIPE TRADES JOINT TRAINING COMMITTEE: Comprised of an equal number of labor and management representatives, responsible for developing policy and guidance with regard to apprenticeship and journey worker training. Representation on the IPTJTC will come from both management and labor representing the three crafts.

REGISTRATION AGENCY: (Name of Registration Agency):

SPONSOR: The Joint Apprenticeship and Training Committee (JATC) in whose name this Apprenticeship Program is registered.

STANDARDS or STANDARDS OF APPRENTICESHIP: This entire document including all appendices and attachments hereto, and any future appendices approved by the Registration Agency.

SUPERVISOR OF APPRENTICES: The person or persons designated by the contractor/employer who is responsible for ensuring the integrity of training and record keeping requirements on the job.

1. PROGRAM ADMINISTRATION

Explanation

This section of the Standards identifies the trade or trades by the Standards of Apprenticeship and provides for the employment and training of each apprentice in one of the covered trades. It also can include an explanation of the role and responsibilities of the local JATC administering the program as shown in the sample language below.

Sample Language

The Joint Apprentice and Training Committee of Local Union Number _____ of the United Association of Journeymen and Apprentices of the Plumbing and Pipe Fitting Industry of the United States and Canada and the _____ Contractor's Association or the signatory contractors in whose name the local Standards of Apprenticeship will be registered is the Sponsor of the Apprenticeship Program outlined under these Standards of Apprenticeship. The JATC is composed of an equal number of representatives appointed by the contractors' association and by the local union.

The JATC shall be responsible for:

1. Establishing and registering Standards of Apprenticeship, and ensuring adherence to them.
2. 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 applicable bargaining agreement and with these Apprenticeship Standards. A copy of such rules and requirements, and any changes to them, should be provided to the Registration Agency.
3. Determining the need for new apprentices, including when and where apprenticeship openings will be available and selecting apprentices in accordance with the Affirmative Action Plan/Selection Procedure made a part of the Apprenticeship Standards.
4. Initiating and signing all Apprenticeship Agreements for apprentices and forwarding those Agreements to the Registration Agency for approval. In addition, the JATC will notify the Registration Agency and other appropriate parties of the cancellation, suspension, or reinstatement of apprentices and the reasons therefore, and of apprentice completions.
5. 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 Work Process and Related Instruction Outline.

6. Monitoring and evaluating apprentices' progress including the review of apprentices' records to ensure apprentices and their employers are fulfilling their responsibilities under the program. The JATC will review, approve and document all apprentice actions including hours, content, and progress in 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.
7. Hearing and adjusting complaints regarding Apprenticeship Agreement violations.
8. 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.
9. Annually reviewing the Affirmative Action Plan, EEO efforts, and Selection Procedure, updating the affirmative action goals, and modifying the Affirmative Action Plan and/or Selection Procedure as a result of the review when appropriate. Such review will include an analysis of the Sponsor'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 that success.
10. Maintaining all records relating to the recruitment, selection, employment and training of apprentices for a minimum of five years.
11. Administering and operating a training program for journey- workers.

II. TERM OF APPRENTICESHIP

Explanation

This section identifies the term of apprenticeship (length of program) for each trade covered by the Standards. Because work in the construction industry is often sporadic, the term should be expressed as the number of hours of on-the-job training and the number of hours of related instruction, rather than as calendar time. Some programs are divided into 5 segments, some into 10 segments. Your local Standards should reflect how your program is set up.

Sample Language

The term of apprenticeship, including the probationary period, shall consist of five years (8500 to 10000 hours) of reasonably continuous on-the-job (OJT) training and a minimum **of 1230** hours of related instruction in the trade of (specify occupation(s)).

The training shall be divided into equal segments as follows: **(Note: Use the option that reflects the way your program operates.)**

The term of apprenticeship shall consist of five (5) years divided into five equal segments. Apprentices are advanced at 1700 to 2000 hours of on-the-job training and a minimum of 246 hours of related instruction.

(OR)

The term of apprenticeship shall consist of five (5) years divided into ten equal segments. Apprentices are advanced at 850 to 1000 hours of on-the-job training and a minimum of 123 hours of related instruction.

III. QUALIFICATIONS OF APPLICANTS FOR APPRENTICESHIP

Explanation

The sponsor must establish minimum qualifications for entry into the apprenticeship program. The purpose of this is to establish the minimum qualifications necessary for reasonable expectation of success in the trade. Qualifications must be fair, objective and equally applied. They must be clearly stated and directly related to job performance.

Sample Language

Apprentice applicants shall be selected on the basis of qualifications alone and in accordance with objective standards which permit review after full and fair opportunity for application.

Applicants shall meet the following minimum qualifications:

A. AGE

1. All applicants shall be at least eighteen (18) years of age except as noted in B.2 below.
2. Applicants shall submit reliable proof of birth date with the complete application to ensure meeting the minimum age requirement. Examples of acceptable proof include a valid driver's license, birth certificate, or other State identification.

