

# *Standards of Apprenticeship*

DEVELOPED BY



## **IOWA LABORERS'S EDUCATION AND TRAINING FUND JOINT APPRENTICE TRAINING PROGRAM**

5806 Meredith Drive  
Suite C  
Des Moines, IA 50322

FOR THE OCCUPATIONS OF

## **Construction Craft Laborer**

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

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

APPROVED BY

BY \_\_\_\_\_  
DEAN GUIDO  
REGION 5 DIRECTOR, OFFICE OF APPRENTICESHIP

DATE \_\_\_\_\_

**SERVING THE INDUSTRY WITH AN OFFICE OF APPRENTICESHIP (OA) APPROVED PROGRAM**

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## **FOREWORD**

These Iowa Laborers' Education and Training Fund Joint Apprentice Training Program JATC Apprenticeship Standards have as their objective, the training of Construction Craft Laborers skilled in all phases of their industries. The JATC 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 standards recommended by the U S. Department of Labor, Office of Apprenticeship, as a basis from which JATCs can work to establish an apprenticeship training program that meets the particular needs of the area.

## DEFINITIONS

**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 Joint Apprenticeship and Training Committee (JATC) providing for training and related instruction under these Standards, and who is registered with the Registration Agency.

**APPRENTICE ELECTRONIC REGISTRATION (AER):** Is 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 JATC 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 Certificate of Completion of Apprenticeship issued by the Registration Agency to those registered apprentices certified and documented as successfully completing 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.

**ELECTRONIC MEDIA:** Media that utilizes electronic or electromechanical energy for the end user (audience) to access the content; and includes, but is not limited to, electronic storage media, transmission media, the Internet, extranet, lease lines, dial-up lines, private networks, and the physical movement of removable/transportable electronic media and/or interactive distance learning.

**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.

**JOB CORPS CENTERS:** Any of the Federally-funded Job Corps Centers throughout the U.S. and Puerto Rico. Job Corps annually serves approximately 65,000 youth and young adults between 16-24 years of age. Sponsors who wish to hire Job Corps graduates trained in any occupation covered under these Standards, and who meets the minimum qualifications for apprenticeship, may do so via the *Direct Entry* provision described in *Appendix D Selection Procedures*.

**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).

**JOURNEYWORKER:** A worker who has attained a level of skill, abilities and competencies recognized within an industry as having mastered the skills and competencies required for the occupation. (Use of 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.)

**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 uses an 8-digit O\*NET-SOC code. Use of the SOC classification as a basis for the O\*NET codes ensures that O\*NET information can be readily linked to labor market information such as occupational employment and wage data at the national, State, and local levels.

**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.

**PROVISIONAL REGISTRATION:** Means the 1-year initial provisional approval of newly registered programs that meet the required standards for program registration, after which program approval may be made permanent, continued as provisional, or rescinded following a review by the Registration Agency, as provided for in the criteria described in §29.3 (g) and (h).

**REGISTERED APPRENTICESHIP PARTNERS INFORMATION DATA SYSTEM (RAPIDS):** The Federal system which provides for the automated collection, retention, updating, retrieval and summarization of information related to apprentices and apprenticeship programs. <https://www.rapids.doleta.gov>

**REGISTRATION AGENCY:** Means the U.S. Department of Labor, Office of Apprenticeship or a recognized State Apprenticeship Agency that has responsibility for registering apprenticeship programs and apprentices; providing technical assistance; conducting reviews for compliance with Title 29, CFR parts 29 and 30 and quality assurance assessments.

U. S. Department of Labor  
Office of Apprenticeship  
Room 715  
Des Moines, IA 50309

**RELATED INSTRUCTION:** An organized and systematic form of instruction designed to provide the apprentice with the knowledge of the theoretical and technical subjects related to the apprentice's occupation. Such instruction may be given in a classroom, through occupational or industrial courses, or by correspondence courses of equivalent value, electronic media, or other forms of self-study approved by the Registration Agency.

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

**SUPERVISOR OF APPRENTICE(S):** An individual designated by the program sponsor to supervise or have charge and direction of an apprentice.

**TIME-BASED OCCUPATION:** The time-based approach measures skill acquisition through the individual apprentice's completion of at least 2,000 hours of on-the-job learning as described in a work process schedule.

**TRANSFER:** A shift of apprenticeship agreement from one program to another or from one employer within a program to another employer within that same program, where there is agreement between the apprentice and the affected apprenticeship committee or program sponsor.

**UNION:** Means the Laborers' International Union of North America and any of its affiliated Local Unions party to an appropriate labor agreement between the parties.

**YOUTHBUILD U.S.A.:** YouthBuild is a youth and community development program that simultaneously addresses core issues facing low-income communities: housing, education, employment, crime prevention, and leadership development. In YouthBuild programs, low-income young people ages 16-24 work toward their GED or high school diploma, learn job skills and serve their communities by building affordable housing, and transform their own lives and roles in society.

## **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 Local Union president. A minimum of two Union members must be journeyworkers in the occupation covered under this program.
- C. Technical Assistance - such as that from the U.S. Department of Labor, Office of Apprenticeship, Iowa Workforce Development and vocational schools -- may be requested to advise the JATC.

### **Administrative Procedures:**

- A. The JATC will elect a Chairperson and a Secretary, and will determine the time and place of regular meetings which will take place every six (6) months.
- B. The Chairperson and Secretary 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 journeyworkers.
- 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 – Title 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, or sex. The JATC 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 (CFR), part 30, as amended (insert state regulations here, if applicable).

**SECTION III. - AFFIRMATIVE ACTION PLAN – Title 29 CFR 29.5(b)(21) and 30.4**

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

**SECTION IV. - QUALIFICATIONS FOR APPRENTICESHIP – Title 29 CFR 29.5(b)(10) (EXAMPLES)**

Applicants will meet the following minimum qualifications:

- A. Age  
The JATC will establish qualifications regarding minimum age limits. (Applicant must provide evidence of minimum age respecting any applicable State Laws or regulations.) Apprentices must not be less than 18 years of age.
- B. Education  
A high school diploma or Hi-Set equivalency is not required for acceptance into the program, but should be achieved before graduation from the program.  
Applicants must submit a DD-214 to verify military training and/or experience if they are a veteran and wish to receive consideration for such training/experience.
- C. Physical  
Applicants will be physically capable of performing the essential functions of the apprenticeship program, with or without a reasonable accommodation, and without posing a direct threat to the health and safety of the individual or others.  
Applicants will pass a screen for the current illegal use of drugs on acceptance into the program and prior to being employed.

D. Aptitude Test

All applicants must pass each section of the New Entrant Assessment provided by the LIUNA Training and Education Fund.

E. Others

As appropriate.

**SECTION V. - SELECTION OF APPRENTICES – Title 29 CFR 30.5**

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

**SECTION VI. - APPRENTICESHIP AGREEMENT – Title 29 CFR 29.3(d) and (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 (Appendix B) 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 VII. - RATIO OF APPRENTICES TO JOURNEYWORKERS – Title 29 CFR 29.5(b)(7)**

A numeric ratio of apprentices to journeyworkers 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.

A numeric ratio must be inserted prior to state and federal registration at the local levels in accordance with the collective bargaining agreement. The ratio language must be specific and clearly described as to its application on the job site, workforce, department or plant. The numeric ratio of apprentices to journeyworkers will be incorporated into all local standards. i.e. one (1) apprentice to one (1) journeyworker. This ratio should provide the number of Construction Craft Laborers necessary for the future needs of the employer.

**SECTION VIII. - TERM OF APPRENTICESHIP – Title 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 Sample Work Process Schedule and Related Instruction Outline (Appendix A). Full credit will be given for the probationary period.

**SECTION IX. - PROBATIONARY PERIOD – Title 29 CFR 29.5(b)(8), (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.

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 X. - HOURS OF WORK**

Apprentices will generally work the same hours as journeyworkers, 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 XI. - APPRENTICE WAGE PROGRESSION – Title 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 journeyworker 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 journeyworker wage rate as established in the CBA. The percentages that will be applied to the applicable journeyworker rate are shown on the attached Sample 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 XII. - CREDIT FOR PREVIOUS EXPERIENCE – Title 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, 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 XIII. - WORK EXPERIENCE – Title 29 CFR 29.5(b)(3) and 30.8**

During the apprenticeship the apprentice will receive such OJL and related instruction in all phases of the occupation necessary to develop the skill and proficiency of a skilled journeyworker. The OJL will be under the direction and guidance of the supervisor of apprentice(s).

#### **SECTION XIV. - RELATED INSTRUCTION – Title 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.

If applicable, the JATC will inform each apprentice of the availability of college credit through the Registered Apprenticeship College Consortium (RACC) members.

