

**APPRENTICESHIP STANDARDS**  
of the  
**Northern California District Council of Laborers'**  
**Landscape Laborer**  
**Joint Apprenticeship Training Committee**

**ARTICLE I**            **Purpose and Policy**

The parties hereto declare it to be their purpose and policy to establish an organized, planned system of apprenticeship, conducted as a joint labor and management industry undertaking. These standards have, therefore, been adopted and agreed upon under the Shelley-Maloney Apprentice Labor Standards Act of 1939, as amended, to govern the employment and training of apprentices in the craft defined herein, to become effective upon their approval.

**ARTICLE II**            **Craft**

Landscape Laborer

O\*Net Code 37-3011.00

**ARTICLE III**            **Organization**

There is hereby established the above named apprenticeship committee, covering Alameda, Alpine, Amador, Butte, Calaveras, Colusa, Contra Costa, Del Norte, El Dorado, Fresno, Glenn, Humboldt, Kings, Lake, Lassen, Madera, Marin, Mariposa, Mendocino, Merced, Modoc, Monterey, Napa, Nevada, Placer, Plumas, Sacramento, San Benito, San Francisco, San Joaquin, San Mateo, Santa Clara, Santa Cruz, Shasta, Sierra, Siskiyou, Solano, Sonoma, Stanislaus, Sutter, Tehama, Trinity, Tulare, Tuolumne, Yolo, Yuba Counties (hereinafter referred to as the 46 Northern California Counties), consisting of 10 members, 5 of whom shall be selected by and represent the employer organization(s) signatory hereto, and 5 of whom shall be selected by and represent employee organization signatory hereto and one apprenticeship consultant representing the Division of Apprenticeship Standards. In addition thereto, there shall be one advisor from the local school district(s) and such other advisors as the committee shall determine. Such advisors and the apprenticeship consultant shall act without vote.

**ARTICLE IV**            **Jurisdiction**

These standards shall apply to the employer and employee organizations signatory hereto, their members, to other employee organizations signatory hereto, their members, to other employers who subscribe hereto or who are party to a collective bargaining agreement with an employee organization signatory hereto, and to all apprentice agreements hereunder.

**ARTICLE V**            **Functions**

The functions of the apprenticeship committee shall be to:

1. develop an efficient program of apprenticeship through systematic on-the-job training with related and supplemental instruction and periodic evaluation of each apprentice;
2. make periodic evaluations of the progress of each apprentice's on-the-job training and related and supplemental instruction;
3. establish a mechanism to be used for the rotation of the apprentice from work process to work process to assure the apprentice complete training;
4. ensure mobility between employers when essential to provide exposure and training in various work processes;
5. serve in an advisory capacity with employers and employees in matters pertaining to these standards;
6. aid in the adjustment of apprenticeship disputes;
7. develop fair and impartial selection procedure and an affirmative action plan in accordance with existing laws and regulations, and to apply them uniformly in the selection of applicants for apprenticeship. The selection procedures and affirmative action plan are included herein (Article XX).

#### **ARTICLE VI            Responsibilities**

The responsibilities of the apprenticeship committee shall be to:

1. supervise the administration and enforcement of these standards;
2. adopt such rules and regulations as are necessary to govern the program provided, however, that the rules and regulations do not conflict with these standards;
3. oversee the program's ability, including financial ability, and commitment to meet and carry out its responsibilities under the federal and state law and regulations applicable to the apprentice occupation and for the welfare of the apprentice;
4. conduct orientations, workshops or other educational sessions for employers to explain the apprenticeship program's standards and the operation of the apprenticeship program;
5. pass upon the qualification of employers under its jurisdiction and, when appropriate, to suspend or withdraw approval;
6. conduct on-going evaluation of the interest and capacity of employers to participate in apprenticeship program and to train apprentices on the job;
7. determine if an employer has the work site facilities, skilled workers as trainers at the work site, and equipment sufficient to train apprentices;
8. pass upon the qualifications of apprentice applicants;
9. file a signed copy of each apprentice agreement with the Secretary of the California Apprenticeship Council, with copies to all parties to the agreement;
10. establish and maintain a record system for on-the-job training and related instruction;

11. use every effort to keep the apprentice employed in a reasonably continuous manner and adequately instructed;
12. provide disciplinary procedures for apprentices including provisions for fair hearings;
13. adopt changes to these standards, as necessary, subject to the approval of the parties hereto and the Chief of the Division of Apprenticeship Standards;
14. implement a program for training and education regarding illegal discrimination and sexual harassment;
15. annually prepare and submit a Self-Assessment Review as well as Program Improvement Plan to the Chief of DAS in accordance with California Code of Regulations Section 212.3 provided, however, that a program is not required to submit a Review and a Plan in the first year of its existence;
16. comply with training criteria where such has been adopted pursuant to the California Code of Regulations Section 212.01; and
17. ensure meaningful representation of the interests of apprentices in the management of the Program consistent with the provisions of the California Code of Regulations Section 212 subsection (b), item #17, subparagraphs A and B.

#### **ARTICLE VII**      **Definition of an Apprentice**

An apprentice is a person at least 18 years of age, who has met the requirements for selection under the selection procedures, who is engaged in learning a designated trade and who has entered into a written apprentice agreement under the provisions of these standards.

#### **ARTICLE VIII**      **Duties of an Apprentice**

Each apprentice shall satisfactorily perform all work and learning assignments both on the job and in related instruction and shall comply with the rules and regulations and decisions of the apprenticeship committee.

#### **ARTICLE IX**      **Apprentice Agreement**

1. Each apprentice agreement shall conform to the State law governing apprentice agreements, and shall be signed by the employer or by the apprenticeship committee and by the apprentice and must be approved by the apprenticeship committee.
2. Each apprentice shall be furnished a copy or be given an opportunity to study these standards before indenture. These standards shall be considered a part of the apprentice agreement as though expressly written therein.