B. EDUCATION

1. Applicants shall be high school graduates or provide proof of equivalent educational attainment such as successful completion of the GED tests (tests of General Education Development). Each applicant shall submit, with the completed application, a high school transcript or an official report of GED test results.

2. An applicant who is seventeen (17) years of age at the time of application who otherwise meets all qualifications may be rated and ranked and placed on the Pool of Eligible list. Such an applicant must provide proof that a graduation certificate or GED has been awarded, and must be eighteen (18) years of age, prior to being indentured by the JATC.

Selection into the apprenticeship program will be in accordance with the Affirmative Action Plan and Selection Procedures made a part of these Standards.
(Appendix D and E)

IV. EQUAL OPPORTUNITY PLEDGE

Explanation

All Standards of Apprenticeship must contain a statement of commitment that the program will be conducted in conformity with all applicable Federal and state EEO/Affirmative Action laws, regulations, rules and adopted plans. The purpose is to ensure that all applicants and apprentices are treated fairly and equitably.

This section contains the Equal Employment opportunity pledge to which the JATC agrees to conform.

Required Minimum Language

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 of the Code of Federal Regulations, Part 30, as amended, and (insert applicable State regulations here).

V. Apprenticeship Agreement

Explanation

This section provides that each apprentice must sign an Apprenticeship Agreement with the JATC. The local JATC shall then register the Agreement with the Registration Agency. Specifically or by reference the Apprenticeship Agreement must incorporate the Standards of Apprenticeship.

The purpose of an Apprenticeship Agreement is to outline the terms and conditions of the program and the responsibilities of all parties to the agreement. It is recognized that all parties to the agreement are entering into a voluntary contractual agreement. Modifications or changes to the Standards shall not affect executed Apprenticeship Agreements without the written consent of all parties to the Agreement.

Sample Language

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 (Appendix C) 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.

Every apprentice shall be given the opportunity to study these Standards, the local JATC policies including the complaint process, and the Apprenticeship Agreement before signing the Agreement. Study of such documents will include a discussion on the content and meaning of the documents between the JATC, or the Supervisor of Apprentices, and the apprentice.

The original completed and signed Apprenticeship Agreement must be forwarded to the Registration Agency for approval and final execution before taking effect. A copy will be returned to the coordinator who will ensure that a copy is provided to the apprentice, the employer, the JATC and, when applicable, the Veteran's Administration.

VI. PROBATIONARY PERIOD

Explanation

The probationary period is intended to provide an opportunity for the apprentice to ensure that the type of work is to his or her liking, and the Sponsor to determine whether a candidate is suited to the work. It is critically important to determine, during this time, whether or not the needs of the apprentice and the industry would be served by the probationary apprentice's continuation in the apprenticeship program.

This section identifies the length of the probationary period and provides that at the conclusion of the probationary period the apprentice will receive full credit for such time. It also explains that during the probationary period the Apprenticeship Agreement may be canceled by either the JATC or the apprentice, without the formality of a hearing or stated cause. After the probationary period, the Agreement may be canceled at the request of the apprentice, or by the JATC after due notice to the apprentice and an opportunity for corrective action is given.

The probationary period will also apply to those brought into the program through organizational effort.

Sample Language

Each applicant selected for apprenticeship shall serve a probationary period of one year (1700-2000) 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 from the apprentice's employer or employers, a complete record of attendance and grades in related instruction, and any disciplinary action taken during the probationary period.

Any probationary apprentice considered to be unsatisfactory after a review of the probationary records shall have his or her Apprenticeship Agreement canceled before the expiration of the probationary period, and the Registration Agency will be so notified.

Each probationary apprentice evaluated as satisfactory after a review of the probationary records 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.

VII. CREDIT FOR PREVIOUS EXPERIENCE

Explanation

The purpose of this element is to allow the local JATC to recognize the previous trade related, experience, education, training and skills that applicants may possess. The purpose of the JATC is to train apprentices to acceptable industry standards in a timely manner.

The local JATC needs to establish a time frame and procedure for accepting and evaluating previous experience, education, training and skills. The JATC may grant credit toward completion of the apprenticeship program. If the program chooses to grant credit, it must be granted to all apprentices equally.

Those granted advanced standing must be paid the wage rate for the period to which the credit advances them.

Sample Language

The JATC may grant credit toward 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 such request at the time of application and furnish such records, affidavits, and other (*insert local* 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, skill and knowledge demonstrated during the probationary period. An apprentice granted credit shall be advanced to the wage rate designated for the period to which such credit accrues.

VIII. RELATED INSTRUCTION

Explanation

The purpose of related instruction is to teach apprentices those applied academics in subject areas critical to job performance but not adequately or effectively taught on the job. The local JATC must establish the subject matter that will be covered and the method and institution by which it will be provided.

Attendance at related instruction classes is not considered as hours worked, when given outside of regular working hours, unless a State apprenticeship regulation provides otherwise.

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

Sample Language

During each segment of training, each apprentice is required to attend classes in subjects related to the trade as outlined in Appendix B. Hours of related training shall be no less than 246 hours per segment with a minimum of 1230 hours for the full term of apprenticeship. Apprentices will/will not be 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.

