

**OPERATING
ENGINEERS**



**JOURNEYMAN & APPRENTICE
TRAINING FUND, INC.**

APPRENTICESHIP STANDARDS OPERATING ENGINEER



Revised Registered Apprenticeship Standards for Programs with CBA

OPERATING ENGINEERS LOCAL 324 JOURNEYMAN AND APPRENTICE TRAINING FUND INC. (IATF)

OPERATING
ENGINEERS



275 E. HIGHLAND RD.

Howell, MI 48843

Occupation(s):

<u>RAPIDS Code</u>	<u>Occupation</u>	<u>O*NET Code</u>
0124	DIESEL MECHANIC	49-3031.00
0637	HEATING & AIR-CONDITIONER INSTALL/SER	49-9021.00
0365	OPERATING ENGINEER	47-2073.00
0536	STATIONARY ENGINEER	51-8021.00

Developed in Cooperation with
the United States Department of Labor
Office of Apprenticeship

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TABLE OF CONTENTS

SECTION I - STANDARDS OF APPRENTICESHIP	2
SECTION II - APPENDICES AND ATTACHMENTS.....	16
SECTION II PART 1 - COLLECTIVE BARGAINING PROVISIONS.....	17
SECTION III - VETERANS' EDUCATIONAL ASSISTANCE	18
SECTION IV - SIGNATURES	19
SECTION V - DISCLOSURE AGREEMENT	19

SECTION I – STANDARDS OF APPRENTICESHIP 29 CFR § 29.5

Responsibilities of the sponsor: **OPERATING ENGINEERS LOCAL 324 JOURNEYMAN AND APPRENTICE TRAINING FUND INC. (JATF)**

- A. *(Sponsor/Union)* must conduct, operate, and administer this program in accordance with all applicable provisions of Title 29 Code of Federal Regulations (CFR) part 29, subpart A and part 30, and all relevant guidance issued by the Office of Apprenticeship (OA). The sponsor must fully comply with the requirements and responsibilities listed below and with the requirements outlined in the document "Requirements for Apprenticeship Sponsors Reference Guide."

Sponsors shall:

- Ensure adequate and safe equipment and facilities for training and supervision and provide safety training for apprentices on-the-job and in related instruction.
- Ensure there are qualified training personnel and adequate supervision on the job.
- Ensure that all apprentices are under written apprenticeship agreements incorporating, directly or by reference, these standards and the document "Requirements for Apprenticeship Sponsors," and that meets the requirements of 29 CFR § 29.7. Sponsors may utilize Form ETA 671 for this purpose and is available upon logging into RAPIDS.
- Register all apprenticeship standards with the U.S. Department of Labor, including local variations, if applicable.
- Submit apprenticeship agreements within **45 days** of enrollment of apprentices.
- Arrange for periodic evaluation of apprentices' progress in skills and technical knowledge, and maintain appropriate progress records.
- Notify the U.S. Department of Labor within **45 days** of all suspensions for any reason, reinstatements, extensions, transfers, completions and cancellations with explanation of causes. Notification may be made in RAPIDS or using the contact information in Section K.



- Make a good faith effort to obtain approval for educational assistance for a veteran or other individual eligible under chapters 30 through 36 of title 38, United States Code, and will not deny the application of a qualified candidate who is a veteran or other individual eligible for educational assistance described in the above for the purpose of avoiding making a good faith effort to obtain approval.
- Provide each apprentice with a copy of these standards, Requirements for Apprenticeship Sponsors Reference Guide, and Appendix A, any applicable written rules and policies, and require apprentices to sign an acknowledgment of their receipt. If the sponsor alters these standards or any Appendices to reflect changes it has made to the apprenticeship program, the sponsor will obtain approval of all modifications from the Registration Agency, then provide apprentices a copy of the updated standards and Appendices and obtain another acknowledgment of their receipt from each apprentice.
- **Apprentice Agreement:** After an applicant for apprenticeship has been selected, but before employment as an apprentice or enrollment in related instruction, the apprentice will be covered by a written Apprenticeship Agreement (Appendix B) signed by the JATF and the apprentice and approved by and registered with the Registration Agency. Such agreement will contain a statement making the terms and conditions of these standards a part of the agreement as though expressly written therein. A copy of each Apprenticeship Agreement will be furnished to the apprentice, the JATF, the Registration Agency, and the employer and International Union of Operating Engineers, Local 324. An additional copy will be provided to the Veteran's State Approving Agency for those veteran apprentices desiring access to any benefits to which they are entitled.
- Prior to signing the Apprenticeship Agreement, each selected applicant will be given an opportunity to read and review these Standards, the JATF's written rules and policies and the Apprenticeship Agreement and the sections of the Collective Bargaining Agreement (CBA) that pertain to apprenticeship.
- The Registration Agency will be advised within forty-five (45) days of the execution of each Apprenticeship Agreement and will be given all the information required for registering the apprentice.
- **Safety and Health Training:** All apprentices will receive instruction in safe and healthful work practices both on-the-job and in related instruction that are in compliance with the Occupational Safety and Health Standards promulgated by the Secretary of Labor under 29 U.S.C. 651 et seq., as amended, dated December 29, 1970, and subsequent amendments to that law, or State Standards that have been found to be at least as effective as the Federal Standards.



