

# STANDARDS OF APPRENTICESHIP

DEVELOPED BY

**Tile Laying Industry Local 18 JATC  
FOR**

**THE OCCUPATIONS OF:**

<u>CRAFT</u>	<u>D.OT. CODE</u>
Tile Setter	861.381.054
Tile Finisher	861.644.018
Terrazzo Worker	861.381.046
Terrazzo Finisher	861.644.014
Marble Finisher	861.664.010

APPROVED BY



DEVELOPED IN COOPERATION WITH THE  
U. S. DEPARTMENT OF LABOR  
OFFICE OF APPRENTICESHIP

APPROVED BY \_\_\_\_\_  
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## **FOREWORD**

The International Masonry Institute recognizes the need for structured training programs to maintain the high level of skill and competence demanded in the Masonry industry. (Terrazzo Worker, Tile Setter, Tile Finisher, Terrazzo Finisher, Marble Finisher).

Registered apprenticeship is the most practical and sound training system available to meet that need, to develop individuals into skilled journeymen, and to ensure industry an adequate supply of skilled workers.

## **DEFINITIONS**

The following definitions apply to terms and acronyms commonly used throughout this document.

**APPRENTICE:** An individual meeting the qualifications described in the Standards of Apprenticeship who has signed an Apprenticeship Agreement with the 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, acting as agent for the employer, 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.

**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

**APPRENTICESHIP TRAINING COORDINATOR:** Person or persons designated to administer the duties outlined in these Standards of Apprenticeship.

**APPRENTICESHIP TRAINING DIRECTOR:** In larger JATC areas, a Director may be appointed to oversee one or more Apprenticeship Training Coordinators.

**CBA:** Collective Bargaining Agreement

**CERTIFICATION OF NATIONAL GUIDELINE STANDARDS:** A set of apprenticeship standards developed by a national committee or organization, joint or unilateral for policy or guideline use by local affiliates, as substantially conforming to the standards of apprenticeship set forth in Title 29, CFR Part 29.

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

**CFR:** Code of Federal Regulations.

**CRAFTWORKER, CRAFTSMAN, JOURNEYWORKER, JOURNEYMAN:** Various designations for the proficiency level of an individual (non-gender based) who has sufficient skill and knowledge of a trade, craft or occupation, either through formal apprenticeship or through practical on-the-job experience, to be recognized by an industry as being fully qualified to perform the work of the trade, craft or occupation.

**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 required 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 member of the International Council of Employers or any other contractors having an agreement with the International Union of Bricklayers and Allied Craftworkers, and/or its affiliates.

**INTERNATIONAL COUNCIL OF EMPLOYERS OF BRICKLAYERS AND ALLIED CRAFTWORKERS (ICE):** An employer group comprised of contractors signatory to the Collective Bargaining Agreement and are members of the IMI.

**INTERNATIONAL MASONRY INSTITUTE (IMI):** The IMI is a joint trust of the 97,000 member International Union of Bricklayers and Allied Craftworkers, (BAC), and the signatory contractors who employ its members.

**INTERNATIONAL UNION OF BRICKLAYERS AND ALLIED CRAFTWORKERS:** Referred to throughout this document as **(BAC)**.

**JOINT APPRENTICESHIP AND TRAINING COMMITTEE (JATC):** A Joint Apprenticeship Committee comprised of an equal number of representatives appointed by the Union and by the Employer in whose name these Standards of Apprenticeship will be registered.

**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 the 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 Joint Apprenticeship and Training Committee (JATC) in whose name the local Standards of Apprenticeship will be registered, and which will have the full responsibility for administration and operation of the apprenticeship program.

**REGISTRATION AGENCY:** U.S. Department of Labor, Office of Apprenticeship.

**SIGNATORY CONTRACTOR:** Any member of an association of employers or an employer having an agreement with the International Union of Bricklayers and Allied Craftworkers and/or its affiliates.

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

## **SECTION I - PROGRAM ADMINISTRATION**

The Joint Apprenticeship and Training Committee in whose name these Standards of Apprenticeship are registered shall be composed of an equal number of representatives appointed by the employer and the union.

The JATC shall be responsible for:

- A. Establishing and registering Standards of Apprenticeship with the Registration Agency, and ensuring adherence to them.
- B. Establishing and maintaining rules and requirements governing the policies, administration, supervision, and training of apprentices. The rules and requirements shall be in conformity with the Collective Bargaining Agreement and with these Apprenticeship Standards. A copy of such rules and requirements, and any changes to them, shall be provided to the Registration Agency and the apprentice.
- C. Determining the need for new apprentices, including when apprenticeship openings will be available and selecting apprentices in accordance with the Selection Procedures attached hereto and made a part of the Apprenticeship Standards.
- D. Initiating and signing all Apprenticeship Agreements for apprentices and forwarding them to the Registration Agency for approval and registration. In addition, the JATC will notify the Registration Agency and other appropriate parties of the cancellation, suspension, extension, reinstatement, or completion of apprentices.
- E. Arranging for apprentices to get the required on-the-job training and related technical instruction that will provide them with the diversity of training delineated in the attached Occupational Schedule and Related Instruction Outline.
- F. Monitoring and evaluating apprentices' progress, including the review of apprentices' records to insure apprentices are fulfilling their responsibilities under the program. The JATC will review, approve and document all apprentice actions including hours, content, progress of training on the job and in related instruction; step progressions; disciplinary actions; poor evaluations; corrective action plans; successful completions; cancellations; and any other performance or attendance related issues.
- G. Hearing and resolving complaints regarding Apprenticeship Agreement violations.
- H. Certifying the apprentice has completed both the required on-the-job training and related technical instruction, and submitting such certification to the Registration Agency with request for issuance of the Certificate of Completion.
- I. Develop, implement and annually review the Affirmative Action Plan and Selection Procedures, updating the Affirmative Action Plan and goals/timetables, and modifying the Affirmative Action Plan and Selection Procedures as a result of the review, when appropriate. Such review will include an analysis of the JATC's success in meeting its goals, the good faith efforts made, and the impact each element of the Affirmative Action Plan and

Selection Procedure had on meeting its goal.

