

# APPRENTICESHIP STANDARDS

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## FORWARD

The Connecticut State Apprenticeship Council, established under State Statutes, is composed of members with broad experience in the field of Apprentice Training.

Recommendations of the Council are submitted to the Connecticut Labor Commissioner for adoption. The Commissioner of Labor has adopted regulations governing the Apprentice Work Training Standards (Sec. 31-51d-1 to 12).

The following Apprenticeship Standards have been adopted by the Council as the basic standards of approval for an Apprentice Program. The Council has made provisions for special requirements as part of each sponsor's standards submitted for review and approval. The regulations for the Commissioner of Labor's Work Training Standards for Apprenticeship and Training Programs are incorporated by this reference as part of the following standards.

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### **I. Special Provisions**

Explain any terms and conditions that govern this sponsor's program, which deviate from the language that follows:

(Reference the Section of standards and add additional sheets if necessary.)

### **II. Definitions**

**A.** Sponsor means the duly established firm, association, committee, organization or corporation permanently located within the State of Connecticut in whose name this program is approved and registered.

**B.** Employer means the sole owner, partnership or corporation that employs apprentices for wages; is responsible for the on-the-job training of apprentices; is a party of these standards either as a program sponsor or as a participant under the jurisdiction of a Joint Apprenticeship Committee.

**C.** Joint Apprenticeship Committee means a committee composed of equal representation of employer and labor members sponsoring an apprenticeship program.

**D.** Apprentice means a person training under a written agreement which provides specific terms of apprenticeship and employment including but not limited to wage progression; specific hours of job training processes; hours and courses of school instruction which satisfactory completion thereof provides recognition as a qualified professional, technical, craft or trade worker.

**E.** Journeyperson means any person who has completed an apprenticeship or is recognized/classified as a skilled person and possesses a valid Journeyperson card or occupational license when required.

**F.** Council means the Connecticut State Apprenticeship Council which recommends policy concerning apprenticeship to the Commissioner.

**G.** Department means the Connecticut Labor Department, which is the registration agency for all programs.

**H.** Related Instruction means an organized and systematic form of instruction designed to provide the apprentice with knowledge of the theoretical and technical subjects related to his/her trade.

### **III. Qualifications for Applicants**

**A. Age:** Applicants must not be less than 16 years of age.

**B. Education:** Applicants shall possess the basic education necessary for entry-level training. A minimum education level factor may be determined by the sponsor as part of the Special Provisions in Section I.

**C. Physical:** Applicants must be able to perform the essential functions of the trade.

### **IV. Recruitment, Selection, Employment & Training Procedures**

#### **A. Equal Opportunity Pledge**

The recruitment, selection, employment and training of apprentices shall be without discrimination because of race, color, religious creed, age, marital status, national origin, ancestry, sexual orientation, learning disability or physical disability including but not limited to blindness; unless such disability prevents the apprentice or potential apprentice from performing the essential functions of the work involved in the apprenticeship program. The sponsor will operate the apprenticeship program as required under applicable laws, regulations and executive orders.

#### **B. Affirmative Action Plan**

**1.** A specific selection procedure and affirmative action plan must be developed when the program attains an enrollment of five or more apprentices.

**2.** The Department will assist the sponsor in the development of a selection procedure and affirmative action plan.

### **C. Recruitment Procedures Under An Affirmative Action Plan**

- 1. Present Employees:** Apprentices may be selected from the sponsor's existing workforce providing its composition does not indicate a discriminatory pattern.
- 2. New Employees:** Selection of apprentices from new employees must be made from a pool of eligible individuals.
- 3.** The Department will provide technical assistance to the sponsor for recruitment to attain goals and timetables.

### **V. Term of Apprenticeship**

**A.** The standard term of apprenticeship for each trade objective is defined herein. Appended to these standards is a work training process schedule for each trade objective. (Schedule "A")

Apprentices shall receive instruction and work experience to reach proficiency in the various skill processes throughout the training period. The sponsor will assure that proper record keeping is maintained. If conditions arise which preclude inclusion of certain skill processes, the work training schedule is to be modified in accordance with Section XIV of these standards.

**B.** The probationary period allows both the apprentice and the sponsor an opportunity to evaluate the training situation. Unless otherwise stated in Section I, the first wage period shall be considered a probationary period wherein either the apprentice or the sponsor may cancel the agreement. Apprentices entering with advanced standing will serve an equivalent period.

**C.** Each apprentice is entitled to have previous job experience and school training evaluated by the sponsor for the purpose of applying credit hours to reduce the standard training period. The amount of credit granted will be made part of the agreement. Apprentices admitted to advanced standing shall be entitled to rate of pay schedule established for the appropriate period.

**D.** Prior to each period of wage advancement, an evaluation of each apprentice for satisfactory progress in job skills and classroom training will be conducted by the sponsor. If job or classroom progress does not warrant advancement, the apprentice may be permitted to continue on a specific probationary period, not to exceed six months, prior to termination of the agreement. The Department shall be notified of the term of probation and all terminations.

