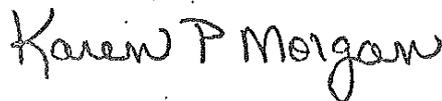


DEPARTMENT OF WORKFORCE DEVELOPMENT
BUREAU OF APPRENTICESHIP STANDARDS

MADISON, WISCONSIN

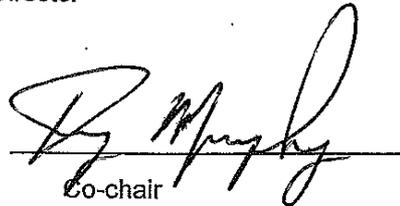
STATE APPRENTICESHIP STANDARDS
FOR THE
ELECTRIC UTILITY TRADES



Bureau Director



Co-chair



Co-chair

APPROVED AND ADOPTED

April 30, 2012

- Z. Sponsor Training Center an education source that provides related instruction as approved by the Bureau of Apprenticeship Standards
- AA. State Committee - The Wisconsin State Electrical Utility Apprenticeship Advisory Committee is advisory to the Department of Workforce Development and the Bureau of Apprenticeship Standards on matters of apprenticeship and to the Wisconsin Technical College System (WTCS) on matters of related instruction for apprentices.
- BB. Transfer means a shift of apprenticeship registration from one program to another where there is agreement between the apprentice and the affected apprenticeship committees or program sponsors.
- CC. Unassignment means the temporary interruption of an apprentice contract.
- DD. Wisconsin Apprenticeship Advisory Council means the council created by WI Stats. 15.227 (13).
- EE. Wisconsin Technical College System is a publicly funded system of colleges subject to Chapter 38 of the WI State Statutes and Technical College System Administrative Rules.

II. Personnel of the State Electric Utility Apprenticeship Advisory Committee

This Committee shall be composed of no less than ten (10) nor more than twenty (20) members. The intention is to have fair representation from employers on the state committee. The Bureau of Apprenticeship Standards (BAS) will ensure that all areas of the state are properly represented on each state trade committee.

- A. Employer representative names will include nominees submitted to the BAS by employers training apprentices in the Electric Utility trades.
- B. Employee representative names will include nominees submitted by employee organizations or in-plant local committees to BAS. In cases where there is no in-plant committee, nominees will be solicited from employers.
- C. Members will serve for a term of three years and may be re-appointed further terms. Committee memberships will be staggered to maintain continuity in functioning.
 - (1) Members must be currently and actively participating in the trade and are required to attend at least 75 percent of the meetings over the term of their appointment.
 - (2) Members must represent organizations that are actively involved with training apprentices at the local level; or
 - (3) Be involved in the development of emerging trades; or
 - (4) Have been involved in the training of apprentices in the last two years.
- D. Exceptions to these requirements can be made by the BAS in order to expand female and minority participation on committees.

- E. The BAS may also designate consultant members to serve as non-voting members, as needed. The WTCS representatives, industry apprenticeship coordinators, instructors and other interested parties in the apprenticeship program may advise and consult with state committee, but they are not allowed to serve as voting members
- F. The State Electric Utility Apprenticeship Advisory Committee generally meets at least twice each year and their membership includes equal numbers of employer and employee members who have been nominated by organizations involved at the local committee level
- G. The committee operates on a consensus based decision-making process. This means that there may be concerns after discussion, but the 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. 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 II D unless an exception is granted under II D as noted above.
 - (3) Violation of any state apprenticeship statute, rule or standard.
- I. Vacancies may be filled, or representatives changed in term, at the request of the appropriate association.

III. Duties of the State Electric Utility Apprenticeship Advisory Committee

- A. Recommend/advise on policy and/or program changes in the trade.
- B. Formulate minimum state standards (and review them every five years) for the trade and make recommendations on changes to the Bureau including:
 - (1) the period of training
 - (2) minimum work process requirements
 - (3) related instruction
 - (4) probation period
 - (5) employer requirements to serve as a trainer
 - (6) journey level worker/apprentice ratios
 - (7) apprentice reviews
 - (8) apprentice selection process (AA/EEO requirements)
 - (9) local committee review-assist local committees and/or sponsors in developing selection procedures which are bias free and which ensure minorities and women are considered
- C. Recommend curriculum, related instruction and delivery service requirements for the trade to the Bureau 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.

- 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 committees in determining apprenticeship credit for previous experience/education.
- G. Review and monitor local committee activity levels (including biennial reports) and recommend changes in AA/EEO operations where appropriate.
- H. Assist in the formation and promotion of in-house local committees where they do not exist.
- I. The committee will follow these operational guidelines:
 - (1) Meet at least a minimum of two times a year.
 - (2) Elect of the Committee co-chairs; an employer representative and an employee representative. The committee will hold an election of co-chairs annually.
 - (3) Conduct meetings in conformity with Wisconsin open meeting law.
 - (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.
 - (6) Committee recommendations will be made by consensus.

IV. Personnel of In House Committees (Individually Sponsored Programs)

The purpose of in-house, either joint or non-joint, is to oversee the training of apprentices and to ensure that the conceptions of the Apprentice Contract are being satisfied by all parties.

- A. Multi-trade local committees are authorized provided that at least one member of the committee is a member of the apprentice's trade that is being reviewed.
- B. Where a firm has a bargaining agreement that establishes an in-house committee, the sponsor will follow the terms of that agreement, providing that the terms are not in conflict with state statutes or apprenticeship rules.
- C. Joint apprenticeship committees have equal numbers of employer and employee representatives.
 - 1. The employer will nominate employer members. Employer members must be involved in the training or supervision of skilled workers within the last five years.
 - 2. Employee members must be active journeyworkers or represent active journeyworkers.
- D. Non joint apprenticeship committees do not consist of an equal number of employer and employee members. The employer will nominate employer members. The employee members may be nominated by the employer. However, they must be skilled workers in the trades.