

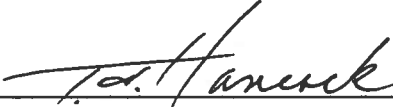


Illinois Teamsters Joint Council No. 25 and Employers Apprenticeship & Training Fund

990 NE Frontage Road, Suite 4, Joliet, IL 60431
Office: (815) 773-0700 Fax: (815) 773-1122
Info@illinoisteamsterstraining.org

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

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



Terrence J. Hancock Co-Chair
Dated: December 8, 2017



Rusty D. Tobey Co-Chair

**STANDARDS OF APPRENTICESHIP
DEVELOPED BY**

**ILLINOIS TEAMSTERS JOINT COUNCIL NO.25
EMPLOYERS APPRENTICESHIP & TRAINING
FUND**

**990 NE FRONTAGE ROAD, SUITE 4
JOLIET, ILLINOIS 60431**

FOR THE OCCUPATION OF

CONSTRUCTION DRIVER

O*NET-SOC CODE: 53-3032.01

RAPIDS CODE: 1032



APPROVED BY

**United States Department of Labor
Office of Apprenticeship**

These Apprenticeship Standards are an example of how to develop apprenticeship standards that will comply with Title 29, CFR parts 29 and 30 when tailored to a sponsor's apprenticeship program. These Standards do not create new legal requirements or change current legal requirements. The legal requirements related to apprenticeship that apply to registered apprenticeship programs are contained in 29 U.S.C. 50 and Title 29, CFR parts 29 and 30. Every effort has been made to ensure that the information in the Apprenticeship Standards is accurate and up-to-date.

TABLE OF CONTENTS

	Page
Foreword	iii
Definitions	iv
SECTION I Program Administration	1
SECTION II Equal Opportunity Pledge	3
SECTION III Affirmative Action Plan	3
SECTION IV Qualifications for Apprenticeship	3
SECTION V Selection of Apprentices	5
SECTION VI Apprenticeship Agreement	5
SECTION VII Ratio of Apprentices to Journeyworkers	5
SECTION VIII Term of Apprenticeship	6
SECTION IX Probationary Period	6
SECTION X Hours of Work	6
SECTION XI Apprentice Wage Progression	7
SECTION XII Credit for Previous Experience	7
SECTION XIII Work Experience	8
SECTION XIV Related Instruction	8
SECTION XV Safety and Health Training	8
SECTION XVI Supervision of Apprentices	9
SECTION XVII Records and Examinations	9
SECTION XVIII Maintenance of Records	10
SECTION XIX Certificate of Completion of Apprenticeship	10
SECTION XX Notice to Registration Agency	10
SECTION XXI Cancellation and Deregistration	10
SECTION XXII Amendments and Modifications	11
SECTION XXIII Adjusting Differences/Complaint Procedure	11
SECTION XXIV Collective Bargaining Agreements	12
SECTION XXV Transfer of an Apprentice and Training Obligation	13
SECTION XXVI Responsibilities of the Apprentice	13
SECTION XXVII Technical Assistance	14
SECTION XXVIII Signature Page Adopting Apprenticeship Standards	15

Appendix A - Sample Work Process Schedule and Related Instruction Outline

Appendix B - AER Sponsor Manual and Sample Apprenticeship Agreement

Appendix C - Template Affirmative Action Plan

Appendix D - Qualifications and Selection Procedures

Appendix E - Employer Acceptance Agreement

FOREWORD

These **ILLINOIS TEAMSTERS JOINT COUNCIL NO.25 EMPLOYERS APPRENTICESHIP & TRAINING FUND (JATF)** Apprenticeship Standards have as their objective, the training of **CONSTRUCTION DRIVERS** skilled in all phases of the industry. The JATF recognizes that in order to accomplish this, there must be well-developed on-the-job learning combined with related instruction.

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

DEFINITIONS

(Some of these definitions may not apply to all registered apprenticeship programs – Employers may add or delete definitions depending on their need.)