- Apprentices will be taught that accident prevention is very largely a matter of education, vigilance, and cooperation and that they should strive at all times to conduct themselves in their work to ensure their own safety and that of their fellow workers.
- **Maintenance of Records:** The JATF will maintain for a period of five (5) years from the date of last action, all records relating to apprentice applications (whether selected or not), the employment and training of apprentices, and any other information relevant to the operation of the program. This includes, but is not limited to, records on the recruitment, application and selection of apprentices, and records on the apprentice's job assignments, promotions, demotions, layoffs, terminations, rate of pay, or other forms of compensation, hours of work and training, evaluations, and other relevant data. The records will permit identification of minority and female (minority and non-minority) participants. These records will be made available on request to the Registration Agency.
- **Registration, Cancellation, Suspension, and Deregistration:** These Standards will, upon adoption by the JATF be submitted to the Registration Agency for approval. Such approval will be acquired before implementation of the program.
- International Union of Operating Engineers, Local 324, Journeyman and Apprentice Training Fund (JATF) reserves the right to discontinue at any time the apprenticeship program set forth herein. The Registration Agency will be notified promptly in writing of any decision to cancel the program.
- Deregistration of these Standards may be initiated by the Registration Agency for failure of the JATF to abide by the provisions herein. Such deregistration will be in accordance with the Registration Agency's regulations and procedures.
- Within fifteen (15) days of cancellation of the apprenticeship program (whether voluntary or involuntary), the JATF will notify each apprentice of the cancellation and the effect of same. This notification will conform to the requirements of Title 29, CFR part 29.7.
- **Amendments and Modifications:** These Standards may be amended or modified at any time by joint agreement between provided that no amendment or modification adopted will alter any Apprenticeship Agreement in force at the time without the consent of all parties. Such amendment or modification will be submitted to the JATF for approval and will then be submitted to the Registration Agency for approval and registration prior to being placed in effect. A copy of each amendment or modification adopted will be furnished to each apprentice to whom the amendment or modification applies.



B. Minimum Qualifications - 29 CFR §29.5(b)(10)

An apprentice must be at least **17** years of age at the time of application, except where a higher age is required by law, and must be employed to learn an apprentice able occupation. Please include any additional qualification requirements as appropriate (optional):

- ☒ There is an educational requirement of A high school diploma or GED equivalency is required. Applicant must provide a copy of High School Diploma. All GED records must be submitted.
- ☒ There is a physical requirement of
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.
- ☐ The following aptitude test(s) will be administered.
- ☒ A valid driver's license is required.
- ☒ Other
 1. Applicants must be a citizen or legal resident of the United States.
 2. Must be able to proficiently understand, speak and write in the English language.
 3. Candidates must be a resident of the jurisdictional area of the Union and maintain residency for the duration of the Apprenticeship.
 4. Applicants must possess a valid Michigan Driver/Operator License, meet Employer's driving record requirements and will be required to maintain a valid Michigan Driver/Operator License for the duration of the Apprenticeship.
 5. Applicants must be able to satisfy Form 1-9 Employment Eligibility Verification and complete Apprenticeship Program Agreement terms.

The JATF signatory to the Apprenticeship Agreement does not employ the apprentice. Employment is with an Employer that is party to a collective bargaining agreement with the Union which requires contributions to the Operating Engineers Local 324 Apprenticeship Fund and has adopted the trust of agreement of the Operating Engineers Local 324 Apprenticeship Fund. The JATF will endeavor to provide reasonable continuous employment opportunities for each apprentice.

C. Apprenticeship Approach and Term - 29 CFR § 29.5(b)(2)

The apprenticeship program(s) will select an apprenticeship training approach. See **Appendix A** to select approach.

D. Work Process Schedule and Related Instruction Outline - 29 CFR § 29.5(b)(4)

Every apprentice is required to participate in related instruction in technical subjects



related to the occupation. Apprentices ☐ will ☒ **will not** (*choose one*) be paid for hours spent attending related instruction classes. Insert Work Process Schedule and Related Instruction Outline at **Appendix A**.

E. Related Instruction –

School attendance has two components: field training and classroom studies. An apprentice is required to attend related classroom and field instruction classes for a minimum of 200 hours per year. Such related instruction shall be scheduled by the JATF. Apprentices are also encouraged to attend field instruction classes at other times on a daily or weekly basis during period of temporary unemployment during the construction season. In addition to block training, apprentices will be required to attend special seminars and instruction sessions as scheduled by the Apprentice Coordinator.

Apprentices will not be paid for hours spent attending related instruction classes.

As applicable, the JATF will inform apprentices of the availability of college credit.

Any apprentice who is absent from related instruction classes, unless officially excused, will satisfactorily complete all course work missed before being advanced to the next period of training. In cases of failure of an apprentice to fulfill the obligations regarding related instruction (or OJT) without due cause, the JATF will take appropriate disciplinary action and may terminate the Apprenticeship Agreement after due notice to the apprentice and opportunity for corrective action.

To the extent possible, related instruction will be closely correlated with the practical experience and training received on-the-job. The JATF will monitor and document the apprentice's progress in related instruction classes.

The JATF will secure competent instructors whose knowledge, experience, and ability to teach will be monitored.

F. Credit for Previous Experience - 29 CFR § 29.5(b)(12)

The JATF may grant credit towards the term of apprenticeship to new apprentices who demonstrate previous acquisition of skills or knowledge equivalent to that which would be received under these Standards.

