

Training... Empowerment with a vision to build a better future

## Employer Referrals to Apprenticeship Program

**Executive Director**  
Thomas Nordeen

**Labor Trustees**  
James P. Connolly  
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The Department of Labor has approved new rules that permit the Apprenticeship Fund to accept referrals of new employees into the Apprenticeship Program directly by employers. The Apprenticeship Program provides new laborers with both classroom and on-the-job training in safety procedures and a wide variety of important construction skills.

Every year hundreds of new laborers are hired and have to learn their jobs from their employers and fellow employees without organized classes or training. In contrast, new apprentice laborers entering the industry receive excellent instruction and training but often have difficulty getting jobs since employers have already made their own hiring choices.

In order to allow employers to choose their employees and also to raise the levels of safety and training among more new laborers, contributing employers will now be permitted to select candidates for the Apprenticeship Program. Employers will then be allowed to keep such apprentices in their employment. To do so an employer must submit an application covering a newly hired employee who must then be accepted into the Apprenticeship Program. The employee must meet the physical, legal and educational standards of the Apprenticeship Program, including passing a drug test. Such an apprentice applicant can be put to work at the 60% apprentice rate immediately after acceptance into the program. He or she must be released for a one-week classroom safety program as soon as one is available. The employee eventually must meet all of the Apprenticeship Program's requirements for classes and complete the two years/2400 hours of diversified on-the-job training in order to advance to full pay and journeyman status. An employer can pay more than the apprentice rate, at its option.

The new approach, which has worked for other unions, will begin with a limited number of new employees who can be apprentices and a limit of three per employer per year at this time.

Admission to the Apprenticeship Program will be on a first-come-first-served basis for qualified new hires. Enrollment will be permitted throughout the year as long as there are enough hired applicants. An employer who lets an apprentice go without cause will not be able to obtain a replacement apprentice for the same year.



**Carol Stream Location**  
1200 Old Gary Avenue  
Carol Stream IL 60188  
630.653.0006

**Chicago Location**  
5700 West Homer Street  
Chicago IL 60639  
773.413.3315

The Apprentice Program is committed to non-discrimination in the acceptance of new apprentices and may modify the first-come-first-served approach if the employer referral approach results in unfairness to the pool of employees based on race, gender or national origin.

Attached is a list of the requirements for acceptance into the Apprentice Program. Contact the Apprentice Coordinator, Paul Hoetzer, at 630-653-0006 x 235 to make a referral to the program or to obtain information about the excellent instructional programs that will help employees become highly qualified and skilled workers. Many more classes are also available to journeyman laborers and, if you have particular training needs or want to recommend other types of classes to meet your needs, please call the Training Center.

# CONTRACTOR APPRENTICE SPONSORSHIP

## REQUIREMENTS FOR EMPLOYER REFERRALS INTO THE LABORERS APPRENTICE PROGRAM

1. Applicants must schedule an appointment to fill out the application in person, take an aptitude test, submit to an oral interview and have the required documentation.
2. Applicants must meet the minimum requirements: be at least 18 years of age, have at least a 10<sup>th</sup> grade education, be physically able to perform the work of the trade, have a reading, writing, understanding and communicating ability in English as would enable the applicant to perform the tasks of the Construction Craft Laborer in a safe manner and comprehend the subject matter in related instruction.
3. At the time of application, applicants must submit all of the following:
  - 1) Original Birth Certificate
  - 2) High School Diploma or GED or Official Transcripts showing successful completion of the 10<sup>th</sup> grade
  - 3) Social Security Card
  - 4) Valid Driver's License
  - 5) Picture ID (Illinois Driver's License or Illinois State ID Card)
  - 6) **A letter of "intent to hire" from a participating signatory contractor on company letterhead signed by an authorized person.**
4. Applicants shall be required to pass a mandatory substance abuse test.
5. Qualifying applicants must attend an initial one week safety training orientation class as soon as one is offered. Training schedules will be determined by the Apprentice Program.
6. All referred applicants are required to join the Laborers Union.
7. The JATC will determine the number of apprentices it will allow in the program at their discretion.

