$8.00

AFFIRMATIVE ACTION PLAN

To Be Administered by the

AREAWIDE JOINT APPRENTICESHIP AND TRAINING COMMITTEE

Prepared By
The National Joint Apprenticeship and Training Committee
as per
National Standards and Policies

S255 2011

Procedure For Registering A New Affirmative Action Plan or Amending An Existing Affirmative Action Plan

1. The AJATC will obtain seven (7) copies of the Apprenticeship Affirmative Action Plan from the NJATC.

2. The AJATC will complete all seven (7) copies of the Affirmative Action Plan, being careful to make proper entries everywhere within the Affirmative Action Plan that require a specific entry by the AJATC.

3. The AJATC will officially adopt the Affirmative Action Plan, as provided in the Apprenticeship Standards. Date of adoption will be indicated on the signature page of all seven (7) copies of the Affirmative Action Plan.

4. The AJATC Chairman and Secretary will sign and date all seven (7) copies of the Affirmative Action Plan. The procedures have been pre-approved by the NJATC and the U.S. Department of Labor, Office of Apprenticeship and bear the proper signatures.

5. The AJATC will then forward seven (7) copies of the Affirmative Action Plan to the Registration Agency along with the AJATC's Apprenticeship Standards and Selection Procedures. [The AJATC should make a duplicate copy of the submitted package for their records.]

6. The Registration Agency will review the submitted Affirmative Action Plan. When approved, the Affirmative Action Plan will be signed by the Registration Agency Representative. The Registration Agency will retain the necessary number of copies and return the remainder directly to the AJATC. The AJATC will forward one (1) copy directly to the NJATC, provide one (1) copy to the NECA Chapter Manager, provide one (1) copy to the appropriate IBEW Vice President(s) and retain the remaining copies (forwarding a photocopy to all appropriate Business Managers).

7. No part of the Affirmative Action Plan shall be implemented, in any manner, prior to the approval and registration of the Affirmative Action Plan by the Registration Agency.

PART I - PREAMBLE

It remains apparent that some ethnic and racial groups as well as females have not shared, in a desirable proportion, in the rewards and opportunities within many industries and occupations. The Electrical Construction Industry shoulders this same problem.

While the IBEW/NECA segment of the Electrical Construction Industry has vigorously attempted to maintain an open-door application policy, regardless of race, color, religion, national origin or sex; more aggressive affirmative action is needed to attract a realistic number of qualified minority and female applicants who become eligible for an oral interview. As a result, the AJATC will take affirmative action to increase the number of minority and female applicants who meet the minimum qualifications and apply for an apprenticeship program, with the goal of increasing the number of minorities and females who apply, are selected, and ultimately become Journey-level members of the Local Union.

To address this situation, the AJATC will make reasonable efforts, to the extent its resources will permit, to accomplish the identified affirmative action measures. The goal of these efforts is to increase the recruitment of qualified minority and female applicants for possible selection into the apprenticeship program as long as females and/or minorities are under-represented in the Local Union.

The AJATC will seek to have an equitable representation of qualified minorities and females appearing for interview to compete for apprenticeship. The goal of the AJATC is to have a representative number of qualified minority and female applicants appearing for oral interview as determined by: the workforce population percentage of minorities within the jurisdiction of the AJATC, and fifty (50) percent of the female workforce population residing within the AJATC's jurisdiction. To strengthen its endeavors, the AJATC will conduct an annual review of selected applicants as a part of its effectiveness analysis (See Part VI).

Past experience has clearly shown a higher attrition rate among minority and female apprentices. Therefore, the AJATC will take affirmative action to seek ways and means of increasing retention among all apprentices selected and registered into apprenticeship and to identify why attrition rates are higher among minorities and females. Appropriate action shall be taken to increase retention levels.