Apprentice applicants seeking credit for previous experience gained outside the supervision of the JATF must submit the request at the time of application and furnish such records, affidavits, and other documents to substantiate the claim. Applicants requesting such credit who are selected into the apprenticeship program will start at the beginning wage rate. The request for credit will be evaluated and a determination made by the JATF during the probationary period when actual on-the-job and related instruction performance can be examined. Prior to completion of the probationary period, the amount of credit to be awarded will be determined



after review of the apprentice's previous work and training/education record and evaluation of the apprentice's performance and demonstrated skill and knowledge during the probationary period.

G. Work Experience

During the term of training, apprentices shall receive supervised work experience and training on the job as necessary to develop a practical and skilled operating engineer. The Contractor to whom an apprentice is assigned shall designate a particular person, who may be Master Mechanic, Lead Engineer or Journeyworker, to be responsible for the training of the apprentice. He/she shall, with the advice and assistance of the JATF, be responsible for the apprentice's work experience on the job during the apprenticeship the apprentice will receive such OJT and related instruction in all phases of the occupation necessary to develop the skill and proficiency of a skilled journeyworker. The OJT will be under the direction and guidance of qualified journey workers; to see that the Apprentice receives equal training on all power equipment on the job and the recording of same on record forms provided for that purpose, subject to apprentice periodic review and evaluation.

The JATF Trustees may rotate or shift apprentices from one employer to another as necessary to assure complete training in all branches of the trade. The JATF Trustees may transfer an employer's training obligation when the employer is unable to fulfill his obligation under the Apprenticeship Agreement to another employer under the same program with consent of the apprentice and JATF Trustees.

H. Supervision of Apprentices

The JATF will be responsible for the training of the apprentice on the job. Apprentices will be under the general supervision of the JATF and under the direct supervision of the journeyworker to whom they are assigned. The supervisor of apprentice(s) designated by the contractor will be responsible for the apprentice's work assignments, and will ensure the apprentice is working under the supervision of a skilled journeyworker, evaluation of work performance, and completion and submittal of progress reports to the JATF.

I. Records and Examinations

Each apprentice is responsible for maintaining a record of his/her work experience/training on-the-job and in related instruction and for having this record verified by his/her supervisor at the end of each week. The apprentice will authorize an effective release of their completed related instruction records from the local school authorities to the JATF. The record cards and all data, written records of progress evaluations, corrective and final actions pertaining to the apprenticeship, will be maintained by and will be the property of the JATF. This record will be included in each apprentice's record file maintained by the JATF.

Before each period of advancement, or at any other time when conditions warrant, the JATF will evaluate the apprentice's record to determine whether he/she has made satisfactory progress. If an apprentice's related instruction or on-the-job progress is found to be



unsatisfactory, the JATF may determine whether the apprentice will continue in a probationary status, or require the apprentice to repeat a process or series of processes before advancing to the next wage classification. In such cases, the JATF will initiate a performance improvement plan with the apprentice.

Should it be found that the apprentice does not have the ability or desire to continue the training to become a journeyworker, the JATF will, after the apprentice has been given adequate assistance and opportunity for corrective action, terminate the Apprenticeship Agreement.

J. Hours of Work

Apprentices will generally work the same hours as journeyworkers, except that no apprentice will be allowed to work if it interferes with attendance in related instruction classes.

Apprentices who do not complete the required hours of OJL during a given segment will have the term of that segment extended until the required number of hours of training are accrued.

K. Davis Bacon Act

On work sites covered by prevailing wage law, it is essential that:

- (1) All apprentices assigned to work on such sites are under an Apprenticeship Agreement that has been properly completed and registered with OA.
- (2) The ratio contained in the Standards is to be strictly adhered to (apprentice ratio to skilled workers). Failure to comply with the above requirements could result in a considerable back wage liability to each worker who is not properly registered or over the ratio, and who is paid less than the rate established by the prevailing wage rate survey

L. Termination of Apprenticeship Agreement

Upon expiration of the probationary period, the agreement may be canceled by the JATF only after cause has been shown. "Cause" for cancellation shall be determined by the JATF Trustees. When it is considered that there is cause for termination of the agreement, the apprentice may be suspended from the Program pending a decision by the JATF Trustees. The decision to terminate an Apprenticeship Agreement will be based upon a recommendation by the Administrative and Department Subcommittee after it has investigated the matter. A written notice of termination will be mailed to the apprentice by certified mail, return receipt requested.

Termination of an Apprenticeship Agreement after the probationary period may be appealed by the apprentice. A copy of the following Procedure of Appeal will be included with the termination letter.

Procedure of Appeal:

- (1) The appeal must be in writing, addressed to the JATF Trustees and must list the grounds for the appeal.



- (2) The written appeal must be postmarked within 30 days of receipt of the termination notice, as evidenced by the certified mail return receipt.
- (3) Certified mail sent to the last known address of the apprentice, but returned as undeliverable by the Post Office, will not invalidate the termination.
- (4) The JATF Trustees will set a date and place for the appeal hearing and notify the apprentice and his/her employer at the time of termination, if the termination cause was job related.
- (5) The appeal decision rendered by the JATF Trustees shall be final and binding. The decision shall be made part of the JATF records.
- (6) The OA shall be notified of all terminations within 45 days.

M. Collective Bargaining Agreements

Nothing in this part or in any apprenticeship agreement will operate to invalidate:

- (a) Any apprenticeship provision in any collective bargaining agreement between employers and employees establishing higher apprenticeship standards; or
- (b) Any special provision for veterans, minority persons, or women in the standards, apprentice qualifications or operation of the program, or in the apprenticeship agreement, which is not otherwise prohibited by law, Executive Order, or authorized regulation.

