

BULLETIN 2001-11

Date: June 13, 2001

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 Hdqtrs Staff A-544 All Field Tech A-547 SD+RD+SAC+; Lab.Com	<u>Subject:</u> National Guideline Standards of Apprenticeship Sheet Metal Workers' International Association and the Sheet Metal and Air Conditioning Contractor's National Association <u>Code:</u> 400.1
Symbols: DSNIP/FDK		Action: 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 Sheet Metal Workers' International Association and the Sheet Metal and Air Conditioning Contractor's National Association.

BACKGROUND: The National Guideline Standards for the Sheet Metal Workers' International Association and the Sheet Metal and Air Conditioning Contractor's National Association were certified by OATELS on June 11, 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

developed jointly by

SHEET METAL WORKERS' INTERNATIONAL ASSOCIATION

and the

**SHEET METAL AND AIR CONDITIONING
CONTRACTORS NATIONAL ASSOCIATIONS, INC.**

for the occupation of

SHEET METAL WORKER

**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: June 11, 2001**

FOREWORD

The Sheet Metal Workers, International Association and the National Sheet Metal and Air Conditioning Contractors Association, Inc. recognizes the need for structured training programs to maintain the high level of skill and competence demanded in the sheet metal industry. Registered apprenticeship is the most practical and sound training system available to meet that need, to develop individuals into skilled journeyworkers, and to ensure industry an adequate supply of skilled workers

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 Joint Apprenticeship and Training Committee (JATC) members in developing Standards for Apprenticeship for local approval and registration. These National Guideline Standards, developed by the National Joint Apprenticeship and Training Committee (NJATC) are certified by the Office of Apprenticeship Training, Employer and Labor Services, 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 JATC that undertakes to carry out an apprenticeship training program. The local Standards of Apprenticeship will be the JATC's written plan outlining all terms and conditions for the recruitment, selection, employment, training, and supervision of apprentices as subscribed to by the JATC, and must meet all the requirements of the local Registration Agency.

The NJATC has dedicated its time to develop an efficient training program so the apprentice can, through a systematic program of on-the-job training and related instruction, become a well qualified sheet metal worker. The degree of success that the NJATC has in its operation will depend entirely upon the willingness of all local parties of the sheet metal industry to cooperate in this joint activity. Quality training methods remain a high priority with the Sheet Metal Workers International Association and the Sheet Metal and Air Conditioning Contractors National Associations, Inc.

THE NATIONAL JOINT APPRENTICESHIP AND TRAINING COMMITTEE (NJATC)

In order to ensure continuous activity and progress in apprenticeship and training in the sheet metal industry, the NJATC was established to serve in an advisory and promotional capacity. This committee is made up of an equal number of representatives of Sheet Metal Workers' International Association and the Sheet Metal and Air Conditioning Contractors' National Associations, Inc.

The NJATC has developed the attached National Guideline Standards for local Joint Apprenticeship and Training Committees (JATCs) to utilize in developing their local Apprenticeship Standards. The NJATC looks to the cooperative effort and initiative of local JATCs to increase and maintain long-lasting apprenticeship activities.

The NJATC will arrange for every assistance possible to be given to the local JATCs in establishing practical and sound apprenticeship and training programs to enable qualified persons to obtain the necessary training in order to prepare them for the responsibilities they must assume as craft workers, additionally, the NJATC will provide updated apprentice training for the industry through periodic surveys and recommendations as necessary.

Duties of the NJATC :

The Committee will:

- A. Encourage local JATC's to establish programs in accordance with these National Guideline Standards.
- B. Encourage employers to cooperate with the local Joint Apprenticeship and Training Committees in all areas of training.
- C. Make a national annual report on progress made in apprenticeship.
- D. Encourage each member and/or local Joint Apprenticeship Training Committee to cooperate with the NJATC on the development and use of related instruction material.

DEVELOPMENT OF AFFIRMATIVE ACTION PLAN AND SELECTION PROCEDURES

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

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

A sample Affirmative Action Plan and Selection Procedure are attached.

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

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

The Sheet Metal Workers' International Association and the Sheet Metal and Air Conditioning Contractor's National Associations, Inc., hereby officially adopts these National Guidelines for Apprenticeship Standards on this 11th day of June, 2001.

/s/ Michael J. Sullivan
Signature

/s/ Phil Meyers
Signature

Michael J. Sullivan,	General President	Phil Meyers, President
Sheet Metal Workers	International	Sheet Metal and Air Conditioning
Association		Contractor's National Associations, Inc.

STANDARDS OF APPRENTICESHIP

DEVELOPED BY

(NAME OF JATC)

FOR THE OCCUPATION OF

SHEET METAL WORKER

APPROVED BY

(REGISTRATION AGENCY)

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FOREWORD

These *[insert name of Joint Apprenticeship and Training Committee (JATC)]* Apprenticeship Standards have as their objective the training of sheet metal workers skilled in all phases of the industry. The JATC recognizes that in order to accomplish this, there must be well developed on-the-job training and supplemental related instruction.

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

DEFINITIONS

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

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

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

ASSOCIATION: Shall mean the Sheet Metal, and Air Conditioning Contractors' National Associations, Inc. (SMACNA).

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

COORDINATOR OF APPRENTICES: Means the person designated by the local JATC to perform the duties stated in the standards of apprenticeship.

DICTIONARY OF OCCUPATIONAL TITLES (D.O.T.): Provides basic occupational information including job definitions, detailed tasks to be performed, and a number indicating a range of time to prepare for average performance in the occupation. The last update to the DOT was completed in 1991. Much of the data in the DOT was collected much earlier than that, during the 1970's, which does not accommodate the needs of today's labor market. An Advisory Panel on the Dictionary of Occupational Titles was convened in 1990 and published a report in 1993 that laid the basis for the development of the Occupational Information Network, or O*NET.