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 XV. - SAFETY AND HEALTH TRAINING – Title 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 XVI. - SUPERVISION OF APPRENTICES – Title 29 CFR 29.5(b)(14)**

The employer will be responsible for the training of the apprentice on the job. Apprentices will be under the general supervision of the employer and under the direct supervision of the journeyworker to whom they are assigned. The supervisor of apprentice(s) designated by the employer will, with the advice and assistance of the JATC, be responsible for; the apprentice’s work assignments, verification 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.

No apprentice will be allowed to work without direct journeyworker supervision.

**SECTION XVII. - RECORDS AND EXAMINATIONS – Title 29 CFR 29.5(b)(6)**

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

Before each period of advancement, or at any other time when conditions warrant, the JATC will evaluate the apprentice's record to determine whether he/she has made satisfactory progress. If an apprentice's related instruction or on-the-job progress is found to be unsatisfactory, the JATC may determine whether the apprentice will continue in a probationary status, or require the apprentice to 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.

**SECTION XVIII. - MAINTENANCE OF RECORDS – Title 29 CFR 29.5(b)(23) and 30.8(e)**

The JATC will 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 will permit identification of minority and female (minority and non-minority) participants. These records will be made available on request to the Registration Agency.

**SECTION XIX. - CERTIFICATE OF COMPLETION OF APPRENTICESHIP – Title 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 XX. - NOTICE TO REGISTRATION AGENCY – Title 29 CFR 29.3(2)(d) and 29.5(b)(19)**

The Registration Agency will be notified within forty-five (45) days of all new apprentices to be registered, credit granted, suspensions for any reason, reinstatements, extensions, modifications, completions, cancellations, and terminations of Apprenticeship Agreements and causes.

**SECTION XXI. - CANCELLATION AND DEREGISTRATION – Title 29 CFR 29.5(b)(18) and 29.8(a)(2)**

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.

Iowa Laborers' Education and Training Fund 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 XXII. - AMENDMENTS OR MODIFICATIONS – Title 29 CFR 29.5(b)(18)**

These Standards may be amended or modified at any time by joint agreement between the Laborers' International Union of North America and the Associated General Contractors of America 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 JATC for approval and will then be submitted to the Registration Agency for approval and registration prior to being placed in effect. A copy of each amendment or modification adopted will be furnished to each apprentice to whom the amendment or modification applies.

**SECTION XXIII. - ADJUSTING DIFFERENCES/COMPLAINT PROCEDURE - Title 29 CFR 29.5(b)(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 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 29.7(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:

G. Lynn Pickard  
Administrator/Director  
5806 Meredith Drive  
Suite C  
Des Moines, IA 50322  
515-270-6965  
lpickard@iowalaborers.com

**Title 29 CFR 30.11**

Any apprentice or applicant for apprenticeship who believes that he/she has been discriminated against on the basis of race, color, religion, national origin, or sex, with regard to apprenticeship or that the equal opportunity standards with respect to his/her selection have not been followed in the operation of an apprenticeship program, may personally or through an authorized representative, file a complaint with the Registration Agency or, at the apprentice or applicant's election, with the private review body established by the 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 XXIV. - COLLECTIVE BARGAINING AGREEMENT (CBA) – Title 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.

#### **SECTION XXV. - TRANSFER OF AN APPRENTICE AND TRAINING OBLIGATION – Title 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 his/her 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 his/her 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 XXVI. - 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 his/her 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. Apprentices may not voluntarily quit to go to another contractor.
- G. Apprentices must attend regularly scheduled Union Meetings (unless authorized absence is approved prior to the meeting from the JATC (or its designee). Apprentices will receive credit hours for attendance.
- H. Apprentices must keep their monthly dues current to remain in good standing. If an apprentice goes suspended from the Local Union, the JATC has the right to terminate the agreement with the apprentice.
- I.

#### **SECTION XXVII. – TECHNICAL ASSISTANCE**

Technical Assistance such as that from the U.S. Department of Labor, Office of Apprenticeship, Iowa Workforce Development and vocational schools—may be requested to advise the JATC.

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

**SECTION XXVIII.- OFFICIAL ADOPTION OF APPRENTICESHIP STANDARDS:**

The Iowa Laborers' Education and Training Fund JATC hereby adopt these Standards of Apprenticeship on this \_\_\_\_\_ day of \_\_\_\_\_, 2015.

\_\_\_\_\_  
Chairman

\_\_\_\_\_  
Secretary

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Printed Name

The Laborers' International Union of North America and the Associated General Contractors of America hereby adopt these Standards of Apprenticeship on this \_\_\_\_\_ Day of \_\_\_\_\_, 2015.

**Appendix A**

**Work Process Schedule  
Construction Craft Laborer (CCL)  
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. TERM OF APPRENTICESHIP**

The term of the occupation shall be 4000 hours of an on-the-job learning (OJL) attainment supplemented by 300 hours of related instruction.

**2. RATIO OF APPRENTICES TO JOURNEYWORKERS**

A numeric ratio of apprentices to journeyworkers 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.

A numeric ratio must be inserted prior to state and federal registration at the local levels in accordance with the collective bargaining agreement. The ratio language must be specific and clearly described as to its application on the job site, workforce, department or plant. The numeric ratio of apprentices to journeyworkers will be incorporated into all local standards. i.e. one (1) apprentice to one (1) journeyworker. This ratio should provide the number of Construction Craft Laborers necessary for the future needs of the employer.

**3. APPRENTICE WAGE SCHEDULE**

Apprentices shall be paid a progressively increasing schedule of wages based on the CBA

<u>Period</u>	<u>Hours</u>	<u>Training</u>	<u>% of the Journeyman rate</u>
Apprentice I – P	0-1000	75	75%
Apprentice II	1001-2000	75	80%
Apprentice III	2001-3000	75	85%
Apprentice IV	3001-4000	75	90%

**4. SCHEDULE OF WORK EXPERIENCE (Appendix A)**

JATCs may modify the work experience to meet local industry, employer and/or labor needs prior to submitting these Standards to the appropriate Registration Agency for approval. All apprentices without documented proof of experience will attain a minimum total of 4000 hours of OJL. This total will consist of a minimum 2000 OJL hours for CCL core work experience and a minimum of 2000 OJL hours in one or more CCL areas of concentration. The CCL areas of concentration will be determined by the JATC assessment of industry, employer and/or labor needs.

**5. SCHEDULE OF RELATED INSTRUCTION (Appendix B)**

All apprentices will complete a minimum total of 300 hours of related training. This total will consist of a minimum 175 hours of related instruction for CCL core skills, and a minimum 125 hours of related instruction for CCL areas of concentration. JATCs may modify the related instruction to meet local industry; employer and/or labor needs prior to submitting these Standards to the appropriate Registration Agency for approval, but total training hour requirements will remain the same.



## **WORK EXPERIENCE AND RELATED TRAINING – PREFACE**

The CCL works in a high performance driven industry, on a wide variety of jobs. CCLs build, renovate and demolish structures such as high rises, power plants, shopping centers, office complexes, and medical facilities; build, renovate and demolish infrastructure such as roads, bridges, locks, dams and tunnels; build, renovate and demolish utilities including pipelines, treatment plants and delivery systems, power generation and distribution facilities and telecommunications; CCLs build, maintain, repair, renovate and demolish parks, recreation areas, and cemeteries; and CCLs remediate several kinds of hazardous materials including hazardous waste, asbestos and lead.

CCLs perform many tasks on these projects, including clearing for roads and buildings; installing water and sewer lines; placing concrete and asphalt; building and maintaining scaffolding; operating equipment; mixing concrete, plaster and mortar; cutting and burning metal; surveying and measuring; signaling, hoisting and rigging loads; digging, planting, trimming and maintaining shrubbery and trees; installing, maintaining and expanding fencing; and estimating, preparing, stocking and supplying materials to other trades.

To perform these tasks, CCLs operate a variety of equipment including chainsaws, soil compactors, compressors and pneumatic tools; a variety of mixers for concrete and masonry work; oxy-fuel and plasma arc cutting equipment; mechanical hoists, rough terrain forklifts, skid steers, aerial lifts, survey equipment including GPS and Total Station; and a large number of hand and power tools. In general, the skills used by CCLs represent competencies in managing and understanding resources, information technology systems, and interpersonal relations.

This variety of skill sets has defined the Laborers' International Union of North America (LIUNA) and the Laborers' trade since 1903. Over the years, in partnership with employers on local, state and national levels LIUNA established world-class, labor-management training funds. In 1994, LIUNA established and received Federal DOL OA approval for the first national CCL apprenticeship program.

LIUNA is known as the first trade on the job and the last trade to leave a project. CCLs possess a wide range of skill sets that cut across a variety of industries. As an example, a Laborer could be dispatched to a concrete crew working on a new high-rise in the building industry, only to be placed three (3) months later on a pipe crew working on a drainage system associated with highway industry.

