

U.S. Department of Labor Employment and Training Administration, Office of Apprenticeship Training, Employer and Labor Services (OATELS), Bureau of Apprenticeship and Training (BAT), 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-- Operating Engineers National Joint Apprenticeship and Training Committee <u>Code:</u> 400.1
Symbols: DSNIP/FDK		<u>Action:</u> Immediate

PURPOSE: To transmit to the Office of Apprenticeship Training, Employer and Labor Services (OATELS), Bureau of Apprenticeship and Training (BAT) staff the revised National Guideline Standards for the Operating Engineers National Joint Apprenticeship and Training Committee.

BACKGROUND: The National Guideline Standards for the Operating Engineers National Joint Apprenticeship and Training Committee were certified by OATELS on January 4, 2001. An electronic copy of the National Guideline Standards is attached for your information and use.

If you have any additional questions please contact (202) 693-3813.

ACTION: OATELS staff should familiarize themselves with the National Guideline Standards. Bureau State Directors should provide copies to their SAC partners as appropriate.

Attachment

**NATIONAL
GUIDELINES FOR
APPRENTICESHIP STANDARDS**

for

**OPERATING ENGINEERS
NATIONAL JOINT APPRENTICESHIP
AND TRAINING COMMITTEE**

for the occupation of

**OPERATING ENGINEER
(Universal-Equipment Operator)
(Grade and Paving Equipment Operator)
(Plant Equipment Operator)
(Heavy Duty Repairer)**

**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
OFFICE OF APPRENTICESHIP TRAINING, EMPLOYER AND LABOR SERVICES**

**BY: /s/ Anthony Swoope
ANTHONY SWOOPE, ADMINISTRATOR
OFFICE OF APPRENTICESHIP TRAINING, EMPLOYER AND LABOR SERVICES**

CERTIFICATION DATE: January 4, 2001

CERTIFICATION NUMBER: C - 82873

FOREWORD

The Operating Engineers National Joint Apprenticeship and Training Committee recognizes the need for structured training programs to maintain the high level of skill and competence demanded in the occupation of Operating Engineer (Universal Equipment Operator, Grade and Paving Equipment Operator, Plant Equipment Operator and Heavy Duty Repairer).

Registered apprenticeships are the most practical and sound training system available to meet that need, to develop individuals into skilled journey workers, and to ensure industry an adequate supply of skilled workers. Meaningful industry driven apprenticeships produce competent skilled craftworkers, insuring the continued availability of highly skilled workers in the industry.

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 by 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 local 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 purpose of these National Guideline Standards is to provide policy and guidance to local JACs in developing Standards of Apprenticeship for local approval and registration. These National Guideline Standards, developed by the JAC, are certified by the Bureau of Apprenticeship and Training, U. S. Department of Labor, as substantially conforming to the requirements of Title 29, CFR Parts 29 and 30. 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 the local apprenticeship standards.

Local Standards of Apprenticeship must be developed and registered by each JAC that undertakes to carry out an apprenticeship training program. The local Standards of Apprenticeship will be the JAC's written plan outlining all terms and conditions for the recruitment, selection, employment, training, and supervision of apprentices as subscribed to by the JAC, and must meet all the requirements of the local Registration Agency.

NATIONAL JOINT APPRENTICESHIP AND TRAINING COMMITTEE

The National Joint Apprenticeship and Training Committee are charged with development of National Guidelines for Apprenticeship Standards and having them certified by the Bureau of Apprenticeship and Training, U. S. Department of Labor, for use by Local JACs.

The duties of the National Joint Apprenticeship and Training Committee include:

Assist and advise the Local Joint Apprenticeship Committees on accepted practices for furthering sound apprenticeship procedures at the local level.

Act in advisory capacity to Local Joint Apprenticeship Committees, and to interpret the meaning and purpose of any clauses contained within the National Guidelines for Apprenticeship Standards.

Meet on call of the Chairperson, to review the progress on apprenticeship in the industry.

Review and approve local apprenticeship standards for conformity with the National Guidelines for Apprenticeship Standards.

Settle appeals of decisions rendered by the Local Joint Apprenticeship Committees.

In general, to encourage and enforce the adoption and application at the local level of sound apprenticeship practices.

**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 local 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 Procedures are attached.

Representatives of the Registration Agency are available to assist the JAC in developing their 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 local Registration Agency for approval and registration.

**OFFICIAL ADOPTION OF NATIONAL GUIDELINES FOR
APPRENTICESHIP STANDARDS FOR OPERATING ENGINEERS**

The Operating Engineers National Joint Apprenticeship and Training Committee, hereby officially adopts these National Guidelines for Apprenticeship Standards on this 4th_day of January 2001.

/s/ Frank Hanley
FRANK HANLEY
GENERAL PRESIDENT
International Union of Operating
Engineers, AFL-CIO

/s/ Thomas Dapp
THOMAS DAPP
CHAIRPERSON
Operating Engineers National Joint Apprenticeship
and Training Committee

/s/ Edward Trejo
EDWARD TREJO
SECRETARY
Operating Engineers National Joint Apprenticeship
and Training Committee

STANDARDS OF APPRENTICESHIP

DEVELOPED BY

(NAME OF LOCAL JAC)

FOR

THE OCCUPATION OF:

**OPERATING ENGINEER
(UNIVERSAL-EQUIPMENT OPERATOR)
(GRADE and PAVING EQUIPMENT OPERATOR)
(PLANT EQUIPMENT OPERATOR)
(HEAVY DUTY REPAIRER)**

APPROVED BY

(REGISTRATION AGENCY)

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FOREWORD

Experience has demonstrated that a practical and sound method of preparing for skilled craftsmanship is through planned apprenticeship providing for employment and training under actual job conditions by skilled workers and at wages commensurate with the apprentice's skill.

In addition, the apprentice's knowledge and understanding of the trade is broadened through participation in approved courses of related and supplemental training.