APPRENTICE: Any individual employed by the employer meeting the qualifications described in the Standards of Apprenticeship who has signed an Apprenticeship Agreement with the local *Sponsor providing* for training and related instruction under these Standards, and who 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 Sponsor setting forth the responsibilities and obligations of all parties to the Apprenticeship Agreement with respect to the Apprentice's employment and training under these Standards. Each Apprenticeship Agreement must be registered with the Registration Agency.

APPRENTICESHIP COMMITTEE (COMMITTEE): Apprenticeship Committee (Committee) means those persons designated by the sponsor to act as an agent for the sponsor in the administration of the program. A committee may be either joint or non joint as follows:

- (1) A joint committee 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).
- (2) A non-joint committee which may also be known as a unilateral or group non-joint (may include workers) committee has employer representatives but does not have a bone fide collective bargaining agent as a participant.

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 employers that sets forth the terms and conditions of employment.

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

EMPLOYER: Means any person or organization employing an apprentice whether or not such person or organization is a party to an Apprenticeship Agreement with the apprentice.

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 Sponsor 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.

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.

REGISTRATION AGENCY: Means the U.S. Department of Labor, Office of Apprenticeship. The 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.

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 *ILLINOIS TEAMSTERS JOINT COUNCIL NO.25* and any of its affiliated Local Unions party to an appropriate labor agreement between the parties.

SECTION I – PROGRAM ADMINISTRATION

Program Sponsors, at their discretion, may establish an Apprenticeship Training Committee (ATC) to carry out the responsibilities and duties required of a Program Sponsor as described in these Standards of Apprenticeship. If an ATC is established by the Program Sponsor, a list of the membership and the areas of expertise they represent must be provided to the Registration Agency. While the Office of Apprenticeship recommends that Program Sponsors utilize the services of an ATC, a Sponsor may also elect to administer the program without the services of an ATC.

Structure of the Joint Apprenticeship and Training Committee (JATF)

- A. Members of the JATF will be selected by the groups they represent.
- B. Membership will be composed of an equal number of representatives of the employer(s) and of the employees represented by a bona fide collective bargaining agent(s).
- C. Technical Assistance - such as that from the U.S. Department of Labor, Office of Apprenticeship and vocational schools - may be requested to advise the JATF.

Administrative Procedures:

- A. The JATF will elect a Chairperson and a Secretary, and will determine the time and place of regular meetings which will take place every three months.
- B. The Chairperson and Secretary will have the power to vote on all questions affecting apprenticeship.
- C. The Chairperson and Secretary should rotate among members of the JATF.

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.
- E. Meet at least every three 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 experience on the job which apprentices should have and to make every effort toward their obtaining it.
- G. Hear and resolve all complaints of violation of Apprenticeship Agreements.
- H. Arrange tests or 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 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 here listed 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 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 Sponsor will take affirmative action to provide equal opportunity in apprenticeship and will operate the apprenticeship program as required under Title 29 of the Code of Federal Regulations (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 Sponsor will adopt an Affirmative Action Plan and Selection Procedures as required under Title 29, CFR part 30. It will be approved and then attached as Appendix C.

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

Applicants will meet the following minimum qualifications:

A. Age

The JATF 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 GED equivalency is required. Applicant must provide an official transcript(s) for high school and post high school education and training. All GED records must be submitted if applicable.

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.

All applicants will pass a drug and alcohol screening test at a time and place determined by the JATF and obtain a medical examiner's certificate as required by the U.S. Department of Transportation (USDOT) in accordance with the Federal Motor Carrier Safety Administration Regulations. Only those applicants

selected for entry into the Apprenticeship Program will be required to take and pass the physical exam and the drug/alcohol test. The cost of the physical exam and drug/alcohol test is to be borne by the applicant.

D. Aptitude Test

Applicants may be subject to an aptitude test and must pass each section to insure they are able to comprehend the material they will learn.