EMPLOYER: Any signatory member of the Sheet Metal and Air Conditioning Contractor's National Associations, Inc., or any other contractors having an agreement with the Sheet Metal Workers' International Association.

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

O*NET-SOC CODE: The Occupational Information Network (O*NET) codes and titles are based on the new Standard Occupational Classification (SOC) system mandated by the federal Office of Management and Budget for use in collecting statistical information on occupations. The O*NET classification, **which replaces the DOT**, uses an 8-digit O*NET-SOC code. Use of the SOC classification as a basis for the O*NET codes ensures that O*NET information can be readily linked to labor market information such as occupational employment and wage data at the national, State, and local levels.

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

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

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

UNION: Means any Local Union, affiliated with the Sheet Metal Workers' International Association.

SECTION I. - PROGRAM ADMINISTRATION

Structure of the Joint Apprenticeship and Training Committee (JATC)

- A. The JATC shall be composed of an equal number of members from the contractors' association and from the local union.
- B. Members of the JATC shall be selected by the groups they represent.
- C. Consultants-- such as those from the Bureau of Apprenticeship and Training, U.S. Department of Labor, State Apprenticeship Agencies, and vocational schools -- may be requested to sit with the JATC in an advisory capacity.

ADMINISTRATIVE PROCEDURES

- A. The JATC shall elect a Chairperson and a Secretary, and shall determine the time and place of regular meetings.
- B. The Chairperson and Secretary shall have the power to vote on all questions affecting apprenticeship.
- C. When, in any year, the Chairperson of the JATC is a representative of the contractors, and then the Secretary shall be a representative of the Union, or vice versa.

D. The JATC may at any time establish such additional rules and regulations as they may deem to be required for the implementation and operation of its apprentice programs.

... E. Nothing contained in the Standards shall in any way abridge the full autonomy of the JATC to supervise and administer its program.

Responsibilities:

All duly indentured apprentices shall be under the supervision and control of the JATC. The JATC shall formulate and make operative such rules and regulations as it may deem necessary, and which do not conflict with the specific terms of the local labor agreement, to govern eligibility, registration, education, transfer, wages, hours and working conditions of the apprentice and the operation of an adequate apprenticeship program to meet the needs and requirements of the trade.

Furthermore, the JATC shall be vested with the authority to set up an apprenticeship program in conformity with the national guideline standards recommended by the National Joint Apprenticeship and Training Committee (NJATC) for the Sheet Metal Industry. The JATC shall regulate, supervise and control all matters relating to apprenticeship of the sheet metal worker and be the sole agency within the jurisdiction of the sponsoring local groups governing apprenticeship matters. The JATC shall:

- A. Consider employment of a full-time Apprenticeship Coordinator. Experience has proven the need for and the value of Apprenticeship Coordinators if maximum benefits are to be derived from the training program.
- B. Determine the need for new apprentices, with due regard to present and future needs of the trade.
- C. Ensure that apprentices are under written Apprenticeship Agreements and register the local apprenticeship standards and Agreements with the appropriate Registration Agency.
- D. Establish the minimum standards of education and experience required of apprentices.
- E. The Apprenticeship Agreement executed between an apprentice and the JATC does not obligate the JATC to actually employ the apprentice; but it does obligate the JATC to see to it that the apprentice is properly trained and supervised by the employer. The Agreement also obligates the JATC to use its best influence to keep the apprentice continuously employed when work is available.
- F. Determine the quality and quantity of experience on the job which apprentices should have and to make every effort toward their obtaining it.
- G. Hear and adjust all complaints of violation of Apprenticeship Agreements.

- H. Arrange tests for determining the apprentice's progress in manipulative skills and technical knowledge.
- I. Maintain a record of all apprentices, showing their education, experience, and progress in learning the trade.
- J. Make a periodic report covering the work of the JATC to the local employers and the union. (Minutes shall be kept of each meeting of the JATC.)
- K. Determine the physical fitness of qualified applicants to perform the work of the trade which may require a medical examination prior to their employment as apprentices.
- L. Advise apprentices on the need for preventing accidents and give instruction with respect to safe construction.
- M. Notify the appropriate registration agency of all terminations and cancellations with explanation of causes therefore and notice of completions of Apprenticeship Agreements.
- N. Supervise all the provisions of the local standards and be responsible, in general, for the successful operation of the standards by performing the duties here listed by cooperating with public and private agencies which can be of assistance by obtaining publicity to develop public support of apprenticeship and by keeping in constant touch with all parties concerned; apprentices, employers and journeyworkers.

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

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 sponsor 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, as amended (insert applicable state regulations here, if applicable).

SECTION III. - AFFIRMATIVE ACTION PLAN - 29.5(b)

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

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

Applicants shall meet the following minimum qualifications:

A. Age

Shall be at least 18 years of age.

An applicant who is sixteen (16) 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.

B. Education

A high school diploma or GED equivalency is recommended. Applicant must provide an official transcript(s) for high school and post high school education and training. All GED records must be submitted if applicable.

Applicants must submit a DD-214 to verify military training and/or experience if they are a veteran and wish to receive consideration for such training/experience.

C. Physical

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

Qualified applicants may be subject to a physical examination or drug screening or both on acceptance into the program and prior to being employed. The cost of the examination and/or drug screening shall be the responsibility of the JATC or the Employer.

SECTION V. - SELECTION OF APPRENTICES

Selection into the apprenticeship program will be In accordance with the selection procedures made a part of these standards.

SECTION VI. - 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 (Appendix B) signed by the JATC and the apprentice and approved by and registered with the Registration Agency. Such agreement shall contain a statement making the terms and conditions of these standards a part of the agreement as though expressly written therein. A copy of each Agreement shall be furnished to the apprentice, the JATC, the Registration Agency, the employer and the Union.

