

STANDARDS OF APPRENTICESHIP

DEVELOPED BY

SOUTHERN IDAHO LABORERS

Joint Apprenticeship and Training Committee (JATC)

FOR THE OCCUPATION OF

CONSTRUCTION CRAFT LABORER

O*NET-SOC CODE: 47-2061.00

RAPIDS CODE: 0661R



U. S. DEPARTMENT OF LABOR
OFFICE OF APPRENTICESHIP

APPROVED BY:

William J. Kober, Idaho State Director

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The legal requirements related to apprenticeship that apply to registered apprenticeship programs are contained in 29 U.S.C. 50 and Title 29, CFR parts 29 and 30. Every effort has been made to ensure that the information in these Apprenticeship Standards is accurate and up-to-date.



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FOREWORD

These **Southern Idaho Laborers JATC** apprenticeship standards have as their objective the training of **Construction Craft Laborers** skilled in all phases of the industry. The sponsor recognizes that in order to accomplish this, there must be well-developed on-the-job learning combined with related instruction.

This recognition has resulted in the development of these standards of apprenticeship. They were developed in accordance with the basic standards recommended by the U.S. Department of Labor, Office of Apprenticeship, as a basis from which the sponsor can work to establish an apprenticeship training program that meets the particular needs of the area.



SECTION I – PROGRAM ADMINISTRATION

- **Structure of the Joint Apprenticeship and Training Committee (JATC)**
 - A. Members of the JATC will be selected by the groups they represent.
 - B. Membership will be composed of an equal number of management representatives appointed by local management and local union representatives appointed by the Oregon and Southern Idaho District Council of Laborers. A minimum of two Union members must be journey workers in the occupation covered under this program.
 - C. Technical Assistance - such as that from the U.S. Department of Labor, Office of Apprenticeship, State Apprenticeship Agencies, and vocational schools -- may be requested to advise the JATC.
- **Administrative Procedures:**
 - A. The JATC will elect two Co-Chairs (one from the labor industry and one from management) and delegate a Secretary to determine the time and place of regular meeting which will take place every four (4) months.
 - B. The Chairpersons will 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 employer, then the Secretary will be a representative of the Union, or vice versa.
- **Responsibilities of the Joint Apprenticeship and Training Committee:**
 - A. Cooperate in the selection of apprentices as outlined in this program.
 - B. Ensure that apprentices are under written Apprenticeship Agreements and register the local apprenticeship standards and agreements with the appropriate Registration Agency.
 - C. Review and recommend apprenticeship activities in accordance with this program.
 - D. Establish the minimum standards of education and experience required of apprentices using the recognized national standard as the guideline and minimal requirement on which all new standards are based.
 - E. Meet at least every four (4) months to review records and progress of each apprentice in training and recommend improvement or modification in training schedules, schooling, and other training activities. Written minutes of the meeting will be kept.
 - F. Determine the quality and quantity of on-the-job experience, which apprentices should have and make every effort toward their obtaining it. The national guidelines must be used as the minimum reference criteria for on-the-job requirements.
 - G. Hear and resolve all complaints of violation of Apprenticeship Agreements.



- H. Arrange assessments and evaluations 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 occupation.
- J. Determine the physical fitness of qualified applicants to perform the work of the occupation that may require a medical examination prior to their employment as apprentices.
- K. Advise apprentices on the need for accident prevention and provide instruction with respect to safety in the workplace.
- L. Certify to the local union and management that apprentices have successfully completed their apprenticeship program.
- M. Notify the appropriate Registration Agency of all new apprentices to be registered, credit granted, suspensions for any reason, reinstatements, extensions, completions, and cancellations with explanation of causes 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 listed here, 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 journey workers.
- O. Provide apprentices with a copy of the written rules and policies and the apprentice will sign an acknowledgment receipt of the same. This procedure will be followed whenever revisions or modifications are made to the rules and policies.

SECTION II - EQUAL OPPORTUNITY PLEDGE – 29 CFR 29.5(b)(21) and 30.3(b)

The recruitment, selection, employment, and training of apprentices during their apprenticeship shall be without discrimination because of race, color, religion, national origin, sex (including pregnancy and gender identity), sexual orientation, genetic information, or because they are an individual with a disability or a person 40 years or older. The sponsor will take affirmative action to provide equal opportunity in apprenticeship and will operate the apprenticeship program as required under 29 CFR § 30.

