

Apprenticeship Program Summary Sheet

for

New Apprenticeship Programs or Existing Apprenticeship Programs adding Occupation(s), Expanding Area of Operations or Changing Work Processes for Previously Approved Occupation(s).

Division of Apprenticeship Standards (DAS)

To: Chief Eric Rood
From: Carrie Stanonis, Apprenticeship Consultant
CC: Glenna Linn, Program Planning and Review
Date: July 1, 2019
Program Name: UC San Diego Skilled Crafts Apprenticeship (Single Employer Joint)

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Industry(s)
Carpenter (Facilities)

DAS File No. NEW – File #100306

ACTIONS

- Proposed New Apprentice Program
- Existing Apprenticeship Program Expanding Area of Operations
Expansion to *(name proposed new Counties of Operation)*
- Existing Apprenticeship Program Changing Work or Training Processes on approved Occupation(s).

LIST OF LABOR ORGANIZATIONS REPRESENTING ANY OF THE APPRENTICES

Teamsters Local 2010

COMMENTS:

University of California, San Diego (UC San Diego) is a world-renowned public research university with a total population of over 38,798 students, 34,638 staff and faculty, and billions in physical assets consisting of over 15.7 million gross square feet of facilities. The 1,158-acre UC San Diego campus is located within the La Jolla and University City areas of the City of San Diego. Currently 793 acres (68%) of the campus are developed with over 630 buildings, including over 300 Instructional and Research buildings.

UC San Diego is addressing increasing demands for higher education by preparing for future anticipated growth and the need for additional facilities. UC San Diego plans to develop an additional 12.2 million gross square feet of facilities in the coming years, for an anticipated total of 27.8 million gross square feet by 2035. At the same time UC San Diego's campus is

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experiencing record growth, our facilities maintenance units are continuing to experience the loss of institutional knowledge through staff attrition, particularly due to retirements as our workforce ages and we have difficulty finding new skilled labor that meets operational needs. We anticipate losing up to 30% of our career carpentry staff to retirement by 2025.

The UC San Diego Skilled Crafts Apprenticeship (Single Employer Joint) supports our succession planning efforts while providing a professional development and a vertical career pathway for selected UC San Diego staff, who have demonstrated interest and motivation to learn the Carpentry trade as it pertains to building maintenance and repair of existing facilities at UC San Diego. UC San Diego has a diverse portfolio of facilities that require a wide range of knowledge to maintain and repair. The program provides a means for capturing institutional knowledge of our retiring maintenance workforce. It also enables the apprentices to seamlessly transition into full-time maintenance Carpenters at UC San Diego, with all skills and knowledge necessary for the unique building environment at UC San Diego.

The Teamsters Local 2010 union represents UC San Diego Carpentry apprentices, and all wages and benefits are determined by a collective bargaining agreement. Starting UC San Diego Carpenter apprentice wages are well above San Diego living wages (currently \$15.41/hour), and will increase incrementally with step completion, as well as with any union negotiated journey worker rate increases (see Attachment – A for wage table).

The UC San Diego Skilled Crafts Apprenticeship (Single Employer Joint) intends to provide on-the-job training specific to UC San Diego's operational needs, while covering the foundational knowledge and traditions of the Carpentry trade as defined by industry standards (O*NET 47-2031.00). This program is for the benefit of the single employer involved in the training program, UC San Diego, and will not infringe on the Building/Construction Trades or take jobs away from union members.

UC San Diego Skilled Crafts Apprenticeship (Single Employer Joint) will oversee the apprenticeship program herein and seeks approval as a California-registered Apprenticeship Program from the Department of Industrial Relations, Division of Apprenticeship Standards. This is a single-employer, unilateral program's committee offering the following apprenticeable occupation:, Carpenter.

DISCLAIMER OF INTEREST IN THE BUILDING TRADES AND DISPATCH RESTRICTION

The UC San Diego Skilled Crafts Apprenticeship (Single Employer Joint) 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.

