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STATE OF CALIFORNIA
DEPARTMENT OF INDUSTRIAL
RELATIONS
DIVISION OF APPRENTICESHIP
STANDARDS

AUDIT REPORT

For

**Underground Utility and
Landscape and Irrigation**

**Joint Apprenticeship Training
Committee**

U.A. Local 355

File #19699

The Division of Apprenticeship Standards (DAS) creates opportunities for Californians to gain employable lifetime skills and provides employers with a highly skilled and experienced workforce while strengthening California's economy.

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SUMMARY

The Division of Apprenticeship Standards (DAS) presents its audit report concerning the Underground Utility and Landscape and Irrigation Joint Apprenticeship Training Committee (JATC) program; DAS file number 19699, (hereafter "Program"). The audit was performed from April 16, 2008 to April 21, 2008 and was conducted pursuant to California Labor Code §3073.1.

This Program was selected to be audited because the average graduation rate over the past five years was less than 50% of the trade average for the approved program in California.

During the audit it was discovered there was a discrepancy between the number of registered apprentices and the DAS. The Program's registered apprentices are 39 and the DAS have a list of 58 registered apprentices.

The Program conducted an internal audit and took steps to report the apprentice information to the DAS. The DAS will update the database showing the correct number of apprentice in this program. Thereby, this will help to correct the low graduation rates which appear to be deflated.

GRADUATION RATES REPORTED

Year	Program	Industry Average	Difference
2000	25.0%		
2001	21.1%	59.28%	35.59%
2002	5.3%	52.95%	10.01%
2003	17.6%	48.12%	36.58%
2004	9.1%	44.79%	20.32%
2005	3.2%	44.83%	7.14%
2006	3.0%		

GRADUATION NUMBERS CORRECTED AND REPORTED

NUMBER OF REGISTERED APPRENTICES

DAS Records Based Upon Program's Submittals	58	According to Program	39
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PROGRAM COMPLETIONS

	2000	2001	2002	2003	2004	2005	2006	2007
DAS *Records	2	4	2	5	5	2	*	*
Program Records	3	5	2	5	5	6	4	2

FINDINGS AND RECOMMENDATIONS

As noted in the detailed report which follows, the Auditor found that some specific actions are necessary to bring the Program into compliance with their approved standards and legal requirements. Detailed findings and recommendations are included in this report. The Coordinator was presented with a summary of the findings and a recommendation was presented to assist him in preparing the appropriate corrective action. The DAS will visit the program in the future to verify compliance with the recommendations. These DAS audit procedures allow the Program to respond to the recommendations and their response will become part of this formal report.

* The numbers for these years were not available.

INTRODUCTION/BACKGROUND

On April 16, 2008, the Auditor met with key administrative personnel, examined records, observed administrative activities, conducted a walk-through of the training facility and visited a job site in connection with the audit. The Underground Utility and Landscape Irrigation Joint Apprenticeship Training Committee (JATC) program operates as a Labor/Management Cooperative and the principal partners in the cooperative effort are the members of the United Association Local 355. This program was approved to start on May 1, 1990 in the State of California. The Program has an Apprentice Trust Fund and the Program's funding mechanism comes from employer contributions and state prevailing wage training fund contributions.

The daily operations, management and administrative functions are run by three primary staff; the Coordinator, the Training Director, the Business Representative, and one office staff. In addition, the Program has four instructors to assist in the required classroom training. The Program's office is located at 13 Tennessee Street, Vallejo, California 94590.

Employers are approved to train when they have completed an Agreement to Train Apprentices, DAS-7 form. The Program indicated that they dispatch to both union signatory employers and non-union employers who agree to abide by the Program's standards, rules, regulations and policies.

The apprenticeship program provides a training program for the following occupations:

<u>Name of Occupation</u>	<u>Term of Apprenticeship</u>	<u>Number of Apprentices</u>
Landscape & Irrigation	60 months	39
Utility Pipeline Installer	60 months	00 *

* Currently, no active apprentices are in this occupation.