The (Insert the name of Local JAC) has established these Standards of Apprenticeship outlining all the terms and conditions for the qualifications, recruitment, selection, employment and training of apprentices.

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 JAC 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 Committee, acting as agent for the employer, setting forth the responsibilities and obligations of all parties to the Agreement with respect to the Apprentices 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 having successfully completed the apprentice training requirements outlined in the Standards of Apprenticeship.

Joint Apprenticeship Committee: A Joint Apprenticeship Committee comprised of an equal number of representatives appointed by the union and by the Employer in whose name these Standards of Apprenticeship will be registered.

Registration Agency: (Insert name of Registration Agency, either the Office of Apprenticeship Training, Employer and Labor Services, Bureau of Apprenticeship and Training field staff, or your State Apprenticeship Agency recognized by the Bureau)

Program Sponsor: The Joint Apprenticeship (JAC) in whose name the local 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.

Section I Program Administration

The Local Joint Apprenticeship Committee in whose name these Standards of Apprenticeship are registered shall be composed of an equal number of representatives appointed by the employer and the union. The Local JAC 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. A copy of such rules and requirements, and any changes to them, shall be provided to the Registration Agency and the apprentice.
- 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 Local JAC 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 Local JAC 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 Local JAC'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.
- i. 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 provide diversified training or fulfill the obligations under the apprenticeship agreement to another employer under the same program, with consent of all parties to the Agreement.

Section 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 Local JAC 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, and (insert state regulations here, if applicable).

Section III: Affirmative Action Plan 29.5 (b)

If the employer employs five or more apprentices, the Local JAC will adopt an Affirmative Action Plan and Selection Procedures as required under Title 29, CFR Part 30. (Attachment C)

Section IV: Qualifications for Apprenticeship 29.5 (b)(10)

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

A. Age

Shall be at least 18 years of age.

B. Education

Although a high school degree or GED equivalency is not required to apply to the apprenticeship program, either one or the other is **preferred**. Regardless, an applicant accepted into the apprenticeship program who lacks either must obtain a GED within the 1000 hour probationary period. Failure to obtain a GED within this time frame will terminate the apprenticeship agreement.

An applicant who is seventeen (17) years of age and is participating in a school-to-work program or equivalent and who otherwise meets all qualifications may be rated and ranked and placed on the list of eligible applicants. Such an applicant must be eighteen (18) years of age prior to being accepted into the apprenticeship program.

C. 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 individual or others.

Section 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 Local JAC 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.

Section VI Selection of Apprentices

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

Section VII Term of Apprenticeship 29.5 (b)(2)

The term of apprenticeship shall be a minimum of 3 years (and not less than 4,000 OJT hours), 432 hours of classroom instruction and hands-on practical training.

Section VIII 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 journeyworker status, the Local JAC 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 Local JAC shall be guided by the work experience and related instruction records and reports. The progressive wage schedule shall be an increasing percentage of the journeyworker wage rate as established in the collective bargaining agreement. The percentages that will be applied to the applicable journeyworker rate are shown on the attached Trade Schedules for each occupation registered (Attachment A).

Section IX Hours of Work

Apprentices shall generally work the same hours as journeyworkers. 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 by the Local JAC until the required number of hours of training is accrued.

Section X Ratio of Apprentices to Journeyworkers 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 Local JAC (Attachment A).

Section XI Related Instruction 29.5 (b)(4)

During each segment of training each apprentice is required to attend classes in subjects related to the job. For each occupation, there shall be a minimum of 144 hours of instruction divided between 40 hours related technical instruction and 104 hours practical training (skill training or seat-time) at the facility dedicated to training for each apprentice. Apprentices 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 Local JAC 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 Local JAC shall monitor and document the apprentice's progress in related instruction classes.

Section XII Work Experience 29.5 (b)(3)

During the apprenticeship the apprentice shall receive such on-the-job training and skill training (seat-time) in the occupation necessary to develop the skill and proficiency of a skilled journeyworker. The on-the-job training shall be under the direction and guidance of qualified journeyworkers. (Attachment A)

Section XIII Probationary Period 29.5 (b)(8), (b) (19)

Each applicant selected for apprenticeship shall serve a probationary period of 1000 hours or 6 months of on-the-job training.

During the probationary period either the apprentice or the Local JAC 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 skill training (seat-time) 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 Local JAC for good cause after documented due notice to the apprentice and a reasonable opportunity for corrective action. In such cases, the Local JAC will provide written notice to the apprentice and to the Registration Agency of the final action taken.

Section XIV Credit for Previous Experience 29.5 (b)(12)

The Local JAC 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 Local JAC must submit the request at the time of application and furnish such records and affidavits, and demonstrate equipment skill level or mechanical skills within the probationary period in the apprenticeship program 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 Local JAC 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.

Section 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 Local JAC, be responsible for the apprentice's work assignments ensuring the apprentice is working under the supervision of a skilled journeyworker.

The Local JAC training director or their designee will be required to visit sites semi-annually for reports of progress of apprentices and the director will ensure evaluation of work performance and submittal of progress reports to the Local JAC.

Section XVI 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 (or insert any State or local requirements).

Section XVII Transfer of Training Obligation 29.5(b)(13)

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

If an employer is unable to fulfill its training obligations due to lack of work or failure to conform to the Standards of Apprenticeship, the Local JAC will move the affected apprentices to other participating employers.

Section XVIII Responsibilities of Apprentices

During the term of an apprenticeship, the apprentice shall:

- a. Perform diligently and faithfully the work of the occupation and such other duties as may be assigned in accordance with the Standards.
- b. Respect the property of the employer and abide by the working rules and regulations of the employer, the local union, and the Local JAC.
- c. Attend and satisfactorily complete the required hours of instruction both in related technical instruction and practical training (seat-time), in subjects related to the job, as provided under these Standards.
- d. Maintain such records of on-the-job training and related technical instruction as required by the Local JAC.
- e. Develop and practice safe working habits and work in such a manner as to assure his/her personal safety and that of other workers.
- f. Work for the employer to whom assigned, unless their agreements are terminated by the local joint committee.
- g. Conduct themselves at all times in a creditable and ethical manner, realizing that much time, money, and effort are spent to afford them an opportunity to become a skilled craft worker.

