

DEPARTMENT OF WORKFORCE DEVELOPMENT
BUREAU OF APPRENTICESHIP STANDARDS

MADISON, WISCONSIN

STATE APPRENTICESHIP STANDARDS
FOR THE
PLUMBING INDUSTRY

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APPROVED AND ADOPTED

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- B. Exceptions to these requirements can be made by the BAS in order to expand female and minority participation on committees.
- C. 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.
- D. The State Plumbing 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.
- E. 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.
- F. 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.
- G. Vacancies may be filled, or representatives changed in term, at the request of the appropriate association.

III. Duties of the State Plumbing 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. 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 the 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 Local Committees

Local Apprenticeship Committees, either joint or non-joint, are created much the same as State Plumbing Apprenticeship Advisory Committee. Each local committee has a minimum of four voting members, generally comprised of employer and employee members. If members are added to a committee, they must include equal employer and employer representation.

- 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. The BAS requests nominations from associations that have apprenticeship programs and employer/employee organizations that participate in the Wisconsin apprenticeship program.
- C. Joint apprenticeship committees have equal numbers of employer and employee representatives. Employer members must currently work at the trade or represent those who employ skilled workers of the trade and have trained apprentices in the last five years. The local Contractors Association will nominate the employer members who employ plumber journeyworkers and apprentices.
- D. Employee members must be active journeyworkers and/or master plumbers working at the trade or represent active journeyworkers. Local Labor Organizations representing skilled workers in the area will nominate employee members.

- E. Non-joint apprenticeship committees consist of a minimum of four voting members that consist of representatives of employers that participate in Wisconsin's Apprenticeship program. Nominations for employer members who employ apprentices and journeyworkers are made by the Contractor's Association. When there is no area employer organization, the BAS will request the state-wide employers' organization or state trade apprenticeship committee to assist it in locating qualified employers to serve.
- F. Exceptions to these requirements can be made by the BAS in order to expand female and minority participation on the committees.
- G. In order for a Local Apprenticeship Committee to be recognized as advisory to the BAS, each member must be designated by the BAS. After nominations have been submitted, the BAS will finalize the committee membership. Before membership is finalized, the BAS will ensure that females and minorities are represented on the committee, where they are employed in the skilled workforce. Membership is finalized with a letter from the BAS confirming the committee membership to committee members. No person is considered a committee member until they have been so designated.
- H. Each Local Apprenticeship Committee is assigned a geographical area by the BAS. The committee may be expected to advise the BAS and the WTCS on all apprenticeship matters in the trades covered by the committee. The assignment of the area may be based on several factors such as; the union jurisdiction, WTCS boundaries, population centers, or others.
- I. Members will serve for a term of three years and may be re-nominated for further terms. Terms will be staggered to ensure that continuity of the committee is maintained.
- J. Members must attend at least 75% of the meetings over the term of their appointment, unless excused for good cause.
- K. 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 IV G, unless an exception is granted under IV E as noted above.
 - (3) Violation of any state apprenticeship statute, rule or standard

V. Local Apprenticeship Committee Functions and Duties

- A. Ensure that employer and apprentice applications are processed in a timely manner. Ensure that apprentices are properly registered in conformity with Wisconsin Apprenticeship regulations.
- B. Establish Local Standards. The local committee must use the State Plumbing Standards for their trade as a guide in the operation of the apprenticeship program in their area. Provisions drawn from local collective bargaining agreements must conform to the minimum requirements of the State Plumbing Standards.

