

APPENDIX D

SELECTION PROCEDURES

ADOPTED BY

**(NAME OF AREA JOINT APPRENTICESHIP
COMMITTEE)**

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

APPROVED BY: _____
REGISTRATION AGENCY

DATE APPROVED: _____

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

SECTION I - MINIMUM QUALIFICATIONS (EXAMPLES)

Applicants shall meet the following minimum qualifications:

A. Age

All applicants shall be at least eighteen (18) years of age. Applicants are required to submit reliable proof of age.

B. Education

Applicants shall be high school graduates or provide proof of equivalent educational attainment, such as successful completion of GED. 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 will pass a screen for the current illegal use of drugs on acceptance into the program within forty-eight (48) hours after signing the apprenticeship agreement and prior to being employed. Applicants shall be subject to subsequent tests for drug/alcohol use on an annual, random, reasonable suspicion, and per cause basis thereafter.

D. Aptitude Test

Effective January 1, 2014, all applicants will be tested for aptitude and competency in the skills deemed necessary for successful completion of the apprenticeship program. Necessary skills areas have been determined by subject matter experts from the apprenticeship program in conjunction with workforce assessment provider ACT, Inc. The apprenticeship program has determined that aptitude testing is representative of the important aspects of performance in the industry.

Applicants are expected to attain a minimum passing score of at least 4 (out of a possible range of 3 – 7) on each of three job-related skills assessment areas in order to obtain a Career Readiness Certificate:

Reading for Information: A measurement of skills people use when they read and use written text in order to do a job;

Applied Mathematics: A measurement of skills people use when they apply mathematical reasoning, critical thinking, and problem-solving techniques to work-related problems;

Locating Information: A measurement of the skills utilized when working with workplace graphics such as charts, graphs, tables, forms, flowcharts, diagrams, floor plans, maps, and instrument gauges.

E. Reliable Transportation

Upon application to the Program, an applicant must demonstrate that he/she has access to reliable transportation. For purposes of this requirement, the term reliable transportation shall mean any form of transportation that permits the apprentice to attend work and any required classroom instruction held in the geographic jurisdiction of the Program.

SECTION II - APPLICATION PROCEDURES

- A. Applications shall be accepted year round, but at least once a month at the Local level by the Local Apprentice Representative. All persons requesting an application shall have one made available upon signing the applicant log.
- B. All applications shall be identical in form and requirements. The application form shall be numbered in sequence corresponding with the number appearing on the applicant log so that all applications can be accounted for. Columns will be provided on the applicant log to show race/ethnic and gender identification and the progress by dates and final disposition of each application.
- C. Before completing the application, each applicant will be required to read the Apprenticeship Standards and will be informed of the basic qualifications and documents needed to complete the application.
- D. Receipt of the properly completed application form, along with required supporting documents, (proof of age, driver's license, birth certificate or other acceptable documentation; copy of high school diploma, GED Certificate or other acceptable documentation) if applicable, shall constitute the completed application.
- E. The Local Area Representative will review the applications received from applicants, checking for completeness.
- F. Completed applications, including the Applicant Log, will be forwarded to the Area Coordinator who will check all applications to ensure they meet the minimum age requirement. Applicants deficient in one or more qualifications or requirements or making false statements on their application will be notified in writing by the Area Coordinator 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.

SECTION III - SELECTION PROCEDURES

- A. The Area Joint Apprenticeship Committee will utilize referrals from the Helmets to Hardhats Program. Veterans who meet the requirements for entry into the Helmets to Hardhats Program will be eligible for referral to the Area Joint Apprenticeship Committee upon verification from the Helmets to Hardhats Program that the veteran(s) has a transferable skill in an apprenticeable occupation. Referrals from the Helmets to Hardhats Program will be done pursuant to the procedures established by the Helmets

to Hardhats Program. Supervision of the selection process shall be done by the Helmets to Hardhats Program. Entry of veterans into the Program will be done without regard to race, color, religion, national origin, or sex.