The Related and Supplemental Instruction is provided by the Program's training center which is located at 425 Nebraska Street, Vallejo, California 94590. Each apprentice enrolled receives a comprehensive orientation packet that includes the rules and regulations, an explanation of the program standards, the apprentice record book (blue book) and a class schedule. Vallejo City Unified School District Community Education is the apprenticeship program's Local Education Agency (LEA).

SCOPE AND FOCUS

The principal objectives of the audit are to ensure the program is complying with their standards, that all on-the-job training is performed by a journeyman, that all related and supplemental instruction required by the apprenticeship standards are being provided, that all work processes in the apprenticeship standards are being covered, and that graduates have completed the apprenticeship programs' requirements.

The audit focused on reviewing records and activities that tend to support and substantiate the programs' efforts, practices, system and capabilities to provide and deliver the on-the-job training and related instruction. The programs' policies and procedures were reviewed to determine if they support the programs' approved standards.

METHODOLOGY

After completing an initial review of the Programs' Standards and records on file with the DAS, an audit plan was established with the following steps:

1. Notified the program 14 days in advance of our intent to audit.
2. Prepare an entrance interview
3. Organization of all working paper to conduct the interview
4. Confirm the location where records are maintained
5. Conduct a review of all apprentice files
6. Set the time and date of the meeting
7. Schedule inspection of the training facility and job sites

Request and review copies of the committee meeting minutes for the last 12 months.

All steps listed above were accomplished and include interviews with primary staff, apprentices and job site supervisors'.

AUDIT RESULTS

1. STANDARDS

The objective is to determine whether the programs are submitting periodic revisions to their standards and if standards are reasonably current. "Standards" are a written document containing all terms and conditions for the qualification, recruitment, selection, employment and training, working conditions, wages, employee benefits and other compensation for apprentices. It may also include other provisions and statements. All apprenticeship programs are required to submit their apprenticeship standards to the DAS Chief for approval. The California Code of Regulations states the program must submit revisions to its standards when necessary.

(a) Findings

The Programs revised Standards were approved by the Acting Chief of the DAS on July 23, 2007. The two occupations covered under these Standards are: Utility Pipeline Installer with DOT #862.361.014; and Landscape and Irrigation Fitter with DOT #862.281.02G.

(b) Recommendation

None

Section 205 (f), 212 (a)(6) (7), (c)(2) (11) of the California Code of Regulations states that the program sponsor must submit revisions to its standards when necessary

2. RULES AND REGULATIONS

The objective is to determine if the programs have adequate rules and regulations, are implementing them as required, and provide a copy to the apprentices. The rules and regulations can be defined as an orientation or workshop session that explains the apprenticeship program standards and the operation of the apprenticeship program. It includes information on what is expected by both the program and the apprentice. When the apprentice is approved by the program to enter the training (pass an oral interview) he/she is given a copy of the rules and regulations and attends an orientation session with both the coordinator and educational instructor. Then the apprentice must sign the document indicating they have received, read and understood the rules and regulations.

(a) Findings

This Program has an Apprenticeship Program Handbook both in English and Spanish which is given to each new indenture. The apprentice is requested to sign and date the back page, acknowledging the receipt of the handbook. The review of each individual apprentice file found there were very few, if any, dates on the "Receipt of Acknowledgment", but they were all signed by the individual apprentice.

(b) Recommendation

The Program needs to make sure the new indenture receives the handbook on their first day of the program and signs with a date indicated on the back page. The signed and dated page needs to be put into the apprentice file concurrently.

Since the time of the Audit, the Program has complied with the recommendations as of June 27, 2008.

Section 212 (a) (6) (7), (c) (2) (3) (8), (14) of the California Code of Regulations states that the program must establish rules and regulations that govern the program.

3. ACTIVE APPRENTICES AND CANCELLATIONS

The review of this item is to determine if the program is monitoring apprentices as they enter and proceed through the program. It is also to determine if the program is maintaining accurate records on both the active and cancelled apprentices. The program should have the ability to provide evidence of procedures used for periodic reviews and evaluation of the apprentice's progress in job performance and related instruction and maintenance of appropriate progress records. In addition, the program should have a process in place to notify the DAS when an apprentice leaves the program.

