

QUALIFICATIONS AND SELECTION PROCEDURES

ADOPTED BY:

**ALASKA LABORERS
JOINT APPRENTICESHIP & TRAINING COMMITTEE
13500 Old Seward Highway
Anchorage, Alaska 99515**

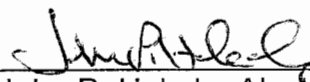
FOR THE OCCUPATION OF:

CONSTRUCTION CRAFT LABORER



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

Registered as part of the National Apprenticeship Program in accordance
with the basic Standards of Apprenticeship established
by the Secretary of Labor

By: 
John P. Hakala, Alaska State Director

Revised: September 8, 2006

Program No. AK001940006

SECTION I. - MINIMUM QUALIFICATIONS

Applicants will meet the following minimum qualifications:

- A. Age: Must be at least 18 years of age. Applicants must provide evidence of minimum age respecting any applicable state laws or regulations.
- B. Education: A high school diploma or GED equivalency is required. Applicant must provide an official transcript(s) for high school and post high school education and training. All GED records must be submitted if applicable.

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 without posing a direct threat to the health and safety of the individual or others.

Applicants may be subject to a physical agility or fitness test, or screened for the current illegal use of drugs, or both, on acceptance into the program and prior to being employed.

- D. Drivers License: Applicants must possess a valid Alaska Driver's License.
- E. Residency: Applicants must have been an Alaska resident for the last twelve (12) consecutive months. Applicants must provide viable proof of residency.

SECTION II. - APPLICATION PROCEDURES

The Alaska Laborers Statewide Apprenticeship program is divided by the jurisdictional boundaries of Local Unions #341, #942 – Fairbanks, and #942 – Juneau. The dividing boundaries are identified as: #942 – Fairbanks North of the 63rd parallel, #341 South of the 63rd parallel, and #942 – Juneau South of the 60th parallel and East of the 138th Parallel. Each local union and their signatory contractors will appoint members of labor and management to serve on area Sub-committees located in Anchorage, Fairbanks and Juneau. Representation for Local #942 – Juneau will be handled by parent Local #942 – Fairbanks.

It will be the responsibility of the area Sub-committees to recruit and select apprentices within their jurisdictional area, following the procedures set forth in these Selection Procedures.

- A. Applicants will be accepted throughout the year. An announcement of apprenticeship openings shall be disseminated a minimum of twice annually at six-month intervals. Applications will be available during normal business hours. All persons requesting an application will be entered into 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 JATC.
- D. Receipt of the properly completed application form, along with required supporting documents (proof of age, driver's license, birth certificate or other acceptable documentation; copy of high school diploma, GED Certificate or other acceptable documentation) 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.
- F. Applicants meeting the minimum qualifications and submitting the required documents will be notified where and when to appear for an interview (if applicable).

SECTION III. - SELECTION PROCEDURES

- A. The JATC will schedule the interview and evaluation session. All applicants who have met the minimum qualifications and have submitted the required documents must be notified of the date, time, and place to appear. All qualified applicants will be interviewed within ninety (90) days of time of application.
- B. The interviewer(s) will rate each applicant during the interview on each of the factors on the applicant rating form taking into account the information on the application and required documents, if applicable. The interviewer will record the questions asked and the general nature of the applicant's answers. The

interviewer will then prepare a written summary of his or her judgment of the applicant derived from the interview.

- C. After completing the interview and evaluation of the applicants, the individual rating scores of the interviewer(s) will be added together and averaged to determine the applicant's final rating.
- D. Applicants will be placed on a "Ranking List" according to their scores at the evaluation session, with the applicant having the highest score being at the top of the list, and all applicants then listed in descending order based on score. A separate ranking list will be maintained for each Sub-committee jurisdiction. The final ratings of newly interviewed applicants shall be merged into the current ranked list.
- E. As openings for the registration of new apprentices occur, the highest ranked applicant will be notified of selection by telephone. It will be the responsibility of the applicant to keep the JATC informed of their current mailing address and telephone number.
- F. Selected applicants must respond to the notice of selection within 48 hours of notice. If applicants cannot be reached by telephone, their names will be passed and notice sent to their address by "Certified Mail-Return Receipt Requested" to determine if the applicants are still interested. If no response is received in fifteen (15) working days from the written notice, the applicant's name will be removed from the list. Only one certified notice will be mailed.
- G. Qualified applicants remaining on a preceding ranking list will automatically be carried forward on the new ranking list and slotted in wherever their rating score placed them for a period of two (2) years, unless the applicant has been removed from the list by their own written request or following failure to respond to an apprentice opening. Applicants who were not placed during the two (2) year period that were on the ranking list will be required to reapply.
- H. During the two-year period, applicants who feel that their qualifications have improved since their original rating may submit documented evidence of such additional experience or training and request reevaluation and rating at the next regular processing cycle.