#### **ARTICLE X**      **Termination and Transfer of Agreements**

1. During the probationary period, an apprentice agreement shall be terminated by the apprenticeship committee at the request in writing of either party. After such probationary period an apprentice agreement may be terminated by the

Administrator by mutual agreement of all the parties thereto or cancelled by the Administrator for good and sufficient reason.

2. If an employer is unable to fulfill his/her obligations to train under any apprentice agreement or in the event of a layoff, the apprenticeship committee may, with the approval of the Administrator transfer such agreement to any other employer if the apprentice consents and such other employer agrees to assume the obligation of said apprentice agreement.

**ARTICLE XI            Related and Supplemental Instruction**

1. Apprentices shall satisfactorily complete prescribed courses of related and supplemental instruction totaling 240 hours provided by Petaluma Adult School. See attached course outline and letter.
2. Required school time shall not be compensated.

**Related Instruction Curriculum Approximate Hours**

| Course type   | Course Name  | Approximate Hours |
|---------------|--|-------------------|
| Industry      | Initial Landscape Course                           | 80                |
| Industry      | Advanced Landscape Course                          | 80                |
| Industry      | Skid Steer Orientation                             | 40                |
| Industry      | Stormwater Pollution Prevention Plan and Trenchers | 40                |
| Certification | First Aid/CPR                                      | 8                 |
| Certification | OSHA Safety  | 10                |

**ARTICLE XII           Lay-offs**

1. If for any reason a lay-off of an apprentice occurs, the apprentice agreement shall remain in effect unless cancelled by the Administrator. However, credit for related instruction shall be given when the apprentice continues such instruction during the lay-off.
2. There shall be no liability on the part of the employer or the JATC for an injury sustained by an apprentice engaged in school work at a time when the apprentice is unemployed.

**ARTICLE XIII         Controversies**

All controversies or differences concerning apprentice agreements which cannot be adjusted locally by the apprenticeship committee or otherwise, or which are not covered by a collective bargaining agreement among the parties hereto, shall be submitted to the Administrator for determination.

**ARTICLE XIV Terms of Apprenticeship**

The term of apprenticeship shall be 4,000 hours within 24 months. The first 1,000 hours of OJT and 40 hours of RSI shall be a tryout or probationary period.

**ARTICLE XV Ratio**

An individual employer shall employ at least one but no more than two apprentice Landscape Laborers for every three journey-level Landscape Laborers who are employed on a project. On projects where there are only one or two journey-level Landscape Laborers, the employer may employ one apprentice.

**ARTICLE XVI Wage Schedule**

See attachment "A".

**ARTICLE XVII Work Training**

1. The employer shall see that all apprentices are under the supervision of a qualified journeyman or instructor and shall provide the necessary diversified experience and training in order to train and develop the apprentice into a skilled worker, proficient in all the work processes of a Landscape Laborer, as outlined herein. Apprentices shall also be trained in the use of new equipment, materials and processes as they come into use in the craft.
2. The major work processes in which apprentices will be trained (although not necessarily in the order listed) and approximate hours (not necessarily continuous) to be spent on each are as follows:

Occupation: Landscape Laborer O\*Net Code 37-3011.00

|    | <u>Work Processes:</u>   | <u>Approximate Hours</u> |
|----|--|--------------------------|
| A. | Read and analyze blueprints for landscape projects survey landscape site   | 100                      |
| B. | Adjust landscape design of site for best plant balance and maintenance   | 100                      |
| C. | Prepare terrain for planting using hand tools and power-operated equipment.  | 300                      |
| D. | Master soil contour and level grading techniques   | 300                      |
| E. | Identify standard irrigation materials, lay out, install, test and adjust manual and automatic irrigation systems and install drainage systems                     | 500                      |
| F. | Prepare soil using fertilizer and additives.   | 200                      |
| G. | Lay out and install fences, stairs, trellises and decks make repairs to concrete and asphalt walks and driveways use brick, stone and blocks for landscape purpose | 500                      |

|    | <u>Work Processes:</u>  | <u>Approximate Hours</u> |
|----|---|--------------------------|
| H. | Identify, locate and install plants, shrubs and trees used in landscape projects; stakes, ties and waters them. | 900                      |
| I. | Seed and sod lawns  | 300                      |
| J. | Mulch, fertilize and clean up completed landscape projects; Perform general site maintenance; pruning           | 500                      |
| K. | Maintain and repair tools and equipment.  | 100                      |
| L. | Practice safe work habits   | 100                      |
| M. | Keep job records and write reports  | 100                      |
|    | Total Hours   | 4,000                    |

**ARTICLE XVIII Safety & Health and Recognition of Illegal Discrimination and Sexual Harassment**

1. Each apprentice shall receive training and education in first aid, safe-working practices and in the recognition of occupational health and safety hazards.
2. Each apprentice shall receive training in the recognition of illegal discrimination and sexual harassment.

**ARTICLE XIX Certificate of Completion**

1. Upon evidence of satisfactory completion of apprenticeship, and upon the recommendation of the apprenticeship committee, each apprentice will be issued a Certificate of Completion by the authority of the California Apprenticeship Council.
2. In recognition of unusual ability and progress, the apprenticeship committee may decrease the term of apprenticeship for an individual apprentice not more than twelve and one-half (12 ½) percent.
3. An apprentice may be credited time for previous experience if that experience is on an approved nature, and shall have completed not less than six (6) months as an apprentice.

**ARTICLE XX California Plan for Equal Opportunity in Apprenticeship**

See attached Addendum to Apprenticeship Standards.