(a) Findings

According to the Program records, there were 39 active apprentices. The DAS indicated in their records 58 active apprentices. Further investigation, by both the Auditor and the Coordinator, revealed there were 19 apprentices who had, over the years from 2003 to 2007, graduated or quit the program and were still recorded as active with the DAS. It appears there might be a lack of communication between the Program and the DAS in keeping track of the active and cancelled apprentice.

The Program's Handbook, on page 13 (J), indicates the apprentice who would like to quit the program may need to submit a resignation letter to the committee. On page 18 (C), states the General Disciplinary Policy, which among other issues, addresses the issue of the apprentice being removed from the program.

(b) Recommendations

(1) Change the Handbook to say, *in effect*, any apprentice who wishes to resign from this program must submit a letter of resignation to the Coordinator. That letter should be maintained in the apprentice file.

Since the time of the Audit, the Program has complied with the recommendations as of June 27, 2008.

2) The program will continue to keep the DAS informed of **indentures**, using the DAS Form 1; **cancellations** using the DAS Form 5; and any **graduates**. The DAS needs to have a letter from the Program indicating which apprentice is graduating from the program. All of these forms must be submitted in a timely manner to the DAS.

Since the time of the Audit, the Program has complied with the recommendations as of June 27, 2008.

Section 205 (a)(1)(2) (i), 212 (a)(6) (7)(8), (b)(9), (c)(2)(10) 224 of the California Code of Regulations states that the program sponsor must maintain accurate apprenticeship records and submit changes, updates and revisions of an apprentice's status when necessary.

4. ON -THE JOB TRAINING (OJT) PROGRESS RECORDS, ADVANCEMENTS AND EVALUATIONS

Our review is to determine if apprentices are progressing on schedule, that the program is maintaining adequate OJT records, receiving periodic evaluations and if the program has adequate records and a system in place to ensure that apprentices are covering all the work processes.

The Underground Utility program requires all apprentices to complete 7800 hours on-the-job training. The Landscape and Irrigation Fitter program requires 9000 hours of on-the-job training. The training is divided into ten six month periods with 780 hours and 900 hours, respectfully, completed before advancing to the next pay increase.

The ratio of apprentice to journeyman is one to one.

The program uses the following items to track apprentice's schedule, OJT records, periodic evaluations and work processes:

- The DAS Apprentice Record Book (blue book) is filled out by the apprentice to keep track of both the work processes and hours worked. The blue book must be signed by the supervisor before turning in the book to the Coordinator.
- The Program will notify the employer and apprentice, in writing, when advancements are earned insuring timely upgrades with proper rates of pay and benefits.

The Program keeps a database record for each Apprentice. Each card keeps track of how many work hours and class hours the apprentice has completed.

(a) Findings

The apprentices are filling out the "bluebook" with the different work processes. The Program is in the process of reducing/combining these work processes for a more manageable accounting.

A review of the files showed evidence of disciplinary actions due to poor performance. There were letters, in the files, indicating the apprentice had advanced to the next pay scale.

The Program's database showed a list of all apprentices on the out-of-work list. This industry, Landscape and Irrigation, is affected currently by the economy and thereby it is hard for the apprentices to have work all year round.

(b) Recommendations

(1) Keep the Coordinator proactive and make every effort to ensure the Program's standards are being met. This should include job-site visits, communication with Apprentice and Employer.

Due in 60 days. Please document these visits.

(2) The Program needs to be consistent with discipline and hold the Apprentice accountable. Follow through and enforce established (program handbook) disciplinary actions when appropriate. Disciplinary action needs to be documented in the Apprentice file and in the minutes of the Committee.

Due in 60 days.

(3) The Employer needs to regularly evaluate the performance of the Apprentice while working the on-the-job hours. These evaluations need to be placed in the Apprentice file.

Due in 60 days.

Section 3073.1, 3076, 3078(e) of the Labor Code, and Sections 208, 210, 212(a) (4) (5) (7) (8), (b) (9), (c) (2) (6) (8) (9) (16) (18), of the California Code of Regulations. The program must offer training and supervision in all the work processes defined in its standards and has a system to ensure that apprentices cover all the work processes. The program must have a system of documenting and maintaining records that will assist in the review and evaluation of the apprentice's progress in job performance. The program must have a procedure for recording and maintaining accurate records, and a procedure for periodic review and evaluation of progress.