Prior to signing the Apprenticeship Agreement, each selected applicant shall be given an opportunity to read and review these Standards, the JATC's written rules and policies, the Apprenticeship Agreement and the sections of the Collective Bargaining Agreement (CBA) that pertain to apprenticeship.

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

SECTION VII. - 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 JATC. This ratio should, however, provide the number of future craft workers necessary for the future needs of the industry.

SECTION VIII. - TERM OF APPRENTICESHIP - 29.5(b)(2)

The minimum term of the occupation shall be either 4 years* with an OJT attainment of approximately 8,000 hours supplemented by the required hours of related technical instruction, or 5 years with an OJT attainment of approximately 10,000 hours supplemented by the required hours of related technical instruction as stated on the Trade Schedule (Appendix A). Full credit shall be given for the probationary period.

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

* A year is considered to be 1800-2000 hours of OJT.

SECTION IX. - PROBATIONARY PERIOD - 29.5(b)(8), (b)(19)

All applicants selected for apprenticeship shall serve a probationary period of not less than the first six months (approximately 1,000 hours) of on-the-job training.

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

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

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

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

SECTION X. - HOURS OF WORK

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

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

SECTION XI. - 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 JATC shall evaluate all progress to determine whether advancement has been earned by satisfactory on-the-job training and in related instruction classes. In determining whether satisfactory progress has been made, the JATC shall be guided by the work experience and related instruction records and reports.

The progressive wage schedule shall be an increasing percentage of the 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 Schedule (Appendix A).

In no case will the starting wages of apprentices be less than that required by any minimum wage law which may be applicable.

SECTION XII. - CREDIT FOR PREVIOUS EXPERIENCE- 29.5(b)(12)

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

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

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

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

SECTION XIII. - WORK EXPERIENCE - 29.5(b)(3)

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

The Work Process (es) for each occupation are covered in the attached Trade Schedule(s) (Appendix A).

SECTION XIV. - RELATED INSTRUCTION - 29.5(b)(4)

During each segment of training each apprentice is required to attend classes in subjects related to the job as outlined in Appendix A. For each occupation, the recommended term of apprenticeship will include no less than 200 hours of related technical instruction for each year of the apprenticeship. Apprentices agree to take such subjects as the JATC deems advisable. The JATC shall secure the instructional aids and equipment it deems necessary to provide quality instruction. In cities, towns or areas having no vocational school or other schools that can furnish related instructions; the apprentice shall be required to take a correspondent course in sheet metal that meets the approval of the JATC and Registration Agency. Apprentices (*JATC inserts wi ll or wi ll not*) are paid for hours spent attending related instruction classes.

The JATC shall inform each apprentice of the availability of college credit through the International Training Institute's College Credit Program with the American Council on Education (ACE) and Ivy Tech State College, and the George Meany Institute.

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

To the extent possible, related instruction shall be closely correlated with the practical experience and training received on the job. The JATC shall monitor and document the apprentice's progress in related instruction classes.

The JATC shall secure competent instructors whose knowledge, experience, and ability to teach will be carefully examined and monitored. When possible, the JATC will require the instructors to attend the International Training Institute/Ohio State University Instructor Training Programs.

SECTION XV. - SAFETY AND HEALTH TRAINING - 29.5(b)(9)

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

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

SECTION XVI. - SUPERVISION OF APPRENTICES - 29.5(b)(14)

The employer shall be responsible for the training of the apprentice on the job. Apprentices shall be under the general supervision of the employer and under the direct supervision of the journeyworker to whom they are assigned. The supervisor of the apprentice(s) designated by the employer shall, with the advice and assistance of the JATC, be responsible for the apprentice's work assignments ensuring the apprentice are working under the supervision of a skilled journeyworker, evaluation of work performance, and completion and submittal of progress reports to the JATC.

No apprentice shall be allowed to work without journeyworker supervision.

SECTION XVII. - RECORDS AND EXAMINATIONS - 29.5(b)(6)

Each apprentice shall be responsible for maintaining a record of his/her work experience/training on the job and in related technical instruction and for having this record verified by his/her supervisor at the end of each week. The apprentice shall authorize an effective release of their completed related instruction records from the local school authorities to the JATC. The record cards and all data pertaining to the apprenticeship will be the property of the JATC. This record will be included in each apprentice's record file maintained by the JATC.

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

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

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

SECTION XVIII. - MAINTENANCE OF RECORDS - 29.5(b)(22)

The JATC shall maintain for a period of five (5) years from the date of last action, all records relating to apprentice applications (whether selected or not), the employment and training of apprentices, and any other information relevant to the operation of the program. This includes, but is not limited to, records on the recruitment, application and selection of apprentices, and records on the apprentice's job assignments, promotions, demotions, layoffs, terminations, 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 XIX. - CERTIFICATE OF COMPLETION - 29.5(b)(15)

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

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

These Apprenticeship Standards will, upon adoption by the JATC be submitted to the Registration Agency for approval. Such approval will be acquired before implementation of the program. The JATC reserves the right to discontinue at any time the apprenticeship program set forth herein. The Registration Agency shall be notified promptly of any decision to cancel the program. Deregistration of these Standards of Apprenticeship may be initiated by the Registration Agency for failure of the JATC to abide by the provisions herein. Such deregistration will be in accordance with the Registration Agency's regulations and procedures. Within fifteen (15) 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.