- J. Maintaining all records relating to the recruitment, selection, employment and training of apprentices for a minimum of five years from the last date of action.
- K. Transferring apprentices, when one employer is unable to provide diversified training or fulfill the obligations under the apprenticeship agreement to another employer under the same program, with consent of all parties to the Agreement.
- L. Storing all records and training data on the masonry industry training data system maintained by the International Masonry Institute.

## **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.”

## **SECTION III - AFFIRMATIVE ACTION PLAN 29.5 (b)**

If the employer employs five or more apprentices, the JATC will adopt an Affirmative Action Plan and Selection Procedures as required under Title 29, CFR Part 30. (Appendices E & F)

## **SECTION IV - QUALIFICATIONS FOR APPRENTICESHIP 29.5 (b)(10)**

Applicants shall meet the following minimum qualifications:

### A. Age

All applicants shall be at least seventeen (17) years of age, except an applicant who is sixteen (16) years of age and is participating in a School-to-Registered Apprenticeship Program or equivalent and who otherwise meets all qualifications may be rated and ranked and placed on the pool of eligibles list. JATC’s wishing to register 16 or 17 year olds should make certain that this practice does not conflict with State or local laws and applicable insurance regulations.



B. Education

Shall possess sufficient reading and math comprehension skills to satisfactorily complete the on-the-job training and related technical instruction. A high school diploma or GED equivalency is recommended.

C. Physical

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

**SECTION V - APPRENTICESHIP AGREEMENT 29.5 (b)(11)**

After an applicant for apprenticeship has been selected, but before employment as an apprentice or enrollment in related instruction, the apprentice shall be covered by a written Apprenticeship Agreement (Appendix D) 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.

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. Selected applicants shall sign an acknowledgement that they have reviewed the documents and are willing to abide by them (See Appendix H)

The JATC shall have sufficient copies of the apprenticeship agreement properly completed.

**SECTION VI - SELECTION OF APPRENTICES**

Selection into the apprenticeship program will be in accordance with the Selection Procedures made a part of these Standards. (Appendix F)

**SECTION VII - TERM OF APPRENTICESHIP 29.5 (b)(2)**

The term of apprenticeship shall be a period of reasonably continuous employment, including the probationary period, as stated on the Occupation Schedule (Appendix A).

**SECTION VIII - APPRENTICE WAGE PROGRESSION 29.5 (b)(5)**

Apprentices shall be paid a progressively increasing schedule of wages during their apprenticeship based on the acquisition of increased skill and competence on the job and in related instruction. Before an apprentice is advanced to the next segment of training or to

journeyworker status, the 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 Occupational Schedule for each occupation registered (Appendix A).

## **SECTION IX - HOURS OF WORK**

Apprentices shall generally work the hours that are specified in the Collective Bargaining Agreement except that no apprentice shall be allowed to work overtime if it interferes with attendance in related instruction classes unless approved by the JATC. When an employer is unable to fulfill its obligation under the Apprenticeship Agreement, arrangements will be made for the transfer of an employer's training obligation to another employer under the same program with the consent of the apprentice and the JATC.

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

## **SECTION X - RATIO OF APPRENTICES TO JOURNEYWORKERS 29.5 (b)(7)**

Consistent with proper supervision, training, safety, and continuity of employment throughout the apprenticeship, the ratio of apprentices to journeyworkers is established in the applicable Collective Bargaining Agreement by the JATC. The ratio may be adjusted to meet local needs for skilled craftworkers. This ratio should, however, provide the number of future craftworkers necessary for the future needs of the industry. The maximum ratio shall be one (1) apprentice for every one (1) journeyworker, and no less than one (1) apprentice for every five (5) journeyworkers.

## **SECTION XI - RELATED INSTRUCTION 29.5 (b)(4)**

Each apprentice will be required to participate in related instruction away from the job as specified in the Related Technical Instruction Outline (Appendix C).

A minimum of 144 hours for each year of apprenticeship is recommended. The minimum number of classroom hours per year may change from time to time in order to meet training needs. Such changes must be properly approved by the Registration Agency. Such instruction may be given in a classroom through trade or industrial courses, or by correspondence courses of equivalent value, or other forms of self-study approved by the Registration Agency.

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.

The JATC will secure competent instructors whose knowledge, experience, and ability to teach will be carefully examined and monitored. When possible, the instructors will enroll in the Instructor Certification Program offered by IMI. The JATC shall monitor and document the apprentice's progress in related instruction classes.

#### **SECTION XII - WORK EXPERIENCE 29.5 (b)(3)**

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

#### **SECTION XIII - PROBATIONARY PERIOD 29.5(b)(8),(b)(19)**

The first six (6) months (approximately 1,000 hours) of employment for the apprentice, after signing the Apprenticeship Agreement, shall be the probationary period.