5. RELATED AND SUPPLEMENTAL INSTRUCTION (RSI)

The objective of our examination was to determine if the apprentices are progressing on schedule, attending classes, covering the entire course of study, and to ensure the programs are maintaining accurate records with adequate systems in place to provide training.

The Program has Related and Supplemental Instruction (RSI) at the training facility for the Napa/Solano Counties Plumbers and Steamfitters, JATC, Local 343. They are sharing the facility located in Vallejo. The Local Education Agency (LEA) is provided by Vallejo City Unified School District Community Education. They provide instructional services in the form of Credentialed teachers and general administrative support. There are four instructors, which includes one Union member.

The apprentices will attend 144 hours of instruction per year. There are two semesters each year. Each apprentice is issued a calendar with the schedule of classes. Classes start promptly at 9:00 a.m. on the third Saturday of each month and end at 5:00 p.m. There are no classes in the months of June and July.

The handbook contains a general disciplinary policy which includes disciplinary action for missed classes. It also includes appeal rights with the DAS for termination from the Program.

(a) Findings

The standards of this program require each apprentice to have 144 hours of instruction, yet the Program does not mandate nor require all apprentice to have this many hours of RSI. The apprentices who attend classes on Saturdays, only have 7.5

hours of class time multiplied by 10 months = 75 hours of RSI per year. They are short 69 hours each year. There is some homework provided, but there is no control of the time it takes to do the homework. Any apprentice who lives 80 miles outside of Vallejo are not required to attend classes. At the time of this Audit there are nine apprentices who live more than 80 miles from Vallejo and some of them do not attend any classes.

(b) Recommendations

(1) Change the hours at the Saturday class to a full eight hours or even nine hours of instruction and get authorization from the LEA to give approved and accountable homework which will take 6.5 hours per month for each apprentice. Thereby, this will account for 144 hours of RSI each year.

Since the time of the Audit, the Program has complied with the recommendations as of April 23, 2008.

(2) For the apprentices who live more than 80 miles from Vallejo, it will be mandatory they attend the classes once per month in order to get their required RSI hours.

Since the time of the Audit, the Program has complied with the recommendations as of April 23, 2008.

(3) The Program needs to find either a community college, in the area where the apprentices who live more than 80 miles away, to be another LEA or the Program needs to find correspondence classes each apprentice can do at home to fill the 144 hours per year RSI requirement.

Due in 90 days.

Section 3073.2, 3078(d), of the California Labor Code, and Section 205(e)(h), 212(a)(3)(6)(7)(c)(13)(14) of the California Code of Regulations states that it is recommended that the program provide a minimum of 144 hours per year of supplemental instruction for each year of apprenticeship and adequate arrangements for related and supplemental instruction, and have the ability and commitment to train apprentices with current industry standard criteria.

6. TRAINING CENTER

The objective is to ensure the program has adequate facilities, tools, materials and equipment to train apprentices, and to determine if the facilities are utilized and adequate for training.

As mentioned before in this Audit, the training center is shared with the Local 343, Steamfitters and Plumbers in Vallejo. The facility has been updated to meet current needs. The facility includes a computer room, library, welding room, an outside area for the practice of laying irrigation piping and a room to do special projects. The union, Local 355, supplies each apprentice with workbooks during the classroom instruction, at no cost to the apprentice.

(a) Findings

The Auditor's inspection of the training facility found it to be an excellent tool which enhances the apprentice on-the-job training.

(b) Recommendation

None

Section 3074 of the California Labor Code—Section 212(a) (3) (4) (8), (c) (13) (12), 212.3 of the California Code of Regulations states that the program sponsor must have adequate arrangements for related and supplemental instruction.

7. MECHANISM TO KEEP APPRENTICES REASONABLY EMPLOYED

Our objective is to determine if apprentices are kept reasonably employed, to ensure the program has adequate systems in places to rotate apprentices so they cover all work processes, and to provide apprentices with continuing employment in the event of a layoff.