SECTION XXII. - AMENDMENTS OR MODIFICATIONS - 29.5(b)(17)

These Standards of Apprenticeship may be amended or modified at any time by a two-thirds vote by action of the JATC, subject to the approval by the sponsoring employer's association and Union. Such amendments or modifications adopted shall not 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 XXIII. - ADJUSTING DIFFERENCES/COMPLAINT PROCEDURE

- Title 29 CFR 29.5(b)(21), Title 29 CFR 29.30(11)

The JATC shall have full authority to supervise the enforcement of these Apprenticeship Standards. Its decision will be final and binding on the employer, the union, and the apprentice, unless otherwise noted below.

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

Title 29 CFR 29.5 (b)(21)

- A. For issues regarding wages, hours, working conditions, and other issues covered by the Collective Bargaining Agreement, apprentices may seek resolution through the applicable Grievance and Arbitration in the Articles of the Collective Bargaining Agreement.
- B. The JATC shall hear and consider all complaints of violations concerning the Apprenticeship Agreement and the registered Apprenticeship Standards, for which written notification is received within fifteen (15) days of violations. The JATC shall make such rulings as it deems necessary in each individual case and within thirty (30) days of receiving the written notification. Either party to the Apprenticeship Agreement may consult with the Registration Agency for an interpretation of any provision of the Standards over which differences occur. The name and address of the appropriate authority to receive, process and make disposition of complaints is: (JATC should insert applicable information).

Title 29 CFR 30.11

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 one hundred eighty (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 body designated by the program sponsor to review such complaints, any referral of such complaint by the complainant to the U.S. Department of Labor must occur within the time limitation stated above or thirty (30) days from the final decision of such review body, whichever is later. The time may be extended by the U.S. Department of Labor for good cause shown.

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

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

SECTION XXIV. - COLLECTIVE BARGAINING AGREEMENTS

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

Nothing in these Standards of Apprenticeship shall be interpreted as being inconsistent with existing or subsequent Collective Bargaining Agreements establishing higher standards. In the event of a conflict, the higher standards, whether in the Apprenticeship Standards or the Collective Bargaining Agreement, shall prevail.

SECTION XXV. - TRANSFER OF TRAINING OBLIGATION 29.5(13)

The JATC 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 obligation due to lack of work or failure to conform to the Standards of Apprenticeship, the JATC will move the affected apprentice(s) to other participating employers.

SECTION XXVI. - RESPONSIBILITIES OF THE APPRENTICE

Apprentices, having read the Standards formulated by the JATC and signed an Agreement with the said Committee, agree to all the terms and conditions contained therein and agree to abide by the Committee's rules and policies, including any amendments, serve such time, perform such manual training, and study such subjects as the Committee may deem necessary to become a skilled Sheet Metal Worker.

In signing the Apprenticeship Agreement, apprentices assume the following responsibilities and obligations under the apprenticeship program:

- A. Perform diligently and faithfully the work of the trade and other pertinent duties assigned by the JATC and the employer in accordance with the provisions of the Standards.
 1. Respect the property of the employer and abide by the working rules and regulations of the employer, union and the JATC.
 3. Attend and satisfactorily complete the required hours in the on-the-job training and in related technical instruction in subjects related to the trade as provided under these standards.
 4. Maintain and make available such records of work experience and training received on the job and in related instruction as may be required by the JATC.
 5. Develop and practice safe working habits and work in such a manner as to assure his/her personal safety and that of other workers.

6. Work for the employer to who assigned to the completion of apprenticeship, unless reassigned to another employer or the Agreement is terminated by the JATC.

The apprentice will be provided with a copy of the written rules and policies and will sign an acknowledgment receipt of same. This procedure will be followed whenever revisions or modifications are made to the rules and policies.

SECTION XXVII. - CONSULTANTS

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

SECTION XXVIII. - OFFICIAL ADOPTION OF APPRENTICESHIP STANDARDS:

The *(Name of JATC)* hereby adopts these Standards for Apprenticeship on this _____ Day of _____, 2001.

REPRESENTING THE *(Name of the JATC)*:

Signature of JATC Chairperson

Signature of JATC Secretary

Printed Name

Printed Name

Appendix A
TRADE SCHEDULE FOR:
SHEET METAL WORKER

RAIS CODE: 5100 O*NET CODE: 47-2211.00

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

1. TERM OF APPRENTICESHIP

The minimum term of the occupation shall be either 4 years* with an OJT attainment of approximately 8,000 hours supplemented by the required hours of related technical instruction, or 5 years with an OJT attainment of approximately 10,000 hours supplemented by the required hours of related technical instruction.

* A year is considered to be 1800-2000 hours of OJT.

2. RATIO OF APPRENTICES TO JOURNEYWORKERS

Insert ratio as covered in the **Collective Bargaining Agreement**

3. APPRENTICE WAGE SCHEDULE

Apprentices shall be paid a progressively increasing schedule of wages based on a percentage of the current journeyworker wage rate, **OR** as per the Collective Bargaining Agreement.

4 Year Term Example:

1 st 6 Months + hours = <u>50%</u>	5 th 6 Months + hours = <u>70%</u>
2 nd 6 Months + hours = <u>55%</u>	6 th 6 Months + hours = <u>75%</u>
3 rd 6 Months + hours = <u>60%</u>	7 th 6 Months + hours = <u>80%</u>
4 th 6 Months + hours = <u>65%</u>	8 th 6 Months + hours = <u>85%</u>

5 Year Term Example:

1 st 6 Months + hours = <u>50%</u>	6 th 6 Months + hours = <u>75%</u>
2 nd 6 Months + hours = <u>55%</u>	7 th 6 Months + hours = <u>80%</u>
3 rd 6 Months + hours = <u>60%</u>	8 th 6 Months + hours = <u>85%</u>
4 th 6 Months + hours = <u>65%</u>	9 th 6 Months + hours = <u>90%</u>
5 th 6 Months + hours = <u>70%</u>	10 th 6 Months + hours = <u>95%</u>

Current Journeyworker Wage Rate \$_____ per hour.