The local JATC shall be responsible for the apprentice's progress in related instruction classes.

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

IX. SAFETY AND HEALTH TRAINING

Explanation

This section outlines the JATC's assurances that apprentices will be instructed in safe and healthful work practices, and will receive training in facilities and work sites that are in compliance with applicable Federal standards or State standards found to be at least as effective as Federal standards.

Sample Language

All apprentices shall receive instruction in safe and healthful work practices and shall be trained in facilities and other environments that are in compliance the occupational safety and health standards promulgated by the Secretary of Labor under Public Law 91-596, and (insert any State or local requirements.)

X. WORK EXPERIENCE

Explanation

The local JATC is required to articulate a detailed outline of the on-the-job training each apprentice will receive, with the approximate number of hours of training for each category in the outline. Each apprentice's training and progress should be tracked against the categories, and the apprentice rotated as appropriate to ensure a well-rounded, highly-skilled journeyman at the end of the apprenticeship term. The work processes need not be taught in the sequence outlined, but should be given in the approximate time portions specified, consistent with the work available at any given time.

The JATC must develop the on-the-job training outline for its program based upon local industry practice and licensing requirements.

Sample Language

During the apprenticeship term the apprentice shall receive training in all phases of the trade necessary to qualify as a skilled journeyworker. The outline of-Work Processes is attached to and forms a part of these Standards (Appendix A). The JATC will make every effort to rotate or shift apprentices from one employer to another as necessary to assure complete training in all branches of the piping trades.

During the first four years (segments-6800 to 8000 hours) of training, apprentices will be given the opportunity to install and assist in installing piping material, as their skill permits, under the direct supervision and guidance of a qualified journeyman. During their fifth year (final segment - 1700 to 2000 hours) of training, apprentices may be allowed to make pipe installations and do related work, as their skill permits, without the direct supervision of a journeyworker, provided a journeyworker is on-site and available to check the apprentice's work.

For the protection of the consumer and the general public, all work done by apprentices as indicated above shall conform in every aspect with the requirements prescribed in all applicable local codes and ordinances and shall be checked by a qualified journeyworker.

XI. HOURS OF WORK

Explanation

Allows the JATC to establish conditions that protect the welfare of the apprentice and make certain that apprentices are receiving adequate on-the-job training but are still available for related training classes.

Sample Language

Apprentices shall work the same hours as journeyworker 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.

XII. RATIO OF APPRENTICE TO JOURNEY WORKER

Explanation

The JATC must establish a numeric ratio of apprentices to journeyworkers. The purpose of establishing a ratio is to ensure that adequate journeyworker are available to assist in the training of apprentices; to provide adequate supervision; to provide adequate opportunities for apprentices to learn all aspects of the trade; to ensure workplace safety; and to provide for continuity of employment.

It is critical for the local JATC to recognize that State and Federal wage and hour divisions will apply the stated ratio on any prevailing wage job site.

Sample language

Consistent with proper supervision, training, safety, and continuity of employment throughout and upon completion of the apprenticeship, the ratio of apprentices to journeyworker as established in the applicable collective bargaining assignment is *(insert locally determined ratio)*

XIII. QUALIFICATION OF EMPLOYERS

Explanation

The local JATC must ensure that the participating employers have qualified, training personnel and will provide adequate supervision on-the-job to meet these training standards established by the industry.

Sample Language

All employers of apprentices must satisfy the JATC that can meet the following qualifications:

- A. Be financially responsible.
- B. Have the necessary facilities to assure safe and effective training.
- C. Employ one or more journeyworkers steadily
- D. Agree to adhere to the program as administered by the JATC, including all EEO/Affirmative Action provisions.
- E. Employers will designate a “supervisor of apprentices” who is responsible for coordinating training and education of apprentices with the JATC.

Employers who do not meet the above qualifications for participation in the apprenticeship program will not employ apprentices registered under these Standards.

XIV. SUPERVISION OF APPRENTICES

Explanation

This section outlines how the JATC will ensure that when on-the-job, apprentices will be under the supervision of a competent and qualified journeyworker.

Sample Language

The employer, or the person designated by the employer such as the superintendent, foreman, or journeyworker, shall be responsible for the training of the apprentice on the job. The supervisor of the apprentice, with the advice and assistance of the JATC, shall be responsible for the apprentice's work assignments, evaluation of work performance, and completion and submittal of progress reports provided by the JATC.

The _____ shall be responsible for the apprentices' progress in related instruction class.

XV. TRANSFER OF TRAINING OBLIGATION

Explanation

This section outlines the JATC's commitment to provide apprentices with reasonably continuous employment throughout their apprenticeships. While no JATC can guarantee an apprentice full employment during the term of apprenticeship, a JATC should have reasonable expectations of continuous employment at the time of selection and indenture.

Sample Language

If a signatory employer is unable to fulfill its training obligations, due to lack of work or failure to conform to the Standards of Apprenticeship, the JATC has an obligation to move the affected apprentices to other signatory employers.