(a) Findings

The review found the Program has an established system to keep apprentices reasonably employed. Apprentices are dispatched from the out-of-work list at the Union business office, whether he or she is an entry level apprentice or an unemployed indentured apprentice. It is the apprentice responsibility to keep the office advised of any phone or address changes that may occur. It is also the responsibility of the apprentice to be current in all fees or dues to the Local 355 to be eligible for dispatch.

In the specialized industry of the Landscape and Irrigation, the jobs are mostly in the Public Work Projects. There are few positions available in the private sector right now, since the economical state of California is getting lower and people are not spending money on landscaping. Therefore, this will affect "reasonably employed" apprentice. At the time of this Audit,

there are five apprentices out of work. Currently, there are no active apprentices in the Underground Utility occupation. The Program will keep this occupation active with the DAS.

(b) Recommendation

The Program should continue the system they have in place and encourage additional employer involvement. This includes having an employer orientation workshop to involve present and new employers more often.

Due in 90 days.

Section 3080 of the Labor Code, and Section 212 (b) (7) (9), (c) (16) (18) of the California Code of Regulations. The program(s) must have a mechanism to keep apprentices reasonably employed and maintain accurate documentation Section 3080 of the Labor Code, and Section 212 (b) (7) (9), (c) (16) (18) of the California Code of Regulations.

8. JOB SITE VISIT

A review of the job site offers an opportunity to view a job in progress, observe the work that is being done, and allows us to discuss the operation of the program with the apprentice. It enables direct contact with the apprentice to determine the following:

- If the apprentice is performing the various task listed within the work processes of their trade.
- If advancements are made on schedule.
- If the apprentice is receiving the correct pay and benefits.

If the apprentice is kept employed on a reasonably continuous basis.

The Auditor requested to see at least two job sites in the area. Telephone calls were made to arrange a viewing of the job site and contact was made for both locations.

(a) Findings

The Auditor made a visit to one public work site called Wilson Avenue Project, there were two apprentices working under the supervision and direction of two journeymen and were employed at tasks defined within the work processes of the program standards.

The other job site was a public works project at Napa High School and one apprentice was interviewed. He had a journeyman at his side. He showed me his “bluebook”, which was filled out properly and he indicated his willingness to learn everything he could. The book is signed by the job site supervisor validating the work processes and OJT work hours.

Interviews were conducted with the apprentices and found they did have the equipment, materials and tools of the trade sufficient to train them. Each apprentice receives proper pay and benefits and attends OJT classroom training. The interviews confirmed apprentices are advanced on schedule.

(b) Recommendation

None

Section 208, 212(a) (1) (2) (4), (b) (4) (5) (6), (c) (6) (13) (14) of the California Code of Regulations states that all on-the-job training will be performed by journeymen, that all related and supplemental instruction required by the apprenticeship standards will be provided, that all work processes in the apprenticeship standards are being covered, and that graduates have completed the apprenticeship program's requirements.

9. SELF-ASSESSMENT REVIEW AND PROGRAM IMPROVEMENT PLAN

The objective is to determine if the program has submitted the annual Self-Assessment Review and Program Improvement Plan. The California Code of Regulations Title 8, Section 212.3 requires programs to perform an annual self-evaluation and to create an improvement plan. The DAS now requires that each program submit a copy of their Annual Self-Assessment Review and Program Improvement Plan to their apprenticeship consultant by December 1 of each year.

(a) Findings

The Program submitted the 2007 Apprenticeship Program Self-Assessment Review in a timely manner. The Coordinator mentioned six items that needed improvement and by the end of the audit only one item had been done.

(b) Recommendation

The Program needs to make sure the areas of improvement get improved. These same improvements are addressed in this Audit with due dates attached to them.

Section 212 (a) (6) (7), (c) (2) (11), 212.3 of the California Code of Regulations states that the program sponsor must submit annually a Self-Assessment Review and Program Improvement Plan to the DAS.