4. SCHEDULE OF WORK EXPERIENCE

(See attached Trade Schedule)

JATCs may add to the work processes prior to submitting these Standards to the appropriate Registration Agency for approval.

5. SCHEDULE OF RELATED INSTRUCTION

(See attached Course Outline.)

SCHEDULE OF WORK EXPERIENCE
Sheet Metal Worker

	Approximate Hours	
	<u>4 YR</u>	<u>5 YR</u>
A. Heating, ventilation and air conditioning systems (HVAC).....	1,500	2,000
B. General sheet metal work.....	1,000	1,500
C. Architectural Sheet metal work.....	1,500	2,000
D. Operation of hand tools and equipment power and computerized machinery.....	1,000	1,000
E. Industrial sheet metal work (blow pipe, cyclones, bag houses, conveyor systems, etc).....	1,000	1,000
F. Food Service Equipment.....	500	750
G. TAB/Service and maintenance of HVAC systems.....	1000	1,250
H. Welding.....	500	500
TOTAL HOURS	<u>8,000</u>	<u>10,000</u>

SCHEDULE OF RELATED INSTRUCTION

Suggested Outline For Curriculum

First Year

- | | | | |
|-------|-----------------------------------|---------|-------------------------------------|
| I. | Starting Your Apprenticeship | XVI. | Introduction to Parallel Lines |
| II. | Shop Safety | XVII. | Introduction to Radial Lines |
| III. | Hand Tools | XVIII. | Introduction to Triangulation |
| IV. | Shop Equipment | XIX. | Using True Lengths in Triangulation |
| V. | Shop Fabrication | XX. | Sheet Metal & Metal Products |
| VI. | Seams, Locks and Edges | XXI. | Field Safety |
| VII. | Soldering | XXII. | Intro. To Field Installation |
| VIII. | Drafting Equipment and Materials | XXIII. | Communication |
| IX. | Geometric Construction | XXIV. | Organizing Your Time |
| X. | Lines & Lettering | XXV. | Working Safely |
| XI. | Orthographic Projection | XXVI. | Emergency Procedures |
| XII. | Principles of Layout | XXVII. | Hazard Communication |
| XIII. | Layout of Metal | XXVIII. | Handling Hazardous Material |
| XIV. | Duct Elbows other than 90 degrees | XXIV. | Asbestos Safety |
| XV. | Duct S Offsets | | |

Total: 200 Hours

Second Year

- | | | | |
|-------|---|---------|--|
| I. | Bidding and Job Costs | XVII. | Flashings |
| II. | Pictorial Drawing | XVIII. | Waterproofing Roof Edges & Walls |
| III. | Freehand Sketching | XIX. | Installing Strip Items |
| IV. | Round Tees (Parallel Lines) | XX. | Metal Roofs |
| V. | Round Elbows | XXI. | Specialized Roofs |
| VI. | Round Tapers (Radial Lines) | XXII. | Ventilators and Louvers |
| VII. | Roof Jacks | XXIII. | Additional Architects Sheet Metal Work |
| VIII. | Round Tapers (Triangulation) | XXIV. | Organizing Tools and Equipment for a Job |
| IX. | Square-to-Rounds on a Pitch | XXV. | Layout of Penetrations |
| X. | Transition | XXVI. | Duct Elevations and Clearance |
| XI. | Duct Change Elbow | XXVII. | Hanger and Anchors |
| XII. | Change Ogee Offsets | XXVIII. | Preparing the Duct |
| XIII. | Y Branches | XXIX. | Fire and Smoke Dampers |
| XIV. | Introduction to Architectural Sheet Metal | XXX. | Installing HVAC Systems |
| XV. | Architectural Sheet Metal Practices | XXXI. | Introduction to Computer Operations |
| XVI. | Roof Drainage Systems | | |

Total: 200 Hours

Third Year

- | | | | |
|-------|---|--------|---------------------------------|
| I. | Intro. to HVAC Systems | XIV. | Structural Drawings |
| II. | Air and its Properties | XV. | Mechanical Drawings |
| III. | Ventilation | XVI. | Electrical Drawings |
| IV. | Heating | XVII. | Sheet Metal Shop Drawings |
| V. | Cooling | XVIII. | CAD in the Sheet Metal Industry |
| VI. | Airflow in Ducts | XIX. | Using CAD |
| VII. | Fans | XX. | Field Measuring |
| VIII. | Duct Systems | XXI. | Hoisting and Rigging |
| IX. | Duct Design | XXII. | Safety in Field Installation |
| X. | Outlets and Other HVAC
Buy Out Items | XXIII. | Installing Central HVAC |
| XI. | The Contract Documents | XXIV. | Installing Package Units |
| XII. | Specification | XXV. | Sign Work |
| XIII. | Architectural Drawings | | |

Total: 200 Hours

Fourth Year

- | | | | |
|-------|------------------------------------|---------|---------------------------------|
| I. | Introduction to Supervision | XVI. | Controls |
| II. | Controlling Drug and Alcohol Abuse | XVII. | Customer Relations |
| III. | The Years Ahead | XVIII. | Servicing HVAC Equipment |
| IV. | Growing with the Future | XIX. | Start up and Commissioning Sys. |
| V. | Computer Estimating | XX. | Energy Management Systems |
| VI. | TAB Work | XXI. | Boiler Breechings |
| VII. | Preparation for TAB | XXII. | Stacks |
| VIII. | TAB Instrument Use | XXIII. | Rigid Fibrous Duct |
| IX. | TAB System Balancing | XXIV. | Industrial Work |
| X. | Pressure Testing | XXV. | Blowpipe Systems |
| XI. | Indoor Air Quality | XXVI. | Material handling Systems |
| XII. | Special Ventilation Needs | XXVI. | Lagging |
| XIII. | Clean Rooms | XXVIII. | Specialty Metals |
| XIV. | Refrigerate Cycle | XXIX. | Plastics and Fiberglass |
| XV. | Electricity | | |

