

# Apprenticeship Standards

Indiana University  
Bloomington, Indiana

and the

American Federation of State,  
County, and Municipal Employees,  
AFCSME, Local 832

in cooperation with

Office of Apprenticeship  
U.S. Department of Labor

**Date prepared: March 24, 2008**

**Approved by the Joint Apprenticeship Committee**

# Indiana University Apprenticeship Program

## 1. JOINT APPRENTICESHIP COMMITTEE

Indiana University, as sponsor of this apprenticeship program, charges a Joint Apprenticeship Committee be established for the purpose of developing and administering the program consistent with these standards.

The Committee is to be composed of three members appointed by the University and three members appointed by the American Federation of State, County and Municipal Employees Local 832. A Chairperson and Secretary shall be selected by the Committee from opposite appointive bodies, and the Committee may establish rules and regulations governing its administration, in addition to those set out in these Standards.

## 2. QUALIFICATIONS FOR APPRENTICESHIP

Each Apprentice applicant must:

- Have reached the age of 18 years.
- Have graduated from High School or have achieved a G.E.D. Certificate.

## 3. APPLICATION PROCEDURES

Notice of the primary requisites for apprenticeship will be given not less than 30 days before the application period set by the Committee to University employees through the Indiana University weekly listing of staff job openings. The Committee may decide to seek applicants through other sources such as the Indiana Employment Services, Monroe County Community School Corporation, the Bureau of Apprenticeship and Training, and other agencies or organizations that are capable of referring women or minorities. The application period will be no less than 30 days.

Such notices shall also include the equal opportunity policy of the University and the time and place where the application may be made.

Applicants may obtain applications from the University Human Resources Management Office of Indiana University Bloomington. Completed applications will be submitted to the University Human Resources Management Office. Minimum eligibility will be established and included in the posting of openings. Proof of age, education and related training or experience must be submitted with the application. Exceptions to this process of obtaining applications may be made by the Committee on a case-by-case basis.

#### 4. SELECTION AND ADMISSION

The recruitment, selection, employment, and training of Apprentices, during their apprenticeship, shall be without discrimination because of race, color, religion, national origin, sex, age, ethnicity, gender, marital status, sexual orientation, disability or veteran status. The University will take affirmative action to provide equal opportunity in this Apprenticeship Program, as required under Title 29 of the Code of Federal Regulations, Part 30, and in conjunction with the Indiana University's Affirmative Action Plan.

All applicants will be rated according to the Applicant Evaluation Form (*Attachment 1*). All applicants must take the WorkKeys assessment administered by the Indiana Department of Workforce Development's WorkOne locations.

Applicants who fail to submit their WorkKeys assessment scores with their completed application packets by the established due date will be notified that their application will receive no further consideration. Applicants that score at or above the established minimum levels for all sections of the WorkKeys assessment will be eligible for interview consideration in the selection process.

The Joint Apprenticeship Committee will determine the desired number of applicants to interview for each craft. In the event the JAC determines that the desired number of applicants for interviews has not successfully passed the WorkKeys assessment for any craft, then one of the following events may occur to increase the interview eligible applicant pool: 1) The JAC may decide to interview only those applicants that have successfully passed all sections of the WorkKeys assessment. 2) The JAC will determine which of the skill areas continues to eliminate a large number of applicants from consideration. The required cut-off skill score will be dropped by one level or that skill requirement will be removed from consideration for all applicants. 3) The JAC may decide to reopen the recruitment selection process for that craft.

The Joint Apprenticeship Committee will determine the applicants to be offered interviews based upon the scores of WorkKeys assessments and the related education/training points. The JAC will designate a subcommittee to review applications and determine the allocation of points for related education/training. The average JAC rating for each applicant interviewed will be entered on the Applicant Evaluation Form. Applicants will be ranked according to total average interview score however; interviewees must receive at least 50% of the possible interview points in order to be placed on the waiting list.

Selection for each craft will be made from that craft's waiting list. Separate lists will be kept for each craft for selection procedure, and applicants shall remain on the list for a period of up to one year, but may be removed for failure to respond to a request for an up-date of availability, failure to respond to work call or failure to keep the Committee informed of the applicant's current address. All records will be retained no less than five years.