# CHICAGOLAND LABORERS TRAINING AND APPRENTICE FUND

## EMPLOYER INFORMATION

1. Anyone wishing to become an Apprentice Laborer must be sponsored by a contributing contractor and qualify according to the standards. Employers must provide a letter of sponsorship to the candidate. Employers cannot designate a new hire as an Apprentice. **Apprentices can be requested by contacting Paul Hoetzer at the Apprentice Office, 630-653-0006 x 235.**
2. The ratio of journeyworkers to Apprentices shall be six (6) Laborer journeyworkers to one (1) Laborer Apprentice on a company-wide basis, with no more than 20% of the Laborers being apprentices on any one jobsite of the employer. Employers who employ a maximum of one (1) and five (5) Laborer journeyworkers are entitled to one (1) Laborer Apprentice, who may be assigned to jobsites irrespective of the 20% jobsite maximum.
3. Apprentices are assigned to employers on a first-come, first-served basis.
4. Apprentice wages begin at 60% of journeyworker scale and progress to 70%, 80%, 90% and 100% every six months as they complete the required training and field experience. Full benefits must be paid immediately. **Apprentice wages may be paid on prevailing wage jobs to registered Apprentices.**
5. An Apprentice may be reassigned to another employer if the Apprentice is not experiencing different kinds of work or skills (i.e., an Apprentice is limited to just flagging, sweeping, etc.).
6. Apprentices are required to attend week long training classes every 6 months. Adequate notification will always be given to the Apprentice and employer.



## APPRENTICE WAGE NOTICE

**Executive Director**  
Thomas Nordeen

JUNE 1, 2017

**Labor Trustees**  
James P. Connolly  
Martin Flanagan  
Joseph V. Healy  
Charles V. LoVerde III  
Joe Riley

To Whom It May Concern:

Wages for Apprentice Laborers are as follows,  
based on the Journey Worker rate of \$41.20 per  
hour.

**Management Trustees**  
Seth Gudeman  
Shane Higgins  
Joseph Koppers  
Robert G. Krug  
David Lorig  
William Vignocchi

60%	----	\$24.72
70%	----	\$28.84
80%	----	\$32.96
90%	----	\$37.08

Apprentices are entitled to all fringe benefits.

If you need further information, please contact the  
Apprentice Office.

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## APPRENTICE SPONSORSHIP UPDATE

August 2014

*Executive Director*  
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This notice is being sent out to clarify the number of apprentices that a contractor may sponsor and employ per year.

First and foremost, the Collective Bargaining Agreement states that: "The ratio of Journeymen to Apprentices shall be six (6) Laborer Journeymen to one (1) Apprentice Laborer on a company-wide basis, with no more than 20% of the Laborers being Apprentices on any one (1) employer jobsite.

Employers who employ a maximum of between one (1) and five (5) Laborer Journeymen shall be entitled to one (1) Laborer Apprentice."

In order to employ a second Laborer Apprentice the contractor must maintain the 6:1 ratio.

- Contractors that employ an average of 49 Journeymen Laborers or less, during each of the previous three (3) months, are entitled to sponsor up to three (3) Laborer Apprentices per year however, the 6:1 ratio of Journeymen to Apprentice must be maintained.
- Contractors employing at least 50 Journeymen Laborers, but less than 100 during each of the previous three (3) months, are entitled to sponsor four (4) Laborer Apprentices per year.
- Contractors employing an average of 100 Journeymen Laborers, during the previous three (3) months, are entitled to sponsor five (5) Laborer Apprentices per year.
- Contractors may sponsor one (1) additional Apprentice Laborer for every 25 Journeymen Laborers over 100, provided they maintained that average over the previous three (3) months.

If you have any questions or need further information, my telephone number at the Training Center is 630-653-0006 (ext. 235); my cell phone is 630-675-1833, you can also reach me by e-mail at [paul.hoetzer@chicagolaborers.org](mailto:paul.hoetzer@chicagolaborers.org).

Fraternally yours,

Paul Hoetzer  
Apprentice Coordinator