E. Driver's License

Applicants must have had a class "D" driver's license for at least one year and maintain that license and any other class of driver's license obtained in the program for the duration of the program.

F. Clean Driving Record

Applicants must furnish a State Motor Vehicle driving report with the application that indicates a clean driving record. (The cost of the report is to be borne by the applicant.) Any one of the following lists of violations on a driving record will prevent a prospective applicant from selection in the program.

1. Two traffic citation, 15 mph over the posted speed limit in a two-year period.
2. One traffic citation, 15 mph over the posted speed limit with a suspension or revocation in a two-year period.
3. A suspension and a revocation within a two-year period.
4. A total of 10 points on your driving record in the last two years.
5. Any driving under-the-influence conviction within last two years.

G. English Proficiency

All applicants must be able to speak and write proficiently in the English language.

H. Residency Requirement

All applicants must reside within the geographical jurisdiction of the Union.

SECTION V - SELECTION OF APPRENTICES – Title 29 CFR 30.5

If the Sponsor employs five or more apprentices, the Sponsor will adopt a Selection Procedures as required under Title 29, CFR part 30. It will be approved and then attached as 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 JATF 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 JATF, the Registration Agency, and the employer and the Union. An additional copy 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 JATF's written rules and policies and 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. The ratio language must be specific and clearly described as to its application on the job site, workforce, department or plant. The ratio of apprentices to journeyworkers will be one (1) apprentice to five (5) journeyworkers.

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

The term of the occupation will be four (4) years and a minimum of two thousand (2000) hours of employment supplemented by related classroom in situation of not less than one hundred forty-four (144) hours per year. The term shall be divided into year periods of approximately 500 hours each. The Training Committee shall have the power to shorten or extend the period of apprenticeship in individual cases in accordance with the apprentice's demonstrated ability to master the rudiments of the trade. An (OJL) attainment of 2000 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. The probationary period cannot exceed twenty-five (25) percent of the length of the program, or one-year (1), whichever is shorter.

During the probationary period either the apprentice or the JATF 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 JATF for reasonable cause after documented due notice to the apprentice and a reasonable opportunity for corrective action. In such cases, the JATF 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 journeymen, 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 JATF 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 JATF 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 JATF 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 JATF must submit the request at the time of application and furnish such records and affidavits to substantiate the claim. Applicants requesting such credit who are selected into the apprenticeship program will start at the beginning wage rate. The request for credit will be evaluated and a determination made by the JATF 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 the 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 each occupation, the recommended term of apprenticeship will include no less than 144 hours of related instruction for the **Construction Driver** for each year of the apprenticeship. Apprentices agree to take such courses as the JATF deems advisable. The JATF 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 Sponsor and the Registration Agency.

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

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

The JATF will secure competent instructors whose knowledge, experience, and ability to teach will be carefully examined and monitored.

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 JATF will be responsible for the training of the apprentice on the job. Apprentices will be under the general supervision of the JATF and under the direct supervision of the journeyworker to whom they are assigned. The supervisor of apprentice(s) designated by the employer will be responsible for the apprentice's work assignments, and will ensure the apprentice is working under the supervision of a skilled journeyworker, evaluation of work performance, and completion and submittal of progress reports to the JATF.

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 JATF. 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 JATF. This record will be included in each apprentice's record file maintained by the JATF.

Before each period of advancement, or at any other time when conditions warrant, the JATF 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 JATF 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 JATF 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 JATF 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)

The JATF 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 JATF 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 (e) 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)

These Standards will, upon adoption by the JATF be submitted to the Registration Agency for approval. Such approval will be acquired before implementation of the program.

ILLINOIS TEAMSTERS JOINT COUNCIL NO.25 EMPLOYERS APPRENTICESHIP & TRAINING FUND 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 JATF 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 JATF will notify each apprentice of the cancellation and the effect of same. This notification will conform to the requirements of Title 29, CFR part 29.7.

