

**Division of Apprenticeship Standards (DAS)
Apprenticeship Program Summary Sheet**

To: Eric Rood, Chief
From: Mike V. Quiroz, Apprenticeship Consultant
CC: Glenna Linn, Program Planning and Review
Date: December 1, 2019

Program Name: Stanford University & SEIU HEW Local #2007 J.A.T.C
DAS File No.: 100463

Actions:

- Proposed new apprentice program**
- Existing apprenticeship program adding new occupations**
- Existing apprenticeship program expanding area of operations**
- Existing apprenticeship program changing work or training processes on approved occupations.**

List of Labor Organizations Representing Any of the Apprentices:

SEIU HEW Local 2007

Comments:

The Joint Stanford University and SEIU Local 2007 Apprenticeship Program is not intended to train in the building and construction trades within the meaning of Labor Code section 3075, and is not eligible to dispatch apprentices to projects with public works, prevailing wage, or skilled and trained workforce requirements.

The Joint Stanford University and SEIU Local 2007 Apprenticeship programs are to create apprenticeship programs for the purpose of training apprentices to perform “in-house” (i.e. Stanford University) work only. The apprentice program is to provide opportunities to expand career choices, and provide the University with workers expressly trained for Stanford University. The over century old campus contains buildings that are of varying ages and complexity, requiring specialized training to maintain, repair and update.

The Stanford/SEIU Local 2007 apprentices are represented by the SEIU Local 2007 and their wages/benefits are the union bargained wages/benefits, which significantly increase the total wage package to more than a living wage. Each apprentice is hired in at 60% of the Step 3 for the appropriate paygrade for the journeyman level, and depending on good performance, receives an increase of 5% each 6 months during the apprenticeship program, upon approval by the Stanford and SEIU JATC. Below are the current rates as of September 1, 2019.

The collective bargaining agreement between SEIU Higher Education Workers Local 2007 and the Board of Trustees of Leland Stanford Junior University is effective from September 1, 2019 to August 31, 2024.

Proposed Occupation, Wage Rate & O*Net Code:

Apprentices shall be paid a starting wage being the greater of either the current Federal minimum wage, State minimum wage or the living wage approved by the County or City where the apprentice works. Law establishes the effective date of the minimum wage and/or the living wage.

- Maintenance Carpenter (Housing) O*NET - 47-2031.01M
 - Journey Worker Rate: \$42.29/hr (A37) or \$114,352 annually (Salary plus benefits)
 - Proposed Apprentice Wage Rate: Per CBA
 - Proposed No. of Apprentices: 1-2

- Electrician Maintenance O*NET - 47-2111.00
 - Journey Worker Rate: \$42.29/hr (A37) or \$114,352 annually (Salary plus benefits)
 - Proposed Apprentice Wage Rate: Per CBA
 - Proposed No. of Apprentices: 1-2

- HVAC Mechanic O*NET - 49-9021.01
 - Journey Worker Rate: \$42.29/hr (A37) or \$114,352 annually (Salary plus benefits)
 - Proposed Apprentice Wage Rate: Per CBA
 - Proposed No. of Apprentices: 1-2

- HVAC Mechanic Maintenance O*NET - 49-9021.02
 - Journey Worker Rate: \$42.29/hr (A37) or \$114,352 annually (Salary plus benefits)
 - Proposed Apprentice Wage Rate: Per CBA
 - Proposed No. of Apprentices: 1-2

- Master Locksmith/ Building Access O*NET - 49-9094.00
 - Journey Worker Rate: \$41.32/hr (A36) or \$111,729 annually (Salary plus benefits)
 - Proposed Apprentice Wage Rate: Per CBA
 - Proposed No. of Apprentices: 1-2

Proposed Employer:

- Single Employer: Stanford University - 505 Broadway, 5th Floor, MC: 8810 | Redwood City, CA 94063

Standards of:
The Stanford University and SEIU HEW Local
2007 Joint Apprenticeship Training Committee

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Article 1: Intent, Purpose, and Policy

Pursuant to the Collective Bargaining Agreement between SEIU Higher Education Workers Local 2007 and the Board of Trustees of Leland Stanford Junior University, September 1, 2009 to August 31, 2014 (CBA), and as continued under the successor agreement, the parties thereto declare it to be their intent to establish an organized, planned system of Apprenticeship (Apprenticeship Program), conducted as a joint undertaking by the Leland Stanford Junior University (University) and SEIU Higher Education Workers Local 2007 (Union) and administered by the Joint Apprenticeship Training Committee (JATC).

The purpose of the Apprenticeship Program is to provide on-the-job training for workers as Apprentices at the University in mutually agreed upon trades; provide current workers of the University an opportunity to expand their career choices and pathways to journey-level positions within the University; and provide the University with superior quality workers while at the same time protecting the rights of Union members.

This is a joint labor-management sponsored program, and those participating in the Apprenticeship Program are represented by the Union pursuant to the National Labor Relations Act. It is the intent of the University and the Union to create the Apprenticeship Program for the purpose of training Apprentices to perform “in-house” (*i.e.*, University) work only.

These Standards have been adopted and agreed upon pursuant to the CBA and under the Shelley-Maloney Apprentice Labor Standards Act of 1939, as amended, to govern the employment and training of Apprentices in the Trades defined herein, to become effective upon approval.

Article 2: Trades

The represented trades, more specifically described in the Appendixes to these Standards, are: Maintenance Carpenter-Housing (ONET 47-2031.01M), Electrician Maintenance (ONET 47-2111.00), HVAC Mechanic (ONET 49-9021.01), HVAC Mechanic Maintenance (ONET 49-9021.02) and Master Locksmith/Building Access (ONET 49-9094.00). As the Apprenticeship Program evolves, other trades may be added upon approval of the JATC and State of California.

Article 3: Organization, Roles, and Responsibilities

Apprentice

An Apprentice is a person at least 18 years of age, who is in good standing; meets the minimum qualifications for the position; passes an entry-level aptitude test; is engaged in learning a designated Trade; and has entered into a written Apprentice Agreement under the provisions of these Standards.

Each Apprentice shall satisfactorily perform all work and learning assignments both during On-the-Job Training and in Supplemental and Related Instruction and shall comply with the rules, regulations, and decisions of the JATC.

As set forth in the CBA, it shall be a condition of employment that each Apprentice be in “good standing” as set forth in the CBA Article 2.

Joint Apprenticeship Training Committee

The Joint Apprentice Training Committee (JATC) was established pursuant to these Standards covering Santa Clara County. The JATC will consist of seven members with equal representation (when possible) from the Union and from the University consistent with provisions of the CBA.

The functions of the JATC shall be to:

- Develop an efficient program of Apprenticeship through systematic on-the-job training with related and supplemental instruction and periodic evaluation of each apprentice;
- Develop fair and impartial Apprentice selection procedures in accordance with existing laws and regulations, and to apply them uniformly in the selection of Applicants for Apprenticeship;
- Approve the nomination of all Trade Apprenticeship Committee (TAC) members;
- Interpret these Standards;
- Aid in the adjustment of Apprentice disputes; and
- Make decisions regarding the application of the Apprenticeship Standards vis-à-vis the Apprentice's membership in the program; specifically, decisions on recommendations regarding wage advancement, corrective action, cancellation of Apprentice Agreements, completion of Apprenticeship Program, etc.

All decisions made by the JATC must pass by a two-thirds vote.

All committee members must serve for at least one calendar year, commencing each year on January 1. Committee membership shall be automatically renewed if the JATC is not informed by November 1 of the preceding year that the JATC member does not wish to serve the following year. A committee member shall not appoint others to represent him/her at meetings or with respect to decisions of the JATC without two-thirds approval of the representative from all standing committee members.

Consultants representing the State of California Department of Industrial Relations Division of Apprenticeship Standards (DAS) and the Local Education Agency (LEA) may act as non-voting advisors to the JATC.