Total: 200 Hours

Fifth Year (Electives if you choose the 5 year schedule in Section #5)

1. Advanced Layout and Pattern Development
 - A. Industrial Applications (Pollution Control)
 - B. HVAC: Air Handling Units (Plenums, and Components)
 - C. Architectural and Ornamental Applications

- II Drafting and Estimating
 - A. HVAC Duct Sizing Designs (ITI Duct Calculator)
 - B. Hardware and Buyout Components
 - C. CAD/CAM Systems
 - D. Architectural and Ornamental Designs
 - E. Food Service and Beverage Dispensing Equipment Designs

- III. Welding
 - A. Shielded Metal Arc Welding Certificate
 - B. Gas Metal Arc Welding Certification
 - C. Gas Tungsten Arc Welding Certification
 - D. Codes and Symbols
 - E. Carbon Arc Brazing
 - F. Orbital Welding

- IV Testing, Adjusting and Balancing of Environmental System
 - A. Air Test Preparation
 - B. Hydraulics Test Preparation
 - C. Sound

- V. Service Work
 - A. Power Supplies (Electrical & Pneumatic)
 - B. Test Instruments
 - C. Air Distribution System

- VI. Safety
 - A. Hazard Communication Standards
 - B. Emergency Response Preparedness and Crisis Management
 - C. Identifying Hazards (Shop and Field)
 - D. Drug and Alcohol
 - E. First Aid
 - F. OSHA (30 Hour OSHA Outreach Training Course)

- VII. Supervisory Training
 - A. Human Relations
 - B. Planning and Organizing
 - C. Personnel Records
 - D. Foreman Training
 - E. Project Management

- VIII. Siding and Decking

Total: 200 Hours

RECOMMENDED REFERENCE BOOKS

1. International Training Institute for the Sheet Metal and Air Conditioning Industry
 - (1) Sheet Metal Apprentice Workbooks 1 through 4
 - (2) The Sheet Metal Craftsman
 - (3) Safety Handbook
 - (4) Servicing Environmental Systems, Books 1 through 4
 - (5) Testing, Adjusting, and Balancing of Environmental Systems
 - (6) Reading Plans and Specifications
 - (7) Sheet Metal Welding Workbook I
 - (8) Surveying Environmental Systems for Retrofit (Energy Auditing)
 - (9) Residential Sheet Metal Workbooks 1 through 2
 - (10) Modern Refrigeration & Air Conditioning
 - (11) Sheet Metal Foreman's Training
 - (12) Asbestos Abatement, Removal and Disposal (AARD) Student Workbook
 - (13) Energy Management and Retrofit Environmental Systems
 - (14) Sheet Metal Mathematical Textbook
 - (15) Architectural Sheet Metal
 - (16) Food Service
 - (17) Hazardous Communication Textbook
 - (18) Sign Industry Textbook with Workbook
 - (19) Duct Leakage Manual
 - (20) Together We Do It Better

2. **Sheet Metal Worker's International Association**
 - (1) Constitution and Ritual of the Sheet Metal Worker's International Association
Washington, DC
 - (2) The affiliated Local Union Collective Bargaining Agreement (CBA)

- 3. Sheet Metal and Air Conditioning Contractors' National Association, Inc.**
- (1) Accepted Industry Practice for Industrial Duct Construction, 1st Ed., 1975
 - (2) Architectural Sheet Metal Manual, 5th Ed., 1993 with Addendum #1 1997
 - (3) Building Systems Analysis & Retrofit Manual 1st Ed., 1995
 - (4) Ducted Electrical Heat Guide for Air Handling Systems, 2nd Ed., 1994
 - (5) Energy Systems Analysis & Management Manual, 1st Ed., 1997
 - (6) Fibrous Glass Duct Construction Standards, 6th Ed., 1992
 - (7) Fire, Smoke & Radiation Damper Installation Guide for HVAC Systems, 4th Ed., 1992
 - (8) Guide for Steel Stack Construction, 2nd Ed., 1996
 - (9) HVAC Air Duct Leakage Test Manual 1st Ed., 1997
 - (10) HVAC Duct Construction Standards, Metal and Flexible, 2nd Ed., 1995
 - (11) HVAC Duct Systems Inspection Guide, 2nd Ed., 2000
 - (12) HVAC Systems Commissioning Manual 1st Ed., 1994
 - (13) HVAC Systems-Duct Design, 3rd Ed., 1990
 - (14) HVAC Systems-Applications, 5th Ed., 1995
 - (15) HVAC Systems-Testing, Adjusting, and Balancing, 2nd Ed., 1993 with addendum #1 1997
 - (16) IAQ Guidelines for Occupied Building under Construction, 1st Ed., 1995
 - (17) Indoor Air Quality A System Approach 3rd Ed., 1998
 - (18) Managers Guide for Welding 2nd Ed., 1993
 - (19) Rectangular Industrial Duct Construction Standard, 1st Ed., 1980
 - (20) Residential Comfort System Installation Standards Manual 7th Ed., 1998
 - (21) Round Industrial Duct Construction Standard, 2nd Ed., 1999
 - (22) Seismic Restraint Manual, Guidelines for Mechanical Systems, 2nd Ed., 1998
 - (23) SMACNA Master Index of Technical Publication January 2000
 - (24) Thermoplastic Duct (PVC) Construction Manual, 2nd Ed., 1995

Appendix B

APPRENTICESHIP AGREEMENT
(Insert Sample)

Appendix C

AFFIRMATIVE ACTION PLAN

ADOPTED BY

(INSERT NAME OF JATC)

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

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

**APPROVED BY _____
REGISTRATION AGENCY**

DATE APPROVED: _____

SECTION I - INTRODUCTION

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

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

SECTION II - EQUAL OPPORTUNITY PLEDGE

The JATC 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 sponsor will take affirmative action to provide equal opportunity in apprenticeship and will operate the apprenticeship program as required under Title 29 of the Code of Federal Regulations, Part 30.