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 towards the term of apprenticeship and they will 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 the Registration Agency of the final action taken.

#### **SECTION XIV - 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 XV - SUPERVISION OF APPRENTICES 29.5 (b)(14)**

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

#### **SECTION XVI - SAFETY AND HEALTH TRAINING 29.5 (b)(9)**

- A. All apprentices shall receive instruction in safe and healthful work practices both on-the-job and in related technical instruction that are in compliance with the Occupational Safety and Health Standards promulgated by the Secretary of Labor under Public Law 91-596, dated December 29, 1970, and subsequent amendments to the Public Law, or State Standards that have been found to be at least as effective as the Federal Standards (or insert any State or local requirements).
- B. The JATC will offer the following Safety courses in their related training classes:
  - X OSHA 1926 Construction Safety Outreach
  - X Scaffold User Safety Training
  - X Sexual Harassment Trainig
  - X Forklift Training
  - X Red Cross CPR
  - X Red Cross First Aid

Check all boxes that are applicable.

## **SECTION XVII - TRANSFER OF TRAINING OBLIGATION 29.5(b)(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 obligations due to lack of work or failure to conform to the Standards of Apprenticeship, the JATC will move the affected apprentices to other participating employers.

## **SECTION XVIII - RESPONSIBILITIES OF APPRENTICES**

During the term of an apprenticeship, the apprentice shall:

- A. Perform diligently and faithfully the work of the occupation and such other duties as may be assigned in accordance with the Standards.
- B. Respect the property of the employer and abide by the working rules and regulations of the employer, the local union, and the JATC.
- C. Attend and satisfactorily complete the required hours of instruction in the on-the-job training and in related technical instruction in subjects related to the job, as provided under these Standards.
- D. Maintain such records of on-the-job training and related technical instruction as required by the JATC.
- E. Develop and practice safe working habits and work in such a manner as to assure his/her personal safety and that of other workers.

## **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 - AMENDMENTS OR MODIFICATIONS 29.5 (b)(17)**

These Standards of Apprenticeship may be amended or modified at any time by the JATC provided that no amendment or modification adopted shall alter any Apprenticeship Agreement in force at the time without the consent of all parties to the Agreement, and provided further that such amendment or modification shall be submitted to the Registration Agency for approval and registration prior to being placed in effect. A copy of each amendment or modification adopted will be furnished to each apprentice to whom the amendment or modification applies.

## **SECTION XXI - ADJUSTING DIFFERENCES/COMPLAINT PROCEDURE 29.5 (b)(21)**

The JATC shall have full authority to supervise the enforcement of these Apprenticeship Standards. The JATC's decision will be final and binding on the employer, the local 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, for which written notification is received within 15 (fifteen) days of violations, concerning the Apprenticeship Agreement and the registered Apprenticeship Standards. The JATC shall make such rulings as it deems necessary in each individual case, and within 30 (thirty) 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:

Wayne McAdam  
9730 E. Garvey Ave.  
So. El Monte, CA. 91733

### **Title 29 CFR 30.11**

Any apprentice or applicant for apprenticeship who believes that he or she has been discriminated against on the basis of race, color, religion, national origin, or sex, with regard to apprenticeship or that the equal opportunity standards with respect to his or her selection have not been followed in the operation of an apprenticeship program, may personally or through an authorized representative, file a complaint with the U. S. Department of Labor or, at the apprentice or applicant's election, with the private review body established by the program sponsor (if applicable).

The complaint shall be in writing and shall be signed by the complainant. It must include the name, address, and telephone number of the person allegedly discriminated against, the program sponsor involved, and a brief description of the circumstances of the failure to apply equal opportunity standards.

The complaint must be filed not later than 180 days from the date of the alleged discrimination or specified failure to follow the equal opportunity standards, and, in the case of the complaints filed directly with the review body 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 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 XXII - RECORDS AND EXAMINATIONS 29.5 (b)(6)**

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

#### **SECTION XXIII - 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. All records shall be stored on the masonry industry training data system maintained by the International Masonry Institute. The records shall be made available on request to the Registration Agency.

#### **SECTION XXIV - 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 XXV - 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 required before implementation of the program.

The JATC reserves the right to discontinue at any time the apprenticeship program set forth herein. Prior to such action, however, the JATC will notify the International Masonry Institute. 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 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 XXVI - COLLECTIVE BARGAINING AGREEMENTS**

No provisions in these Standards of Apprenticeship shall be construed as permitting violation of any applicable local, 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 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 **Tile Laying Industry Local 18 JATC** hereby adopts these Standards of Apprenticeship on this \_\_\_\_\_ day of \_\_\_\_\_, 2007

\_\_\_\_\_  
**SIGNATURE OF JATC CHAIRPERSON**

\_\_\_\_\_  
**Pete Gerber**

\_\_\_\_\_  
**(DATE)**

\_\_\_\_\_  
**SIGNATURE OF JATC SECRETARY**

\_\_\_\_\_  
**Chad Boggio**

\_\_\_\_\_  
**(DATE)**

# **APPENDIX A**

## **OCCUPATIONAL SCHEDULE**

**The International Union of Bricklayers and Allied Craftworkers has jurisdiction over twelve (12) crafts.**

**JATC's will select the following occupational schedules for the crafts that are under their jurisdiction and fill in the information that is applicable to their apprenticeship program:**

- 1. Term of apprenticeship**
- 2. Ratio of apprentices to journeyworkers**
- 3. Apprentice wage scale**
- 4. Schedule of work processes**
- 5. Schedule of related instruction**

**Once this is completed by the JATC, the occupational schedules will become part of the apprenticeship standards submitted to the appropriate Registration Agency for approval.**

## Appendix A

### OCCUPATIONAL SCHEDULE FOR: TILE SETTER

D.O.T. CODE: 861.381-054

O\*NET-SOC CODE: 47-2044.00

#### 1. TERM OF APPRENTICESHIP

The minimum term of this occupation shall be 4 years with an OJT attainment of 8000 hours supplemented by the required hours of related technical instruction.

