

Appendix D

QUALIFICATIONS & SELECTION PROCEDURES

ADOPTED BY

**ALASKA HEAT AND FROST INSULATORS
AND ALLIED WORKERS
JOINT APPRENTICESHIP TRAINING COMMITTEE**

**AS REQUIRED UNDER TITLE 29 OF THE
CODE OF FEDERAL REGULATIONS, PART 30
AMENDED DECEMBER 19, 2016**



ApprenticeshipUSA

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

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.

Date: May 8, 2017

Program No. AK000710001

SECTION I. – MINIMUM QUALIFICATIONS

Applicants will meet the following minimum qualifications:

A. Age

Apprentices must not be less than eighteen (18) years of age. Applicant must provide evidence of minimum age respecting any applicable state laws or regulations.

B. Education

A high school diploma or GED equivalency is required, or completion of the GED within the 1,600 hour probationary period. 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 may be required to pass a physical agility test, fitness test, or screen for the current illegal use of drugs upon acceptance into the program and prior to being employed.

D. Alaska Residency

Applicant must be an Alaskan resident.

E. Drivers License

Applicant must possess a valid Alaska Driver's License.

Applicant must submit a 5-year Department of Motor Vehicle (DMV) driving record with no driving under the influence (DUI) conviction within the last five years.

SECTION II. – APPLICATION PROCEDURES

- A. Applications for apprenticeship will be accepted year-round in the geographic areas. Geographic selection areas are defined as: Fairbanks North Star Borough, Municipality of Anchorage / Mat-Su Borough, Southeast Alaska, and the Kenai Peninsula. Locations outside of these geographic areas are considered remote site places of employment.
- B. All persons requesting an application will have one made available upon signing or being entered in the applicant log.
- C. All applications will 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 sex identification and the progress by dates and final disposition of each application.
- D. 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 JATC.
- E. Receipt of the properly completed application form, along with required supporting documents (proof of age, driver's license, birth certificate or other acceptable documentation; DMV driving record, copy of high school diploma, GED Certificate or other acceptable documentation) will constitute the completed application.
- F. 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 appeals right available to them. No further processing of the application will be taken.
- G. Applicants meeting the minimum qualifications and submitting the required documents will be notified where and when to appear for the interview.

SECTION III. – SELECTION PROCEDURES

- A. The JATC shall schedule the interview (if applicable) and evaluation session. All applicants who have met the minimum qualifications and have submitted the required documents must be notified of the date, time, and place to appear. Applicants will be interviewed within 60-days of their application date.

- B. The interviewer(s) will rate each applicant during the interview on each of the factors on the applicant rating form, taking into account the information on the application, required documents, if applicable. The interviewer will record the questions asked and the general nature of the applicant's answers. The interviewer will then prepare a written summary of his/her judgment of the applicant derived from the interview.
- C. After completing the interview and evaluation of the applicants, the individual rating scores of the interviewer(s) will be added together and averaged to determine the applicant's final rating.
- D. Applicants will be placed on a "Ranking List" according to their scores at the evaluation session, with the applicant having the highest score being at the top of the list, and all applicants then listed in descending order based on score. The ranking list will be sorted by geographic selection area.
- E. As openings for the registration of new apprentices occur, the highest ranked applicant will be notified of selection by telephone. It shall be the responsibility of the applicant to keep the JATC informed of their current mailing address and telephone number.
- 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," or an equivalent delivery confirmation method, to determine if the applicants are still interested. If no response is received in fifteen (15) working days from the written notice, the applicants' name will be removed from the list. Only one certified notice will be mailed.
- G. Qualified applicants remaining on a preceding ranking list will automatically be carried forward on the new ranking list and slotted in wherever their rating score placed them 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 that were on the ranking list, will be required to reapply.
- H. During the two-year period, applicants who feel that their qualifications have improved since their original rating may submit documented evidence of such additional experience or training and request reevaluation and rating at the next regular processing cycle.

SECTION IV –DIRECT-ENTRY

JATC programs who wish to invoke the direct entry provision may do so without regard to the existing selection procedure 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 JATC will award Credit for Previous Experience in accordance with Section XII of the Standards of Apprenticeship, 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. School to Apprenticeship Linkage Agreement

The School to Apprenticeship Linkage program is an innovative approach to education and training, which allows qualified high school students (seniors) to effectively bridge the gap between high school and the world of work by means of the apprenticeship system. High school seniors who are selected for entry into the program shall be employed part-time as registered apprentices while completing their secondary education.

Upon completion of their required courses for high school graduation, the student/apprentice will be expected to continue in the program as a full time apprentice. It is further understood that if the student/apprentice does not complete the required course material for high school graduation the apprenticeship agreement will be canceled. In essence: no school, no work.

The minimum education requirement shall be waived for participants who are accepted and indentured as student/apprentices in the school to apprenticeship linkage program. At no time will the student/apprentice be less than seventeen (17) years of age.

Student/apprentices participating in the school to apprenticeship linkage program shall work a reduced workday and workweek while attending and completing their high school requirements.

It is the understanding and intent of all concerned parties (Education, Employer, Sponsor, Apprentice, and Registration Agency) that the conditions of work for school to work apprentices shall be the same as other apprentices employed, and shall be governed by the approved apprenticeship standards.

A formal School-to-Apprenticeship Linkage Agreement between the high school, apprenticeship program sponsor, and registration agency shall be approved prior to enrolling any student into the School-to-Apprenticeship program.