SECTION 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 **ILLINOIS TEAMSTERS JOINT COUNCIL NO.25 EMPLOYERS APPRENTICESHIP & TRAINING FUND** 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 JATF 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) and 30(11)

The JATF will have full authority to supervise the enforcement of these Standards. Its decision will be final and binding on the employer, the sponsor, 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 JATF 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 JATF 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:

*ILLINOIS TEAMSTERS JOINT
COUNCIL NO.25
APPRENTICESHIP & TRAINING FUND
990 NE FRONTAGE ROAD, SUITE 4
JOLIET, ILLINOIS 60431*

*OFFICE OF APPRENTICESHIP/ USDOL
BAYS PROFESSIONAL CENTRE
10 WEST CASS STREET
JOLIET, ILLINOIS 60432*

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 JATF will provide written notice of its complaint procedure to all applicants for apprenticeship and all apprentices.

SECTION XXIV. - COLLECTIVE BARGAINING AGREEMENTS - 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 apprenticeship committee or program sponsors, and must comply with the following requirements:

- i. The transferring apprentice must be provided a transcript of related instruction and on-the-job learning by the committee or program sponsor:
- ii. Transfer must be to the same occupation; and
- iii. A new apprenticeship agreement must be executed when the transfer occurs between the program sponsors.

If the Sponsor is unable to fulfill his/her training obligation due to lack of work or failure to conform to these Standards the Sponsor 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 JATF and signed an Apprenticeship Agreement with the JATF agree to all the terms and conditions contained therein and agree to abide by the JATF's rules and policies, including any amendments, serve such time, perform such manual training, and study such subjects as the JATF may deem necessary to become a skilled Construction Driver.

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 JATF 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 JATF.
- 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 Sponsor.
- E. Develop and practice safe working habits and work in such a manner as to assure his/her personal safety and that of fellow 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 JATF.

SECTION XXVII - TECHNICAL ASSISTANCE

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

The JATF 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 **ILLINOIS TEAMSTERS JOINT COUNCIL NO.25** and **EMPLOYERS APPRENTICESHIP & TRAINING FUND** hereby adopts these Standards of Apprenticeship on this 23rd Day of March, 2016



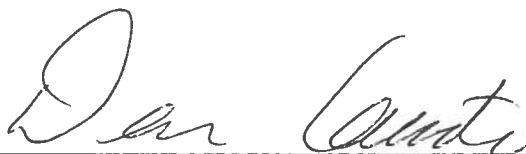
Signature of Management
Rusty Tobey, Co-Chairman



Signature of Labor
Terrence J. Hancock, Co-Chairman

Sponsor(s) may designate the appropriate person(s) to sign the Standards on their behalf.

*Registered as incorporating the basic standards of
The Office of Apprenticeship
United States Department of Labor*



Dean Guido

Regional Director V, Office of Apprenticeship,
United States Department of Labor

June 22, 2005

Date of Registration

APR 08 2016

Date of Revision

IL0151005004

Registration Number

Appendix A

WORK PROCESS SCHEDULE

Occupation Title:

CONSTRUCTION DRIVER

O*NET-SOC CODE: 53-3032.01

RAPIDS CODE: 1032

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 **four(4) Years** with an OJL attainment of **2000/8000 hours** supplemented by the required hours of related instruction.

2. **RATIO OF APPRENTICES TO JOURNEYWORKERS**

Insert ratio as covered in the CBA.

In order to assure adequate supervision and instruction of all apprentices on-the-job, the ratio of apprentices to journeyworkers shall be one(1) per shop and thereafter one(1) apprentice for each five(5) journeyworkers regularly employed in the trade.

3. **APPRENTICE WAGE SCHEDULE**

Apprentices shall be paid a progressively increasing schedule of wages based on a percentage of the current journeyworker wage rate or as per the applicable CBA.

4 Year Term:

1 st	500/2000 hours = <u>60%</u>	2 nd	500/2000 hours = <u>70%</u>
3 rd	500/2000 hours = <u>80%</u>	4 th	500/2000 hours = <u>90%</u>

4. **SCHEDULE OF WORK EXPERIENCE** (See attached Work Process Schedule)

The JATC may modify the work processes to meet local needs prior to submitting these Standards to the appropriate Registration Agency for approval.

