



Minnesota/North Dakota
Bricklayers & Allied Craftworkers
Journeyworker & Apprentice
Training Trust Fund

2026-2027 Apprentice Handbook

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Welcome Page

Dear Apprentice:

Welcome as an Apprentice to the Minnesota and North Dakota Bricklayers and Allied Craftworkers Journeyman and Apprentice Training Trust Fund ("Fund"). This Apprentice Handbook sets forth the Fund's general administrative policies. It applies to all Apprentices. Notice that each of the policies stated in this Handbook is dated; when there is a change in a policy, we will update this Handbook as soon as possible. Feel free to consult us whenever you have questions.

The material in this Handbook is not exhaustive. Although we have attempted to cover matters of general applicability to all Apprentices, we know that it does not cover every situation which may arise. We reserve the right to make changes at any time, with or without notice, and to interpret these policies and procedures.

If a Handbook policy conflicts with requirements set forth in the Fund's Standard of Apprenticeship ("SoA"), the Fund's Summary Plan Description ("SPD") or an existing or subsequent collective bargaining agreement ("CBA"), the SoA, SPD or CBA requirement shall take precedence, but only to the extent of the conflict.

NO PROVISION IN THIS HANDBOOK IS INTENDED TO CREATE A CONTRACT BETWEEN THE FUND AND ANY APPRENTICE, OR TO LIMIT THE RIGHTS OF THE FUND AND ITS APPRENTICES TO TERMINATE THE RELATIONSHIP AT ANY TIME, WITH OR WITHOUT CAUSE. THIS HANDBOOK IS A GENERAL STATEMENT OF POLICY, TO BE MODIFIED AND APPLIED BY THE FUND AT ITS DISCRETION.

We wish you a successful career with the Fund.

Board of Trustees of the Minnesota and North Dakota Bricklayers and Allied Craftworkers Journeyman and Apprentice Training Trust Fund

Union Trustees

Mr. Doug Schroeder
Mr. Matt Hopkins
Mr. Nick Musech
Mr. Mike Ganz
Mr. Eric Vik

Employer Trustees

Mrs. Heather Grazzini Sims
Mr. Gregory P. Grazzini
Mr. Chad Harrison
Mr. John Nesse

Acknowledgement

By signing below, I acknowledge that it is my responsibility to read and understand the policies outlined in this Apprentice Handbook. I understand that this Handbook is intended only as a general reference and not as a full statement of procedures.

I agree to keep this Handbook in my possession during my attendance at the Minnesota and North Dakota Bricklayers and Allied Craftworkers Journeyman and Apprentice Training Trust Fund ("Fund") and to update it whenever the Fund provides me with updated materials. I understand that this Handbook supersedes and replaces any and all manuals, handbooks and other policies which have been previously provided to me.

I further understand that this Handbook is the Fund's property and that copying any section of the Handbook is against Fund policy.

I acknowledge receipt of a complete Apprentice Handbook on the date hereunder and that this signed Acknowledgment will be placed in my personnel file.

Photo and Statement Release

By signing below, I hereby grant Minnesota and North Dakota Bricklayers and Allied Craftworkers Journeyman and Apprentice Training Trust Fund ("Fund") permission to use my likeness in a photograph, video/audio, or other digital media ("photo") in any and all publications for educational, promotional, advertising, or other purposed without limitation consistent with the mission of the fund including posting on the Internet and World Wide Web without payment or other consideration.

I understand and agree that all photos will become property of the Fund and will not be returned.

I have read and understand that this release constitutes a waiver of my privacy rights under The Federal Educational Rights and Privacy Act. This release is effective on the date written below and will remain in effect indefinitely.

Orientation

ANNUAL STUDENT ORIENTATION

At the start of every training year, there is a mandatory orientation for all Apprentices who are active with the Minnesota Department of Labor and Industry ("DOLI"). The purposes of the orientation are as follows:

To re-establish contact with all Apprentices from the previous year.

To establish contact with any new Apprentices that have gained employment through "Sponsorship" or as the result of an "Evaluation Exam."

To disperse information for all Apprentices regarding the training schedule and describe any changes or additions to policies that govern the program.

To provide an opportunity for any Apprentices that are active in the program to address questions or concerns to the training staff, Manager of Operations, Chairman of the JATC as well as other JATC members.

RULES REGARDING ANNUAL ORIENTATION

Attendance at the yearly orientation is MANDATORY! On orientation day the Apprentice will receive their individual training schedules. Please review the information listed below regarding the rules applicable to the event.

Email notification will be sent out approximately 1 month before the scheduled orientation date. This email will request a RSVP from every student from every program.

If you do not respond to this RSVP you may receive a visit by a Business Representative of the Local Union at your worksite.

SCHEDULE/ACADEMIC CALENDAR

See website calendar at bactraining.org

Equal Opportunity

Pursuant to Section 2 of the SoA: "The recruitment, selection, employment, and training of apprentices during their apprenticeship, shall be without discrimination because of race, color, religion, national origin, or sex. The sponsor 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."

Confidentiality

The Fund handles a number of pieces of confidential information on its employees and apprentices. The Fund will endeavor to keep such information private and only release such information as allowed by law. If you come into possession of such information, you will not at any time divulge or disclose to anyone any such information, whether or not it has been designated specifically as "confidential."

Books and Course Materials

AMENDMENT 1 August 24, 2018

Pursuant to the Scholarship Loan Agreement (pg. 2, Section 2) books are included in the agreement and there is no cost to the apprentice.

Weapons are Prohibited

The Fund does not allow Apprentices to possess guns while working or while on Fund premises. We also do not allow visitors (vendors, customers, temporary workers, etc.) on the premises to possess guns. Consistent with Minnesota law, notices are posted at all Fund entrances advising that we ban gun possession. A violation of this work rule may result in disciplinary action up to and including termination.

The ban does not apply to any Fund parking lot or other parking facility.

If you observe any person on Fund premises who possesses a gun in violation of this policy, please inform a supervisor immediately.

Offensive Behavior/Harrassment

Any Apprentice who:

1. *engages* in harassment on the basis of race, color, creed, religion, national origin, sex, sexual orientation, marital status, status with regard to public assistance, membership or activity in a local commission, disability or age;
2. *permits* Apprentices under his/her supervision to engage in such harassment; or
3. *retaliates* or permits retaliation against an Apprentice who reports such harassment

is guilty of misconduct and shall be subject to remedial action which may include the imposition of discipline or termination.

Sexual Harassment is prohibited. It includes any unwelcome sexual advance, request for sexual favor and other verbal or physical conduct of a sexual nature when:

- Submission to such conduct is made, either explicitly or implicitly, as a term or condition of attendance;
- Submission to or rejection of such conduct is used as a factor in any decision affecting any individual; or
- Such conduct has the purpose or effect of unreasonably interfering with any Apprentice's performance, or creating an intimidating, hostile, or offensive educational environment.

Although the intent of the person engaging in the conduct may be harmless or even friendly, it is the interpretation of the conduct by the recipient that is relevant to whether it is harassment. **Given the difficulty of judging whether the conduct is welcome or unwelcome in particular situations, the Fund prohibits all Apprentices from engaging in any conduct of a sexual nature or amounting to harassment based on any protected category in the work setting.**

This policy applies to all Fund Apprentices. No retaliation or intimidation directed towards anyone who makes a complaint will be tolerated.

If you believe you have been a victim of harassment, take the following steps:

- Discuss the matter with your Instructor/Staff.
- If you believe your Instructor to be the source of or a party to the sexual harassment, talk to the Manager of Operations.

The Fund will investigate and attempt to resolve your complaint promptly. If for any reason, you believe this has not occurred within a reasonable period of time, then refer the problem to the Training Center Director. If the issue is still not resolved, then refer the problem to the Chair of the Fund's Board of Trustees.

Attendance Policy

1. Day Classes are scheduled for 7am-3:30pm. Afternoon classes are scheduled for 1pm-7pm.
2. Attendance is taken daily, at the beginning of a class session, by training staff. You will be required to sign an attendance sheet.
3. You are allowed a total of 3 absences per training year. These must be made up. You must arrange this with your instructor and will be scheduled at their discretion. If you miss the planned make-up day, this counts as an additional absence.
4. If you are going to be absent, you are responsible for contacting your instructor or training center staff. If you are absent without communication, this is considered a "No Call, No Show" absence. An attempt to contact the Apprentice via email or phone call will be made and both the apprentice and their contractor will be informed of make-up days or options to rectify the situation. Two "No Call, No Show" absences will result in you being suspended/cancelled from registered apprenticeship. Notice will be given to the Apprentice and the contractor that he/she is now suspended/cancelled from registered apprenticeship. If the contractor wishes the Apprentice may be dismissed from employment. The cancelled apprentice becomes an "improver apprentice."
5. If the apprentice does not physically appear at the training center by the third absence. Notice will be given to the Apprentice and the contractor that he/she is now suspended/cancelled from registered apprenticeship. If the contractor wishes the Apprentice may be dismissed from employment. The cancelled apprentice becomes an "improver apprentice." If the cancelled apprentice wishes to remain a registered apprentice, they must repeat their current training year, the following year.
6. If an apprentice is dropped/cancelled from the program any granted credit work experience hours will be revoked including hours from pre-apprenticeship. Credit hours apply only to "Active Registered Apprenticeship Agreements."
7. The Training Staff expects all Apprentices to call in anticipated tardiness. Failure on behalf of the Apprentice to call in because of inability to attend or tardiness will have a cumulative effect. 3 tardiness events will count as 1 complete absence. For more detailed information on penalties for unreported absence and or tardiness, please refer to the appendix item listed as Evaluations/Certifications.

See details regarding non-compliance on page 13 and details regarding "improver apprentice" on page 10.

