

**APPENDIX D -**

**CRAFTS APPRENTICESHIP STANDARDS  
UNIVERSITY OF CALIFORNIA, LOS ANGELES  
AND THE STATE EMPLOYEES TRADES COUNCIL-UNITED**

**SECTION 1 – Purpose and Policy**

The University of California, Los Angeles and The State Employees Trades Council (SETC) United hereto declare its purpose and policy to establish an organized, planned system of apprenticeship. These apprenticeship standards have been adopted and agreed upon by the University of California, Los Angeles (referred to hereinafter as the “University”) and State Employees Trades Council SETC– United (referred to hereinafter as the “Union”) to govern the employment and training of apprentices in the trades and crafts defined herein, to become effective upon approval of the parties.

**SECTION 2 – Trades and Crafts**

Carpenter	DOT	860.381	022
Electrician	DOT	824.261	010
Elevator Mechanic	DOT	825.281	030
Locksmith	DOT	709.281	010
Mason	DOT	844.364	010
Painter	DOT	840.381	010
Plumber	DOT	862.381	030
Sheetmetal Worker	DOT	804.281	010
Operating Engineer	DOT	950.383	026
Signmaker			

### **SECTION 3 – Jurisdiction**

These standards shall apply to the University and Union signatory hereto, and to all apprentice agreements during the life of the parties' collective bargaining agreement effective August 10, 2009.

### **SECTION 4 – Joint Apprenticeship & Training Committees**

In accordance with the Collective Bargaining Agreement between the University and the Union, Joint Apprenticeship & Training Committees referred to hereinafter as the "JATCs" are hereby established to monitor the administration and supervise the enforcement of these standards for each craft apprenticeship. The JATC will consist of four persons appointed by the University, and three crafts-persons appointed by the Union, one of which will be from the affected craft for established apprenticeship programs and one SETC Officer appointed by the Union. In addition, the JATCs may consult other experts in the field, such as education consultants, as it deems appropriate and necessary. Such consultation will be advisory only.

### **SECTION 5 – Functions and Responsibilities**

The JATCs shall have the following functions and responsibilities:

- 1) To meet on call, but not fewer than every six months; to record and maintain the minutes of each meeting.
- 2) To ensure an efficient program of apprenticeship through systematic on-the-job training with related and supplemental instruction.
- 3) To monitor and supervise the administration and the enforcement of these standards.
- 4) To establish and accurately maintain adequate apprenticeship and training records, including hours of work experience and attendance at related training classes.
- 5) To review the periodic evaluations and recommendations provided by supervisors, on-the-job trainers, and the classroom instructors for the following purposes, among others:

- a) to approve the advancement of an apprentice and advance salary step increases for up to six (6) months where merited by previous related work experience and/or previous related vocational education. Such advancement may only occur at the time of appointment to the apprentice position,
  - b) to approve regular advancement as demonstrated by satisfactory progress in the program,
  - c) to hold back the advancement of an apprentice and delay salary step increases for up to a maximum of six months when warranted by inadequate or unsatisfactory progress in the program as demonstrated by on-the-job performance and/or classroom performance.
  - d) to recommend to the responsible Department Head the termination of the apprenticeship agreement when an apprentice has demonstrated an inability to complete the program, or his/her progress is not adequate to maintain scheduled advancements beyond the period referenced in Section 5, paragraph 5c above.
- 6) To counsel and advise apprentices on program objectives. Any apprentice may request, in writing, a meeting with the JATC to seek advice or present problems he or she may be encountering in the program.
  - 7) To approve and recommend alternate curriculum on a case-by-case basis.
  - 8) To maintain a signed copy of each apprenticeship agreement and provide copies to all parties to the agreement.
  - 9) To determine when apprentices have completed their training and to certify the satisfactory completion of each apprentice to the responsible Department Head. Certification is contingent on possession of a valid journey level license where required by the University.
  - 10) In the event that the JATCs cannot reach agreement on an issue, that issue will be submitted to the Assistant Vice Chancellor, General Services, who will render a final decision.

The above functions and responsibilities which have been delegated to the JATCs do not limit or preclude the University from the normal exercise of its management rights, including, but not limited to, the right to discipline apprentices.

#### **SECTION 6 – Selection Procedure**

The University shall have the sole discretion to determine the number of craft apprentices. Whenever the University determines that an apprentice position is to be filled, the selection will be made in accordance with the UCLA-SETC Skilled Crafts Agreement, Article 11 Promotion and Transfer. In addition, to be considered for the position an applicant must:

- 1) be a UCLA employee who has held a career appointment for at least eighteen continuous months immediately preceding application,
- 2) be currently evaluated as a satisfactory or better employee.
- 3) be able to pass a test designed to determine aptitude for the specific craft to be apprenticed.
- 4) be able to pass an oral interview designed to determine suitability and potential for success in the program, and
- 5) not currently be in an apprentice position or terminated from any other apprentice position.

The selection committee may recommend to the JATC accelerated advancement of the apprenticeship where merited by previous work experience and/or related vocational education pursuant to Section 5, paragraph 5 (a) of these standards.

#### **SECTIONS 7 – Apprentice Agreement**

- 1) The standard term of apprenticeship is forty-eight months (four years) but may be less based on mutual agreement of the parties.

