

DEPARTMENT OF WORKFORCE DEVELOPMENT  
BUREAU OF APPRENTICESHIP STANDARDS  
MADISON, WISCONSIN

STATE APPRENTICESHIP STANDARDS  
FOR THE  
INDUSTRIAL MECHANICAL  
&  
FLUID MAINTENANCE INDUSTRY

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APPROVED AND ADOPTED  
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committee members may consent to the proposal anyway and allow it to be adopted. Therefore, reaching consensus does not assume that everyone must be in complete agreement, but that all members can live with the decision. When the committee cannot reach consensus, the BAS will make the final decision.

- H. Members must attend at least 75% of the meetings over the term of their appointment, unless excused by the Bureau for good cause.
- I. The Bureau may remove a person from membership on a committee for one or more of the following reasons:
  - 1) Failure to attend at least 75% of the committee meetings over the term of the appointment, unless excused by the Bureau for good cause.
  - 2) Failure to meet the membership requirements under paragraph III D unless an exception is granted as noted above.
  - 3) Violation of any state apprenticeship statute, rule or standard.
- J. Vacancies may be filled, or representatives changed in term, at the request of the appropriate association.

#### **IV. Duties of the State Industrial Manufacturing & Fluid Maintenance Committee**

- A. Recommend/advise on policy and/or program changes in the trade(s).
- B. Formulate minimum state standards (and review them every five years) for the trade(s) and make recommendations on changes to the Bureau including:
  - the period of training
  - minimum work process requirements
  - related instruction
  - probation period
  - employer requirements to serve as a trainer
  - journey level work/apprentice ratios
  - apprentice reviews
- C. Recommend curriculum, related instruction and delivery service requirements for the trade to the BAS and the Wisconsin Technical College System (WTCS).
- D. Assume statewide leadership for the purpose of improving conditions and expanding the number of employers using apprentices in the trade(s).
- E. Support the state program of training for apprentices.
- F. Prepare a policy for the trade on proficiency assessment/testing (for work experience and course work) to be utilized by local (in-plant) committees in determining apprenticeship credit for previous experience/education.
- G. Review and monitor local (in-plant) committee operations (including biennial reports) and activity levels and recommend changes in the

apprenticeship program where appropriate including AA/EEO, where appropriate.

- H. Assist local (in-plant) committees to work out their programmatic and administrative problems.
- I. The state committee will follow these operational guidelines:
  - 1) Meet at least a minimum of two times a year.
  - 2) Election of the Committee co-chairs; an employer representative and an employee representative
  - 3) Conduct meetings in conformity with the open meeting law of Wisconsin.
  - 4) A meeting quorum exists when at least two employer and two employee representatives are present.
  - 5) Official meeting minutes will be prepared by the Bureau of Apprenticeship Standards.

#### **V. Personnel of Local (In-Plant) Committees**

Purpose: To oversee the training of apprentices and ensure that the conditions of the Apprentice Contract are being satisfied by all parties. Every apprentice will have access to and be responsible to a local (in-plant) committee.

Each local (in-plant ) committee will have a minimum of four voting members; two employer representatives and two from the skilled workforce. If members are added to a committee there must be equal employer and employee representation, unless otherwise specified by a collective bargaining agreement. It is recommended that in the in-plant committee meet quarterly.

An exception may be made to this requirement for employers who have less than five apprentices.

Multi-trade local (in-plant) committees will be authorized provided that at least one member of the committee is a member of the apprentice's trade that is being reviewed. If a member of an apprentice's trade is not on the local committee, an advisor from that trade may be used on an ad hoc basis.

- A. The employer will nominate the employer members who have been involved in the training of apprentices or supervision of skilled workers in the past five years.
- B. Employee members will be nominated as specified in collective bargaining agreement or in their absence, local (in-plant) committees and/or employers will nominate employee members who are skilled workers in the trade or represent active journey level workers.
- C. All local (in-plant) committee rosters shall be submitted to the Bureau.