At the same time, especially in larger metropolitan areas, generations of Laborers have spent entire careers in one "concentration" within the industry. For example, many Laborers find career-long employment building scaffolding, mixing mortar, tending masons, and running rough terrain forklifts for masonry contractors.

Employers, faced with challenges in technology, economy and regulations, look to apprenticeship to stabilize an already diminishing workforce. As a result employers are reluctant to displace apprentices after investing both time and resources in their professional development. Mobility of apprentices is further hindered by downturns in the construction industry as a whole or in individual industry concentrations. When jobs are scarce, any apprentice is fortunate to be employed much less have the ability to move from project to project.

Lastly, a key component of any apprenticeship program is the availability to access training opportunities before during and, more importantly, after an apprenticeship program. A life-long learning and training structure must be in place to ensure ongoing education and employment skills development. As apprentices move from foundational knowledge and skills to journeyworker status, training and education programs must be available to provide career pathways.

In an effort to address these issues, LIUNA through their international training organization, sought industry wide input of employers, labor, training and agency representatives to create a flexible structure that benefits the employer, labor, industry and most importantly the worker. As a result LIUNA's CCL Apprenticeship Program combines work experience and related instruction reflective of job site practices and is reactive to changes in the economy.

### **The CCL Apprenticeship Program Overview**

LIUNA's CCL Apprenticeship Program consists of a minimum of 4000 hours of OJL and a minimum of 300 hours of Related Instruction. The program is divided into two (2) parts: completion of 2000 hours of OJL in core skills

and 175 hours of related training; and completion of 2000 hours of OJL in one or more areas of concentration and 125 hours of related training.

**Part 1:** All CCL apprentices will attain a set of core work competencies that will provide a foundation for movement through one or more areas of concentrations. The CCL Core Work Experience will consist of 2000 hours of OJL and a minimum of 175 hours of Related Instruction.

**Part 2:** In addition to completing the CCL core competency requirements, apprentices will be placed into one or more areas of concentration that span the construction and/or environmental remediation industries. The CCL apprenticeship program has defined eight (8) areas of concentration as potential pathways: Building Construction, Heavy/Highway and Utility Construction, Pipeline, Tunneling, Environmental Remediation, Masonry, Deconstruction/Demolition, and Landscaping. Placement in one or more areas of concentration will be dependent upon local need. The CCL Area of Concentration Work Experience will consist of 2000 hours of OJL and a minimum of 125 hours of Related Instruction.

Apprentices will have two (2) options to successfully complete the 2000 hours OJL requirement under the CCL Area of Concentration Work Experience.

**Option 1:** An apprentice will be placed into one area of concentration, completing a minimum of 2000 hours of OJL for the skills listed in that one concentration.

*Example* – The apprentice, based on local need, is placed in the Pipeline concentration. The apprentice satisfies 2000 hours of OJL and 175 hours of related training under the core requirements and 2000 hours of OJL and 125 hours of related training in the Pipeline concentration to gain the CCL required 4000 hours of OJL and 300 hours of related training.

**Option 2:** An apprentice will be placed into two or more areas of concentration. OJL hour requirements for this path are calculated by dividing 2000 hours by the number of concentrations in which the apprentice is placed.

*Example* – The apprentice successfully completes the CCL core required 2000 hours of OJL and 175 hours of related training. The apprentice, based on local need, is placed in two (2) areas of concentration: Building Construction and Deconstruction/Demolition. The apprentice must complete 1000 hours of OJL for each of the two (2) concentrations for a total of 2000 OJL, and 125 hours of related training.

The division of hours is as follows: two (2) concentrations require 1000 OJL hours each; three (3) concentrations require 667 OJL hours each; four (4) concentrations require 500 OJL hours each; five (5) concentrations require 400 OJL hours each; six (6) concentrations require 334 OJL hours each; seven (7) concentrations require 286 OJL hours each; and eight (8) concentrations areas require 250 OJL hours each.

The following schedule is an example of work experience and knowledge needed to become a skilled, safe and productive CCL journeyworker. Appendix A – Schedule of Work Experience is divided into two schedules: CCL Core Work Experience and CCL Area of Concentration Work Experience.

## APPENDIX A -SCHEDULE OF WORK EXPERIENCE

### CCL Core Work Experience Schedule

Minimum 2000 Hours

Apprentices will gain a minimum of 2000 hours of experience in the core work skills to produce a strong foundation necessary to move forward within the Laborers' trade.

CORE WORK SKILLS	APPROXIMATE MINIMUM HOURS
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

## APPENDIX A – SCHEDULE OF WORK EXPERIENCE

### CCL Areas of Concentration Work Experience Schedule

Minimum 2000 Hours

In addition to completion of the 2000 hours of OJL Core Work Experience an apprentice must complete a minimum of 2000 hours of OJL in one (1) or more of the following CCL areas of concentrations: Masonry, Deconstruction/Demolition, Building Construction, Heavy/Highway and Utility Construction, Pipeline, Tunneling, Environmental Remediation, and Landscaping.

Each area of concentration offers examples of work experience and knowledge needed to become a skilled, safe and productive CCL journeyworker. Apprentices will be placed in an area or areas of concentration depending upon industry need.

#### 1. Building Construction

2000 hours

CCLs perform the following 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. Building construction may consist of, but not be limited to, the following activities:

1. Concrete placement - mixing, placement, vibration of concrete, build and place forms, remove and clean forms, cure concrete
2. Pipe laying and making of connections for any utility piping
3. Hoisting and rigging
4. Cutting and burning
5. Traffic control/flagging
6. Trenching and excavating
7. Grade setting/checking
8. Clearing, bucking and falling
9. Site preparation/cleanup and security
10. Layout and staking
11. Erect, dismantle and maintain scaffold
12. Identify, inspect, use and maintain all tools
  - i. hand
  - ii. electric
  - iii. gas
  - iv. pneumatic
  - v. powder
13. Install erosion control systems
14. Forklift operation

15. Aerial lift operation
16. Material Handler
2. Heavy/Highway and Utility Construction 2000 hours
- CCLs perform the following activities in association with the construction of infrastructure such as roads, railroads, bridges, locks, dams and utility installation. Heavy/Highway and Utility Construction may consist of, but not be limited to, the following activities:
1. Concrete placement - mixing, placement, vibration of concrete, build and place forms, remove and clean forms, cure concrete
  2. Concrete cutting and coring
  3. Pipe laying and making of connections for any utility piping
  4. Hoisting and rigging
  5. Traffic control/flagging
  6. Trenching and excavating
  7. Grade setting/checking
  8. Layout and staking
  9. Site preparation/clean up and security
  10. Drilling
  11. Asphalt - raking, placement, compaction and preparation of the base
  12. Build railroad beds and all related bridges and tunnels, and install tracks
  13. Erect, dismantle and maintain scaffold
  14. Identify, inspect, use and maintain all tools
    - i. hand
    - ii. electric
    - iii. gas
    - iv. pneumatic
    - v. powder
  15. Install erosion control systems
  16. Forklift operation
  17. Aerial lift operation
  18. Site/roadside remediation
  19. Material Handler
3. Masonry 2000 hours
- CCLs perform the following 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. Masonry may consist of, but not be limited to, the following activities:
1. Erect/dismantle and maintain scaffold
  2. Estimate, stock and maintain supply areas
  3. Identify, inspect, use and maintain tools
    - i. hand
    - ii. electric
    - iii. gas
    - iv. pneumatic
  4. Forklift operation
  5. Aerial lift operation
  6. Mason tender/plaster tender
    - i. Bracing walls
    - ii. Mixing mortar or plaster including colored mortar or colored plaster
    - iii. Estimating and stocking masonry units
    - iv. Cutting masonry units
    - v. Supply, stock and dispense mortar, plaster, block/brick, reinforcement and other materials
    - vi. Plaster or grout pump operation/maintenance
    - vii. Plaster or grout pump hose layout/cleaning

- viii. Fireproofing operations
    - ix. Exterior insulation finish systems
    - x. Interior plaster operations
  - 7. Clean masonry walls
  - 8. Material Handler
  
- 4. Demolition and Deconstruction 2000 hours

CCLs perform the following activities in association with the demolition or deconstruction of buildings and other structures. Demolition/deconstruction may consist of, but not be limited to, the following activities:

  - 1. Identify and work safely around environmental hazards
  - 2. Erect/dismantle and maintain scaffold
  - 3. Cutting and burning
  - 4. Hoisting and rigging
  - 5. Trenching and excavating
  - 6. Aerial lift operation
  - 7. Site preparation/cleanup and security
  - 8. Identify, inspect, use and maintain all tools
    - i. hand
    - ii. electric
    - iii. gas
    - iv. pneumatic
  - 9. Fire watch
  - 10. Concrete cutting and sawing
  - 11. Demolition debris handling and management (recycling, reuse, disposal)
  - 12. Material Handler
  