N. Probationary Period - 29 CFR § 29.5(b)(8) and (20)

Every applicant selected for apprenticeship will serve a probationary period which may not exceed 25 percent of the length of the program or 1 year whichever is shorter. Insert probationary period at **Appendix A**.

O. Ratio of Apprentices to Journeyworkers - 29 CFR § 29.5(b)(7)

Every apprenticeship program is required to provide an apprenticeship ratio of apprentices to journeyworkers for adequate supervision. Insert ratio at **Appendix A**.

P. Apprentice Wage Schedule - 29 CFR § 29.5(b)(5)

Apprentices will be paid a progressively increasing schedule of wages during their apprenticeship based on the acquisition of increased skill and competence on-the-job and in related instruction. Before an apprentice is advanced to the next segment of training or to journeyworker status, the JATF will evaluate all progress to determine whether advancement has been earned by satisfactory performance in their OJL and in related instruction courses. In determining whether satisfactory progress has been made, the JATF will be guided by the work experience and related instruction records and reports.

The progressive wage schedule will be an increasing percentage of the journeyworker wage rate as established in the CBA. The percentages that will be applied to the applicable journeyworker rate are shown on the attached Work Process Schedule and Related Instruction Outline (**Appendix A**). In no case will the starting wages of apprentices be less than that required by any minimum wage law which may be applicable.



Q. Equal Employment Opportunity and Affirmative Action

1. Equal Opportunity Pledge - 29 CFR §§ 29.5(b)(21) and 30.3(c)(1)

OPERATING ENGINEERS LU 324 JATF will not discriminate against apprenticeship applicants or apprentices based on race, color, religion, national origin, sex (including pregnancy and gender identity), sexual orientation, genetic information, or because they are an individual with a disability or a person 40-years old or older.

OPERATING ENGINEERS LU 324 JATF/ will take affirmative action to provide equal opportunity in apprenticeship and will operate the apprenticeship program as required under Title 29 of the Code of Federal Regulations, part 30.

2. Affirmative Action Program - 29 CFR §§ 29.5(b)(21), 30.4-30.9

OPERATING ENGINEERS LU 324 JATF/ acknowledges that it will adopt an affirmative action plan in accordance with Title 29 CFR § 30.4-30.9 (required for sponsors with five or more registered apprentices by two years from the date of the sponsor's registration or by two years from the date of registration of the program's fifth (5th) apprentice). Information and technical assistance materials relating to the creation and maintenance of an affirmative action plan will be made available on the Office of Apprenticeship's website.

R. Selection Procedures - 29 CFR § 30.10

Application, Testing, Ranking List, and Orientation/Evaluation

Entry into the Apprenticeship Program through the Application Process requires:

1. Submission of a completed application and satisfaction of the application requirements (as further described in these Standards);
2. Completion of Work Keys testing with results equaling or surpassing:
(for Heavy Equipment Operator or Heavy Equipment Technician)
Applied math – Level 3
Workplace Documents – Level 4
Graphic Literacy – Level 4
(for Stationary Engineer or Heating/Air Conditioning Installation & Service)
Applied math – Level 4
Workplace Documents – Level 4
Graphic Literacy – Level 4
3. Ranking on the eligibility list on the basis of comparative qualifications as determined through testing. Qualified applicants shall be retained on the eligibility list subject to selection for a period of two years.
4. Ranked applicants from the eligibility list will be scheduled for an orientation/evaluation and shall be retained on a trained eligible applicant list for a period of two years.



DIRECT ENTRY

JATF's who wish to invoke the direct entry to orientation/evaluation provision may do so without regard to the existing selection procedure or minimum qualifications used for entry into the apprenticeship program. Individuals selected into the apprenticeship program via direct entry to orientation/evaluation shall only include those individuals described below who have received training or employment in an occupation directly or indirectly related to the occupation(s) registered in these Standards. The JATF will award Credit for Previous Experience in accordance with Section F of these Standards and will pay the apprentice(s) at the wage rate commensurate with their skill attainment. The Credit for Previous Experience shall be awarded without regard to race, color, religion, national origin or sex. The methods for direct entry to orientation/evaluation shall include the following:

- A. Youth who complete a Job Corps training program in any occupation covered in these Standards, who meet the minimum qualifications of the apprenticeship program. If no apprentice opening is available, the Job Corps graduate may be placed at the top of the current applicant ranking list and given first opportunity for placement. The JATF will evaluate the Job Corps training received for granting appropriate credit on the term of apprenticeship. Entry of Job Corps graduates will be done without regard to race, color, religion, national origin, or sex.
- B. Military Veterans who completed military technical training school and/or participated in a registered apprenticeship program or related craft while in the military in the occupations registered in an applicable industry. The JATF shall evaluate the military training received for granting appropriate credit on the term of apprenticeship and the appropriate wage rate. The JATF will determine what training requirements they need to meet to ensure they receive all necessary training for completion of the apprenticeship program. Entry of Military Veterans shall be done without regard to race, color, religion, national origin, or sex. Military veterans who are registered with the Helmets to Hardhat program will be given the utmost consideration with regards to direct entry into the apprenticeship programs.
- C. An employee of a non-signatory employer not qualifying as a journeyworker when the employer becomes signatory, will be evaluated by the JATF 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.



D. 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 JATF 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 JATF'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 JATF to show they were an employee performing in applicable industry work prior to signing the authorization card.