Homework Policy - Afternoon Classes

Homework is an essential part of your apprenticeship training and is assigned at the end of each class night. The purpose of homework is to reinforce classroom instruction and help you develop the skills and knowledge required to succeed in your trade. **Homework directly relates to the exams given in the following class, which account for a significant portion of your overall score.**

Expectations and Requirements

- Homework is assigned each class night and must be completed and submitted by the due date.
- Completed homework counts as two hours of class time.
- Homework must be turned in on time to receive full credit.

Late or Missed Assignments

- First late or missed homework assignment: You will be granted a one-time grace without penalty.
- Second late or missed assignment: You will be required to attend a 2-hour make-up session, scheduled at your instructor's discretion.
- Third late or missed assignment: You will be required to attend a 2-hour make-up session, scheduled at your instructor's discretion.
- Fourth Late or Missed Assignment: You are considered non-compliant with program requirements (see Non-Compliance and Discipline Procedure on page 13). A formal meeting with Training Center staff will be required to review your status in the program. Following this review, a determination will be made regarding your continued enrollment. Apprentices who are permitted to continue will be required to complete a six (6) hour make-up session scheduled at the instructor's discretion.

Note: Missing your scheduled make-up day will result in an unexcused absence. (Refer to Attendance Policy on page 7.)

Grading for Late Homework

- Homework turned in after the due date but before the next class session will be accepted for half credit.
- Homework turned in after the next class session will receive no credit, but must still be completed and submitted to stay in compliance. (Refer to Non-Compliance and Discipline Procedure on page 13).

Apprentices are encouraged to communicate with instructors in advance if they anticipate challenges in completing assignments on time. Maintaining timely completion of homework is a key part of your success in the program.

Union Meetings

Apprentices are highly encouraged to attend union meetings throughout their apprenticeship. Regular attendance allows apprentices to remain informed about matters affecting the membership, better understand the responsibilities of union membership, and have a voice in the direction of the Local.

Union meeting attendance is encouraged but is not a recorded requirement of the apprenticeship program and will not affect an apprentice's program standing.

Tools & Safety Equipment

The apprentice is required to have their hand tools and PPE every class session. Failure to have tools will result in dismissal from training session and will be counted as an absence. Each apprentice will be issued **ONE** pair of gloves and safety glasses.

Homework, books, and PPE are considered tools. Failure to have homework assignments, require books, and PPE at your training session will result in dismissal from training session and will be counted as an absence.

Each apprentice will be issued one copy of the books used for their class, per the scholarship loan agreement. If this copy is lost or stolen the apprentice will need to pay the fund the cost of the replacement book which varies from book to book. This payment will need to be made prior to a second book being handed out and the apprentice will not be allowed to attend class until they have the required book. Absences will then follow the same rules stated in the attendance policy.

Apprentice Responsibility for Reporting Working Hours

The Department of Labor & Industry (“DOLI”) requires all Apprentices regardless of trade branch or chapter of our Union to maintain records of their work hours accumulated during employment. These Apprentices are also responsible to allocate and submit these hours via the apprentice portal, which is the apprenticeship database. The Training Center staff will verify with Zenith administration for approval. The accurate and timely reporting and allocating of these hours is a critical component in determining the correct wage scale percentage for each individual Apprentice and for compliance regarding the apprentice agreement, the local union and the DOLI.

Contractors typically contact the Training Center as they hire new Apprentices, requesting the correct wage rate for their new employee. Please review the guidelines mentioned below.

- The Apprentice shall maintain an accurate documentation of the work hours that he/she has accumulated. Including allocating hours into the trade categories.
- These hours must be allocated and submitted to the Training Center using the Apprentice Portal provided on the BAC Training Center website (www.bactraining.org). This must be done at the end of every month.
- If there is a request from an employer regarding your wage scale percentage rate, Zenith-American Solutions Report will be compared to allocated hours.
- The payment of a wage scale percentage that is higher than actual documented hours, is at the discretion of the employer.
- If an Apprentice is currently being paid at a wage scale percentage above the documented work hours, the Apprentice would not automatically be eligible for the next wage percentage increase. To remain in compliance, the apprentice must still allocate OJT hours monthly.
- If an Apprentice changes employers, the new employer is not obligated to pay that individual the higher rate. In this case the amount of actual documented work hours would be submitted.
- If an Apprentice does not allocate and submit his/her OJT hours monthly, they are out of compliance and will be in danger of being cancelled from registered apprenticeship.
- If an Apprentice fails to allocate and submit OJT hours and falls two months behind, he/she and their contractor will be sent a warning letter stating they are now out of compliance and in danger of being cancelled from registered apprenticeship. If the apprentice does not respond and correct the OTJ hours, they will be cancelled from apprenticeship.
- Once an apprentice completes the related training portion of registered apprenticeship, they must continue to allocate and submit their OJT hours to attain journey worker status, regardless of pay rate. Failure to do so will result in cancellation from apprenticeship.
- If an apprentice is cancelled, they will become an improver apprentice at which point a contractor only has to pay 65% of scale (brick/PCC) 70% tile finisher, 90% tile layer. In order to reach journey worker level they will have to work 10,000 OJT hours. And complete required certifications; IE OSHA 30.

It is imperative that this procedure be followed. Should you need help getting set up to enter your hours please schedule a time with the Manager of Operations. We will be happy to help as it makes the system work smoother.

Tuition Policy

The Fund provides a Scholarship Loan to each Apprentice for each school year starting with the 2020-2021 school year, which covers all the Apprentice's tuition for that school year excluding books, personal tools and other expenses of personal nature incurred by the Apprentice.

The Fund will submit to the Apprentice, an Apprentice Scholarship Agreement and a Promissory Note for each school year, which must be signed by the Apprentice prior to the start of the school year (or immediately upon enrollment if the Apprentice enrolls after the start of the school year).

The Fund keeps the originals of both the Apprentice Scholarship Agreement and Promissory Note, and copies of the signed documents will be provided to the Apprentice upon request.

The terms and conditions of the Scholarship Loan are stated in detail in the Apprentice Scholarship Agreement and Promissory Note, which are available for inspection.

Dress Code

Apprentices will wear clothing, footwear, safety glasses, and other safety equipment appropriate to the task, job, and jobsite they will be working and the tenets of professionalism. The Fund reserves the right to refuse to allow the Apprentice to proceed with a task if they are wearing, in the judgment of the Fund, clothing, footwear and other safety equipment inappropriate to the task, job, or jobsite or outside the tenets of professionalism.

IUBAC Code of Conduct

Statement 1:

I will come to work on time and prepared to give my employer a fair day's work for a fair wage, and to work to the highest standards.

Statement 2:

Be **U**nion through and through-loyal to, and respectful of, my brothers and sisters in the trowel trades training in North America.

Statement 3:

Work **B**etter because I have received the finest, most comprehensive masonry trowel trades training in North America.

Statement 4:

Willingly **A**ccept responsibility for the quality of my work and behavior on the job. Statement 5:

And always be **C**ommitted to growing the unionized masonry-trowel trades industry for current and future generations.

Use of Electronic Devices

The use and possession of electronic devices including telephones, personal music players, game devices, handheld or portable computers, or any others is prohibited without express permission from Fund staff.

Use of Computer Resources

All Apprentices' use of Fund-provided computer resources must be appropriate and in accordance with this policy. Inappropriate use, which may be defined periodically in the discretion of management, may subject you to discipline, up to and including termination. Inappropriate use includes, for example:

- Use of the system in violation of any Fund policy, including the Offensive Behavior Policy.
- Use of the system to create, send, or receive messages, pictures, or computer files which are fraudulent, illegal, pornographic, obscene, sexually suggestive, insulting, sexist, racist, discriminatory, or harassing. If you receive such material, you must immediately notify your supervisor.
- Use of the resources to conduct illegal activities.
- Loading software which is not approved in advance by your supervisor.
- Making illegal copies of licensed software.
- Using software that is designed to destroy data, provide unauthorized access to the Fund's computer or communication equipment, or which would disrupt our computer or communication equipment in any way.
- Using the Fund e-mail and voicemail systems for personal business.

Any message or file created, stored, and/or sent using the Fund's computer or communications equipment is the property of the Fund. Therefore, an Apprentice should have no expectation of privacy in any message that you store or send using the equipment.

Change of Address

For purposes of updating official records, Apprentices must inform the training center staff of changes in permanent or local address.

Parking

Apprentices will obey all signs and laws whether parking in the lot or on the street.

Non-Compliance and Discipline Procedure

Discipline procedure shall be pursuant to Section 21(a)mj of the SoA

If an Apprentice is found to be non-compliant, whereby has missed more than the allotted training sessions, or has missed two training sessions without contacting your instructor or Manager of Operations, that Apprentice would be automatically cancelled. Or by failing to allocate and submit OJT hours monthly. The following rules will apply:

The training center staff will call the employer stating that their employee is non-compliant from the Training Program.

The training center staff will send the Apprentice an email informing them that they are non-compliant from the Training Program. The letter would also contain notice of an assigned date for the Apprentice to contact their instructor to discuss the non-compliant status.

Failure to respond or to make contact to explain the reasons for the non-compliant behavior will result in the Apprentice being dropped/cancelled from the active Status. A dropped Apprentice would no longer be eligible for the protections afforded to a registered Apprentice and would no longer have an applicable Apprenticeship wage rate. Wage rate increases are granted only when the Apprentice has fulfilled related training & on-site training requirements.

A dropped Apprentice would not be allowed to proceed to the subsequent semester of training but would rather need to request to be added into the next rotation of the training year to start the semester of training over from the beginning.

If an apprentice is dropped from the program, any granted credit work experience hours will be revoked including pre apprenticeship. Credit hours apply only to "Active Registered Apprenticeship Agreements."