SECTION IV. - ALTERNATE SELECTION PROCEDURES

A. Step-Up Apprentices

Apprentices who are registered with the Alaska Works Partnership Building

Maintenance Repairer Step-Up Apprenticeship program, and who meet the minimum qualifications of the apprenticeship program, may be admitted directly into the program. The Program Sponsor shall evaluate the Step-Up apprentice for training received and shall grant appropriate credit on the term of apprenticeship. Entry of Step-Up Apprentices shall be done without regard to race, color, religion, national origin, or gender.

B. School to Apprenticeship Linkage Agreement

The School to Apprenticeship Linkage program is an innovative approach to education and training, which allows qualified high school students (seniors) to effectively bridge the gap between high school and the world of work by means of the apprenticeship system. High school seniors who are selected for entry into the program shall be employed part-time as registered apprentices while completing their secondary education.

Upon completion of their required courses for high school graduation, the student/apprentice will be expected to continue in the program as a full time apprentice. It is further understood that if the student/apprentice does not complete the required course material for high school graduation the apprenticeship agreement will be canceled. In essence: no school, no work.

The minimum education requirement shall be waived for participants who are accepted and indentured as student/apprentices in the school to apprenticeship linkage program. At no time will the student/apprentice be less than eighteen (18) years of age.

Student/apprentices participating in the school to apprenticeship linkage program shall work a reduced workday and workweek while attending and completing their high school requirements.

It is the understanding and intent of all concerned parties (Education, Employer, Sponsor, Apprentice, and Registration Agency) that the conditions of work for school to work apprentices shall be the same as other apprentices employed, and shall be governed by the approved apprenticeship standards.

A formal School-to-Apprenticeship Linkage Agreement between the high school and registration agency shall be approved prior to enrolling any student into the School-to-Apprenticeship program.

C. Job Corps and Alaska Military Youth Academy Graduates

Youth who complete a Job Corps or Alaska Military Youth Academy (JC/AMYA) training program, and who meet the minimum qualifications of the apprenticeship

program, may be admitted directly into the program, or if no apprentice opening is available, the graduate may be placed at the top of the current applicant ranking list and will be first opportunity for placement. The Program Sponsor shall evaluate the training received for granting appropriate credit on the term of apprenticeship. Entry of JC/AMYA graduates shall be done without regard to race, color, religion, national origin, or sex.

D. Organizing Provision

1. An employee of a nonsignatory employer not qualifying as a Journeyworker when the employer becomes signatory, shall be evaluated by the JATC, and indentured at the appropriate period of apprenticeship based on previous work experience and related training. (Note: This is a method of direct entry into the apprenticeship program, whereby all minimum qualifications are waived.)
2. 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 nonsignatory employer and does not qualify as a journeyworker shall be evaluated and indentured by the JATC at the appropriate period of apprenticeship based on previous work experience and related training. (Note: This is a method of direct entry into the apprenticeship program, whereby all minimum qualifications are waived). For such applicants to be considered they must:
 - a. Be employed in the JATC jurisdiction when the authorization card was signed.
 - b. Have been employed by the employer before the organizational effort commenced.
 - c. All employees of the employer must have been offered the opportunity to sign authorization cards and be evaluated.
 - d. Provide reliable documentation to the JATC to show they were an employee performing work of the craft prior to signing the authorization card.

E. Military Veterans/Helmets to Hardhats

Veterans who completed military technical training school and participated in a registered apprenticeship program, or completed military technical training school in a recognized apprenticeable occupation during their military service, may be given direct entry into the apprenticeship program.

Military veterans who are registered with the Helmets to Hardhats program will

be given the utmost consideration with regards to direct entry into the apprenticeship program.

The program sponsor will evaluate the military training and on-the-job learning experience received for the granting of appropriate credit on the term of apprenticeship and the appropriate wage rate.

Apprentice applicants seeking credit for previous experience gained outside the supervision of the program sponsor must submit such request at the time of application and furnish such records, affidavits and other documentation to substantiate the claim.

Entry of veterans will be done without regard to race, color, religion, national origin or sex.

F. Geographic Market Area Selection

Individuals residing in areas of rural Alaska may be recruited and selected for apprenticeship in their geographic area, providing that an employment opportunity exists that will support the duration of the apprenticeship. The Program Sponsor will utilize current labor market information along with employer commitment(s) to determine whether the area can sustain the apprenticeship.

An announcement of apprenticeship openings shall be disseminated at least thirty (30) days in advance of the earliest date for accepting applications. Applications shall be accepted for a minimum of two (2) weeks following the thirty (30) day announcement period. Applicants shall be interviewed, ranked, and selected as outlined in these approved JATC selection procedures.

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 local JATC (if applicable).
- 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 harassment 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 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 female (minority and non-minority) participants.

Each sponsor must retain a statement of its affirmative action plan for the prompt achievement of full and equal opportunity in apprenticeship, including all data and analysis made pursuant to the requirements of 29 CFR 30.4. Each sponsor also must maintain evidence that its qualification standards have been validated in accordance with the requirements set forth in 29 CFR 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 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 Alaska Laborers JATC hereby officially adopts these Selection Procedures on this
8th Day of September, 2006.

Representing the Alaska Laborers JATC:


Signature of Chairperson


Signature of Secretary

Leslie N. Lanning
Printed Name

Ronald C McPheters
Printed Name