10. COMMITTEE MEETINGS AND MINUTES OF MEETING

Joint apprenticeship committees have equal representation from labor and from management. Each committee also includes a consultant representing the Division of Apprenticeship Standards or the Bureau of Apprenticeship and Training, U.S. Department of Labor. There is also an advisor from the local public school district and such other advisors and the apprenticeship consultant act without vote. This committee is responsible for administering the Standards for this program. In carrying out its functions, the committee has certain authority under the law. The actions, therefore, must be in accordance with approved apprenticeship standards and should be recorded in the minutes.

The objective is to determine if the apprenticeship committee is meeting on a regular basis, documenting actions, discussing and reviewing apprenticeship records, and making appropriate assessments and evaluations.

(a) *Findings*

The Program's Standards state that this committee is a Labor/Management Joint Apprenticeship Training Committee. Also noted in the Standards are the three (3) Labor Trustees and three (3) Management Trustees. The committee also includes the apprenticeship coordinator and Local Education Agency Representative (LEA).

The Program provided copies of the minutes of the Committee meetings for the past nine years. The meetings are held quarterly, unless more meetings are necessary to address certain issues. The Program stated that all disciplinary actions must be reviewed by the Committee.

The review of the committee minutes for the last three years found no record of disciplinary actions. In the prior six years there were indications in the minutes of disciplinary actions.

(b) Recommendations

(1) The Program's committee should list **details of all disciplinary** action. The details **should include** apprentice names, a reason for the action, and the discussion or vote of the members.

Due in 90 days.

(2) Formalize meetings to include motions to approve indentured apprentice, upgrades, prior credit, cancellations, completions, evaluations and discipline. All this information should be listed in the minutes.

Due in 90 days.

Section 3076, 3080(b), 3078(d)(f), 3079, 3093(k), of the California Labor Code, and Section 213, 218, 212(7), 208(5), 205(e)(f)(g)(i), 212(c)(1)(6) (9), 224 of the California Code of Regulations states that the program sponsor must maintain adequate documentation and records.

11. COMMENTS FROM PROGRAM SPONSOR

Comments, if submitted by the program sponsor during the 14-day review and comment period, will be included with this report to the Chief of DAS and ultimately to the California Apprenticeship Council.

12. CORRECTIONS AND TIMELINE

The audit findings and recommendations are set forth in this report. The program has 14 days from the receipt of this report to review and submit comments on the report.

Within 10-days following the receipt of comments or the completion of the comment period, a final report will be submitted by the Chief of DAS to the California Apprenticeship Council.

The final report will detail the findings with recommendations for remedial actions. The programs must remedy all deficiencies and be in full compliance with their apprenticeship standards. The programs must notify the DAS in writing when deficiencies have been remedied. A DAS representative will schedule an appointment to review the completion of the remedial actions. Failure to comply may be grounds for withdrawing state approval of the apprenticeship programs.

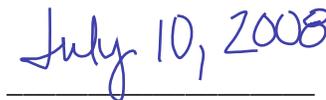
13. REMARKS

The results of this audit do not modify, replace or negate other duties and requirements or any previous notices you may have received regarding the fulfilling of your obligations prior to or after the audit period. In addition, law changes or new rulings might result in different findings in future audits.

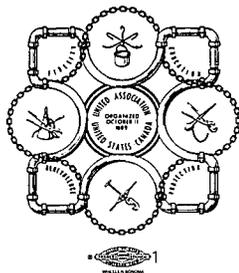
Respectfully submitted by,



Linda Knox
Apprenticeship Consultant-Auditor
Division of Apprenticeship Standards
San Francisco and San Jose Offices



Date



U.A. Local 355

Joint Apprenticeship Training Committee

Underground Utility/Landscape

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06-27-2008
Dept. of Industrial Relations
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Linda Knox (Consultant)

Re: Comments on Audit Report.

Dear Ms. Knox,

Please find the enclosed comments and responses to the audit report. We have attached, for your reference, support material demonstrating our actions in response to your recommendations. Please let us know if you need explanation of the examples we've provided.

Thanks for your assistance in this process.

Sincerely,

A handwritten signature in black ink, appearing to read "Dennis Soares". The signature is fluid and cursive, written over the word "Sincerely,".

Dennis Soares
Coordinator

Enclosures: Responses, Agenda and minutes showing changes and most recent meeting minutes.

