



Marion County Building Industry Association



Carpentry Apprenticeship Employer Handbook

2020-2021



Marion County Building Industry Association

Apprenticeship Program Employer Policy Handbook

Important Items To Review

Page 2 Bypass Test for Advancement

Employer may request a one- or two-year advancement for apprentices they feel qualify for advancement. Apprentice must pass the test with 85% and get approval from the Carpentry Apprenticeship Committee to advance.

Page 3 Apprentice Tuition

Tuition must be paid prior to first day of class and is the responsibility of the Employer. Florida State Statutes prevents apprentices from paying their own tuition. Any employer that charges students tuition will be forced to reimburse the student and could be removed from the participating employer list.

Page 6 Attendance Policy

If unavoidable circumstances cause an Apprentice to miss class, it is mandatory that the absence be made up on one of the 3 pre-scheduled makeup classes during the same semester. If an apprentice is recorded with more than 2 absences in a semester, he/she must appear before the Carpentry Apprenticeship Committee (CAC).

Page 7 Termination of Employment

Apprentices are to remain with the employer who originally sponsored them. Prior approval of the CAC is required before leaving their job to take a job with another participating employer. To qualify for a tuition credit, employers must inform the Apprenticeship Coordinator or Training Director within 48 hours when they terminate the employment of an apprentice.

Page 8 Apprentice Raises & Wage Schedule 2019-2020

The Apprentice Wage Schedule is updated each year based upon a survey of journeyman wages from all the Participating Employers. Apprentices are entitled to the next level wage at a minimum when they complete every 1000 hours OJT and related classroom hours. Employers will be notified of pay raises earned every 6 months.

Page 9 Work Process Timecards (OJT)

Apprentices must maintain a monthly OJT card, have it signed by their employer, and turn in to the Apprenticeship Coordinator by the 10th of the following month. If card is late, apprentices will not be able to return to class until the card is turned in. OJT Cards may be submitted by email or turned in to the employer, their instructor, or the Apprenticeship Coordinator.

**MCBIA Apprenticeship Committee
Apprentice Coordinator, and training director
contact information back page.**

The Carpentry Apprenticeship Committee of the Marion County Building Industry Association welcomes you as a Participating Employer in its Apprenticeship Program. Your participation is the link that makes possible the training programs we conduct. MCBIA is committed to providing the highest quality training for industry. The purpose of this Manual is to provide Participating Employers with the important details and basic guidelines for their participation.

APPRENTICESHIP PROGRAM STANDARDS

The training program has standards, which follow both Federal and State requirements. These standards are approved by the Florida Department of Education's Office of Apprenticeship and Continuing Workforce Education for the following trades:

Carpentry Apprenticeship - 8,000 hours

APPRENTICESHIP TRAINING

Apprenticeship training is a formal agreement between the apprentice, the employer and the sponsor in which the apprentice receives at least 2000 hours of on-the-job training (OJT) and a minimum of 144 hours of related classroom/lab training each year. These Agreements are completed at the beginning of the training program for all new apprentices and employers and submitted to the Florida Department of Education, Office of Apprenticeship and Continuing Workforce Education.

EMPLOYMENT OF APPRENTICE APPLICANTS

To sponsor for training, an employer may hire an eligible applicant referred by MCBIA or select a candidate from among current employees. The applicant is indentured and thus becomes an apprentice. The apprentice will begin On-the-Job training at that time and will begin classes with the next group. In accordance with our Apprenticeship Standards (and state & federal law), indentured apprentices must be paid at least the minimum wages listed on the current Wage Schedule which is revised every year based upon a survey of all employers. Employers who need apprentices should contact the Apprenticeship Coordinator.