Another problem that confronts the Electrical Construction Industry concerns minority and female retention at the Journey-level. While the AJATC has no direct control over individuals after they have obtained Journey-level status, it is committed to working in concert with the Local Union and the Local Contractors Association Group in an effort to find suitable ways and means of encouraging these sought after individuals to remain in the Electrical Construction Industry.

The terms Journeyworker, Journey-level worker, Journeyworker Lineman, and Craftsmanship, as used in this Affirmative Action Plan, are meant to define a recognized level of competency and include both male and female.

PART II - AFFIRMATIVE ACTION PLEDGE AND NON-DISCRIMINATION

While the AJATC does not, and will not, discriminate against any applicant, it will take affirmative action steps to increase minority and female participation within the local apprenticeship program. 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 applicant must meet the minimum age requirement. The AJATC does not, and will not, discriminate against a qualified individual with a disability because of the disability of such individual.

PART III - UTILIZATION ANALYSIS, GOALS AND TIMETABLES

The AJATC must make an annual study of the representation of minorities and women in its own work force and in its apprenticeship program, to compare the utilization of these groups with the rates of their participation in the general labor force within the geographical area of recruitment of the AJATC. If under-utilization exists, goals and timetables must be established. The long-term goal of affirmative action is for the AJATC's Journey-level work force to reflect the makeup of the area labor force. The goal against which an apprentice selection cycle is reviewed is for the AJATC's apprentice population to reflect the makeup of the area labor force. If under-utilization of minorities and women (minority and non-minority) exists, the AJATC must submit goal(s) and a timetable for the recruitment and selection of those groups under-utilized (See Appendix E, Affirmative Action Plan, Workforce Analysis Worksheet).

Notation: The AJATC should properly document all affirmative action activity, including participation in all types of out-reach activities.

PART IV - AFFIRMATIVE ACTION OUT-REACH

The AJATC will demonstrate a good faith effort to recruit, retain and graduate larger numbers of minorities and females by taking the following affirmative action measures.

- Contact minority and female groups (within the AJATC's jurisdictional area) established for the purpose of assisting and preparing minorities and females for careers in non-traditional occupations. Such an effort will not be a passive exercise. It will be an aggressive effort to communicate and build positive relationships with such assistance groups.

- Make all participating Employers and Local Union Members aware of the need to recruit minority and female applicants, encouraging them to refer any potential minority or female candidate to the AJATC. Individuals referred to the AJATC will be notified as to when applications for apprenticeship are available.

- When programs customarily receive applications throughout the year, application information shall be regularly disseminated, but not less than semi-annually. For other availability intervals, application information shall be disseminated thirty (30) – sixty (60) days in advance of the earliest date for each application interval.

- Such dissemination will be in the local media that is most likely to reach the minority and female communities and will include information concerning the nature of apprenticeship, requirements for admission, availability of apprenticeship opportunities, sources of applications and sponsor's equal opportunity policy. The availability of trust funds will be annually considered in determining such promotional or recruitment advertisements. Such effort will be reviewed at least annually to determine which media advertising proves effective.

- Conduct annual informational classes for all apprentices, clearly and concisely explaining the AJATC's Rules, Regulations, Polices (including EEO polices) and Complaint Procedure.

- Distribute an EEO pledge card to its Local Union, NECA Chapter and all participating employers stating the Affirmative Action Pledge that appears in Part II (See Appendix A). The sponsor will take affirmative action to provide equal opportunity in apprenticeship and will operate the apprenticeship program as required under applicable law and lawful regulations issued thereunder.

- Inform all classroom instructors to immediately report to the AJATC any major signs of weakness in study habits, or any detectable learning deficiencies. The AJATC will seek ways and means to assist those individuals in need of special attention or advise them where they may seek assistance; however, the AJATC will not be expected to bare any cost for remedial education or training.

- Inform its entire Staff and instructional Faculty of their responsibility to conduct themselves and all related training activities in such a manner as to not permit, or allow for, any kind of racial or sexual misconduct/harassment within the program. Any violation of such AJATC rule will be addressed immediately by the AJATC.