E. 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.

F. 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 JATF 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.

H. An individual who has completed a structured pre-apprenticeship/apprentice readiness training program meeting minimum requirements established by the JATF and who meets the minimum qualifications of the apprenticeship program as determined by the JATF and available apprenticeship opportunities. The candidate shall provide official documentation confirming that he or she fulfilled the specific



requirements of the pre-apprenticeship/apprentice readiness program, such as completion/graduation certificates, transcripts, notarized letters of confirmation, and sworn statements. The sponsor will evaluate the training received to grant appropriate credit on the term of apprenticeship. Entry into the program through this method shall be done without regard to race, color, religion, national origin, or sex.

ASSOCIATED PROGRAMS

A. JATF Contractor Referral Option

Applicants referred for possible entry into the program through the JATF Contractor Referral Option. This option is available to prospective enrollees who are referred to the JATF program by a Signatory Contractor. Applicants include those referrals who have been employed by a Signatory Contractor and who have performed Operating Engineers jurisdiction work for said Contractor for a period of time not exceeding 12 calendar months. Any applicant pursuing program entry via this option must obtain and provide from the employing Contractor a "Letter of Intent to Hire" letter. Applicants who fail to provide such a letter will not be considered for entry into the program under this option.

The JATF Contractor Referral Option is intended to comply with the selection method set forth in 29 CFR 30.5(b) (3).

B. Selection from Technical School Ratings

At their discretion, the JATF will consider applications from selected Vocational Technical Schools for direct referral into the Apprenticeship Program.

In order to be considered for direct referral, students must meet the basic requirements of the Apprenticeship Program, satisfactorily complete a trade-related course, rank in the top 20% of their respective course of study in their Vocational Technical School and be recommended by Vocational Technical School officials.

Participating Vocational Technical schools may submit a maximum of five (5) applicants for consideration. Selection testing and interviews will then be conducted to rank those applicants from each Vocational Technical School. The top-ranking applicant from each Vocational Technical School may then be selected. Final acceptance is contingent on the applicant's graduation from the Vocational Technical School.

In the Event the successful scholarship candidate is unable to fulfill his/her commitment or is unable to satisfy the requirements to enter the apprentice program the JATF reserves the right to consider the 2nd place candidate for acceptance.



Those applicants not selected for direct referral will then be considered among the standards pool of applicants within the district they reside. The total number to be selected for direct referral will be in addition to the number of apprenticeship positions as determined by the JATF.

S. Complaint Procedures - 29 CFR §§ 29.5(b)(22), 29.7(k), 29.12, and 29 CFR § 30.14

If an applicant or an apprentice believes an issue exists that adversely affects the apprentice's participation in the apprenticeship program or violates the provisions of the apprenticeship agreement or standards, the applicant or apprentice may seek relief. Nothing in these complaint procedures precludes an apprentice from pursuing any other remedy authorized under another Federal, State, or local law. Below are the methods by which apprentices may send a complaint:

For all issues covered by a Collective Bargaining Agreement (CBA), apprentices must seek resolution through the applicable procedures contained in the CBA. *(if applicable, see Requirements for Apprenticeship Sponsors Reference Guide)*

- 1. Complaints regarding discrimination.** Complaints must contain the complainant's name, address, telephone number, and signature, the identity of the respondent, and a short description of the actions believed to be discriminatory, including the time and place. Generally, a complaint must be filed within 300 days of the alleged discrimination. Complaints of discrimination should be directed to the following contact:

U.S. Department of Labor, Office of Apprenticeship

200 Constitution Ave. NW, Washington, DC, 20210

Telephone Number: (202) 693-2796

Email: Address: ApprenticeshipEEOcomplaints@dol.gov

Point of Contact: Director, Division of Registered Apprenticeship and Policy

Attn: Apprenticeship EEO Complaints

You may also be able to file complaints directly with the EEOC, or State fair employment practices agency.

- 2. Other General Complaints.** The sponsor will hear and attempt to resolve the matter locally if written notification from the apprentice is received within 15 days of the alleged violation(s). The sponsor will make such rulings as it deems necessary in each individual case within 30 days of receiving the written notification: *(To be completed by Sponsor):*

Union: OPERATING ENGINEERS LU 324 JATF

Name: JOHN OSIKA

Address: 275 E. HIGHLAND RD., Howell, MI. 48843



Telephone Number: 517-546-9610

Email Address: John.Osika@iuoe324.org

Any complaint described that cannot be resolved by the program sponsor to the satisfaction of all parties may be submitted to the Registration Agency provided below in Section L.

T. Registration Agency General Contact Information 29 CFR § 29.5(b)(17)

The Registration Agency is the United States Department of Labor's Office of Apprenticeship. General inquiries, notifications and requests for technical assistance may be submitted to the Registration Agency using the contact information below *(To be completed by the Registration Agency)*:

Name: Marc L. DeCoster

Address: 985 Michigan Ave., Suite 409, Detroit, MI. 48226

Telephone Number: 313-771-6342 Cell: 313-605-3991

Email Address: DeCoster.Marc.L@dol.gov

U. Reciprocity of Apprenticeship Programs 29 CFR § 29.13(b)(7)

States must accord reciprocal approval for Federal purposes to apprentices, apprenticeship programs and standards that are registered in other States by the Office of Apprenticeship or a Registration Agency if such reciprocity is requested by the apprenticeship program sponsor.

Program sponsors seeking reciprocal approval must meet the wage and hour provisions and apprentice ratio standards of the reciprocal State.

