

**Trade
Information
Sheet
(Sample
Apprentice
Contract)**

Associated Builders & Contractors of WI, Inc.

SHEET METAL

804.281.010

TRADE INFORMATION

APPROVED: May 14, 2015

EXTENT OF PERIOD OF APPRENTICESHIP: The term of apprenticeship shall be **five years of not less than 9000 hours**. The probationary period shall be the first 1800 hours of employment, but in no case shall it exceed one (1) calendar year. Hours of labor shall be the same as established for other skilled employees in the trade.

SCHOOL ATTENDANCE: The apprentice shall attend the assigned Wisconsin Technical College System for **paid related instruction classes for a minimum of 576 hours** or the equivalent and satisfactorily complete the prescribed course material, unless otherwise approved by the department. The employer must pay for related instruction hours at the same rate per hour as for services performed.

SCHEDULE OF PROCESSES TO BE WORKED: In order to obtain well-rounded training and thereby qualifying as a skilled worker in the trade, the apprentice shall have experience and training in the following areas. This instruction and experience shall include the following operations but not necessarily in the sequence given. Time spent on specific operations need not be continuous. The below schedule of processes to be worked shall include all operations and such other work as is customary in the trade.

<u>Schedule Of Processes To Be Worked</u>		<u>Approximate Hours</u>
A.	LAYOUT: Measuring and actual laying out or designing of any work in or on the job.	800
B.	CONSTRUCTION INSTALLATION: Architectural and/or general outside metal work; fabrication or such on the job (gutters, metal roofs, flashing, tin decks, gravel stop, coping, etc.) field installation; blueprint reading; assembling and installing of heating and ventilating work on the job.	3600
C.	MISCELLANEOUS SHOP FABRICATION: All cutting, forming, assembling, and insulating of all sheet metal work done in the shop.	2250
D.	WELDING	450
E.	MISCELLANEOUS RELATED WORK AND SPECIALTY WORK: Specialty fabrication not previously covered, such as: special stainless steel ducts, copper assemblies, signs, etc. truck driving, cleaning shop, putting away stock, etc.	1324
F.	PAID RELATED INSTRUCTION	576
TOTAL		9000

MINIMUM COMPENSATION TO BE PAID:

1st period of 0 – 12 months of 1 – 1800 hours and satisfactory progress* at 45% of the base skilled wage rate

2nd period of 13 – 24 months of 1801 – 3600 hours and satisfactory progress* and at least 25 hours in unpaid related instruction at 55% of the base skilled wage rate

3rd period of 25 – 36 months of 3601 – 5400 hours and satisfactory progress* and at least 50 hours in unpaid related instruction at 65% of the base skilled wage rate

4th period of 37 – 48 months of 5401 – 7200 hours and satisfactory progress* and at least 75 hours in unpaid related instruction at 70% of the base skilled wage rate

5th period of 49 – 60 months of 7201 – 9000 hours and satisfactory progress* and at least 100 hours in unpaid related instruction at 75% of the base skilled wage rate.

Base skilled wage rate _____ per hour.

*Satisfactory progress is defined as completing the minimum on the job hours; satisfactory progress on the job; satisfactory progress in paid related instruction and unpaid related instruction; current in first aid and CPR; and compliance with the record keeping policy.

If at any time the base skilled wage rate rises or falls, the apprentice’s wage shall be adjusted proportionately. The wage rate of apprentices employed in this trade and this firm shall be the base skilled wage rate stated above.

If the apprentice does not complete the terms of the contract in the five (5) year period, the apprentice shall be paid at no less than 75% of the skilled rate until completed.

If an apprentice completes the prescribed work hours before completing the required paid related instruction, the apprentice shall be held in the last period of apprenticeship until the apprenticeship is satisfactorily completed.

CREDIT PROVISIONS: The apprentice, granted credit at the start or during the term of the apprenticeship, shall be paid the wage rate of the pay period to which such credit advanced the apprentice.

Work Credit: _____

School Credit: _____

Total Credit to be applied to the terms of the apprenticeship: _____

SPECIAL PROVISIONS: The apprentice shall obtain certification in First Aid and CPR and a minimum of a 10-Hour OSHA Safety course during the first 12 months of the contract. The First Aid and CPR certifications must be kept current. The apprentice is required to take the Transition to Trainer course in the final year of the apprenticeship.

The apprentice must complete satisfactorily 164 hours of unpaid school hours, as prescribed by the ABC of WI Apprenticeship Advisory Committee. **The apprentice shall obtain at least 25 hours per year in unpaid related instruction.** The 164 hours of unpaid related instruction may include such topics as: AutoCAD, Welding (maximum of 60 hours), Blueprint Reading, OSHA Construction Safety, Air Balance, Confined Space Entry, HVAC, and CFC Recovery, Basic Electricity, Knot Tying, Line Rigging, Architectural Drafting for Light Construction, Natural Gas Flexible Piping.

Apprentices shall attend at least 90% of scheduled paid related instruction each semester. In the event paid related instruction is missed, the apprentice shall make up the content missed as prescribed by the ABC Apprenticeship Advisory Committee.

All work shall be performed under skilled worker supervision. Supervision should not be of such a nature as to prevent the development of responsibility and initiative. Under no circumstance shall an apprentice supervise another apprentice.

Upon completion of the on-the-job training work hours and the paid and unpaid school hours the apprentice must submit an application for completion to the ABC of WI Apprenticeship Advisory Committee. Upon approval by the ABC of WI Apprenticeship Advisory Committee and the BAS, the apprentice will be completed from the apprenticeship program.