- Establish a special file to reflect all correspondence and action taken by the local AJATC that would, or could, be viewed as an affirmative action effort to disseminate information about apprenticeship opportunities. All correspondence shall clearly define the basic qualifications an applicant must meet in order to reach the oral interview stage of the selection process.

- Internally communicate its equal opportunity policy in such a manner as to foster understanding, acceptance and support among the sponsoring parties' various officers, supervisors, employees and members and to encourage such persons to take the necessary action to aid the AJATC in meeting its obligations in this area. The Local Union, the Chapter and all participating employers shall be provided with a copy of this policy suitable for public display at their place of business (See Appendix A).

- Adopt and internally communicate its Policy Against Sexual Harassment in such a manner as to foster understanding, acceptance and support among the sponsoring parties' various officers, supervisors, employees and members and to encourage such persons to take the necessary action to aid the AJATC in meeting its obligations in this area (See Appendix B).

Notation: The AJATC will continually monitor the effectiveness of its affirmative action efforts. On review, additional items may be added and unsuccessful efforts may be eliminated. This is not, and will not become, a static policy. A progressive affirmative action plan is ever evolving as new concepts are considered for application. The AJATC will amend this list as it sees fit and with the approval of the Registration Agency.

To further strengthen the AJATC's affirmative action efforts to increase the participation of minorities and females, the AJATC will take the additional steps checked (✓) below.

The AJATC will implement and aggressively pursue the items indicated. The AJATC will:

☐ Establish a committee of minority members who have reached Journey-level status (when Journey-level workers are available and willing to serve in such a capacity) for the purpose of recruiting more qualified minority applicants and to aid in the retention of minority apprentices. This special committee shall be appointed by, and serve at the pleasure of, the AJATC.

☐ Establish a committee of female members who have reached Journey-level status (when Journey-level workers are available and willing to serve in such a capacity) for the purpose of recruiting more qualified female applicants and to aid in the retention of female apprentices. This special committee shall be appointed by, and serve at the pleasure of, the AJATC.

☐ Conduct exit interviews with individuals leaving the apprenticeship program in an effort to identify reasons for dissatisfaction and meaningful efforts designed to improve retention (See Appendix C).

Notation: If the AJATC does not conduct exit interviews, what is being done to enhance retention and limit attrition?

☐ Identify those individuals who meet all minimum requirements except for the mathematics component. These individuals will be offered the opportunity to enroll in a special offering of the AJATC's On-Line Tech Math course. Successful completion of this course will satisfy the mathematical minimum requirement for the apprenticeship program. The course will be offered for a minimal prorated cost. (If the applicants' original application response time has expired, they will need to reapply.)

☐ Consider the fact that many selected applicants have been away from any formal education for some time, resulting in weakened study habits and math skills. The AJATC will provide a math review course developed by the NJATC to all selected applicants. This will better prepare them for their related studies in the apprenticeship program.

☐ Offer special classes for the purpose of tutoring apprentices.

☐ Participate in NJATC, Office of Apprenticeship and/or State Apprenticeship Agency Workshops and Seminars to learn and discuss more about the need, ways and means of promoting and advertising for apprenticeship, and recruiting and retaining minorities and females.

☐ Participate in local secondary and post-secondary school programs and communicate with local Guidance Counselors and Placement Coordinators to make apprenticeship opportunities known, with emphasis on the need for minority and female applicants who meet the minimum qualifications. The AJATC will also provide written notice of apprenticeship opportunities to all secondary and post secondary schools within the sponsor's jurisdiction.

☐ Sponsor outreach information activities with area guidance counselors, identifying requirements for entrance into apprenticeship and successful completion of the program.

☐ Post public announcements of the Apprenticeship Opportunity in commercial establishments and public facilities normally frequented by minorities and/or females.