Apprenticeship Coordinator

The Apprenticeship Coordinator (AC) is responsible for the implementation, coordination, and maintenance of the Apprenticeship Program. The AC is the Apprenticeship Program's point of contact for DAS. The AC works in concert with each TAC and serves as the Apprenticeship Program administrator and liaison to the JATC. The AC coordinates and evaluates the participation of trade schools and educational agencies and program instructors. S/he ensures the Apprenticeship Program's adherence to all applicable rules, policies, procedures, and practices. The AC will report to the JATC on all aspects of the Apprenticeship Program including individual Apprentice performance, Program accomplishments and related documentation, and handle all state-mandated reporting. The AC will maintain all records relevant to the Apprenticeship Program.

Trade Apprenticeship Committee

Each Trade represented in the Apprenticeship Program is overseen by a Trade Apprenticeship Committee (TAC), which will be a multi-disciplinary group with equal representation (when possible) from the Union and from the University consistent with provisions of the CBA. It is the intention of the parties that whenever possible, each TAC will be comprised of a Trade Mentor, Journey Worker, Supervisor, and either a bargaining unit member or management representative familiar with the trade (depending on the composition of the TAC). One Human Resources representative will also serve on each TAC.

The functions of each TAC shall be to:

- Act in an advisory capacity to its Apprentices in matters pertaining to these Standards;
- Apply the selection procedures found in these Standards uniformly in the selection of Apprentices;
- Ensure there exists an established mechanism to be used for the rotation of the Apprentice from work process to work process to ensure the Apprentice completes training;
- Monitor, evaluate, and report to the JATC on the progression of each of its Apprentices;
- Present Apprentice progress reports to the JATC
- Make recommendations to the JATC regarding wage advancement, corrective action, cancellation of Apprentice Agreements, completion of Apprenticeship Program, etc.

Trade Mentor

A Trade Mentor provides an Apprentice with support, resources, guidance and direction, including managing relationships to make sure that the Apprentice can focus on his/her training, and lays the foundation for the Apprentice's successful long term career at Stanford. Trade Mentors guide the Apprentice's development holistically. The Trade Mentor shall be a member of the Apprentice's TAC.

A Trade Mentor is distinguished from a supervisor and acts as a source of guidance to the Apprentice. A Trade Mentor provides an Apprentice with advice, guidance and resources to instill a long-term outlook on the Apprentice's career in the organization. Trade Mentors have several objectives, which include motivating, advising and building a relationship with the Apprentice helping him/her build good relationships with others and helping the Apprentice understand the organization, its workings, its mission and its goals. The Trade Mentor will share personal experiences and knowledge of the trade with the Apprentice and provide resources to help the Apprentice be successful. Although this support can be technical in nature for the most part it is not.

Supervisor

Apprentices will be under the general supervision of a local supervisor, who shall be a member of the Apprentice's TAC. The Supervisor will ensure that the Apprentice is under the direct supervision of the Journey Worker to whom s/he is assigned for day-to-day work.

The Supervisor will be responsible for the Apprentice's work assignments, and will ensure the Apprentice is working under the supervision of a skilled Journey Worker. The supervisor will evaluate work performance (*e.g.*, timely progression through work processes), and ensure completion and submittal of weekly on-the-job hour reports and progress reports to the TAC for eventual presentation to the JATC.

Journey Worker

A Journey Worker is an employee who has either completed an accredited Apprenticeship in his/her trade or completed the equivalent of an Apprenticeship in length and content of work experience and all other requirements in the craft, which has workers, classified as a Journey Worker in the apprenticeable occupation. Each Apprentice shall work under the supervision of a qualified Journey Worker, who 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 specific trade.

No Apprentice will be allowed to work without direct Journey Worker supervision.

Department of Industrial Relations, Division of Apprenticeship Standards

The Division of Apprenticeship Standards (DAS) administers California Apprenticeship law and enforces Apprenticeship standards for wages, hours, working conditions and the specific skills required for state certification as a Journey Worker in an apprenticeable occupation. DAS promotes Apprenticeship training through creation of partnerships, consults with program sponsors and monitors programs to ensure high standards for on-the-job training and supplemental classroom instruction.

Local Educational Agency

The Local Educational Agency (LEA) approves curricula for educational programs related to the Apprenticeship Program on behalf of the California Department of Apprenticeship Standards.

Program Organizational Chart

- **Division of Apprenticeship Standards (DAS)**
 - **Joint Apprenticeship Training Committee (JATC)**
 - **Apprenticeship Coordinator (AC)**
 - **Trade Apprenticeship Committee (TAC): Trade Mentor, Journey Worker, Supervisor, BU or Management Representative, HR**
 - **Apprentice**
 - **Trade Apprenticeship Committee (TAC): Trade Mentor, Journey Worker, Supervisor, BU or Management Representative, HR**
 - **Apprentice**
 - **Trade Apprenticeship Committee (TAC): Trade Mentor, Journey Worker, Supervisor, BU or Management Representative, HR**
 - **Apprentice**
 - **Trade Apprenticeship Committee (TAC): Trade Mentor, Journey Worker, Supervisor, BU or Management Representative, HR**
 - **Apprentice**

Article 4: Jurisdiction

These Standards shall apply to the University, the Union and its members, and all Apprentice Agreements hereunder. (See JATC Members listed on page 13 of these Standards).

Article 5: Selection Process

The Selection Process for all Apprentice positions under this Apprenticeship Program is fully outlined in Appendix C.

Article 6: Apprentice Agreement

Every Apprentice selected for the Apprenticeship Program will enter into an Apprentice Agreement (DAS Form 1). Each Apprentice Agreement shall conform to State law governing apprentice agreements, and shall be signed by a designee of the JATC and the Apprentice. All executed and

approved Apprentice Agreements will be filed with DAS.

Each Apprentice shall be furnished with a copy of or be given the opportunity to study these Standards before entering the Apprentice Agreement. These Standards shall be considered a part of the Apprentice Agreement as though expressly written therein.

Article 7: On-the-Job Training

An Apprentice shall satisfactorily complete a requisite number of hours of On-the-Job Training in specifically designed work processes in order to provide the Apprentice with the required work experience to qualify for Journey Worker status in his/her trade. The major work processes of the Trade in which Apprentices will be trained (although not necessarily in the order listed) and the approximate hours (not necessarily continuous) to be spent on each of the work processes are outlined for each Trade in the attached Appendixes.

Article 8: Related and Supplemental Instruction

An Apprentice shall satisfactorily complete prescribed courses of Related and Supplemental Instruction (RSI). The purpose of RSI is to teach Apprentices those applied academics in subject areas critical to job performance, but not adequately or effectively taught on the job.

Apprentices have the responsibility to enroll in and attend all classes of RSI in order to satisfactorily complete their course of study. Apprentices have the responsibility to know when they are scheduled to attend classes and are required to purchase the necessary tools, books or other materials required for each class. Costs of necessary tools, books or other materials will be paid in accordance with University staff development programs and the CBA.

An Apprentice who has received a failing or incomplete grade for a class may request from the TAC the opportunity to retake the class for credit in the Apprenticeship Program, but will not be given credit toward wage advancement until s/he achieves a minimum passing score as set forth in Article 13: Wage Advancement Schedule.

Required school time pursuing RSI is not considered work time and is not compensable, except as allowed by the CBA.

In the event RSI for an approved curriculum is cancelled prior to an Apprentice's completion of the Apprenticeship Program or where attendance in the designated educational program would otherwise result in an undue hardship on the Apprentice and upon recommendation of the TAC, the JATC may make arrangements to accept other educational experiences (e.g., online, home study, or correspondence courses) as fulfilling the RSI requirement.

Each trade approved under these Standards shall complete a minimum number of Related and Supplemental Instruction hours per year of the Apprenticeship Program:

<u>Trade</u>	<u>Approximate RSI Hours Per Year</u>
Electrician Maintenance	150
Other trades that may become part of the program	202

Article 9: Credit for Previous Training and Experience/Credit for Unusual Ability and Progress

At the time of entry into the Apprenticeship program, the Apprentice must request credit for previous training and experience. When the Apprentice has submitted sufficient evidence and met all other requirements as set forth by the JATC, credit may be granted and shall be appropriately designated and credited on his/her Apprenticeship records.