SECTION III - AFFIRMATIVE ACTION PLAN AND SELECTION PROCEDURES – 29 CFR 29.5(b)(21), 30.4, and 30.5

If the Sponsor employs five or more apprentices, the 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 CFR 29.5(b)(10)

Applicants will meet the following minimum qualifications. These qualification standards, and the score required on any standard for admission to the applicant pool, must be directly related to job performance, as shown by a statistical relationship between the score required for admission to the pool and performance in the apprenticeship program:

- A. **Age:** Apprentices must not be less than 18 years of age.
- B. **Education:**
Applicant must have a High School Diploma, GED, Certificate of High School Equivalency, Work Keys Bronze Level Career Readiness Certificate, or complete a validated community college test to establish equivalent competency in reading, writing, comprehension and math skills.
- C. **Physical:**
Applicants will be physically capable of performing the essential functions of the trade with reasonable accommodation(s), and without posing a direct threat to the health and safety of the individual or others.
- D. **Other:** Must successfully pass the Pre-Construction Training course.
Must be willing to complete and pass a drug test.

SECTION V - APPRENTICESHIP AGREEMENT – 29 CFR 29.3(d), 29.3(e), and 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 will be covered by a written apprenticeship agreement signed by the JATC and the apprentice and approved by and registered with the Registration Agency. Such agreement will 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 Apprenticeship Agreement will be furnished to the apprentice, the JATC, the Registration Agency, and the employer and the union, if appropriate.

An additional copy of the Apprenticeship Agreement will be provided to the Veteran's State Approving Agency for those veteran apprentices desiring access to any benefits to which they are entitled.

Prior to signing the Apprenticeship Agreement, each selected applicant will 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 within forty-five (45) days of the execution of each Apprenticeship Agreement and will be given all the information required for registering the apprentice.

SECTION VI – SUPERVISION OF APPRENTICES AND RATIOS – 29 CFR 29.5(b)(14) and 29 CFR 29.5(b)(7)

No apprentice shall work without proper or adequate supervision of a qualified journey worker.

For the purpose of these apprenticeship standards, adequate or proper supervision of the apprentice means the apprentice is under the supervision of a fully qualified journey worker Supervisor at all times, who is responsible for making work assignments, providing OJL, and ensuring safety at the worksite.

A numeric ratio of apprentices to journey workers consistent with proper supervision, training, safety, and continuity of employment and applicable provisions in collective bargaining agreements, except where such ratios



are expressly prohibited by the collective bargaining agreements.

The ratio of apprentices to journey workers will be 1 apprentice to 1 journey worker(s) per job site.

SECTION VII - TERM OF APPRENTICESHIP – 29 CFR 29.5(b)(2)

The term of the Construction Craft Laborer occupation will be approximately two (2) years with an on-the-job learning (OJL) attainment of 4,000 hours supplemented by the required hours of related instruction as stated on the Work Process Schedule and Related Instruction Outline (Appendix A). Full credit will be given for the probationary period.

SECTION VIII - PROBATIONARY PERIOD – 29 CFR 29.5(b)(8) and 29.5(b)(20)

All applicants selected for apprenticeship will serve a probationary period. Applicants in the Construction Craft Laborer apprenticeship will serve a probationary period not less than the 1000 hours of OJL or one-year (1), whichever is shorter.

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 will be reviewed prior to the end of the probationary period. Records may consist of periodic reports regarding progression made in both the OJL and related instruction, and any disciplinary action taken during the probationary period.

Any probationary apprentice evaluated as satisfactory after a review of the probationary period will 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 IX - HOURS OF WORK

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

Apprentices who do not complete the required hours of OJL during a given segment will have the term of that segment extended until the required number of hours of training are accrued.



SECTION X - APPRENTICE WAGE PROGRESSION – 29 CFR 29.5(b)(5)

Apprentices will 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 journey worker status, the JATC will evaluate all progress to determine whether advancement has been earned by satisfactory performance in their OJL and in related instruction courses. In determining whether satisfactory progress has been made, the JATC will be guided by the work experience and related instruction records and reports.

The progressive wage schedule will be an increasing percentage of the journey worker wage rate as established in the CBA. The percentages that will be applied to the applicable journey worker rate are shown on the attached Work Process Schedule and Related Instruction Outline (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 XI - CREDIT FOR PREVIOUS EXPERIENCE – 29 CFR 29.5(b)(12) and 30.4(c)(8)

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. 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 and affidavits to substantiate the claim. Applicants requesting such credit who are selected into the apprenticeship program will 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 will be advanced to the wage rate designated for the period to which such credit accrues. The Registration Agency will be advised of any credit granted and the wage rate to which the apprentice is advanced.