SECTION III - UTILIZATION AND ANALYSIS, GOALS AND TIMETABLES

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

SECTION IV - OUTREACH AND POSITIVE RECRUITMENT

The JATC'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 JATC shall set forth the specific steps they intend to take under each identified effort.** The JATC will identify a **significant number of activities** in order to enable it to meet its obligation under Title 29, CFR Part 30.4(c).

- A. An announcement of apprenticeship openings must be disseminated thirty (30) days in advance of the earliest date for application at each interval to the following agencies/organizations:
- Registration Agency
 - Women's Organizations/Centers
 - 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)

The announcement shall include the nature of the apprenticeship, requirements for admission to apprenticeship, availability of apprenticeship opportunities, sources of apprenticeship applications, and the JATC's equal opportunity policy. Applications will be taken for no less than a two (2) week period.

- B. Participation in annual workshops conducted by employment service agencies for the purpose of familiarizing school, employment service and other appropriate personnel with the apprenticeship program and current opportunities.
- C. Cooperation with school boards and vocational educational systems to develop programs for preparing students to meet the standards and criteria required to qualify for entry into the apprenticeship program.
- D. Internal communication of the JATC's equal opportunity policy should be conducted in such a manner to foster understanding, acceptance, and support among the JATC's various officers, supervisors, employees, and members, and to encourage such persons to take the necessary action to aid in meeting its obligation under Title 29, CFR Part 30.
- E. Engaging in programs such as outreach for the positive recruitment and preparation of potential applicants for apprenticeships; where appropriate and feasible, such programs shall provide for pre-testing experience and training. In initiating and conducting these programs, the JATC may be required to work with other sponsors and appropriate community organizations. The JATC shall also initiate programs to prepare women and encourage women to enter traditionally male programs.
- F. Encouraging the establishment and utilization of programs of pre-apprenticeship, preparatory trade training, or others designed to afford related work experience or prepare candidates for apprenticeship. The JATC shall make appropriate provisions in its affirmative action plan to assure that those who complete such programs are afforded full and equal opportunity for admission into the apprenticeship program.
- G. Utilizing journeymen to assist in the implementation of affirmative action in the apprenticeship program.
- H. Granting advance standing or credit on the basis of previously acquired experience, training, skills, or aptitude for all applicants equally.
- I. Other appropriate action to ensure that the recruitment, selection, employment, and training of apprentices during their apprenticeship shall be without discrimination because of race, color, religion, national origin, or sex (e.g., general publication of apprenticeship opportunities and advantages in advertisements, industry reports, articles, etc., use of present minority and female apprentices and journeymen 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 JATC will make an annual review of its current Affirmative Action Plan and its overall effectiveness and institute any revisions or modifications warranted. The review shall analyze (independently and collectively) the affirmative action steps taken by the JATC for evaluating the positive impact, as well as the adverse impact in the areas of outreach and recruitment, selection, employment, and training. They will work diligently to identify the cause and affect those results from their affirmative action measures. The JATC will continually monitor these processes in order to identify the need for a new affirmative action effort and/or deletion of ineffective existing activity (ies). All changes to the Affirmative Action Plan must be submitted to the Registration Agency for registration. The JATC will continually monitor the participation rates of minorities and women in the apprenticeship program in an effort to identify any type of underutilization. If underutilization exists, corrective action will be immediately implemented. The goals and timetables also will be reviewed annually and updated where necessary.

SECTION VI - OFFICIAL ADOPTION

The *(Insert Name of JATC)* hereby officially adopts this Affirmative Action Plan on this _____ day of _____, 2001.

SIGNATURE OF JATC CHAIRPERSON

PRINTED NAME

SIGNATURE OF JATC SECRETARY

PRINTED NAME

**AFFIRMATIVE ACTION PLAN
WORKFORCE ANALYSIS**

FOR AIMS CODE: _____

OCCUPATIONAL TITLE: _____

Sponsor: _____ AIMS

Address: _____

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

Journeyworkers:

Total Journeyworkers:

Women : _____ (%) of Journeyworkers

Minority : _____ (%) of Journeyworkers

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

Title

Date

Date

**QUALIFICATIONS AND SELECTION
PROCEDURES**

ADOPTED BY

(INSERT NAME OF JATC)

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

**APPROVED BY _____
REGISTRATION AGENCY**

DATE APPROVED: _____

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

SECTION I - MINIMUM QUALIFICATIONS

Applicants shall meet the following minimum qualifications:

A. Age

Shall be at least 18 years of age.

An applicant who is sixteen (16) 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.

B. Education

A high school diploma or GED equivalency is recommended. Applicant must provide an official transcript(s) for high school and post high school education and training. All GED records must be submitted if applicable.

Applicants must submit a DD-214 to verify military training and/or experience if they are a veteran and wish to receive consideration for such training/experience.

Physical

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

Qualified applicants may be subject to a physical examination or drug screening or both on acceptance into the program and prior to being employed. The cost of the examination and/or drug screening shall be the responsibility of the JATC or the Employer.

SECTION II - APPLICATION PROCEDURES

A. Applicants shall be accepted throughout the year. All persons requesting an application shall have one made available upon signing the applicant log.