In recognition of unusual ability and progress, the JATC may decrease the term of the apprenticeship for an individual Apprentice not more than 12 ½ % of the scheduled term.

At no time may credit for previous experience or unusual ability or progress reduce the term of the Apprenticeship to less than six months.

Article 10: Apprenticeship Probationary Period

All Apprentices must serve a four-month Apprenticeship Probationary Period specific to the Apprenticeship Program. Those Apprentices who enter the Apprenticeship Program and are newly hired to Stanford must also serve the trial period described in the CBA. The Apprenticeship Probationary Period and the Trial Period are served concurrently for those who must serve both.

The Apprenticeship Probationary Period is automatically extended for the duration of any approved leave of absence. Nothing in this policy guarantees that an Apprentice will be permitted to complete a full, four-month Apprenticeship Probationary Period or Trial Period if earlier termination is warranted.

Article 11: Evaluation

On a monthly basis for the first six months after the Apprentice has entered the Apprenticeship Program, the TAC will formally evaluate the Apprentice in order to identify the Apprentice's areas of strength, where improvement is needed, and where support may be necessary to ensure the Apprentice successfully advances through the Apprenticeship Program. When the Apprentice is evaluated at the three-month mark, the TAC will determine the likelihood of successful advancement through probationary status and so indicate in the written evaluation.

At the four-month mark, any Apprentice serving a probationary period who is evaluated by his/her TAC as satisfactory will be given full credit for the Apprenticeship Probationary Period and be notified in writing of completion of his/her Apprenticeship Probationary Period.

Formal Evaluation will occur every three month (after the first six months of formal monthly evaluations) through the completion of the Apprenticeship Program.

Article 12: Advancement

Each Apprentice is expected to advance through his or her On-the-Job Training and Related and Supplemental Instruction in the Apprenticeship Program in accordance with the timelines as set forth in his or her Apprentice Agreement.

A recommendation for each stage of an Apprentice's advancement through the Apprenticeship Program may be granted if, in the opinion of the TAC, the Apprentice has performed satisfactorily in each of the following:

- On-the-Job Training (Work Hours)
- Related and Supplemental Instruction
- Attendance
- Time in Program (Months)

Before each advancement milestone, or at any other time when conditions warrant, the TAC will evaluate the Apprentice's record to determine whether s/he has made satisfactory progress. If an Apprentice's On-the-Job Training and/or Related and Supplemental Instruction progress is found to be satisfactory, the TAC will recommend to the JATC that the Apprentice advance to the next wage step. If an Apprentice's On-the-Job Training and/or Related and Supplemental Instruction progress is found to be unsatisfactory, the TAC may make a recommendation that the Apprentice repeat a process or series of processes before advancing to the next wage step and/or issue other written corrective action as appropriate.

Upon approval of a recommendation that the Apprentice not advance to the next stage in accordance with timelines set forth herein, the JATC will direct the TAC to initiate a performance improvement plan with the Apprentice in order to assist the Apprentice in achieving successful advancement through the Apprenticeship Program.

Should it be found at any time during the Apprenticeship Program that the Apprentice does not have the ability or desire to continue the training to become a Journey Worker, the JATC will, after the Apprentice has been given adequate assistance and opportunity for corrective action, cancel the Apprenticeship Agreement.

Article 13: Wage Advancement Schedule

The in-hire rate for all Apprentices is five percent below Step 3 of the journey-level position (in the trade on which the Apprenticeship is based) for every 6 months of training required by the individual program. (*See individual Trade Appendix for detail on in-hire rate and Wage Advancement Schedule.*)

Advancement through the Apprenticeship Program and attendant wage advancement will be awarded to the Apprentice every six months provided s/he has successfully completed both the On-the-Job Training and Related and Supplemental Instruction during the period of review and in accordance with the Step Progression System for training programs outlined in the CBA.

Successful completion of the courses will require an overall passing evaluation by the TAC in all On-the-Job Training requirements and a passing grade (or successful progress) for courses taken for Related and Supplemental Instruction as defined by the educational institution delivering such instruction.

Article 14: Hours of Work and Overtime

Apprentice work schedules may be flexible and may change as needed without entitlement to premium pay other than overtime.

All hours worked over eight hours in a single workday shall be paid at the regular rate with the overtime premium added except that, in non-emergency situations, all hours worked in excess of 12 in any workday or in excess of 10 on the seventh consecutive day of work in the workweek shall be paid at the regular rate with the double time premium added.

Time spent in related instruction during non-scheduled work hours does not count as work time, including for the purpose of computing overtime.

Article 15: Cancellation of Apprentice Agreement

An Apprentice may terminate his or her Apprentice Agreement, effectively resigning from his position as an Apprentice in the Apprenticeship Program and as an employee of Stanford University. If the Apprentice Agreement is cancelled for any reason within four months of entering

an Apprentice Agreement and the Apprentice entered the Apprenticeship Program from another Stanford Bargaining Unit position (only), such Apprentice may return to his/her previous position in the University without loss of seniority, pay or benefits.

In the event that the Apprentice terminates the Apprentice Agreement before the completion of the Apprenticeship Program (but after successful completion of the Apprenticeship Probationary Period), except in cases of a bona fide emergency, the Apprentice must repay 50 percent of the cost borne by the University, the Union or other funding sources used to fund his/her program of study as set forth in the CBA. This repayment condition excludes wages earned by the Apprentice during his/her time in the Apprenticeship Program, the Apprentice's STAP funds, and monies applied through the STRP tuition reimbursement program.

At any time during the course of Apprenticeship, the JATC may terminate an Apprentice's Apprentice Agreement. Whenever an action taken by the JATC results in the cancellation of an Apprentice Agreement, the JATC will notify DAS. All cancellations of Apprentice Agreements are subject to the steps outlined in these Apprenticeship Standards and as set forth in State law.

In the event the Apprenticeship Program is terminated and at the discretion of the JATC, the Apprentice can be transferred to an alternate program or position within the University if available.

Article 16: Actions Taken by the JATC to Correct Violations of Apprenticeship Standards

The JATC has the authority to take actions against an Apprentice for violation of the Apprenticeship Standards. Although the list is non-exhaustive, action may be taken for the following reasons:

- Failure to attend the educational portion of the program.
- Failure to complete a scheduled class of related and supplemental instruction.
- Failure to perform satisfactorily in any class / unit of related and supplemental instruction.
- Failure to appear before the TAC or JATC when cited.
- Failure to comply with the Apprenticeship Standards and his/her Apprentice Agreement.
- Failure to maintain a record book.

The JATC may make such inquiries as it deems necessary, and should it decide to hold an informal hearing on the matter, the JATC will notify the members of the pertinent TAC and the Apprentice in writing and schedule such hearing within a reasonable amount of time.

Action taken by the JATC may include, but is not limited to, the following:

- Postponing of the Apprentice's next scheduled wage advancement;
- Not allowing the Apprentice to enroll (for credit in the Apprenticeship Program) in the next course of study in his/her Related and Supplemental Instruction schedule;
- Preventing the Apprentice from participating in creditable On-the-Job training hours for a designated period of time;

- Cancelling of the Apprenticeship Agreement and removal of the Apprentice from the Apprenticeship program.

Such action will occur only after due notice to the Apprentice, which may include an opportunity to correct the behavior, infraction, or deficiency. Cancellation actions by the JATC shall cancel the Apprentice Agreement and end the Apprentice's opportunity to complete the program.

Article 17: Corrective or Disciplinary Action taken by the University

The University maintains the authority to take corrective or disciplinary action against an Apprentice for violation of the CBA, or University or Department policy. The University is committed to the use of progressive discipline and will comply with the provisions of the CBA and University and Department policies regarding the taking of such employee disciplinary actions.

The TAC can make recommendations to the Supervisor regarding an Apprentice's alleged misconduct or job performance issues. The final decision on corrective or disciplinary action itself is within the sole discretion of the University.

Disciplinary action resulting in termination of the Apprentice's employment with the University, automatically cancels the Apprentice Agreement.