V. Responsibilities of the Apprentice

Apprentices, having read these Standards formulated by the JATF and signed an Apprenticeship Agreement with the JATF agree to all the terms and conditions contained therein and agree to abide by the JATF's rules and policies, including any amendments, serve such time, perform such manual training, and study such subjects as the JATF may deem necessary to become a skilled operating engineer.

In signing the Apprenticeship Agreement, apprentices assume the following responsibilities and obligations under the apprenticeship program:

A. Perform diligently and faithfully the work of the occupation and other pertinent duties assigned by the JATF and the employer in accordance with the provisions of these Standards.

B. Respect the property of the employer and abide by the working rules and regulations of the employer, union and the JATF.

C. Attend and satisfactorily complete the required hours in the OJL and in related instruction in subjects related to the occupation as provided under these Standards.



D. Maintain and make available such records of work experience and training received on-the-job and in related instruction as may be required by the Sponsor.

E. Develop and practice safe working habits and work in such a manner as to assure his/her personal safety and that of fellow workers.

F. Work for the employer to whom the apprentice is assigned for the completion of apprenticeship, unless reassigned to another employer or the Apprenticeship Agreement is terminated by the JATF.

G. The apprentice will be provided with a copy of the written rules and policies and will sign an acknowledgment receipt of same. This procedure will be followed whenever revisions or modifications are made to the rules and policies.

H. The apprentice assumes all responsibility for any injury sustained by the apprentice engaged in related instruction work. There shall be no liability on the part of the employer, the JATF, the Union or their respective agents for any injury sustained by the apprentice engaged in related instruction work. Hours spent in related instruction shall not be held during regular work hours and shall not be considered as hours of employment by an employer. No wages shall be paid for time in related instruction.

W. No Third-Party Liability Actions of JATF Trustees

No person or entity with an interest in the apprenticeship program (e.g. employers, Union, Associations, apprentice, instructor, etc.) shall be financially or otherwise liable for any action or decision of the JATF Trustees.

SECTION II - APPENDICES AND ATTACHMENTS

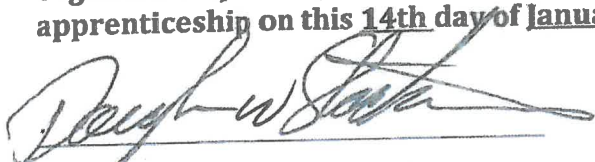
- ☒ **Appendix A** – *Work Process Schedule, Related Instruction Outline, Apprentice Wage Schedule, Ratio of Apprentices to Journeyworkers, Type of Occupation, Term of Apprenticeship, Selection Procedures, and Probationary Period*
- ☒ **Appendix B** – *ETA 671 - Apprenticeship Agreement and Application for Certification of Completion of Apprenticeship (To be completed after registration)*
- ☐ **Appendix C** – *Affirmative Action Plan (Required within two years of registration unless otherwise exempt per 29 CFR §30.4(d))*
- ☐ **Appendix D** – *Employer Acceptance Agreement (Programs with multiple-employers only)*



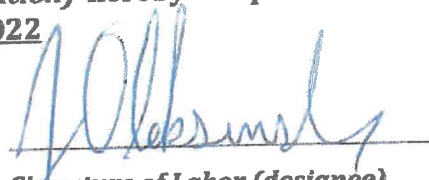
SECTION II PART 1 - COLLECTIVE BARGAINING PROVISIONS

The employer or employer association must furnish to any union that is a collective bargaining agent of the employees to be trained a copy its application for registration and of these Standards, including all attachments.

The OPERATING ENGINEERS LU 324 JATF (*Sponsor, Sponsor Association or Organization*) and (*Union or Labor Organization*) hereby adopt these standards of apprenticeship on this 14th day of January 2022


Signature of Labor (designee)

Douglas W. Stockwell, Chairman
Printed Name


Signature of Labor (designee)

James Oleksinski, Secretary
Printed Name



SECTION III - VETERANS' EDUCATIONAL ASSISTANCE AS MANDATED BY PUBLIC LAW 116-134 (134 STAT. 276)

Pursuant to section 2(b)(1) of the Support for Veterans in Effective Apprenticeships Act of 2019 (Pub. L. 116-134, 134 Stat. 276), by signing these program standards the program sponsor official whose name is subscribed below assures and acknowledges to the U.S. Department of Labor's Office of Apprenticeship the following regarding certain G.I. Bill and other VA-administered educational assistance referenced below (and described in greater detail at the VA's website at: <https://www.va.gov/education/eligibility>) for which current apprentices and/or apprenticeship program candidates may be eligible:

- (1) The program sponsor is aware of the availability of educational assistance for a veteran or other eligible individual under chapters 30 through 36 of title 38, United States Code, for use in connection with a registered apprenticeship program;
- (2) The program sponsor will make a good faith effort to obtain approval for educational assistance described in paragraph (1) above for, at a minimum, each program location that employs or recruits an veteran or other eligible individual for educational assistance under chapters 30 through 36 of title 38, United States Code; and
- (3) The program sponsor will not deny the application of a qualified candidate who is a veteran or other individual eligible for educational assistance described in paragraph (1) above for the purpose of avoiding making a good faith effort to obtain approval as described in paragraph (2) above.

NOTE: The aforementioned requirements of Public Law 116-134 shall apply to "any program applying to become a registered apprenticeship program on or after the date that is 180 days after the date of enactment of this Act" (i.e., September 22, 2020). Accordingly, apprenticeship programs that were registered by a Registration Agency before September 22, 2020, are not subject to these requirements.