Substance Abuse and Drug and Alcohol Testing Policy

The Trustees of the Minnesota and North Dakota Bricklayers and Allied Craftworkers Journeyman and Apprentice Training Trust Fund (the “Fund”) — recognizing that the use, possession, sale or transfer of alcohol, marijuana/THC products, illicit drugs, controlled substances or drug paraphernalia is dangerous and contrary to the welfare of the Fund community — have adopted this Substance Abuse and Drug and Alcohol Testing Policy (this “Policy”).

1. Applicability.

This Policy is applicable to all Apprentices enrolled in the Apprenticeship Program operated by the Fund.

2. Prohibited Conduct.

Any violation of the following prohibitions constitutes “Prohibited Conduct” under this Policy:

- a. The Fund prohibits the use, possession, sale or transfer of alcoholic beverages, marijuana/THC products, illicit drugs, controlled substances, or drug paraphernalia, on all premises owned or operated by the Fund, on all premises where Apprentice training is provided by the Fund wherever located, on all premises where events sponsored by the Fund are held wherever located, and on the job site when working as an Apprentice for an employer.
- b. The Fund prohibits Apprentices from reporting to or attending Apprentice training or Apprenticeship sponsored events, while under the influence of alcohol, marijuana/THC, illicit drugs or controlled substances.
- c. The Fund prohibits Apprentices from reporting to work or working as an Apprentice while under the influence of alcohol, marijuana/THC, illicit drugs or controlled substances.
- d. The Fund prohibits an Apprentice’s use or operation of machinery, equipment, or vehicles if such use is prohibited by virtue of taking a prescription drug. An Apprentice shall immediately inform the Apprentice instructor, Manager of Operations or employer in the event that such a prescription drug has been prescribed.
- e. Prescription drugs are not “illicit drugs” if they are used, as prescribed, by the Apprentice to whom the prescription belongs. Prescription drugs which contain a controlled substance, and which are used for a purpose for which they were not prescribed or used by a person to whom they were not prescribed or intended shall constitute “illicit drugs.”
- f. This Policy does not prohibit: (a) the moderate consumption of alcoholic beverages at Apprenticeship sponsored social events where the Fund allows authorized beverages to be served or consumed; or (b) the possession of sealed bottles or cans of alcoholic beverages in an Apprentice’s vehicle on premises owned or operated by the Fund so long as this possession would be in compliance with Minnesota law if the vehicle were on a public street.

3. Disciplinary Measures upon Prohibited Conduct.

In the event an Apprentice engages in Prohibited Conduct as defined above, the Fund by and through its Board of Trustees may impose appropriate disciplinary measures, including discharging the Apprentice from the Apprenticeship program.

4. Actions upon Reasonable Suspicion of Prohibited Conduct.

If the Fund’s employees, including its Manager of Operations, Instructors or any training center staff, detect the odor of alcohol on an Apprentice, reasonably believe that an Apprentice is under the influence of alcohol, illicit drugs or controlled substances, or have a reasonable suspicion that an Apprentice has otherwise engaged in Prohibited Conduct as defined above, the Fund’s employees may immediately take the following action: discuss the matter privately with the Apprentice to make a further assessment; remove the Apprentice from the instant training session; send the Apprentice home; seek medical treatment for the Apprentice if required; or take other immediate action as determined appropriate and necessary in the discretion of the Fund’s employees.

Substance Abuse and Drug and Alcohol Testing Policy Cont.

If the decision is made to send an Apprentice home, the Fund's employees shall assist in arranging for a taxi or other ride home for the Apprentice, unless the Apprentice refuses such assistance. All actions taken by Fund's employees in this regard shall be reported by the involved employees in writing to the Manager of Operations within 24 hours.

In the event of an accident that occurs on premises owned or operated by the Fund or at Apprenticeship sponsored events, and if the Fund's employees have a reasonable suspicion that the Apprentice caused the accident or was operating or helping to operate machinery, equipment, or vehicles involved in the accident, then drug and alcohol testing is required following the procedures set forth below.

5. Drug and Alcohol Testing

- a. Drug and alcohol testing of Apprentices will be requested or required by the Fund only under the circumstances described in this Policy. Any drug and alcohol testing of Apprentices by their employer will be as provided in the employer's drug and alcohol testing policy.
- b. All drug and alcohol testing will be conducted by a testing laboratory which participates in one of the programs listed in Minnesota Statutes §181.953, or any successor statute.
- c. The Fund may, at the direction of the Manager of Operations or the Board of Trustees, require an Apprentice to undergo drug and alcohol testing if the Fund has a reasonable suspicion that the Apprentice:
 - i. is under the influence of drugs or alcohol;
 - ii. has otherwise engaged in Prohibited Conduct as defined in this Policy; or
 - iii. has sustained a personal injury, as that term is defined in section 176.011, subdivision 16, or has caused another Apprentice or Fund employee to sustain a personal injury.
- d. The Fund shall require an Apprentice to undergo drug and alcohol testing if the Fund has a reasonable suspicion that the Apprentice has caused a work-related accident or was operating or helping to operate machinery, equipment, or vehicles involved in a work-related accident. "Work-related accident" within the meaning of this section shall include accidents that occur on the premises owned or operated by the Fund, and accidents that occur at Apprenticeship sponsored events. Any drug and alcohol testing relating to accidents that occur when an Apprentice is working as an apprentice for an employer shall be governed by the drug and alcohol testing policy if any of the employer.
- e. Before requesting or requiring an Apprentice to undergo drug and/or alcohol testing, the Fund will provide the Apprentice with a copy of this Policy and provide the Apprentice with an opportunity to read this Policy.
- f. An Apprentice has the right to refuse to undergo drug and alcohol testing. An Apprentice who refuses to be tested or whose behavior prevents meaningful completion of drug and alcohol testing will be subject to appropriate disciplinary measures as determined by the Board of Trustees, including discharge from the Apprenticeship program.
- g. If an Apprentice's first test for the presence of drugs or alcohol (the "Initial Test") is positive, the sample that was tested will be subject to a second confirmatory test (the "Confirmatory Test"). No apprentice will be disciplined solely on the basis of an Initial Test result which is positive.
- h. If the Confirmatory Test result is also positive, the Fund by its Board of Trustees may impose appropriate disciplinary measures, but prior to discharge from the Apprenticeship program, shall allow the Apprentice the opportunity to participate in a drug or alcohol counselling or rehabilitation program. If the Apprentice refuses to participate in or has failed to successfully

Substance Abuse and Drug and Alcohol Testing Policy Cont.

complete the counseling program, the Fund by its Board of Trustees may discharge the Apprentice from the Apprenticeship program. If an Apprentice receives a positive result on a Confirmatory Test and had previously received a positive result on a Confirmatory Test within the three preceding years, the Fund by its Board of Trustees may impose appropriate disciplinary measures including discharge from the Apprenticeship program.

i. Within three working days after receipt of a test result report from the testing laboratory, the Fund shall inform in writing the Apprentice of a negative test result on an Initial Test or of a negative or positive test result on a Confirmatory Test, and of the right to request and receive a copy of the test result report.

j. Within three working days after notice of the positive test result on a Confirmatory Test has been given to the Apprentice, the Apprentice has the right to explain the reasons for the positive test and to request a confirmatory retest of the original sample at the Apprentice's own expense.

Tobacco & Vaping Policy

To create a more tobacco-free, smoke-free, and vape-free environment on campus, not only for the benefit of those who work here, but also for the benefit of Apprentices and visitors, the policy of the Fund is that there will be no tobacco use, smoking, or vaping in any building on campus. Use of tobacco, smoking, or vaping is limited to places specifically designated.

Covid-19

Guidelines will be followed as directed to us, the Training Center, by government agencies. Strict adherence to these guidelines will be maintained. Face coverings will be required while onsite if CDC directs us. Washing of hands, use of sanitizer and any other changes sent to us by the CDC, OSHA etc. will be adhered to.

Apprentice Concerns & Suggestions

The Fund realizes that effective communication between Apprentice and Fund is essential to maintain a productive working relationship. This is especially true with Apprentices' complaints or grievances. If there is a misunderstanding of the Fund's policies, we ask that you talk it over with an instructor so that the Fund may effectively address your concerns.

In addition, recognizing that the Apprentices are the best source of suggestions for improvement in the school, the Fund welcomes and solicits ideas from all Apprentices.

Suggestions concerning the Fund's operation, general maintenance, facilities, services, or other matters should be made to your instructor.

We encourage all Apprentices to bring concerns directly to the Fund. Concerns that are expressed only to other Apprentices or to persons outside the Fund are not likely to be given the attention that they deserve and may violate confidentiality considerations.

If you have problem which is more specifically addressed by the Offensive Behavior Policy of this Handbook, please follow the procedure described in that section of this Handbook.

Policy for Determination of Apprenticeship Training Program

When an Apprentice's residence is outside the Eleven County Metro Area as defined by the CBA, the chapter the apprentice signs an agreement in will determine the program they are to take part in. There will be considerations in place for an apprentice who is commuting daily. These considerations will be provided to the Apprentice upon sign-up from the Business agent and then later explained by the Manager of Operations over those respective geographical area. The Apprentice would make the decision of which program they plan to attend prior to the start of the training year and will be committed to that program for the current training year.

Administration of Correspondence Training Program

To improve communication with those Apprentices that are enrolled in our Correspondence Training Program the following procedures will be employed:

- Correspondence apprentices will all attend block training at the metro training center. Block training runs Monday-Friday, 7am-3:30pm.
- Apprentices will receive an email in December informing them of their block training schedules. It is required that they respond to confirm receipt of this email. Dates will also be available on the calendar at www.bactraining.org/calendar.
- The correspondence instructor may schedule meetings with apprentices in their chapter area up to three times per year. These meetings may also occur digitally via a video conference call.