5. **SCHEDULE OF RELATED INSTRUCTION** (See attached Related Instruction Outline)

Construction Driver Apprentices Curriculum

The Construction Driver Apprenticeship Program is a four-year program requiring between 144 and 150 hours of classroom and hands-on training and 500 hours of on-the-job learning per year. The goal of the program is to train apprentices who will be safe, efficient and productive Construction Drivers.

FIRST YEAR CURRICULUM **CLASSROOM TRAINING**

(150 Hours)

Instruction includes the following:

- Introduction to the construction industry.
- OSHA 10 hour construction.
- Traffic control work zone safety (see insert).
- Preparation for written Class A CDL and air brake examination.
- Preparation for written tanker CDL endorsement examination.
- Preparation for written examination for certification as a traffic safety control worker.
- First Aid/CPR/AED

After the apprentice has received a Class A CDL, the classroom and hands-on training will include:

- Basic operations.
- Safe operating practices for basic operations.
- Traffic safety control procedures.
- Advanced operating procedures.
- Pre-trip inspection.
- DOT regulations.
- Load securement.

FIRST YEAR ON-THE- JOB LEARNING

(500 Hours)

First year apprentices will receive training on any of the following vehicles as skills allow:

- Pickup truck.
- Straight dump truck.
- Straight flatbed truck.
- Straight water or fuel truck

- Industrial Forklift Class V

SECOND YEAR CURRICULUM
CLASSROOM TRAINING

(144 Hours)

- Preparation for Doubles and Triples CDL endorsement examination.
- Preparation for HAZ MAT CDL endorsement examination.

After the apprentice has received a Class A CDL, hands-on and classroom training will be provided for combination vehicles to include:

- Basic operations.
- Safe operating procedures.
- Advanced operating procedures.
- Pre-trip inspection.
- Accident reporting.
- DOT regulations.
- Load securement.

SECOND YEAR ON-THE-JOB LEARNING

(500 Hours)

Second year apprentices will receive training on any the following vehicles as skills allow for no less than 500 hours:

- Any combination vehicle requiring a Class A CDL, excluding lowboy trailers.
- Articulating and dump trucks.
- Any other vehicle as approved by the Training Committee.

THIRD YEAR CURRICULUM
CLASSROOM TRAINING

(144 Hours)

- Preparation for written passenger CDL endorsement examination (provided apprentice is 21 years old or older).

Once an apprentice has received passenger CDL endorsement, classroom and hand-on training to include:

- Basic operations for vehicles requiring a passenger endorsement.
- Safe operating procedures for vehicles requiring a passenger endorsement.

- Advanced operating procedures for vehicles requiring a passenger endorsement.
- Pre-trip inspection for vehicles requiring a passenger endorsement.
- Forklift and end loader training, class VII Forklifts.
- Introduction to pipeline training and equipment.

THIRD YEAR ON-THE-JOB LEARNING

(500 Hours)

Third year apprentices will receive training on any of the following vehicles as skills allow:

- Any vehicle requiring a passenger endorsement.
- Forklift and end loader, class VII equipment.
- Any other vehicle approved by the Training Committee.

FOURTH YEAR CURRICULUM CLASSROOM TRAINING

(144 Hours)

Apprentices will receive advance hands-on and classroom training for such equipment as follows:

- Lowboy trailer of construction equipment.
- Other specialty construction equipment.
- Safe operating procedures for lowboys and specialty construction equipment.
- Advanced operating procedures for lowboy and specialty construction equipment.
- Pipeline training.
- OSHA 30 Construction.

FOURTH YEAR ON-THE-JOB LEARNING

(500 Hours)

Fourth year apprentices will receive training on the following:

- Any construction vehicle covered by the Teamsters jurisdiction.
- Pipeline training.
- Work Zone traffic updates / refreshers.

