

FP&M

Apprenticeship

‘Pilot’ Program - Painter

Standards and Procedures

Division of Facilities Planning & Management
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INTRODUCTION

The Division of Facilities Planning & Management is launching a **pilot** apprenticeship program January 2023. The purpose of the Program is to build our talent pipeline with an employer-driven model that combines on-the-job training and learning along with classroom instruction. The goal is to recruit, train and prepare skilled and diverse talent to work for UW-Madison as a Journey Worker in their designated trade. FP&M's **pilot** apprenticeship program shall comply with all applicable [Wisconsin Apprenticeship Law](#) (ss 106.01).

EQUAL OPPORTUNITY PLEDGE

The University of Wisconsin-Madison is committed to providing equal opportunity and equal access in compliance with all applicable federal and state laws and regulations and University of Wisconsin System and university non-discrimination policies and procedures, including but not limited to Title VI of the Civil Rights Act of 1964, which prohibits discrimination on the basis of race, color, and national origin, Title IX of the Education Amendments of 1972, which prohibits discrimination on the basis of sex, Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, which prohibit discrimination on the basis of disability, and the Age Discrimination Act of 1975, which prohibits discrimination on the basis of age. Any apprentice or applicant for apprenticeship who believes that he/she/they has been discriminated against on the basis of race, color, religion, national origin, or sex with regard to apprenticeship or that the equal opportunity standards with respect to his/her/they selection have not been followed in the operation of an apprenticeship program may file a complaint with the FP&M Human Resources Department, the UW-Madison Office of Human Resources Workforce Relations Department or the UW-Madison Office of Compliance. In addition, FP&M will operate the apprenticeship program as required under [29 CFR § 30](#) and [DWD 296.03](#).

QUALIFICATIONS FOR AN APPRENTICESHIP

Applicants will meet the following minimum qualifications.

A. Age

Minimum age required by FP&M for persons entering the apprenticeship program is 18 years of age.

B. Education

A high school diploma, General Educational Development (GED) equivalency or other high school equivalency credential is required.

C. Physical

Applicants will be physically capable of performing the essential functions of the apprenticeship program, with or without a reasonable accommodation, and without posing a direct threat to the health and safety of the individual or others.

D. Aptitude Test

All applicants must pass one of the following assessments: (Appendix C)

- ACT
- Accuplacer Classic
- Accuplacer Next Gen

RECRUITMENT

APPRENTICE

FP&M will partner with community organizations (i.e., Urban League of Greater Madison), Dane County jobs and campus resources to post the apprenticeship opportunity.

The recruitment will be conducted by FP&M's Trades Apprenticeship Committee.

The Trades Apprenticeship Committee will consist of the following:

- FP&M Physical Plant Director of Maintenance Operations or designee
- FP&M Physical Plant Trades Employee (2)
- FP&M Human Resources Recruitment Specialist
- FP&M EID Committee Member (TBD)

The Trades Apprenticeship Committee will serve as the search and screen committee, as well as the interview panel, and will receive training on FP&M's recruitment, assessment and selection processes and procedures. Applicants will submit a cover letter and resume, as well as 3 professional references. A former teacher will be considered a professional reference. Successful applicants will interview with the Trades Apprenticeship Committee members.

Selected applicants will be required to complete a mechanical aptitude test. Offers will be extended via employment waiver.

SUPERVISION OF APPRENTICES AND RATIOS

The State of WI requires a 1-to-1 ratio for journey worker for each apprentice. As such, a primary mentor will be assigned to an apprentice, along with back-up mentors to fill in during primary mentor's vacation, illness, leave of absences or departure.

Mentors will be employed within the department the apprentice is employed in. The department supervisor will seek volunteers to serve as mentors. If there are insufficient volunteers, the department supervisor may assign staff to serve as mentors. The role of mentor will appear as a unique responsibility in the mentor's position description.

Mentors will receive mentor training prior to an apprentice joining the department. The mentor training will be conducted by Madison College. No apprentice shall work without proper or adequate supervision of the journey worker. For these apprenticeship standards, adequate or proper supervision of the apprentice means the apprentice is always under the supervision of a fully qualified journey worker or supervisor who is responsible for making work assignments, providing on-the-job (OTJ) training, and ensuring safety at the worksite.

To supervise an apprentice adequately or properly does not mean the apprentice must be within eyesight or reach of the supervisor, but that the supervisor knows what the apprentice is working on; is readily available to the apprentice; and is making sure the apprentice has the necessary instruction and guidance to perform tasks safely, correctly, and efficiently.

FP&M will ensure a one-to-one ratio of apprentice to a fully proficient worker (journey worker) consistent with proper supervision, training, safety, and continuity of employment. Ratio of apprentices to fully proficient workers (journey worker) will be noted in Appendix A.