BYPASS TEST FOR ADVANCEMENT

Upon authorization of the Carpentry Apprenticeship Committee, the Apprenticeship Coordinator may administer an Advanced Placement Test to an apprentice whose employer requests a one-year or two-year advancement. The request must be made on company letterhead and must state: a) the previous training and/or experience that the employer feels qualifies the apprentice for advancement and be accompanied by any documentation; and b) the willingness of the employer to adjust the pay of the apprentice to the appropriate level based upon the Wage Rate Schedule. When a request for advancement is received from the Employer, the Apprenticeship Coordinator will schedule the apprentice to take the Bypass Exam. For a one-year advancement, the apprentice must pass the First Year Final Exam with 85%. For a two-year advancement, the apprentice must pass the Second Year Final Exam with 85%. The Carpentry Apprenticeship Committee will have final approval for any advancements. No more than 50% of the program can be credited by examination.

TUITION AND FEES

MCBIA Dues: Participating Employer must maintain a current membership with MCBIA, paying annual dues as set by MCBIA.

Apprentice Tuition Fee: The Participating Employer is responsible for all tuition fees. Tuition is paid annually for each apprentice sponsored, as set by MCBIA. **Tuition fees must be paid in full prior to the first day of class for apprentices to attend class.** Tuition payments must be made with a Participating Employer company check. **No tuition may be paid by the apprentice.** Any employer that charges tuition to students will be forced to reimburse the student and could be removed from the participating employer list.

Books: Books are purchased by the apprentice or the employer. For this first year, the books will be provided to students.

Credit: Credit will be given for apprentices who leave your employ (up to 40 classes). Credit may be used only for future apprentice tuition. **Employer must notify the Apprenticeship Coordinator and Training Director in writing within 48 hours of the time the apprentice leaves in order to be eligible for credit.** Contact information is on back page.

New Employer: The new employer of an apprentice who has moved from another employer must pay tuition for the apprentice pro-rated for the remainder of the class year. Applicable tuition must be paid in full for the apprentice to continue attending class. Notification procedures for hiring an apprentice from another employer is on page 8.

If an employer fails to pay applicable dues or tuition, MCBIA will make every effort to continue the training of any apprentice wishing to remain in the program with another employer.

REGISTRATION FOR CLASSES

All apprentices are considered to be full-time students of Marion Technical College (MTC). Enrollment of new apprentices for classroom/lab sessions at MTC will be completed on-line at www.mariontc.edu in July/August. All new apprentices are required to attend an orientation. Returning apprentices are automatically registered for classes and are not required to attend orientation. Classes start the second week of July.

CURRICULA

The curricula used in the Plumbing, Carpentry and Heating and Air Conditioning programs are the NCCER Connect Construction and Maintenance Curricula. The National Center for Construction Education and Research (NCCER) has developed curricula for 60 crafts in the construction and maintenance industries. These are updated annually as needed, with a complete review every three years. They are nationally recognized, standardized, competency-based and portable. These training manuals are currently being used throughout the United States and in 14 foreign countries.

- All written/online tests and performance tests are administered by NCCER-Certified Craft Trainers/Proctors.
- Training modules completed by each apprentice are recorded in a National Craft Training Registry and a transcript is maintained for each trainee. A certificate is issued when each Level is completed.
- Transcripts can be given to any other program or company upon the apprentices' request for credit for the skills and knowledge learned. Apprenticeship training is transferable to wherever the apprentice chooses to be.
- These curricula are approved by the US Department of Labor for use in formal apprenticeship training programs. They are used by the very largest as well as smaller companies throughout the country.
- The curricula materials include trainee guides with task objectives, text, illustrations, procedures and review questions. Instructor guides include teaching outlines, lab exercises, lesson text, and competency-based performance tests.

GRADING POLICY

Apprentices will receive a grade on each module completed. All NCCER module tests are graded pass/fail. A module is considered complete when the instructor certifies the required written/online test and performance profiles. Apprentices must earn 70% grade or better in order to pass a written/online test. All written/online and performance tests must be completed for certification and advancement.

The first time an apprentice fails a module test, the employer will be notified by the Apprenticeship Coordinator. A retake of the test is permitted and must occur within two class nights. If failure results again, the Carpentry Apprenticeship Committee will be notified.