Notation: The AJATC will be creative in identifying other outreach and recruitment activities in which it will engage, including the use of affirmative action opportunities or programs available in its area. Such activities are entered in the space provided below.

☐ _____

☐ _____

☐ _____

PART V - COMPLAINT PROCEDURE

Any Apprentice or Applicant for Apprenticeship who believes that he or she has been discriminated against on the basis of race, color, religion, national origin or sex with regard to apprenticeship, or that equal opportunity standards have not been followed, has 180 days from the date of the alleged discrimination to register a complaint. The complaint shall be in writing and shall be signed by the complainant. It must include the name, address and telephone number of the person allegedly discriminated against, the program sponsored involved, and a brief description of the circumstances of the failure to apply the equal opportunity standards. Complaints may be registered with the AJATC, the U.S. Department of Labor, Office of Apprenticeship, and the Registration Agency if other than the Office of Apprenticeship or the Equal Employment Opportunity Commission (EEOC). The written Complaint Procedure with names and addresses of the organizations to which complaints may be filed, will be provided to all applicants and apprentices (See Appendix D).

PART VI - INTERNAL REVIEW AND EFFECTIVENESS AUDIT

The AJATC will make an *annual* review of its current Affirmative Action Plan and its overall effectiveness and institute any revisions or modifications warranted. Said review shall analyze (independently and collectively) the affirmative action steps taken by the AJATC—evaluating for positive impact, as well as, adverse impact in the areas of Outreach, Selection and Retention. The AJATC will work diligently to identify the cause and effect that results from their affirmative action measures. The AJATC will continually monitor recruitment, selection and attrition as it endeavors to identify the need for new affirmative action efforts and/or deletion of ineffective existing activity. All changes to the AJATC's Affirmative Action Plan shall be processed as outlined in Part VIII. The AJATC's annual review shall not include any information identifying individual apprentices in any manner.

The success and failure of each affirmative action effort will be reviewed annually. The Affirmative Action Plan will continually be reshaped to ensure the highest degree of overall effectiveness.

The AJATC will continually monitor the participation rates of minorities and females in the apprenticeship program in an effort to identify any type of underutilization. If underutilization exists, corrective action shall be immediately implemented.

Notation: The AJATC will make a special effort to review participation on an annual basis, as well as, immediately following each selection of apprentices.

PART VII - MAINTENANCE OF RECORDS

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

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

PART VIII - ADOPTION - DISTRIBUTION

The AJATC hereby adopts this Affirmative Action Plan for the purpose of recruiting and selecting a larger and more realistic number of minority and female apprentices and to retain same until they have reached Journey-level status.

This Affirmative Action Plan shall remain in effect until the Affirmative Action Plan is updated by the NJATC, or until the AJATC determines (based on its annual review) that there is a need for modification to ensure greater success in the recruitment, selection and retention of minorities and females. Any and all changes must be submitted to the Registration Agency for approval before implementation.

A copy of the current Affirmative Action Plan shall be provided to the NJATC solely for its records and information.

TO AFFIRM ADOPTION OF THIS DOCUMENT BY AJATC ON THIS _____ DAY OF _____, _____ , THE FOLLOWING SIGNATURES ARE PROVIDED:

_____ _____

SIGNATURE OF AJATC CHAIRMAN DATE

_____

TYPE AJATC CHAIRMAN'S NAME

_____ _____

SIGNATURE OF AJATC SECRETARY DATE

_____

TYPE AJATC SECRETARY'S NAME

REGISTERED WITH AND APPROVED BY:

_____ _____

REGISTRATION AGENCY

BY:_____ _____

REGISTRATION AGENCY REPRESENTATIVE TITLE

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APPENDIX A

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(TO BE REPRODUCED ON **AJATC** LETTERHEAD)