Article 18: Appeal Procedures for Actions Taken by the JATC to Correct Violations of Apprenticeship Standards

An Apprentice who wishes to appeal an action taken by the JATC for which the Apprentice alleges the action violated the terms of the Apprentice Agreement, must follow the appeal procedure as outlined in California Labor Code Section 3070-3099.5 and file an appeal with the Administrator of Apprenticeship within 30 days of the alleged violation.

Article 19: Appeal Procedures for Actions Taken by the University

An Apprentice who wishes to appeal a corrective or disciplinary action taken by the University must follow the grievance procedure outlined in the CBA for discipline. These Apprenticeship Standards do not grant additional appeal rights, nor do they curtail the appeal rights set forth in the CBA grievance procedure.

Article 20: Layoffs

When a reduction in workforce occurs, Apprentices are to be laid off in a manner consistent with the terms of the CBA. If for any reason a layoff of an Apprentice occurs, his/her Apprenticeship Agreement shall be cancelled.

Article 21: Records and Examination

Each Apprentice will be responsible for maintaining a record of his/her On-the-Job Training and Related and Supplemental Instruction and for having this record verified by his/her supervisor at the end of each week for submission to the Apprentice's TAC.

Upon enrollment into an educational program for Related and Supplemental Instruction, an Apprentice will authorize an effective release of his/her educational records to the Apprenticeship Coordinator, who will update the Apprentice's TAC with such information and maintain such records on behalf of the JATC.

All data, written records of progress evaluations, corrective and final actions pertaining to the Apprentice's participation in the Apprenticeship Program will be maintained by the Apprenticeship Coordinator and will be the property of the JATC. Apprentice records under the Apprenticeship

Program will be kept for five years following the Apprentice's completion of the Apprenticeship Program. The Apprenticeship Coordinator shall be the official custodian of these records. Records will be housed in University Human Resources, Employee and Labor Relations, c/o Apprenticeship Program Coordinator, Eileen O'Rourke, 505 Broadway, 5th Floor, Redwood City, CA 94063.

Article 22: Controversies

All controversies or differences concerning Apprentice Agreements that cannot be adjusted locally through the application of these Apprenticeship Standards, shall be submitted to DAS for determination in accordance with its appeal procedures under California law.

Article 23: Safety and Health and Recognition of Illegal Discrimination and Sexual Harassment

Each Apprentice shall receive training and education on safe working practices and in the recognition of occupational health and safety hazards. There shall be no liability on the part of Stanford University, the Union, the JATC, TAC, or the Apprenticeship Program for an injury sustained by an Apprentice engaged in Related and Supplemental Instruction.

Each Apprentice shall receive training in the recognition of illegal discrimination and sexual harassment and the University's commitment to providing a discrimination-free workplace.

Article 24: Completion of Apprenticeship Program

In the event that an Apprentice demonstrates unusual ability and progress and in recognition of such, the JATC may decrease the term of the apprenticeship for an individual Apprentice not more than 12 ½ % of the scheduled term.

Upon successful completion of all components of the Apprenticeship Program (and no fewer than six months as an Apprentice), the following will occur:

- The Apprentice receives a Certificate of Completion by the authority of the California Apprenticeship Council and the JATC. Apprentices will be graduated at an Annual Graduation Ceremony with details of the event to be provided following completion of the program;
- The position for which the Apprentice was hired (*e.g.*, Maintenance Mechanic Trainee) ends and the Apprentice is laid off.

Article 25: California Plan for Equal Opportunity in Apprenticeship

It is the policy of Stanford University to provide equal employment opportunities for all Applicants and employees in compliance with all applicable laws. This policy applies in all aspects of the employment relationship including (but not limited to) recruiting, selection, placement, supervision, working conditions, compensation, training, promotion, demotion, transfer, layoff, and termination. As with all University personnel policies, procedures, and practices, these Standards shall be administered consistent with the intent of this basic policy. (See Appendix A).

Article 26: General Information for Veterans

Veterans may be able to use their GI educational benefits for the Apprenticeship Program. Eligible Apprentices can obtain information and relevant Veterans Affairs forms at www.gibill.va.gov and/or through the Apprenticeship Coordinator.

Copies of completed forms submitted to Veteran Affairs for use of GI educational benefits will be maintained in the Apprentices files.

Article 27: Conformance with State and Federal Laws and Collective Bargaining Agreements

No provisions in these Apprenticeship Standards shall be construed as permitting violation of any applicable State or Federal laws or regulations.

Nothing in these standards of Apprenticeship shall be interpreted as being inconsistent with existing or subsequent applicable collective bargaining agreements establishing higher standards, or meant to interfere with or abridge management's rights as vested to them under the current CBA.

The foregoing Standards are hereby agreed to and adopted by the JATC on _____.

Employer Organization

Stanford University

Eileen O'Rourke
Employee and Labor Relations Director
University Human Resources
505 Broadway, 5th floor
Redwood City, CA 94063

Signature: _____

Date: _____

Employee Organization

SEIU HEW Local 2007

Jose Escanuela
SEIU Local 2007 President
PO Box 19151
Stanford, CA 94309

Signature: _____

Date: _____

The foregoing Apprenticeship Standards, being in conformity with the Rules and Regulations of the California Apprenticeship Council, the California Code of Regulations, and applicable Federal Regulations are approved _____.

Division of Apprenticeship Standards

Signed: _____
Eric Rood; Chief – Division of Apprenticeship Standards

Approved: _____
Date

Joint Apprenticeship Trade Committee Members and Apprenticeship Program Advisors

JATC Members

Eileen O'Rourke - Apprenticeship Coordinator
Dr. Christine Gabali – Management
Marc Conway - Management
Marc McBirney - Management
Jose Escanuela – Labor
Dave Perkins – Labor
Steven May – Labor

Advisors

DAS Apprenticeship Consultant
Consultant Name: Mike V. Quiroz
Organization: DAS
Address: 100 Paseo de San Antonio
City, State, Zip: San Jose, CA 95113

LEA Consultant)
Name: Stephen Mansfield
Organization: San Jose City College
Address: 2100 Moorepark Ave
City, State, Zip: San Jose, CA 95128

High Volt Electrician Advisor
Name: Karl Cunningham
Organization: ES Squared, Inc.
Address: 1414 Woodbourne Ave
City, State, Zip: Pittsburgh, PA 15226

Electrician EdenAreaROP Advisor
Name: Craig Lang
Organization: EdenAreaROP
Address: Hesperian BLVD
City, State, Zip: Hayward, CA 94545

APPENDIX A

DAS Form 168

Stanford University – Administrative Guide Memo 23: General Personnel Policies

APPENDIX B

Collective Bargaining Agreement between SEIU Higher Education Workers Local 2007 and the Board of Trustees of Leland Stanford Junior University, September 1, 2014 to August 31, 2019

APPENDIX C

Apprentice Selection Procedures

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 for both minorities and women and will operate the apprenticeship program as required under title 29 of the Code of Federal Regulations, Part 30, and equal employment opportunity regulation of the State of California.

Apprentices will be selected in accordance with Method #4 – Alternative Selection Method. The TAC for the each apprenticeable trade will select the Apprentice and will comply with the following Selection Procedures:

Step 1 – Application Screening

Applicants must certify all of the following:

- S/he is at least 18 years of age;
- If a current Bargaining Unit member, s/he is in good standing as defined in the CBA;
- If a current or former Stanford employee, s/he has no serious disciplinary action (written warning, suspension, demotion or termination) within the past eighteen months;¹
- S/he is eligible to work in the United States;
- S/he meets position requirements as specifically delineated in the Job Posting.

Applicants who have certified the above will be required to submit verification of qualifying education, experience, work eligibility or other requirements specifically designated in the Job Posting prior to being selected for an Apprentice position. Note: Falsifying one's education, training, or work experience or attempted deception on the application may result in disqualification for that position and future job opportunities with Stanford University.

If the Applicant seeks credit for previous training and experience, s/he must request credit at the time of application. If the Applicant is selected and upon his/her submission of sufficient evidence to the JATC, credit may be granted toward completion of the Apprenticeship Program and shall be appropriately designated and credited on his/her Apprenticeship records.