#### 2. RATIO OF APPRENTICES TO JOURNEYWORKERS

The ratio of apprentices to journeyworkers is established in the applicable Collective Bargaining Agreement, or as agreed to by the JATC.

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

#### 3. APPRENTICE WAGE SCHEDULE

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

##### 4 Year Term Example:

1<sup>st</sup> 6 months + hours – 45 % 5<sup>th</sup> 6 months + hours – 70 %  
2<sup>nd</sup> 6 months + hours – 51 % 6<sup>th</sup> 6 months + hours – 76 %  
3<sup>rd</sup> 6 months + hours – 58 % 7<sup>th</sup> 6 months + hours – 88 %  
4<sup>th</sup> 6 months + hours – 64 % 8<sup>th</sup> 6 months + hours – 94 %

*Current Journeyworker Wage Rate \$ 30.55 per hour.*

#### 4. SCHEDULE OF WORK EXPERIENCE

( See attached Schedule of Work Processes)

The JATC must enter the appropriate number of hours in the work process schedule under either the 3 or 4 year columns, whichever is applicable. Samples of both are provided. 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 Schedule of Related Instruction)

**OCCUPATIONAL SCHEDULE FOR: TILE FINISHER**

**D.O.T. CODE:** 861.664-018

**O\*NET-SOC CODE:** 47-3011.00

**1. TERM OF APPRENTICESHIP**

The minimum term of this occupation is 2 years with an attainment of 4000 supplemented by the required hours of related technical instruction.

**2. RATIO OF APPRENTICES TO JOURNEYWORKERS**

The ratio of apprentices to journeyworkers is established in the applicable Collective Bargaining Agreement, or as agreed to by the JATC.

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

**3. APPRENTICE WAGE SCHEDULE**

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

**2 Year Term Example:**

1<sup>st</sup> 6 months + hours – 59 %    3<sup>rd</sup> 6 months + hours – 85 %  
2<sup>nd</sup> 6 months + hours – 72 %    4<sup>th</sup> 6 months + hours – 96 %

*Current Journeyworker Wage Rate \$ 19.82 per hour.*

**4. SCHEDULE OF WORK EXPERIENCE**

( See attached Schedule of Work Processes)

The JATC must enter the appropriate number of hours in the work process schedule under the 2 year column. A sample is provided. 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 Schedule of Related Instruction)

**OCCUPATIONAL SCHEDULE FOR: TERRAZZO WORKER**

**D.O.T. CODE:** 861.381-046

**O\*NET-SOC CODE:** 47-2053.00

**1. TERM OF APPRENTICESHIP**

The minimum term of this occupation shall be 3 years with an OJT attainment of 6000 hours supplemented by the required hours of related technical instruction. JATC's will identify whether using a 3 or 4 year term depending on their Collective Bargaining Agreement.

**2. RATIO OF APPRENTICES TO JOURNEYWORKERS**

The ratio of apprentices to journeyworkers is established in the applicable Collective Bargaining Agreement, or as agreed to by the JATC.

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

**3. APPRENTICE WAGE SCHEDULE**

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

**3 Year Term Example:**

1<sup>st</sup> 6 months + hours – 50 % 4<sup>th</sup> 6 months + hours – 65 %

2<sup>nd</sup> 6 months + hours – 55 % 5<sup>th</sup> 6 months + hours – 75 %

3<sup>rd</sup> 6 months + hours – 60 % 6<sup>th</sup> 6 months + hours – 80 %

*Current Journeyworker Wage Rate \$ 31.63 per hour.*

**4. SCHEDULE OF WORK EXPERIENCE**

**( See attached Schedule of Work Processes)**

The JATC must enter the appropriate number of hours in the work process schedule under either the 3 or 4 year columns, whichever is applicable. Samples of both are provided. 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 Schedule of Related Instruction)**

**OCCUPATIONAL SCHEDULE FOR: TERRAZZO FINISHER**  
**D.O.T. CODE: 861.664-014                      O\*NET-SOC CODE: 47-2053.00**

**1. TERM OF APPRENTICESHIP**

The minimum term of this occupation is 2 years with an attainment of 3500-4000 supplemented by the required hours of related technical instruction.

**2. RATIO OF APPRENTICES TO JOURNEYWORKERS**

The ratio of apprentices to journeyworkers is established in the applicable Collective Bargaining Agreement, or as agreed to by the JATC.