These standards represent a single employer – UC San Diego, with an emphasis on specific training for the employers benefit. The UC San Diego Skilled Crafts Apprenticeship (Single Employer Joint) will train its apprentices to serve as full-time employees for the employer's needs in fulfilling Carpenters at UC San Diego only. The program will not train or dispatch apprentices for any other employer.

The Carpenter occupation within the program consists of not less than 144 hours of related classroom and supplemental instruction for every 2000 hours of on-the-job training. Qualified instructors employed by San Diego City College, will provide classroom and/or online instruction. This training meets and exceeds the formal and on the job qualifications for a Carpenter and the operations needed for the employer.

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PROPOSED OCCUPATION(s) & WAGE RATES(s)

- Carpenter (Facilities) O*NET – 47-2031.00
- Journey Worker Rate: \$34.35/hr
- Proposed No. of Apprentices: 1-10

PROPOSED EMPLOYER:

- Single Employer UC San Diego – 9500 Gilman Drive MC#0908, La Jolla, CA 92093
-
-

APPRENTICESHIP STANDARDS

NAME OF EMPLOYER (PROGRAM SPONSOR)

UC San Diego Skilled Crafts Apprenticeship (Single Employer Joint)

STREET ADDRESS	CITY	ZIP CODE	COUNTY
<u>9500 Gilman Drive MC#0908</u>	<u>LA JOLLA, CA</u>	<u>92093</u>	<u>SAN DIEGO</u>
OCCUPATION			O*NET
<u>CARPENTER (Facilities)</u>			<u>47-2031.00</u>

The administration and operation of this apprenticeship program shall be supervised by the program sponsor or its representative. The apprenticeship program shall be subject to the review and approval by the Administrator of Apprenticeship.

1. Term of Apprenticeship: (See Attachment -- A) _____ hours, the first _____ hours of which shall be a probationary period.

2. Ratio: The employer (hereinafter referred to as the program sponsor) may employ one apprentice when he has at least 4 journeyman regularly employed and one additional apprentice for every 4 Additional journeyman regularly employed.

3. Work Processes to be learned: (See Attachment—A)

4. Wage Schedule: Apprentices shall be paid as follows (See Attachment—A):

Journeyman rate _____ is \$ _____ per _____
 (Straight time hours per day _____ per week _____)

Overtime Compensation: All hours worked over eight (8) hours in one (1) day or forty (40) hours in any one (1) week shall be compensated at the rate of one and one-half (1 1/2) times the regular hourly rate of pay.

Period	Amount	Period	Amount	Period	Amount	Period	Amount
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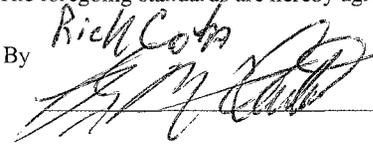
Advancement Schedule: (See Attachment—A)

Other Compensation:

Hours of related instruction 144 per year. Required school time shall not be compensated.

Name of LEA: SAN DIEGO CITY COLLEGE (See Attachment -- C, LEA Letter)

5. Responsibilities of program Sponsor: The program sponsor agrees to: (1) administer and enforce the standards as approved (2) establish rules and regulations governing the program (3) select apprentices on the basis of qualifications alone, through fair and impartial procedures applied uniformly to all applicants, as required under Title 29 of the Code of Federal Regulations, Part 30 and by the California Plan for Equal Opportunity in Apprenticeship and by the California Code of Regulations, Title 8, Chapter 2; (4) provide reasonably continuous employment to all apprentices in its employ; (5) provide the diversified work training scheduled herein under competent trainers, including safety training through the program and first aid training, either in conjunction with the apprentices, related instruction classes or otherwise as appropriate; (6) arrange for Related and Supplemental Instruction pursuant to LC 3074; (7) maintain a record of each apprentice's work training, related instruction and progress therein; (8) file a copy of each apprentice agreement with the Secretary of the California Apprenticeship Council; (9) grant apprentices credit for previous experience; (10) develop disciplinary procedures for apprentices including fair hearings; (11) provide training in the recognition of illegal discrimination and sexual harassment; (12) ensure there is meaningful representation of the apprentice in the management of the program; (13) participate in the development or comply with training criteria where such have been adopted; (14) create an adequate mechanism to be used for the rotation of apprentices through all work processes; (15) submit an annual Self-Assessment Review and Program Improvement Plan annually to the Chief of DAS.