Section XIX Certificate of Completion 29.5 (b)(15)

Upon satisfactory completion of the requirements of the apprenticeship program as established in these Standards, the Local JAC 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.

Section XX Amendments or Modifications 29.5 (b)(17)

These Standards of Apprenticeship may be amended or modified at any time by the Local JAC 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 or modification shall be submitted to the Registration Agency for approval and registration prior to being placed in effect. A copy of each amendment or modification adopted will be furnished to each apprentice to whom the amendment or modification applies.

Section XXI Adjusting Differences 29.5 (b)(21)a.

- 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, in the Articles of the collective bargaining agreement.
- b. The Local JAC shall hear and consider all complaints of violations concerning the Apprenticeship Agreement and the registered Apprenticeship Standards. The Local JAC 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: (JAC should insert applicable information).

Section XXII Complaint Procedure Title 29 CFR 30.11

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 the complaints filed directly with the review body designed 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, 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 JAC will provide written notice of their complaint procedure to all applicants for apprenticeship and all apprentices.

Section XXIII: Records and Examinations 29.5 (b)(6)

Each apprentice shall be provided with a monthly hour report card and be responsible for maintaining a record of his/her work experience/training on the job and related technical instruction and for having this record verified by his/her supervisor at the end of each month. This record will be included in each apprentice's record file maintained by the Local JAC.

Before each period of advancement, or at any other time when conditions warrant, the Local JAC shall evaluate the apprentice's record to determine whether he/she has made satisfactory progress. If an apprentice's related technical instruction or on-the-job progress is found to be unsatisfactory, the Local JAC 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 Local JAC 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 journeyworker, the Local JAC 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 Local JAC. The Registration Agency will be notified of all cancellations.

Section XXIV Maintenance of Records 29.5 (b)(22)

The Local JAC 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, rate 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 Registration Agency.

Section XXV 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.

Section XXVI Cancellation and Deregistration 29.5 (b)(17)

These Apprenticeship Standards will, upon adoption by the Local JAC, be submitted to the Registration Agency for approval. Such approval will be required before implementation of the program. The Local JAC 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 Local JAC 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 Local JAC 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.

Section XXII Collective Bargaining Agreements

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.

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

Section XXVIII Consultants

Advice and assistance in the successful operation of this Apprenticeship Program will be available at any time, upon request by the Local JAC, from representatives of the Registration Agency.

Section XXIX Official Adoption of Apprenticeship Standards

The (Name of JAC) hereby adopts these Standards for Apprenticeship on this _____ day of _____, 2001.

REPRESENTING THE (Insert Name of JAC):

Chairperson

Printed Name

Secretary

Printed Name

ATTACHMENT A

**TRADE SCHEDULES
AND
RELATED TECHNICAL INSTRUCTION**

**OPERATING ENGINEER
(Universal Equipment Operator)
(Grade and Paving Equipment Operator)
(Plant Equipment Operator)
(Heavy Duty Repairer)**

WORK PROCESSES
OPERATING ENGINEER
(UNIVERSAL EQUIPMENT OPERATOR)
RAIS CODE: 0365 O*NET CODE: 47-2073.02

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 4000 hours) supplemented by the required hours of related technical instruction.

2. RATIO OF APPRENTICES TO JOURNEYWORKERS

The ratio of apprentices to journeyworkers is established in the applicable collective bargaining agreement, or as agreed to by the Local **JAC**.

This ratio will be defined as no more than one (1) apprentice for every five (5) journeyworkers.

3. APPRENTICE WAGE SCHEDULE

Apprentices shall be paid a progressively increasing schedule of wages based on a percentage of the current journeyworker wage rate, as follows, **OR** as per the collective bargaining agreement.

60%	1 to 1000 Hours
70%	1001 to 2000 Hours
80%	2001 to 4000 Hours
90%	4001 to 6000 Hours

4. SCHEDULE OF WORK EXPERIENCE
(See attached Trade Schedule)

5. SCHEDULE OF RELATED INSTRUCTION
(See attached Course Outline.)

SCHEDULE OF WORK EXPERIENCE:
Operating Engineer (Universal Equipment Operator)

	<u>Approximate Hours</u>	
	<u>Min.</u>	<u>Max.</u>
1. Backhoe - Wheel & Track	640	1000
(a. Perform preventive maintenance, proper oils and greases, and minor adjustments. Assist in changing teeth and adjusting brakes and clutches.		
(b. Operate using the controls, their importance in proper operation, and movement of machine for safety of other employees, digging underground utilities, working the proper distance from overhead power lines, and other equipment working near machine.		
(c. Apply technical knowledge and assist during major overhauls while working with the operator, heavy duty repairperson, and welder.		
2. Dragline and Other Bucket-Type Equipment	640	1000
(a. Identify name and use of various draglines and attachments.		
(b. Perform preventive maintenance, using proper oils and greases, and make minor adjustments.		
(c. Assist in changing teeth and cables as well as adjusting frictions, brakes, and clutches.		
(d. Operating using the controls, their importance in proper operation and movement of machine for safety of other employees, digging underground utilities, working proper distance from overhead power lines, and other equipment working near machine.		
(e. Apply technical knowledge and assist during major overhauls while working with the operator, heavy duty repairperson, and welder.		
3. Crawler and Wheel-Type Cranes, Derricks, Piledrivers, and Bridge and Gantry Cranes	640	1000
(a. Identify name and uses of various cranes and derricks.		
(b. Perform preventive maintenance, using proper oils and greases, and make minor adjustments.		
(c. Assist in adjusting frictions, brakes, and clutches.		
(d. Operate using the controls, their importance in proper operation, and movement of the machine for the safety of other employees, working proper distance from overhead power lines, and other equipment working near the machine.		