EQUAL OPPORTUNITY
IN
APPRENTICESHIP TRAINING

FOR THE POSITION OF OUTSIDE JOURNEYWORKER LINEMAN (LINE MAINTAINER) APPRENTICE

The undersigned are committed to the following pledge of equal opportunity for apprenticeship positions in the _____ electrical apprenticeship program. The sponsors of the apprenticeship program are dedicated to this pledge of equal opportunity. The undersigned are resolved to the communication of this equal opportunity policy in such a manner as to foster understanding, acceptance and support among the industry's various officers, supervisors, employers and employees and encourages such persons to take all necessary action to aid the apprenticeship sponsor in preserving this commitment to equal opportunity. The spirit of equal opportunity shall be carried forth in the uniform application of rules and regulations concerning apprentices including but not limited to, equality of wages, periodic advancement, promotion, assignment of work, job performance, rotation among work processes, imposition of penalties and other disciplinary action, and all other aspects of the apprenticeship program.

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 applicant must meet the minimum age requirement. The AJATC does not, and will not, discriminate against a qualified individual with a disability because of the disability of such individual.

AJATC CHAIRMAN	AJATC SECRETARY
ADDRESS	ADDRESS
CITY STATE ZIP	CITY STATE ZIP
LOCAL UNION BUSINESS MANAGER	CHAPTER MANAGER
ADDRESS	ADDRESS
CITY STATE ZIP	CITY STATE ZIP

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APPENDIX B

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Policy Against Sexual Harassment

AS ADOPTED

BY

THE

APPRENTICESHIP

AND

TRAINING COMMITTEE

S074

POLICY AGAINST SEXUAL HARASSMENT

I. GENERAL

The AJATC does not tolerate sexual harassment of any type. Sexual harassment is unlawful, and such prohibited conduct exposes not only the AJATC, but individuals involved in such conduct to significant liability under the law. The AJATC expects committee employees (including instructors), employers who hire apprentices, and apprentices to treat each other with respect and dignity. Sexual harassment not only hurts the immediate victim, but can result in a general atmosphere in which the purpose of the apprenticeship and training program is undermined. The AJATC, therefore, is committed to vigorously enforcing this policy against sexual harassment. AJATC employees or apprentices who engage in such conduct will be disciplined. Employers who engage in such conduct against apprentices will be denied access to apprentices.

II. WHAT CONSTITUTES SEXUAL HARASSMENT?

Sexual harassment according to the federal Equal Employment Opportunity Commission (EEOC) consists of unwelcome sexual advances, requests for sexual favors and any other verbal or physical conduct of a sexual nature when:

a. submission to such conduct is made explicitly or implicitly a term or condition of an individual's training or employment;

b. submission to, or rejection of, such conduct by an individual is used as the basis for a training-related or employment-related decision affecting such individual; or

c. such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, abusive or offensive working environment.

Sexual harassment may include, but is not limited to, intentional physical conduct that is sexual in nature, such as touching, pinching, patting; sexually-oriented gestures, noises, remarks, jokes or comments about a person's sexuality or sexual experience; and displaying pictures, posters, calendars, graffiti, objects, promotional materials, reading materials or other materials that are sexually suggestive, sexually demeaning or pornographic.

III. FILING AND INVESTIGATING COMPLAINTS

Any complaints regarding sexual harassment occurring at AJATC facilities, or involving employees of the AJATC, should be submitted to the AJATC Training Director or an individual designated by the Training Director. Complaints may be made in writing or orally, and anonymous complaints will be accepted. A complaint of harassment may be made by someone who is not the target of harassment, and, indeed, anyone who observes sexual harassment is

encouraged to report it. Complaints of sexual harassment will be fully investigated and a determination of the facts will be made on a case-by-case basis. Complaints and information obtained in the course of investigations of complaints shall be treated confidentially except to the extent necessary to investigate and resolve such complaints or as may be necessary to respond to such complaints in a legal proceeding before a court or administrative agency.