- 6. Apprenticeship Agreements:** Apprentices shall be at least 18 years of age. An apprentice is one who has been qualified and approved by the apprenticeship committee, signed an individual apprenticeship agreement with the program sponsor under these standards, which agreement has been approved by the Administrator or his duly authorized representative and filed with the California Apprenticeship Council. The standards shall be a part of the apprenticeship agreement. Apprentices shall be furnished a copy of the standards or given an opportunity to read them before indenture. Apprenticeship agreements shall be cancelled by the Administrator during the probationary period at the request in writing of either party; after the probationary period agreements may be terminated by the Administrator by mutual consent of all the parties or cancelled for good and sufficient reason. An apprenticeship agreement shall remain in effect during a lay-off unless cancelled.
- 7. Hours and Working Conditions:** The regular work day, work week and other working conditions for apprentices shall conform to all applicable laws and regulations. Overtime shall not interfere with or impair training or schooling nor be detrimental to the health and safety of the apprentice. Establish a mechanism to rotate apprentices from work processes to work processes to assure complete training.
- 8. Responsibilities of Apprentices:** Each apprentice shall satisfactorily perform all work and learning assignments, and complete a course of related instruction, as determined in accordance with California Labor Code Section 3078(d). There shall be no liability on the part of the employer for an injury sustained by an apprentice engaged in school work at a time when the employment of the apprentice has been temporarily or permanently terminated.
- 9. Disciplining of Apprentice:** Disciplinary proceeding for apprentices shall be duly noticed in writing to such individuals. The Division of Apprenticeship Standards shall attend all such proceedings. All controversies or differences concerning the apprenticeship agreement which cannot be adjusted locally shall be submitted to the Administrator of Apprenticeship for determination.
- 10. Certificate of Completion:** A Certificate of Completion will be issued by the California Apprenticeship Council to apprentices upon receipt of competent evidence of their satisfactory completion of apprenticeship hereunder.
- 11. Modification of Standards:** These Standards shall be modified to conform to any changes in prevailing practices, conditions and wages in the area and the industry if and when such changes occur. Requests of the program sponsor for modification are subject to the approval of the Administrator of Apprenticeship.
- 12.** Where rules and regulations for governing the program are established by the program sponsors, a copy of such shall be provided to each apprentice.
- 13.** Where applicable if the employer has a collective bargaining agreement with a labor organization applicable to this occupation, approval by the labor organization will be affixed below.
- 14.** The foregoing standards are hereby agreed to by the employer as of 7/1/19 (Date).
 By Rich Cota Title Assistant Director 7/1/19 (Date).

- 15.** (Where applicable) The foregoing standards are hereby agreed to by:

Name of Union	Date
TEAMSTERS LOCAL 2010	
Name and Title	Date

16. Sponsors designees/Committee members authorized to administer the apprenticeship program (where applicable)

Employer Designee	Employee Designee
(See Attachment—A)	
NAME/TITLE	NAME/TITLE

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17. The foregoing standards, being in conformity with the rules and regulations of the California Apprenticeship Council and the California Code of Regulations, and applicable Federal Regulations are hereby approved on _____ effective _____

By Carrie Stanones 7/1/2019
Apprenticeship Consultant Date

Chief, Division of Apprenticeship Standards Date

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DISTRICT	16
FILE No.	100306
employer ID	1000793461