- 2) Each apprentice shall be required to sign an apprentice agreement which sets forth the intent of the University and the apprentice to abide by the requirements set forth in these standards.
- 3) Each apprentice agreement shall be signed by the apprentice and the responsible Department Head and the Union.
- 4) Each apprentice shall be furnished with a copy or given an opportunity to study these standards before signing the apprentice agreement. These standards shall be considered a part of the apprentice agreement as though expressly written therein.

### **SECTION 8 – Apprenticeship Duties**

- 1) Each apprentice shall receive such instruction and experience in the trade as is necessary to develop the skills, knowledge, and abilities required of a UCLA craftsman. He/she shall also perform other duties on the job that are commonly related to shop responsibilities.
- 2) Wherever possible, work experience and vocational educational will be coordinated to take place concurrently. Each apprentice shall satisfactorily perform all assigned work and learning requirements both on-the-job and in related instruction.
- 3) Each apprentice shall be evaluated by the JATC at least every six (6) months of the program to determine whether the apprentice is fulfilling the vocational and educational requirements of the program. If at any time the apprentice is not satisfactorily meeting the educational and/or vocational objectives of the program he/she shall be so informed by the JATC and, normally, be given one six (6) month extension to meet the requirements. Failure to meet the requirements will result in termination from the apprenticeship program and dismissal from employment. Under unusual circumstances, the University may, at its discretion, consider other options for employment.
- 4) Each apprentice shall be responsible for keeping a daily record of time spent in each on-the-job training assignment or work area and shall submit this record to the JATC during his/her periodic review.

- 5) Each apprentice shall be responsible for having his/her transcript submitted to the JATC at the end of each semester. See Section 10, Vocational Training, hereafter).
- 6) Each apprentice is required to comply with all the rules and regulations which apply to University employees and failure to do so may result in disciplinary action in accordance with the UCLA Skilled Crafts Agreement (see above).

### **SECTION 9 – On-The-Job Training**

- 1) Each apprentice shall be supervised by the craft superintendent and will work under the direction of a journey level craftsman.
- 2) Each apprentice will be trained in the use of new equipment, materials, and processes as they come into use at the University in the apprentice's craft.
- 3) Each apprentice shall satisfactorily complete 8000 hours of on-the-job training, unless otherwise mutually agreed by the parties to be fewer or greater hours.

### **SECTION 10 – Vocational Training**

- 1) Each apprentice shall participate in related and supplemental instruction normally scheduled outside of work hours.
- 2) The related and supplemental instruction shall include appropriate safety recommendations of the Environment, Health and Safety division and other recognized trade safety practices and accident prevention, including first aid and CPR.
- 3) Related and supplemental instruction will not be less than 144 hours per year.
- 4) Time spent in classroom instruction outside of normal working hours will not be considered time worked and will not be compensated.

- 5) Two unexcused absences in any given course is cause for immediate termination of the apprenticeship agreement and dismissal from employment.
- 6) Courses must be completed with a grade of "C" or better in order to be credited toward the program. However, if the overall GPA falls below a "B" average on a consistent basis, it may be deemed as a failure to demonstrate adequate academic progress. Apprentices will be required to submit a copy of course transcript to the JATC at the end of each semester.
- 7) If an apprentice fails to receive a grade of "C" or better in a course, he/she shall at the discretion of the JATC be given the opportunity to repeat the course one time. Failure to demonstrate adequate academic progress will result in termination of the apprenticeship agreement and dismissal from employment. Under unusual circumstances, the University may, at its sole discretion, consider other options for employment.
- 8) The University and SETC-United agree to share, in equal parts, the costs associated with tuition, books, or other training for established apprenticeship programs.
- 9) A schedule of required classroom training for each craft will be attached hereto and made a part hereof upon final agreement between the University and the Union.
- 10) Courses are available through the Los Angeles Unified School District, local community colleges, and approved vocational training centers.

**SECTION 11 – Work Processes**

A schedule of the on-the-job training requirements for each craft will be attached hereto and made a part thereof upon final agreement between the University and the Union.

**SECTION 12 – Wage Structure**

A craft apprentice shall be paid the following percentages of his/her respective craft wage rate as set forth in the UCLA-SETC-United Skilled Crafts Agreement:

First six months	Sixty percent (60%)
Second six months	Sixty-five percent (65%)
Third six months	Seventy percent (70%)
Fourth six months	Seventy-five percent (75%)
Fifth six months	Eighty percent (80%)
Sixth six months	Eighty-five percent (85%)
Seventh six months	Ninety percent (90%)
Eighth six months	Ninety-five percent (95%)

Upon completion of the program and approval by the JATC an apprentice shall receive the respective journey level rate of pay.

Nothing in this Section shall be construed to override any responsibility or authority granted to the JATC to accelerate or hold back the advancement of an apprentice as set forth in Section 5 of these standards.

**SECTION 13 – Completion Certificates**

A certificate of completion will be issued to each apprentice by the responsible Department Head and the JATC upon satisfactory completion of the apprenticeship program as approved by the JATC.



If an apprentice program becomes State Certified, the certificate of completion will be issued by the State Division of Apprenticeship Standards to the graduating apprentice upon satisfactory completion of the apprenticeship program.

The foregoing standards are hereby agreed to and adopted this 1st day of July 2011 and shall remain in effect so long as a provision binding UCLA to implement a crafts apprenticeship program is contained in a collective bargaining agreement between UCLA and SETC-UNITED.

The University of California, Los Angeles

State Employees Trade Council - UNITED

By:

By:

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Approved as to Form:

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