Contacts

MN/ND Bricklayers & Allied Craftworkers
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New Hope, MN 55428

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Manager of Operations

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Memo To: All Non-Compliant Apprentices

SUBJECT: OBLIGATIONS AND RESPONSIBILITIES ASSUMED BY THE REGISTERED APPRENTICES.

This memo serves to advise all Apprentices that possess active Apprenticeship Agreements, that when they signed those agreements, they automatically assumed responsibilities that must be fulfilled. The language included in the Agreement states that the Apprentice agrees to perform diligently and faithfully the work of the stated trade. The Apprentice also agrees to comply with all of the conditions relative to the training program.

Also directly from the Apprenticeship Standards:

SECTION 18 – RESPONSIBILITIES OF APPRENTICES

During the term of apprenticeship, the apprentice shall:

- A. Perform diligently and faithfully the work of the occupation and other such duties as may be assigned in accordance with the Apprenticeship Standards.
- B. Respect the property of the employer and abide by the working rules and regulations of the employer, the local union, and the Joint Apprenticeship Training Committee
- C. Attend and satisfactorily complete the required hours of instruction in on-the-job Training and in related technical instruction in subjects related to the job, as provided under these Standards.
- D. Maintain such records of on-the-job training and related technical training as required by the JATC.

Please remember that if you do not comply with a request from the JATC or its authorized representatives, you will be in direct violation of the binding agreement that you have already signed. In closing, there are always opportunities to call the Training Center and leave a message if you are experiencing problems with attendance.

Policy Applying to All Applicants with Claimed Previous Trade Related Skills

All applicants wishing to receive credit for previously acquired trade related skills must agree to the following evaluation process:

All individuals interested in applying to the “Evaluated Apprentice” status must schedule an appointment with the Manager of Operations which would involve the following:

1. An orientation about the Apprenticeship Program.
2. A written test to accurately assess the level of technical knowledge about the trade that the applicant possesses.
3. A practical skills exercise that will accurately assess what level of practical ability, physical coordination, and quality & craftsmanship the applicant can exhibit.
4. A critique of both the written & skills test given by the Manager of Operations
5. Once the results of both exams had been tallied, the applicant would be informed at what level they would be allowed to start in the apprenticeship-training program.
6. The applicant will be slated to enter the program as Manager of Operations sees fit according to wage addendum.
7. The maximum credit allowable would be 1000 hours less than total program requirement
8. At the conclusion of the evaluation process the applicant would complete all the necessary documents in the presence of an authorized business representative of the Local. At this time, if possible or if required, the applicant would receive the following information: (1.) Employment placement and contact information, (2.) A list of signatory contractors, & (3.) A group assignment & class schedule.
9. This testing is a one-time assessment. If an Apprentice is not satisfied with the outcome of the testing, he/she would not be eligible to retest to achieve a better placement.

Evaluations/Classifications

Certifications

- 2-4 Job specific competency areas will be presented each semester
- Students must achieve a “Mastery Level” of knowledge and skill (minimum achievement level to adequately perform the job) to receive certification in that area
- Certification in all areas is required to achieve “Journey worker” status

Classifications

1. PRE-APPRENTICE: 160 or more hours of related training, up to 240 hours of work experience; first valid option for entry into the three-year apprenticeship Program.
2. REGISTERED APPRENTICE: An individual meeting the qualifications described in the Standards of Apprenticeship who has signed an Apprenticeship Agreement with the JATC and is registered with the State of Minnesota Department of Labor and Industry, Division of Apprenticeship. Must complete the required number of related training hours and on-the-job training hours for the respective program each training year.
3. REGISTERED EVALUATED APPRENTICE: An individual that has completed all procedures involved with the evaluation process. These individuals would be assigned into a position in the registered apprenticeship program. The maximum credit that can be granted through this system is 288 hours of related training experience & 4000 hours of work experience credit. The minimum requirement is to attend 144 related training hours or 2000 on the job hours in training year.
4. REGISTERED CORRESPONDENCE APPRENTICE: An individual meeting the qualifications described in the Standards of Apprenticeship who has signed an Apprenticeship Agreement with the JATC and is registered with the State of Minnesota Department of Labor and Industry, Division of Apprenticeship. Must complete the required number of related training hours, through block and correspondence training, and on-the-job training hours for the respective program each training year.
5. JOURNEYWORKER BRICKLAYER & ALLIED CRAFTWORKER: A person who has attained a level of skill, abilities and competencies recognized within an industry as having mastered the skills and competencies required for the bricklayer and allied trades occupation, either through formal apprenticeship or practical on the job experience.

Portions of the Constitutions, Rules of Order and Code as Amended at the 2000 Convention of the International Union of Bricklayers and Allied Craftworkers Relating to Apprentices

ARTICLE V Apprentices

- A. Every apprentice duly registered as such with the International Union shall be a member of the Local Union through which the apprentice is registered. The term "member" in this Constitution shall include those members who are apprentices, except as otherwise provided.
- B. Apprentices shall not be eligible to run for office in the International Union or any affiliate. Apprentices shall have voice and vote at Local Union meetings and the right to nominate and vote in elections only if authorized to do so by the Local Union Constitution and By-Laws.
- C. (1) Each Local Union shall establish an Apprenticeship and Training Committee of at least three (3) members.
(2) The Apprenticeship Committee shall, when meeting with like representatives of employers, constitute the Joint apprenticeship and Training Committee (hereafter "Joint committee").
(3) The Apprenticeship Committee shall in performance of its duties conform to any National Apprenticeship Standards to the extent subscribed to by the International Union, and to any code promulgated pursuant to Article XVI, Section E.
- D. The application, eligibility, screening, selection, instruction, and training of apprentices shall be governed by the Joint Committee, which shall have full power to govern, regulate, and control apprentice matters except as otherwise provided in this Constitution. The wage and fringe benefit rates for apprentices shall be negotiated and consummated by the Negotiating Committee in the manner provided in Article VIII, Section N.
- E. The Apprenticeship Committee shall establish standards consistent with any standards promulgated pursuant to Article XVI, Section E, for accepting as apprentices persons who are over the age at which a new apprentice ordinarily will be admitted, if such persons have attained some skill in the trade but cannot meet the standard set in Article IV, Section B(2) for admission to regular membership, and to set for such individuals, who shall be denominated "Improver Apprentices," a suitable form and term of apprenticeship.
- F. An apprentice shall serve the complete term of apprenticeship as provided by the Joint Committee. Any apprentice who leaves employment covered by the terms of any affiliate's collective bargaining agreement without the approval of the Joint Committee, or violates the rules and regulations established by the Joint Committee, shall be subject to discipline by the Local Union, pursuant to Code 6, Trial and Appeal, promulgated under Article XVI, Section E. If any apprentice refuses to return to work for an employer as assigned or approved by the Joint Committee and accepts employment in any other job or work classification covered in any affiliate's agreement, the apprentice's Local Union shall forward his/her name to the International Union on its monthly report form and the apprentice shall be listed on the IU's records as a "Runaway Apprentice."

Portions of the Constitutions, Rules of Order and Code as Amended at the 2000 Convention of the International Union of Bricklayers and Allied Craftworkers Relating to Apprentices

ARTICLE V Apprentices

1. The Local Union shall establish an Apprenticeship and Training Committee, consisting of the President/Secretary-Treasurer, the Executive Vice President, and one (1) other member appointed by the President/Secretary-Treasurer. The Apprenticeship and Training Committee shall serve as Union representative trustees on a Taft-Hartley Apprenticeship fund.
2. Application and admission of apprentices shall be governed by the Apprenticeship and Training Trustees, who shall have full power regarding the application, instruction, and training of apprentices. The Apprenticeship and Training Trustees shall furnish the Management Committee monthly with a list of all apprentices and improver apprentices enrolled that month.
3. The wage and fringe benefit rates for apprentices shall be negotiated and consummated by the Negotiating Committees as provided in Article IX. The provisions negotiated shall provide for percentage step wage increases on a progressive basis for each apprentice grade. Apprentices shall progress from grade to grade upon the successful completion of designated periods of apprentice training.
4. The Apprenticeship and Training Trust Fund shall establish standards consistent with any standards promulgated by the International Union pursuant to Article XVI, Section E of the IU Constitution, for accepting as apprentices applicants, including persons who are over the age at which a new apprentice ordinarily will be admitted, if such persons have attained some skill in the trade but cannot meet the standards set in Article IV, Section 1B (3) of this Constitution for admission to journeyman membership. Such persons shall be denominated "Improver Apprentices". The Apprenticeship and Training Trustees shall assign each improver apprentice accepted to the apprentice grade commensurate with his/her ability and shall have the power to require each improver apprentice to attend such apprentice classes and programs as they deem appropriate.
5. Applicants to apprenticeship must meet the applicable financial requirements stated in Article VII of this Constitution.
6. The term "member" in this Constitution shall include those members who are apprentices, except as otherwise provided.
7. Apprentices may attend meetings of this Local and shall be entitled to vote on questions coming before the body. They may nominate candidates and vote in elections for Local Union officers, provided that they have been members for one (1) year. Apprentices may not be a candidate for or hold office or hold position in this Local or the position of delegate to the IU Convention.
8. An apprentice shall serve his/her complete term of apprenticeship as provided by the Apprenticeship and Training Trust Fund. Any apprentice who leaves employment covered by the terms of a collective bargaining agreement of any BAC affiliate without the approval of the Apprenticeship and Training Trustees or violates the rules and regulations established by the Apprenticeship and Training Trust Fund shall be subject to appropriate discipline under the provisions of Article XIII of this Constitution. If any apprentice refuses to work for an employer as assigned or approved by the Apprenticeship and Training Trust Fund and accepts employment in any other job or work classification covered in any collective bargaining agreement of any BAC affiliate, the President/Secretary-Treasurer shall, on behalf of the Apprenticeship and Training Trust Fund, forward his/her name to the International Union on the Local's regular monthly report to the International Union, and he/she shall be listed on the IU's records as a "Runaway Apprentice."