The JATC may transfer an apprentice from one employer to another to provide continuous employment and to assure more complete on-the-job training experience in all aspects of the trade.

XVI. WAGES AND ADVANCEMENT

Explanation

The local JATC must outline the progressive schedule of wages that will be paid to apprentices, consistent with the level of skill acquired and the applicable collective bargaining Agreement. The beginning wage rate should reasonably reflect the economic conditions for a first year apprentice to be attracted to the trade.

Sample Language

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. The wage schedule shall be a progressively increasing percentage of the journeyworker wage rate established in the applicable **collective bargaining agreement**.

Before an apprentice is advanced to the next segment of training, or to journeyworker status, the JATC shall evaluate all progress to determine whether advancement has been earned by satisfactory work on-the-job and in related instruction classes. In determining whether satisfactory progress has been made, the JATC shall be guided by the records of work experience and related instruction.

XVII. RESPONSIBILITIES OF APPRENTICES

Explanation

The apprentice must demonstrate commitment and assume certain responsibilities for being afforded the opportunity to serve in an apprenticeship program. The purpose of this section is to outline these commitments and responsibilities.

Sample Language

During the term of apprenticeship the apprentice shall:

- A. Perform diligently and faithfully the work of the trade and such other duties as may be assigned in accordance with these Standards.
- B. Respect the property of the contractor and abide by the working rules and regulations of the JATC, the local union and the contractor.
- C. Attend and complete satisfactorily the required hours of instruction in subjects related to the trade, as provided under these Standards.
- D. Maintain such records of on-the-job training and related instruction as required by the local JATC.
- E. Develop and practice safe working habits, and work in such a manner as to assure his or her personal safety and that of other workers.

- F. Conduct him or herself at all times in a creditable, ethical and moral manner.
- G. Any other such policies or procedures established by the local JATC.

XVIII. DISCIPLINARY ACTION

Explanation

Each local JATC must have the authority to establish disciplinary procedures to ensure that apprentices and employers are maintaining the integrity of the training program and following the terms and conditions of the apprenticeship standards. The JATC must ensure that there is fairness and equity in the treatment of apprentices and employers.

Sample Language

The JATC may take disciplinary action against any apprentice or contractor for failure to comply with the Apprenticeship Agreement or the Apprenticeship Standards.

Before invoking disciplinary action the JATC will notify the apprentice or the contractor of the infraction and provide reasonable opportunity for corrective action. When disciplinary action is to be imposed, the JATC will notify the apprentice or contractor by certified mail to appear before the JATC for a hearing. If the apprentice or contractor fails to appear before the JATC after due notice, disciplinary action may be invoked without a hearing.

Disciplinary action may include postponement of the apprentice's advancement from one segment of training to the next or temporary removal of the apprentice from the job, causing loss of employment. It may also include cancellation of the Apprenticeship Agreement and removal of the apprentice from the apprenticeship program. Such action will occur only after due notice to the apprentice and opportunity for corrective action. Removal by the JATC shall cancel the apprentice's apprenticeship agreement and the opportunity to complete the training.

Records of all disciplinary actions shall be maintained by the JATC. The Registration Agency shall be notified whenever a disciplinary action results in the cancellation of an Apprenticeship Agreement.

XIX. ADJUSTING DIFFERENCES (Complaint Procedure)

Explanation

The local JATC must establish a procedure for addressing complaints concerning the operation and administration of the apprenticeship program. This procedure notifies apprentices and applicants of their rights to pursue closure of an issue through the appropriate party.

This section is intended to identify the appropriate parties to receive and process complaints from apprentices or applicants. The local JATC shall provide each applicant and apprentice with this complaint procedure and the names and addresses of the local, state and Federal contacts for receiving complaints.

Sample Language

If an apprentice believes an issue exists that adversely affects his or 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:

- 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. For apprenticeship program administrative issues or issues concerning provisions of the Apprenticeship Agreement or these Standards not addressed in the collective bargaining agreement, the apprentice may choose to have the issue reviewed by the

JATC. The local JATC shall hear and consider all complaints of violations concerning the Apprenticeship Agreement and the registered standards. The local 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.

If the apprentice believes the JATC did not resolve the issue to his or her satisfaction, the apprentice may appeal to the Bureau of Apprenticeship and Training, U. S. Department of Labor and exercise its complaint procedure.

Any apprentice or applicant for apprenticeship who believes 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 the apprenticeship program, may contact directly the Federal Equal Employment Opportunity Commission (EEOC), and/or the U.S. Department of Labor, Bureau of Apprenticeship and Training.

Complaints to the U. S. Department of Labor, which may be filed by the apprentice or through an authorized representative of the apprentice, must be filed not later than 180 days from the date of the alleged discrimination or

specified failure to follow the equal opportunity standards. 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 the equal opportunity standards.

A program registered with a State Apprenticeship Agency may be required to follow a different complaint procedure as required by the State Apprenticeship Agency.

The JATC shall provide each applicant and apprentice with this complaint procedure and the names and addresses of the local, state and federal contacts for receiving complaints.