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

**3. APPRENTICE WAGE SCHEDULE**

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

**2 Year Term Example:**

1<sup>st</sup> 3 months + hours – 50 %    4<sup>th</sup> 3 months + hours – 65 %  
2<sup>nd</sup> 3 months + hours – 55 %    5<sup>th</sup> 6 months + hours – 75 %  
3<sup>rd</sup> 3 months + hours – 60 %    6<sup>th</sup> 6 months + hours – 80 %

*Current Journeyworker Wage Rate \$ 24.54 per hour.*

**4. SCHEDULE OF WORK EXPERIENCE**

( See attached Schedule of Work Processes)

The JATC must enter the appropriate number of hours in the work process schedule under the 2 year column. A sample is provided. 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 Schedule of Related Instruction)

**OCCUPATIONAL SCHEDULE FOR: MARBLE FINISHER**

**D.O.T. CODE:** 861.664-010

**O\*NET-SOC CODE:** 47-3011.00

**1. TERM OF APPRENTICESHIP**

The minimum term of this occupation is 2 years with an attainment of 4000 supplemented by the required hours of related technical instruction.

**2. RATIO OF APPRENTICES TO JOURNEYWORKERS**

The ratio of apprentices to journeyworkers is established in the applicable Collective Bargaining Agreement, or as agreed to by the JATC.

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

**3. APPRENTICE WAGE SCHEDULE**

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

**2 Year Term Example:**

**1<sup>st</sup> 6 months + hours – 59 %    3<sup>rd</sup> 6 months + hours – 85 %  
2<sup>nd</sup> 6 months + hours – 72 %    4<sup>th</sup> 6 months + hours – 96 %**

***Current Journeyworker Wage Rate \$ 19.82 per hour.***

**4. SCHEDULE OF WORK EXPERIENCE**

**( See attached Schedule of Work Processes)**

The JATC must enter the appropriate number of hours in the work process schedule under the 2 year column. A sample is provided. 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 Schedule of Related Instruction)**

## Appendix B

### **SCHEDULE OF WORK PROCESSES FOR TILE SETTER**

**D.O.T.CODE 861.381-054 O\*NET SOC CODE: 47-2044.00**

<b><u>WORK PROCESSES</u></b>	<b><u>3 YR Min</u></b>	<b><u>3 YR Max</u></b>	<b><u>4 YR Min</u></b>	<b><u>4 YR Max</u></b>
Repair and Patch Tile Work	225	300	300	400
Layout Work and Basics	120	160	160	260
Float, Screed, and Scratch Walls as Preparation (Vertical and Horizontal)	780	1,040	1,040	1,440
Install all other types of Substrates (i.e., Blue-Board, Dura-Rock and other Moisture Resistant Back-Up Materials)	525	700	700	1000
Work Walls (Residential and Commercial)	873.75	1,165	1,165	1,400
Prepare and Install Showers and Jambs	476.25	635	635	835
Prepare and Install Countertops, Pullman, and Sinks	300	400	400	565
Prepare and Install Floors and Steps (All Types) including Precast	435	580	580	680
Work Quarry Tile of all Types in all Applications	292.5	390	390	490
Prepare and Install Ceilings	150	200	200	300
Prepare and Install Mantels and Hearths Prepare and Install Swimming Pools, Domes, Arches, and Columns	112.5	150	150	200
Clean, Treat, and Seal Surfaces including Waterproofing and Caulking (All Techniques)	135	180	180	280
Grouting (All Processes)	75	100	100	150
<b>TOTAL HOURS</b>	<b>4500</b>	<b>6000</b>	<b>6000</b>	<b>8000</b>



## **SCHEDULE OF WORK PROCESSES FOR TILE FINISHER**

**D.O.T. CODE 861.664-018 O\*NET SOC CODE: 47-3011.00**

<b>WORK PROCESSES</b>	<b><u>2 YR Min</u></b>	<b><u>2 YR Max</u></b>
<b>Grout and Surface (All Types of Tile and Types of Techniques)</b>	<b>977.5</b>	<b>1,150</b>
<b>Methods of Cutting Tile</b>	<b>322.5</b>	<b>350</b>
<b>Preparation of Walls, Floors and Countertops for Mortar Installation</b>	<b>662.5</b>	<b>750</b>
<b>Mix Mortars, Epoxy Resins and Adhesives</b>	<b>662.5</b>	<b>750</b>
<b>Handle and Move Job-Site Materials from Stockpile to Point of Installation</b>	<b>467.5</b>	<b>550</b>
<b>Clean, Treat, and Seal Surfaces (all Techniques)</b>	<b>365</b>	<b>400</b>
<b>Use/Maintain Tools &amp; Equipment</b>	<b>42.5</b>	<b>50</b>
<b>TOTAL HOURS</b>	<b>3500</b>	<b>4000</b>

## **SCHEDULE OF WORK PROCESSES FOR TERRAZZO WORKER**

**D.O.T. CODE 861.381-046 O\*NET SOC CODE: 47-2053.00**

<b><u>WORK PROCESSES</u></b>	<b><u>3 YR Min</u></b>	<b><u>3 YR Max</u></b>	<b><u>4 YR Min</u></b>	<b><u>4 YR Max</u></b>
Safe Use and Maintenance of Related Trade Tools and Equipment.	262.5	350	350	450
Layout Terrazzo Work, using Necessary Tools and Techniques (Vertical and Horizontal Applications)	525	700	700	900
Preparation of Sub-Surfaces for Terrazzo Installations including Waterproofing (Vertical and Horizontal)	600	800	800	1,000
Install Divider Strips as Job specified (to include Cutting and/or Placing Control Joints)	393.75	525	525	925
Install Horizontal Terrazzo, Cementitious, and Alternate/ Epoxy Resinous Systems (to include, Standard, Venetian, Palladian and Seamless Applications)	637.5	850	850	1,200
Install Vertical Terrazzo, Cementitious and Alternate/ Epoxy Resinous Systems	900	1,200	1,200	1,400
Install Terrazzo Stairs (Treads and Risers)	262.5	350	350	550
Cast and Install, Pre-Cast Terrazzo Elements	300	400	400	500
Patch and Repair Terrazzo	168.75	225	225	325
Machine Grind, Polish, Wash, Seal and Protect Terrazzo	450	600	600	750
<b>TOTAL HOURS</b>	<b>4500</b>	<b>6000</b>	<b>6000</b>	<b>8000</b>