- 5. Pipeline 2000 hours

CCLs perform the following activities in association with the construction and maintenance of gas, oil, and other material pipelines. Pipeline construction may consist of, but not be limited to, the following activities:

  - 1. Hoisting and rigging
  - 2. Trenching and excavating
  - 3. Site preparation/cleanup and security
  - 4. Identify, inspect, use and maintain all tools specific to the concentration
    - i. hand
    - ii. electric
    - iii. gas
    - iv. pneumatic
  - 5. Grade setting/checking
  - 6. Layout and staking
  - 7. Clearing and maintaining the right of way (ROW)
  - 8. Pump water
  - 9. Locate utilities
  - 10. Build and dismantle fences
  - 11. Load and unload pipe
  - 12. Fill and place sandbags
  - 13. Load, unload and place skids
  - 14. Install erosion control systems
  - 15. Pipe surface preparation/sand blasting
  - 16. Apply pipe coating
  - 17. Inspect pipe coating visually and with a holiday detector
  - 18. Patch coating
  - 19. Install pipe coating protection
  - 20. Install corrosion protection
  - 21. "Pig" the pipe

- 22. ROW remediation
- 23. Material Handler

6. Tunneling 2000 hours
- CCLs perform the following activities in association with all work underground or in compression chambers, including tending of the outer air lock. Tunnel construction may consist of, but not be limited to, the following activities:
- 1. Drilling
  - 2. Identify, inspect, use and maintain all tools specific to the concentration
    - i. hand
    - ii. electric
    - iii. gas
    - iv. pneumatic
  - 3. Hoisting and rigging
  - 4. Concrete pump operation and maintenance
  - 5. Install services (track laying, conveyors, vents, water, compressed air pipes etc.)
  - 6. Install tunnel supports (steel ribs, mesh, rock bolts)
  - 7. Shaft and tunnel grouting
  - 8. Shotcrete/gunite application
  - 9. Cutting and burning
  - 10. Material Handler
7. Environmental Remediation 2000 hours
- CCLs perform the following activities in association with the remediation of areas, buildings and materials contaminated with chemical, biological, and physical hazards. Environmental remediation may consist of, but not be limited to, the following activities:
- 1. Asbestos abatement
  - 2. Hazardous waste remediation
  - 3. Lead abatement
  - 4. Microbial remediation
  - 5. Radiation protection/radioactive material handling
  - 6. Water damage/fire restoration
  - 7. Erect, dismantle and maintain scaffold
  - 8. Identify, inspect, use and maintain all tools specific to this concentration
    - i. hand
    - ii. electric
    - iii. gas
    - iv. pneumatic
  - 9. Aerial lift operation
  - 10. Material Handler
8. Landscaping 2000 hours
- CCLs perform the following activities in association with landscape work in commercial applications. Landscaping may consist of, but not be limited to, the following activities:
- 1. Trim and prune hedges, trees and shrubs
  - 2. Seed and sod lawns
  - 3. Install irrigation systems
  - 4. Install retaining walls
  - 5. Install brick pavers for walks and patios
  - 6. Apply fertilizers and pesticides – traditional use and alternative “green” applications
  - 7. Plant and maintain flowers and ground covers
  - 8. Install and maintain fences, planters and other landscaping features (playgrounds, gazebos, fountains)
  - 9. Small engine maintenance/repair

10. Identify, inspect, use and maintain all tools specific to the concentration
  - i. hand
  - ii. electric
  - iii. gas
  - iv. pneumatic
11. Traffic control/flagging
12. Operate all landscape equipment related to the occupation
13. Material Handler

CORE SKILLS OJL

2000 Hours

CONCENTRATION(s) OJL

2000 Hours

TOTAL CCL OJL

4000 Hours

**Appendix A**

**Related Instruction Outline  
Construction Craft Laborer (CCL)  
O\*NET-SOC CODE: 47-2061.00 RAPIDS CODE: 0661R**

The following schedule is an example of related instruction designed to complement the CCL OJL requirements. Appendix A – Schedule of Related Instruction is divided into two schedules: CCL Core and CCL Areas of Concentration.

**APPENDIX A – SCHEDULE OF RELATED INSTRUCTION**

**Construction Craft Laborer Core**

A minimum of 175 hours of related instruction is required to satisfy CCL Core.

**Required Classroom Instruction for Core Skills**

**Recommended  
Class Hours**

Blue Print Reading

40 hours

Blue Print Reading training is designed to introduce participants to the basics of reading and interpreting blueprints. Topics covered include symbols, line conventions, views, and basic plan reading techniques.

Confined Space Awareness

4 hours

Confined Space Awareness training covers information necessary to recognize the special hazards associated with confined spaces. Topics covered include the characteristics of confined spaces, hazardous atmospheres, pre-entry and periodic testing, continuous monitoring and the laws that protect those working in confined spaces.

Craft Orientation

8 hours

Craft Orientation training introduces participants to the construction industry in general and a career as a CCL in particular. Emphasis is placed on developing good work habits, being productive on the job, working under a collective bargaining agreement, being aware of growth areas in construction employment, and background information on the LIUNA and its related funds. Participants are also introduced to the history of the labor movement in general, and of LIUNA in particular. Emphasis is placed on the origin of the union and the challenges that have been faced and overcome from its beginning to the present.

Fall Protection

4 hours

Fall Protection training summarizes the key points of OSHA’s fall protection standard and common citations issued for non-compliance. The program looks at the hazards and key safety issues related to fall protection and the safety practices used to prevent falls.

First Aid/CPR

8 hours

First Aid/CPR training is designed for participants to learn first aid skills for treating a variety of injuries, such as burns, wounds, head, neck and back injuries, and heat and cold emergencies. Participants also learn to manage sudden illnesses, strokes, seizures, animal and insect bites and poisoning. Adult CPR teaches participants how to perform CPR and care for breathing and cardiac emergencies in adults.

General Construction

80 hours

General Construction training introduces participants to a wide variety of concepts, tools, and skills that are important to successfully begin a career as a CCL. Participants receive instruction on the work and the role of a CCL, commonly encountered safety issues, measurement in construction, basic construction math, safe hand and power tool operation, and identification and handling of materials frequently used in construction.



<p><u>Hazard Communication</u></p> <p>Hazard Communication training introduces CCLs to the OSHA Hazard Communication Standard as it applies to the construction industry. Training focuses on the guidelines for recognizing and protecting oneself from exposure to hazardous substances, including identifying chemical hazards and the proper use of container labels and placards. In addition, participants learn how to read and understand material safety data sheets.</p>	8 hours
<p><u>OSHA Construction Safety and Health</u></p> <p>OSHA Construction Safety and Health training is designed to meet the requirements for OSHA’s 10-hour training program. The program provides safety and health information as it relates to the many hazards found on construction projects and offers insight into ways to reduce them.</p>	11 hours
<p><u>Scaffold User</u></p> <p>Scaffold User training presents a variety of scaffold types, the hazards associated with each, and how to figure load capacities and their effect on scaffold performance.</p>	8 hours
<p><u>Flagger</u></p> <p>Flagger training provides information to participants about flagger safety procedures on highway work zone projects. Participants are provided with information to help them demonstrate proper procedures for stopping, slowing, and releasing traffic. Topics include communication methods for two-person flagging operations, the correct positioning of flaggers in work zones, the proper high visibility clothing that must be worn by flaggers, and when specific hand-signaling devices should be used.</p>	4 hours

**APPENDIX A – SCHEDULE OF RELATED INSTRUCTION  
Construction Craft Laborer Areas of Concentration**

A minimum of 125 hours of Related Instruction is required to satisfy CCL Areas of Concentration.

NOTE: Each training course is considered Related Instruction for the courses indicated. Each can also be an elective for any other concentration.

**Required Classroom Instruction for Areas of Concentration**

**Recommended  
Class Hours**

Mason/Brick/Plaster Tending

56 hours

Mason/Brick/Plaster Tending training provides instruction on the mason tender’s duties, proper job task performance, and health and safety issues associated with mason tending. Participants use mathematical and scientific concepts to achieve an understanding of working with masonry units, mortars, plasters, and admixtures. In addition, the fundamentals of cutting and cleaning masonry and tending plasterers are covered.

Related Instruction for concentration(s): 3

Rough Terrain Forklift

16 hours

Rough Terrain Forklift training complies with OSHA 1926.602(c) requirements, teaches participants about the hazards involved with operating a forklift, and explains what they can do to prevent accidents and injuries when operating these forklifts. Participants have ample opportunity to operate a forklift.

Related Instruction for concentrations(s): 1, 2, 3

Scaffold Builder

72 hours

Scaffold Builder training addresses the needs of CCLs who are responsible for building scaffolding on the jobsite or are required to perform job tasks while using scaffolding. Designed to meet the training requirements of 29 CFR Part 1926.454, the comprehensive program includes frame, tube and coupler, systems, non-powered adjustable and powered mast-climbing scaffold with hands-on training for each.