XX. CERTIFICATE OF COMPLETION

Explanation

The purpose of this section is to recognize the accomplishments of the apprentice for successful completion of the registered program. A certificate may be issued by the Registration Agency and the Industry. The Registration Agency will require documentation of the apprentice's eligibility for completion.

Sample Language

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. Such requests shall be accompanied by the appropriate documentation for both the on-the-job training and the related instruction.

The local JATC shall request a completion certificate be issued by the United Association of Journeymen and Apprentices of the Plumbing and Pipefitting Industry of the United States and Canada attesting to the apprentice's satisfactory completion of the program.

XXI. RECORDS AND EXAMINATIONS

Explanation

The local JATC shall maintain such records as to allow for the identification of apprentices and a review of the operation and administration of the apprenticeship program. Accurate record keeping required by the regulations and is essential for maintaining the quality and integrity of the program.

This section outlines how the JATC will periodically review and evaluate apprentices, particularly prior to wage progressions. Evidence that progress is occurring and that advancement to the next wage progression has been earned will be provided through the record of the apprentices' progress on the job and in related instruction.

If such progression is not satisfactory the JATC has the right to withhold an apprentice's wage advancement, suspend or revoke the Apprenticeship Agreement, or take such other action it deems necessary (as spelled out in the Standards), after the apprentice has been given ample opportunity for corrective action. A record keeping system must be established by the JATC for such purposes.

Sample Language

Each apprentice shall be responsible for maintaining a record of his or her on-the-job training and related technical instruction. The apprentice is also responsible for having this record verified by his or her supervisor at the end of each week. This record will be included in each apprentice's record file.

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

Should it be found an apprentice does not have the ability or desire to continue the training to become 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.

XXII. MAINTENANCE OF RECORDS

Explanation

This section outlines the record keeping and record retention requirements of the local JATC. They must meet identified maintenance procedures by the Registration Agency and other applicable State regulations.

Sample Language

The JATC shall maintain, for a period of five years, all records relating to apprentice applications (whether or not selected), employment and training of apprentices, and any other information relevant to the operation of the program, including but not limited to records on the recruitment, application and selection of apprentices, and records on individual apprentice's job assignments, promotions, demotions, layoffs, terminations, rates of pay or other forms of compensation, hours of work and training, evaluations, and other relevant data. The records shall permit identification of minority and female (minority and non-minority) participants. The records shall be made available on request to the Bureau of Apprenticeship and Training, US Department of Labor, or other authorized representative.

XXIII. REGISTRATION OF STANDARDS

Explanation

This section identifies the Registration Agency for the JATC's program, either the Bureau of Apprenticeship and Training (BAT) of the US Department of Labor, or the State Apprenticeship Agency recognized by the Bureau for Federal purposes.

Sample Language

These Standards of Apprenticeship will, upon adoption by the local JATC, be submitted to the appropriate Registration Agency for approval. Such approval is required before implementation of this program.

The local JATC reserves the right to discontinue, at any time, the apprenticeship program as set forth herein. The appropriate 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 appropriate State or Federal regulations.

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.

XXIV. AMENDMENTS OR MODIFICATIONS

Explanation

The local JATC should continually monitor the training program and modify it as necessary to meet technological advances and meet the demands of the industry.

This section outlines the JATC's intent to notify the Registration Agency of any modifications or amendments to the Standards. All modifications/ amendments must be approved by the Registration Agency prior to adoption.

Sample Language

These Standards of Apprenticeship may be amended at any time by the local 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.

XXV. CONFORMANCE WITH STATE AND FEDERAL LAWS AND APPLICABLE COLLECTIVE BARGAINING AGREEMENTS

Explanation

This section outlines assurances that these apprenticeship standards are not in violation of any state or federal law and the collective bargaining agreement.

Sample Language

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

Nothing in these Standards shall be interpreted as being inconsistent with existing or subsequent collective bargaining Agreements. In the event of a conflict, the collective bargaining Agreement shall prevail if it identifies higher standards.

XXV1. COOPERATING ORGANIZATIONS AND AGENCIES

Explanation

This section identifies those organizations/agencies that may have a role in the registered apprenticeship program.

Sample Language

Advice and assistance in the successful operation of this Apprenticeship Program will be available at any time, upon request by the JATC from:

- A) The International Pipe Trades Joint Training Committee or the United Association Training Department ---- United Association of Journeymen and Apprentices of the Plumbing and Pipe Fitting Industry of the United States and Canada.
- B) Bureau of Apprenticeship and Training, US Department of Labor.
- C) State Apprenticeship Agencies

XXXVII. OFFICIAL ADOPTION OF APPRENTICESHIP STANDARDS

The JATC hereby adopts the Apprenticeship Standards: This section includes the signature of the local JATC adopting the Apprenticeship Standards.

Signature - JATC Chairman **Date**

Signature - JATC Secretary **Date**

REGISTERED WITH AND APPROVED BY:

Signature - Registration Agency **Date**

Title

APPENDIX A

Work Process

The JATC is responsible for developing the local Work Processes that need to be registered with the Registration Agency.