Approximate Hours
Min. Max.

- (e. Apply technical knowledge and assist during major overhauls while working with the operator, heavy duty repairperson and welder.
 - (f. Calculate the proper loads that the machine and cables will safely handle.
 - (g. Acquire knowledge in operating a live boom and regular operations.
 - (h. Give and receive proper hand signals.
 - (i. Identify name and uses of piledriving equipment.
 - (j. Assist in the programming of LMLs and computer aided accessories for safe and proper set-up and crane operation.
-
- | | | |
|---|-----|-----|
| 4. Skip and Air Tugger Hoists, Elevators, etc. | 150 | 200 |
| (a. Assist in making proper adjustments on engine-driven hoists and learn to make repairs and adjustments on air tuggers and air compressors. | | |
| 5. Cableways | 150 | 200 |
| (a. Operate cableways and make adjustments. | | |
| 6. Motor Crane Driver | 225 | 350 |
| (a. Drive a truck crane and place it for most convenient operation of the crane. Study the Federal CDL laws and obtains a CDL license. | | |
| 7. Tracked Equipment | 205 | 250 |
| (a. Operate dinkey and locomotive engines. | | |
| 8. Use of Grade Instruments and Plans | 325 | 500 |
| (a. Use instruments and read plans for making grades. Read and set grade stakes as well as read plans and instructions. | | |
| 9. Soil Solidification | 225 | 250 |
| (a. Use principles and methods of soil solidification and handle specialty equipment designed for same. | | |
| 10. Miscellaneous Equipment | 300 | 500 |
| (a. Operate, service, and adjust all types of pumps. | | |
| (b. Operate and maintain all pumping equipment, such as pump crete machine, concrete pump, gunite machine, etc. | | |
| (c. Assist in installing, operating, and maintaining well-point systems. | | |
| (d. Operate, service, and adjust all types of mechanical heaters. | | |
| (e. Operate, service, and adjust all types of electric generating plants. | | |
| (f. Operate, service, and adjust all other types of equipment. | | |

	<u>Approximate Hours</u>	
	<u>Min.</u>	<u>Max.</u>
11. Auxiliary Equipment	200	250
(a. Assist in rigging and operating attachments used on universal equipment.		
12. Maintenance - Cutting and Burning - Greases and Oils	300	500
(a. Use various welders and welding equipment.		
(b. Assist in making minor repairs and adjustments.		
(c. Assist in welding and cutting.		
(d. Gain knowledge and use appropriate greases and oils.		
13. Total Hours.....	4000	6000

These schedules are to be considered flexible and may be revised by the JAC to accommodate any condition and may, with the approval of the JAC, be applied interchangeably among the different apprentice classifications.

SCHEDULE OF RELATED INSTRUCTION
Operating Engineer (Universal Equipment Operator)

First Year	Approximate Hours
Introduction	20
a. Apprenticeship Rules and Regulations	
b. Local Union Orientation	
c. Issue Books	
d. Drug & Alcohol presentation	
e. Labor History	
f. Diversity	
Safety	4
a. O.S.H.A. Rules and Regulations	
Commercial Drivers License Preparation	8
a. Testing Requirements	
b. Inspection Stipulations	
c. Driving Course	
Hazmat	(40)
a. <i>40 Hour Certification Course Optional</i>	
Fuels and Lubricants	8
a. Fuels, Oils, Grease and Equipment	
b. Grease Truck and Tools	
Health	8
a. Standard First Aid & CPR	
Basic Equipment Skills (technical training and seat time)	96
a. Forklift and Skidsteer loader/dozer	
b. Crane	
c. Backhoe	
d. Dragline	
e. Forklift Certification	
Total Hours	144

Second Year	Approximate Hours
Hydraulics	20
a. Theory	
b. Repair	
c. System Changes	
d. Maintenance	
Rigging	12
a. Chart Reading	
b. Crane Set-Up	
c. Cable Specs.	
Hazmat Re-Certification	8
a. 8 Hour Refresher	
b. Safety Review	
Basic Equipment Skills (technical training and seat time)	104

TRADE SCHEDULE

1. **TERM OF APPRENTICESHIP**

The term of apprenticeship shall be a period of 3 years (not less than 4000 hours) supplemented by the required hours of related technical instruction.

2. **RATIO OF APPRENTICES TO JOURNEY WORKERS**

The ratio of apprentices to journeyworkers is established in the applicable collective bargaining agreement, or as agreed to by the Local **JAC**.

This ratio will be defined as no more than one (1) apprentice for every five (5) journeyworkers.

3. **APPRENTICE WAGE SCHEDULE**

Apprentices shall be paid a progressively increasing schedule of wages based on a percentage of the current journeyworker wage rate, as follows **OR** as per the collective bargaining agreement.

60%	1 to 1000 Hours
70%	1001 to 2000 Hours
80%	2001 to 4000 Hours
90%	4001 to 6000 Hours

4. **SCHEDULE OF WORK EXPERIENCE**

(See attached Trade Schedule)

5. **SCHEDULE OF RELATED INSTRUCTION**

(See attached Course Outline.)