Minnesota Statute Chapter #178, Apprenticeship Training

Purposes

The purposes of this chapter are: to open to all people regardless of race, sex, creed, color or national origin, the opportunity to obtain training and on-the-job learning that will equip them for profitable employment and citizenship; to establish as a means to this end, a program of voluntary apprenticeship under approved apprenticeship agreements providing facilities for their training and guidance in the arts, skills, and crafts of industry and trade or occupation, with concurrent, supplementary instruction in related subjects; to promote apprenticeship opportunities under conditions providing adequate training and on-the-job learning and reasonable earnings; to relate the supply of skilled workers to employment demands; to establish standards for apprentice training; to establish an Apprenticeship Board and apprenticeship committees to assist in effectuating the purposes of this chapter; to provide for a Division of Labor Standards and Apprenticeship within the Department of Labor and Industry; to provide for reports to the legislature regarding the status of apprentice training in the state; to establish a procedure for the determination of apprenticeship agreement controversies; and to accomplish related ends.

178.011 DEFINITIONS.

Subdivision 1. **Scope.**

The terms defined in this section have the meanings given and apply to this chapter.

Subd. 2. **Apprentice.**

"Apprentice" means a worker who is at least 16 years of age who is employed to learn an apprenticeable trade or occupation in a registered apprenticeship program under this chapter.

Subd. 3. **Apprenticeship Advisory Board.**

"Apprenticeship Advisory Board" or "board" means the Apprenticeship Advisory Board established under section 178.02 and as an advisory State Apprenticeship Council as defined in Code of Federal Regulations, title 29, section 29.2.

Subd. 4. **Apprenticeship program.**

"Apprenticeship program" means a program registered under this chapter that includes standards containing all terms and conditions for the qualification, recruitment, selection, employment, and training of apprentices, as required under Code of Federal Regulations, title 29, parts 29 and 30, and a written apprenticeship agreement.

Subd. 5. **Commissioner.**

"Commissioner" means the commissioner of labor and industry or a duly designated representative of the commissioner who is an employee of the department.

Subd. 6. **Department.**

"Department" means the Department of Labor and Industry established under section 175.001. Subd. 7.

Division.

"Division" means the department's Labor Standards and Apprenticeship Division, established under sections 175.16 and 178.03, and the State Apprenticeship Agency as defined in Code of Federal Regulations, title 29, part 29, section 29.2.

Subd. 8. **Employer.**

"Employer" means any person or organization employing an apprentice whether or not the person or organization is a party to an apprenticeship agreement with the apprentice.

Subd. 9. **Journeyworker.**

"Journeyworker" means a person who has attained a level of skill, abilities, and competencies recognized within an industry as having mastered the skills and competencies required for the trade or occupation.

Subd. 10. **Registered apprenticeship agreement.**

"Registered apprenticeship agreement" or "apprenticeship agreement" means a written agreement, complying with section 178.07, between the division, sponsor, and apprentice, and, if the apprentice is a minor, the minor's parent or guardian, which contains the terms and conditions of the employment and training of the apprentice.

Subd. 11. Related instruction.

"Related instruction" means an organized and systematic form of instruction designed to provide the apprentice with the knowledge of the theoretical and technical subjects related to the apprentice's trade or occupation. The instruction may be given in a classroom through trade, occupational, or industrial courses or, when of equivalent value, by correspondence, electronic media, or other forms of self-study approved by the commissioner.

Subd. 12. Sponsor.

"Sponsor" means an employer, employer association, or apprenticeship committee as defined by Code of Federal Regulations, title 29, part 29, section 29.2, that operates an apprenticeship program and in whose name the program is or is to be registered or approved.

178.012 UNIFORMITY WITH FEDERAL LAW.

Subdivision 1. Apprenticeship rules.

Federal regulations governing apprenticeship in effect on July 1, 2013, as provided by Code of Federal Regulations, title 29, part 29, sections 29.1 to 29.6 and 29.11, are the apprenticeship rules in this state, subject to amendment by this chapter or by rule under section 178.041.

Subd. 2. State Apprenticeship Agency.

The commissioner shall take all necessary steps as permitted by law to obtain and maintain the status of the division as a State Apprenticeship Agency recognized by the United States Department of Labor under Code of Federal Regulations, title 29, part 29, section 29.13.

178.01 APPRENTICESHIP ADVISORY BOARD.

Subdivision 1. Members.

The commissioner shall appoint an Apprenticeship Advisory Board composed of three representatives each from employer and employee organizations, and two representatives of the general public. A designee of the commissioner of education responsible for career and technical education or designee shall be an ex officio member of the board and shall serve in an advisory capacity only.

Subd. 2. Terms.

The board shall not expire. The terms, compensation, and removal of appointed members shall be as provided in section 15.059.

Subd. 3.

[Repealed, 1976 c 149 s 63]

Subd. 4. Duties.

The board shall meet at the call of the commissioner and shall advise the commissioner about matters relating to this chapter. It shall propose occupational classifications for apprenticeship programs; propose minimum standards for apprenticeship programs and agreements; and advise on the establishment of such policies, procedures, and rules as the board or commissioner deems necessary in implementing the intent of this chapter.

178.02 DIVISION OF LABOR STANDARDS AND APPRENTICESHIP.

Subdivision 1. Establishment of division.

There is established a Division of Labor Standards and Apprenticeship in the Department of Labor and Industry. This division shall be administered by a director, and be under the supervision of the commissioner.

Subd. 2.

[Repealed, 2014 c 305 s 32]

Subd. 3. Duties and functions.

- (a) The division shall be administered as prescribed by this chapter and in accordance with Code of Federal Regulations, title 29, part 29; to promote equal employment opportunity in apprenticeship and other on-the-job learning and to establish a Minnesota plan for equal employment opportunity in apprenticeship which shall be consistent with standards established under Code of Federal Regulations, title 29, part 30, as amended.

(b) The division shall have the authority to make wage determinations applicable to the graduated schedule of wages and journeyworker wage rate for apprenticeship agreements, giving consideration to the existing wage rates prevailing throughout the state, except that no wage determination by the director shall alter an existing wage provision for apprentices or journeyworkers that is contained in a bargaining agreement in effect between an employer and an organization of employees, nor shall the director make any determination for the beginning rate for an apprentice that is below the wage minimum established by federal or state law.

(c) The division shall:

- (1) Issue certificates of registration to sponsors of approved apprenticeship programs;
- (2) Approve apprenticeship agreements if the division determines that approval is in the best interest of the apprentice and the agreement meets the standards established in this chapter;
- (3) terminate any apprenticeship agreement according to the provisions of the agreement and this chapter;
- (4) maintain a record of apprenticeship agreements and their disposition;
- (5) Issue certificates of completion of apprentices; and
- (6) Perform other duties as the commissioner deems necessary to carry out the intent of this chapter.

Subd. 4. Reciprocity approval.

The commissioner, if requested by a program sponsor, shall grant reciprocity approval to apprentices, apprenticeship programs, and standards that are registered in other states. Program sponsors seeking reciprocal approval must meet the requirements of this chapter including the wage and hour provisions and apprentice ratio standards.

Subd. 5.

[Repealed, 1987 c 403 art 2 s 164]

178.035 REGISTRATION OF APPRENTICESHIP PROGRAMS.

Subdivision 1. Application.

To apply for the registration of an apprenticeship program, a sponsor shall submit a completed application to the division on a form provided by the commissioner, which shall include standards of apprenticeship that comply with the requirements of Code of Federal Regulations, title 29, part 29, section 29.5, and this chapter.

Subd. 2. Provisional approval.

The division shall grant a provisional approval period of one year to an applicant demonstrating that the standards submitted meet the requirements of this chapter. The division may review each program granted provisional approval for quality and for conformity with the requirements of this section and section 178.036 at any time, but not less than biannually, during the provisional approval period. After review:

a program that conforms with the requirements of this chapter:

may be approved; or

may continue to be provisionally approved through the first full training cycle; and

a program not in operation or not conforming with the requirements of this chapter during the provisional approval period shall be deregistered.

The division shall inform the applicant of the results of its review in writing at least 30 days prior to the expiration of the provisional approval period.

Subd. 3. Review.

The division shall review all programs for quality and for conformity with the requirements of this chapter at the end of the first full training cycle. Subsequent review of a registered program must be conducted at least annually. Programs not in operation or not conforming to this chapter at the time of review may be recommended for deregistration.

Subd. 4. Program modification.

To apply for modification of or change to a registered program, a sponsor shall submit a written request for modification to the division. The division shall approve or disapprove a modification request within 90 days from the date of receipt. If approved, the modification or change must be recorded and acknowledged within 90 days of its approval as an amendment to the registered program. If not approved, the division shall notify the sponsor in writing of the disapproval and the reasons for the disapproval. The division may provide technical assistance to a sponsor seeking to modify or change a registered program.

Subd. 5. Notice.

When an application is submitted under subdivision 1 by an employer or employers' association, and where the standards, collective bargaining agreement, or other instrument provides for participation by a union in any manner in the operation of the substantive matters of the apprenticeship program, and the participation is exercised, a written acknowledgment of the union's agreement or a written statement specifying that the union has no objection to the registration is required. Where no union participation is evidenced and practiced, the employer or employers' association shall simultaneously furnish to the union, if any, which functions as the collective bargaining agent of the employees to be trained, a copy of its application for registration and the apprenticeship program. The commissioner shall provide a reasonable time of not less than 30 days nor more than 60 days for receipt of union comments, if any, before final action on the application for registration is taken. Union comments must be submitted to the division during the time period specified by the commissioner.