AJATC instructors are responsible for reprimanding an apprentice for engaging in an act of sexual harassment against another apprentice which the instructor observes or of which the instructor becomes aware. If the conduct continues or recurs, the instructor should file an official complaint with the AJATC Training Director.

If an employee wishes to pursue a sexual harassment complaint through a government agency or to seek outside help from a third party, he or she has a legal right to do so. Under no circumstances should AJATC employees interfere with that right.

IV. RESOLVING COMPLAINTS

After a thorough investigation, any AJATC employee or apprentice found to have committed an act of sexual harassment shall be immediately disciplined. The nature of the discipline imposed will depend on the nature and severity of the misconduct found upon investigation, and may include discharge for a first offense. Reconsideration by the AJATC may be requested within thirty days of receiving the AJATC's decision.

V. RETALIATION PROHIBITED

The AJATC will not tolerate any form of retaliation against an apprentice or an AJATC employee who has made a complaint or cooperated in an investigation of alleged sexual harassment.

All persons contacted in the course of an investigation will be advised that they and other individuals involved in a complaint are entitled to be treated in a professional and respectful manner, and that any retaliation or reprisal against an individual who is an alleged target of harassment or who has made a complaint, or has provided evidence in conjunction with a complaint, is prohibited and could result in discipline up to, and including, termination. AJATC employees or apprentices who are found to have engaged in retaliation or who fail to cooperate with an investigation of sexual harassment will be subject to substantial discipline up to, and including, discharge or termination from the program.

VI. EMPLOYER RESPONSIBILITIES

Employers who hire apprentices from this program are expected to establish their own policies against sexual harassment and retaliation, including specific procedures for the filing, investigating and resolving of complaints. Contractors should understand that under EEOC's sex discrimination regulations, and court decisions, an employer may be responsible for the acts of its supervisory employees, without regard to the employer's specific authorization or knowledge of such acts by them. (Supervisors will be treated as agents of the employer if the employer fails to establish an explicit policy against sexual harassment or fails to establish a reasonably accessible procedure by which victims of sexual harassment can make their complaints known to appropriate officials and have them rectified. With respect to sexually harassing conduct between non-supervisory employees, the employer is responsible where the employer (or its agent) knows or should have known of the conduct, unless the employer takes immediate and appropriate corrective action.)

The failure of an employer to take appropriate action regarding an apprentice's complaint of sexual harassment on the job may result in the employer being denied access to apprentices in the program. It is expected that employers will work cooperatively with the AJATC on matters concerning the AJATC's policy against sexual harassment.

This policy is adopted by the _____AJATC,
(name)

effective_____.
(date)

Signed:_____ Signed:_____

AJATC Chairman:_____AJATC Secretary:_____
(type name) (type name)

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APPENDIX C

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EXIT
- INTERVIEW -
FORM

IN A CONTINUOUS EFFORT TO IMPROVE OUR APPRENTICESHIP AND TRAINING PROGRAMS, WE ARE RESPECTFULLY ASKING FOR YOUR CANDID COMMENTS CONCERNING YOUR TENURE AS AN APPRENTICE IN THIS PROGRAM. PLEASE COMPLETE THE FOLLOWING FORM IN ITS ENTIRETY. THIS FORM IS TO BE FILLED OUT BY ALL INDIVIDUALS EXITING THE PROGRAM. YOUR PERSONAL COMMENTS ARE EXTREMELY BENEFICIAL TO US.

