

Texas Tech University Operations Division Apprenticeship Program Operating Rules

The Apprenticeship Committee adopted the following “Operating Rules” on January 19, 2012. These Operating Rules are designed to serve as a supplement to the Standards of Apprenticeship revised January 31, 2012, that govern the Apprenticeship Program at the TTU Operations Division.

1. **Certification:** Prior to acceptance into the Operations Division Apprenticeship Program, these Operating Rules and governing Standards of Apprenticeship must be read and understood by each apprentice entering the program. This will be accomplished in the presence of his/her supervisor. Both the apprentice and the Supervisor will sign the operating rules and the original copy will be maintained in the apprentices’ record folder.
2. **Apprentice Raises.** The Apprenticeship Program is a Merit Program where the apprentice receives a raise at each 1,000-hour increment of training. These raises are not automatic and can be withheld for cause, (*meaning “valid reason,” i.e. poor attendance record, poor grades, failure to follow instructions, failure to meet Operating Rule guidelines, etc.*) The Superintendent must provide the Apprenticeship Committee with written justification to support the denial.

(NOTE: This type of raise does not apply to those apprentices who are enrolled as a “Saved Pay Apprentice” as defined in the Standards of Apprenticeship, January 31, 2012.)

3. **Training Hours.** Each training program requires the apprentice to accumulate a specific number of hours in the respective program categories. Each category will be considered complete when “*Required Hours*” equal “*Total OJT Hours Completed*” on the computerized master timesheet. Completed categories will be annotated “COMPLETE” on the employee OJT (on-the-job training) timesheet and no additional hours will be accepted in that category.
4. **Timesheets.** Apprentices will receive an Apprentice timesheet on the third and eighteenth of each month from the Planning and Training (P&T) office and record their OJT hours on this timesheet. The timesheet will be:
 - a. Maintained by the apprentice.
 - b. Updated on a daily basis.
 - c. Signed by the Foreman at the end of each time period.
 - d. Due in the P&T office by the first and fifteenth days of the month.
 - e. Considered **VOID** if older than one complete time period following the closing date of that timesheet. Void timesheets are *NOT* accepted for inclusion in the apprentice’s record. **NO EXCEPTIONS.** Example: A timesheet is due on 9/1 but is not turned in until 9/15. It will be accepted. If the same timesheet were not turned in until 10/1, it would NOT be accepted.
 - f. Included as part of the Status Update emailed to the apprentice and their supervisor at the beginning of each new time period.
5. **Correspondence Courses:** Each apprentice is required to observe the following rules in his/her correspondence study courses:
 - a. **Target/Deadline Dates – Penn Foster (PF) Courses.**

- (1) **TARGET DATE:** Each BMC assigned volume has a **45-day target** due date.
Each Utilities assigned volume has a **28-day target** due date.
- (2) **EXTENSION DATE:** If the *Target Date* is not met the apprentice will receive notification from the Apprentice Coordinator who will assign a **15-day extension date. THIS DATE MUST BE MET.**
- (3) Apprentices who fail to meet the DEADLINE DATE will be required to appear before the Apprenticeship Committee to explain why he/she **should not** be removed from the program.

(NOTE: Removal action from the Apprentice program would result in the removal of the “Apprentice” title. The individual would be returned to his/her former title and would lose any apprentice merit raises he/she has earned. This action could result in termination of employment.)

b. **Target/Deadline Dates - National Center for Construction Education and Research (NCCER) courses:**

- (1) **TARGET DATE:** Apprentices are given ONE calendar day per hour of recommended course instruction. Example: module #20101 recommends 12.5 hours; the apprentice will have 13 days to complete the module.
- (3) **EXTENSION DATE:** If the Target Date is not met, the apprentice will receive notification from the Apprentice Coordinator who will assign a **15-day** extension date. Rules in 5a(3) will be followed when apprentice fails to meet *extension dates*.

c. **COURSE GRADING SCALE.** The grading scale is the scale recommended by the Publisher and approved by the Apprenticeship Committee in 1977. The scale is as follows:

<u>Letter Grade</u>	<u>Numeric Grade</u>	<u>GPA</u>
A	90-100	4.0
B	80-89	3.0
C	70-79	2.0
I or F	Below 70	0.0

d. **GRADES.** Apprentice will be required to maintain at least an overall “C” Average (Minimum GPA of 2.0). The following also applies:

- (1) If an apprentice scores an “I” (incomplete) on their test, they should immediately seek help from their supervisor. They must retest over the whole test. An email will be sent to the apprentice notifying them of their grade and the need for a retest.