Subd. 6. Certificate.

Upon registration of a program, the commissioner shall issue a certificate of registration to the sponsor. Within 30 days after the certificate is mailed or otherwise delivered to the sponsor, the sponsor must submit to the commissioner a copy of at least one executed apprenticeship agreement.

Subd. 7. Policy requirement.

It must be the policy of the employer and sponsor that the recruitment, selection, employment, and training of apprentices during their apprenticeship must be without discrimination due to race, color, creed, religion, national origin, sex, sexual orientation, marital status, physical or mental disability, receipt of public assistance, or age. The employer and sponsor must take affirmative action to provide equal opportunity in apprenticeship and must operate the apprenticeship program as required under Code of Federal Regulations, title 29, part 30, and under the Minnesota plan for equal opportunity in apprenticeship.

178.036 STANDARDS OF APPRENTICESHIP.

Subdivision 1. Federal uniformity.

Each program must have an organized, written plan of program standards embodying the terms and conditions of employment, training, and supervision of one or more apprentices in an apprenticeable trade or occupation, as defined in Code of Federal Regulations, title 29, part 29, section 29.4, and subscribed to by a sponsor and employer who has undertaken to carry out the apprentice training program. The program standards must contain the provisions that address each item identified in Code of Federal Regulations, title 29, part 29, section 29.5(b).

Subd. 2. Standards.

In addition to the requirements in subdivision 1, the program standards must also contain provisions in compliance with subdivisions 3 to 12.

Subd. 3. Related instruction.

A minimum of 144 hours of related instruction is required in each training cycle. At least 50 hours of related safety instruction is required during the term of apprenticeship. Time spent in related instruction cannot be considered as hours of work as required by the job process schedule. Every apprenticeship instructor must meet the Department of Education's requirements for a vocational-technical instructor or be a subject matter expert, which is an individual such as a journeyworker who is recognized within an industry as having expertise in a specific trade or occupation.

Subd. 4. Job process schedule.

Each time-based apprenticeship program must include not less than 2,000 hours of reasonably continuous employment.

Subd. 5. Ratios.

If the apprentice is covered by a collective bargaining agreement, the employer must follow the provisions of the collective bargaining agreement regarding the maximum number of apprentices to be employed at the work site for each journeyworker employed at the same work site. In the absence of a collective bargaining agreement, for the purposes of direct supervision and the safety and instruction of the apprentice, the ratio shall be:

one apprentice for the first journeyworker employed at the work site plus one apprentice for each additional three journeyworkers employed at the work site;

the work site ratio utilized by the majority of registered apprenticeship agreements in the same trade or occupation; or

a program-specific ratio that has been approved by the Apprenticeship Advisory Board.

Subd. 6. Graduated schedule of wages.

The graduated schedule of wages for an apprenticeship program shall be calculated as a percentage of the journeyworker rate in the majority of registered apprenticeship agreements in the same trade or occupation in the state. If there are no registered apprenticeship agreements in the same trade or occupation, the graduated schedule of wages may be determined by the sponsor.

Subd. 7. Probationary period.

The standards must provide a period of probation of not more than 500 hours of employment and instruction extending over not more than four months, during which time the apprenticeship agreement shall be terminated by the director upon written request of either party, and providing that after such probationary period the apprenticeship agreement may be terminated by the director by mutual agreement of all parties thereto, or terminated by the director for good and sufficient reason.

Subd. 8. Dispute resolution.

The program standards must include a provision that controversies or differences concerning the terms of the apprenticeship agreement which cannot be resolved by the parties thereto, or which are not covered by a collective bargaining agreement, may be submitted to the commissioner for determination as provided for in section 178.09.

Subd. 9. Term of apprenticeship.

The term of apprenticeship may be measured either through:

the time-based approach, which requires completion of at least 2,000 work hours of on-the-job training;

the competency-based approach, which requires the attainment of competency; or

the hybrid approach, which is a blend of the time-based and competency-based approaches.

Subd. 10. Training cycle.

The training cycle for related instruction must be designated in hours, days, or months for each individual trade or occupation included in the standards.

Subd. 11. Responsibilities of apprentice.

An apprentice employed under the program standards shall agree to be punctual and regular in attendance, and to endeavor to the best of the apprentice's ability to perfect the required skills for the trade or occupation.

Subd. 12. Coordination of apprentices.

The sponsor shall designate a qualified individual as a coordinator of apprentices who shall:

maintain an adequate record of progress in training each apprentice;

be responsible for assuring that the requirements of the applicable learning program are met during the prescribed training term; and perform other duties as may be assigned by the sponsor relative to the development and operation of an effective program of apprenticeship.

178.041 RULEMAKING POWER.

Subdivision 1. Rules.

The commissioner may, upon receipt of the board's proposals, accept, adopt, and issue them by rule with any modifications or amendments the commissioner finds appropriate. The commissioner may refer them back to the board with recommendations for further study, consideration and revision. If the commissioner refuses to accept, adopt, and issue by rule or other appropriate action a board proposal, the commissioner must provide a written explanation of the reason for the refusal to the board within 30 days after the board submitted the proposal to the commissioner. Additional rules may be issued as the commissioner may deem necessary.

Subd. 2. Chapter 14 applies.

Rules, modifications, amendments, and repeals thereof which may be issued by the commissioner under this chapter shall be adopted in accordance with chapter 14 and shall have the force and effect of law.

178.044 DETERMINATION OF APPRENTICE WAGES.

Subdivision 1. Maximum hours.

The maximum number of hours of work per week shall not exceed either the number prescribed by law or the customary regular number of hours per week for the employees of the company by which the apprentice is employed. Time spent in related and supplemental instruction for any apprentice shall not be included in the maximum number of hours of work per workweek.

Subd. 2. Overtime.

An apprentice may be allowed to work overtime provided that the overtime work does not conflict with related instruction course attendance. All time in excess of the number of hours of work per week as specified in the apprenticeship agreement shall be considered overtime. For overtime, the apprentice's rate of pay shall be increased by the same percentage as the journeyworker's rate of pay for overtime is increased in the same industry or establishment.

Subd. 3. Journeyworker wage rate.

If the apprentice is not covered by a collective bargaining agreement, the journeyworker wage rate upon which the apprenticeship agreement graduated schedule of wages is calculated shall be: the most current Minnesota state prevailing wage rate determination for the same trade or occupation in the county in which the apprentice's employer is located. If an apprenticeship agreement entered into after January 1, 2015, does not specify fringe benefits, the journeyworker wage rate upon which the apprentice wage rate is calculated must be the total rate listed in the wage determination; or if there is no Minnesota prevailing wage rate determination for the same trade or occupation in the county in which the apprentice's employer is located, the journeyworker wage may be determined by the sponsor with the approval of the division.

178.05 [Repealed, 2014 c 305 s 32]

178.06 [Repealed, 2014 c 305 s 32]

178.07 REGISTERED APPRENTICESHIP AGREEMENTS.

Subdivision 1. Approval required.

(a) The division shall approve, if it determines that it is in the best interest of the apprentice, an apprenticeship agreement that meets the standards established in this section.

(b) All terminations, cancellations, and transfers of apprenticeship agreements shall be approved by the division in writing. The division must be notified in writing by the sponsor within 45 days of all terminations, cancellations, or transfer of apprenticeship agreements.

Subd. 2. Signatures required.

Apprenticeship agreements shall be signed by the sponsor, and by the apprentice, and if the apprentice is a minor, by a parent or legal guardian. When a minor enters into an apprenticeship agreement under this chapter for a period of learning extending into majority, the apprenticeship agreement shall likewise be binding for such a period as may be covered during the apprentice's majority.

Subd. 3. Contents.

Every apprenticeship agreement entered into under this chapter shall contain:

- (1) the names of the contracting parties, and the signatures required by subdivision 1;
- (2) the date of birth, and information as to the race and sex of the apprentice, and, on a voluntary basis, the apprentice's Social Security number;
- (3) contact information of the sponsor and the division;
- (4) a statement of the trade or occupation which the apprentice is to be taught, the date on which the apprenticeship will begin, and the number of hours to be spent by the apprentice in work and the number of hours to be spent in concurrent, related instruction;
- (5) a statement of the wages to be paid the apprentice under sections 178.036, subdivision 2, paragraph 6, and 178.044, as applicable;
- (6) a statement listing any fringe benefits to be provided to the apprentice;
- (7) a statement incorporating as part of the agreement the registered standards of the apprenticeship program on the date of the agreement and as they may be amended during the period of the agreement;
- (8) a statement that the apprentice will be accorded equal opportunity in all phases of apprenticeship employment and training, without discrimination due to race, color, creed, religion, national origin, sex, sexual orientation, marital status, physical or mental disability, receipt of public assistance, or age; and
- (9) such additional terms and conditions as may be prescribed or approved by the commissioner not inconsistent with the provisions of this chapter.

178.08 [Repealed, 2014 c 305 s 32]

178.09 INVESTIGATIONS AND ENFORCEMENT OF APPRENTICESHIP AGREEMENTS.

Subdivision 1. Complaint.

Upon the complaint of any interested person or upon the division's own initiative, the division may investigate to determine if there has been a violation of the terms of an apprenticeship agreement made under this chapter.

Complaints must be made in writing within 60 days of the events giving rise to the complaint and must set forth the specific matters complained of together with relevant facts and circumstances. Copies of pertinent documents and correspondence must accompany the complaint. The division may conduct such proceedings as are necessary for that investigation and determination. All such proceedings shall be on a fair and impartial basis.

Subd. 2. Determination; appeal.