NAME_____ DATE _____

1. YEAR OF APPRENTICESHIP I WAS IN: ❑ 1st ❑ 2nd ❑ 3rd ❑ 4th ❑ 5th

(Please complete the following statement, using your own words)

2. MY DECISION TO LEAVE THE APPRENTICESHIP PROGRAM WAS BASED ON THE FACT THAT:

❑ I disliked the related instruction classes. ❑ I disliked the type of work involved.
❑ I will be moving out of the area. ❑ The wages are too low.
❑ I decided to go to school full-time, pursuing a career in: _____
❑ I've accepted an employment opportunity with:_____
Pursuing a career in: _____
❑ Other (PLEASE EXPLAIN) _____
_____

3. WHAT DID YOU LIKE THE MOST ABOUT THE APPRENTICESHIP PROGRAM?

❑ The related instruction classes. ❑ The on-the-job work experience.
❑ The people I worked with. ❑ The wages and fringes.
❑ The variety of job sites and co-workers ❑ The classroom Instructors
❑ Other (PLEASE EXPLAIN) _____
_____

4. OVERALL ALL, HOW DO YOU FEEL YOU WERE TREATED BY THIS APPRENTICESHIP PROGRAM DURING APPLICATION, SELECTION AND AS AN APPRENTICE?

(PLEASE EXPLAIN) _____
_____
_____

OVER ☞☞☞

5. WHAT DID YOU LIKE THE LEAST ABOUT THE APPRENTICESHIP PROGRAM?

- ❑ The related instruction classes.
- ❑ The on-the-job work experience.
- ❑ The people I worked with.
- ❑ The wages and fringes.
- ❑ The variety of job sites and co-workers.
- ❑ The classroom Instructors
- ❑ Other (PLEASE EXPLAIN) _____

_____

6. HOW WOULD YOU RATE THE QUALITY OF THE APPRENTICESHIP PROGRAM'S RELATED INSTRUCTIONAL TRAINING CLASSES?

❑ Excellent ❑ Good ❑ Average ❑ Poor ❑ Totally Lacking

COMMENTS: _____

_____

7. HOW WOULD YOU RATE THE QUALITY OF YOUR ON-THE-JOB TRAINING EXPERIENCES?

❑ Excellent ❑ Good ❑ Average ❑ Poor ❑ Totally Lacking

COMMENTS: _____

_____

8. HOW WOULD YOU RATE THE OVERALL INTEREST AND INVOLVEMENT OF THE PROGRAM'S JOINT APPRENTICESHIP AND TRAINING COMMITTEE?

- ❑ Very concerned about the apprenticeship program and the apprentices.
- ❑ Very concerned about the apprenticeship program, but not at all about the apprentices *in* the program.
- ❑ Barely concerned with either the apprenticeship program or the apprentices.
- ❑ Applies discipline fairly and consistently
- ❑ Applies discipline inconsistently

COMMENTS: _____

_____

_____

9. HOW WOULD YOU RATE THE KNOWLEDGE, SKILLS AND ABILITIES OF THE JOURNEYWORKERS YOU WORKED WITH ON THE JOB?

❑ Excellent ❑ Good ❑ Average ❑ Poor ❑ Inadequate

COMMENTS: _____

_____

10. WHAT CHANGES, IF ANY, WOULD YOU RECOMMEND TO IMPROVE THE OVERALL QUALITY OF THE APPRENTICESHIP PROGRAM?

COMMENTS: _____

_____

_____

THANK YOU FOR TAKING THE TIME TO COMPLETE THIS QUESTIONNAIRE AND BEST OF LUCK IN YOUR FUTURE ENDEAVORS

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APPENDIX D

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NOTICE

OF

RIGHT TO REGISTER COMPLAINTS

Any Apprentice or Applicant for Apprenticeship (or Agent on their behalf) who believes that he or she has been discriminated against on the basis of race, color, religion, national origin, sex or age—except the applicant must meet the minimum age requirement—with regard to apprenticeship, or that equal opportunity standards have not been followed, has 180 days from the date of the alleged discrimination to register a complaint. The complaint shall be in writing and shall be signed by the complainant. It must include the name, address and telephone number of the person allegedly discriminated against, the program sponsor involved, and a brief description of the circumstances of the failure to apply the equal opportunity standards. Complaints may be registered with the AJATC, the U.S. Department of Labor, Office of Apprenticeship, and the Registration Agency if other than the Office of Apprenticeship or the Equal Employment Opportunity Commission (EEOC) at the following local, State or Federal addresses:

Office of Apprenticeship

NAME

ADDRESS

CITY STATE ZIP

State Apprenticeship Agency: (if applicable)

NAME

ADDRESS

CITY STATE ZIP

Federal EEOC:

NAME

ADDRESS

CITY STATE ZIP

NAME

ADDRESS

CITY STATE ZIP

State EEOC:

NAME

ADDRESS

CITY STATE ZIP

NAME

ADDRESS

CITY STATE ZIP

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APPENDIX E

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AFFIRMATIVE ACTION PLAN
WORKFORCE ANALYSIS WORKSHEET

A. SPONSOR INFORMATION

Program Number:			
Name of Sponsor:			
Address:			
City/State/Zip Code:			
Contact Person:			
Phone Number:		FAX Number:	
E-Mail Address:			

B. OCCUPATIONAL INFORMATION

Occupational Title: *			
RAPIDS Code:		O*NET/SOC Code:	
Type of selection method used:			
Labor Market Area description:			

C. LABOR MARKET AREA & OCCUPATIONAL PARTICIPATION DATA

C.1 Total Labor Force in Labor Market Area *		
Number of Women:		% of labor force
Number of Minorities:		% of labor force
C.2 Working Age Population in Labor Market Area *		
Number of Women:		% of labor force
Number of Minorities:		% of labor force
C.3 Apprentice Participation in Craft/Occupation in National Apprenticeship System **		
Number of Women:		% of apprentices
Number of Minorities:		% of apprentices
C.4 The General Availability of Minorities and Women with the Present or Potential Capacity for Apprenticeship in Program Sponsor's Labor Market Area. ***		
Number of Women:		
Number of Minorities:		

Resources for obtaining labor market information.

***** http://www.census.gov/hhes/www/eeoindex/page_c.html

****** RAPIDS Data available from Registration Agency.

******* Program Sponsors may use any reasonable method for determining the general availability of minorities and women with the present or potential capacity for apprenticeship, including relying on the data recorded in Section C.1 for "Total Labor Force", C.2 for "Working Age Population", and C.3 "Apprentice Participation in Particular Craft/Occupation" to propose the entries for "The General Availability of Minorities and Women."

D. SPONSOR'S WORKFORCE DATA

D.1 Total Number of Journey/Craft Workers Employed:		
Number of Women:		% of work force
Number of Minorities:		% of work force
D.2 Total Percentage of Apprentices or of Applicant Pool (depending on selection method used)		
Numerical percentage of Women apprentices or women in applicant pool:		%
Numerical percentage of Minority apprentices or minorities in applicant pool:		%

E. ADDITIONAL RESOURCE DATA FOR CONSIDERATION IN ESTABLISHING GOALS

Industry Source Data	Minority rate of participation	Female rate of participation
E.1 Registered Apprenticeship Partners Information Data System (RAPIDS): *		
E.2 EEOC Occupational Employment Data: **		

* Data available from Registration Agency

** http://www.eeoc.gov/stats/jobpat/jobpat.html

F. DETERMINATION OF UTILIZATION

Analysis	Yes	No
Minority Underutilization:		
Female Underutilization:		

G. SPONSOR'S GOALS:

The program sponsor proposes and agrees to make a good faith effort to attain the goal of selecting _____ % minorities and _____ % women during the next EEO Review cycle. These goals will not be used to discriminate against any qualified applicant on the basis or race, color, religion, national origin or sex.

The number of new apprentices to be hired during the next year (or selection period) is estimated to be: _____

H. REGISTRATION AGENCY APPROVAL:

Sponsor	**Registration Agency**
_____	_____
Sponsor's Signature	Registration Agency Signature
_____	_____
Typed Name	Typed Name
_____	_____
Title	Title
_____	_____
Date Signed	Date Signed