SECTION IV – SIGNATURES

OFFICIAL ADOPTION OF APPRENTICESHIP STANDARDS

The undersigned sponsor hereby subscribes to the provisions of the foregoing Apprenticeship Standards formulated and registered by OPERATING ENGINEERS LU 324 JATF (*Sponsor*), on this 14th day of January 2022

The signatories acknowledge that they have read and understand the document titled “Requirements for Apprenticeship Sponsors Reference Guide” and that the provisions of that document are incorporated into this agreement by reference unless otherwise noted.

Signature of Labor (designee)

Signature of Labor (designee)

Douglas W. Stockwell, Chairman
Printed Name

James Oleksinski, Secretary
Printed Name

SECTION V - DISCLOSURE AGREEMENT (*Optional*)

I, Douglas W. Stockwell, Chairman (*Sponsor Representative*), acting on behalf of OPERATING ENGINEERS LU 324 JATF (*Sponsor*) authorize OA to share the Work Process Schedule and Related Instruction Outline in Appendix A with other potential apprenticeship sponsors.

Signature

1-14-2022

Date

Douglas W. Stockwell, Chairman
Printed Name

Appendix A

WORK PROCESS SCHEDULE AND RELATED INSTRUCTION OUTLINE



Appendix A

WORK PROCESS SCHEDULE
OCCUPATION TITLE: Operating Engineer
O*NET-SOC CODE: 47-2073.02 RAPIDS CODE: 0365

This schedule is attached to and a part of these Standards for the above identified occupation.

1. APPRENTICESHIP APPROACH

☒ Time-based

☐ Competency-based

☐ Hybrid

2. TERM OF APPRENTICESHIP

The term of the apprenticeship is 3 years with an OJL attainment of 6,000 hours, supplemented by the minimum required 600 hours of related instruction.

3. RATIO OF APPRENTICES TO JOURNEYWORKERS

The apprentice to journeyworker ratio is: 1 Apprentice to 1 Journeyworker.

4. APPRENTICE WAGE SCHEDULE

Apprentices shall be paid a progressively increasing schedule of wages based on a percentage of the current journeyworker wage rate **or** as per the CBA.

3 Year Term – Journeyworker wage per CBA: \$32.88

1 st	70%	0 – 1,000 hours	4 th	85%	3,001 – 4,000 hours
2 nd	75%	1,001 – 2,000 hours	5 th	90%	4,001 – 5,000 hours
3 rd	80%	2,001 – 3,000 hours	6 th	95%	5,001 – 6,000 hours

Wages Paid During RTI: __ Yes ☒ No

5. PROBATIONARY PERIOD

After execution of the Apprenticeship Agreement, all applicants for apprenticeship will serve a probationary period. Apprentices shall be subject to 1,500 hour probationary period.

During the probationary period either the apprentice or the JATF may terminate the Apprenticeship Agreement, without stated cause, by notifying the other party in writing. The records for each probationary apprentice will be reviewed prior to the end of the probationary period. Records may consist of periodic reports regarding progression made in both the OJL and related instruction, and any disciplinary action taken during the probationary period.



Any probationary apprentice evaluated as satisfactory after a review of the probationary period will be given full credit for the probationary period and continue in the program.

After the probationary period the Apprenticeship Agreement may be canceled at the request of the apprentice or may be suspended or canceled by the JATF for reasonable cause after documented due notice to the apprentice and a reasonable opportunity for corrective action. In such cases, the JATF will provide written notice to the apprentice and to the Registration Agency of the final action taken.

6. SELECTION PROCEDURES

See Standards Sec 1



WORK PROCESS SCHEDULE
OCCUPATION TITLE: Operating Engineer
O*NET-SOC CODE: 47-2073.02 RAPIDS CODE: 0365

On-The-Job-Training Outline : Apprentices will receive training in various work experiences listed below. The order in which this training is given will be determined by the flow of work on the job and will not necessarily be in the order listed. The times allotted to these various processes are estimated times which the average apprentice will require to learn each phase of the trade. The total term of apprenticeship is indicated below.

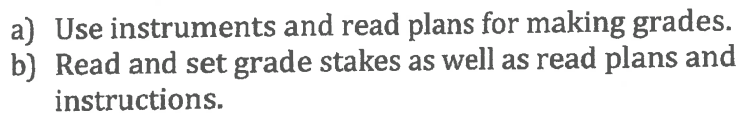
1. Backhoe, Loader, Skidsteers, Wheel, or Track Equipment 1000
 - a) Perform preventive maintenance, proper oils and greases, and minor adjustments.
 - b) Assist in changing teeth and adjusting brakes and clutches.
 - c) Operate using the controls, their importance in proper operation, and movement of machine for safety of other employees, digging underground utilities, working the proper distance from overhead power lines, and other equipment working near machine.
 - d) Apply technical knowledge and assist during major overhauls while working with the operator, heavy duty repairperson, and welder.

2. Excavator and Other Bucket-Type Equipment 1000
 - a) Identify name and use of various Excavators and attachments.
 - b) Perform preventive maintenance, using proper oils and greases, and make minor adjustments.
 - c) Assist in changing teeth and as well as adjusting tracks and other maintenance.
 - d) Operating using the controls, their importance in proper operation, and movement of machine for safety of other employees, digging underground utilities, working proper distance from overhead power lines, and other equipment working near machine.
 - e) Apply technical knowledge and assist during major overhauls while working with the operator, heavy duty repairperson, and welder.