Traffic Control Work Zone Safety Course

10 Hour OSHA Construction Course:

2 day course: This is a basic, introductory safety and health course for employers and employees in the construction field. OSHA prescribes the topics that must be included in this course, plus additional training exclusively for the roadway construction industry. Upon completion of the course students will receive course completion cards.

First Aid/CPR Course:

1 day course: Certification good for 2 years

Roadway Safety Awareness Program:

1 day course: Provides an overview of common hazards in highway and road construction and simple prevention measures.

Illinois DOT Flagger Certification:

1 Day Course: Flaggers are responsible for the safety of themselves, crew, motorists and pedestrians in the work zone. Certification is valid for 3 years; requirements are at least 18 years old with valid Illinois Drivers License. Training consists of classroom and hands-on training with a passing grade.

Traffic Control Technician (T-C-T):

1 day course: Provides an introduction to temporary traffic control in work zones for individuals who work in the field installing and removing traffic control devices. Students are introduced to the MUTCD book and learn techniques and practices in the installation and maintenance of traffic control devices. Possession of a valid Flagger Certification Card for this course is required.

Highway Design and Supervision Course:

2 day course: Students learn how to interpret, adapt and implement Traffic Control Plans. This course focuses on specific job responsibilities and covers the MUTCD requirements for implementing a safe TCP. Students must hold a valid Flagger Certification card and T-C-T Cert. with at least 1 year of documented experience in work zone traffic control.

Appendix B

**AER Sponsor Manual
ETA-671 Apprenticeship Agreement**

Occupation Title: Construction Driver

**O*NET-SOC CODE 53-3032.01
RAPIDS CODE 1032**

**ILLINOIS TEAMSTERS JOINT COUNCIL NO. 25 AND EMPLOYERS
APPRENTICESHIP & TRAINING FUND
990 NE FRONTAGE ROAD SUITE 4
JOILET, ILLINOIS 60431**

Appendix C

AFFIRMATIVE ACTION PLAN

ADOPTED BY

**ILLINOIS TEAMSTERS JOINT COUNCIL No. 25
EMPLOYERS APPRENTICESHIP & TRAINING FUND**

**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:



REGISTRATION AGENCY

DATE APPROVED: APR 08 2016

SECTION I - INTRODUCTION

The ILLINOIS TEAMSTERS JOINT COUNCIL No. 25 EMPLOYERS APPRENTICESHIP & TRAINING FUND (JATF) enters this Affirmative Action Plan (AAP) with good faith for the purpose of promoting equality of opportunity into its Registered Apprenticeship Program. The JATF 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 JATF hereby adopts the following nondiscriminatory pledge and the AAP.

This AAP is a supplement to the Apprenticeship Standards. Any changes made by the JATF will become part of this written AAP, once approved by the Registration Agency.

SECTION II - EQUAL OPPORTUNITY PLEDGE

The JATF commits to the following Equal Opportunity Pledge:

“The recruitment, selection, employment, and training of apprentices during their apprenticeship, shall be without discrimination because of race, color, religion, national origin, or sex. The Sponsor will take affirmative action to provide equal opportunity in apprenticeship and will operate the apprenticeship program as required under Title 29 of the Code of Federal Regulations, part 30.”

SECTION III - UTILIZATION AND ANALYSIS, GOALS AND TIMETABLES

In order to allow positive recruitment and full utilization of minorities and women in the apprenticeship program, the JATF 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 JATF’s labor market area. Once the labor force is determined, the JATF 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 JATF’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 JATF will set forth the specific steps they intend to take under each identified effort.** The JATF 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. x 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
 - 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)

The announcement will include the nature of the apprenticeship, requirements for admission to apprenticeship, availability of apprenticeship opportunities, sources of apprenticeship applications, and the JATF's equal opportunity policy. The period for accepting applications as established by the JATF is:

- B. x Participation in annual workshops conducted by employment service agencies for the purpose of familiarizing school, employment service and other appropriate personnel with the apprenticeship program and current opportunities.
- C. Cooperation with school boards and vocational educational systems to develop programs for preparing students to meet the standards and criteria required to qualify for entry into the apprenticeship program.
- D. x Internal communication of the JATF's equal opportunity policy should be conducted in such a manner to foster understanding, acceptance, and support among the JATF'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. x 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 JATF may be required to work with other JATFs and appropriate community organizations. The JATF will also initiate programs to prepare women and encourage women to enter traditionally male programs.