B. All applications shall be identical in form and requirements. The application form shall be numbered in sequence corresponding with the number appearing on the applicant log so that all applications can be accounted for. Columns will be provided on the applicant log to show race/ethnic and sex identification and the progress by dates and final disposition of each application.

- C. Before completing the application, each applicant will be required to review the Apprenticeship Standards and will be provided information about the program. If the applicant has any additional questions on the qualifications or needs additional information to complete the application, it will be provided by the JATC.
- D. Receipt of the properly completed application form, along with required supporting documents (proof of age – driver’s license, birth certificate or other acceptable documentation; copy of high school diploma, GED Certificate or other acceptable documentation) will constitute the completed application.
- E. Completed applications will be checked for minimum qualifications. Applicants deficient in one or more qualifications or requirements or making false statements on their application will be notified in writing of their disqualification. The applicant will also be notified of the appeals right available to them. No further processing of the application will be taken.
- F. Applicants meeting the minimum qualifications and submitting the required documents will be notified where and when to appear for the interview.

SECTION III - SELECTION PROCEDURES

- A. The JATC shall schedule the interview and evaluation session. All applicants who have met the minimum qualifications and have submitted the required documents must be notified of the date, time, and place to appear.
- B. The interviewer(s) will rate each applicant during the interview on each of the factors on the Applicant Rating Form taking into account the information on the application, required documents, if applicable, and the judgment derived from the interview.
- C. After completing the interview and evaluation of the applicants, the individual rating scores of the interviewer(s) will be added together and averaged to determine the applicant’s final rating.
- D. Applicants will be placed on a Ranking List according to their scores at the evaluation session, with the applicant having the highest score being at the top of the list, and all applicants then listed in descending order based on score.
- E. As openings for the registration of new apprentices occur, the highest ranked applicant will be notified of selection by telephone. It shall be the responsibility of the applicant to keep the JATC informed of their current mailing address and telephone 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 applicants 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.
1. Youth who complete a Job Corps training program in any occupation covered in the Apprenticeship Standards, who meet the minimum qualifications 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 given first opportunity for placement. 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 gender. **(Note: This is a method of direct entry into the apprenticeship program,)**
10. An employee of a nonsignatory employer not qualifying as a journeyworker 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.)**
11. 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 JATC 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:
1. be employed in the JATC's jurisdiction when the authorization card was signed
 2. have been employed by the employer before the organizational effort commenced
 3. all employees of the employer must have been offered the opportunity to sign authorization cards and be evaluated
 4. provide reliable documentation to the JATC to show they were an employee performing sheet metal work prior to signing the authorization card.
12. Transfer of Apprenticeship - Direct Entry. In order to transfer an apprenticeship agreement between two Local Sheet Metal JATC's registered apprenticeship programs, the following requirements must be met.
1. The apprentice must submit a written request for transfer, describing in detail the needs and reasons upon which the request is based.

2. The apprentice's sponsoring JATC must agree to the transfer.
3. The receiving JATC must agree to accept the transfer.
4. The two Sheet Metal Worker Unions must agree to the transfer.
5. The receiving JATC shall have complete access to all apprenticeship records pertaining to the transferring apprentice.
6. Upon being accepted by the receiving JATC, the apprentice's existing apprenticeship agreement shall be terminated.
7. Indenture proceedings shall be initiated with the receiving JATC and the appropriate Registration Agency. The Registration Agency will be provided with all documentation necessary and/or required to verify that the transfer is justifiable.
8. Apprentices accepted for transfer will be given full credit for on-the-job training experience and related instruction successfully completed while indentured in a Sheet Metal Worker International Association apprenticeship program.
9. The transferring apprentice must:
 1. Complete an application form, accurately responding to all questions.
 2. Provide the receiving JATC official documentation pertaining to their participation in the apprenticeship program that they are transferring from. An official copy of all records established with the sponsoring JATC (including a copy of the application form and the apprenticeship agreement properly registered with the Registration Agency) and other information submitted shall be provided to the receiving JATC. The receiving JATC will examine all documentation submitted before granting permission to transfer. All such records shall become part of the receiving JATC's permanent files.
- I. Veterans who completed military technical training school and participated in a registered apprenticeship program while in the military in the sheet metal worker craft may be given direct entry into the apprenticeship program. The JATC shall evaluate the military training received for granting appropriate credit on the term of apprenticeship and the appropriate wage rate. The JATC 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.

SECTION IV - COMPLAINT PROCEDURE

- A. Any apprentice or applicant for apprenticeship who believes that he or she has been discriminated against on the basis of race, color, religion, national origin, or sex, with regard to apprenticeship or that the equal opportunity standards with respect to his or her selection have not been followed in the operation of an apprenticeship program, may personally or through an authorized representative, file a complaint with the U. S. Department of Labor or, at the apprentice or applicant's election, with the private review body established by the local JATC (if applicable).
- B. The complaint shall be in writing and shall be signed by the complainant. It must include the name, address, and telephone number of the person allegedly discriminated against, the JATC involved, and a brief description of the circumstances of the failure to apply equal opportunity standards.
- C. 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 JATC to review such complaints, any referral of such complaint by the complainant to the Department must occur within the time limitation stated above or 30 days from the final decision of such review body, whichever is later. The time may be extended by the Department for good cause shown.
- D. 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.
- E. The JATC will provide written notice of their complaint procedure to all applicants for apprenticeship and all apprentices.

SECTION V - MAINTENANCE OF RECORDS

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

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

SECTION VI - OFFICIAL ADOPTION OF SELECTION PROCEDURES

The *(Insert Name of JATC)* hereby officially adopts these Selection Procedures on this _____ day of _____, 2001.

SIGNATURE OF JATC CHAIRPERSON

PRINTED NAME

SIGNATURE OF JATC SECRETARY

PRINTED NAME