Related Instruction for concentration(s): 1, 3, 4

Aerial Lift

8 hours

Aerial Lift training provides participants with a general understanding of the safe and efficient operation of “Power Operated Mobile Work Platforms.” Participants learn to identify specific health and safety hazards associated with a variety of aerial work platforms. Aerial Lift training also provides participants the opportunity to operate aerial lifts in a safe manner.

Related Instruction for concentration(s): 1, 2, 3, 4, 7

Hoisting and Rigging

40 hours

Hoisting and Rigging training is designed to educate CCLs in the rules, processes, and procedures to safely rig, signal, and hoist loads on construction projects. The program incorporates federal regulatory requirements as well as equipment manufacturers’ standards. Training provides participants the opportunity to practice rigging and signaling.

Related Instruction for concentration(s): 1, 2, 4, 5, 6

Demolition/Deconstruction

40 hours

Demolition/Deconstruction training introduces participants to the similarities and differences of demolition and deconstruction work. Particular attention is paid to safety in all aspects of the work. Topics covered include planning projects, mechanical demolition equipment, material handling, site control, and special conditions that sometimes exist during this work.

Related Instruction for concentration(s): 4

Fire Watch

4 hours

Fire Watch training teaches participants what a fire watch is, how it is conducted, and why it

is important. Topics covered include classifications of fires, preventing fires, types of extinguishers, and extinguishing fires.

Related Instruction for concentration(s): 1, 4, 6

#### Cutting and Burning

24 hours

Cutting and Burning training provides participants with an understanding of how to safely use heat to cut different types of metals using a variety of methods. Topics covered include the personal protective equipment (PPE) necessary for each process, the types and health effects of various fumes given off during the process, and how to protect the area from fire hazards. Participants will also be able to identify the components of the cutting systems and how to properly assemble and disassemble the systems. Systems taught include oxy-acetylene, oxy-gasoline, and plasma arc cutting. Hands on training is included for each system.

Related Instruction for concentration(s): 1, 4, 6

#### Concrete

40 hours

Concrete training provides the basic knowledge and skills CCLs need to work safely and productively in this potentially hazardous field. Safety issues associated with the mixing, forming, placement, and curing of concrete materials are covered, as well as the associated skills needed to complete these tasks. Ample time is given for hands-on practice for all skills.

Related Instruction for concentration(s): 1, 2

#### Pipe Laying

40 hours

Pipe Laying training prepares CCLs to safely install pipe systems by introducing participants to the tools, equipment, and techniques typically used on a pipe laying job. Special attention is paid to proper work practices and protective measures used to install a variety of piping systems safely. Ductile iron, concrete, and high-density polyethylene piping are all covered, and hands-on training is available for each.

Related Instruction for concentration(s): 1, 2

#### Line and Grade

40 hours

Line and Grade training focuses on the skills, knowledge, and aptitude necessary to operate a variety of surveying instruments and record information for maintaining elevation and alignment control points on heavy and civil construction projects.

Related Instruction for concentration(s): 1, 2, 5

#### Asphalt

32 hours

Asphalt training provides CCLs with the information they need to understand the safety precautions necessary when working with, raking and placing asphalt. In addition, participants practice the preparation of the surface, job preparation, and cleaning of the tools, and machinery. The patching of pot-holes and cracks is practiced along with proper raking techniques.

Related Instruction for concentration(s): 2

#### Traffic Control

8 hours

Traffic Control training provides participants with an understanding of the types of traffic control devices and how they are used set-up and dismantled. Topics include the purpose of the Manual of Uniform Traffic Control Devices (MUTCD) and the methods to maintain pedestrian safety in traffic control zones.

Related Instruction for concentration(s): 2

#### Pipeline

80 hours

Pipeline training instructs CCLs on the safe practices and procedures that need to be used on pipeline construction projects. All phases of pipeline construction are covered including the front-end work, pipe handling, pipe coating, and back-end work.

Related Instruction for concentration(s): 5

<p><u>Shotcrete</u></p> <p>Shotcrete training is designed to prepare participants to become certified Shotcrete Nozzlemen. Participants practice wet and dry mixing methods for below ground uses. Instruction also includes nozzle types and their maintenance and use. Hands-on opportunities to practice applying shotcrete are included.</p> <p>Related Instruction for concentration(s): 6</p>	80 hours
<p><u>Tunnel Worker</u></p> <p>Tunnel Worker training prepares CCLs to work safely and productively on a tunnel job. Topics covered include tunnel safety, an overview of tunnel construction, the duties of a CCL tunnel worker, and compressed air systems.</p> <p>Related Instruction for concentration(s): 6</p>	80 hours
<p><u>Drilling</u></p> <p>The Drilling Operations program includes an introduction to drilling operations, how drilling operations work (construction applications, quarry applications, hand signals, and drill strings), how to operate and maintain the drill, and hands-on practice of drilling operations.</p> <p>Related Instruction for concentration(s): 2, 6</p>	16 hours
<p><u>Asbestos Worker</u></p> <p>Asbestos Abatement Worker training prepares CCLs to work safely and productively on asbestos abatement projects. The program is designed to meet or exceed Occupational Safety and Health Administration and Environmental Protection Agency (EPA) training requirements under 29 CFR Part 1926.1101 and 40 CFR Part 763 respectively.</p> <p>Related Instruction for concentration(s): 7</p>	40 hours
<p><u>Hazardous Waste Worker</u></p> <p>Hazardous Waste Worker training prepares CCLs to work safely and productively on hazardous waste remediation projects. The program meets all Occupational Safety and Health Administration training requirements under 29 CFR Part 1910.120 – Hazardous Waste Operations and Emergency Response.</p> <p>Related Instruction for concentration(s): 7</p>	80 hours
<p><u>Microbial Remediation</u></p> <p>Microbial Remediation training instructs CCLs on the health hazards, PPE requirements, and remediation processes and techniques associated with the removal of mold as well as other microbial contamination.</p> <p>Related Instruction for concentration(s): 7</p>	24 hours
<p><u>Lead Abatement Worker</u></p> <p>Lead Abatement Worker training prepares CCLs to work safely and productively on lead abatement projects. The course meets all Occupational Safety and Health Administration and Environmental Protection Agency training requirements under 29 CFR Part 1926.62 and 40 CFR Part 745.225 respectively.</p> <p>Related Instruction for concentration(s): 7</p>	40 hours
<p><u>Landscaping</u></p> <p>Landscaping training provides CCLs with the knowledge and skills they need to work as a landscaper with a concentration on using environmentally-friendly techniques whenever possible. Topics covered include the landscape laborer’s duties; safety hazards of landscape work; safe use of pesticides, herbicides and fertilizers with an emphasis on using environmentally-friendly materials; controlling erosion on the jobsite; and planting and maintaining sod, grass, shrubs and trees.</p> <p>Related Instruction for concentration(s): 8</p>	40 hours

### Landscape Equipment Operation

40 hours

Landscape Equipment Operation training teaches CCLs how to safely and productively operate a skid steer, a trencher, and a mini excavator. Topics include safety, operation and maintenance procedures, along with ample time devoted to hands-on practice with the equipment.

Related Instruction for concentration(s): 8

### Brick Paver Installation

40 hours

Brick Paver Installation training provides CCLs with the knowledge and skills they need to install walkways and patios with brick pavers. Topics covered include the hazards associated with installing brick pavers; laying out the work; estimating the amount of pavers required; preparing the base; cutting bricks accurately and to minimize waste; and installing pavers correctly. Ample time is devoted to hands-on practice with all the job tasks.

Related Instruction for concentration(s): 8

### Retaining Wall Installation

40 hours

Retaining Wall Installation training provides CCLs with the knowledge and skills they need to install retaining walls for landscape work. Topics covered include the hazards associated with installing a retaining wall; the different types of retaining wall materials; laying out the retaining wall; estimating the amount of materials required; preparing the base; tying the wall back to the bank; and correct installation techniques for retaining wall blocks and timbers.

Related Instruction for concentration(s): 8

### Irrigation Installation

40 hours

Irrigation Installation training provides CCLs with the knowledge and skills they need to install irrigation systems. Topics covered include an overview of irrigation systems, with a focus on identifying those that best conserve water; the hazards associated with installing irrigation systems; how irrigation systems are best laid out for maximum efficiency; and how to maintain irrigation systems once they are installed. Ample time is devoted to hands-on practice assembling and installing an irrigation system.

Related Instruction for concentration(s): 8

**Elective Related Instruction**

**Recommended  
Class Hours**

The following elective courses can be used by apprentices to achieve their required hours in Related Instruction, depending on the work in the geographic jurisdiction. Courses listed in a concentration other than the apprentice’s chosen concentration also qualify as elective courses.

