

FOREWORD

The Laborers' International Union of North America and The Associated General Contractors of America recognizes the need for structured training programs to maintain the high level of skill and competence demanded in the construction industry and the residential energy efficiency market. Registered apprenticeship is the most practical and sound training system available to meet that need, to develop individuals into skilled journeyworkers, and to ensure industry has access to an adequate supply of skilled workers.

Title 29, Code of Federal Regulations (CFR), part 29, outlines the requirements for registration of acceptable apprenticeship programs for Federal purposes, and sets forth labor standards that safeguard the welfare of apprentices. Such registration may be by the U.S. Department of Labor, Office of Apprenticeship, or by a State Apprenticeship Agency recognized by the Office of Apprenticeship as the appropriate body in that State for approval of local apprenticeship programs for Federal purposes. Title 29, CFR, part 30 sets forth the requirements for equal employment opportunity in apprenticeship to which all registered apprenticeship programs must adhere.

The purpose of these National Guidelines for Apprenticeship Standards (National Guideline Standards) is to provide policy and guidance to local Joint Apprenticeship and Training Committees (JATC) in developing these Standards for Apprenticeship for local approval and registration. These National Guideline Standards developed by the JATC are certified by the U.S. Department of Labor, Office of Apprenticeship as substantially conforming to the requirements of Title 29, CFR parts 29 and 30. State Apprenticeship Agencies recognized by the Office of Apprenticeship to register local programs, and/or local laws and regulations, may impose additional requirements that must be addressed in the local apprenticeship standards.

Local Standards of Apprenticeship must be developed and registered by each JATC that undertakes development and implementation of an apprenticeship training program. The local Standards of Apprenticeship will be the JATC's written plan outlining all terms and conditions for the recruitment, selection, employment, training, and supervision of apprentices as subscribed to by the JATC, and must meet all the requirements of the Registration Agency.

The establishment of local apprenticeship programs under these National Guideline Standards will provide the Sponsor with a skilled and versatile workforce at each of its locations by providing apprentices the opportunity to become journeyworkers through an organized and properly supervised program of training, practical experience and related instruction.

THE JOINT APPRENTICESHIP AND TRAINING COMMITTEE (JATC)

In order to ensure continuous activity and progress in apprenticeship and training at the Laborers' International Union of North America and the Associated General Contractors of America, the JATC was established. The JATC will be responsible for the overall development of the National Guideline Standards, and provide updated apprentice training for the industry through periodic surveys and recommendations as necessary.

The attached National Guideline Standards are for local JATCs to utilize in developing their local Apprenticeship Standards. The JATC looks to the cooperative effort and initiative of local committees to increase and maintain long-lasting apprenticeship activities.

This committee is composed of not more than fourteen (14) members appointed by the respective co-chairpersons of the fourteen (14) trustees of the LIUNA Training and Education Fund.

Except as otherwise specifically provided for in the National Guideline Standards, any disputes arising out of the application of the provisions of a local program, which are not resolved by the JATC, will be subject to the established grievance procedure. By mutual agreement, the parties may waive the steps of the grievance procedure and refer a grievance directly to arbitration. However, complaints alleging violation of a sponsor's nondiscrimination and affirmative action responsibilities must be handled according to the procedures set forth under Title 29, CFR, part 30.

DEVELOPMENT OF AFFIRMATIVE ACTION PLAN AND SELECTION PROCEDURES

Equal employment opportunity is required of every registered apprenticeship program. Such requirements apply to the recruitment, selection, employment, and training of apprentices throughout their apprenticeship.

Those programs with five or more apprentices, or where there is a likelihood of five or more apprentices, must have a written Affirmative Action Plan and Selection Procedures that is approved by the Registration Agency as part of the Standards of Apprenticeship.

A sample Affirmative Action Plan and Selection Procedures are attached.

Representatives of the Registration Agency are available to assist local JATC's in developing Standards of Apprenticeship, Affirmative Action Plan and Selection Procedures using the sample provided. Once developed, the Standards of Apprenticeship, as well as the Affirmative Action Plan and Selection Procedures must be submitted to the Registration Agency for approval and registration. Company Affirmative Action Plans and Selection Procedures (hiring process) may be considered in lieu of utilizing the samples provided if they meet all of the requirements of Title 29, CFR part 30.