*Emergency Hiring Procedures:*

When there is an immediate and ongoing required workload in an apprenticeable craft that cannot be met by the existing journey level workforce in that craft, the following procedure shall supplant the above recruitment/selection process:

- a. Management will request in writing JAC approval for an “emergency hire” of one or more certified journeyworkers in the craft.
- b. The JAC will review the request to determine if the need is sufficiently justified, and notify management to either (a) proceed with recruitment or (b) further justify the request.
- c. If the request is approved, management will post openings in accordance with policy provisions of Advertising Job Openings and Process for Recruitment and Selection through University Human Resources (UHRS) Employment Services.
- d. Applicants who can document U.S. Department of Labor-certified apprenticeships and work experience requirements relevant to the craft will be interviewed by management.
- e. Management will select the required number of journeyworkers from those interviewed. If qualified individuals cannot be selected, management may advertise more widely in order to fill the position(s).

The recruitment, selection, employment and training of Apprentices shall be without discrimination because of race, color, religion, national origin, gender, age, disability, ethnicity, marital status, sexual orientation or veteran status. The University will take affirmative action, positive and extraordinary, to provide equal opportunity and to overcome any discriminatory effects of any procedures in regards to the disabled, minorities, women and Vietnam-era veterans. We will maintain compliance with Title 29 of the Code of Federal Regulations, Part 30, Equal Employment Opportunity in Apprenticeship and Training, and Indiana University’s Affirmative Action Plan. An affirmative action plan will be provided to the Bureau of Apprenticeship & Training anytime there are 5 or more apprentices registered in the IUAP.

5. **CREDIT FOR JOB-RELATED INSTRUCTION**

Apprentices will be permitted to test out of classes which are not IUB-specific (e.g., first aid, CPR, blueprint reading and other such classes that have been approved in advance by the JAC). Development of subsequent tests for this purpose will be done by the classroom instructor with input from the appropriate shop supervisor.

6. **CREDIT FOR PREVIOUS JOB EXPERIENCE**

Apprentices may receive up to 75% of accumulated OJT credit earned within an apprenticeship program based upon JAC Committee discretionary review. Application of any OJT credit is based on documentation of work experiences in the specified trade, as well as, and not limited to, letters of journeypersons in supervisory capacity and the respective division head.

7. **THE APPRENTICESHIP AGREEMENT**

An Apprenticeship Agreement shall be entered into between the Apprentice and the Committee. This agreement will include these Standards, and for this reason, every Apprentice shall receive a copy of these Standards. Each apprentice will sign an ETA 671, Apprenticeship Agreement prior to entry.

The following shall receive a copy of the Apprenticeship Agreement:

1. The Apprentice
2. The Committee
3. The Bureau of Apprenticeship and Training

These standards shall be registered with the Bureau of Apprenticeship and Training, U.S. Department of Labor, and such Apprenticeship Agreements will also be registered with the Bureau of Apprenticeship and Training. Registration of Apprenticeship Agreements will include the Apprentice's name, address, birth date, sex, veteran status, and the date apprenticeship commenced.

The Bureau of Apprenticeship and Training will be informed of any suspensions, terminations, or reinstatements of the Apprenticeship Agreement.

The Committee shall determine, in accordance with these Standards, when the Apprenticeship Agreement has been successfully completed. Upon successful completion of an Apprenticeship Agreement, the Committee shall request that the Bureau of Apprenticeship and Training furnish the completed Apprentice with a Certificate of Completion of Apprenticeship.

8. **JOB RELATED INSTRUCTION (JRI)**

Each Apprentice shall attend a minimum of 144 hours of related classroom instruction for each year of apprenticeship served. The University will assume the cost and responsibility for providing this related instruction. Related classroom training hours shall be attended without pay and are not considered hours worked as long as the related instruction falls outside of the Apprentice's regular work time. First Aid (minimum of 8 hours), OSHA (minimum of 3 hours), and other specialized training as required, is to be included in the related instruction. Apprentices must pass all units of instruction with a grade of 70% or higher. Apprentices who do not pass a unit of instruction may be required to take additional instruction before advancement. Such situations will be evaluated by the JAC on a case-by-case basis.

Failure to attend related instruction is grounds for cancellation of the Apprenticeship Agreement. Absenteeism for valid medical or personal (death in family, family medical emergencies) reasons is to be reported to the Instructor, and make-up of class instruction will be required

Related training courses will be reviewed on an annual basis by the JAC to determine current applicability. Courses will be taken during off-work hours by each apprentice. A copy of the curriculum is available upon request.

## 9. **EMPLOYMENT**

Apprentices accepted into this program will be full-time, appointed employees of Indiana University. The term or duration of apprenticeship will be established for each occupation as to the skills to be learned for each craft, and is set forth in the work process for the trade registered therein.