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

SECTION XII - WORK EXPERIENCE – 29 CFR 29.5(b)(3)

During the apprenticeship, the apprentice will receive OJL and related instruction in all phases of the occupation necessary to develop the skill and proficiency of a skilled journey worker. The OJL will be under the direction and guidance of the apprentice's supervisor.



SECTION XIII - RELATED INSTRUCTION – 29 CFR 29.5(b)(4)

During each segment of training each apprentice is required to participate in coursework related to the job as outlined in Appendix A. For the Laborers’ International Union of North America (LIUNA) Construction Craft Laborer (CCL) national apprenticeship standard, the recommended term of apprenticeship will include no less than 150 hours of related instruction for each year of the apprenticeship. Apprentices agree to take such courses as the JATC deems advisable. The JATC will 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 instruction; the apprentice may be required to take an alternate form of instruction that meets the approval of the JATC and Registration Agency.

Apprentices will not be paid for hours spent attending related instruction classes.

Any apprentice who is absent from related instruction classes, unless officially excused, will satisfactorily complete all course work missed before being advanced to the next period of training. In cases of failure of an apprentice to fulfill the obligations regarding related instruction (or OJL) without due cause, the JATC will 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 will be closely correlated with the practical experience and training received on the job. The JATC will monitor and document the apprentice’s progress in related instruction classes.

The JATC will secure competent instructors whose knowledge, experience, and ability to teach will be carefully examined and monitored. Apprentice instructors must meet their State Department of Education’s requirements for vocational-technical instructor or be a subject matter expert and be credentialed as an instructor through LIUNA Training and Education Fund (LIUNA Training).

If applicable, when possible, the JATC may require the instructors to attend the LIUNA Training Annual Instructor Conference (AIC) and other necessary training required by the JATC. The JATC will require instructors to maintain their LIUNA Training Instructor credential.

SECTION XIV - SAFETY AND HEALTH TRAINING – 29 CFR 29.5(b)(9)

All apprentices will receive instruction in safe and healthful work practices both on-the-job and in related instruction that are in compliance with the Occupational Safety and Health Standards promulgated by the Secretary of Labor under 29 U.S.C. 651 et seq., as amended, dated December 29, 1970, and subsequent amendments to that law, or State Standards that have been found to be at least as effective as the Federal Standards.

Apprentices will 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 to ensure their own safety and that of their fellow workers.



SECTION XV - MAINTENANCE OF RECORDS – 29 CFR §§ 29.5(b)(6), 29.5(b)(23), and 30.8

The JATC is responsible for maintaining, at a minimum, the following records:

- summary of the qualifications of each applicant;
- basis for evaluation and for selection or rejection of each applicant;
- records pertaining to interview;
- the original application;
- records of each apprentice's OJL;
- related instruction reviews and evaluations;
- progress evaluations;
- record of job assignments, promotions, demotions, layoffs, or terminations, rates of pay; and
- any other actions pertaining to the apprenticeship

The JATC will also maintain all records relating to apprenticeship applications (whether selected or not), including, but not limited to, the sponsor's outreach, recruitment, interview, and selection process. Such records will clearly identify minority and female (minority and nonminority) applicants and must include, among other things, the basis for evaluation and for selection or rejection of each applicant. For a complete list of records that each sponsor is required to maintain under 29 CFR § 30, please refer to 29 CFR § 30.8.

All such records are the property of the JATC and will be maintained for a period of 5 years from the date of last action. They will be made available to the Registration Agency upon request.

SECTION XVI - CERTIFICATE OF COMPLETION OF APPRENTICESHIP – 29 CFR § 29.5(b)(15)

Upon satisfactory completion of the requirements of the apprenticeship program as established in these Standards, the JATC will 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 will be accompanied by the appropriate documentation for both the OJL and the related instruction as may be required by the Registration Agency.

SECTION XVII - NOTICE TO REGISTRATION AGENCY – 29 CFR 29.3(d), 29.3(e), and 29.5(b)(19)

The Registration Agency must be notified within 45 days of any apprentice action - e.g., registered, reinstated, extended, modified, granted credit, completed, transferred, suspended, canceled - and a statement of the reasons therefor.

SECTION XVIII - REGISTRATION, CANCELLATION, AND DEREGISTRATION – 29 CFR 29.5(b)(18), 29.8(a)(2), and 29.8(b)(8)

These 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 Southern Idaho Laborers JATC reserves the right to discontinue at any time the apprenticeship program set forth herein. The Registration Agency will be notified promptly in writing of any decision to cancel the program.