- C. Development and implement selection procedure and an affirmative action plan for a bias free apprentice selection procedure to meet the requirements of DWD 295 and 296 and the Wisconsin Apprenticeship Manual. The committee processes applications for apprenticeship and this method must be spelled out clearly in the selection procedures. The selection procedures must also be available for applicants to review.
- D. Recommend to the BAS credit for previous experience/education in conformity with State Plumbing Apprenticeship Advisory Committee policy and procedures.
- E. Local committees will have a written procedure for assisting apprentices in their area who are out of work, so that the best possible effort can be made to get them back to work.
- F. Approve employers for apprenticeship training purposes in accordance with State Plumbing Apprenticeship Advisory Committee Standards (and para. VIII E below). All employer applications for apprentices must be reviewed by the committee. Ensure that employers provide apprentices with the required range of work process experience and safeguard the training of apprentices on the job.
- G. Maintain records of each apprentice in the committee's program. The local committee must review and ensure that adequate classroom and work/on-the-job records are kept for each apprentice.
 - (1) Each committee must have a record of applications, active apprentices, apprentice progress records, affirmative action efforts, transfers, etc.
 - (2) Local committees must have a system for receiving progress records from each apprentice. These records must be received regularly.
 - (3) Local committees must get regular reports on each apprentice's grades and attendance from the approved training provider.
 - (4) Review and make sure that adequate classroom and on-the-job records are kept for apprentices. All reviews should be in writing. All apprentice records must be maintained for five years after the last apprentice action.
- H. Review and evaluate apprentice classroom and on-the-job performance on a regular basis, as recommended by the State Plumbing Apprenticeship Advisory Committee, (at least annually and a minimum of two times during the term of the Apprentice Contract, in person) and before recommending completion to the Bureau. All reviews must be in writing.
- I. Review the status and progress of every apprentice prior to the end of the probationary period and recommend any appropriate action to the employer. Apprentices must be interviewed in person by the committee at least twice during their apprenticeship, with one review prior to the end of their probationary period so their progress at work and at school can be discussed with the apprentice. Employers and supervisors should also be interviewed, so that all viewpoints are available to the committee.
- J. Encourage parties to Apprentice Contracts to bring their complaints before the committee. If either the employer or the apprentice has a grievance about their program, it is important to bring this matter before the committee first, rather than make an official complaint directly to the BAS. If the committee does not make a

satisfactory adjustment, then the complainant must be told how to appeal in writing to the BAS.

- K. Local committee standards will have a consistent transfer policy that addresses the transfer of apprentices from one sponsor to another. The committee must assure that transfer forms are properly signed by all parties and forwarded to the BAS promptly.
- L. Recommend to the BAS, credit for previous experience and education in conformity with State Plumbing Apprenticeship Advisory Committee policy and procedures.
 - (1) Credit should be granted prior to the end of the probationary period, or at least as soon as a proper evaluation can be made of the credit request.
 - (2) Apprentices may be granted credit for prior construction work experience or school experience.
 - (3) Such credit should only reflect actual work time that relates directly to the trade or school time relating directly to the trade related instruction.
 - (4) A request for credit must be substantiated with evidence presented to the local committee.
 - (5) Any party to the Apprentice Contract may forward a request for credit to the committee (apprentice, employer, the BAS or the committee). Third parties may supply supporting information to the committee for consideration in the determination process.
 - (6) Credit awarded shall advance the apprentice to the wage period such credit entitles the apprentice as outlined in the trade information.
 - (7) Credit for previous time under a Plumbing apprentice contract in Wisconsin, both work and school, must be given to the apprentice, unless extenuating circumstances exist. All exceptions for extenuating circumstances must be requested in writing and approved by the Bureau and State Committee.
- M. If the BAS approves the committee's recommendation of credit and such credit advances the apprentice to a higher wage, then that wage must apply. All credit recommendations of the committee, approved or denied, must be made in writing and forwarded to the BAS. Work and school time credit served, under a prior Wisconsin apprentice contract in the same trade, must be credited at once, unless a written reason is presented and approved by the BAS.
- N. Recommend completions of apprenticeship to the BAS. The committee should review each apprentice's record and make a recommendation to the BAS on the apprentice's eligibility to be completed.
- O. Make reports and recommendations to the BAS and the State Plumbing Apprenticeship Advisory Committee. Each area committee must keep the BAS and the State Plumbing Apprenticeship Advisory Committee informed of their activities and their suggestions for program improvements.
- P. Keep minutes of each committee meeting and submit copies to the BAS. The committee must submit a copy of the minutes of each of its meetings. Failure to submit copies of the minutes could result in the termination of the committee's designation and deregistration of the committee.
- Q. Advise and inform the public on projected apprentice openings, where applicable.