NOTE: An “I” translates to a C (70) following the successful completion of the makeup assignment. If the apprentice receives an “I” on the *makeup* assignment, an “F”

will be recorded for the volume.

- (2) A second consecutive “I” will require counseling by the apprentice’s supervisor.
 - (3) A third consecutive “I” will require the apprentice to meet with the Apprenticeship Committee to explain why he/she **should not** be removed from the program.
 - (4) If the apprentice’s GPA falls below a 2.0 it will be noted in the Status Update email.
 - (5) If the apprentice’s GPA stays below a 2.0 for **90 days**, the apprentice is required to meet with the Apprenticeship Committee to explain why he/she **should not** be removed from the program.
- e. **MAKEUP WORK:** “Incomplete” volumes will be subject to the following:
- (1) A **15-day** “Extension Date” will be automatically assigned by the Apprenticeship Coordinator. **THIS DATE MUST BE MET.**
 - (2) An apprentice who fails to meet the Extension Date will be required to meet with the Apprenticeship Committee to explain why he or she **should not** be removed from the program.

6. Penn Foster (PF) Course Rules

- a. The apprentice books for BMC programs will be stored in the P&T office.
- b. Apprentices will return the test to P&T office and will be issued their next book.
- c. Tests will be mailed to the PF publisher for grading.
- d. Original graded tests will be recorded and filed in the apprentice’s folder.
- e. The apprentice books for Utilities programs will be stored in the Utilities Training Coordinator’s office.
- f. Apprentices will return the book and test to the Utilities Training Coordinator and will be issued their next book.
- g. Tests will be sent to the Planning & Training office for grading.
- h. Original graded tests will be recorded and filed in the apprentice’s folder.

7. NCCER Course Rules.

- a. The apprentice books will be stored in the P&T Office.
- b. The shop Foreman will keep the Instructor books and test answer keys in a secured file cabinet to prevent test compromise.
- c. Apprentices will set up a time with their Foreman to grade the test.
- d. The Foreman will score, initial, and date the test and review the test with the apprentice to ensure the apprentice understands the material.
- e. The Foreman or Apprentice will return the test to the P&T office at which time the apprentice’s next module will be issued.
- f. Original graded tests will be recorded and filed in the apprentice’s folder.

8. **Status Update emails.** A status update will be sent to the apprentice, the Foreman, and any other Supervisors requested by the Foreman, containing an overview of the apprentice’s progress in the program as well as copies of the latest Progress Report (books), Employee Timesheet (for the upcoming time period), and current AP Timesheet (hours).

9. **Apprenticeship Committee Appearance.** If the apprentice is required to appear before the Apprenticeship Committee for disciplinary reasons, the apprentice's Foreman is required to appear with him/her. The apprentice's Superintendent and Director are informed of the required appearance and may attend if they choose.

10. **Apprentice's Right to Committee Access.** Apprentices have the right to bring any matter pertaining to their apprenticeship before the Apprenticeship Committee at any time. Request may be made through the Apprentice Coordinator.

CERTIFICATE OF UNDERSTANDING

I certify that I have read, understand, and agree to comply with the above Operating Rules pertaining to my Apprenticeship, adopted March 21, 1990 and amended by the Apprenticeship Committee on January 19, 2012. I also certify I have read, understand, and agree to comply with the “Standards of Apprenticeship Training” revised January 31, 2012.

(Print – Apprentice Name)

(Apprentice Signature)

(Foreman/Supervisor Signature)