Deregistration of these Standards 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 29.8.

SECTION XIX - AMENDMENTS AND MODIFICATIONS – 29 CFR 29.5(b)(18)

These standards may be amended or modified at any time by the JATC provided that no amendment or modification adopted will alter any apprenticeship agreement in force at the time without the consent of all parties. Such amendment or modification will 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 XX - ADJUSTING DIFFERENCES; COMPLAINT PROCEDURE – 29 CFR 29.5(b)(22), 29.7(k), and 30.11

The JATC will have full authority to supervise the enforcement of these 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 their 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:

29 CFR § 29.7(k)

For issues regarding wages, hours, working conditions, and other issues covered by the CBA, apprentices may seek resolution through the applicable Grievance and Arbitration procedures contained in the Articles of the CBA.

The JATC will hear and resolve 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 will 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 these Standards over which differences occur. The name and address of the appropriate authority to receive, process and make disposition of complaints is:

Local Laborers Union 155
Dave Dillon
465 W 17th St, Idaho Falls, ID 83402
Phone: (208) 529-0191



29 CFR § 30.11

Any apprentice or applicant for apprenticeship who believes that they have 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 their 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 program sponsor (if applicable).

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 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 Registration Agency 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 Registration Agency for good cause shown.

Complaints of discrimination in the apprenticeship program 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 XXI - TRANSFER OF AN APPRENTICE AND TRAINING OBLIGATION – 29 CFR 29.5(13)

The transfer of an apprentice between apprenticeship programs and within an apprenticeship program must be based on agreement between the apprentice and the affected JATC, and must comply with the following requirements:

1. The transferring apprentice must be provided a transcript of related instruction and on-the-job learning by the JATC;
2. Transfer must be to the same occupation; and
3. A new apprenticeship agreement must be executed when the transfer occurs between the JATCs.

If the JATC is unable to fulfill their training obligation due to lack of work or failure to conform to these Standards the JATC will make every effort to refer the apprentice with their consent to another employer, Registration Agency or One Stop for placement into another registered apprenticeship program. This will provide the apprentice an opportunity for continuous employment and completion of their apprenticeship program. The apprentice must receive credit from the new employer for the training already satisfactorily completed.



SECTION XXII - RESPONSIBILITIES OF THE APPRENTICE

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

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 occupation and other pertinent duties assigned by the JATC and the employer in accordance with the provisions of these Standards.
- B. Respect the property of the employer and abide by the working rules and regulations of the employer, union and the JATC
- C. Attend and satisfactorily complete the required hours in the OJL and in related instruction in subjects related to the occupation as provided under these Standards.
- D. 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.
- E. Develop and practice safe working habits and work in such a manner as to assure their personal safety and that of other workers.
- F. Work for the employer to whom the apprentice is assigned for the completion of apprenticeship, unless reassigned to another employer or the Apprenticeship Agreement is terminated by the JATC.

SECTION XXIII - TECHNICAL ASSISTANCE

Technical assistance, such as that from the U.S. Department of Labor's Office of Apprenticeship, recognized state apprenticeship agencies, and vocational schools, may be requested to advise the JATC.

The JATC is encouraged to invite representatives from industry, education, business, private organizations, and public agencies to provide consultation and advice for the successful operation of its training program.

SECTION XXIV - COLLECTIVE BARGAINING AGREEMENT (CBA) – 29 CFR 29.11

Nothing in this part or in any apprenticeship agreement will operate to invalidate:

- A. Any apprenticeship provision in any collective bargaining agreement between employers and employees establishing higher apprenticeship standards; or
- B. Any special provision for veterans, minority persons, or women in the standards, apprentice qualifications or operation of the program, or in the apprenticeship agreement, which is not otherwise prohibited by law, Executive Order, or authorized regulation.



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SECTION XXV - CONFORMANCE WITH FEDERAL LAWS AND REGULATIONS

No Section of these Standards of Apprenticeship shall be construed as permitting violation of any Federal Law or Regulation.

SECTION XXVI - OFFICIAL ADOPTION OF APPRENTICESHIP STANDARDS

The SOUTHERN IDAHO LABORERS JATC hereby adopts these Standards of Apprenticeship on this 10th Day of May, 2021

Signature of Management

Mark Beck

Printed Name

Signature of Labor

Jeff Gritz

Printed Name



SECTION XXIV - DEFINITIONS

Some of these definitions may not apply to all registered apprenticeship programs – employers may add or delete definitions depending on their needs.