SELECTION PROCEDURES

Addendum to Unilateral Apprenticeship Standards (On-the-Job Training)

EMPLOYER – NAME AND ADDRESS
UC San Diego Skilled Crafts Apprenticeship (Single Employer Joint)
9500 Gilman Drive
La Jolla, CA 92037
OCCUPATION(S)
Carpenter 47-2031.00

Recruitment, selection, employment, and training shall be without discrimination because of race, color, religion, national origin or sex. The sponsor shall operate the program in accordance with Part II, Title 8, Chapter 2, California Administrative Code.

1. Information on trainee openings shall be disseminated in writing to the Division of Apprenticeship Standards and to other agencies as required by State regulations at least 45 days in advance of the closing date for accepting applications. If applications are accepted continuously, information must be disseminated at least once every six months.
2. Applicants will be required to complete written applications, which shall be kept on file for three years.
3. Applications will be dated and recorded when received to establish chronological order of application.
4. Age limitations: Must be at least 18 years of age.
5. Education required:

Circle highest year of education required: 5 6 7 8 9 10 11 **(12)**

G. E. D. accepted in lieu of high school graduation

No specific education requirement

6. Physical examination: None required Required, at no cost to applicant
Applicant must be able to meet the physical requirements of the trade

7. The University shall have the sole discretion to determine the number of craft apprentices. Whenever the University determines that an apprentice position is to be filled, the selection will be made in accordance with the UCSD Skilled Crafts Agreement. The University may select apprentices from among internal candidates (to find and apply for a position at UC San Diego, individuals can visit <https://jobs.ucsd.edu/>). Candidates must: 1. be UCSD employees, who have held a career appointment for at least eighteen (18) continuous months immediately preceding application, received an Overall Rating of "Solid" or better for the last Performance Appraisal, and not have any disciplinary actions (pending or on record) for the past 24 months. Selected apprentices are provided with a copy of K6 Skilled Crafts Contract Article 42 and Addendum for policies and procedures related to this apprenticeship program.

8. Written Statement & Supporting Information

FACTORS CONSIDERED					RATING	
Personal Written Statement:						
	Compelling & sincere interest in the				0 to 10	10%
	Why they feel they are the best candidate				0 to 10	10%
	Demonstrated level of commitment				0 to 10	10%
Supporting Information:						
	Past performance evaluations & attendance records				0 to 20	20%

9. Oral interview by employer: If required

If required, identify factors considered and rating given to each factor in the space below.

FACTORS CONSIDERED	RATING	
	0 to 10	10%
Overall Interest & Motivation	0 to 10	10%
Skills/Traits that will help them to excel in this program	0 to 10	10%
Commitment to Complete Program	0 to 10	10%
Other Professional Programs completed or demonstrated ability to complete programs	0 to 10	10%
Time Management / Work Methods	0 to 10	10%

10. Relative weight of written test and oral interview:

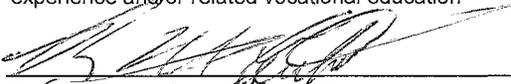
Maximum Score:	100
Minimum Passing Score:	55
Relative weight of written test:	<u>50%</u>
Relative weight of oral interview:	<u>50%</u>
	100%
Minimum Overall Passing Score:	<u>55%</u>

11. Applicants will be notified verbally or in writing within 30 days of acceptance or rejection. If rejected, reasons for rejection will be stated in writing.

12. If applicants are referred to trainee job openings by any method other than by highest score from top of list, describe method used.

Applicants will be selected based on highest scores, however if the top applicants express interest in multiple trade paths, their exact trade placement may be determined by the selection committee based on review of overall experience and skills.