Aboveground Drilling

32 hours

Aboveground Drilling training introduces CCLs to the unique working environment of aboveground drilling by providing instructor facilitated classroom instruction along with intensive, performance-based, hands-on training. The care and use of tools and equipment is presented, as well as drilling techniques. Basic information about rocks and their composition and characteristics are introduced, as drillers must know how geology affects the drilling process. The personal safety of CCLs working on a drilling site is reviewed in depth. Site safety, hazard communication, health hazards, personal protective equipment, and working around explosives are also covered.

Construction Math

40 hours

Construction Math training introduces CCLs to the basic math skills needed to perform calculations related to distance, area, volume, angles, and weight and measurement on construction projects. Participants are provided instruction and an ample opportunity to measure objects, calculate and perform basic math functions including addition, subtraction, multiplication, and division of whole and fractional numbers, measure and estimate volumes, convert fractions to decimals, (and decimals to fractions). In addition participants learn practical applications of the Pythagorean Theorem, formulas for calculating perimeters, area, volume, and the use and function of square roots.

Disaster Site Worker

16 hours

Disaster Site Worker training prepares CCLs to safely and effectively work on disaster sites. It provides participants with an understanding of the Incident Command System (ICS) and how it relates to safe and efficient job performance, addresses the characteristics and hazards of man-made and natural disasters, and affords opportunities to learn and demonstrate different disaster response related skills, including use of PPE.

Green Construction

16 hours

Green Construction training provides CCLs with information about the major factors that affect a green construction project including conservation of natural resources; reduction of carbon emissions; water resource use and conservation; reduction of soil, water and air pollution; and indoor air quality. Participants learn how these emerging issues influence their work and the potential future impact of growth in renewable energy, sustainable buildings, and green construction.

Green Roofs

24 hours

Green Roof training introduces participants to the various types of green roofs, the safety hazards associated with the installation of green roofs, and the practices and procedures used during installation of the roof.

Lead and Silica in Bridges

16 hours

Lead and Silica in Bridges training is designed to provide instruction to CCLs on two (2) common hazards found on bridge (and other construction) projects: lead and silica exposure. Emphasis is placed on the health hazards, PPE, regulations, and hazard mitigation methods.

Lead Renovator

16 hours

Lead Renovator training prepares participants to perform renovation work using lead safe work practices. It meets all EPA and OSHA training requirements under 40 CFR Part

745.225 and 29 CFR Part 1926.62. Lead Renovator training is mandatory for all workers conducting renovation activities where lead-based paint is present in target housing and child occupied facilities. Students participate in active learning through classroom exercises and hands-on training.

<u>Material Hoist Attendant – “Bell Ringer”</u> Material Hoist Attendant training provides training on the roles and responsibilities of the material hoist attendant (bell ringer) and inspection, operation, and maintenance procedures for material hoists used on construction projects.	8 hours
<u>Metric Measurement in Construction</u> Metric Measurement in Construction training introduces experienced CCLs and new entrants to the metric system of measurements and application in the construction industry. Units of measure and conversions using practical applications are covered. Participants practice real-world measuring techniques in practical situations.	8 hours
<u>Nuclear Power Plant Worker</u> Nuclear Power Plant Worker training is designed for CCLs involved in maintenance and shutdown activities at nuclear power plants or whose job assignments involve unescorted entry into areas controlled for radiological purposes. This program is divided into nine topics, which focus on the theory, basic radiological fundamentals, and the terms CCLs must know to work safely around radiological hazards.	32 hours
<u>Permit Required Confined Space</u> Permit Required Confined Space training focuses on the identification of the different types of confined spaces as well as their associated hazards. Participants receive detailed instruction on rules, regulations, and procedures to be followed when entering a confined space as well as methods to mitigate the associated hazards.	24 hours
<u>Radiation Remediation</u> Radiation Remediation training provides CCLs with the information they need to work safely in and around radiological contaminated sites. Hands-on training is conducted in a mock training area. Respiratory protection and protective clothing and why they are required are also covered in this training.	24 hours
<u>Respiratory Protection</u> Respiratory Protection training details the correct use of respirators when airborne hazardous substances are present. Topics include using exposure guides, respirator selection, proper use of respirators, and OSHA respiratory protection program requirements.	8 hours
<u>Restoration Technician</u> Restoration Technician training focuses on commercial clean-up activities associated with fire and/or flood damaged structures. The Restoration Technician course is designed for participants who have received previous training in hazardous waste remediation, asbestos, and lead abatement as this course centers on the theory, application, and practices associated with restoration projects.	8 hours
<u>Silica Awareness</u> Silica Awareness training provides information to CCLs regarding the hazards associated with work activities such as concrete sawing or stone cutting of materials, which contain silica.	8 hours

Solar Panel Installation

16 hours

Solar Panel Installation training teaches the proper system sizing, design, prep work and installation of mounting brackets for photovoltaic (PV) systems, installation of mounting brackets and tubes for hot water systems and involves actual hands-on work associated with roof top, side of building and ground mounted applications.

Underground Storage Tank Removal

24 hours

Underground Storage Tank Removal training provides CCLs with knowledge about the safe removal of underground storage tanks. Trench safety, hazardous waste contaminants, and personal protection are all covered in this class.



## **ETA-671 Apprenticeship Agreement**

# AFFIRMATIVE ACTION PLAN



ADOPTED BY

## Iowa Laborers' Education and Training Fund JATC

5806 Meredith Drive  
Suite C  
Des Moines, IA 50322

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

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

APPROVED BY: \_\_\_\_\_  
GREER SISSON  
IOWA STATE DIRECTOR

DATE APPROVED: \_\_\_\_\_

**SECTION I - INTRODUCTION**

The JATC enters this Affirmative Action Plan (AAP) 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/or minorities for possible selection into the apprenticeship program in the event women and/or minorities are underutilized in the apprenticeship program. The JATC hereby adopts the following nondiscriminatory pledge and the AAP.

This AAP is a supplement to the Apprenticeship Standards. Any changes made by the JATC will become part of this written AAP, once approved by the Registration 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 JATC will take affirmative action to provide equal opportunity in apprenticeship and will operate the apprenticeship program as required under Title 29 of the Code of Federal Regulations, part 30.”

**SECTION III - UTILIZATION AND ANALYSIS, GOALS AND TIMETABLES**

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

**SECTION IV - OUTREACH AND POSITIVE RECRUITMENT**

The JATC’s AAP 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 will 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 specific 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
  - Iowa Works through website
  - 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)
  - Camp Dodge

The announcement will 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. The period for accepting applications as established by the JATC is: year round through Iowa Laborers Education & Training Fund 5806 Meredith Drive, Suite C Des Moines, IA 50322 or www.iowalaborers.com.

- 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. **Iowa Workforce Development and the Department of Labor**
- C.  Cooperation with school boards and vocational educational systems to develop programs for preparing students to meet the standards and criteria required to qualify for entry into the apprenticeship program. **Lincoln High School, Des Moines Public Schools and Central Campus**
- D.  Internal communication of the JATC's equal opportunity policy should be conducted in such a manner to foster understanding, acceptance, and support among the JATC's various officers, supervisors, employees, and members, and to encourage such persons to take the necessary action to aid in meeting its obligation under Title 29, CFR part 30.
- E.  Engaging in programs such as outreach for the positive recruitment and preparation of potential applicants for apprenticeships; where appropriate and feasible, such programs will provide for pre-testing experience and training. In initiating and conducting these programs, the JATC may be required to work with other JATCs and appropriate community organizations. The JATC will also initiate programs to prepare women and encourage women to enter traditionally male programs. **Central Iowa, South East Iowa, Cedar Rapids, Iowa City, Dubuque labor**
- F.  Encouraging the establishment and utilization of programs of pre-apprenticeship, preparatory trade training, or others designed to afford related work experience or prepare **Lincoln High School** candidates for apprenticeship. The JATC will make appropriate provisions in its AAP to assure that those who complete such programs are afforded full and equal opportunity for admission into the apprenticeship program.
- G.  Utilizing journeyworkers to assist in the implementation of affirmative action in the apprenticeship program. **Attend monthly union meetings**
- H.  Granting advance standing or credit on the basis of previously acquired experience, training, skills, or aptitude for all applicants equally.
- I.  Other appropriate action to ensure that the recruitment, selection, employment, and training of apprentices during their apprenticeship will 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 women 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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**FOR EACH ITEM CHECKED IN SECTION IV, LIST EACH SPECIFIC STEP THAT THE JATC WILL UNDERTAKE TO FULFILL THAT OUTREACH AND RECRUITMENT STEP**

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*(add additional pages as necessary)*