SCHEDULE OF WORK EXPERIENCE

		<u>Approximate Hours</u>	
		<u>Min.</u>	<u>Max.</u>
1.	Graders	500	700
	(a. Assist in servicing, maintaining, and adjusting the machine.		
	(b. Operate and assist in the different types of work the machine does, such as fine grading, back sloping, mixing, and laying oil, etc.		
	(c. Operate and maintain elevating graders.		
	(d. Assist in installing and using different types of laser systems.		
2.	Scrapers, self-propelled	300	400
	(a. Operate various motor and motor-electric driven machines.		
	(b. Make proper cuts and fills to the grade stakes.		
	(c. Assist in servicing, maintaining, and repairing the different makes of machines.		
3.	Compaction Equipment	200	300
	(a. Operate different types of rollers and other compaction equipment using different procedures for compacting various materials.		
4.	Tractor-Type Skip Loaders/Hi-Lifts	350	500
	(a. Operate, service, and make minor repairs and adjustments.		
5.	Wheel-Type Tractors, including Forklifts, Lumber Carriers, etc.	250	300
	(a. Assist in servicing, maintaining, and making minor repairs and adjustments.		
6.	Grade Stakes	400	600
	(a. Check, read, and set grade stakes and read plans.		
7.	Trenching Machines	300	500
	(a. Operate, maintain, and repair all types and sizes of machines.		
8.	Bulldozer	300	450
	(a. Operate on the different types of work assigned the dozer from pioneer and rough excavation to finish work.		
	(b. Assist in making minor adjustments and repairs and work with the mechanic on major repairs.		

		<u>Approximate Hours</u>	
		<u>Min. Max.</u>	
9.	Scrapers, Towed (a. Operate properly. (b. Service, adjust, and change cables on cable-controlled machines.	350	550
10.	Miscellaneous Equipment (a. Operate, service, and adjust all types of pumps. (b. Operate and maintain all pumping machines, such as pump crete machine, concrete pump, gunite machine, etc. (c. Install, operate, and maintain well-point systems. (d. Operate, service, and adjust all types of mechanical heaters. (e. Operate, service, and adjust all types of electric generating plants. (f. Operate, service, and adjust all other types of equipment, air compressors, and the use and operation of all auxiliary equipment.	300	500
11.	Asphalt and Concrete Paver (a. Operate and also become familiar with control of mixing time apparatus. (b. Assist in making adjustments and repairs and to service machines. (c. Operate, set-up, and make mechanical and electronic adjustments to screed. (d. Operate, set-up, and make mechanical and electronic adjustments to finishing machine.	400	650
12.	Special Paving Equipment (a. Operate, service, and adjust gutter pavers, curb pavers, vibrators, concrete saws, pavement breakers, and similar equipment. (b. Operate and make adjustments and repairs to chip spreader.	250	350
13.	Maintenance - Cutting and Burning - Greases and Oils (a. Use various welders and welding equipment. (b. Assist in making minor repairs and adjustments. (c. Perform minor welding repair and cutting. (d. Use proper types of greases and oils.	100	200

Total Hours **4000 6000**

These schedules are to be considered flexible and may be revised by the JAC to accommodate any condition and may, with the approval of the JAC, be applied interchangeably among the different apprentice classifications.

SCHEDULE OF RELATED INSTRUCTION:
Operating Engineer (Grade and Paving Equipment Operator)

First Year	Approximate Hours
Introduction	20
(a. Apprenticeship Rules and Regulations	
(b. Local Union Orientation	
(c. Issue Books	
(d. Drug & Alcohol Presentation	
(e. Labor History	
(f. Diversity	
Safety	4
(a. O.S.H.A. Rules and Regulations	
Commercial Drivers License Preparation	8
(a. Testing Requirements	
(b. Inspection Stipulations	
(c. Driving Course	
Hazmat	(40)
(a. 40 Hour Certification Course Optional	
Fuels and Lubricants	8
(a. Fuels, Oils, Grease, and Equipment	
(b. Grease Truck and Tools	
Health	8
(a. Standard First Aid and CPR	
Basic Equipment Skills (technical training and seat time)	96
(a. Forklift and Skidster Loader/Driver	
(b. Crane	
(c. Backhoe	
(d. Dragline	
(e. Forklift Certification	
Total Hours	144

Second Year	Approximate Hours
Hydraulics	24
(a. Systems	
(b. Adjustments	
(c. Maintenance	
Hazmat Re-Certification	8
(a. 8 Hour Refresher	
(b. Safety Review	
Soil Compaction	8
Basic Equipment Skills (technical training and seat time)	104
(a. Forklift and skidsteer loader/dozer	
(b. Compactor	
(c. Backhoe	
(d. Dragline	
(e. Clam	
(f. Forklift Certification	
Total Hours	144

Third Year	Approximate Hours
Hazmat Re-Certification	8
(a. 8 Hour Refresher	
(b. Safety Review	
Use of Grade Instruments and Plans	24
(a. Transit and Hand Level	
(b. Theodolite	
(c. Leveling Rods	
(d. Measurement Instruments	
(e. Stakes	
Mechanical System	8
(a. Basic Hydraulics	
(b. Power Trains	
Equipment Skills (technical training and seat time)	104
(a. Forklift and skidsteer loader/dozer	
(b. Crane	
(c. Backhoe	
(d. Dragline	
(e. Clam	
(f. Forklift Certification	
Total Hours	144

TRADE SCHEDULE
OPERATING ENGINEER (PLANT EQUIPMENT OPERATOR)
RAIS CODE: 0365 O*NET CODE: 47-2073.02

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 4000 hours) supplemented by the required hours of related technical instruction.

2. RATIO OF APPRENTICES TO JOURNEY WORKERS

The ratio of apprentices to journeyworkers is established in the applicable collective bargaining agreement, or as agreed to by the JAC.

This ratio will be defined as no more than one (1) apprentice for every five (5) journeyworkers.

3. APPRENTICE WAGE SCHEDULE

Apprentices shall be paid a progressively increasing schedule of wages based on a percentage of the current journeyworker wage rate, as follows **OR** as per the collective bargaining agreement.