APPRENTICE: Any individual employed by the employer meeting the qualifications described in the standards of apprenticeship who has signed an apprenticeship agreement with the local sponsor providing for training and related instruction under these standards and who registers with the Registration Agency.

APPRENTICE ELECTRONIC REGISTRATION (AER): An electronic tool that allows for instantaneous transmission of apprentice data for more efficient registration of apprentices and provides program sponsors with a faster turnaround on their submissions and access to their apprenticeship program data.

APPRENTICESHIP AGREEMENT: The written agreement between the apprentice and the sponsor setting forth the responsibilities and obligations of all parties to the apprenticeship agreement with respect to the apprentice's employment and training under these standards. Each apprenticeship agreement must be registered with the Registration Agency.

CERTIFICATE OF COMPLETION OF APPRENTICESHIP: The credential issued by the Registration Agency to those registered apprentices certified and documented as having successfully completed the apprentice training requirements outlined in these standards of apprenticeship.

COLLECTIVE BARGAINING AGREEMENT: The negotiated agreement between the Union and signatory employer that sets forth the terms and conditions of employment.

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

EMPLOYER: Any person or organization employing an apprentice, whether or not such person or organization is a party to an apprenticeship agreement with the apprentice. A person, business, or company signatory to this sponsor's standards that is responsible for providing hours of work, supervision, wages, and/or benefits to apprentices in its employ as registered under these standards.

JOINT APPRENTICESHIP AND TRAINING COMMITTEE (JATC): A JATC is composed of an equal number of representatives of the employer(s) and of the employees represented by a bona fide collective bargaining agent(s).

JOURNEY WORKER: A worker who has attained a level of skills, abilities, and competencies recognized within an industry as mastery of the skills and competencies required for the occupation. The term may also refer to a mentor, technician, specialist, or other skilled worker who has documented sufficient skills and knowledge of an occupation, either through formal apprenticeship or through practical on-the-job experience and formal training.

ON-THE-JOB LEARNING (OJL): Tasks learned on-the-job in which the apprentice must become proficient before a completion certificate is awarded. The learning must be through structured, supervised work experience.

PROGRAM SPONSOR: The local JATC 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.



Appendix -B-

**WORK PROCESS SCHEDULE
CONSTRUCTION CRAFT LABORER
O*NET-SOC CODE: 47-2061.00 RAPIDS CODE: 0661R**

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

1. TYPE OF OCCUPATION

Time-based Competency-based Hybrid

2. TERM OF APPRENTICESHIP

The term of the occupation shall be approximately two years with an on-the-job learning (OJL) attainment of 4000 hours supplemented by 360 hours of related instruction.

3. RATIO OF APPRENTICES TO JOURNEY WORKERS

The apprentice to journey worker ratio outlined in the Collective Bargaining Agreement is: 1 Apprentices (s) to 1 journey worker(s).

4. APPRENTICE WAGE SCHEDULE

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

APPRENTICE WAGE SCHEDULE

Term	Period 1	Period 2	Period 3	Period 4
(Hours/Weeks/Months)	0-999 Hours	1000 Hours	2000 Hours	3000 Hours
Percent/Dollar Amount	60%	70%	80%	90%

Current journey worker Wage Rate: \$33.63 per hour.

5. WORK PROCESS SCHEDULE (See attached Work Process Schedule)

The JATC may modify the work processes to meet local needs prior to submitting these Standards to the U.S. Department of Labor, Office of Apprenticeship

6. RELATED INSTRUCTION OUTLINE (See attached Related Instruction Outline)



Appendix -B-

**WORK PROCESS SCHEDULE
CONSTRUCTION CRAFT LABORER
O*NET-SOC CODE: 47-2061.00 RAPIDS CODE: 0661R**

This trade schedule supplement, work process, is attached to and a part of the Apprenticeship Standards for the above identified occupation. During the term of apprenticeship, the Apprentice shall receive such instruction and experience, in all branches of the occupation, as is necessary to develop a practical and versatile worker. Major processes in which Apprentices will be trained (although not necessarily in the order listed) and approximate hours (not necessarily continuous) to be spent in each are as follows:

Work Process **Approximate Hours**

CCL Core Work Experience Schedule 2000 Hours

Apprentices will gain a minimum of 2,000 hours of experience in the core work skills to produce a strong foundation necessary to move forward within the Laborers' trade.