13. The selection committee may recommend to the JATC accelerated advancement of the apprenticeship where merited by previous work experience and/or related vocational education

	Assistant Director	7/1/19
Signature of Program Sponsor	Title	Date
Carnie A. Stanonis	Apprenticeship Consultant	7/1/2019
Apprenticeship Consultant		Date
Chief, Division of Apprenticeship Standards		Date

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ATTACHMENT A

APPRENTICESHIP STANDARDS for the

UC San Diego Skilled Crafts Apprenticeship (Single Employer Joint)

File #100306

<u>Occupation</u>	<u>O*NET Code</u>	<u>Total Hours</u>
Carpenter (Facilities)	47-2031.00	8,000

Occupation

Carpenter

O*NET Code

47-2031.00

Work Processes**Approx Hours**

a. Foundation & Form Construction	300
b. Framing & Waterproofing of Wall, Windows, Roofing	1,500
c. Exterior Covering and Finishes	1,550
d. Interior Finishes	2,050
e. Stair Building	250
f. Timber Construction & Concrete Framing	100
g. Mill Work, including Cabinetry, Furniture, and Shelving	1,100
h. Tool and Machinery Maintenance.	100
i. Door and Window Hardware, including Security Work	1,000
j. Scaffolding and Fall Protection Awareness	50

TOTAL HOURS: 8,000

Trade: CARPENTER (8110) – 4 YEAR PROGRAM – 8,000 HOURS**CARPENTER – FY1819 WAGE = \$34.35/hour**

PERIOD	MONTHS/HOURS	PERCENT*	HOURLY WAGE	PAY STEP
1 ST Period	6 months or a min. of 1,000 hours	60%	\$20.61	App. I A step
2 nd Period	6 months or a min. of 1,000 hours	65%	\$22.32	App. I B step
3 rd Period	6 months or a min. of 1,000 hours	70%	\$24.05	App. I C step
4 th Period	6 months or a min. of 1,000 hours	75%	\$25.76	App. I D step
5 th Period	6 months or a min. of 1,000 hours	80%	\$27.48	App. I E step
6 th Period	6 months or a min. of 1,000 hours	85%	\$29.20	App. II C step
7 th Period	6 months or a min. of 1,000 hours	90%	\$30.92	App. II D step
8 th Period	6 months or a min. of 1,000 hours	95%	\$32.63	App. II E step
Journey (8110)	'D' Step of Journey-level wage		\$34.35	J.L. D step

* Percent of Journey-level 'D' Step.

Overtime Compensation:

All hours worked over eight (8) hours in one (1) day or forty (40) hours in any one (1) week shall be compensated at the rate of one and one-half (1 1/2) times the regular hourly rate of pay.

▲ APPRENTICESHIP COMMITTEE MEMBERS

COMMITTEE ADDRESS

EMPLOYER ORGANIZATION	EMPLOYEE ORGANIZATION
MEMBERS	MEMBERS
Richard Cota Assistant Director of Building Operations Facilities Management University of California San Diego San Diego, CA 92093	Michael Sherritt Union Representative Teamsters Local 2010 San Diego, CA
Mark Jurgens Sr. Superintendent of Trades Facilities Management University of California San Diego San Diego, CA 92093	Eduardo Rosales Controls Electrician UCSD Housing & Dining Teamsters Local 2010 San Diego, CA
Lauren Hart Administrative Analyst Facilities Management University of California San Diego San Diego, CA 92093	TBD UC San Diego Employee Teamsters Local 2010 San Diego, CA

JATC Committee Meeting Coordination & Records:

Kristin Beattie
Labor Relations Advocate
Human Resources
University of California San Diego,
San Diego, CA 92093

▲ ADVISORS

SAN DIEGO CITY COLLEGE

Rose LaMuraglia, Dean
School of Business
San Diego City College
1313 Park Boulevard
San Diego, CA 92101
Ph. 619-388-3488

DIVISION OF APPRENTICESHIP STANDARDS

Carrie R. Stanonis, Apprenticeship Consultant
Division of Apprenticeship Standards
7575 Metropolitan Dr, Suite 209
San Diego, CA 92108
Ph. 619-767-2045
Fax. 619-767-2049