(The Work Process must contain the outline of the on-the-job training with the approximate hours of training in each area. Total hours of training must reflect a five-year training program.)

APPENDIX B

Related Instruction Outline

Use the nationally developed Course Outlines and Textbook curriculum which has been developed by the International Pipe Trades Joint Training Committee as a guide for approved curriculum to be submitted when registering.

APPENDIX C

SAMPLE BAT APPRENTICESHIP AGREEMENT

APPENDIX D

Affirmative Action Plan

A written Affirmative Action Plan must be developed detailing the sponsor's commitment to equal opportunity in the recruitment, selection, employment and training of all apprentices.

Representatives of the local Registration Agency should be contacted to assist the JATC in developing its Standards of Apprenticeship using the sample Standards provided. They can also assist in the development of an Affirmative Action Plan. Once developed, these documents must be submitted to the local Registration Agency for approval and registration.

A sample Affirmative Action Plan has been developed for your use and is available for use locally.

APPENDIX E

Selection Procedures

The Selection Procedures provided are not a guideline, but should be adopted as presented. Once it is approved locally by the Joint Apprenticeship and Training Committee, it must be submitted to your local Registration Agency for approval and registration.

AFFIRMATIVE ACTION PLAN

ADOPTED BY

(NAME OF LOCAL JATC SPONSORING PROGRAM)

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

APPROVED BY (NAME OF REGISTRATION AGENCY)

Prepared and approved by:
The International Pipe Trades Joint Training Committee
United Association Building
901 Massachusetts Avenue, N.W.
Washington, D.C. 20001

AFFIRMATIVE ACTION PLAN

SECTION I - PREAMBLE

In order to conform to Title 29, Code of Federal Regulations (CFR) Part 30 - Equal Employment Opportunity in Apprenticeship, (NAME OF LOCAL JATC SPONSOR), hereinafter referred to as JATC, hereby adopts the following nondiscriminatory pledge and Affirmative Action Plan. The JATC enters this Plan with good faith for the purpose of promoting equality of opportunity into its registered apprenticeship program.

This Plan is a supplement to the Apprenticeship Standards. It may be amended at a later date as experience dictates. Any changes made by the JATC shall become part of this written Plan, once approved by the Registration Agency.

SECTION II - EQUAL OPPORTUNITY PLEDGE

In compliance with Section 30.3(b) of Title 29, CFR Part 30, as amended May 12, 1978, the JATC commits to the following Equal Opportunity Pledge:

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

SECTION III - AFFIRMATIVE ACTION PLAN

In order to allow positive recruitment and full utilization of minorities and women in the apprenticeship program, the JATC pledges to the procedures and methods covered in Section IV. Affirmative Action also includes an analysis of the workforce in the areas in which this Plan operates at the time the Plan is executed. The purpose of the analysis is to determine the minority and female labor force in the JATC's labor market area as provided by (State Labor Market Analysis Division). 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. If underutilization exists, the JATC will **attach goals and timetable** for the selection of minority and/or women (minority and nonminority) applicants into the apprenticeship program.

SECTION IV - OUTREACH AND POSITIVE RECRUITMENT

The JATC pledges to engage in various outreach and positive recruitment activities by employing the following approach:

When programs customarily receive applications throughout the year, application information shall be regularly disseminated, but not less than semi-annually. For specific intervals, application information shall be disseminated 30-60 days in advance of the earliest date for each application. The amendment should include the place of application, the minimum qualifications and documentation required and the equal opportunity policy of the local JATC. **(Local JATC identifies whether they will utilize specific interval or year-round opening and who announcement will be disseminated to):**

- Bureau of Apprenticeship and Training State Office
- Minority Organizations
- Women's Organizations
- Job Corps Center
- Local School Districts
- One Stop Centers
- Vocational Education Schools
- Veterans Organizations

The JATC will also undertake positive recruitment activities **(the following are samples; local JATC must identify which activities they will undertake):**

- Participate in high school career days and job fairs that are sponsored by local school districts, Job Service Centers, and any other community based organizations.
- Internally communicate the sponsor=s equal opportunity policy in order to foster understanding, acceptance, and support among supervisors and employees in order to aid the JATC in meeting its positive recruitment obligations.
- Engage in outreach with women and minority organizations for the positive recruitment and preparation of potential applicants.
- Utilize journeyworkers to assist in the implementation of sponsor=s affirmative action program.
- Cooperate and counsel with secondary and vocational school administrators concerning needs of the industry and how transition of women and minority students from school to the pipe trades apprenticeship can best be accomplished.
- Attempt to secure public service time on radio and/or TV station(s) commonly identified with the minority/female community.

- Sponsor informational activities with area guidance counselors, identifying requirements for entrance into apprenticeship and successful completion of apprenticeship.
- Post public announcements of the Apprenticeship Opportunity in commercial establishments and public facilities normally frequented by minorities and/or women.
- Adopt other outreach activities deemed necessary to accomplish the goals **(Local JATC must identify)**.