60%	1 to 1000 Hours
70%	1001 to 2000 Hours
80%	2001 to 4000 Hours
90%	4001 to 6000 Hours

4. SCHEDULE OF WORK EXPERIENCE
(See attached Trade Schedule)

5. SCHEDULE OF RELATED INSTRUCTION
(See attached Course Outline.)

SCHEDULE OF WORK EXPERIENCE
Operating Engineer (Plant Equipment Operator)

	Approximate Hours	
	Min.	Max.
1. Asphalt Plants	700	1000
a. Assist in keeping proper fire under dryer drum to heat and dry aggregates for proper mixing by means of valves or control levers.		
b. Operate handles, levers, and controls that (1) automatically weigh dry sand, stone, and asphalt; and (2) dump them into the mixing drum.		
2. Batch Plants, Concrete Mixers, and Pugmills	700	1000
a. Assist in weighing aggregate for concrete.		
b. Adjust scales for required weight of material.		
c. Assist in making proper mixes.		
3. Crushing, Screening, and Washing Plants	700	1000
a. Assist in making proper adjustments to crush the size of material desired.		
b. Make repairs on the equipment.		
c. Service conveyors.		
d. Adjust conveyor belts.		
e. Operate shaker screens to separate the different sizes of materials.		
f. Change screens to get the desired size of materials.		
g. Operate a washing plant and sand classifier.		
4. Material Loaders	300	400
a. Operate, service, and adjust various types of front-end loaders, tractors, conveyors, and fork lifts.		
b. Make minor repairs and adjustments under the supervision of a repairperson.		
5. Drills	150	300
a. Operate various types of drills and the care and purpose of same.		
b. Perform maintenance, running repairs, and replacements on various types of steel and bits.		
6. Maintenance - Cutting and Burning - Greases and Oils	200	200
a. Assist in making necessary repairs to the equipment under supervision of a heavy duty repairperson or a welder.		
b. Use proper oils and greases.		
7. Erecting and Dismantling	250	350
a. Assist in set up and repair all types of plant equipment.		
8. Welding, Cutting, and Burning	350	500
a. Use various welders and welding equipment.		
b. Assist in building up and repairing worn parts.		
9. Materials	200	550
a. Use instruments and plans for processing the various materials.		

	Approximate Hours	
	Min.	Max.
10. Miscellaneous Equipment	450	700
a. Operate, service, and adjust all varieties of miscellaneous equipment.		
b. Operate and maintain pumping machines, such as pump crete machine, concrete pump, gunite machine, etc.		
c. Install, operate, and maintain well-point systems.		
d. Operate, service, and adjust all types of mechanical heaters.		
e. Operate, service, and adjust all types of electric generating plants.		
f. Operate, service, and adjust all types of air compressors and to use and operate all auxiliary equipment.		
Total Hours	4000	6000

These schedules are to be considered flexible and may be revised by the JAC to accommodate any condition and may, with the approval of the JAC, be applied interchangeably among the different apprentice classifications.

RELATED INSTRUCTION

Operating Engineer (Plant Equipment Operator)

<u>First Year</u>	<u>Approximate Hours</u>
Introduction	20
a. Apprenticeship Rules and Regulations	
b. Local Union Orientation	
c. Issue Books	
d. Drug & Alcohol presentation	
e. Labor History	
f. Diversity	
Safety	4
O.S.H.A. Rules and Regulations	
Commercial Drivers License Preparation	8
a. Testing Requirements	
b. Inspection Stipulations	
c. Driving Course	
Hazmat	(40)
a. <i>40 Hour Certification Course Optional</i>	
Fuels and Lubricants	8
a. Fuels, Oils, Grease and Equipment	
b. Grease Truck and Tools	
Health	8
a. Standard First Aid & CPR	
Basic Equipment Skills (technical training and seat time)	96
a. Forklift and Skidsteer loader/dozer	
b. Crane	
c. Backhoe	
d. Dragline	
e. Forklift Certification	

Total Hours	144
Second Year	Approximate Hours
Hydraulics	16
a. Systems	
b. Adjustments	
c. Maintenance	
Use of Grade Instruments and Plans Rigging	16
a. Transit and Hand Level	
b. Theodolite	
c. Leveling Rods	
d. Measurement Instruments	
e. Stakes	
Hazmat Re-Certification	8
a. 8 Hour Refresher	
b. Safety Review	
Basic Equipment Skills (technical training and seat time)	104
a. Forklift and skidsteer loader/dozer	
b. Crane	
c. Backhoe	
d. Dragline	
e. Clam	
f. Forklift Certification	
Total Hours	144

Third Year	Approximate Hours
Welding	24
a. Oxygen and Acetylene Welding	
b. Electrical Welding	
c. Cutting	
Hazmat Re-Certification	8
a. 8 Hour Refresher	
b. Safety Review	
Mechanical System	8
a. Basic Hydraulics	
b. Power Trains	
Equipment Skills (technical training and seat time)	104
a. Forklift and Skidsteer loader/dozer	
b. Crane	
c. Backhoe	
d. Dragline	
e. Clam	
f. Forklift Certification	
Total Hours	144

TRADE SCHEDULE
OPERATING ENGINEER (HEAVY DUTY REPAIRER)
*RAIS CODE: 0365 O*NET CODE: 47-2073.02*

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 4000 hours) supplemented by the required hours of related technical instruction.

2. **RATIO OF APPRENTICES TO JOURNEY WORKERS**

The ratio of apprentices to journeyworkers is established in the applicable collective bargaining agreement, or as agreed to by the JAC.

This ratio will be defined as no more than one (1) apprentice for every five (5) journeyworkers.

3. **APPRENTICE WAGE SCHEDULE**

Apprentices shall be paid a progressively increasing schedule of wages based on a percentage of the current journeyworker wage rate, as follows OR as per the collective bargaining agreement.