ATTACHMENT C: UC SAN DIEGO SKILLED CRAFTS APPRENTICESHIP (SINGLE EMPLOYER JOINT) File#100306 - CARPENTRY

Course Title	Description	Units	Total Lecture Hours		Total Lab Hours
			MIN	MAX	
Construction Safety	This course reviews procedures and applications of general construction safety. Emphasis is placed on identifying basic project procedures, and applying procedural knowledge and performance standards to construction safety regulations.	3	56	63	0
Construction Mathematics I	This course provides apprentices with a basic comprehension of mathematical functions, as they relate to the construction trade. Emphasis is placed on performing addition, multiplication, and division calculations involving whole numbers, fractions, decimals, percentages, and conversion of fractions and decimals from one type of unit to the other.	3	56	63	0
Construction Mathematics II	This course provides apprentices with application of advanced mathematical functions. Emphasis is placed on applying advanced construction mathematical computations including standard units of measure, conversion of measurement from one type to another (US Standard/Metric), and calculations of squares and square roots used in layouts, as they relate to building construction.	3	56	63	0
Construction Blueprint Reading I	This course provides apprentices with basic project procedure, and applications on different types of basic blueprints. Emphasis is placed on demonstrating a working knowledge of construction principles, basic blueprint reading, and related trade mathematics.	3	56	63	0
Construction Blueprint Reading II	This course provides apprentices with advanced reading of construction blueprints and specifications for commercial and industrial construction. Emphasis is placed on analyzing measurements, blueprint symbolism, and building material specifications relating to construction.	3	56	63	0
Carpenter Apprentice I	This course is an introduction to the carpentry trade. Emphasis is placed on identifying and selecting lumber, and engineered lumber products and panels, choosing appropriate fasteners, and safely using all hand tools, portable power tools, and stationary power tools on the job site.	3	56	63	0
Carpenter Apprentice II	This is an intermediate carpentry course covering blueprints and building codes, building layout, and concrete form construction. Emphasis is placed on reading and interpreting blueprints and floor plans, understanding building codes, choosing appropriate layout tools, and building concrete forms.	3	56	63	0
Carpenter Apprentice III	This is a high-intermediate level carpentry course covering roof and stairway framing, insulation, windows, and exterior doors. Emphasis is placed on layout and framing common roof structures, interior stairs, correctly selecting and installing insulation and vapor barriers, and selecting and properly installing windows, exterior doors, and hardware.	3	56	63	0
Carpenter Apprentice IV	This is an advanced carpentry course covering exterior and interior finish work. Emphasis is placed on the description, layout, and installation of interior and exterior wall coverings, decks, doors, stairs, and flooring material.	3	56	63	0
TOTAL		27	504	567	0



SAN DIEGO CITY COLLEGE

1313 Park Boulevard
San Diego, California 92101-4787
619-388-3400

May 14, 2019

To: Carrie Stanonis

RE: UC San Diego Skilled Crafts Apprenticeship Program

This letter is to confirm that San Diego City College will serve as the Local Education Agency (LEA) for apprenticeship training programs for the Carpenter trade of the University of California, San Diego.

Occupation	O*NET Code
Carpenter	47-2031.00

San Diego City College's Apprenticeship Office, in conjunction with Lauren Hart and her designees will develop the Certificate of Achievement and Associates Degree for the apprentices in the Carpentry trade. Apprentices could start registering for the Fall 2019 semester in July in accordance with their registration date.

All curriculum and attendance reports will be on file at San Diego City College and as the official LEA, City College Apprenticeship Program staff will complete all related supplemental instructions (RSI) related files and documents.

Sincerely,

A handwritten signature in black ink, appearing to read "Rose LaMuraglia".

Rose LaMuraglia

Dean
School of Business, Information Technology, Cosmetology, and Apprenticeship Programs

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