Entry rate into the initial phase of the program will be the same as the starting rate of the SMON salary range. Exceptions will be in accordance with granting of Previous Credit as approved by the JAC and IAW CFR 29.29. Wage increases will be consistent with the schedule established for the craft being apprenticed and updates will be provided to OAnnually.

An examination of Apprentices may be given by the Committee before each period of advancement or at such other time as may be determined necessary by the Committee. In these examinations, consideration shall be given to school attendance, progress and daily employment records of the Apprentice.

Hours of work for the Apprentice shall be as assigned by supervision. A ratio of at least two journeyworkers to one apprentice will be maintained in each craft within the Physical Plant. On-the-job training will be achieved by assigning apprentices with craftworkers as appropriate and feasible.

Each Apprentice will serve a probationary period consistent with the University's Probationary Period Policy.

During the probationary period, the Apprentice Agreement may be cancelled by either party. After the probationary period, cancellation of the Apprenticeship Agreement and termination of employment of the Apprentice shall be consistent with the Separation and Terminal Pay provision of Indiana University Personnel Policy.

The committee shall make certain the Apprentice is instructed in safe and healthful work practices, and shall insure that the Apprentice is trained in facilities and other environments that are in compliance with either the Occupational Safety and Health Act Standards promulgated by the Secretary of Labor under Public Law 91-596, December 29, 1970, or State Standards that have been found to be at least as effective as the Federal Standards.

*Added: 16 October 2006*

The IU Apprenticeship Program may transfer an apprentice from one office to another with the apprentice's agreement to provide continuous employment and to assure the apprentice more complete OJT experience in all aspects of the trade.

The IU Apprenticeship Program will assist in obtaining, as far as possible, continuous employment to all apprentices in its program. In the event sufficient work for the apprentice is not available, the Apprenticeship Committee or Administrator may seek to transfer this apprentice to another program. Any transfer of employment will be with the consent of all parties to the agreement.

In the event the apprentice loses work due to loss of business or layoff, the Apprenticeship Agreement shall be automatically suspended, but not revoked. The apprentice may be allowed to continue related instruction. The Sponsor will place that apprentice at the top of the applicant pool, if applicable, and will actively try to find the apprentice employment with another subscribing employer.

10. **PROGRAM ADMINISTRATION**

The Committee shall cause such records to be kept and maintained as are required by the Bureau of Apprenticeship and Training or other appropriate agencies.

The Committee may designate an Apprentice Coordinator to administer these Standards. The Coordinator would maintain records, schedule related training, coordinate on-the-job training, and, in general, be guided by the Committee through directives.

11. **ADJUSTING DIFFERENCES**

The Committee shall receive all disagreements, grievances, differences of opinion, and/or suggestions for improvement, and shall act upon them in accordance with the Bargaining Agreement (Memorandum of Agreement) in effect between Indiana University and AFSCME Local 832, Indiana University policies, Federal and State laws, and these Standards. (<http://www.indiana.edu/~uhhrs/relations/bloomington/union.htm>)

12. **CONSULTANTS**

Representatives of the Bureau of Apprenticeship and Training, U.S. Department of Labor, and representatives of the local and State educational institutions are available as advisors, and may be invited to attend all Committee meetings. These consultants shall have no voting rights.

13. **MODIFICATION OF STANDARDS**

These standards may be modified at any time by action of the Committee. A copy of such modification must be submitted to the Bureau of Apprenticeship and Training for registration.

Modifications or revisions of these Standards will not affect existing Apprenticeship Agreements, unless agreed upon in writing by both parties. Increases in wages are exempted here for the sake of efficiency.

Deregistration of this program, whether voluntary or due to action taken by the Bureau of Apprenticeship and Training, shall be in accordance with procedures required under Title 29 of the Code of Federal Regulations, Part 29, Paragraph 29.7, Deregistration of Bureau-registered Program.

JOINT APPRENTICESHIP COMMITTEE

FOR THE UNIVERSITY

FOR AFSCME LOCAL 832

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REVISED AS INCORPORATING THE BASIC STANDARDS AND REQUIREMENTS OF THE DEPARTMENT OF LABOR, BUREAU OF APPRENTICESHIP AND TRAINING, FOR APPROVAL FOR FEDERAL PURPOSES.

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*Date*

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*Bureau of Apprenticeship & Training*

*Attachment: Application Evaluation Form*