- F. Encouraging the establishment and utilization of programs of pre-apprenticeship, preparatory trade training, or others designed to afford related work experience or prepare candidates for apprenticeship. The JATF 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.
- 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:)

FOR EACH ITEM CHECKED IN SECTION IV, LIST EACH SPECIFIC STEP THAT THE JATF WILL UNDERTAKE TO FULFILL THAT OUTREACH AND RECRUITMENT STEP


(add additional pages as necessary)

SECTION V - ANNUAL REVIEW OF AFFIRMATIVE ACTION PLAN


The JATF 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 JATF 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 JATF 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 JATF 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.

SECTION VI - OFFICIAL ADOPTION

The ILLINOIS TEAMSTERS JOINT COUNCIL No. 25 and EMPLOYERS APPRENTICESHIP & TRAINING FUND (JATF) hereby officially adopts this Affirmative Action Plan on this 23rd Day of March, 2016.



Signature of Management
Rusty Tobey, Co-Chairman



Signature of Labor
Terrence J. Hancock, Co-Chairman

Sponsor(s) may designate the appropriate person(s) to sign the Standards on their behalf.

AFFIRMATIVE ACTION PLAN WORKFORCE ANALYSIS WORKSHEET

A. SPONSOR INFORMATION

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

B. OCCUPATIONAL INFORMATION

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

C. LABOR MARKET AREA & OCCUPATIONAL PARTICIPATION DATA

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

Resources for obtaining labor market information.

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

** RAPIDS Data available from Registration Agency.

*** Program Sponsors may use any reasonable method for determining the general availability of minorities and women with the present or potential capacity for apprenticeship, including relying on the data recorded in Section C.1 for "Total Labor

Force”, C.2 for “Working Age Population”, and C.3 “Apprentice Participation in Particular Craft/Occupation” to propose the entries for “The General Availability of Minorities and Women.”

D. SPONSOR’S WORKFORCE DATA

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

E. ADDITIONAL RESOURCE DATA FOR CONSIDERATION IN ESTABLISHING GOALS

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

* Data available from Registration Agency

** <http://www.eeoc.gov/stats/jobpat/jobpat.htm>

F. DETERMINATION OF UTILIZATION

Analysis	Yes	No
Minority Underutilization:		
Female Underutilization:		

G. SPONSOR’S GOALS:

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

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

H. REGISTRATION AGENCY APPROVAL:

Sponsor	Registration Agency
_____ Sponsor’s Signature	_____ Registration Agency Signature
_____ Typed Name	_____ Typed Name
_____ Title	_____ Title
_____ Date Signed	_____ Date Signed

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 assess 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.

Appendix D

**QUALIFICATIONS AND SELECTION
PROCEDURES**

ADOPTED BY

**ILLINOIS TEAMSTERS JOINT COUNCIL No. 25
EMPLOYERS APPRENTICESHIP & TRAINING FUND
(JATF)**

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

APPROVED BY: _____



REGISTRATION AGENCY

DATE APPROVED: _____

APR 08 2016

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 JATF 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

Shall possess sufficient educational knowledge to satisfactorily complete the on-the-job learning and related technical instruction. A high school diploma or GED equivalency may be required. Applicant must provide an official transcript(s) for high school and post high school education and training. All GED records must be submitted if applicable.

