

CONSTRUCTION CRAFT LABORER APPRENTICE PROGRAM

Executive Director
Thomas Nordeen

APPRENTICESHIP AGREEMENT

Labor Trustees
James P. Connolly
Martin Dwyer
Martin Flanagan
Joseph V. Healy
Charles V. LoVerde III
William Martin

Management Trustees
Seth Gudeman
Shane Higgins
Joseph Koppers
Robert G. Krug
David Lorig
William Vignocchi

Carol Stream Location
1200 Old Gary Avenue
Carol Stream IL 60188
(630) 653-0006

Chicago Location
5700 West Homer Street
Chicago IL 60639
(773) 413-3315

UNION OBLIGATIONS OF THE APPRENTICE

Participation in the apprentice program is contingent upon the apprentice meeting obligations to the Local Union to which he/she is assigned. Any apprentice not in good standing with their Local Union is not eligible for employment or to attend training.

OFF THE JOB-RELATED INSTRUCTION AND TRAINING

All scheduled training classes will be conducted at the LIUNA Chicagoland Laborers' District Council Training and Apprenticeship Fund (or "Fund") in either the Carol Stream or the Chicago Training Facility, Monday through Friday, 7:00 am to 3:30 pm. It is the responsibility of the apprentice to verify which location each class will be taught.

ATTENDANCE

Apprentices must attend all off-the-job instruction and training as assigned and scheduled **whether they are working or not.** Appropriate notice will be given by text to the apprentice of scheduled training dates. The apprentice **must confirm training dates with the training fund office. Apprentices can confirm by** **texting "YES, I will attend training" to 833-658-1833 or by calling 630-653-0006 ext. 0** **This must be completed prior to 11:00 am the Wednesday before scheduled mandatory training to confirm their seat. The apprentice must also give their employer notice of the training dates as soon as possible.**

Apprentices must be on time and appropriately dressed for all training classes. Appropriate work clothing includes work pants (no shorts), shirts with sleeves and work boots. Apprentices should also dress appropriately for the weather conditions. Portions of your training may be conducted outdoors. Gloves and safety glasses assigned to the apprentice must be brought back to class each day.

Late:

An apprentice shall be considered late for class if the apprentice arrives 1–10 minutes past the starting time of the scheduled class.

Unexcused absence:

- If an Apprentice arrives 11 minutes or more past the starting time of the scheduled class, the Apprentice will be turned away.
- If an Apprentice does not attend a day of scheduled training or leaves class without authorization.
- If an Apprentice does not call or text to confirm their seat by 11:00 am the Wednesday prior to the scheduled mandatory training.

Excused absence:

- If the apprentice's absence from a scheduled class is for personal medical reasons, a death in the immediate family, a court appearance, military obligations or because of an unforeseeable event or emergency, it may be excused. **Written documentation substantiating the reason for the absence must be submitted to the Joint Apprenticeship and Training Committee (JATC) within one week of the absence.**

Any missed training will require the apprentice to call and reschedule the time missed or repeat the entire class at the discretion of the Director of the Apprenticeship. Certificates, training stipends and wage increases will not be awarded until the apprentice completes the required training.

ASSESSMENT OF POINTS FOR RULE VIOLATIONS

<u>POINTS</u>	<u>VIOLATION</u>
0	Excused absence
15	Unexcused absences
5	Late for scheduled class
5	Violation of JATC rule
5	Violation of Fund rule
10	Violation for failure to complete Monthly Hour Report



VIOLATION ASSESSMENTS

The first 500 hours of employment for all entering apprentices shall constitute a probationary period. During the probationary period, either the apprentice or the sponsoring employer may terminate the Apprenticeship Agreement, without stated cause, by notifying the Director of Apprenticeship in writing. The Director of Apprenticeship will then follow the steps outlined in paragraph three to complete the termination process.

Once an apprentice has accumulated 20 or more violation points in a period of apprenticeship, the apprentice will be placed on “pre-termination” status and the apprentice, the sponsoring employer and the Local will be notified. The apprentice will be given a reasonable opportunity for corrective action.

Once an apprentice has accumulated 31 or more violation points in a period of apprenticeship, that apprentice will be terminated from the Program. The sponsoring employer, Local and apprentice will be notified of the decision in accordance with Fund rules.

Once terminated from the Program, the former apprentice **will not** be eligible to work as a laborer. An apprentice terminated from the Program can re-apply after a period of two (2) years has elapsed from the termination.

All apprentices will have a right to appeal if they are terminated from the Program. The termination letter will include a description of the apprentice’s appeal right.



PERIODS OF APPRENTICESHIP

An apprentice begins their two-year term as an apprentice at 60% of journey worker wages.

