

Northeast WI Area Masonry Joint Apprenticeship Committee (JAC)

(Jurisdiction: Brown, Calumet, Door, Florence, Fond Du Lac, Green Lake, Kewaunee, Manitowoc, Marinette, Oconto, Outagamie, Shawano, Sheboygan, Waupaca, Waushara, and Winnebago Counties in WI)

PO BOX 19042

Green Bay, WI 54307-9042

800-422-6982 ext. 5682

REQUIREMENTS FOR APPRENTICE IN MASONRY TRADES

Bricklaying, Block Laying, Cement Finishing, Plastering, Tile Setting

Pre-Requirements

1. Completion and submission of BAS Apprentice Application.
2. Completion and submission of a qualifying employer Bureau of Apprenticeship Standards (BAS) Employer Application.
3. A High School Diploma, GED, or equivalent (ACT, etc.)
4. Successful completion of the Next Generation Accuplacer Tests:
 - a. Next Generation Masonry Reading: Score of 237 or Higher.
 - b. Next Generation Masonry Arithmetic: Score of 237 or Higher
 - c. The Accuplacer Tests can be taken at the NWTC Test Center (920) 498-5427, Lakeshore Tech Test Center (920) 693-1184, or other entities as approved by the JAC. Any costs associated with the Accuplacer Testing is the responsibility of the applicant.
 - d. Valid Drivers' License and reliable source of transportation.
 - e. Ability to pass any pre-employment requirements.
 - f. Approval from the JAC to enter into the Apprenticeship Program.

For questions or concerns regarding the Pre-Requirements, contact the NWTC Apprenticeship Office at (920) 498-5682, or the JAC at office: (920) 437-9311 cell: (920) 301-0234.

Requirements

1. Length of Apprenticeship
 - a. The length of apprenticeship shall not be less than the number of hours indicated below. The hours include all work hours and all paid related instruction hours. Unpaid related instruction hours do not count toward the total hours. The apprentice program is structured to be completed in 42 months.
 - i. Bricklayer Apprenticeship: 5460 Hours
 - ii. Tile Setter Apprenticeship: 5460 Hours
 - iii. Plasterer Apprenticeship: 4667 Hours
 - iv. Cement Mason Apprenticeship: 4667 Hours
 - v. Cement Mason – Heavy Highway Apprenticeship: 4667
 - b. The probationary is 25% of the length of the program or 1 year, whichever is shorter. During the probationary period, the apprentice contract may be cancelled without the option to appeal.
2. Apprentice Contract
 - a. The Apprentice Contract is between the apprentice and the JAC, with an employer assignment to provide the on-the-job training.
 - b. Apprentices must obtain prior approval from the JAC before changing employers. All changes in employer are subject to the approval of the Bureau of Apprenticeship Standards, making it critical the

Bureau of Apprenticeship Standards be notified within 2 business days of when a change takes place. It is the apprentice's responsibility to provide this notification.

- c. In the event the apprentice changes employers without prior approval, the JAC may not recognize the hours with the new employer between the dates the apprentice changed employers and the date the JAC was notified.
- d. Either the Sponsor or Apprentice may request cancellation of the Apprentice Contract in writing to the BAS, both during and after the probationary period.
- e. If the apprentice is off work for any reason, and the time off goes beyond 30 calendar days, the Bureau of Apprenticeship Standards must be notified by the 31st calendar day. The JAC may elect to un-assign the apprentice so that both the apprentice and employer have the full probationary period to evaluate the apprenticeship. Time in an unassigned status does not count toward any completion of either the probationary period or the total apprenticeship.
- f. Employers are required to provide the JAC with written cause for terminating an apprentice (to include reductions in force).

3. Work Requirements

- a. Apprentices require training in the work processes listed under the Schedule of Work Processes in the Apprentice Contract

4. Work Records

- a. The JAC must be kept apprised of the level and extent of work experiences the apprentice is actually exposed to as it relates to the requirements in the contract. Therefore, the JAC has developed a work record system the apprentice must keep current.
- b. The work record system utilizes a book for each year of the apprenticeship. Each page (month) the apprentice's supervisor must sign the page to verify the specified training was accomplished. If the supervisor will not sign this page, the apprentice should note the supervisor name, the date, and a note that the supervisor chose not to sign.
- c. Apprentices are required to have their work record system book(s) and a record of unpaid related instruction in their possession, at any JAC meeting they attend. The JAC will request four numbers from the apprentice:
 - i. Total Paid Related Instruction (PRI) hours to date.
 - ii. Total Work Hours to date.
 - iii. Total Unpaid Related Instruction (URI) hours to date.
 - iv. Grand Total of Work Hours plus Paid Relation Instruction Hours

Failure to provide the above hours will result in the JAC requiring the apprentice return to the next meeting for review, thereby delaying a pay increase.