**SECTION V - ANNUAL REVIEW OF AFFIRMATIVE ACTION PLAN**

- A. The JATC will make an annual review of its current AAP and its overall effectiveness and institute any revisions or modifications warranted. The review will analyze (independently and collectively) the affirmative action steps taken by the JATC for evaluating the positive impact, as well as the adverse impact in the areas of outreach and recruitment, selection, employment, and training. They will work diligently to identify the cause and affect that result 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 AAP must be submitted to the Registration Agency for approval. The JATC will continually monitor the participation rates of minorities and women in the apprenticeship program in an effort to identify any type of underutilization. If underutilization exists, corrective action will be immediately implemented. The goals and timetables also will be reviewed periodically as determined by the Registration Agency and updated where necessary.
- B. The JATC will be attending the annual Women in the Workplace conference. The JATC coordinator will attend Iowa Workforce Development workshops throughout the year.
- C. The JATC has partnered with Des Moines Public Schools for a Pre Apprentice construction Craft Laborer Program. The JATC is continuing to develop partnerships with other school districts with in the state.
- D. The JATC utilizes reports from the Training Fund’s tracking database software and meets with contractors and local unions.
- E. The JATC is a member of the State Apprenticeship Board in the Dubuque, Central Eastern and South Eastern Building Trades committees.
- F. The JATC established and was approved by the Des Moines Public Schools for its two year pre apprentice construction craft laborer program at Lincoln High School.
- G. The JATC attends monthly union meetings throughout the state seeking assistance from its memberships.
- H. 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, 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 VI - OFFICIAL ADOPTION**

The Iowa Laborers' Education and Training Fund JATC hereby officially adopts this Affirmative Action Plan on this \_\_\_\_\_ Day of \_\_\_\_\_, 2015.

\_\_\_\_\_  
Signature of Management

\_\_\_\_\_  
Signature of Labor

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Printed Name

**AFFIRMATIVE ACTION PLAN  
WORKFORCE ANALYSIS WORKSHEET**

**A. SPONSOR INFORMATION**

Program Number:	IA002070013	
Name of Sponsor:	Iowa Laborers' Education & Training Fund	
Address:	5806 Meredith Drive, Suite C	
City/State/Zip Code:	Des Moines, IA 50322	
Contact Person:	G. Lynn Pickard	
Phone Number: 515-270-6965	FAX Number: 515-270-6962	
E-Mail Address:	lpickard@iowalaborers.com	

**B. OCCUPATIONAL INFORMATION**

Occupational Title: *	Construction Laborer	
RAPIDS Code:0661R	O*NET/SOC Code: 47-2061.00	
Type of selection method used:2		
Labor Market Area description: State of Iowa		

**C. LABOR MARKET AREA & OCCUPATIONAL PARTICIPATION DATA**

<b>C.1 Total Labor Force in Labor Market Area *State of Iowa</b>		
Number of Women:	1,076,533	47.27% of labor force
Number of Minorities:	180,957	7.95% of labor force
<b>C.2 Working Age Population in Labor Market Area *</b>		
Number of Women:	1,076,533	47.27% of labor force
Number of Minorities:	180,957	7.95% of labor force
<b>C.3 Apprentice Participation in Craft/Occupation in National Apprenticeship System **</b>		
Number of Women:	N/A	% of apprentices
Number of Minorities:	N/A	% of apprentices
<b>C.4 The General Availability of Minorities and Women with the Present or Potential Capacity for Apprenticeship in Program Sponsor's Labor Market Area. **</b>		
Number of Women:	N/A	
Number of Minorities:	N/A	

Resources for obtaining labor market information.

\* RAPIDS Data available from Registration Agency.

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

**D. SPONSOR'S WORKFORCE DATA**

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

**E. ADDITIONAL RESOURCE DATA FOR CONSIDERATION IN ESTABLISHING GOALS**

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

\* Data available from Registration Agency

**F. DETERMINATION OF UTILIZATION**

Analysis	Yes	No
Minority Underutilization:		
Female Underutilization:		

**G. SPONSOR'S GOALS:**

The program sponsor proposes and agrees to make a good faith effort to attain the goal of selecting 7.95% minorities and 23.63% women during the next EEO Review cycle. These goals will not be used to discriminate against any qualified applicant on the basis of race, color, religion, national origin or sex.

The number of new apprentices to be hired during the next year (or selection period) is estimated to be: 15

**H. REGISTRATION AGENCY APPROVAL:**

<p><b>Sponsor</b></p> <p>_____</p> <p>Sponsor's Signature</p> <p>_____</p> <p>Typed Name</p> <p>_____</p> <p>Title</p> <p>_____</p> <p>Date Signed</p>	<p><b>Registration Agency</b></p> <p>_____</p> <p>Registration Agency Signature</p> <p>_____</p> <p>GREER SISSON</p> <p>_____</p> <p>IOWA STATE DIRECTOR</p> <p>_____</p> <p>Date Signed</p>
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## **Instructions for preparing and completing this worksheet**

The purpose of this workforce analysis worksheet is to establish a benchmark against which the demographic composition of the sponsor's apprenticeship program can be compared. The sponsor must separately determine the availability of minorities and women for each occupational title represented by the program. In determining availability, the sponsor must consider, at the very least, the factors identified at 29 CFR 30.4(e) in order to determine whether barriers to equal employment opportunity may exist with a particular occupational title.

Part A The Program Sponsor information section may be prepared by the sponsor representative or servicing Registration Agency Representative.

Part B Occupational information will be taken from the registered program standards, and may be prepared by the sponsor representative or servicing Registration Agency Representative. A Workforce Analysis Worksheet must be completed for each occupational title identified.

Part C Sponsors must use the most current and discrete statistical data available in determining availability estimates for the labor market area specified by the sponsor in Part B. Census data is one example of an appropriate source of statistical information. Other sources include data from local job service offices and data from colleges or other training institutions. Where possible, the Registration Agency has provided examples of appropriate sources of data.

For purposes of this section, the term "labor force" is defined to include both those individuals who are employed and those who are unemployed but looking for employment. The term "working age population" means persons ages 15 years and over whether or not they are currently in the labor force or looking for employment.

Part D The Program Sponsor must provide current workforce data as described in Part D. If the sponsor utilizes either Selection Method §30.5(b) (1) or (2), the data in D-2 will be reflective of the "pool" from which selections will be made. If the sponsor utilizes the Selection Method under §30.5(b) (3) or (4), the data in D-2 will be reflective of the current apprentices registered in the program.

Part E Additional Resource Data for consideration in establishing reasonable goals will be provided by the Registration Agency. This data will provide a snapshot of the national labor force for the given occupation title.

Part F Utilizing the data found in Parts C, D and E, the Program Sponsor is to determine if minorities and/or women are underutilized and must check the appropriate response.

Part G If the Program Sponsor's analysis determines that minorities and/or women are underutilized, the Sponsor, utilizing the resource data found in Parts C, D and E, will establish goals which are reasonable in consideration of the results which could be expected from its good faith efforts to make its overall affirmative action program successful. The Registration Agency will review and access the proposed goals and if found to be reasonable and attainable, will acknowledge receipt of the Sponsors goals for minorities and/or women.

Proposed goals for minorities and/or women that are lower than the current participation rate under the Program Sponsor will not be approved.

# *Qualifications and Selection Procedures*

ADOPTED BY



## Iowa Laborers' Education and Training Fund JATC

5806 Meredith Drive  
Suite C  
Des Moines, IA 50322

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

APPROVED BY: \_\_\_\_\_  
GREER SISSON  
IOWA STATE DIRECTOR

DATE APPROVED: \_\_\_\_\_

The certification of this selection procedure is not a determination that, when implemented, it meets the requirements of the Uniform Guidelines on Employee Selection Procedures (41 CFR, part 60-3) or 29 CFR part 30. Note that selection procedures may need to be modified to provide reasonable accommodations to qualified individuals with disabilities.

## **SECTION I. - MINIMUM QUALIFICATIONS**

Applicants will meet the following minimum qualifications:

A. Age

The JATC will establish qualifications regarding minimum age limits. (*Applicant must provide evidence of minimum age respecting any applicable State Laws or regulations.*) Apprentices must not be less than 18 years of age.

B. Education

A high school diploma or Hi-Set equivalency is not required for acceptance into the program, but should be achieved before graduation from the program

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

C. Physical

Applicants will be physically capable of performing the essential functions of the apprenticeship program, with or without a reasonable accommodation, and without posing a direct threat to the health and safety of the individual or others.

Applicants will pass a screen for the current illegal use of drugs on acceptance into the program and prior to being employed.

D. Aptitude Test

All applicants must pass each section of the New Entrant Assessment provided by the LIUNA Training and Education Fund.

## **SECTION II. - APPLICATION PROCEDURES**

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

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

C. Before completing the application, each applicant will be required to review the Apprenticeship Standards and will be provided information about the program. If the applicant has any additional questions on the qualifications or needs additional information to complete the application, it will be provided by the JATC.