B. Military Veterans and Helmets to Hardhats

Military Veterans or Helmets to Hardhat participants who completed military technical training school or participated in a registered apprenticeship program while in the military may be given direct entry into the apprenticeship program. The JATC shall evaluate the military training received for granting appropriate credit on the term of apprenticeship and the appropriate wage rate. The JATC will determine what training requirements they need to meet to ensure that they receive all necessary training for the completion of the apprenticeship program. Entry of military veterans shall be done without regard to race, color, religion, national origin, or gender. (Note: This is a method of direct entry into the apprenticeship program.)

C. Transfer of Apprenticeship

In order to transfer an apprenticeship agreement between two local Heat & Frost Insulators & Allied Workers JATC registered apprenticeship programs, the following requirements must be met:

1. The apprentice must submit a written request for transfer, describing in detail the needs and reasons upon which the request is based.
2. The apprentice's sponsoring JATC must agree to the transfer.
3. The receiving JATC must agree to the transfer.
4. The two Unions must agree to the transfer.
5. The receiving JATC shall have complete access to all apprenticeship records pertaining to the transferring apprentice.
6. Upon being accepted by the receiving JATC, the apprentice existing apprenticeship agreement shall be terminated.
7. Indenture proceedings shall be initiated with the receiving JATC and the appropriate Registration Agency. The Registration Agency will be provided with all documentation necessary and/or required to verify that the transfer is justifiable.
8. Apprentices accepted for transfer will be given full credit for on-the-job training experience and related instruction successfully completed while indentured in a Heat & Frost Insulators & Allied Workers JATC apprenticeship program.
9. The transferring apprentice must:
 - a) Complete an application form, accurately responding to all questions.
 - b) Provide the receiving JATC official documentation pertaining to their participation in the apprenticeship program that they are transferring from. An official copy of all records established with the sponsoring JATC (including a copy of the application form and the apprenticeship agreement properly registered with the Registration Agency) and other information submitted shall be provided to the receiving JATC. The receiving JATC will examine all

documentation submitted before granting permission to transfer. All such records shall become part of the receiving JATC's permanent files.

D. Organizing Provision

1. An employee of a non-signatory employer not qualifying as a journeyworker when the employer becomes signatory, will be evaluated by the JATC in accordance with the procedures for the granting of credit for previous experience, and registered 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. Entry into the program through this method shall be done without regard to race, color, religion, national origin, or sex. (Note: This is a method of direct entry into the apprenticeship program.)

2. 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 shall be evaluated and indentured by the JATC at the appropriate period of apprenticeship based on previous work experience and related training. (Note: This is a method of direct entry into the apprenticeship program.) For such applicants to be considered they must:

- a) Be employed in the JATC jurisdiction when the authorization card was signed.
- b) Have been employed by the employer before the organizational effort commenced.
- c) All employees of the employer must have been offered the opportunity to sign authorization cards and be evaluated.
- d) Provide reliable documentation to the JATC to show they were an employee performing work of the craft prior to signing the authorization card.

3. An employee of a non-participating employer who becomes a new member employer of the sponsoring organization who does not qualify as a journeyworker when the employer becomes a member, will be evaluated by the Sponsor in accordance with the procedures for the granting of credit for previous experience, and registered 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.)

4. An individual who is or who has worked for a signatory or non-signatory employer and who, of his/her own choosing, solicits membership as a journeyworker and does not qualify as a journeyworker, will be evaluated in accordance with the procedures for the granting of credit for previous experience and registered by the JATC 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. Entry into the program through this method shall be done without regard to race, color, religion, national origin, or sex. (Note: This is a method of direct entry into the apprenticeship program.)

E. Pre-Apprenticeship

An individual who has completed a structured pre-apprenticeship training program that meets the requirements outlined in Training and Employment Notice 13-12, Defining a Quality Pre-Apprenticeship Program and Related Tools and Resources, in any occupational area covered in these standards of apprenticeship and who meets the minimum qualifications of the apprenticeship program may be admitted directly into the program. The candidate shall provide official documentation confirming that he or she fulfilled the specific requirements of the pre-apprenticeship program, such as completion/graduation certificates, transcripts, notarized letters of confirmation, and sworn statements.

SECTION V. – COMPLAINT PROCEDURE

- A. Any apprentice or applicant for apprenticeship who believes that he or 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 or 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 U. S. Department of Labor or, at the apprentice or applicant's election, with the private review body established by the local JATC (if applicable).
- B. The complaint shall 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 JATC 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 JATC to review such complaints, any referral of such complaint by the complainant to the Department 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 Department for good cause shown.

- D. Complaints of sexual harassment in the workplace may be filed and processed under Title 29, CFR Part 30, and the procedures as set forth above.
- E. The JATC will provide written notice of their complaint procedure to all applicants for apprenticeship and all apprentices.

SECTION VI. – MAINTENANCE OF RECORDS

The JATC 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 JATC 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 JATC 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.

SECTION VII. – OFFICIAL ADOPTION OF SELECTION PROCEDURES

The Alaska Heat & Frost Insulators & Allied Workers JATC officially adopts these Selection Procedures on this 8 day of May, 2017.

REPRESENTING THE ALASKA HEAT & FROST INSULATORS & ALLIED WORKERS JATC:

Peyton Lee Dunham
Signature of JATC Chairperson

U. Olson
Signature of JATC Secretary

Peyton Lee Dunham
Printed Name

U. Olson
Printed Name

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

REGISTRATION

Registered as by U.S. Department of Labor's Office of Apprenticeship as required by Title 29 of the Federal Code of Regulations, parts 29 and 30.

On behalf of U.S. Department of Labor, Office of Apprenticeship:

John P. Hakala
John P. Hakala
Alaska State Director

5-8-17
Date