UA Local 355 JATC
Underground Utility and Landscape and Irrigation
File # 19699

June 27, 2008

Current Number of Apprentices

Landscape & Irrigation	43
Utility Pipeline Installer	0

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2. Rules and Regulations

- (b) The program needs to make sure the new indenture receives the handbook on their first day of the program and signs with a date indicated on the back page. The signed and dated page needs to be put into the apprentice file concurrently.

Program's Response

Each apprentice has received and signed the back page of the apprentice handbook and the dated page has been put into the apprentice file.

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3. Active Apprentices and Cancellations

- (b) (1) Change the Handbook to say, in effect, any apprentice who wishes to resign from this program must submit a letter of resignation to the coordinator. That letter should be maintained in the apprentice file.
- (2) The program will continue to keep the DAS informed of indentures, using the DAS Form 1; cancellations using the DAS Form 5; and any graduates. The DAS needs to have a letter from the Program indicating which apprentice is graduating from the program. All of these forms must be submitted in a timely manner to the DAS.

Programs' Response

Each apprentice that is indentured, signs the DAS Form 1 and is sent certified to DAS office. Each apprentice that is cancelled has a DAS 5 completed and is sent to the DAS office along with any supporting documents. A letter is sent to the DAS advising that an apprentice has graduated and requesting a completion letter in a timely manner. A copy is maintained in each file of each document. This practice has been in place, and this office is working on sending cancellations to the DAS in a timely manner upon review and acceptance from the committee.

Although some of our apprentices do leave the program without any explanation, and can not be located or contacted, we will review the DAS active list more frequently to ensure that inactive apprentices are removed from the DAS list in a timely manner.

Upon request from the audit, the apprentice handbook has been updated. (Included with this letter, is a copy of the updated handbook.) This is the English version, the Spanish version is still being updated and reviewed by our translator to ensure that is it correct.

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4. On the Job Training progress records, advancements and evaluations.

- (b) (1) Keep the Coordinator proactive and make effort to ensure the Programs' standards are being met. This should include job-site visits, communication with Apprentice and Employer.
- (2) The Programs needs to be consistent with discipline and hold the Apprentice accountable. Follow through and enforce established (program handbook) disciplinary actions when appropriate.
- (3) The employer needs to regularly evaluate the performance of the Apprentice while working the on the job hours.

Program's Response

The Coordinator continues to visit job sites to ensure the standards are being met. He continues to talk to each apprentice and employer/journeyman on a regular basis. Each apprentice continues to receive the record book and completes the Apprentice record book, has their supervisor sign it and turns the book into the coordinator.

It is the practice of the program to send evaluations to the employer on a timely manner, generally every six months when the apprentice receives their step increase and is recorded in the apprentice's record. Hours are checked on each apprentice on a monthly basis, and if advance is due, the apprentice is re-dispatched to reflect the change and sent to employer with an exclamation of any changes.

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5. Related and Supplemental Instruction (RSI)

- (b) (1) Change the hours at the Saturday class to a full eight hours or even nine hours of instruction to get the authorization from the LEA to give approved and accountable homework which will take 6.5 hours per month for each apprentice. Thereby, this will account for 144 hours of RSI each year.
- (2) For the apprentice who live more than 80 miles from Vallejo, it will be mandatory they attend the classes once per month in order to get their required RSI hours.
- (3) The Program needs to find either a community college, in the area where the apprentices who live more than 80 miles away, to be another LEA or the Program needs to find correspondence classes each apprentice can do at home to fill the 144 hours per year RSI requirement.

Program's Response

As of April 23, 2008, all apprentices are required to attend classes, and has been met with great response from both the apprentice and employer. Class hours are from 8:00 am to 4:30 pm. Eight hours plus 6.4 hours RSI, totaling 80 hours classroom time and 64 hours RSI. The program has received authorization from the LEA to give 6.4 hours per month per apprentice for accountable homework. (Copy of the LEA letter included with this letter.) Correspondence classes will be in place if any apprentice has submitted in writing to any hardship attending monthly training classes. There are two semesters per year. Spring Semester is February - June and Fall Semester is September - January. There are no classes in July and August.