Step 2 – Verification

Each Applicant will be required to produce his or her valid government issued identification prior to continuing to the next step in the Selection Procedures – *Aptitude Test*. Where a California Driver's License is a requirement set forth in the Job Posting, only a California Driver's License will be accepted as valid identification. Production of valid identification will occur immediately prior to sitting for the Aptitude Test.

¹ Applicants with disciplinary actions currently pending adjudication in a grievance process under the CBA or under University grievance procedures are excluded from this disclosure; and therefore may certify no serious disciplinary action exists with respect to the contested disciplinary action.

Step 3 – Aptitude Test

Information regarding the aptitude test will be provided to Applicants who successfully complete Steps 1 and 2 of the Selection Process. The duly validated aptitude test through the General Assessment of Instructional Need (GAIN) may include testing in the areas of English, mathematics, and critical reasoning. Dr. Christine Gabali will administer the aptitude test.

Each TAC will receive the names of Applicants with test results above the established passing score. The minimum passing score will be set forth in the Job Posting. A maximum of 10 Applicants with the highest meet or exceed passing score will be referred to the next step in the Selection Procedures - *Oral Interview*.

Step 4 – Oral Interview

No more than 10 Applicants with the highest meet or exceed passing score on the aptitude test will be invited to participate in an oral interview with an interview panel made up of the trade's TAC members.

Following all interviews, the interview panel (TAC) will make a recommendation that a maximum of 5 candidates will be referred to the next step in the Selection Procedures – *Evaluation of Qualified Candidates*.

Step 5 – Evaluation of Qualified Candidates

A maximum of five Applicants will be referred to Step 5 in the Selection Process and will at this point be deemed “Qualified Candidates.” In accordance with Section 6.14 (C) of the CBA, where candidates for Apprenticeship are equally qualified, preference will be applied as follows:

1. Applicants who have been permanently or indefinitely laid off from a bargaining unit position at Stanford University, or given notice of such layoff, consistent with the layoff hiring preference in the CBA.
2. Applicants who are current workers and for whom selection to a job would constitute a promotion.
3. Applicants who are current workers seeking a transfer.
4. External Applicants (*i.e.*, Applicants outside the Bargaining Unit, whether from a Stanford non-BU position or from outside the University).

If only one candidate exists in the highest preference ranking category pursuant to Section 6.14 (C) of the CBA, the TAC will prepare a selection package for that Qualified Candidate.

If multiple Qualified Candidates are in the highest preference ranking category pursuant to Section 6.14 (C) of the CBA and are therefore “tied,” the hiring manager will make a selection of the final candidate for the Apprentice position from those Qualified Candidates in the highest preference category. After the hiring manager makes his/her decision on the final candidate, s/he will prepare the selection package for the selected Qualified Candidate.

Prior to any selection package being sent to the next step in the Selection Procedure, the JATC will evaluate each step to ensure it complies with Selection Procedures. Once the Selection Procedures have been reviewed, the final candidate's name and selection package will be forwarded to the Human Resources Representative for the appropriate TAC to complete Step 6 of the Selection Procedures – *Reference Checking*.

Step 6 – Reference Checking

The Human Resources Representative for the TAC will perform reference checks for the final candidate.

Step 7 – Offer of Employment

Upon successful completion of the Step 6 of the Selection Process, an offer letter will be sent to the final candidate.

Step 8 – Background Check

All external Applicants selected as the “final candidate” for the Apprenticeship Program are required to undergo a background check. These criteria apply to all levels of University staff employment.

A background check will be initiated for all external final candidates as a condition of further consideration of employment. Final offers of employment are contingent upon successful completion of national criminal background check, national sex offender registry search and, where applicable, a credit check and/or driving record.

The background check process does not replace the reference checking and/or internal file review processes that is expected to be performed prior to an Qualified Candidate’s hiring.

Goals & Timetables for Stanford University

Geographical Area
Santa Clara county

Goals and Timetables
Total Population in Area is 1,682,585

Percent of Females in the Work Force:	43.5%
Goal for Intake of Females:	21.7%

Minorities (Men and Women)

Goals for total of active Apprentices

Black (Not Hispanic)	2.8%
Asian & Pacific Islander	20.1%
American Indian & Alaskan Native	0.5%
Filipino	6.5%
Hispanic	24.0%
Total Minorities	53.9%

Dissemination for Santa Clara County

- A. Office of Apprenticeship - U.S. Department of Labor**
90 7th Street, Suite. 17-100, San Francisco, CA 94103-1516

- B. California Employment Development Department**
Santa Clara Co: 2450 S. Bascom Ave, Campbell, CA 95011-4303
7800 Arroyo Circle, Suite A, Gilroy, CA 95020-7346
420 S. Pastoria Avenue, Sunnyvale, CA 94086-7624

- C. Division of Apprenticeship Standards – District Offices**
San José 100 Paseo de San Antonio, Rm.125, San José, CA 95113

- D. County Superintendent of Schools**
Santa Clara Co: 1290 Ridder Park Dr., San Jose, CA 95131

- E. Community Colleges**
Santa Clara Co: Foothill-DeAnza Community College District
12345 El Monte Road, Los Altos, CA 94022-4599
DeAnza College
21250 Stevens Cr. Blvd., Cupertino, CA 95014
Foothill College
12345 El Monte Rd, Los Altos Hills, CA 94022-4599
San Jose/Evergreen Community College District
4750 San Felipe Road, San Jose, CA 95135-1599
San Jose City College
2100 Moorpark Av, San Jose, CA 95128-2799
Evergreen Valley College
3095 Yerba Buena Rd. San Jose, CA 95135-1598
West Valley-Mission Community College District
14000 Fruitvale Avenue, Saratoga, CA 95070-5698
Mission College
3000 Mission College Blvd., Santa Clara, CA 95054
West Valley College
140000 Fruitvale Avenue, Saratoga, CA 95070-5699
Gavilan College
5055 Santa Teresa Blvd., Gilroy, CA 95020-9599

APPENDIX D

Maintenance Carpenter (Housing)

(University Job Classification: Carpenter Apprentice, 8135)

ONET 47-2031.01M

Term of Apprenticeship

The Term of Apprenticeship shall be 7780 hours of On-The-Job Training in 48 months. There shall be a four-month Apprenticeship Probationary Period.

Ratio

Each department wishing to hire and train Apprentices must have at least one Journey Worker in the same trade for the first Apprentice.

WORK PROCESSES -

HOURS

1. Orientation to the trade	80
2. Tools, fasteners of the trade	150
3. Lumber species, grading, application	150
4. Blueprint reading	300
5. Building codes	400
6. Layout, foundations	400
7. Concrete flatwork	300
8. Framing – wood, metal	700
9. Roofing, waterproofing – materials, applications, installations, troubleshooting, repairs	400
10. Fire ratings, rated assemblies, applications	300
11. Stairs – layout and construction	400
12. Roof framing, rafter cutting	500
13. Doors, frames – types, ratings, installation, troubleshooting	500
14. Storefront systems – construction, installation, troubleshooting,	300
15. Door hardware, security, locks	400
16. Drywall, plaster, stucco	300
17. Suspended ceilings	200
18. Finish carpentry	600
19. Windows – types, hardware, installation, troubleshooting, repairs	300
20. Casework construction, installation, troubleshooting, repairs	600
21. Flooring layout, installation, repairs – wood, VCT, tile, sheet goods	200
22. Ceramic tile, solid surface materials, plastic laminates – layout, installation troubleshooting problems, repairs	300

Total Hours: 7780

Wage Advancement Schedule

Upon graduation from the Apprenticeship Program, the Carpenter should be qualified for Stanford University position Carpenter, Maintenance and Museum (JCC 8150) with pay range A-33 (TBD). Compensation for the Carpenter will follow the schedule defined in the JATC Apprenticeship Standards and depicted below, and subject to all adjustments set forth in the CBA and negotiated by the Union.