PROBATIONARY PERIOD

The term of the occupation will be hybrid with an OJT attainment supplemented by the required hours of related instruction as stated on the Work Process Schedule and Related Instruction Outline (Appendix A).

Every applicant selected for apprenticeship will serve a probationary period. The probationary period cannot exceed 25 percent of the length of the program or 1 year, whichever is shorter. During the probationary period, either the apprentice or the Sponsor (Joint Apprenticeship Committee) may terminate the apprenticeship agreement, without stated cause, by notifying the other party in

writing. The records for each probationary apprentice will be reviewed prior to the end of the probationary period.

Records may consist of periodic reports regarding progression made in both the OJT and related instruction, and any disciplinary action taken during the probationary period. Any probationary apprentice evaluated as satisfactory after a review of the probationary period will be given full credit for the probationary period and continue in the program. After the probationary period, the apprenticeship agreement may be cancelled at the request of the apprentice or may be suspended or cancelled by the Sponsor for reasonable cause after documented due notice to the apprentice and a reasonable opportunity for corrective action. In such cases, Sponsor will provide written notice to the apprentice and to the Bureau of Apprenticeship Standards of the final action taken.

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Section One:

Policies established in the Wisconsin Apprenticeship Manual

1. Membership of a State Committee (Ch. 2.5)

A. The membership of a State Committee is comprised of no less than four and no

more than 20 members, consisting of an equal number of members representing

employer and employee interests. Membership of a State Committee must

represent all occupations overseen by that committee, all types of employers active in training apprentices, and a variety of geographic areas of the state. The

Bureau may designate consultants to serve as non-voting members, including technical college representatives, apprenticeship coordinators, training instructors, and other interested parties.

B. Employer Members

Employer members will be nominated by professional organizations involved in the training of apprentices in the affiliated occupations. Such organizations must be actively training apprentices, or have done so within the last two years, to nominate a member. This requirement is waived for organizations involved in the development of a new apprenticeship occupation. Where no professional organization exists, the Bureau may identify and appoint members. In a construction State Committee, the percentages of employer members representing union employers and non-union employers must approximate the percentages of union and non-union apprentices in the occupation(s) statewide. For example, a 10-member State Committee with 60 percent union and 40 percent non-union apprentices would have six union members and four nonunion members.

C. Employee Members

Employee members are nominated to the Bureau by employee organizations and sponsor in-house apprenticeship committees. In cases where a sponsor has no in-house apprenticeship committee, nominees will be solicited from employers or professional organizations.

D. Terms

State Committee members will serve terms of three years and may be nominated for additional terms. Memberships will be staggered to maintain continuity. Vacancies may be filled, or members changed during an active term, at the request of the nominating entity. The Bureau may remove a person from membership on a State Committee for one or more of the following reasons:

- 1) Failure to attend at least 75 percent of the committee meetings during the membership term, unless excused by the Bureau for good cause;

2) Failure to meet the membership requirements outlined in this section, unless a documented exception is granted by the Bureau; and/or

3) Violation of any state apprenticeship statute, rule or standard.

2. State Committee Operations (Ch. 2.6)

A. Meetings

State Committees meet at least twice per year, or more frequently if requested by the Bureau, in conformity with the Wisconsin Open Meeting Law. The committee will elect two co-chairs: one employer member and one employee member. A quorum exists when at least two employer and two employee members are present. Official meeting minutes will be prepared and catalogued by the Bureau.

B. Duties

State Committees are designed to arrive at recommendations based on consensus, meaning that the recommendations they make to the Bureau should reflect the interests of the collective group, rather than a simple majority. Reaching consensus does not assume that every member will be in complete agreement, but that a compromise has been reached. Primary State Committee functions are to:

i. Advise the Bureau and educators, such as the Wisconsin Technical College System (WTCS) and private training centers, on curriculum content and delivery of related instruction concerning the State Committee's apprenticeship programs.

ii. Make recommendations for revisions to the state minimum standards to the State Committee's affiliated occupations every five years, or more frequently as needed. These minimum standards include:

- a. The provisions of the Exhibit A, with the exclusion of compensation;
- b. Minimum qualifications for apprentices, such as entrance scores;
- c. Minimum qualifications for apprentice sponsors; and
- d. Employer requirements to serve as an apprentice trainer.

iii. Advise the Bureau on policies and procedures pertaining to the administration of each apprenticeship occupation associated with the State Committee, including matters related to:

- a. Apprentice reviews;

- b. Apprentice selection processes;
- c. Assessing and awarding credit for previous experience and education;
- d. Local apprenticeship committee operations and meeting frequency;
- e. Apprentice layoff and transfer policies and procedures;
- f. The formation and dissolution of local apprenticeship committees;
- g. Outreach and expansion strategies.