D. Receipt of the properly completed application form, along with required supporting documents (proof of age, driver's license, birth certificate or other acceptable documentation; copy of high school diploma, GED Certificate or other acceptable documentation) will constitute the completed application.

- E. Completed applications will be checked for minimum qualifications. Applicants deficient in one or more qualifications or requirements or making false statements on their application will be notified in writing of their disqualification. The applicant will also be notified of the appeal rights available to them. No further processing of the application will be taken.
- F. Applicants meeting the minimum qualifications and submitting the required documents will be notified where and when to appear for an interview (if applicable).

### **SECTION III. - SELECTION PROCEDURES**

- A. The JATC will schedule the interview (if applicable) and evaluation session. All applicants who have met the minimum qualifications and have submitted the required documents must be notified of the date, time, and place to appear.
- B. The interviewer(s) will rate each applicant during the interview on each of the factors on the applicant rating form taking into account the information on the application and required documents, if applicable. The interviewer will record the questions asked and the general nature of the applicant's answers. The interviewer will then prepare a written summary of his/her judgment of the applicant 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 will be the responsibility of the applicant to keep the JATC informed of their current mailing address and telephone number.
- F. Selected applicants must respond to the notice of selection within 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 placed them for a period of two (2) years, unless the applicant has been removed from the list by their own written request or following failure to respond to an apprentice opening. Applicants who were not placed during the two (2)- year period that were on the ranking list, will be required to reapply.
- H. During the two (2)-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.

### **SECTION IV. - DIRECT ENTRY**

JATCs who wish to invoke the direct entry provision may do so without regard to the existing selection procedure or minimum qualifications used for entry into the apprenticeship program. Individuals selected into the apprenticeship program via direct entry shall only include those individuals described below who have received training or employment in an occupation directly or indirectly related to the occupation(s) registered in these Standards. The

JATC will award Credit for Previous Experience in accordance with Section XII of these Standards, and will pay the apprentice(s) at the wage rate commensurate with their skill attainment. The Credit for Previous Experience shall be awarded without regard to race, color, religion, national origin or sex. The methods for direct entry shall include the following:

- A. Youth who complete a Job Corps training program in any occupation covered in these Standards, who meet the minimum qualifications of the apprenticeship program, may be admitted directly into the program, or if no apprentice opening is available, the Job Corps graduate may be placed at the top of the current applicant ranking list and given first opportunity for placement. The JATC will evaluate the Job Corps training received for granting appropriate credit on the term of apprenticeship. Entry of Job Corps graduates will be done without regard to race, color, religion, national origin, or sex. ***(Note: This is a method of direct entry into the apprenticeship program.)***
- B. Youth who complete a YouthBuild U.S.A. training program in any occupation covered in these Standards, who meet the minimum qualifications of the apprenticeship program, may be admitted directly into the program, or if no apprentice opening is available, the YouthBuild U.S.A. graduate may be placed at the top of the current applicant ranking list and given first opportunity for placement. The JATC will evaluate the YouthBuild U.S.A. training received for granting appropriate credit on the term of apprenticeship. Entry of YouthBuild U.S.A. graduates will be done without regard to race, color, religion, national origin, or sex. ***(Note: This is a method of direct entry into the apprenticeship program.)***
- C. Military Veterans who completed military technical training school and/or participated in a registered apprenticeship program or related craft while in the military in the occupations registered in the Home Performance Laborer industries may be given direct entry into the apprenticeship program. The JATC shall evaluate the military training received for granting appropriate credit on the term of apprenticeship and the appropriate wage rate. The JATC will determine what training requirements they need to meet to ensure they receive all necessary training for completion of the apprenticeship program. Entry of Military Veterans shall be done without regard to race, color, religion, national origin, or sex. ***(Note: This is a method of direct entry into the apprenticeship program.)***
- D. Former inmates of Department of Justice - Bureau of Prisons (BOP) who have participated in or have successfully completed a specific BOP apprenticeship program, where the Apprenticeship Program Sponsor agrees to admit such inmates without regard to race, color, religion, national origin, or sex and all individuals receive equal consideration. JATCs agreeing to admit such individuals into apprenticeship must agree to do so without regard to present minimum qualifications, eligibility lists or the necessity of passing written apprenticeship entrance tests. ***(Note: This is a method of direct entry into the apprenticeship program.)***
- E. An employee of a non-signatory employer not qualifying as a journeyworker when the employer becomes signatory, will be evaluated by the JATC in accordance with the procedures for the granting of credit for previous experience, and registered at the appropriate period of apprenticeship based on previous work experience and related training. Any employee not eligible for receipt of credit must make application in accordance with the normal application procedures. Entry into the program through this method shall be done without regard to race, color, religion, national origin, or sex. ***(Note: This is a method of direct entry into the apprenticeship program.)***
- F. An employee 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 non-signatory employer and does not qualify as a journeyworker, will be evaluated in accordance with the procedures for the granting of credit for previous experience and registered by the JATC at the appropriate period of apprenticeship based on previous work experience and related training. Any employee not eligible for receipt of credit must make application in accordance with the normal application procedures. Entry into the program through this method shall be done without

regard to race, color, religion, national origin, or sex. *(Note: This is a method of direct entry into the apprenticeship program).* For such applicants to be considered they must:

1. Be employed in the JATC's jurisdiction when the authorization card was signed;
  2. Have been employed by the employer before the organizational effort commenced;
  3. Have been offered the opportunity to sign authorization cards and be evaluated along with all other employees of the employer; and
  4. Provide reliable documentation to the JATC to show they were an employee performing Home Performance Laborer work prior to signing the authorization card.
- G. An employee of a non-participating employer who becomes a new member employer of the sponsoring organization who does not qualify as a journeyworker when the employer becomes a member, will be evaluated by the Sponsor in accordance with the procedures for the granting of credit for previous experience, and registered at the appropriate period of apprenticeship based on previous work experience and related training. Any employee not eligible for receipt of credit must make application in accordance with the normal application procedures. *(Note: This is a method of direct entry into the apprenticeship program, whereby all minimum qualifications are waived.)*
- H. An individual who is or who has worked for a signatory or non-signatory employer and who, of his/her own choosing, solicits membership as a journeyworker and does not qualify as a journeyworker, will be evaluated in accordance with the procedures for the granting of credit for previous experience and registered by the JATC at the appropriate period of apprenticeship based on previous work experience and related training. Any employee not eligible for receipt of credit must make application in accordance with the normal application procedures. Entry into the program through this method shall be done without regard to race, color, religion, national origin, or sex. *(Note: This is a method of direct entry into the apprenticeship program).*
- I. Youth who complete the Lincoln High School, Des Moines, IA Construction Program, who meet the minimum qualifications of the Laborer's Apprenticeship program, may be admitted directly into the program, or if no apprentice opening is available the Lincoln High School graduate may be placed at the top of the ranking list and given first opportunity for placement. The JATC will evaluate the Lincoln High School Construction training received for granting appropriate credit on the term of the apprenticeship. Entry of Lincoln High School Construction graduates will be done without regard to race, color, religion, national origin or gender. *(Note: This is a method of direct entry into the apprenticeship program).*

#### **SECTION V. - COMPLAINT PROCEDURE**

- A. Any apprentice or applicant for apprenticeship who believes that he/she has been discriminated against on the basis of race, color, religion, national origin, or sex, with regard to apprenticeship or that the equal opportunity standards with respect to his/her selection have not been followed in the operation of an apprenticeship program, may personally or through an authorized representative, file a complaint with the Registration Agency or, at the apprentice or applicant's election, with the private review body established by the JATC (if applicable).
- B. The complaint will be in writing and will be signed by the complainant. It must include the name, address, and telephone number of the person allegedly discriminated against, the JATC involved, and a brief description of the circumstances of the failure to apply equal opportunity standards.
- C. The complaint must be filed not later than 180 days from the date of the alleged discrimination or specified failure to follow the equal opportunity standards, and, in the case of complaints filed directly with the

review bodies designated by the JATC to review such complaints, any referral of such complaint by the complainant to the Registration Agency must occur within the time limitation stated above or 30 days from the final decision of such review body, whichever is later. The time may be extended by the Registration Agency for good cause shown.

- D. Complaints of discrimination in the apprenticeship program may be filed and processed under Title 29, CFR part 30, and the procedures as set forth above.
- E. The JATC will provide written notice of their complaint procedure to all applicants for apprenticeship and all apprentices.

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

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

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

**SECTION VII. - OFFICIAL ADOPTION OF SELECTION PROCEDURES**

The Iowa Laborer’s Education and Training Fund JATC hereby officially adopts these Selection Procedures on this \_\_\_\_\_ Day of \_\_\_\_\_, 2015.

\_\_\_\_\_  
Signature of Management

\_\_\_\_\_  
Signature of Labor

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Printed Name