If all absentee reports and OJT cards are turned in on time, the instructor may award additional points towards the MTC semester grade. The final grade for each term will be the average of all module grades, using 0 for those not completed. Instructors may also consider quizzes, lab and classroom assignments as well as homework assignments in the grade calculation. Instructors will convert all numeric grades to letter grades that will be found in MTC transcripts.

APPRENTICE APPEAL PROCESS

In the event an apprentice feels he/she has received an incorrect decision from an instructor with regard to a written test she/he may appeal in writing in the following order:

1. To the Apprenticeship Coordinator
2. To the Carpentry Apprenticeship Committee

CLASSES/LABS

Classes are held two evenings per week for 3 hours each. Trainees are required to attend a minimum of **144** hours of class each year. Up to 162 hours will be provided each year, and 100% participation is strongly encouraged.

JOURNEYPERSON EXAM

Apprentices in their 4th year are required to take the journeyman exam prior to graduation.

SEXUAL HARASSMENT

Sexual harassment is a form of sex discrimination under Title VII of the Civil Rights Act of 1964 and is a violation of both state and federal laws. For more info on the specific policy see the Marion Technical College Catalog. This catalog can be found on this link:

www.<https://mariontc.edu/course-catalog/>.

ATTENDANCE POLICY

Attendance is required by the Apprenticeship Standards and is necessary in order to have a successful training program. Apprentices must remain for the entire class period to receive full credit for attendance and must sign the sign-in sheet to be counted present.

Apprentices that arrive late to class will be recorded as tardy and 3 instances of tardiness will equal 1 absence. Apprentices leaving early without explicit permission from the instructor or arriving more than 1 hour late will be recorded as absent.

Absences are reported to the employer, and the apprentice via email. A read receipt will be sent with the email to ensure that the employer has received the email.

If unavoidable circumstances cause an Apprentice to miss class, it is mandatory that the apprentice attend a makeup class for each of the classes missed within that semester. Three (3) makeup classes for each semester will be scheduled in advance.

If an apprentice is recorded with more than two (2) absences in a semester, he/she must appear before the Carpentry Apprenticeship Committee and will be evaluated based on the reasons for the absences. If absences are work related, students must bring a letter from their employer to this meeting.

Circumstances such as test scores, OJT record, and instructor feedback will be considered, and the apprentice could be asked to leave the program.

PROBATIONARY PERIOD

Apprentices will be on probation during the first six (6) months for the program. During the probation period, if circumstances warrant, the apprentice may be asked to leave the program.

SAFETY AND CONDUCT

Apprentices are required to conduct themselves in a safe manner to protect all participants. All safety rules for each training facility and jobsite, including the classroom and lab, must be observed at all times. Safety rules for specific equipment must be observed while using that equipment. Failure to observe safety rules will result in disciplinary action, which may include immediate dismissal. Each apprentice should know where Material Safety Data Sheets and other safety materials are located. Students will take a mandatory OSHA 10 course prior to lab work.

Cell phones must not be used during class. They must be set on silent or vibrate. Calls or texts may be answered during class breaks.

In order to remain in the program, each apprentice must observe **all** rules and guidelines of the host institution, Marion Technical College. These include rules regarding 1) conduct in the classroom and labs, 2) smoking and 3) traffic and parking. The use, possession, concealment or sale of drugs, controlled substances, alcohol or firearms is prohibited. Instructors will report any violation of this policy to the Apprenticeship Coordinator and Marion Technical College Administration. Based on the offense, law enforcement may be contacted.

TERMINATION OF EMPLOYMENT

If an Apprentice quits their job:

Apprentices remain with the employer who originally sponsored them, per the Apprenticeship Agreement. No apprentice can change employers without prior approval of the Carpentry Apprenticeship Committee (CAC). If, due to unavoidable circumstances, the apprentice wants to change from one participating employer to another, the apprentice must contact the Apprenticeship Coordinator or Training Director. If an apprentice quits his/her current employer without prior approval of the CAC, they will be automatically terminated from the program. If an apprentice is terminated for quitting their job without prior approval, he/she has 5 days to appeal to the CAC for reinstatement.