Within 90 days after the receipt of a complaint, the division must issue a determination. The determination of the division shall be filed with the commissioner and written notice shall be served on all parties affected by it. Any person aggrieved by any determination or action of the director may appeal to the commissioner. If no appeal is filed with the commissioner within ten days of the date of service, the division's determination shall become the final order of the commissioner. If an appeal is filed, the commissioner shall appoint and convene a hearing board to be composed of three members of the Apprenticeship Advisory Board appointed under section 178.02, one member being a representative of an employer organization, one representative being a member of an employee organization, and one member representing the general public. The board shall hold a hearing on the appeal after due notice to the interested parties and shall submit to the commissioner findings of fact and a recommended decision accompanied by a memorandum of the reasons for it. Within 30 days after submission, the commissioner may adopt the recommended decision of the board, or disregard the recommended decision of the board and prepare a decision based on the findings of fact and accompanied by a memorandum of reasons for that decision. Written notice of the commissioner's determination and order shall be served on all parties affected by it. Any person aggrieved by the commissioner's determination and order under this section is entitled to judicial review under sections 14.63 to 14.68 in the same manner that a person aggrieved by a final decision in a contested case is entitled to judicial review. The commissioner's determination and order under this section shall be a final decision and order of the department for purposes of sections 14.63 to 14.68.

Subd. 3. Service.

Service under this chapter may be by certified first class mail, personal service, or in accordance with any consent to service filed with the commissioner. Service by mail shall be accomplished in the manner provided in Minnesota Rules, part 1400.5550, subpart 2. Personal service shall be accomplished in the manner provided in Minnesota Rules, part 1400.5550, subpart 3.

178.091 INVESTIGATIONS AND ENFORCEMENT; APPRENTICESHIP PROGRAMS AND STANDARDS.

Subdivision 1. **Investigations.**

In order to carry out the purposes of this chapter, the commissioner may investigate registered apprenticeship programs and applicants for program registration to determine whether there are any grounds for deregistration of a registered program or for the denial of an application. Persons requested by the commissioner to provide information or produce documents shall respond within 30 days of the commissioner's service of the request.

Subd. 2. **Grounds.**

(a) The commissioner may deregister a registered apprenticeship program or deny an application for registration if:

- (1) the program does not comply with any requirement of Code of Federal Regulations, title 29, part 29 or 32, this chapter, or any rule adopted pursuant to section 178.041;
- (2) the program does not have at least one registered apprentice in each trade or occupation, except for the following specified periods of time:
 - (i) within the first 30 days after the date a program is registered; or
 - (ii) within one year of the date that a program graduates an apprentice in a trade or occupation and the date of registration for the next apprentice in that trade or occupation; or
- (3) the program is not conducted, operated, or administered in accordance with the program's registered standards or with the requirements of this chapter, including but not limited to:
 - (i) failure to provide on-the-job learning;
 - (ii) failure to provide related instruction;
 - (iii) failure of an employer to pay the apprentice a progressively increasing schedule of wages consistent with the apprentice's skills acquired;
 - (iv) or persistent and significant failure to perform successfully.

(b) The commissioner may deregister an apprenticeship program at the written request of the sponsor in a manner consistent with the provisions of Code of Federal Regulations, title 29, part 29, section 29.8(a).

Subd. 3. **Reinstatement.**

If the commissioner deregisters a registered apprenticeship program, the sponsor may request reinstatement not before one year after the effective date of the deregistration. The commissioner may, as a condition of reinstatement, require the sponsor to comply with reasonable conditions the commissioner considers necessary to effectuate the purposes of this chapter.

Subd. 4. **Orders; hearings related to orders.**

(a) If the commissioner determines that a registered apprenticeship program should be deregistered or that an application for registration should be denied, the commissioner shall issue to and serve on the sponsor an order deregistering the program's registration or denying the application for registration.

(b) An order issued under this subdivision must specify:

- (1) the deficiency and the required remedy or corrective action;
- (2) the time period to effectuate the required remedy or corrective action, which shall be no more than 90 days; and
- (3) any other requirement consistent with Code of Federal Regulations, title 29, part 29, section 29.8(b).

(c) The sponsor to whom the commissioner issues an order under this subdivision may appeal to a hearing board appointed consistent with section 178.09, subdivision 2.

178.10 LIMITATION.

- (a) The provisions of this chapter shall have no application to those individuals who are apprenticed by the commissioner of corrections pursuant to sections 242.43 and 242.44.
- (b) Nothing in this chapter or any apprenticeship agreement operates to invalidate:
 - (1) any apprenticeship provision in any collective bargaining agreement between employers and employees establishing higher apprenticeship standards; or
 - (2) 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.

178.11 LABOR EDUCATION ADVANCEMENT GRANT PROGRAM.

The commissioner shall establish the labor education advancement grant program for the purpose of facilitating the participation of minorities and women in apprenticeable trades and occupations. The commissioner shall award grants to community-based organizations serving the targeted populations on a competitive request-for-proposal basis. Interested organizations shall apply for the grants in a form prescribed by the commissioner. As part of the application process, applicants must provide a statement of need for the grant, a description of the targeted population and apprenticeship opportunities, a description of activities to be funded by the grant, evidence supporting the ability to deliver services, information related to coordinating grant activities with other employment and learning programs, identification of matching funds, a budget, and performance objectives. Each submitted application shall be evaluated for completeness and effectiveness of the proposed grant activity.

178.12 [Repealed, 1Sp2005 c 1 art 4 s 124]

Minnesota Administrative Rules Chapter 5200

Apprenticeship Programs and Agreements

5200.0290 AUTHORITY, SCOPE, AND PURPOSE.

Parts 5200.0290 to 5200.0420 are adopted pursuant to Minnesota Statutes, section 178.041, subdivisions 1 and 2. Their purpose is to provide procedures for the voluntary apprentice program administration.

5200.0300

Repealed, L 2014 c 305 s 32]

5200.0310

Repealed, L 2014 c 305 s 32]

5200.0320 MINNESOTA MINIMUM STANDARDS.

Subpart 1. Repealed, L 2014 c 305 s 32

Subp. 2. Repealed, L 2014 c 305 s 32

Subp. 3. Repealed, L 2014 c 305 s 32

Subp. 4. Repealed, L 2014 c 305 s 32

Subp. 5. Repealed, L 2014 c 305 s 32

Subp. 6. Credit for previous experience. Credit may be awarded for previous experience and/or training which is applicable to learning program requirements. If credit is awarded, the apprentice shall be advanced in the graduated wage schedule accordingly.

Subp. 7. Repealed, L 2014 c 305 s 32

Subp. 8. Responsibilities of apprentice. Apprentices employed under these standards shall agree to be punctual and regular in attendance, and to endeavor to the best of their ability to perfect the required skills in the chosen craft.

Subp. 9. Repealed, L 2014 c 305 s 32

Subp. 10. Repealed, L 2014 c 305 s 32

Subp. 11. Repealed, L 2014 c 305 s 32

Subp. 12. Repealed, L 2014 c 305 s 32

Subp. 13. Repealed, L 2014 c 305 s 32

Subp. 14. Repealed, L 2014 c 305 s 32

Subp. 15. Repealed, L 2014 c 305 s 32

5200.0330 CANCELLATION OF APPRENTICESHIP AGREEMENT.

The apprenticeship agreement may be canceled by the director of apprenticeship for failure to comply with training requirements.

5200.0340 Repealed, L 2014 c 305 s 32

5200.0350 DUTIES OF SPONSORS.

It shall be the sponsor's obligation to:

- A. Prepare the apprenticeship program for submission to the division.
- B. Prepare apprenticeship agreements. All sponsors shall use the state of approved apprenticeship agreement form.
- C. Each program operating under an apprenticeship committee pursuant to Minnesota Statutes, section 178.05, must in its standards provide for a tie-breaking procedure so it will be able to reach a majority decision.
- D. Submit two copies of a safety program providing for a minimum of 50 hours per year for safety training of apprentices. Any request for variance from this part must be presented in writing and approved by the director of the division.

5200.0360 Repealed, L 2014 c 305 s 32

5200.0370 EQUAL OPPORTUNITY FOR APPRENTICES.

Requirements of program sponsors under the Minnesota plan for equal employment opportunity in apprenticeship and Code of Federal Regulations, title 29, part 30 are as follows.

- A. Programs with fewer than five apprentices must submit the following: two copies of the proposed program, and include in its standards the approved equal opportunity pledge.
- B. Programs with five or more apprentices must submit the following: two copies of the proposed program, including in its standards the approved equal opportunity pledge and a written affirmative action plan adopting one of the following four approved selection procedures under the Minnesota plan for equal employment in apprenticeship:
 - 1. Selection on basis of rank from pool of eligible applicants;
 - 2. Random selection from pool of eligible applicants;
 - 3. Selection from pool of current employees; or
 - 4. Alternative selection methods.
- C. Requirements for program reciprocity under the Minnesota plan for equal employment opportunity in Apprenticeship and Code of Federal Regulations, title 29, part 30, are as follows:
 - 1. Removed, L 2015 c 54 art 5 s 15
 - 2. The applicant shall offer evidence that the program meets the requirements of Code of Federal Regulations, title 29, part 30, in some other state. A certificate of registration is adequate evidence.
 - 3. A presentation of a request for reciprocity must be made to the Minnesota apprenticeship board in writing for information purposes and for the board's advice on the request.
 - 4. The requesting party must offer proof which indicates that all apprentices will receive not less than 50 hours per year of safety training under the program being registered in this state.

5200.0380 COMPLAINTS OF DISCRIMINATION.

Subpart 1. Right to complain.