- d. Apprentices are required to remain current with TMS documentation, where applicable.

5. Minimum Pay Requirements

- a. Apprentices are paid the minimum pay outlined in the Apprentice Contract. If the employer determines the base skilled wage (journeyman) rate is excessive, they are obligated to pay the wage as outlined in the Apprenticeship Contract until such time as they have written approval to use a different base skilled wage rate. This written approval must be from the Director of the Bureau of Apprenticeship Standards.
- b. The JAC will conduct wage increase reviews when the apprentice applies for this review.
- c. Pay Increases are only approved when satisfactory progress is made. Progress will be determined based on passing PRI classes, sufficient progress in URI and on the job training.

6. Related Instruction Requirements**a. Paid Related Instruction (PRI)**

- i. Apprentices are required to attend and pass 500 hours of PRI, no exceptions. Apprentices will receive pay at the same rate as for services provided for PRI hours.
- ii. If laid off, the last employer is obligated to pay for any PRI hours attended within the first 30 days from the layoff date.
- iii. An average of 75% or better on tests is required to be considered as progressing satisfactorily.
- iv. The employer of record is the only person authorized to notify the technical college when the apprentice will be absent. Apprentices must contact their employer to report any inability to attend PRI.
- v. If an apprentice has excessive absences from PRI due to health issues, the JAC may require a physician's statement to confirm the apprentice is able to meet the physical requirements of the apprenticeship.
- vi. Employers may not prevent an apprentice from attending PRI or URI classes. Employers must make every effort to allow apprentices to attend PRI as assigned and communicate any issues accommodating training to the JAC.
- vii. The Bureau of Apprenticeship Standard's field representative will be notified of any apprentice absences. Absences deemed excessive by the JAC may cause the Bureau to exercise (5) of Chapter 106.01. This section of the chapter authorizes the Department to cancel a contract on the Department's own motion.
- viii. Apprentices must secure documentation from the PRI instructor as proof of attendance to the class. Apprentices are required to submit the original document, from the PRI Instructor, to their assigned employer. *This documentation is required for wage payment while attending day class.*

b. Unpaid Related Instruction (URI)

- i. Apprentice are required to attend URI classes on their own time and at their own expense.
- ii. A minimum of 80 hours of URI is required.
- iii. Apprentices are required to attend a minimum of 80% of any class for credit. Attendance less than 80% will exempt the class hours from counting towards the minimum requirement.
- iv. Actual hours in attendance in class are the only hours that will count towards the URI hours required.
- v. Required Courses:
 1. Transition to Trainer: 8 Hours
 2. First Aid Certification: 4 Hours
 3. CPR Certification: 4 Hours
 4. Any of the Following:
 - a. Rigging
 - b. Small Engine
 - c. OSHA 30
 - d. Welding
 - e. Advanced Blueprint Reading
 - f. Other Courses with prior JAC approval
 - g. Upgrade Training Provided by the Employer or BAC with JAC approval
- vi. Raise limitations based on URI Training Benchmarks (Excluding Cement Finishers – Heavy Highway)
 1. No raises until the apprentice possesses current First Aid and CPR certifications.
 2. Raise to 75% is contingent on completing welding or one of the courses in v4 above; minimum of 30 hours.
 3. Raise to 85% is contingent on completing welding and the courses in v4 above; minimum of 60 hours.

- ## 11. Completion Interview

- b. Apprentices must place themselves on the JAC meeting agenda at least 10 calendar days prior to the JAC meeting.
- c. Apprentices must bring proof of all work hours, paid related instruction hours, and unpaid related instruction hours with them to the Completion Interview.
- d. Cement Finishers - Heavy Highway Apprentice Completions may be exempt from the Completion Interview process outlined above.

12. Americans with Disabilities Act Rights

- a. The Masonry JAC complies with all provisions of the Americans with Disabilities Act and makes reasonable accommodations upon request. Apprentices may contact the Special Needs Office at Northeast Wisconsin Technical College in room SC230 or call (920) 498-5444 for more information regarding the support services available. Apprentices are welcome to seek these same services from any other source(s), including other Technical Colleges in the State of Wisconsin.