SECTION V - 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 equal opportunity standards have not been followed, has 180 days from the date of the alleged discrimination to register a complaint. 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 the equal opportunity standards. Complaints may be registered with the JATC, from their affirmative action measures. The JATC will continually monitor recruitment, selection, and attrition as it tries to identify the need for new affirmative action efforts and/or deletion of ineffective existing activity. All changes to the JATC's Affirmative Action Plan must be submitted to the Registration Agency for approval before implementation.

SECTION VII - MAINTENANCE OF RECORDS

The JATC will maintain, for a period of five (5) years from the date of the last action, all records relating to: apprentice applications (regardless of outcome); the employment and training of apprentices and information relevant to the operation of the program. This includes, but is not limited to, records on the recruitment application and selection of apprentices, periodic advancements, disciplinary action, promotion, demotion, layoffs, terminations, rates of pay, hours of on-the-job training and related instruction, evaluations and other pertinent data. The records pertaining to individual applicants, selected or rejected, shall be maintained in such manner as to permit identification of minorities and women (minority and nonminority).

All JATC records will be made available upon request of the U. S. Department of Labor, Bureau of Apprenticeship and Training and/or the applicable Registration Agency.

SECTION VIII - ADOPTION OF AFFIRMATIVE ACTION PLAN

The JATC hereby adopts this Affirmative Action Plan. This Plan shall remain effect until it is updated by the JATC based on the need to modify or revise the Plan to insure greater success in the recruitment, selection and retention of minorities and women.

Signature - JATC Chairman

Date

Signature - JATC Secretary

Date

REGISTERED WITH AND APPROVED BY:

Signature - Registration Agency

Date

Title

SELECTION PROCEDURES

ADOPTED BY

(NAME OF LOCAL JATC SPONSORING PROGRAM)

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

APPROVED BY (NAME OF REGISTRATION AGENCY)

Prepared and approved by:
The International Pipe Trades Joint Training Committee
United Association Building
901 Massachusetts Avenue, N.W.
Washington, D.C. 20001

SELECTION PROCEDURES

SECTION I - PURPOSE

These selection procedures have been prepared by the International Pipe Trades Joint Training Committee. The procedures have been approved by the Bureau of Apprenticeship and Training, U.S. Department of Labor, for adoption by local Joint Apprenticeship Training Committees (hereafter known as JATC(s)) to assist them in complying with applicable law and lawful regulations issued there under.

SECTION II - GENERAL SELECTION PROCEDURES

- A. Applications will be available to anyone who is interested.
- B. The fact that applications and apprenticeship opportunities are available shall be made known as outlined in the Affirmative Action Program.
- C. Applications will be available at places designated by the local JATC (preferably at the local JATC office if one exists).
- D. Records shall be maintained and kept for at least (5) years to show the progress, by dates, including final disposition of each application.
- E. Applications will be accepted at times designated by the local JATC. (If applications are accepted throughout the year dissemination of information shall not be done less than semi-annually).
- F. Interviews will be held at intervals designated by the local JATC. All applications for apprenticeship accepted since the last series of interviews shall be processed to final disposition before any individual s selected (See "Selection from Committee Evaluation," Step **VI** of these "Selection Procedures"). Interviews will be granted to all who meet the minimum qualification. The number of new apprentices to be accepted shall be determined before starting interviews.
- G. Eligible applicants (applicants acceptable after interview) not chosen for entrance into apprenticeship will be held in the pool of eligible for a minimum of (2) years. (See "Selection from Committee Evaluation" Step **VI**).
- H. Applicants not interviewed because they lack the minimum qualifications will not be reconsidered until they correct any deficiencies they may have and reapply.

- I. Selected candidates shall be registered as probationary apprentices for a period of one (1) year. Each probationary apprentice shall be evaluated at the end of the probationary period in regard to on-the-job performance, and related training.

SECTION III - STEP-BY-STEP PROCEDURES FOR EACH APPLICANT

- A. Each applicant shall be given Pipe Trades Apprenticeship Form #1 to complete and return by a designated date.
- B. Form #1 contains the following:
 1. Apprentice qualifications as listed in the Apprenticeship Standards.
 2. Apprentice obligations after acceptance.
 3. Application for Apprenticeship.
 4. Sample Apprenticeship Agreement.
- C. The date of application shall be the date of receipt by the JATC of the completed Form #1, accompanied by high school transcript and/or official report of the General Education Development (GED) test results or their equivalent, and proof of birth date.
- D. A complete record of the applicant's progress will be entered into the Applicant's file ("Pipe Trades Apprenticeship Form #2") at this time.
- E. Form #1, will be checked for deficiencies in basic requirements. If there are any deficiencies, the applicant's record shall be marked "not interviewed" to show that the interview process of selection was not necessary.
- F. The applicant shall be notified of the rejection and reason why by certified mail, with a return receipt requested.
- G. When an applicant is notified that there will not be an interview because of certain basic deficiencies, the notification shall be entered on applicants Form #2 as final disposition.
- H. If Form #1 meets the basic requirements, the applicant shall be considered qualified for an interview.
- I. An applicant qualified for interview shall be notified of date and place for interview by certified mail with a return receipt requested, and the notification date shall be entered into the record.

