



Policies, Rules and Regulations for Apprentices

The following information has been compiled for the purpose of clarifying policies regarding apprentices under sponsorship. Every apprentice will receive a copy of this policy defining its Rules and Regulations and will be expected to comply with it. The CTMAA Program Coordinator reports to and operates under the direction of the CTMAA Apprenticeship Committee according to regulations from the Division of Apprenticeship Standards -and will be responsible for enforcing these policies.

The telephone number for the CTMAA Apprenticeship coordinator (415) 828-9015.
Website: www.calmachinist.com

The rules and regulations that are to be followed during your period of apprenticeship are as follows:

1. Apprenticeship Agreement

The DAS-1 Apprenticeship Agreement you have signed makes you directly responsible and accountable to the CTMAA Apprentice Committee. Your signature on the policy letter indicates your agreement to abide by and conform to the rules, policies and decisions of the Committee throughout the period of your apprenticeship.

The Apprenticeship Agreement you signed conforms to the labor laws of the State of California contained in Chapter 4, Division 3, Section 3070. This is regularly referred to as the Shelley-Maloney Apprentice Labor Standards Act of 1939.

You are obligated to report problems as they occur concerning working conditions, wages and improper or insufficient training.

2. Your Employment

During your apprenticeship, you may not change your place of employment without first seeking approval from CTMAA. If you are terminated from employment, for any reason, you must notify CTMAA via the Apprentice Program Coordinator.

Every apprentice is indentured to CTMAA. The apprentice must show satisfactory progress in related training in addition to satisfactory performance on the job. The employer will make every effort to continue training their apprentice.

Please refer to the CTMAA Apprenticeship Standards ("on-the-job-training-hours") for the major work processes in which apprentices will be trained over the four year or two year program (although not necessarily in that order listed) at the approximate hours (not necessarily continuous). Your employer is provided with the same list and there shall be regular communications regarding your work hour training.

3. On-the Job Training

You will be expected to work diligently and cooperatively with your employer and make regular progress toward journeyman status. A record of adverse reports from your employer will be cause for explanation before the committee (CTMAA) and possible action by the committee. Should it develop that you are not suited for the Occupation/O*Net Code you registered under, the committee in fairness to you and your employer, will remove you from the apprenticeship program.

4. Progress Record Book (Blue Book)

You are required to keep a daily log of your hours or work experience in the Apprentice Record Book (aka Blue Book), which is furnished to you for this purpose. This responsibility must be performed carefully and neatly on a daily basis throughout your apprenticeship. Your supervisor(s) will verify the description and the hours recorded of your experience. Your supervisor can also add written comments to the record book.

When Blue Books are completed they will be returned to CTMAA as an "Official" State auditable record. The apprentice will retain a copy for his/her records. The original may be reviewed by the apprentice by request.

On any occasion that you appear before CTMAA, either voluntary or by request, you will be expected to present your up-to-date blue book. The progress book must be filled out and hours totaled properly and signed by your supervisor when appearing before the committee for advancement each Quarter or Semester. CTMAA will not recommend step advancement without a properly filled out Apprentice Record Book. Additional record books will be supplied to you for each of the 8 steps (Semesters) of the apprenticeship.

5. Related Instruction

Your apprenticeship agreement requires that you regularly attend classes in related instruction. Classes are conducted one or two evenings a week for a total of 4 to 8 hours. The school year is from September to May with time off for Winter and Spring Breaks and Holidays, according to your Community College CTMAA-approved course schedule. Accumulated hours of training provided shall total 144 hours per year 576 hours for 4 years, and 288 hours for 2 year certificate.

Apprentices are responsible for enrolling in their Community College courses – CTMAA does not handle (College) tuition, books, fees or enrollment.

Apprentices must seek approval with their Employer for sponsorship – and reimbursement – of their Community College course(s) – mandatory for completion of "Related Instruction" – as specified courses are listed by CTMAA – for each participating CTMAA approved Community College.

Apprentices are expected to attend all class sessions. No more than 8 hours of instruction can be missed in any semester for any reason. All work must be made up when a class is missed. Apprentices missing more than 8 hours in a semester may be dropped from the class and required to repeat the semester.

Tardiness to class is unacceptable. Continued tardiness is grounds for being dropped from the class.