13. Right of Appeal

- a. In the case of a dispute between the apprentice and the employer with regard to a contract, either party may appeal in writing to the JAC to review the matter. If unresolved by the JAC, either party may appeal to the BAS; the decision of the BAS shall be final.
 - i. In cases of a problem or dispute involving a matter of policy or local standards, the matter shall be referred to the State Committee.
 - ii. If the State Committee cannot satisfactorily resolve the matter, the State Committee will provide the BAS with its recommendations; the decision of the BAS will be final.

14. Pay Scales and Raise Progressions

%	<u>Bricklayer & Tile Setter</u>	<u>Cement Finisher & Plaster</u>	<u>Highway Finisher</u>
65	0 – 780	0 – 667	
70	781 – 1560	668 – 1334	
75	1561 – 2340	1335 – 2000	
80	2341 – 3120	2001 – 2667	
85	3121 – 3900	2668 – 3334	
90	3901 – 4680	3335 – 4000	0 – 1668
95	4681 – 5460	4001 – 4667	1669 – 4667

Increases to apprentices' applicable pay scales are requested via Section 9. Apprentice Routine and 'Special Apprentice' Reviews. Raises will not be approved unless Apprentices are deemed in 'Satisfactory' compliance with requirements listed above.

*Note: Apprentices who are being paid above scale must still schedule and attend Reviews per Section 9 above.

15. Current Address and Phone Number

- a. The Apprenticeship Office at NWTC (920-498-5682) and the JAC (920-437-9311) must have apprentices' current address and phone number on file. Apprentices must contact both the Apprenticeship Office and JAC with any changes.

I hereby acknowledges being provided with a copy of the Apprenticeship Requirements, their explanation, and agree to the terms outlined above.

Apprentice Signature

Date

Department of Workforce Development
Division of Workforce Solutions
Bureau of Apprenticeship Standards

APPRENTICE APPLICATION

Personal information you provide may be used for secondary purposes [Privacy Law, s. 15.04(1)(m)].

Trade Name		Social Security Number		Date	
Name (First)		(Middle)		Last	
Street Address or P.O. Box		City		State	Zip Code+4
Telephone Number ()		(Cell Phone Number)		E-Mail Address	
				Birth Date	

EDUCATION AND TRAINING BACKGROUND:

Circle the highest school year completed. For example: If you graduated from high school, circle 12. If you have a two-year associate degree, circle 14.

8 9 10 11 12 13 14 15 16 GED HSED

Previous **Related** School (Military/Correspondence/Night School/Trade School, etc.):

Previous Trade **Related** Employment (Including Military):

Company	City	Months	Trade

Prospective Employer (if applicable): _____

Military Veteran? ☐ Yes ☐ No ☐ Not Sure

If you are a veteran, please contact your county Veteran's Service Office for benefit assistance.

Please return to:

Apprenticeship Office
NWTC
PO Box 19042
Green Bay WI 54307-9042

OR

Andy Reed
BAC Field Rep Locals 3, 9, 11
1570 Elizabeth Street - Green Bay, WI 54302
(920) 301-0234 areed@bacwi.org

Department of Workforce Development
Division of Employment and Training
Bureau of Apprenticeship Standards

EMPLOYER APPLICATION

Personal information you provide may be used for secondary purposes [Privacy Law, s. 15.04(1)(m), Wisconsin Statutes].

UI Number	FEIN	Date		
Name of Firm		Contact/Title		
Street Address or P.O. Box	City	County	State	Zip Code+4
Telephone Number ()	Fax No. ()			
Email	Cell Phone ()			

Indicate Appropriate Industry Group: ☐ Construction ☐ Industrial ☐ Service ☐ OJT

Product or Service: _____

Year Business Started: _____ Trained Apprentices Before? ☐ Yes ☐ No

Trade apprentice will be trained in? _____

Are the skilled workers/journey workers in the trade covered by a collective bargaining agreement? ☐ Yes ☐ No

If yes, list union name and number: _____

Are the apprentices covered by this agreement? ☐ Yes ☐ No

Number of skilled workers/journey workers in this trade: _____

Present skilled/journey worker base skilled wage rate per hour for this trade: \$ _____ per hour

Applicant Name	Date Training Will Start	Starting Wage Rate
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If the applicant has had previous related school or work experience, how many credit hours are being requested for this applicant?

Work: _____ School: _____

Name of school apprentice will attend: _____

Please return to: Andy Reed
BAC Field Rep Locals 3, 9, 11
1570 Elizabeth Street - Green Bay, WI 54302
(920) 301-0234 areed@bacwi.org