Employer must inform the Apprenticeship Coordinator or Training Director (contact info below) when an apprentice leaves their employ.

Apprenticeship Coordinator – Earl Scott – 352-671-7204

Training Director – Scott Olschewski – 352-694-4133

Apprentice is laid off or fired by employer:

Employers must inform the Apprenticeship Coordinator or the Training Director when they terminate the employment of an apprentice within 48 hours of termination. Terminated apprentices should be referred to the apprenticeship office. Do not attempt to send them to another employer.

If the apprentice wishes to remain in the program, he/she has 48 hours to notify the Apprenticeship Coordinator or Training Director. They may assist the apprentice in finding another employer, but it is the responsibility of the apprentice to set up interviews with prospective employers and notify the Apprentice Coordinator of new employer. If the apprentice cannot find employment within a reasonable amount of time, he/she must voluntarily withdraw from the program for the year.

A Participating Employer who wants to hire an apprentice from another employer must notify the Apprenticeship Coordinator or Training Director (contact info above) prior to hiring to ensure proper procedures have been met.

If the above procedures are not followed when an apprentice moves from employer "A" to employer "B", it may be construed as a violation of the Standards by both the employer and the apprentice.

WAGE SURVEYS

Each summer, it is necessary to survey the Participating Employers in each trade in order to determine the average wage of journeyworkers. The apprentice wage rates for the coming year are based on this average journeyworker wage. Participating Employers should furnish the survey information solicited by the apprenticeship office as promptly as possible.

Journeyworker Definition: A person working in an apprenticeable occupation who has successfully completed a registered apprenticeship program, or who has worked the number of years required by established industry practices for that trade or occupation.

A copy of the current Wage Schedule can be found on the next page.

APPRENTICE RAISES

When an apprentice has completed a block of 1000 hours, based on all OJT cards and completion of the related classroom instruction, the apprentice is entitled to the next level wage at a minimum. When the apprentice signs their monthly OJT card, they are certifying that they have been paid the proper wage rate.

The employer is notified every six months which of their apprentices should be raised to the next level wage, at a minimum. A copy of their OJT hours is included with the notification.

MCBIA APPRENTICE WAGE SCHEDULE 2019-2020

Journeyworker Hourly Wage Rate		\$19.00
Period of Training in OJT hours	Carpentry Apprentice Rate as Percent of Journeyworker Rate	Carpentry Apprentice Hourly Rate
1 – 1000	55%	\$10.45
1001 - 2000	60%	\$11.40
2001 - 3000	65%	\$12.35
3001 - 4000	70%	\$13.30
4001 - 5000	75%	\$14.25
5001 - 6000	80%	\$15.20
6001 - 7000	85%	\$16.15
7001 - 8000	90%	\$17.10

EQUAL OPPORTUNITY AFFIRMATIVE ACTION

Section XXIV, Title 29 CFR, Part 30 (EEO) pledge:

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 and will operate the apprenticeship program as required under Title 29 of the Code of Federal Regulations, Part 30.

WORK PROCESS TIMECARDS (OJT CARDS)

Each apprentice must maintain a monthly work process timecard. (OJT Card) Employers are not asked to fill out the cards but should be prepared to answer any questions and render assistance as apprentices may need to complete these cards.

Employers must assign one or more authorized representatives from their company to certify each month that the hours have been reported accurately and sign the OJT Card. An apprentice must not certify his/her own reported hours. Hours cannot be certified by another apprentice even if they are the supervisor. A performance appraisal must also be made by the apprentice's supervisor, recorded on the OJT card, and signed by the supervisor conducting the appraisal. OJT Cards will not be accepted without the signature of the authorized representative.

OJT cards for any given month must be in the Apprenticeship Coordinator's office no later than the 15th of the following month. Apprentices cannot start class in the Fall until all cards are turned in. Apprentices with late OJT cards, during the semesters, **will not be allowed to return to class** until the card is turned in. Incomplete cards **will not be accepted**, and the Attendance policy **will apply** to any absences due to late OJT cards.