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 shall pass drug and alcohol screening tests and obtain a medical examiners certificate as required by the U.S. Department of Transportation (USDOT) in accordance with the Federal Motor Carrier Safety Administration Regulations. Only those selected for entry into the apprenticeship program will be required to take and pass the physical exam and the drug/alcohol test. (Cost to be borne by the applicant if selected for entry into the apprenticeship program.)

Applicants may be subject to a physical agility or fitness test on acceptance into the apprenticeship program and prior to being employed.

D. Aptitude Test

Applicants may be subject to an aptitude test accepted in the State where they will work and must pass each section to ensure they are able to comprehend the material they will learn.

E. Driver's License

Applicants must have had a class "D" driver's license for at least one year and maintain that license and any other class of driver's license obtained in the program for the duration of the program.

F. Clean Driving Record

Applicant must submit proof of their State Motor Vehicle driving report with the application that indicates a clean driving record. (Cost to be borne by the applicant.) Any one of the following lists of violations on a driving record will prevent a prospective applicant from selection into the program.

- Two traffic citations, 15 mph over the posted speed limit in a two-year period.
- One traffic citation, 15 mph over the posted speed limit with suspension or revocation in a two-year period.
- A suspension and revocation within a two-year period.
- A total of 10 points on your driving record in the last two-years.
- Any driving under-the-influence conviction within the last two-years.
- A total of three moving violations in the last two-years.

SECTION II. - APPLICATION PROCEDURES

- A. Applicants shall make application on forms provided by the JATF. A \$25.00 non-refundable application fee is required at time of application. Applications will be available at the office of the JATF located at 990 NE Frontage Road, Joliet, Illinois or at sites designated by the JATF. Dates and Times of the Application Procedures will be designed by the JATF. 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 JATF.

- D. Receipt of the properly completed application form, along with required supporting documents (proof of age, driver's license, State Motor Vehicle Driving Report, 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 by a lottery procedure, where and when to appear for an interview.

SECTION III. - SELECTION PROCEDURES

- A. The JATF will randomly select apprentices from a pool of eligible applicants who have met the minimum qualifications and have submitted the required documents.
- B. The method of random selection is subject to approval by the United States Department of Labor, Office of Apprenticeship.
- C. Supervision of the random selection process shall be by an impartial person or persons selected by the JATF, but not associated with the administration of the Apprenticeship Program.
- D. The time and place of the selection, and number of apprentices selected, shall be announced.
- E. The place of the selection shall be open to all applicants and the public. The names of apprentices drawn by this method shall be posted immediately following the selection at the program sponsor's place of business.
- F. Selected applicants must respond to the notice of selection within forty-eight (48) hours of notice. If applicants cannot be reached by telephone, their names will be passed and notice sent to their address by "Certified Mail-Return Receipt Requested" to determine if the applicants are still interested. If no response is received in fifteen (15) working days from the written notice, the applicant's name will be removed from the list. Only one certified notice will be mailed.

- G. Qualified applicants remaining on a preceding list will automatically be carried forward on the new list 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 will be required to reapply.
- H. An employee of a non-signatory employer not qualifying as a journeyworker when the employer becomes signatory, will be evaluated by the JATF in accordance with the procedures for granting of credit for previous experience, and indentured 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.)***
- I. An individual who signs an authorization card during an organizing effort, wherein fifty-one percent (51%) or more of the employees have signed authorization cards, whether or not the employer becomes signatory, and is an employee of the 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 indentured by the JATF 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.)*** For such applicants to be considered they must:
1. Be employed in the JATF's jurisdiction when the authorization card is signed.
 2. Have been employed by the employer before the organizational effort commenced.
 3. All employees of the employer must have been offered the opportunity to sign authorization cards and be evaluated; and provide reliable documentation to the JATF to show they were an employee performing construction driver work prior to signing the authorization card.

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 JATF (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 JATF 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 JATF 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 JATF will provide written notice of their complaint procedure to all applicants for apprenticeship and all apprentices.

SECTION VI. - MAINTENANCE OF RECORDS

The JATF 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 JATF 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 JATF 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.