

Appendix D

QUALIFICATIONS AND SELECTION PROCEDURES

ADOPTED BY

ILLINOIS ADMINISTRATIVE DISTRICT COUNCIL No 1

DISTRICT COUNCIL TRAINING CENTER

***INTERNATIONAL UNION OF BRICKLAYERS AND
ALLIED CRAFTWORKERS***

DEVELOPED IN COOPERATION WITH THE
U. S. DEPARTMENT OF LABOR
OFFICE OF APPRENTICESHIP

APPROVED BY: _____
REGISTRATION AGENCY

DATE APPROVED: _____

The certification of this selection procedure is not a determination that, when implemented, it meets the requirements of the Uniform Guidelines on Employee Selection Procedures (41 CFR, part 60-3) or 29 CFR part 30.

SECTION I. - MINIMUM QUALIFICATIONS

Applicants will meet the following minimum qualifications:

A. Age

The JATC will establish qualifications regarding minimum age limits. (*Applicant must provide evidence of minimum age respecting any applicable State Laws or regulations.*) Apprentices must not be less than 18 years of age.

B. Education

Shall possess sufficient reading and math comprehension skills to satisfactorily complete the on-the-job training and related technical instruction. A high school diploma or GED equivalency is recommended.

Applicants must submit a DD-214 to verify military training and/or experience if they are a veteran and wish to receive consideration for such training/experience.

C. Physical

Applicants will be physically capable of performing the essential functions of the apprenticeship program, with or without a reasonable accommodation, and without posing a direct threat to the health and safety of the individual or others.

Before acceptance, a physical exam by a registered Medical Doctor may be required. The expense for said physical will be paid for by the applicant after qualifying and before being placed. Applicants will have to submit to a drug test if required by the hiring Contractor.

D. Birth Certificate Required

SECTION II. - APPLICATION PROCEDURES

- A. Applicants will be accepted throughout the year. Applications will be available Monday through Friday between 8:30 am to 3:00 pm at the DCTC office or online at www.bac2school.org. Anyone who interested regardless of race, color, religion, national origin, sex, marital status or military discharge. All persons requesting an application will have one made available upon signing the applicant log.

- B. All applications will be identical in form and requirements. The application form will be numbered in sequence corresponding with the number appearing on the applicant log so that all applications can be accounted for. Columns will be provided on the applicant log to show race/ethnic and sex identification and the progress by dates and final disposition of each application.
- C. Before completing the application, each applicant will be required to review the Apprenticeship Standards and will be provided information about the program. If the applicant has any additional questions on the qualifications or needs additional information to complete the application, it will be provided by the JAC.
- D. Receipt of the properly completed application form, **the application fee (non-refundable fee of \$20.00 paid by cashier's check or money order)** along with required supporting documents (proof of age, driver's license, birth certificate or other acceptable documentation; copy of high school transcript will constitute the completed application.
- E. Completed applications will be checked for minimum qualifications. Applicants deficient in one or more qualifications or requirements or making false statements on their application will be notified in writing of their disqualification. The applicant will also be notified of the appeal rights available to them. No further processing of the application will be taken.

SECTION III. - SELECTION PROCEDURES

- A. Applications meeting all requirements will be issued a current list of Contractors.
- B. Applicants will return to JATC office with a letter of intent.
- C. Applicants will be advised of the specified time for processing.
- D. The applicant will then be placed on a thirty day probationary period.
If the probationary period is successful, the applicant is then processed and placed in the Apprenticeship Program. The thirty day probationary period will be included in the term of apprenticeship.
- E. An employee of a non-signatory employer not qualifying as a journeyworker when the employer becomes signatory, will be evaluated by the JAC in accordance with the procedures for the granting of credit for previous experience, and registered at the appropriate period of apprenticeship based on previous work experience and related training. Any employee not eligible for receipt of credit must make application in accordance with the normal application procedures. Entry into the program through this method shall be done without regard to race, color, religion, national origin, or sex.