Time in Program and Hours of OJT	Hourly Wage
0 - 6 Months and 972.5 hours	60% of A-33 Step 3 of Applicable Salary Range Structure
7-12 Months and 972.5 hours	65% of A-33 Step 3 of Applicable Salary Range Structure
13-18 Months and 972.5 hours	70% of A-33 Step 3 of Applicable Salary Range Structure
19-24 Months and 972.5 hours	75% of A-33 Step 3 of Applicable Salary Range Structure
25-30 Months and 972.5 hours	80% of A-33 Step 3 of Applicable Salary Range Structure
31-36 Months and 972.5 hours	85% of A-33 Step 3 of Applicable Salary Range Structure
37-42 Months and 972.5 hours	90% of A-33 Step 3 of Applicable Salary Range Structure
43-48 Months and 972.5hours	95% of A-33 Step 3 of Applicable Salary Range Structure

Straight time hours shall be 8 hours per day, 40 hours per week. Overtime shall be administered in accordance with the CBA and applicable State and Federal Law.

TAC Members:

<i>TAC Position</i>	<i>Name</i>	<i>Title</i>
Supervisor:	Romy Brillantes	Manager, Carpentry, Project Crew, Field Ops, & Linen Program
Journey Worker:	TBD	Carpenter
Trade Mentor:	Chase Newby	Lead Carpenter
Management Representative:	Mark McBirney	Assoc. Director, Maintenance & Building Security
Human Resources Rep.:	Rania Perry	Sr. Human Resources Business Partner

Related and Supplemental Instruction

San Jose City College Associate in Arts Degree 2013-2014

CONSTRUCTION TECHNOLOGY

Successful completion of this program prepares the student for entry into the construction trades, which require a technical skill and understanding of construction processes. Students planning on transferring to a four-year school should complete the AA Degree, which includes the 39-unit general education sequence of courses. Specific four-year institutions may require additional courses in the major to fulfill lower division requirements. This degree may not transfer to all universities, and students need to inquire of the universities if they have a bachelor's degree for their upper division course work.

Upon completion of program, students will be able to:

- Demonstrate appropriate use of construction tools, methods and materials; follow safety practices and procedures used in the industry.
- Demonstrate understanding of construction terms, concepts, and hands-on applications. Students will problem solve a variety of applications in the construction industry including written and practical demonstrations.
- Read and interpret building codes, blueprints, manuals, specifications, shop drawings, and communicate with diverse groups developing an understanding of cultural norms and communication skills.
- Apply effective use of emerging technologies in the construction trades including green application and energy efficiency.
- Apply the skills learned from construction technologies courses to work on projects that involve building homes for low-income families (e.g. Habitat For Humanity and Emergency Housing).
- Be well-rounded, compassionate, responsible, ethical professionals with a willingness to serve the local community's needs.
- Demonstrate environmentally sustainable and sensitive aesthetics.

CAREER OPTIONS:

Air Conditioning and Refrigeration
Building Inspector
Cabinet Making
Carpenter
Ceramic Tile Installer
Concrete
Construction
Construction Management
Contractor
Drywall Installer, Taper, and Texture
Furniture Making
Home Improvement Material Retail Sales
Insulation Installer

Mill Wrights Painting Plasterer Plumbing
 Residential Maintenance
 Roofing

FOR ADDITIONAL INFORMATION, SEE A COUNSELOR, VISIT THE CAREER/TRANSFER CENTER, OR CONTACT THE FOLLOWING:

David Lomax, david.lomax@sjcc.edu	408-298-2181 x3971
Business and Workforce Development Division	408-288-3781
San Jose City College Web Page	www.sjcc.edu

CONSTRUCTION TECHNOLOGY

A grade of “C” or better grade is required in all major coursework.

CNSTR	101A	Construction Tools, Materials, and Processes	4
CNSTR	101B	Residential Construction Framing	4
CNSTR	102A	Residential Plumbing Systems	3
CNSTR	102B	Residential/Commercial Wiring	4
CNSTR	106	Construction Blueprint Reading, Estimating, Codes & Specifications	3
CNSTR	115	Blueprint Reading	1
CNSTR	117	OSHA Construction Safety Standards	1.5
CNSTR	125	Green Construction	<u>3</u>
TOTAL			23.5

A.A. DEGREE REQUIREMENTS:

MAJOR REQUIREMENTS	23.5
GENERAL EDUCATION PATTERN/GRADUATION REQUIREMENTS	39
PHYSICAL ACTIVITY	<u>1</u>
TOTAL REQUIRED UNITS	63.5

CIS 041	Introduction to Computer Information Systems	3
FMT 100	Introduction to Facilities Operations	3
FMT 104	Electrical Concepts for Facilities Maintenance Technicians	2
FMT 105	Introduction to Industrial Electronics and Controls	2.5
FMT 120	Low and High Pressure Boilers	3
FMT 122	Introduction to Programmable Logic Controllers	4
FMT 123	Intermediate Programmable Logic Controllers	4
TOTAL	40	

DEGREE REQUIREMENTS:

COMPLETION OF CERTIFICATE OF ACHIEVEMENT	40
GENERAL EDUCATION PATTERN/GRADUATION REQUIREMENTS	24
PHYSICAL ACTIVITY	<u>1</u>
TOTAL	65

FOR ADDITIONAL INFORMATION SEE YOUR COUNSELOR, VISIT THE CAREER/TRANSFER CENTER, OR CONTACT THE FOLLOWING:

Applied Science and Technology Division 408/288-3781

Prepared by the SJCC Articulation Office and subject to change without notice. This major sheet should be used for advisory purposes only. It is the student's responsibility to ensure all requirements are met. 05/11

APPENDIX E

Electrician Maintenance

(University Job Classification: Electrician Maintenance Apprentice, 8364)

ONET 47-2111.00

Term of Apprenticeship

The Term of Apprenticeship shall be 9725 hours of On-The-Job Training in 60 months. There shall be a four-month Apprenticeship Probationary Period.

WORK PROCESSES	HOURS
Orientation to the Trade	225
Tools of the Trade	250
Electrical Safety	600
Lockout/Tagout	350
National Electric Code & NFPA 70E	200
Fasteners and Anchors	160
Electrical Mathematics	80
Grounding and Bonding	120
Pull, Junction Boxes & Fittings	250
Electrical Construction Drawings	160
Conduit Bending	450
Hydraulic Bending	160
Conduit Installation	350
Hand Bending Conduit	80
Raceway & Fittings	120
Conductor Selection and Calculations	120
Cable Trays	60
Wire Pulling	300
Terminations	300
Conductor Terminations and Splices	120
Panels and Distribution Boards	350
Distribution Equipment	200
Transformers	150

Material Handling and Rigging	120
Material Selection	150
Circuit Breakers and Fuses	150
Overcurrent Protection	120
Motors, Theory Applications	200
Motor Calculations	120
Motor Control Circuits	250
Motor Controllers	150
Preventive Maintenance	350
Application and Installation of Lighting	300
Lighting Controls	240
Load Calculations, Branch and Feeder Circuits	240
Pump Controls	200
Layout and Bill of Materials	240
Standby and Emergency Systems	300
HVAC Controls	160
Hazardous Locations	40
Infrared Inspections	200
Arc Flash Analysis	150
Troubleshooting Circuits	120
Advanced Controls	150
Instrumentation	240
Recording & Measurement Equipment	100
Heat Trace and Freeze Protection	20
Specialty Transformers	20
Special Locations	120
Special Grounding	20
California State License Preparation	100
Total Hours	9725

Ratio

Each department wishing to hire and train Apprentices must have at least one Journey Worker in the same trade for

the first Apprentice.

Wage Advancement Schedule

Upon graduation from the Apprenticeship Program, the Electrician Maintenance Apprentice should be qualified for Stanford University position Electrician Maintenance (JCC 8364) with pay range A37. Compensation for the Electrician Maintenance Apprentice will follow the schedule defined in the JATC Apprenticeship Standards and depicted below, and subject to all adjustments set forth in the CBA and negotiated by the Union.