- R. Advise the BAS and technical colleges or provider of related instruction on all matters pertaining to related instruction in the committee area. Assist in securing related instruction with the state and/or area WTCS districts.
- S. Respond to surveys and questionnaires sent by the BAS regarding information on participating employers, apprentices, meetings held, and AA/EEO progress.
- T. Meet in conformity with the Wisconsin Open Meeting Law.
- U. Actively participate in statewide trade or industry marketing and apprenticeship promotion. Report back to the respective nominating organizations and keep them fully informed and active in promoting the local program.
- V. Recommend modifications to ratios in state standards to help meet area workforce needs in conformity with bargaining agreements, where applicable.

VI. Local Apprenticeship Committee Operations

- A. The committee elects its own officers.
- B. The committee is responsible for recording the committee's proceedings.
- C. All meetings must be called and conducted in accordance with Wisconsin's Open Meeting Law.
- D. Notice of all meetings of the committee must be provided to all committee members, the Bureau Representative, and the WTCS School Representative, when appropriate.
- E. A meeting may be called by either a committee member, the Bureau Representative or the WTCS Representative.
- F. The Bureau, State or Local Committees may request interested organizations to have a representative serve as a Consultant. Consultants may include: WI Technical College representatives; Industry Apprenticeship Coordinators; Apprenticeship Instructors; Employer and Employee Organization representatives; appropriate Community Based organizations. Consultants, guests, Bureau Representatives and WTCS Representatives are not permitted to vote; only designated members are permitted to vote.
- G. Local committees will meet at least two times each year or as prescribed by the State Plumbing Apprenticeship Advisory Committee.
 - (1) Joint Apprenticeship Committees. A meeting quorum exists when at least one employer and one employee representative is present. In the case of unequal representation, the members present shall vote for those absent from their group.
 - (2) Non-Joint Committees. A meeting quorum exists when at least two members are in attendance.
 - (3) When holding a local committee meeting, it is suggested that committees follow a formal procedure similar to the following:

- i. Call to order by presiding officer. This meeting is called to order in accordance with Wisconsin's Open Meetings Law.
- ii. Roll Call of Committee members.
- iii. Review and approval of minutes from last meeting.
- iv. Reports.
- v. Old Business.
- vi. New business.
- vii. Affirmative Action report.
- viii. Communications and miscellaneous matters.
- ix. Next meeting date.
- x. Discussion.
- xi. Closed meeting portion (motion to close the meeting must be made in accordance with the Wisconsin Opening Meetings Law). Include time.
- xii. Adjournment.

H. Compliance Reviews

BAS staff will conduct periodic Compliance Reviews of local committees to determine whether local committees are complying with their approved Affirmative action Plan and Selection Procedures.

BAS evaluates the committee performance in accordance with chapter 7 of the Wisconsin Apprenticeship Manual in administering the committee's apprenticeship program to determine that all requirements are being satisfactorily met and that any necessary corrective action is being implemented.

I. Liability of Local Committees

- (1) Should the committee or any member be subject to any legal action as a result of recommendations made in the conduct of Local Apprenticeship Committee business, the BAS will, if it has concurred with the recommendations, assume responsibility for representing the committee or committee member.
- (2) The committee or member must have clearly indicated in writing to all affected parties that the recommendation was appealable to the BAS. Failure to do this may abrogate BAS's responsibility.

VII. Minimum Qualifications of Apprentices

All applicants must submit a proper application on forms approved by BAS.

- A. All apprentices must be high school graduates, from a state accredited or state approved school, have a GED or High School Equivalency Certificate. High school transcript or proof of equivalency must be provided to the Committee on request. An apprentice must be 18 years of age to be placed with a contractor.

WI Statute 118.15 (4), states that "instruction in a home-based private educational program that meets all of the criteria under s. 118.165 (1) may be substituted for attendance at a public or private school." Providers of the instruction must file form PI-1206 "Home-Based Private Educational Program" annually with the Department of Public Instruction (DPI). This form may be used as proof of instruction.