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7. Mechanism to Keep Apprentices Reasonably Employed

- (b) The Program should continue the system they have in place and encourage additional employer involvement. This includes having an employer orientation workshop to involve present and new employers more often.

Program's Response

The Coordinator is continually in touch with each employer to encouraging use of training apprentices. Every six months, the program sends out reminders that the program is accepting applications. This office is continually in contact with out-of-work apprentices and employers to

keep all information current and updated.

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9. Self-Assessment Review and Program Improvement Plan

- (b) The Program needs to make sure the areas of improvement get improved. These same improvements are addressed in this Audit with due attached to them.

Programs' Response

These areas are being addressed for improvement as addressed in the audit.

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10. Committee Meetings and Minutes of Meeting

- (b) (1) The Programs's committee should list details of all disciplinary action. The details should include apprentice names, a reason for the action, and the discussion or vote of the members.
- (2) Formalize meetings to include motions to approve indentured apprentice, upgrades, prior credit, cancellations, completions, evaluation and discipline. All this information should be listed in the minutes.

Program's Response

As continued practice, a copy of any and all letters of disciplinary actions are attached to the agenda for committees review.. A current list of apprentices are also attached which includes Apprentice's name, apprentice's ID number (for office use), current step, current wage, current employer, date of indenture, current hours, hours needed for next increase, date of last increase, last reported work month, record of receipt of apprentices' handbook and current telephone number.(Copy of the June 18, 2008 agenda and attachment included with this letter.)

Copies of DAS 5 are attached to agenda for committee's review. Employer's evaluations are available for committee members to review. Upon the auditor's recommendation, the minutes will be in greater detail to mention that this information are included and discussed. DAS 1's are no included in agenda, but are available upon request for review.

Final Program's Response

This committee would like to thank the DAS auditor for her assistance. Upon an initial internal audit, most of the audit's recommendations had been amended and correction to meet our standards. The Apprentice's handbook has been updated to meet these recommendations.

We are working to have better communication with the DAS office. Although most correspondence is done via mail, this program needs to have a response in a timely manner as to any issues why an apprentice has not been registered or cancelled.

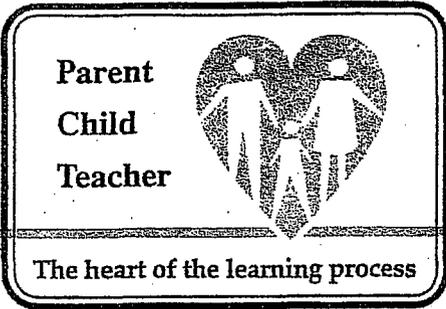
Our program has graduated two apprentices in 2008, with three more apprentice that should graduate this year.

This program is taking remedial action to address deficiencies and are proceeding according to our standards.

These comments are requested by the audit process, and are being submitted in a timely manner. If more information is requested, please contact our office.

Attachments included.

1. Apprentice Handbook (English Version)
2. Letter from Vallejo Adult School (LEA)
3. The agenda and minutes from the June 18, 2008 JATC meeting.



BOARD OF EDUCATION
Daniel Glaze
Bill Pendergast
Catherine Prevolos
Cris "Oggee" Villanueva
Hazel Wilson

Vallejo City Unified School District

STATE ADMINISTRATOR
Richard J. Damelio, Ed.D.

June 4, 2008

TO: Northern California and Northern Nevada
Landscape and Underground Utilities
JATC Local 355
13 Tennessee St.
Vallejo California 94590

Regarding : Related and supplemental Instructional hours

The 144 hours of related and supplemental instruction required in your Apprenticeship Standards may be satisfied by in class attendance and home or correspondence study, Article 7, 272 p 6.31 section 3971 labor code.

Of the 144 hours only 80 hours of in class instruction can be reported by the Vallejo Adult School to DAS as reimbursable time.

After consultation with the Vallejo Adult School representative, the Program Training Sponsor, using materials common to the trade, will satisfy the remaining 64 hours of related and supplemental instruction through home and/or correspondence study.


Mario Beria - Apprenticeship Programs Coordinator