### **VI. Apprentice Agreement**

The Apprentice (and if a minor, his/her parent or guardian) and the sponsor shall sign an apprenticeship agreement making the apprenticeship standards a part thereof. Each agreement is subject to approval by the Chair of the State

Apprenticeship Council prior to distribution to the apprentice and the sponsor and employer where applicable. (Schedule "D")

## **VII. Wages, Hours and Conditions of Work**

**A.** The work day and work week for apprentices shall be determined by the program sponsor. Employment of apprentices on regular shifts is encouraged to allow direct supervision by a journeyman or supervisor of apprentices. Time spent in related classroom instruction, if during a scheduled work period, shall be considered as time worked and paid accordingly with the exception that the hours spent in classroom instruction may not be used in computing overtime.

**B.** Apprentices shall receive wages in accordance with the currently effective minimum wage schedule. (Schedule "C")

### **C. Continuity of Employment**

**1.** When the program sponsor is the employer of the apprentice it will be the intention of the sponsor to give the apprentice continuous full-time employment and training. However, conditions of business may make it necessary to temporarily suspend the period of apprenticeship. Such periods of suspension shall not be for intermittent periods. Apprentices whose term of apprenticeship is suspended for the above reason will be given the opportunity to be re-employed or to resume their training before additional apprentices are employed. The suspension and reinstatement of apprentices shall be done in relation to retention of the most advanced apprentice.

**2.** When the program sponsor is not the employer and when the employer to whom the apprentice is assigned is unable to fulfill his obligations as a trainer, the sponsor will endeavor to transfer the apprentice to another employer under the same program who can fulfill the apprenticeship responsibilities, This will be done with the consent of the apprentice and the sponsor and with full credit to the apprentice for satisfactory time and training earned.

**3.** The Connecticut Department of Labor shall be notified of changes in the training status of all apprentices.

## **VIII. Training Capability Ratio**

The numeric ratio of apprentices to journeymen shall be consistent with proper supervision, training, safety, reasonable continuity of employment and applicable provisions in collective bargaining agreements. Each program's ratio requirements are reviewed based on such factors as specific trade requirements, availability of skilled personnel, previous training history, economic factors, affirmative action efforts and such other factors which may be pertinent to a successful program operation. Regardless of any established hiring ratio, the work site ratio shall not

be less than one full-time journey person instructing and supervising the work of each apprentice in a specific trade.

**IX. Related Instruction**

The apprentice will be given instruction in related subjects, which assist him/her to qualify for journey person status. A minimum of 144 hours per year is required. The Department may, with the advice of the Council and in the best interest of apprenticeship, reduce or increase the hours of related instruction. The instruction may be delivered in a classroom (through trade or industrial courses) by correspondence courses of equivalent value or by other forms of self-study.

**X. Safety**

The employer shall instruct the apprentice in safe and healthful work practices and shall insure that the apprentice is trained in facilities and other environments that are in compliance with State and Federal occupational safety and health standards.

**XI. Apprentice Responsibilities**

- A.** To make every effort to understand the apprenticeship program and abide by all rules established by the program sponsor.
- B.** To attend regularly and complete the required hours of instruction in subjects related to the trade.
- C.** To maintain records as may be required of work experience and related instruction.
- D.** To conform with safe working procedures as instructed to assure their own safety as well as the safety of fellow workers.
- E.** To perform diligently and faithfully the work of the trade.

**XII. Certificate of Completion**

Upon notification by the sponsor that the apprentice has satisfactorily completed his/her apprenticeship, the apprentice will be issued a Certificate of Completion by the Connecticut State Apprenticeship Council provided program requirements have been met. The apprentice will be advanced to no less than the minimum

**XIII. Complaint Procedures**

- A.** Complaints concerning discriminatory or other equal opportunity matters must be submitted, in writing, processed and resolved in accordance with state and/or federal equal opportunity laws, regulations and executive orders. The Department will attempt to reach an informal resolution of the complaint and will submit to the Commission on Human Rights and Opportunities the resolution for their disposition.
- B.** Other complaints arising under an apprenticeship agreement not resolved informally or which are not covered by a collective bargaining agreement may be

submitted in writing by an apprentice or his/her authorized representative to the Department for review.

In the event of any differences regarding the terms of this agreement, either party may request assistance from the Council.

**XIV. Modification**

Any modifications or exceptions shall be listed in Section I of these standards under Special Provisions and approved by the Department.

**XV Program Deregistration**

**A. Request from Sponsor**

The Department may cancel the registration of an apprenticeship program by a written acknowledgment of such request stating but not limited to the following:

1. The registration is canceled at the sponsor's request, giving the effective date of such cancellation.
2. That within 15 working days of the date of the acknowledgment, the sponsor must notify all apprentices of such cancellation and the effective date and that such cancellation automatically deprives the apprentice of his/her individual registration.

**B. Deregistration by Department**

Deregistration proceedings may be undertaken when the apprenticeship program is not conducted, operated or administered in accordance with applicable laws and regulations. The Department may allow the sponsor a reasonable time to achieve voluntary corrective action. The Council may conduct an informal hearing prior to a formal notice.

**XVI. Reinstatement of Programs**

Any apprenticeship program deregistered may be reinstated upon presentation of adequate evidence that the apprenticeship program will operate in accordance with applicable laws and regulations.