They are required to complete 40 hours of initial training and:

In order to advance to the next level, first year, second 6 months (70%) level the apprentice needs to have completed:

- 600 hours of on-the-job (OJL) learning
- 6 months from their acceptance date into the program
- And an additional 80 hours of instruction

In order to advance to the second year, first 6 months (80%) level the apprentice needs to have completed:

- A total of 1200 hours (cumulative) of OJL
- 6 months from their last level increase
- And an additional 80 hours of instruction

In order to advance to the second year, second 6 months (90%) level the apprentice needs to have completed:

- A total of 1800 hours (cumulative) of OJL
- 6 months from their last level increase
- And an additional 80 hours of instruction

In order to complete the apprentice program and advance to 100% Journey Worker rate, the apprentice needs to have completed:

- A total of 2400 hours (cumulative) OJL
- 6 months from their last level increase
- And their last 80 hours of instruction



RESPONSIBILITIES OF AN APPRENTICE

Having read these standards formulated by the Fund, apprentices agree to all terms and conditions contained herein, including any amendments, rules, or policies, to perform manual training, and study subjects as the sponsor may deem necessary to become a skilled journey worker.

In signing the apprenticeship agreement, apprentices assume the following responsibilities and obligations under the apprenticeship program:

- A. Maintain and make available records of work experience and training received on the job and in related instruction as may be required by the Fund.
- B. Develop and practice safe working habits and work in a manner as to assure his/her personal safety and most importantly, that of fellow workers.
- C. Work for the employer to whom the apprentice is assigned for the duration of the apprenticeship, unless the apprentice is reassigned by the Director of Apprenticeship to another employer, or the apprenticeship agreement is terminated by the sponsor.
- D. Perform diligently and faithfully the work of the trade and other pertinent duties as assigned by the employer.
- E. Respect the property of the employer and abide by the working rules and regulations of the employer and the Fund.
- F. Work in harmony with other apprentices and journey workers and carry out the instruction given by supervisors.
- G. Attend regularly scheduled Union Meetings as often as possible.
- H. Consistently conduct oneself in a creditable, ethical, and moral manner as you represent the reputation of the Fund.

Failure to demonstrate willingness or ability to acquire the knowledge and skills of this craft, or failure to meet the apprentice responsibilities and obligations as outlined in these Standards and in the rules and regulations of the Fund, may result in termination from the Apprentice Program.

All apprentices are required to keep their personal contact information updated. Apprentices will be held accountable for "no shows" as a result of the Fund not having current information.



RESPONSIBILITIES OF AN APPRENTICE

- An apprentice may not quit a job with a contractor, nor change contractors without approval from the Director of Apprenticeship.
- Apprentices laid off by their employer due to lack of work or reduction in workforce shall immediately notify the Director of Apprenticeship and their Local.
- Apprentices called back to work by the employer shall immediately notify the Director of Apprenticeship and their Local.
- Apprentices shall complete monthly employment work reports and submit them by the 10th day of the following month to the Joint Apprenticeship Training Committee.
- Apprentices are required to report any inconsistencies in the hourly rates and report to their Local.
- Any apprentice that feels they are being mistreated may contact the Local or Apprentice Coordinator.
- Any apprentice that has been instructed to work for a contractor other than your Sponsor is required to contact your Apprentice Coordinator. This is a violation of the Sponsor agreement.

Apprentices must abide by all requirements of the Apprenticeship Standards for Construction Craft Laborer (DOL #869-463-580).

LIUNA Chicagoland Laborers' District Council Training and Apprenticeship Fund will not discriminate against apprenticeship applicants or apprentices based on 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. Chicagoland Laborers' District Council Training and Apprenticeship Fund 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 5(c)(1).



STATEMENT OF UNDERSTANDING

I have read these rules and been given an opportunity to ask questions regarding further classifications. I understand that a copy of these rules will be given to me, and a signed copy placed in my apprenticeship file. I have received, understand, and accept the rules, regulations and conditions of the Chicagoland Laborers' District Council Training & Apprentice Fund and Apprenticeship Standards. I understand that violation of these rules, regulations, conditions, or standards is just cause for me to be terminated from the apprenticeship program.

Date of Birth: _____

Apprentice Signature: _____ Date _____

Program Sponsor Signature: _____ Date _____

Program Sponsor:
LIUNA Chicagoland Laborers' Training & Apprentice Fund
John Retondo
Director of Apprenticeship
1200 Old Gary Avenue
Carol Stream, Illinois 60188
630-653-0006 ext. 252
john.retondo@chicagolaborers.org

Registration Agency:
United States Department of Labor Office of Apprenticeship
Marlene Budge
USDOL/OA/ATR
230 South Dearborn St.
Chicago, Illinois 60604
312-596-5504
budge.marlene@dol.gov