Time in Program and Hours of OJT	Hourly Wage
0-6 Months and 972.5 hours	60% of A-37 Step 3 of Applicable Salary Range Structure
7-12 Months and 972.5 hours	65% of A-37 Step 3 of Applicable Salary Range Structure
13-18 Months and 972.5 hours	70% of A-37 Step 3 of Applicable Salary Range Structure
19-24 Months and 972.5 hours	75% of A-37 Step 3 of Applicable Salary Range Structure
25-30 Months and 972.5 hours	80% of A-37 Step 3 of Applicable Salary Range Structure
31-36 Months and 972.5 hours	85% of A-37 Step 3 of Applicable Salary Range Structure
37-42 Months and 972.5 hours	90% of A-37 Step 3 of Applicable Salary Range Structure
43-48 Months and 972.5 hours	95% of A-37 Step 3 of Applicable Salary Range Structure
49-60 months and 972.5 hours	100% of A-37 Step 3 of Applicable Salary Range Structure

Straight time hours shall be 8 hours per day, 40 hours per week. Overtime shall be administered in accordance with the CBA and applicable State and Federal Law.

TAC Members

LBRE

Supervisor: Joy Willingham, Engineering Trades District Supervisor
Journey Worker: Ray Rocha, Electrician Maintenance
Trade Mentor: Steven Zarate, District 3 Supervisor
Management Representative: Marc Conway, Director, Engineering Trades
Human Resources Representative: Edgard Obando, Human Resources Manager

Residential & Dining Enterprises

Manager: Vincent Hama, Technical Trades Manager
Journey Worker: Rudy Lara, Maintenance IV / Lead Electrician
Trade Mentor: Joao Escorcio, Electrician / Plumber Maintenance
Management Representative: Mark McBirney, Director, Engineering Trades
Human Resources Representative: Rania Perry, Human Resources Manager

Related and Supplemental Instruction (RSI)

2018 Eden Area ROP

The Eden Area ROP offers an Electrical Journeyman 5 year classroom program. This program is scheduled on a trimester basis, holding three 12-week sessions a year. These are hybrid courses conducted both on campus and over the internet. Eden Area ROP has facilities in Hayward, Concord, and Turlock. Contact is (510) 293-2915 or email at adultinfo@edenrop.org.

The RSI hours will be approximately 150 per year, and 750 per 5 years.

APPENDIX F

HVAC Mechanic

(University Job Classification: HVAC Mechanic Maintenance Apprentice, 8586)

ONET 49-9021.01

Term of Apprenticeship

The Term of Apprenticeship shall be 7780 hours of On-The-Job Training in 54 months. There shall be a four-month Apprenticeship Probationary Period.

WORK PROCESSES	HOURS
Orientation to the Trade	225
Tools of the Trade	250
Fasteners and Anchors	80
Gaskets and Packing	20
Craft-Related Mathematics	110
Construction Drawings	100
Pumps and Drivers	100
Test Instruments	320
Material handling and Hand Rigging	160
Lubrication	260
Basic Layout	300
Piping Components	190
Copper and Plastic Piping Practices	200
Introduction to Ferrous Metal Piping Practices	200
Identify, Install and Maintain Valves	160
Hydrostatic and Pneumatic Testing	190
Introduction to Bearings	180
Low Pressure Steam Systems	100
Vessels	150
Heaters, Furnaces, Heat Exchangers, Cooling Towers, Air Conditioning	490
Advanced Trade Math	205
Precision Measuring Tools	270
Installing Bearings	260
Installing Couplings	75

Setting Base Plates, Pre-Alignment, and Installation of various unistrut support system	400
Conventional Alignment	100
Installing Belt Drives	200
Installing Mechanical Seals	100
Preventive and predictive maintenance	300
Advanced Blueprint Reading and Schematics	200
Compressors, Pneumatics Systems, and Vacuum Pumps	420
Environmental Systems (Refrigerations)	380
Laser Alignment	200
Troubleshooting and Repairing Pumps	200
Troubleshooting and Repairing Variable Frequency Drive	320
Direct Digital Control and Micro-Processor Controls	365
Total Hours	7780

Ratio

Each department wishing to hire and train Apprentices must have at least one Journey Worker in the same trade for the first Apprentice.

Wage Advancement Schedule

Upon graduation from the Apprenticeship Program, the HVAC Mechanic Maintenance Apprentice should be qualified for Stanford University position HVAC Mechanic Maintenance (JCC 8586) with pay range A37. Compensation for the HVAC Mechanic Maintenance Apprentice will follow the schedule defined in the JATC Apprenticeship Standards and depicted below, and subject to all adjustments set forth in the CBA and negotiated by the Union.

Time in Program and Hours of OJT	Hourly Wage
0-6 Months and 972.5 hours	60% of A-37 Step 3 of Applicable Salary Range Structure
7-12 Months and 972.5 hours	65% of A-37 Step 3 of Applicable Salary Range Structure
13-18 Months and 972.5 hours	70% of A-37 Step 3 of Applicable Salary Range Structure
19-24 Months and 972.5 hours	75% of A-37 Step 3 of Applicable Salary Range Structure
25-30 Months and 972.5 hours	80% of A-37 Step 3 of Applicable Salary Range Structure
31-36 Months and 972.5 hours	85% of A-37 Step 3 of Applicable Salary Range Structure
37-42 Months and 972.5 hours	90% of A-37 Step 3 of Applicable Salary Range Structure
43-48 Months and 972.5hours	95% of A-37 Step 3 of Applicable Salary Range Structure
49-54 months and 972.5 hours	100% of A-37 Step 3 of Applicable Salary Range Structure

Straight time hours shall be 8 hours per day, 40 hours per week. Overtime shall be administered in accordance with the CBA and applicable State and Federal Law.

TAC Members

Supervisor: Scott Hofflander, Engineering Trades District Supervisor

Journey Worker: Cesar Garcia, HVAC Specialist

Trade Mentor: Ben Buenrostro, Maintenance Person III Premium

Management Representative: Mia Love, Associate Director, Engineering Trades

Human Resources Representative: Edgard Obando, Human Resources Manager

Related and Supplemental Instruction (RSI)

San Jose City College

CERTIFICATE OF ACHIEVEMENT, LEVEL 3

Facilities Maintenance Technology

San Jose City College offers a certificate in Facilities Maintenance Technology. The Facilities Maintenance Technology Program will provide students with the skills to begin or advance in a career in facilities maintenance. It was designed by the advisory committee to meet industry requirements. Students will learn the skills and concepts necessary to install, operate, maintain and repair control, piping, and mechanical systems in large commercial, medical, institutional, and industrial buildings. Students will also learn trouble shooting skills, problem solving methods and electrical concepts. Continuous improvement techniques and effective written, verbal, and electronic communication skills will be stressed across the curriculum. Classes are designed in lecture and lecture/lab format to give students a solid foundation in general maintenance skills including HY AC/R. A grade of "C" or better is required for all major and certificate courses.

The RSI hours will be approximately 202 per year.

CERTIFICATE OF ACHIEVEMENT – LEVEL 3

Classes	Credit
AIRC 121 Air Conditioning Principals	4
AIRC 122 Refrigeration Principals	4
AIRC 131 Intermediate Air Conditioning	4.5
AIRC 138 Air Conditioning Work Experience	2
AIRC 142 Air Conditioning Control Systems	4
FMT 100 Introduction to Facilities Maintenance	3.5
FMT 104 Electrical Concepts for Fac. Maintenance Techs	2.5
FMT 105 Introduction to Industrial Electronics and Controls	2.5
FMT 120 Low and High Pressure Boilers	3
FMT 122 Introduction to Programmable Logic Controllers	4
FMT 123 Intermediate Programmable Logic Controllers	4

Plus one of the following courses:

AIRC 145 Sheet Metal Principals	- OR -
FMT 130 Mngment of People in the Technical and Building Services Industries	2

TOTAL REQUIRED UNITS 40

For additional information speak to your counselor, visit the career/transfer center, or contact the following:

Applied Science and Technology Division 408/288-3781

APPENDIX G

HVAC Mechanic Maintenance

(University Job Classification: HVAC Mechanic Maintenance Apprentice JCC 8956)

ONET Code: Refrigeration Mechanics and Installers

49-9021.02

Term of Apprenticeship

The Term of Apprenticeship shall be 7780 hours of On-The-Job Training in 54 months. There shall be a four-month Apprenticeship Probationary Period.