60%	1 to 1000 Hours
70%	1001 to 2000 Hours
80%	2001 to 4000 Hours
90%	4001 to 6000 Hours

4. **SCHEDULE OF WORK EXPERIENCE**

(See attached Trade Schedule)

5. **SCHEDULE OF RELATED INSTRUCTION**

(See attached Course Outline)

SCHEDULE OF WORK EXPERIENCE:
Operating Engineer (Heavy Duty Repairer)

		Approx. Hours	
		Min.	Max.
1.	Cleaning and inspecting the parts of all types of equipment	100	100
2.	Cylinder Heads	350	550
	11. Checking and inspecting heads.		
	12. Replacing valve guides.		
	13. Removing and replacing valve seats.		
	14. Reaming valve guides.		
	15. Grinding valve seats with hard-seat grinder.		
	16. Lapping valves.		
	17. Checking valves with dial indicator.		
	18. Installing injector tubes or brass.		
	19. Replacing Welsh plugs and water test head.		
	20. Rebrushing rocker-arms and reaming bushings.		
	21. Checking and replacing rocker-arm rollers.		
	22. Torquing cylinder head bolts.		
	23. Use of compounds on head gaskets.		
	24. Torquing injectors and adjustment.		
3.	Cylinder Blocks and Liners	300	500
	a. Removing and installing cylinder sleeves.		
	b. Cleaning and checking water passages.		
	c. Checking counterbores for sleeves.		
	d. Recutting and straightening counterbores.		
	e. Removing and cutting cylinder studs.		
	f. Cleaning ring grooves, fitting piston and ring for clearance.		
	g. Installing piston pin bushings and fitting piston pins.		
	h. Checking rod alignment and bores.		
	i. Honing and boring cylinders.		
	j. Cleaning oil passages.		
	k. Inspecting oil and oil lines.		
	l. Checking, removing, and installing timing gears.		
	m. Checking main bearing saddles, crankshaft wear and cracks, and radius area.		
	n. Reasons for Magnafluxing.		
	o. Installing main and rod bearings.		
	p. Checking oil clearances.		
	q. Torquing main and rod bearings.		
	r. Installing camshaft bushings and line reaming and bearings.		
	s. Pressure test oil systems.		
	t. Dial indicating run out on fly wheel and housings.		

		Approximate Hours	
		Min.	Max.
4.	Fuel Systems a. Adjusting valve clearances. b. Installing and adjusting injectors. c. Checking compression. d. Checking and adjusting injection and carburetion systems. e. Care and cleaning of air filters. f. Timing injection system. g. Repairing fuel pumps and carburetors. h. Checking and servicing fuel filtering systems.	300	650
5.	Electrical Systems a. Timing electrical systems. b. Using proper equipment to check electrical systems. c. Repairing generators and starters. d. Adjusting voltage regulators. e. Making up and installing wiring circuits.	400	575
6.	Water Cooling System a. Checking thermostats. b. Cleaning water passages. c. Installing new gaskets on radiator tanks. d. Checking pressures on cooling systems. e. Adjusting fan belts and friction-driven fan drivers.	200	300
7.	Clutch a. Checking and adjusting clutches. b. Rebuilding pressure plates. c. Relining clutch disks. d. Removing and repairing clutches.	400	525
8.	Transmission and Differentials a. Removing and installing transmissions. b. Testing converters. c. Rebuilding transmission and torque converters. d. Adjusting steering clutches. e. Rebuilding steering clutches. f. Relining steering clutch bands. g. Adjusting and installing ball bearings, timken bearings, and oil seals. h. Adjusting, inspecting, and replacing differential gears, bearings, and oil seals.	375	600
9.	Final Drive a. Removing, replacing, and adjusting final drives, axles, gears, bearings, and oil seals. b. Adjusting tracks, wheel bearings, track rollers, and brake lining. c. Repairing, servicing, and adjusting air compressors, brake applicators, boosters, valves, and regulators.	300	500
10.	Hydraulic Systems a. Repairing and servicing of cylinders, valves, and power control units.	525	700

		Approximate Hours	
		Min.	Max.
11.	Welding	450	450
	a. Acetylene - Cutting, brazing, and welding.		
	b. Electric - Cutting and welding.		
12.	Repair and Maintenance of self-propelled and Stationary	300	550
13.	Equipment (exclusive of engines).		
	a. Use of proper oils, greases, tools, and shop equipment.		
	b. Maintenance and repair of the various types of equipment used by the industry.		
Total Hours		4000	6000

These schedules are to be considered flexible and may be revised by the JAC to accommodate any condition and may, with the approval of the JAC, be applied interchangeably among the different apprentice classifications.

RELATED INSTRUCTION
 Operating Engineer (Heavy Duty Repairer)

<u>First Year</u>	<u>Approximate Hours</u>
Introduction	20
a. Apprenticeship Rules and Regulations	
b. Local Union Orientation	
c. Issue Books	
d. Drug & Alcohol presentation	
e. Labor History	
f. Diversity	
Safety	4
a. O.S.H.A. Rules and Regulations	
Commercial Drivers License Preparation	8
a. Testing Requirements	
b. Inspection Stipulations	
c. Driving Course	
Hazmat	(40)
a. <i>40 Hour Certification Course Optional</i>	
Fuels and Lubricants	8
a. Fuels, Oils, Grease and Equipment	
Grease Truck and ToolsHealth	8
a. Standard First Aid & CPR	
Basic Equipment Skills (technical training and seat time)	96
a. Forklift and Skidsteer Loader/Dozer	
b. Crane	
c. Backhoe	
d. Dragline	
e. Forklift Certification	
Total Hours	144

<u>Second Year</u>	<u>Approximate Hours</u>
Use of Welding Equipment	24
a. Electric	
b. Acetylene	
Use of Parts Manual	8
a. Order Parts	
b. Pricing	
Hazmat Re-Certification	8
a. 8 Hour Refresher	
b. Safety Review	

Technical Training	104
a. Engine Overhaul	
b. Fuel Systems	
c. Electrical Systems	
d. Water Cooling System	
e. Welding	
f. Hydraulics	

Total Hours **144**

Third Year	Approximate Hours
Basic Hydraulics	8
Plan reading and Assembly	8
a. Electrical	
b. 6, 12, 24, 36 Volt	
Torque Specs	8
a. Bolt Grading	
b. Material Selection	
Hazmat Re-Certification	8
a. 8 Hour Refresher	
b. Safety Review	
Engine Application	8
a. Gas	
b. Diesel	
Technical Training	104
a. Engine Overhaul	
b. Trouble Shooting	
c. Electrical Systems	
d. Advance Hydraulics	
e. Welding	
f. Final Drives	
Total Hours	144

ATTACHMENT B

APPRENTICESHIP AGREEMENT

(Attach Registration Agency Apprenticeship Agreement)

ATTACHMENT C

AFFIRMATIVE ACTION PLAN

and

SELECTION PROCEDURE

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 JAC enters this Plan with good faith for the purpose of promoting equality of opportunity into its registered apprenticeship program. The JAC 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 JAC hereby adopts the following nondiscriminatory pledge and Affirmative Action Plan.