- F. An individual who signs an authorization card during an organizing effort, wherein fifty-one percent (51%) or more of the employees have signed authorization cards, whether or not the employer becomes signatory, and is an employee of the non-signatory employer and does not qualify as a journeyworker, will be evaluated in accordance with the procedures for the granting of credit for previous experience and registered by the JATC at the appropriate period of apprenticeship based on previous work experience and related training. Any employee not eligible for receipt of credit must make application in accordance with the normal application procedures. Entry into the program through this method shall be done without regard to race, color, religion, national origin, or sex. For such applicants to be considered they must:
1. Be employed in the JATC's jurisdiction when the authorization card was signed;
 2. Have been employed by the employer before the organizational effort commenced;
 3. Have been offered the opportunity to sign authorization cards and be evaluated along with all other employees of the employer; and
 4. Provide reliable documentation to the JATC to show they were an employee performing trade work prior to signing the authorization card.
- G. An employee of a non-participating employer who becomes a new member employer of the sponsoring organization who does not qualify as a journeyworker when the employer becomes a member, will be evaluated by the Sponsor in accordance with the procedures for the granting of credit for previous experience, and registered at the appropriate period of apprenticeship based on previous work experience and related training. Any employee not eligible for receipt of credit must make application in accordance with the normal application procedures. **(Note: This is a method of direct entry into the apprenticeship program, whereby all minimum qualifications are waived.)**
- H. An individual who is or who has worked for a signatory or non-signatory employer and who, of his/her own choosing, solicits membership as a journeyworker and does not qualify as a journeyworker, will be evaluated in accordance with the procedures for the granting of credit for previous experience and registered by the JATC at the appropriate period of apprenticeship based on previous work experience and related training. Any employee not eligible for receipt of credit must make application in accordance with the normal application procedures. Entry into the program through this method shall be done without regard to race, color, religion, national origin, or sex.

SECTION IV. - PRE APPRENTICE PROGRAM

Should there be a need for a Pre-Apprentice program; applicants will be ranked according to general aptitude test scores combined with oral interview results. Selected applicants will be notified and must respond within 48 hours of notice. Upon graduation, the pre-apprentice graduates will be ranked according to GPA and will follow the Selection Procedures, Appendix "D" put forth in DCTC Apprenticeship Standards.

SECTION V. - COMPLAINT PROCEDURE

- A. Any apprentice or applicant for apprenticeship who believes that he/she has been discriminated against on the basis of race, color, religion, national origin, or sex, with regard to apprenticeship or that the equal opportunity standards with respect to his/her selection have not been followed in the operation of an apprenticeship program, may personally or through an authorized representative, file a complaint with the Registration Agency or, at the apprentice or applicant's election, with the private review body established by the JATC.
- B. The complaint will be in writing and will be signed by the complainant. It must include the name, address, and telephone number of the person allegedly discriminated against, the JATC involved, and a brief description of the circumstances of the failure to apply equal opportunity standards.
- C. The complaint must be filed not later than 180 days from the date of the alleged discrimination or specified failure to follow the equal opportunity standards, and, in the case of complaints filed directly with the review bodies designated by the JATC to review such complaints, any referral of such complaint by the complainant to the Registration Agency must occur within the time limitation stated above or 30 days from the final decision of such review body, whichever is later. The time may be extended by the Registration Agency for good cause shown.
- D. Complaints of discrimination in the apprenticeship program may be filed and processed under Title 29, CFR part 30, and the procedures as set forth above.
- E. The JATC will provide written notice of their complaint procedure to all applicants for apprenticeship and all apprentices.

SECTION VI. - MAINTENANCE OF RECORDS

The JATC will keep adequate records including a summary of the qualifications of each applicant, the basis for evaluation and for selection or rejection of each applicant, the records pertaining to interviews of applicants, the original application for each applicant, information relative to the operation of the apprenticeship program, including, but not limited to, job assignment, promotion, demotion, layoff, or termination, rates of pay or other forms of compensation or conditions of work, hours including hours of work and, separately, hours of training provided, and any other records pertinent to a determination of compliance with the regulations at Title 29, CFR part 30, as may be required by the U.S. Department of Labor. The records pertaining to individual applicants, selected or rejected, will be maintained in such manner as to permit the identification of minority and women (minority and non-minority) participants.

Each JATC must retain a statement of its AAP for the prompt achievement of full and equal opportunity in apprenticeship, including all data and analysis made pursuant to the requirements of Title 29, CFR part 30.4. Each JATC also must maintain evidence that its qualification standards have been validated in accordance with the requirements set forth in Title 29, CFR part 30.5(b).

In addition to the above requirements, adequate records will include a brief summary of each interview and the conclusions on each of the specific factors, e.g., motivation, ambition, and willingness to accept direction which are part of the total judgment. Records will be maintained for five (5) years from the date of last action and made available upon request to the U.S. Department of Labor or other authorized representative.

SECTION VII. - OFFICIAL ADOPTION OF SELECTION PROCEDURES

The Illinois District Council Training Center hereby officially adopts these Selection Procedures on this ____ day of April, 2010.

Signature of Management

Richard H. Lauber
Printed Name

Signature of Labor

James Allen
Printed Name

Signature of Management

Brad Trostrud
Printed Name

Signature of Labor

Ralph Affrunti
Printed Name

Signature of Management

Genevieve Tucci
Printed Name

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Timothy Aikens
Printed Name