SECTION IV - PROCEDURE FOR SCHEDULING INTERVIEW

- A. All qualified applicants shall be listed in the order of dates of completion of application (Form #1, oldest date first).
- B. This list shall be divided into groups of an appropriate size for each interview session according to the order of completion dates of the applications (date application was completed and returned to JATC).
- C. Each interview session shall be scheduled to provide enough time to interview each applicant notified to be present at the given session.
- D. Applicants shall be notified to appear for interview, by certified mail and a return receipt requested. Notification will specify a time and place to appear. An appropriate number of applicants will be scheduled for each interview session.

SECTION V - THE INTERVIEW SESSION

- A. The interview committee shall have in its possession for review with regard to each applicant: application form, education transcript, and proof of birth date.
- B. Each applicant shall be interviewed by members of the committee.
- C. After a brief introduction, the committee will ask questions of the applicant with the purpose of finding out as much as possible about the individual and about the capacity to participate in apprenticeship.
- D. Questions for the interview and for purposes of evaluation will be on topics related to job performance such as: work experience, school record, mechanical abilities, motivation, and vocational training.
- E. Evaluation must be based on a standard of industry needs, and not by a comparison with other applicants.
- F. Evaluation of the interview will be based on Excellent, Good, Fair, Poor, and Unacceptable responses on each topic.
- G. **Excellent** will be given a numerical range of 16 to 20; **Good** will be given a numerical range of 11 to 15; **Fair** will be given a numerical range of 6 to 10; **Poor** will be given a numerical range of 1 to 5; **Unacceptable** will be given a zero value.
- H. A review or summary of the answers to questions from the interview session must be entered in each applicant's file folder (Form #2).
- I. The same questions should be asked of each applicant.

SECTION VI - SELECTION FROM COMMITTEE EVALUATION

- A. The number of new apprentices to be accepted shall be determined before starting interviews. This number will be based on the needs of the industry.
- B. Selection of individuals from the list of interviewed applicants shall not be made until all interview sessions are complete and all applicants have been evaluated.
- C. Selection of applicants for apprenticeship after the interview will be done by the committee or its designated representative(s) on the basis of the numerical rating obtained from the interview evaluation.
- D. All applicants interviewed will be notified of the results by certified mail.
- E. All eligible candidates not selected for entry into apprenticeship after the interview will be placed in an eligibility pool according to their rating. They will remain in this pool for a period of two (2) years from the time of interview and will be included in all subsequent selection procedures during the two (2) year period.

SECTION VII - ALTERNATIVE SELECTION METHOD: (DIRECT ENTRY - JOB CORPS GRADUATES AND ORGANIZATION EFFORTS)

The _____ JATC encourages preparatory/preapprenticeship craft training to facilitate entry into apprenticeship. Consequently, those who complete the Job Corps training program in the plumbing/pipefitting/sprinkler fitter craft areas may be given direct entry into the apprenticeship program. The JATC shall evaluate the Job Corps training received for granting appropriate credit on the term of apprenticeship. Entry of Job Corps graduates shall be done without regard to race, color, religion, national origin, or sex.

An employee of a nonsignatory employer not qualifying as a Journey worker when the employer becomes signatory, shall be evaluated by the JATC, and indentured at the appropriate period of apprenticeship based on previous work experience and related training. (Note: This is a method of direct entry into the apprenticeship program, whereby all minimum qualifications are waived.)

SECTION VIII - APPRENTICE APPLICANT APPEALS PROCEDURE

An Appeals Committee should be established composed of one member appointed by Labor, one member appointed by Management, and a public member appointed by both groups. Each organization shall appoint its own representative on the Appeals Committee in such manner as it desires except that no member of the apprenticeship committee may serve on the Appeals Committee.

- A. Management and Labor shall mutually agree on and select the public member of this committee.
- B. The authority of the Appeals Committee shall be limited to the rendering of Decision on cases involving **unjust treatment** of applicants for the apprentice program in the matter of selection.
- C. Any appeal must be submitted in writing to the local JATC within fifteen (15) days of the date of receipt of notification (as evidenced by return receipt) of the applicant as to the decision of the JATC regarding the application.
- D. A copy of the appeals shall be kept on file by the JATC, for a period of at least five (5) years.
- E. The local JATC shall submit the appeal and the disposition of the applicant in the apprenticeship process to the Appeals Committee.
- F. The Appeals Committee shall consider the written evidence and a hearing shall be granted to all interested parties at a designated date.
- G. A final decision shall be rendered within thirty (30) days of the hearing, and all parties concerned shall be notified in writing by the Appeal Committee.
- H. Decisions of the Appeals Committee shall be final and binding upon the Joint Apprenticeship Training Committee and the applicant.

SECTION IX-ADOPTION OF SELECTION PROCEDURES

The JATC hereby adopts this Selection Procedures.

Signature - JATC Chairman Date

Signature - JATC Secretary Date

REGISTERED WITH AND APPROVED BY:

Signature - Registration Agency Date