## **SCHEDULE OF WORK PROCESSES FOR TERRAZZO FINISHER**

**D.O.T. CODE 861.664-014 O\*NET SOC CODE: 47-2053.00**

<b>WORK PROCESSES</b>	<b><u>2 YR Min</u></b>	<b><u>2 YR Max</u></b>
Prepare All Types of Sub-Surfaces for Terrazzo	237.5	250
Use and Maintain All Tools of the Trade	170	200
Handle and Move Job-Site Materials from Stockpile to Point of Installation	127.5	150
Float Bed-Sand Cushion, Isolation Membrane Wire Mesh and Screeding Underbed	254.5	270
Install Divider Strips and Glue Divider Strips	170	200
Place Terrazzo Mixture in Panels and Trowel to Top of Strips and Seeding of Additional Chips	373.5	410
Mix Various Types of Mortar and Chips	255	300
Thin-Set Epoxy, Polyester, Polyacrylate, and Other Artificial, Simulated Materials	425	500
Install Seamless Floors	170	200
Clean, Seal, Grout, and Protect Terrazzo	170	200
Install Membrane Over Cracks	51	60
Machine Grind and Polish Acid Wash; and Select and Use Other Polishing Compounds and Methods	968.5	1,110
Apply Stone Aggregate	127.5	150
<b>TOTAL HOURS</b>	<b>3500</b>	<b>4000</b>

## **SCHEDULE OF WORK PROCESSES FOR MARBLE FINISHER**

**D.O.T. CODE 861.664-010 O\*NET SOC CODE: 47-3011.00**

<b><u>WORK PROCESSES</u></b>	<b><u>2 YR</u></b>	<b><u>2 YR Max</u></b>
Use and Maintain Hand and Power Tools	212.5	250
Cutting by Hand and with Power Tools	322.5	350
Face, Fill and Polish	408	480
Prepare Sub-Structure and other Surfaces (Vertical and Horizontal)	340	400
Prepare Marble for Installations (Vertical and Horizontal)	348	380
Mix and Use Setting Materials	161.5	190
Drilling, Anchoring and Plugging Methods Traditional and Modern	152.5	150
Handle and Move Job-Site Materials from Stockpile to Point of Installation	212.5	250
Rigging, Hoisting and Erection	173.75	175
Erecting and Dismantling Scaffolding	148.75	175
Cleaning, Caulking and Grouting Marble	510	600
Patch, Fill, Repair and Restore Materials Use Other Polishing Compounds and Methods	510	600
<b>TOTAL HOURS</b>	<b>3500</b>	<b>4000</b>

# **GUIDELINE SCHEDULE OF RELATED INSTRUCTION**

## **GUIDELINE SCHEDULE OF RELATED INSTRUCTION**

The following is a sample guideline of the related instruction in theory and technical subjects for apprentices in the occupation of (insert occupation here). The minimum number of classroom hours per year may change from time to time in order to meet training needs.

The related instruction classes shall be administered in the classroom, shop and/ or home study, at a time and location scheduled by and under the supervision of the Joint Apprenticeship and Training Committee. The related instruction method selected must be approved by the Registration Agency.

## Appendix C

### RELATED INSTRUCTION FOR TILE SETTER

	<b>1<sup>st</sup></b>	<b>2<sup>nd</sup></b>	<b>3<sup>rd</sup></b>	<b>4<sup>th</sup></b>
Orientation	12			
OSHA Construction Safety 1926 30 hour	30			
CPR / First Aid		16		
Scaffold Safety Qualification	06			
Drugs and Alcohol	04			
Diversity in the Work Place	02			
Materials Safety Data Sheet	01			
Trade and Labor History	24			
Use of Equipment	04			
Mortars and Adhesives	32			
Use of Hand Tools	29			
Cleaning, Sealing and Finishing		24		
Trade Mathematics		48	38	
Blueprint Reading		32	32	104
Layout Methodology		24		
Materials Estimating			34	
Industrial and Labor Relations			24	24
Advanced Topics/ New Technologies			16	16
<b>Total Hours Per Year</b>	<b>144</b>	<b>144</b>	<b>144</b>	<b>144</b>

## RELATED INSTRUCTION FOR TILE FINISHER

	<b>1<sup>st</sup></b>	<b>2<sup>nd</sup></b>
Orientation	12	
OSHA Construction Safety 1926 30 hour	30	
CPR / First Aid		16
Scaffold Safety Qualification	06	
Drugs and Alcohol	04	
Diversity in the Work Place	02	
Materials Safety Data Sheet	01	
Trade and Labor History	24	
Use of Tools and Equipment	04	
Grouting and Caulking	16	
Tile Industry	08	08
Trade Mathematics	37	24
Blueprint Reading		80
Advanced Topics/ New Technologies		16
<b>Total Hours Per Year</b>	<b>144</b>	<b>144</b>