This Plan is a supplement to the Apprenticeship Standards. Any changes made by the JAC 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

The JAC 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 JAC 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 JAC 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 JAC’s labor market area. Once the labor force is determined, the JAC can determine if deficiencies exist in terms of underutilization of minorities and/or women in the occupations registered with the Registration Agency. A workforce analysis form is attached for each craft registered.

SECTION IV - OUTREACH AND POSITIVE RECRUITMENT

The JAC ‘s 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 local JAC shall set forth the specific steps they intend to take under each identified effort.** The JAC 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:
 - Registration Agency
 - Women’s Organizations/Centers-
Local Schools
 - Employment Service Centers
 - One Stop Centers
 - Vocational Education Schools
 - Other Organizations/ Centers (which can effectively reach
minorities and women)
 - Newspapers (which are circulated in the minority community and
among women)

- B. The announcement shall include the nature of the apprenticeship, requirements for admission to apprenticeship, availability of apprenticeship opportunities, sources of apprenticeship applications, and JAC's equal opportunity policy. Applications will be taken for no less than a two (2) week period.
- C. 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.
- D. Cooperation with local 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.
- E. Internal communication of the JAC's equal opportunity policy should be conducted in such a manner to foster understanding, acceptance, and support among the sponsor'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.
- F. 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, may be required to work with other sponsors and appropriate community organizations. The JAC shall also initiate programs to prepare women and encourage women to enter traditionally male programs.
- G. 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 JAC 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.
- H. Utilizing journey persons to assist in the implementation of affirmative action in the apprenticeship program.
- I. Granting advance standing or credit on the basis of previously acquired experience, training, skills, or aptitude for all applicants equally.
- J. 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)

SECTION V - ANNUAL REVIEW OF AFFIRMATIVE ACTION PLAN

The JAC 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 JAC 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 those results from their affirmative action measures. The JAC 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 JAC 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 for each occupation registered will also be reviewed annually and updated where necessary.

SECTION VI- OFFICIAL ADOPTION

This Affirmative Action Plan is officially adopted by the (Insert Name of JAC):

SIGNATURE (CHAIRPERSON)

(PRINTED NAME)

(DATE)

SIGNATURE (SECRETARY)

(PRINTED NAME)

(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 JAC)

**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**

MINIMUM QUALIFICATION

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

Age: Shall be at least 18 years of age

Education: Although a high school degree or GED equivalency is not required to apply to the apprenticeship program, either one or the other is **preferred**. A validated literacy and math test is to be taken to assure that the applicant can read and comprehend on an 8th grade reading level. Regardless, an applicant accepted into the apprenticeship program who lacks either must obtain a GED within the 1000 hours probationary period. Failure to obtain a GED within this time frame will terminate the apprenticeship agreement.

An applicant who is seventeen (17) years of age and is participating in a school-to-work program or equivalent and who otherwise meets all qualifications may be rated, ranked and placed on the list of eligible applicants. Such an applicant must be eighteen (18) years of age prior to being accepted into the apprenticeship program.

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 individual or others.

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 JAC.
- 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 qualification. 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.

SELECTION PROCEDURES

- A. The JAC shall schedule the interview and evaluation session. All applicants who have met the basic 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 Program Sponsor 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.
- I. Youth who complete a Job Corps training program in any occupation covered in the Apprenticeship Standards, who meet the minimum qualification of the apprenticeship program, may be admitted directly into the program, or if no apprentice opening is available, the Job Corps graduate may be placed at the top of the current applicant ranking list and be given first opportunity for placement. The Program Sponsor 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 gender.

- J. An employee of a nonsignatory employer not qualifying as a Journeyworker when the employer becomes signatory, shall be evaluated by the JAC, 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).

- K. An individual who signs an authorization card during an organizing effort - wherein fifty-one percent (51%) or more of the employees have signed authorization cards, whether or not the employer becomes signatory and is an employee of the nonsignatory employer and does not qualify as a journeyworker shall be evaluated and indentured by the JAC 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). For such applicants to be considered they must:

- a. be employed in the JAC jurisdiction when the authorization card was signed.
- b. have been employed by the employer before the organizational effort commenced
- c. all employees of the employer must have been offered the opportunity to sign authorization cards and be evaluated.
- d. provide reliable documentation to the JAC to show they were an employee performing work of the Operating Engineer craft prior to signing the authorization card.

- L. Military veterans who completed military technical training school and participated in a registered apprenticeship program while in the military in the Operating Engineers craft may be given direct entry into the apprenticeship program. The JAC shall evaluate the military training received for granting appropriate credit on the term of apprenticeship and the appropriate wage rate. The JAC will determine what training requirements they need to meet to ensure that they receive all necessary training for completion of the apprenticeship program. Entry of military veterans shall be done without regard to race, color, religion, national origin, or sex.

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

MAINTENANCE OF RECORDS

The JAC 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 a 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 from the last date of action 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 (insert name of JAC):

SIGNATURE (Chairperson)

(PRINTED NAME)

(DATE)

SIGNATURE (Secretary)

(PRINTED NAME)

(DATE)