'C' or better is considered a passing grade. Apprentices receiving a 'D' grade or worse in any semester may be required to repeat the semester before advancing.

Apprentices must attend a minimum of 544 hours of related instruction over the four years or 272 hours for 2 years to complete the apprenticeship program.

Apprentices who become unemployed may remain in the program receiving credit for classroom instruction only. When a new sponsor has been found and approved by CTMAA the on-the-job hours may then be continued (accumulated). All on-the-job hours and classroom instruction must be fulfilled in order to graduate.

6. Wage Minimum and Increases

Each apprentice is assured of a minimum wage that is 50% of the existing minimum rate for the Journeyman of the Occupation/O*Net Code for which he or she is registered. At the conclusion of each 6 months of training and a satisfactory report for on-the-job-training and classroom instruction, the minimum wage shall increase by 5%. Apprentices shall be reviewed before the committee at this time for a progress report before a wage increase is officially granted.

7. Problem Procedures

All problems regarding wages, training, working conditions, related class instruction, etc., should be brought to the attention of CTMAA if first they cannot be resolved by discussing the problem with your employer, supervisor or instructor.

If you have a problem to bring before the committee, immediately notify the CTMAA Apprentice Program Coordinator. That person will advise you of the procedure to follow, to secure consideration of the problem by CTMAA.

Credit for Prior Experience CTMAA reserves the right to determine the credit that can be applied for prior experience, such as college classes in a related field or trade experience.

Work Lay-Off Notify the CTMAA Apprentice Program Coordinator immediately when a lay-off occurs for any reason. CTMAA may be able to help your rehire by a qualifying employer if requested.

10. Certification of Completion of Apprenticeship

Upon completion of the four year period of apprenticeship, including the minimum hours of appropriate on-the-job work experience and satisfactory completion of related instruction, you will be granted journeyman status by CTMAA. You will receive two certificates of completion, one from the State of California, Department of Apprenticeship Standards and other certificates – as applicable for your Occupation/O*Net Code as specified by CTMAA.

11. Grade Level Standards

Appropriate education is a requirement of the apprentice program. Apprentices need to speak and comprehend the English language and have at least an eighth grade level in reading, writing, and mathematics to successfully perform in related training classes. All new apprentices may be asked to take the Test of Adult Basic Education (TABE) to determine their grade level scores in reading, writing, and mathematics to determine eligibility for the apprentice program.

12 Student Disciplinary Procedures

All apprentices must abide by these CTMAA Rules & Regulations, as well as those for student conduct and behavior for the Community College you attend.

At no time do apprentices have special privileges while on public school property. They must abide by the rules regarding cheating, destruction of property, and use of alcohol and drugs on public school property. Any apprentice showing up for classes under the influence of drugs or alcohol will be immediately suspended from the program.

Sexual harassment, endangering others or verbal or physical abuse of others will not be tolerated.

Furthermore, should you be a witness to these unlawful or disciplinary behaviors perpetrated or alleged to be perpetrated by yourself or others – you are required to immediately report the incident, time and place, those involved and any other pertinent information to your supervisor, your instructor and the CTMAA Apprentice Coordinator.

13. Apprentice Graduation

Apprentices who complete all CTMAA requirements – including certification by NIMS or ASE if required – shall be eligible for graduation upon completion of 8,000 hours on-the-job – according to your signed Blue Books – and successful completion of all required courses with a “C” grade or better.

14. Apprentice Contact Information

It is imperative that you immediately notify the CTMAA Apprentice Coordinator if there is a change in your address or telephone number. Failure to do so may cause needless delays in important correspondence and communications.

CTMAA shall publish a periodic newsletter online for Apprentices to receive important information. It is your responsibility to ‘opt-in’ to receive this newsletter, and to read it.

I agree to read the Policies, Rules and Regulations for Apprentices and acknowledge that I am to contact the Apprenticeship Office/Coordinator for clarification of any of these Rules and Regulations that I do not understand.

This is to certify that I have received a copy of the CTMAA Policies, Rules and Regulations for Apprentices adopted by the California Tooling and Machining Apprenticeship Association dated. I also understand and agree that apprentices must abide by the Rules and Regulations for Apprentices.

Apprentice Name **Please Print** _____

Apprentice **Signature** _____ **Date** _____