3. Program Standards (Ch. 5)

A. Term of Apprenticeship

The sponsor must indicate, for each occupation, the basis for tracking apprentice progress: competency, time, or a hybrid. Regardless of the tracking method, an apprenticeship must entail at least one year of work experience and related instruction.

Competency-Based The occupation must be approved for administration as a competency-based apprenticeship by U.S. DOL. If not, the sponsor must consult the Bureau to determine if it is suitable as a competency-based occupation. The program standards must detail:

- a. The on-the-job learning component of the apprenticeship program;
- b. The required competencies to be mastered during the apprenticeship;
- c. How demonstration of the competencies will be determined, including
written and hands-on evaluations that occur in a controlled setting that permit accurate and verifiable results;
- d. The related instruction, which must comply with the apprenticeship statute, regulations, and rules.

Time-Based

The traditional method of apprenticeship delivery, consisting of at least 2,000 hours of on-the-job learning. This approach monitors an apprentice's progress through tasks described in a work process schedule for the occupation.

Hybrid

Measures skill attainment through a combination of a specified minimum number of hours of on-the-job learning and successful demonstration of competencies as described in Exhibit A to the apprenticeship contract.

B. Work Processes

Standards must contain a schedule of work processes associated with the apprenticeship occupation. The work processes are an outline of supervised work experience that the apprentice will receive through on-the-job learning.

C. Related Instruction

The provision for organized related and supplemental instruction relevant to the occupation must be outlined in the standards and include a minimum of 144 hours of paid related instruction per year for the first two years of the program. Programs which are longer than two years must have at least 400 hours of paid related instruction during the term of the apprenticeship. Instruction may be delivered through the classroom, occupational or industry courses, electronic media, or other instruction approved by the Bureau. Instructors must meet educational and occupational requirements established by the Bureau and WTCS.

D. Numeric Ratio Description

Program standards must identify a numeric ratio of apprentices to journeyworkers that is consistent with proper supervision, training, safety, and continuity of employment. The ratio language shall be specific as to its application to the job site, workforce, department, or plant—with the employer's workforce being the preferred manner of expressing the ratio for Wisconsin registered apprenticeship programs. The ratio shall not exceed one journeyworker per apprentice, except where a collective bargaining agreement applies, then the ratio prescribed in the agreement may be used.

E. Probationary Period

The length of the probationary period for the apprentice, in relation to the full apprenticeship term, must be designated in the program standards. The probationary period cannot exceed 25 percent of the length of the program, or one year, whichever is shorter.

Exhibit A (Ch. 6.1)

A. The apprenticeship contract details the stipulations of the apprenticeship training program and incorporates the program standards by reference. The contract must be agreed to and signed by the sponsor, the director of the Bureau (on behalf of the Department), and the apprentice (or in the case of a minor, the parent or guardian). The contents of each apprentice contract are not valid unless approved by the Bureau. The Bureau generates each contract. The contract face template, created by the Bureau, is in accordance with Wis. Admin. Code Ch. 295.07. (Manual, Ch. 6, first paragraph).

B. Each apprenticeship contract will include a document designated as "Exhibit A."

An Exhibit A is developed for each occupation associated with a program sponsor and included in the program standards. The Bureau approves the content of the Exhibit A through its authority to set local and state apprenticeship standards. The Exhibit A contains a synopsis of the following requirements of the apprenticeship, as approved by the Bureau, and in accordance with the program standards and Wis. Admin. Code Ch. 295.07.

Term of apprenticeship

The term may be based on competency, time, or a hybrid of the two. If timebased, then the number of hours, months or years necessary to complete the apprenticeship program are stated. If competency based, the Exhibit A includes a description of the skills to be attained and any on-the-job learning component. A hybrid program will state the number of hours to be spent by the apprentice on the job along with a description of the skills to be attained.

Probationary period

The period and stipulations of the probationary period, which can either be expressed in hours or months. School attendance The number of hours of paid related instruction and the related instruction provider.

Work process schedule

The basic job tasks of the apprenticeship program. For a time-based program, the approximate time the apprentice will spend on each work process. For a competency-based program, a description of the skill sets to be attained. A hybrid program will contain a combination of both. The schedule must be comprehensive enough to reflect the intent to train the apprentice in all primary job tasks of the related occupation. The schedule need not be

followed in the sequence outlined in the Exhibit A. Minimum compensation to be paid The graduated wage scale, including the skilled wage rate, to be paid to the apprentice.

Credit provisions

A description of any advanced standing work or education credit awarded to an apprentice and the wage commensurate with that advanced standing.

Special provisions

The special provisions describe additional stipulations or requirements of the apprenticeship program not contained elsewhere in the apprentice contract. For example, this section may detail additional unpaid instructional hours that the apprentice is required to take on their own time, required industry or employer certifications, or training courses mandated by the Bureau.