Apprentices are responsible for their cards being turned in on time per their employers' policies and guidelines in one of the following ways:

- 1) Email the card to the Apprenticeship Coordinator or the Training Director by the 15th of the month. (Contact information on the back page).
- 2) Turn the card in to the Instructor by the 15th of the month, the instructor will submit it to the Apprenticeship Coordinator at the end of the class period.
- 3) Turn the card in to their employer who will see that it is received in the Apprenticeship Coordinator's office by the 15th of the month.

INSTRUCTORS

In order to have a well-trained workforce for our employers, it is critical to begin with the finest instructors we can find. Our instructors are from industry and are Certified Craft Instructors. They are chosen not only for their knowledge and experience, but for their examples as model employees as well. We ask that you support the instructors in every way you can.

Instructors are encouraged to allow time as needed for apprentices with difficulties who need extra help. They also make the apprentices aware of the Student Resource Room at Marion Technical College, which is available to them free of charge while they are enrolled in the program. Apprentices can access computers and training-related resources in this lab. Instructors also let the Apprenticeship Coordinator know if they feel a trainee is unable to keep up. Instructors are also encouraged to ask for feedback from the apprentices or the Apprenticeship Coordinator at any time.

INSTRUCTOR EVALUATION

Instructors are evaluated in multiple ways:

- Once each term apprentices are given the opportunity to fill out an evaluation of the instructor and the class. These evaluations are not signed. The instructor will receive a summary report from the Carpentry Apprenticeship Committee.
- The Apprenticeship Coordinator will sit in a class session once a term and evaluate each instructor using the Marion Technical College instructor evaluation forms.

These evaluations are not intended to be punitive but a positive effort to identify strengths and weaknesses of the individuals so that they may build on their strengths to become the best instructors they can be. In addition, all members of the Carpentry Apprenticeship Committee are invited to sit in and observe classes from time to time if they wish.

DAVIS BACON CERTIFICATION

The MCBIA Apprenticeship Program is a registered apprenticeship program through the Florida Department of Education and is subject to compliance with all federal regulations under the Department of Labor. If an employer has apprentices, they are placing on a Davis Bacon jobsite, it is the responsibility of the employer to contact the MCBIA Apprenticeship Program prior to placing the apprentice on the job.

The Employer will need to obtain a Request for Certification Form from the MCBIA Office. (Call 352-694-4133 or email Workforce@mcbia.org) Form must be completed with all necessary information, and returned electronically in excel format to Workforce@mcbia.org at least two weeks before the start of the job. All information on the form must be provided and accurate for the Certificate to be issued. Incomplete request forms not in correct format will be returned to the employer.

CERTIFICATION MUST BE ISSUED BEFORE THE START OF THE JOB.

Certification will not be issued on completed projects nor will a request for certification be backdated. Certifications must be renewed every 90 days while the job is ongoing.

For all other Davis Bacon related questions pertaining to certified payroll, prevailing wage, and other guidelines. <https://www.dol.gov/whd/govcontracts/dbra-guidance.htm>

CHANGES IN ADDRESS OR OTHER INFORMATION

It is the Employer's responsibility to notify the Apprenticeship Coordinator or Training Director of any change in the company's contact person, address, phone number, email, or change in any apprentice's employment status.

CONTACT INFORMATION

Training Director at Marion County Building Industry Association:

Scott Olschewske

707 NE 25th Avenue

Ocala, FL 34470

Phone: (352) 694-4133, option 3

Workforce@mcbia.org

Apprenticeship Coordinator at Marion Technical College:

Earl Scott

Marion Technical College

1014 SW 7th Road

Phone: (352) 671-7204

Fax: (352) 671-7297

Earl.Scott@marion.k12.fl.us

Carpentry Apprenticeship Committee:

(The governing body of the MCBIA
Apprenticeship Program)

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