

Appendix D

QUALIFICATIONS AND SELECTION PROCEDURES

ADOPTED BY

**(INSERT NAME OF APPRENTICESHIP
COMMITTEE)**

DEVELOPED IN COOPERATION WITH THE
UNITED STATES DEPARTMENT OF LABOR
OFFICE OF APPRENTICESHIP

APPROVED BY: _____
REGISTRATION AGENCY

DATE APPROVED: _____

The certification of this selection procedure is not a determination that, when implemented, it 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

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. All apprentice applicants must also be a citizen or legal resident of the United States

B. Education

A high school diploma or GED equivalency is required. 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

Qualified applicants shall be physically capable of performing the essential functions of the apprenticeship program (the trade) 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 employer.

SECTION II - APPLICATION PROCEDURES

A. Applicants will be accepted by the Local Sponsor/UATC throughout the year or as specified. All persons requesting an application will have one made available upon signing the applicant log.

B. All applications will be identical in form and requirements. The application form will 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.

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- 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 UATC.
- 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 appeal rights 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 (if applicable).

SECTION III - SELECTION PROCEDURES

A. Employers

The local Sponsors/UATC will be using selection process described below. However, individual employer will be responsible for interviewing applicants for employment. Any applicant who files an application with the local Sponsor/UATC shall be provided with a list of all employers signatory to the UATC. The applicant may apply to any of these employers for a position with that company.

B. Direct Entry

Veterans who completed military technical training school and participated in a registered apprenticeship program while in the military in the Fire/Life Safety & Electronic Security Installer occupation may be given direct entry into the apprenticeship program. The local Sponsor/UATC shall evaluate the military training received for granting appropriate credit on the term of apprenticeship and the appropriate wage rate. The local Sponsor/UATC 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.

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C. System for Hiring and Retention of Apprentices

1) While the local Sponsor/UATC agrees to perform all required actions embodied in the Affirmative Action Plans, it is far more efficient that the UATC and individual employer engage in advertising openings within the NBFPA Apprenticeship Program. This can be accomplished by a number of proven methods:

- a. Place job openings with the One Stop Centers.
- b. Place advertisements in local newspapers.
- c. Place advertisements in trade journals.
- d. Attend local High School career days.
- e. Radio and television advertisements.
- f. Training office accepts applications.

2) Hiring Process

The national nature of this program precludes the establishment of a Central Dispatch Agency. The process herein identified best serves the need of the industry.

- a. The local UATC/sponsor shall recruit apprentice applicants and confirm that the applicant meets the minimum basic requirements for the program. Applicant must be at least of the age of eighteen (18), be physically fit to perform the work of the industry, and have a high school diploma or a GED equivalent.
- b. Sponsors may require the applicant to take, at the employer's expense, a drug and alcohol test. Sponsors may interview applicants for apprenticeship positions. A written record of any interview must be made part of the applicant's file.
- c. Sponsors will notify the UATC within ten (10) days in writing, fax, or e-mail of their hiring of the applicant. The sponsor and the said applicant shall complete an Apprenticeship Agreement and said agreement shall be mailed in its original form to the UATC for its signatures and submission to the proper Registration Agency.
- d. It is the responsibility of the local UATC to contact the new hire and to provide him/her with all policies, documents and the information regarding the Related and Supplemental Training. The committee will create a file for the apprentice

3) Termination for Cause, Layoffs, Rehire

In the event an apprentice is laid off due to reasons other than disciplinary reasons, the employer shall notify the Committee within five (5) working days of such action stating reason for the lay-off. The committee must be notified within five (5) working days of the re-hire of a laid off apprentice.

4) Grievances

Any grievances between the company and the apprentice should be adjusted within the company. Should the grievance not be resolved at this step, the UATC shall be advised of the issue and the committee shall attempt to resolve the grievance in accordance with the committee's rules and policies.

SECTION V - COMPLAINT PROCEDURE

- A. Any apprentice or applicant for apprenticeship who believes that he/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/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 Registration Agency or, at the apprentice or applicant's election, with the private review body established by the local UATC (if applicable).
- B. The complaint will be in writing and will be signed by the complainant. It must include the name, address, and telephone number of the person allegedly discriminated against, the UATC 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 UATC to review such complaints, any referral of such complaint by the complainant to the Registration Agency 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 Registration Agency for good cause shown.
- D. Complaints of harassment in the apprenticeship program may be filed and processed under Title 29, CFR, Part 30, and the procedures as set forth above.
- E. The local Sponsors/UATC will provide written notice of their complaint procedure to all applicants for apprenticeship and all apprentices.

SECTION VI - MAINTENANCE OF RECORDS

The UATC 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

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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, at Title 29, CFR, Part 30, as may be required by the U.S. Department of Labor. The records pertaining to individual applicants, selected or rejected, will be maintained in such manner as to permit the identification of minority and women (minority and non-minority) participants.

Each sponsor must retain a statement of its affirmative action plan for the prompt achievement of full and equal opportunity in apprenticeship, including all data and analysis made pursuant to the requirements of Title 29, CFR, Part 30.4. The sponsor also must maintain evidence that its qualification standards have been validated in accordance with the requirements set forth in Title 29, CFR, Part 30.5(b).

In addition to the above requirements, adequate records will 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 will be maintained for 5 years from the date of the last action and made available upon request to the U.S. Department of Labor or other authorized representative.

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SECTION VI - OFFICIAL ADOPTION OF SELECTION PROCEDURES

The **(INSERT NAME OF SPONSOR)** hereby officially adopts these Selection Procedures on this _____ day of _____, **(INSERT YEAR)**

SIGNATURE OF (SPONSOR TO PROVIDE TITLE)

PRINTED NAME