3. Crawler and Wheel-Type Cranes, Derricks, Piledrivers, and Bridge and Gantry Cranes 1000



-
- a) Identify name and uses of various cranes and derricks.
 - b) Perform preventive maintenance, using proper oils and greases, and make minor adjustments.
 - c) Assist in adjusting frictions, brakes, and clutches.
 - d) Operate using the controls, their importance in proper operation, and movement of the machine for the safety of other employees, working proper distance from overhead power lines, and other equipment working near the machine
 - e) Apply technical knowledge and assist during major overhauls while working with the operator, heavy duty repairperson and welder.
 - f) Calculate the proper loads that the machine and cables will safely handle.
 - g) Acquire knowledge in operating a live boom and regular operations.
 - h) Give and receive proper hand signals.
 - i) Identify name and uses of various attachments and accessories
 - j) Assist in the programming of LMIs and computer aided accessories for safe and proper set-up and crane operation.
4. Rigging and Securing Load 200
- a) Assist in making proper rigging and securing of equipment and loads for transport.
5. Water and Fuel Trucks 200
- a) Operate maintain and service maintenance trucks
6. All Terrain, Truck Crane, or Boom Truck 350
- a) Drive a crane and place it for most convenient operation of the crane. Study the Federal CDL laws and obtain a CDL license.
7. Tracked Equipment, Dozers, & Graders 250
- a) Operate and learn principles of grade
8. Use of Grade Instruments and Plans 500



9.	Compaction Equipment	250
	a) Use principles and methods of material Stabilization to achieve proper compaction and density	
10.	Construction Equipment	500
	a) Operate, service, and adjust all types of pumps.	
	b) Operate and maintain all pumping equipment, such as pump crete machine, concrete pump, gunite machine, etc.	
	c) Assist in installing, operating, and maintaining well-point systems.	
	d) Operate, service, and adjust all types of mechanical heaters.	
	e) Operate, service, and adjust all types of electric generating plants.	
	f) Operate, service, and adjust all types of Drones	
	g) Operate, service, and adjust all other types of equipment.	
11.	Auxiliary Equipment	250
	a) Assist in rigging and operating attachments used on universal equipment.	
12.	Maintenance - Cutting and Burning - Greases and Oils	500
	a) Use various welders and welding equipment.	
	b) Assist in making minor repairs and adjustments.	
	c) Assist in welding and cutting.	
	d) Gain knowledge and use appropriate greases and oils.	

Total Hours 6,000

Page | A-6



RELATED INSTRUCTION OUTLINE
OCCUPATION TITLE: Operating Engineer
O*NET-SOC CODE: 47-2073.00 RAPIDS CODE: 0365

RTI Provider : Operating Engineer LU 324 JATF

Contact Name: John Osika Contact Phone: 517-546-9610 Contact Email: john.osika@iuoe324.org

Total Hours 600

First Year

Total Hours: 200

Health/Safety -1	38
Commercial Driver's License Preparation	16
Equipment Awareness	48
Equipment Fundamentals	18
Fundamental Equipment Skills	80

Second Year

Total Hours: 200

Health and Safety - 2	8
Grade Instruments and Plans	60
Rigging And Load Securing Awareness	8
Lifting Awareness	24
Intermediate Equipment Skills	100

Third Year

Total Hours: 200

Health and Safety - 3	8
Cranes and associated equipment	60
Hazardous Material Course	8
Basic Mechanical Systems	8
Grade Instruments and Plans	16
Advanced Equipment Skills	100



Appendix D

EMPLOYER ACCEPTANCE AGREEMENT

ADOPTED BY

**OPERATING ENGINEERS LOCAL 324 JOURNEYMAN AND APPRENTICE
TRAINING FUND INC. (JATF)**

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



Appendix D

EMPLOYER ACCEPTANCE AGREEMENT

The undersigned employer hereby subscribes to the provisions of the Apprenticeship Standards formulated and registered by the OPERATING ENGINEERS LOCAL 324 JOURNEYMAN AND APPRENTICE TRAINING FUND INC. (JATF) and agree(s) to carry out the intent and purpose of said Standards for (Insert occupation(s)) and accompanying Appendices and to abide by the rules and decisions of the Sponsor established under these Apprenticeship Standards. The undersigned employer further agrees to allow the Click to Insert name of Sponsor(s) or organization(s) to access the employer's records to confirm compliance with the terms of the Apprenticeship Standards and requirements of 29 CFR Part 29, subpart A, and Part 30. (Insert Employer's name) have been furnished a copy of the Standards and have read and understood them, and request certification to train apprentices under the provisions of these Standards. On-the-job, the apprentice is hereby assured qualified training personnel and adequate supervision during the apprenticeship. The training should follow the approved Work Process Schedule and Related Instruction Outline including the rotation of tasks. The employer further agrees to follow the selection procedures per the approved Standards consistent with the requirements set forth in 29 CFR § 30.10(b). This employer acceptance agreement will remain in effect until canceled voluntarily or revoked by the Sponsor, Employer, or the Registration Agency.

Click or tap here to enter text.
(Print Name of Employer Representative)

Click or tap here to enter text.
(Print Name of Sponsor Representative)

Signed: _____
(On Behalf of Employer)

Signed: _____
(On Behalf of Sponsor)

Date: _____

Date: _____

Employer Title: _____

Name of Company: _____

Address: _____

City/State/Zip Code: _____

Phone Number: _____

Fax: _____ **Email:** _____

NAICS Code (Optional): Click or tap here to enter text.

Employer Identification Number (Optional): Click or tap here to enter text.

cc: Registration Agency