CORE WORK SKILLS

Site preparation, layout, cleanup, and security	400
Use and understand basic blueprint symbols and views	25
Recognize, secure and maintain job site safety	500
Identify and work safely around environmental hazards	25
Erect, dismantle, maintain and work from scaffold or lifts.....	100
Operate and maintain hand and power tools	300
Operate and maintain equipment as required by the job	125
Identify, estimate, move, supply, stock, and store materials	500
Use appropriate hand signals.....	25

CCL Areas of Concentration Work Experience Schedule2000 hours

In addition to completion of the 2,000 hours of OJT CCL in Core Work Experience, apprentices must complete an additional 2,000 hours of OJT in CCL Areas of Concentration.

1. Building Construction

CCL activities in association with the construction of buildings, and the maintenance of existing buildings such as industrial plants, schools, hotels, stores, high-rise structures, etc.

2. Heavy/Highway and Utility Construction

CCL activities in association with the construction of infrastructure such as roads, railroads, bridges, locks, dams, and utility installation.



Appendix -B-

WORK PROCESS SCHEDULE

CONSTRUCTION CRAFT LABORER

O*NET-SOC CODE: 47-2061.00 RAPIDS CODE: 0661R

3. **Masonry**

CCL activities in association with masonry construction. Types of projects include, but are not limited to, new construction, renovation, and refractory work. Basic trade requirements include: estimation, preparation, and delivery of all materials.

4. **Demolition and Deconstruction**

CCL activities in association with the demolition or deconstruction of buildings and other structures.

5. **Pipeline**

CCL activities in association with the construction and maintenance of gas, oil, and other material pipelines.

6. **Tunneling**

CCL activities in association with tunneling or in compression chambers.

7. **Environmental Remediation**

CCL activities in association with the remediation of areas, buildings and materials contaminated with chemical, biological, and physical hazards.

8. **Landscaping**

CCL activities in association with landscape work in commercial applications.

TOTAL CCL OJL Hours 4,000



Appendix -B-

**RELATED INSTRUCTION OUTLINE
CONSTRUCTION CRAFT LABORER**

O*NET-SOC CODE: 47-2061.00 RAPIDS CODE: 0661R

CORE CURRICULUM:

Blue Print Reading	40
General Construction (including Craft Orientation, First Aid/CPR, OSHA 10, Flagger/ Traffic Control, Fall Protection, Hazard Communication and Scaffold Use)	80
Construction Math.....	40
General Construction III (includes Confined Space Awareness and Respiratory Protection)	40

SUBTOTAL..... 200

SPECIFIC SKILLS ELECTIVE CURRICULUM *

Aerial Lift Training.....	16
Asbestos Abatement.....	40
Asphalt.....	40
Basic Concrete Part I.....	40
Basic Concrete Part II.....	40
Concrete Cutting and Coring.....	40
Concrete Repair.....	40
Cutting and Burning.....	24
Demolition/ Deconstruction.....	40
Fire Watch	4
Introduction to Construction Supervision.....	40
Forklift Safety	24
Grade Checking/ Line and Grade Part I.....	40
Grade Checking/ Line and Grade Part II.....	40
Hazardous Waste Worker Part I.....	40
Hazardous Waste Part II.....	40
Landscaping Part I	40
Landscaping Part II	40
Lead Abatement.....	40
Level and transit.....	40
Mason Tending Part I	40
Mason Tending Part II	40
Microbial Remediation.....	24



Appendix -B-

**RELATED INSTRUCTION OUTLINE
CONSTRUCTION CRAFT LABORER
O*NET-SOC CODE: 47-2061.00 RAPIDS CODE: 0661R**

Permit Required Confined Space	24
Pipe Laying Part I	40
Pipe Laying Part II	40
Pipeline Safety	40
Radiation Remediation	24
Rigging and Signaling	40
Rough Terrain Forklift	24
Scaffold Builder Part I	40
Scaffold Builder Part II	40
Shotcrete	80
Tunnel Worker	80
Drilling	80
Underground Storage Tank Removal	32
SUBTOTAL	160
TOTAL	360

*To complete the program the apprentice must complete a minimum of 360 total hours of related training.



Appendix -B-

RELATED INSTRUCTION OUTLINE

Occupation Title

O*NET-SOC CODE: RAPIDS CODE:

SOURCE OF INSTRUCTION:

DELIVERY SYSTEM: CLASSROOM _____, ON-LINE____, OTHER:

TOTAL HOURS OF INSTRUCTION: _____ Total Hours

(List of courses with approximate hours of instruction)