WORK PROCESSES	Hours
1. Equipment, Tools, Test Instruments—types, applications, safe use	200
2. Fabrication Skills: Designing, modifying, cutting, bending, welding, stainless steel	500
3. Mechanical Code	40
4. Electrical Code	40
5. Plumbing Code	40
6. Public Health, Safety, OSHA Codes/Regulation	120
7. Electrical theory, troubleshooting, tools	400
8. Controls—pneumatic, electronic	200
9. Gas valves, regulators, testing, instruments, installation, repair	200
10. Plumbing—drains, faucets, fixtures, plumbing code, pumps, Ansul/fire suppression, vacuum breakers, backflow preventers	600
11. Heating of Water—Boilers [80], Water Heaters [80], Booster Heaters [80]	240
12. HVAC	860
13. Filtration of Water	240
14. Beverage Dispensing	140
15. Ware Washing	660
16. Disposal of Garbage	120
17. Cooling of Food	1860
18. Preparation of Food	580
19. Cooking of Food	740
Total Hours	7,780

Ratio

Each department wishing to hire and train Apprentices must have at least one Journey Worker in the same trade for the first Apprentice.

Wage Advancement Schedule

Upon graduation from the Apprenticeship Program, the HVAC Mechanic Maintenance Commercial Appliance Apprentice should be qualified for Stanford University position HVAC Mechanic Maintenance (JCC 8586) with pay range A37. Compensation for the HVAC Mechanic Maintenance Apprentice will follow the schedule defined in the JATC Apprenticeship Standards and depicted below, and subject to all adjustments set forth in the CBA and negotiated by the Union.

Time in Program and Hours of OJT

0 -6 Months and 972.5 hours
 7-12 Months and 972.5 hours
 13-18 Months and 972.5 hours
 19-24 Months and 972.5 hours
 25-30 Months and 972.5 hours
 31-36 Months and 972.5 hours
 37-42 Months and 972.5 hours
 43-48 Months and 972.5 hours
 49-54 months and 972.5 hours

Hourly Wage

60% of A-37 Step 3 of Applicable Salary Range Structure
 65% of A-37 Step 3 of Applicable Salary Range Structure
 70% of A-37 Step 3 of Applicable Salary Range Structure
 75% of A-37 Step 3 of Applicable Salary Range Structure
 80% of A-37 Step 3 of Applicable Salary Range Structure
 85% of A-37 Step 3 of Applicable Salary Range Structure
 90% of A-37 Step 3 of Applicable Salary Range Structure
 95% of A-37 Step 3 of Applicable Salary Range Structure
 100% of A-37 Step 3 of Applicable Salary Range Structure

Straight time hours shall be 8 hours per day, 40 hours per week. Overtime shall be administered in accordance with the CBA and applicable State and Federal Law.

TAC Members

	Name	Title
Manager	Tom Skipworth	Commercial Kitchen Facility Manager
Journey Worker	Don Kirk	Commercial Appliance Technician, Lead
Trade Mentor	Roberto Sandoval	Commercial Appliance Technician, Lead
Management Representative	Mark McBirney	Associate Director, R & DE MCP
Human Resources Representative	Rania Perry	Human Resources Manager

Related and Supplemental Instruction (RSI)

San Jose City College

Certificate of Achievement, Level 3

Facilities Maintenance Technology

Course Prefix and Title	Units
AIRC 121 Air Conditioning Principles	4.0
AIRC 122 Refrigeration Principles	4.0
AIRC 131 Intermediate Air Conditioning	4.5
AIRC 138 Air Conditioning Work Experience	2.0
AIRC 142 Air Conditioning Control Systems	4.0
FMT 100 Introduction to Facilities Maintenance	3.5
FMT 104 Electrical Concepts for Facilities Maintenance Technicians	2.5
FMT 105 Introduction to Industrial Electronics and Controls	2.5
FMT 120 Low and High Pressure Boilers	3
FMT 122 Introduction to Programmable Logic Controllers	4
FMT 123 Intermediate Programmable Logic Controllers	4
AIRC 145 Sheet Metal Principles -OR-	
FMT 130 Management of People in Technical and Building Services Industries	2
Plus 2 additional classes	
CNSTR102B Residential & Commercial Wiring	3
AIRC 132 Refrigeration Service	4.5
MINIMUM TOTAL UNITS	47.5

APPENDIX H

Master Locksmith/Building Access

(University Job Classification: Locksmith Master Job Code 8192)

ONET Code: Locksmiths and Safe Repairers 49-9094.00

Term of Apprenticeship:

The Term of Apprenticeship shall be 7780 hours of On-The-Job Training in 54 months. There shall be a four-month Apprenticeship Probationary Period.

WORK PROCESSES	Hours
1. Door Installation and Maintenance	3,200
2. Locksmithing	1,040
3. Door Hardware	560
4. Electronic Access Controls and Software	2,980
TOTAL HOURS	7,780

Ratio

Each department wishing to hire and train Apprentices must have at least one Journey Worker in the same trade for the first Apprentice.

Wage Advancement Schedule

Upon graduation from the Apprenticeship Program, the Master Locksmith/Building Access Apprentice should be qualified for Stanford University position Locksmith Master/Building Access 8192 with pay range A36. Compensation for the Master Locksmith/Building Access Apprentice will follow the schedule defined in the JATC Apprenticeship Standards and depicted below, and subject to all adjustments set forth in the CBA and negotiated by the Union.

Time in Program and Hours of OJT	Hourly Wage
0-6 months and 972.5 hours	60% of A-36 Step 3 of Applicable Salary Range Structure
7-12 months and 972.5 hours	65% of A-36 Step 3 of Applicable Salary Range Structure
13-18 months and 972.5 hours	70% of A-36 Step 3 of Applicable Salary Range Structure
19-24 months and 972.5 hours	75% of A-36 Step 3 of Applicable Salary Range Structure
25-30 months and 972.5 hours	80% of A-36 Step 3 of Applicable Salary Range Structure
31-36 months and 972.5 hours	85% of A-36 Step 3 of Applicable Salary Range Structure
37-42 months and 972.5 hours	90% of A-36 Step 3 of Applicable Salary Range Structure
43-48 months and 972.5 hours	95% of A-36 Step 3 of Applicable Salary Range Structure
49-54 months and 972.5 hours	100% of A-36 Step 3 of Applicable Salary Range Structure

- Straight time hours shall be 8 hours per day, 40 hours per week. Overtime shall be administered in accordance with the CBA and applicable State and Federal Law.

TAC Members	Name	Title
Supervisor	Fred Vasquez	Manager of Building Access and Security
Journey Worker	Tim McGuire	Locksmith Master, Lead
Trade Mentor	Gabriel Baltazar	Building Access & Security Specialist
Management Representative	Mark McBirney	Associate Director, R & DE MCP
Human Resources Representative	Rania Perry	Human Resources Manager

Related and Supplemental Instruction (RSI)

San Jose City College

Course Prefix and Title	Units
FMT 100 Introduction to Facilities Maintenance	3.5
FMT 104 Electrical Concepts for Facilities Maintenance Technicians	2.5
FMT 105 Introduction to Industrial Electronics and Controls	2.5
CNST 128 National Electrical Code and Calculations	3.0
CNST 138 Work Experience	1.0

City College of San Francisco

Course Prefix and Title	Units
CNST 69 Construction Safety	1.0
CNST 88 Practical Mathematics for Construction Trades	3.0
CNST 100 Introduction to Construction Applications	3.0
CNST 107 Blueprint Reading	3.0
CNST 113 Finish Carpentry	3.0
ELEC 101 Electronics 1: Essentials of Electronics Measurements and Passive Circuits	2.5

National Locksmithing Institute

Certified Facility Locksmith hands-on training course.

Lenel Electronic Systems

OnGuard Hardware & Software Fundamentals

MINIMUM TOTAL UNITS **28**