Period every	Painters
1560 hours	60%
1560 hours	70%
1560 hours	75%
1560 hours	85%
1560 hours	95%

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 Exhibit A - Program Provisions

Approved: 6/1/2023

TERM OF APPRENTICESHIP: The term of apprenticeship shall be Time-based, which has been established to be 4 years of not less than 7,400 hours. . Hours of labor shall be the same as established for other skilled employees in the occupation.

PROBATIONARY PERIOD: The probationary period shall be the first 12 months of the apprenticeship. During the probationary period, this contract may be cancelled by the apprentice or the sponsor upon written notice to the Department.

PAID RELATED INSTRUCTION ATTENDANCE: The apprentice shall attend the Wisconsin Technical College System or other approved training provider, as assigned, for paid related instruction four hours per week or the equivalent and satisfactorily complete the prescribed course material for a minimum of 400 hours, unless otherwise approved by the Department. The employer must pay the apprentice for attended related instruction hours at the same rate per hour as for services performed.

WORK PROCESS SCHEDULE: In order to obtain well-rounded training and thereby qualify as a skilled worker in the occupation, the apprentice shall have experience and training in the following areas. This instruction and experience shall include the following operations but not necessarily in the sequence given. Time spent on specific operations need not be continuous.

<u>Work Process Description</u>	<u>Approximate Hours</u> (Min - Max)
Adhere to health and safety regulations and practices. A. Maintain safe work areas. B. Wear proper personal protective equipment. C. Perform positive and negative fit tests on selected respirators. D. Adhere to safety practices for tools and equipment. E. Adhere to safety practices for heights, e.g. ladders, scaffolds, aerial lifts. F. Adhere to safety practices for disposing materials and waste.	500
Prepare materials. A. Select appropriate material, e.g. residential, commercial, service area, use. B. Select tools and equipment. C. Select preparation agents. D. Select drywall panels by width, length, and thickness. D. Prepare a mixing area. E. Mix single component materials. E. Mix multi-component materials. F. Mix filling compounds, e.g. pre-mix, powdered, fast-set. G. Create a custom tint.	1700
Apply non-spray coatings. A. Apply coating using a brush. B. Apply coating using a roller. C. Apply coating to various substrates. D. Paint exterior doors. E. Paint fixed and movable shutters. F. Paint double-hung window. G. Paint casement window.	1500
Apply spray coatings.	1500

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Exhibit A - Program Provisions

- A. Apply coating using a conventional system.
- B. Apply coating using a HVLP spray system.
- C. Apply coating using an airless spray system.
- D. Apply coating using an air-assisted spray system.
- E. Apply firestopping or fireproofing materials.

Apply finishes to wood.	500
A. Clean wood substrates.	
B. Sand wood substrates.	
C. Prepare wood surfaces for finish coat.	
D. Apply a sealer.	
E. Apply stains.	
F. Apply clear finishes.	

Install wall coverings.	500
A. Install coverings around windows, doors, light fixtures, and other obstacles.	
B. install coverings around stairs, slant walls, dormers, and archways.	
C. Correct installation failures.	

Local Optional Work Processes	800
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Paid Related Instruction	400
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TOTAL	7400
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The above schedule is to include all operations and such other work as is customary in the occupation.

MINIMUM COMPENSATION TO BE PAID:

1st period of 1560 hours at 60% of the base skilled wage rate

2nd period of 1560 hours at 70% of the base skilled wage rate

3rd period of 1560 hours at 75% of the base skilled wage rate

4th period of 1560 hours at 85% of the base skilled wage rate

5th period of 1560 hours at 95% of the base skilled wage rate

The base skilled wage rate is \$35.00 per hour.

If the apprentice is covered under a collective bargaining agreement, the wage rate specified by that collective bargaining agreement applies.

If the apprentice is not covered under a collective bargaining agreement, the employer may exceed the base skilled wage rate at their discretion.

An apprentice's rate of pay for overtime shall be increased by the same percentage as the journey worker's rate of pay for overtime is increased in the same industry or establishment.

CREDIT PROVISIONS: The apprentice, granted credit at the start or during the term of the apprenticeship, shall be paid the wage rate of the pay period to which such credit advanced the apprentice.

Work credit hours approved: N/A

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Exhibit A - Program Provisions

School credit hours approved:

Paid related instruction: N/A

Unpaid related instruction: N/A

Total credit hours to be applied to the term of the apprenticeship: N/A

SPECIAL PROVISIONS:

In addition to paid related instruction, the apprentice hereby agrees to attend a minimum of 80 hours of unpaid related instruction which includes First Aid/CPR/AED and OSHA 30.

The apprentice must successfully complete the Transition-to-Trainer course in the final year.