Any apprentices or applicants for apprenticeship who believes that they have been discriminated against on the basis of race, color, religion, national origin, or sex with regard to apprenticeship or that the equal opportunity standards in respect to their selection have not been followed in the operation of an apprenticeship program may file a complaint. The complaint must be in writing and must be signed by the complainant. It must include the name, address, and telephone number of the person allegedly discriminated against, the program sponsor involved, and a description of the circumstances of the failure to apply the equal opportunity standards.

Subp. 2. Filing date.

The complaint must be filed no later than 90 days from the date of the alleged discrimination.

Subp. 3. Referral of complaint.

In the case of review boards designated by program sponsors to review complaints, the referral of the complaint by the complainant to the agency must occur within 90 days or 30 days after the final decision of the review board, whichever is later.

Subp. 4. Compliance reviews.

Where no review board exists, the apprenticeship agency may conduct compliance reviews as found necessary in order to make a determination of facts relating to compliance with the equal employment opportunity plan.

Subp. 5. Legal action against program.

The apprenticeship agency may, as a result of a compliance review or other reason, deregister the program or refer the matter to the United States attorney general with recommendations for the institution of a court action under Title 7 of the Civil Rights Act of 1964.

5200.0390 Repealed, L 2014 c 305 s 32

5200.0400 APPRENTICESHIP COMMITTEE RULES.

Adoption of apprenticeship committee rules or changes must be submitted to the director of the division in writing for approval.

5200.0410 CERTIFICATE OF COMPLETION.

Subpart 1. Signature.

The completion certificate is the standard approved state certificate. This certificate must be signed by the commissioner of labor and industry, director of apprenticeship, a representative of the local joint apprenticeship committee, the employer, and representative from the union if a bargaining agreement exists. For those trades for which a state license is issued by a state licensing authority, issuance of the certificate of completion of apprenticeship is conditioned on the apprentice having secured the appropriate license and is a part of the registered standards for licensed trades.

Subp. 2. Written request from sponsor.

Before any certificate of completion is issued, the division must receive a request in writing from the sponsor. If the employer does not request the completion certificate or refuses to sign a certificate, the director of the division, after investigating the circumstances, shall issue the certificate without the employer's request or signature, providing the apprentice has fully completed the program in compliance with the terms of the apprenticeship agreement.

Statutory Authority:

5200.0420 MAINTENANCE OF RECORDS.

Subpart 1. Advisory board's duty.

Minnesota apprenticeship board business and records are kept by the division for the board.

Subp. 2. Sponsor's duty.

Sponsors shall keep and maintain records of progress as required by the division on record cards furnished by the sponsor or standard progress record cards furnished by the state, on an ongoing basis from the start to the completion of an apprenticeship. These progress records must be kept on the sponsor's premises and must be accessible to all authorized personnel of the division. The definition of sponsor is the employer, association of employers, organization of employees, apprenticeship coordinator, or individual representing the joint apprenticeship committee. The division must be notified of the current address where records are kept and the person responsible for the records.

Subp. 3. Retention and availability of records.

Under the state of Minnesota plan for equal employment opportunity in apprenticeship, it is the obligation of the sponsor to keep records as required by the division pertaining to individual applicants for apprenticeship whether selected or rejected, for five years and be made available upon request to authorized personnel of the division. These records pertaining to applicants must be maintained in a manner that permits identification of minority and female participants.

Essential Job Functions

I. TASKS REQUIRED BY SPECIFIC CRAFT:

Bricklayers and Blocklayers

- Construct corners by fastening in plumb position a corner pole or building a corner pyramid of bricks, then filling in between the corners using a line from corner to corner to guide each course, or layer, of brick.
- Measure distance from reference points and mark guidelines to lay out work, using plumb bobs and levels.
- Calculate angles and courses and determine vertical and horizontal alignment of courses.
- Fasten or fuse brick or other building material to structure with wire clamps, anchor holes, torch, or cement.
- Break or cut bricks, tiles, or blocks to size, using trowel edge, hammer, or power saw.
- Remove excess mortar with trowels and hand tools, and finish mortar joints with jointing tools, for a sealed, uniform appearance.
- Interpret blueprints and drawings to determine specifications and to calculate the materials required.
- Apply and smooth mortar or other mixture over work surface.
- Mix specified amounts of sand, clay, dirt, or mortar powder with water to form refractory mixtures.
- Examine brickwork or structure to determine need for repair.

Tile and Marble Setters

- Align and straighten tile using levels, squares and straightedges.
- Determine and implement the best layout to achieve a desired pattern.
- Cut and shape tile to fit around obstacles and into odd spaces and corners, using hand and power cutting tools.
- Finish and dress the joints and wipe excess grout from between tiles, using damp sponge.
- Apply mortar to tile back, position the tile and press or tap with trowel handle to affix tile to base.
- Mix, apply, and spread plaster, concrete, mortar, cement, mastic, glue or other adhesives to form a bed for the tiles, using brush, trowel, and screed.
- Prepare cost and labor estimates based on calculations of time and materials needed for project.
- Measure and mark surfaces to be tiled, following blueprints.
- Level concrete and allow to dry.
- Build underbeds and install anchor bolts, wires, and brackets.

II. FUNCTIONS REQUIRED GENERALLY

Knowledge

1. Building and Construction – Knowledge of materials, methods, and the tools involved in the construction or repair of houses, buildings, or other structures such as highways and roads.
2. Mathematics – Knowledge of arithmetic, algebra, geometry, calculus, statistics, and their applications.
3. Design – Knowledge of design techniques, tools, and principles involved in production of precision technical plans, blueprints, drawings, and models.
4. Production and Processing – Knowledge of raw materials, production processes, quality control, costs, and other techniques for maximizing the effective manufacture and distribution of goods.

Skills

1. Active Listening – Give full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
2. Coordination – Adjusting actions in relation to others' actions.
3. Mathematics – Using mathematics to solve problems.
4. Time Management – Managing one's own time and the time of others.
5. Equipment Selection – Determining the kind of tools and equipment needed to do a job.
6. Speaking – Talking to others to convey information effectively.

7. Equipment Maintenance – Performing routine maintenance on equipment and determining when and what kind of maintenance is needed.
8. Reading Comprehension – Understanding written sentences and paragraphs in work related documents.
9. Critical Thinking - Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems.
10. Judgment and Decision Making – Considering the relative costs and benefits of potential actions to choose the most appropriate one.

Abilities

1. Trunk Strength – The ability to use your abdominal and lower back muscles to support part of the body repeatedly or continuously over time without ‘giving out’ or fatiguing.
2. Manual Dexterity – The ability to quickly move your hand, your hand together with your arm, or your two hands to grasp, manipulate, or assemble objects.
3. Near Vision – The ability to see details at close range (within a few feet of the observer).
4. Visualization – The ability to imagine how something will look after it is moved around or when its parts are moved or rearranged.
5. Problem Sensitivity – The ability to tell when something is wrong or is likely to go wrong. It does not involve solving the problem, only recognizing there is a problem.
6. Information Ordering – The ability to arrange things or actions in a certain order or pattern according to a specific rule or set of rules (e.g., patterns of numbers, letters, words, pictures, mathematical operations).
7. Arm-Hand Steadiness – The ability to keep your hand and arm steady while moving your arm or while holding your arm and hand in one position.
8. Extent Flexibility – The ability to bend, stretch, twist, or reach with your body, arms, and/or legs.
9. Oral Comprehension – The ability to listen to and understand information and ideas presented through spoken words and sentences.
10. Multi-limb Coordination – The ability to coordinate two or more limbs (for example, two arms, two legs, or one leg and one arm) while sitting, standing, or lying down. It does not involve performing the activities while the whole body is in motion.

Work Activities

1. Getting Information – Observing, receiving, and otherwise obtaining information from all relevant sources.
2. Performing General Physical Activities – Performing physical activities that require considerable use of your arms and legs and moving your whole body, such as climbing, lifting, balancing, walking, stooping, and handling of materials.
3. Handling and Moving Objects – Using hands and arms in handling, installing, positioning, and moving materials, and manipulating things.
4. Inspecting Equipment, Structures, or Material – Inspecting equipment, structures, or materials to identify the cause of errors or other problems or defects.
5. Making Decisions and Solving Problems – Analyzing information and evaluating results to choose the best solution and solve problems.
6. Coordinating the Work and Activities of Others – Getting members of a group to work together to accomplish tasks.
7. Drafting, Laying Out, and Specifying Technical Devices, Parts, and Equipment – Providing documentation, detailed instructions, drawings, or specifications to tell others about how devices, parts, equipment, or structures are to be fabricated, constructed, assembled, modified, maintained, or used.
8. Communicating with Supervisors, Peers, or Subordinates – Providing information to supervisors, co-workers, and subordinates by telephone, in written form, e-mail, or in person.
9. Organizing, Planning, and Prioritizing Work – Developing specific goals and plans to prioritize, organize, and accomplish your work.
10. Identifying Objects, Actions, and Events – Identifying information by categorizing, estimating, recognizing difference or similarities, and detecting changes in circumstances or events.

Work Styles

1. Attention to Detail – Job requires being careful about detail and thorough in completing work tasks.
2. Dependability – Job requires being reliable, responsible, and dependable, and fulfilling obligations.
3. Initiative – Job requires a willingness to take on responsibilities and challenges.
4. Integrity – Job requires being honest and ethical.
5. Persistence – Job requires persistence in the face of obstacles.
6. Independence – Job requires developing one's own ways of doing things, guiding oneself with little or no supervision, and depending on oneself to get things done.
7. Achievement/Effort – Job requires establishing and maintaining personally challenging achievement goals and exerting effort toward mastering tasks.
8. Analytical Thinking – Job requires analyzing information and using logic to address work-related issues and problems.
9. Cooperation – Job requires being pleasant with others on the job and displaying a good-natured, cooperative attitude.
10. Leadership – Job requires a willingness to lead, take charge, and offer opinions and direction.