# RELATED INSTRUCTION FOR TERRAZZO WORKER

	1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>	4 <sup>th</sup>
Orientation	12			
OSHA Construction Safety 1926 30 hour	30			
CPR / First Aid		16		
Scaffold Safety Qualification	06			
Drugs and Alcohol	04			
Diversity in the Work Place	02			
Materials Safety Data Sheet	01			
Trade and Labor History	24			
Use of Tools and Equipment	04			
Mortar Mixing/ Bonding materials	13			
Review Terrazzo Industry and Terrazzo Materials Handling	12			
Grouting/ Caulking/ Terrazzo Care	16			
Atypical Terrazzo	20			
Trade Mathematics		48	28	28
Pools		08	40	
Columns		08	36	
Layout Methodology		20		
Fountains		08		
Expansion Joints		04		
Blueprint Reading		32	32	96
Advanced Topics/ New Technologies			08	20
<b>Total Hours Per Year</b>	<b>144</b>	<b>144</b>	<b>144</b>	<b>144</b>



## RELATED INSTRUCTION FOR TERRAZZO FINISHER

	<b>1<sup>st</sup></b>	<b>2<sup>nd</sup></b>
Orientation	12	
OSHA Construction Safety 1926 30 hour	30	
CPR / First Aid		16
Scaffold Safety Qualification	06	
Drugs and Alcohol	04	
Diversity in the Work Place	02	
Materials Safety Data Sheet	01	
Trade and Labor History	24	
Use of Tools and Equipment	04	
Terrazzo Industry	08	08
Mortar Mixing/ Bonding Materials	13	
Terrazzo/ Materials/ Handling	04	
Sub-Surface Preparations	12	
Terrazzo Finishing	24	
Trade Mathematics		48
Blueprint Reading		64
Advanced Topics/ New Technologies		08
<b>Total Hours Per Year</b>	<b>144</b>	<b>144</b>

# RELATED INSTRUCTION FOR MARBLE FINISHER

	1 <sup>st</sup>	2 <sup>nd</sup>
<b>Orientation</b>	<b>12</b>	
OSHA Construction Safety 1926 30 hour	30	
CPR / First Aid		16
Scaffold Safety Qualification	06	
Drugs and Alcohol	04	
Diversity in the Work Place	02	
Materials Safety Data Sheet	01	
Trade and Labor History	24	
Use of Tools and Equipment	01	
Materials Handling	08	
Mortar Mixing/ Bonding Materials	14	
Marble Industry	08	
Marble Patching	08	
Sub-Surface Preparations	14	
Grouting/ Caulking	12	
Trade Mathematics		48
Blueprint Reading		64
Advanced Topics/ New Technologies	08	
<b>Total Hours Per Year</b>	<b>144</b>	<b>144</b>



**Appendix B**

**APPENDIX D**

**APPRENTICESHIP AGREEMENT**

**(Attach Registration Agency Apprenticeship Agreement)**

**APPENDIX E**

**AFFIRMATIVE ACTION PLAN**

**ADOPTED BY**

**Tile Laying Industry Local 18 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**



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

**APPROVED BY** \_\_\_\_\_

**Michael W. Longeuay, Regional Director  
U.S. Department of Labor, Office of Apprenticeship  
90 – 7<sup>th</sup> Street, Suite 17-100  
San Francisco, CA 94103-1516**

## **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 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, or State Apprenticeship Agency.

## **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. A workforce analysis form is attached for each craft registered.

## **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
- Local Schools
- Employment Service Centers
- One Stop Centers
- Vocational Education Schools
- Other Organizations/Centers (which can effectively reach minorities and women)
- Newspapers (which are circulated in the minority community and among women)
- Public Service Announcements (PSAs)

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 local school boards and vocational educational systems to develop programs for preparing students to meet the standards and criteria required to qualify for entry into the apprenticeship program.

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 sponsor'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 pretesting experience and training. In initiating and conducting these programs, 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.    x    Encouraging the establishment and utilization of programs of preapprenticeship, preparatory trade training, or others designed to afford related work experience or prepare applicants 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.    x    Utilizing journey persons to assist in the implementation of affirmative action in the apprenticeship program.
  
- H.    x    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 journeyworkers as recruiters; career counseling; development of reasonable procedures to ensure employment opportunity, including reporting systems, on-site reviews, briefing sessions)

(Identify Action:)

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## **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 effect that 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 for each occupation registered will also be reviewed annually and updated where necessary.

**SECTION VI- OFFICIAL ADOPTION**

**This Affirmative Action Plan is officially adopted by the Tile Laying Industry Local 18 JATC:**

\_\_\_\_\_  
**SIGNATURE (CHAIRPERSON)**

\_\_\_\_\_  
**Pete Gerber**

\_\_\_\_\_  
**(DATE)**

\_\_\_\_\_  
**SIGNATURE (SECRETARY)**

\_\_\_\_\_  
**Chad Boggio**

\_\_\_\_\_  
**(DATE)**

**WORKFORCE ANALYSIS**

For Aims Code: \_\_\_\_\_ Occupational Title: Title

Sponsor Title Laying Industry Local 18 JATC AIMS # \_\_\_\_\_  
Address 9730 e. GARVEY Ave. Phone# 626 329-0850

