

FP&M

Apprenticeship

Program – Heat and Frost Insulator Standards and Procedures

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INTRODUCTION

The Division of Facilities Planning & Management is launching an 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 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 and Journey worker 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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Program Standards

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:

1. The on-the-job learning component of the apprenticeship program.
2. The required competencies to be mastered during the apprenticeship.
3. 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;

The related instruction, which must comply with the apprenticeship statute, regulations, and rules.

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.

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.

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.

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.

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)

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). 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. A hybrid program will contain a combination of approximate time the apprentice will spend on each work process and a description of the skill sets to be attained. 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

If at any time the base skilled wage rate rises or falls, the apprentice’s wage shall be adjusted proportionately. The wage rate of apprentices employed in this trade and this firm shall be the base skilled wage rate stated above.

If the apprentice does not complete the term of the contract in the five (5) year period, the apprentice shall be paid at no less than 95% of the skilled rate until completed.

If the apprentice completes the prescribed work hours before completing the required schooling, the apprentice shall be held in the last period of apprenticeship until the apprenticeship is satisfactorily completed.

Period every	Heat & Frost
1st period of 0 – 12 months	55%
2nd period of 13 – 24 months	65%
3rd period of 25 – 36 months	75%
4th period of 37 – 48 months	85%
Completion of hours	100%

Upon completion of the on-the-job training work hours and the paid and unpaid school hours the apprentice must submit an application for completion to the ABC of WI Apprenticeship Advisory Committee. Upon approval by the ABC of WI Apprenticeship Advisory Committee and the BAS, the apprentice will be completed from the apprenticeship program.

Credit provisions

A description of any advanced standing work or education credit awarded to an apprentice and the wage commensurate with that advanced standing. Credit must be applied at the start or during the term of the apprenticeship and the apprentice shall be paid the wage rate of the pay period to which such credit advanced the apprentice.

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.

Apprenticeship Compensation – Heat and Frost Insulator

Heat and Frost Insulator Apprentices have the option of a 100-hour vacation and are considered U.S. Craftworkers. They do not receive personal holiday hours.

1st year – 55% prevailing rate

2nd year – 65% prevailing rate

3rd year – 75% prevailing rate

4th year – 85% prevailing rate

2025 Prevailing rate at 100 hours for Heat and Frost is

Heat and Frost Apprentices are treated as US Craftworkers/trades. Apprentices will receive all Craftworker/trades pay plan increases on the effective dates, with retro pay if needed.