- B. After exhaustion of the pool of eligible applicants as outlined in subparagraph A above, the Area Joint Apprenticeship Committee will utilize Selection Method #2 (Random Selection from Pool of Eligible Applicants), until formal implementation of aptitude testing as described in Section I.B above as a minimum qualification effective June 1, 2013. This will include selection of individuals with welding qualifications in accordance with Exhibit "D-1" attached.
- C. The Area Coordinator will send the applicants a letter informing them of their placement on the Random Selection Applicant Roster.
- D. The Area Coordinator will provide the Local Committee with the final Applicant Roster based on the outcome of the random selection process.
- E. Effective January 1, 2014, Selection Method #2 above shall be enhanced by the required attainment of a passing score on an aptitude test sufficient to earn the applicant a Career Readiness Certificate, before the individual is admitted to the pool of eligible applicants. The aptitude test shall be certified as having a significant statistical relationship between the score on the aptitude test required for admission to the pool of eligibles, and performance in the apprenticeship program.
- F. As openings for the registration of new apprentices occur, applicants will be notified of selection by telephone. It shall be the responsibility of the applicant to keep the Local Area Committee informed of their current mailing address and phone number. The Local Area Committee should inform the Area Coordinator of any changes received for applicant addresses/phone numbers.
- G. If the applicant cannot be reached by phone within two (2) days, a "Certified Letter, Return Receipt Requested," will be sent. If no response is received in ten (10) working days from the written notice of selection, the applicant's name will be removed from the list. Only one certified notice will be mailed.
- H. Qualified applicants remaining on a preceding eligibility pool will automatically be carried forward on the new eligibility pool and placed above those from the current pool of eligible's for a period of two (2) years, unless the applicant has been removed from the list by their own written request or following failure to respond to an apprentice opening. Applicants who were not placed during the two (2) year period they were in the eligibility pool will be required to reapply.

SECTION IV. - DIRECT ENTRY

Area Joint Apprenticeship Committees who wish to invoke the direct entry provision may do so without regard to the existing selection procedure or minimum qualifications used for entry into the apprenticeship program. Individuals selected into the apprenticeship program via direct entry shall only include those individuals described below who have received training or employment in an occupation directly or indirectly related to the occupation(s) registered in these Standards. The Area Joint Apprenticeship Committees will award Credit for Previous Experience in accordance with Section XII of these Standards, and will pay the apprentice(s) at

the wage rate commensurate with their skill attainment. The Credit for Previous Experience shall be awarded without regard to race, color, religion, national origin or sex. The methods for direct entry shall include the following:

- A. Military Veterans who completed military technical training school and/or participated in a registered apprenticeship program or related occupation while in the military in the occupations registered in the boilermaker industry may be given direct entry into the apprenticeship program through the Helmets to Hardhats Program. Veterans who meet the requirements for entry into the Helmets to Hardhats Program will be eligible for referral to the Area Joint Apprenticeship Committee upon verification from the Helmets to Hardhats Program that the veteran(s) has a transferable skill in an apprenticeable occupation. Referrals from the Helmets to Hardhats Program will be done pursuant to the procedures established by the Helmets to Hardhats Program. Supervision of the selection process shall be done by the Helmets to Hardhats Program. Entry of veterans into the Program will be done without regard to race, color, religion, national origin, or sex.

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 gender, 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 Area Joint Apprenticeship Committee (if applicable), or with the Equal Employment Opportunity Commission.
- B. 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 Area Joint Apprenticeship Committee 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 with good cause shown.
- C. The complaint must be in writing and shall be signed by the complainant. It must include the name, address, and telephone number of the person allegedly discriminated against, the Area Joint Apprenticeship Committee involved, and a brief description of the circumstances of the failure to apply the equal opportunity standards.
- D. The Area Joint Apprenticeship and Training Committee shall provide the applicant with the complaint procedures.
- E. Complaints of harassment in the apprenticeship program may be filed and processed under Title 29, CFR, part 30, and the procedures as set forth above.

SECTION VI - MAINTENANCE OF RECORDS

All records, including Announcement of Openings, Apprentice Applicant Logs, Applications and all supporting documents for each processing cycle, Test Results, Ranking Lists, and other records relating to the selection and employment of apprentices shall be retained for a period of five (5) years and made available upon request to the Registration Agency.

The Area Joint Apprenticeship Committee will keep adequate records including a summary of the qualifications of each applicant, the basis for evaluation and for selection or rejection of each applicant, the records pertaining to interviews of applicants, the original application for each applicant, information relative to the operation of the apprenticeship program, including, but not limited to, job assignment, promotion, demotion, layoff, or termination, rates of pay or other forms of compensation or conditions of work, hours including hours of work and, separately, hours of training provided, and any other records pertinent to a determination of compliance with these regulations, at 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 nonminority) participants.

Each sponsor 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. The sponsor 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).

SECTION VII - OFFICIAL ADOPTION OF SELECTION PROCEDURES

The (Insert Name of Area Joint Apprenticeship Committee) hereby officially adopts these Selection Procedures on this _____ Day of (Insert Month/Year).

Chairperson

Date

Typed/Printed Name

Secretary

Date

Typed/Printed Name

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