City South El Monte State CA Zip 91733

Type of selection method used: Ranked List

Labor Market Area: Imperial, Inyo, Kern, Los Angeles, Mono, Orange, Riverside, San Bernardino, San Diego, San Luis Obispo, Santa Barbara and Ventura

**STATISTICAL AREA LABOR FORCE ANALYSIS**

Total Work Force: 11,423,642  
Women: 5,062,116 44.3 % of Work Force  
Minority: 6,882,055 60.24 % of Work Force

**SPONSOR'S STATISTICAL DATA**

Journey Workers: 841

Total Journey Workers:  
Women: 2 0.24 % of Journey Workers  
Minority: 682 81.1 % of Journey Workers

Apprentices: 281

Total Apprentices:  
Women: 2 1.1 % of Apprentices  
Minority: 220 78.3 % of Apprentices

**DETERMINATION OF UTILIZATION**

Minority Underutilization Yes \_\_\_\_\_ No X  
Women Underutilization Yes X No \_\_\_\_\_

**SPONSOR'S GOALS**

The Sponsor agrees to take affirmative action with the goal of selecting 0 % minorities and 8 % 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

Regional Director  
\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

**APPENDIX F**

**QUALIFICATIONS AND SELECTION  
PROCEDURES**

**ADOPTED BY**

**Tile Laying Industry Local 18 JATC**

**DEVELOPED IN COOPERATION WITH THE OFFICE OF APPRENTICESHIP  
U.S. DEPARTMENT OF LABOR**

**APPROVED BY** \_\_\_\_\_

**Michael W. Longeuay, Regional Director  
U.S. Department of Labor, Office of Apprenticeship  
90 – 7<sup>th</sup> Street, Suite 17-100  
San Francisco, CA 94103-1516**

**DATE APPROVED** \_\_\_\_\_

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

## MINIMUM QUALIFICATIONS

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

### A. Age

All applicants shall be at least seventeen (17) years of age, except an applicant who is sixteen (16) years of age and is participating in a School-to-Registered Apprenticeship Program or equivalent and who otherwise meets all qualifications may be rated and ranked and placed on the pool of eligibles list. JATCs wishing to register 16 or 17 year olds should make certain that this practice does not conflict with State or local laws and applicable insurance regulations.

### B. Education

Shall possess sufficient reading and math comprehension skills to satisfactorily complete the on-the-job training and related technical instruction. A high school diploma or GED equivalency is recommended.

### C. Physical

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

## 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, if applicable, shall constitute the completed application.
- E. Completed applications will be checked for minimum qualification. Applicants deficient in one or more qualifications or requirements or making false statements on their

application will be notified in writing of their disqualification. Applicants will also be notified of the appeals right available to them. No further processing of the application will be taken.

- F. Applicants meeting the minimum qualifications and submitting the required documents will be notified where and when to appear for the interview.

## **SELECTION PROCEDURES**

- A. The 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 (Appendix M) taking into account the information on the application, required documents, if applicable, and the judgement 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 phone number.
- F. Selected applicants must respond to the notice of selection within forty-eight (48) hours of notice. If applicants cannot be reached by telephone, their names will be passed and notice sent to their address by "Certified Mail-Return Receipt Requested" to determine if the applicants are still interested. If no response is received in fifteen (15) working days from the written notice, the applicant's name will be removed from the list. Only one certified notice will be mailed.
- G. Qualified applicants remaining on a preceding ranking list will automatically be carried forward on the new ranking list and slotted in wherever their rating score places them for a period of two (2) years, unless the applicant has been removed from the list by their own written request or following failure to respond to an apprentice opening. Applicants who were not placed during the two (2) year period they were on the ranking list will be required to reapply.
- H. During the two-year period, applicants who feel that their qualifications have improved

since their original rating may submit documented evidence of such additional experience or training and request reevaluation and rating at the next regular processing cycle.

- I. Youth who complete a Job Corps training program in any occupation covered in the Apprenticeship Standards, who meet the minimum qualification of the apprenticeship program, may be admitted directly into the program, or if no apprentice opening is available, the Job Corps graduate may be placed at the top of the current applicant ranking list and be given first opportunity for placement. The 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.
- J. 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 qualification are waived.)
- K. An individual who signs an authorization card during an organizing effort - wherein fifty-one percent (51%) or more of the employees have signed authorization cards, whether or not the employer becomes signatory and is an employee of the nonsignatory employer and does not qualify as a journeyworker shall be evaluated and indentured by the 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:
  - a. be employed in the JATC jurisdiction when the authorization card was signed
  - b. have been employed by the employer before the organizational effort commenced
  - c. all employees of the employer must have been offered the opportunity to sign authorization cards and be evaluated
  - d. provide reliable documentation to the JATC to show they were an employee performing work in the masonry industry prior to signing the authorization card

### **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 U.S. Department of Labor or Registration Agency. The

records pertaining to individual applicants, selected or rejected, shall be maintained in such a manner as to permit the identification of minority and female (minority and non-minority) participants.

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



**SECTION VI- OFFICIAL ADOPTION OF SELECTION PROCEDURES**

The foregoing Selection Procedures are hereby officially adopted by the Tile Laying Industry Local 18 JATC.

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**SIGNATURE OF JATC CHAIRPERSON**

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**Pete Gerber**

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**(DATE)**

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**SIGNATURE OF JATC SECRETARY**

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**Chad Boggio**

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**(DATE)**