



Unilateral Apprenticeship Committee (UAC) Policies, Rules and Regulations for Apprentices

The following information has been compiled for the purpose of clarifying UAC 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 UAC Apprentice Program Coordinator reports to and operates under the direction of the UAC and will be responsible for enforcing these policies.

The telephone number for the UAC office phone / fax is: 707-996-2134. 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 UAC. 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 the UAC. If you are terminated from employment, for any reason, you must notify the UAC via the Apprentice Program Coordinator.

Every apprentice is indentured to the UAC. 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 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 and possible action by the committee. Should it develop that you are not suited for the machinist trade, the committee in fairness to you and your employer, will remove you from the apprenticeship program.

4. Progress Record 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 kind and amount of your experience. Your supervisor can also add written comments to the record book.

When Blue Books are completed they will be returned to the UAC 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 the UAC, 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 step advancement. The UAC 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 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 hours. The school year is from September to May with time off for Winter and Spring Breaks and Holidays. Accumulative hours of training provided total 144 hours per year 576 hours for 4 years, 288 hours for 2 year certificate.

At the start of each semester the apprentice will be notified when and where his/her related class will begin.

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 the UAC the on-the-job hours may then be accumulated. All on-the-job hours and classroom instruction must be fulfilled in order to graduate.

6. Wages and Increases

Each apprentice is assured of a minimum wage that is 50% of the existing minimum rate for the Journeyman Machinist, which has been established at \$19.00 per hour. At the conclusion of 6 months of training, and a satisfactory report for on-the-job-training and classroom instruction, the student will be eligible for a 5% increase. Apprentices will be reviewed before the committee at this time for a progress report before a wage increase is officially granted.

Following each 6 month period thereafter, up to the 7th period of apprenticeship, wage increases will be granted under the same condition. Wage increases for the 7th and 8th periods of apprenticeship amount to 10% each. Minimum wage rates for each period is shown below:

4-year Programs

Minimum Apprentice Wage Scale per hour and percent of journeyman wage dollar amount.			
1st Per hr.	50% \$9.50	5th Per hr.	70% \$13.30
2nd Per hr.	55% \$10.45	6th Per hr.	75% \$14.25
3rd Per hr.	60% \$11.40	7th Per hr.	80% \$15.20
4th Per hr.	65% \$12.35	8th Per hr.	90% \$17.10
Journeyman wages: \$19.00 per hour			

2-YEAR PROGRAMS

First 6 month period 50%, 2nd 6 month period 55%, 3rd 6 month period 60%, 4th 6 month period 65%

7. Problem Procedures

All problems regarding wages, training, working conditions, related class instruction, etc., should be brought to the attention of the UAC 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 UAC Apprentice Program Coordinator. That person will advise you of the procedure to follow, in securing consideration of the problem by the UAC.

8. Credit for Prior Experience

The UAC 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.

9. Work Lay-Off

Notify the UAC Apprentice Program Coordinator immediately when a lay-off occurs for any reason. The UAC can help in placement 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 the UAC. You will receive two certificates of completion, one from the State of California, Department of Apprenticeship Standards and the other from the 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 a sixth 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 California Tooling and Machining Apprenticeship Association and Petaluma High School rules and regulations as outlined in this policy, the CTMAA Apprenticeship Standards and each year's syllabus.

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. These rules also apply to classes held at other locations.

13. Apprentice Class Attendance and Grades

Apprentices that achieve perfect attendance will be recognized through certification awards during the Apprentice Completion Ceremony. The top graduating apprentice in related instruction will also be recognized at the ceremony.

14. Apprentice Contact Information

It is imperative that you immediately notify the UAC Apprentice Program 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.

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 which 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's Name - Please Print

Apprentice's Signature

Date