

EMPLOYER ACCEPTANCE AGREEMENT – Appendix E

Registered Apprenticeship Standards Developed in Cooperation with the Pennsylvania Apprenticeship and Training Council and the Pennsylvania Apprenticeship and Training Office

The undersigned employer hereby subscribes to the provisions of the Registered Apprenticeship Standards for _____ formulated and registered by _____ and agrees to carry out the intent and purpose of said Standards and to abide by the rules and decisions of the program Sponsor established under these Standards. The employer further agrees to allow the Sponsor to access the employer’s records to confirm compliance with the terms of the Apprenticeship Standards and requirements of 34 Pa. Code § 81 through 83.11. The employer has been provided a copy of the Standards and has read and understood them, and requests certification to train apprentices under the provisions of these Standards.

The employer hereby guarantees that the apprentice will be assigned to qualified training personnel and receive adequate supervision during the apprenticeship. The training should follow the approved Work Process Schedule and Related Instruction Outline including the rotation of tasks. The employer further agrees to follow the selection procedures per the approved Standards consistent with the requirements set forth in 34 Pa. Code § 81.21-81.35 and 29 CFR § 30.10(b). This employer acceptance agreement will remain in effect until canceled voluntarily or revoked by the Sponsor, Employer, or the Registration Agency.

1. EMPLOYER INFORMATION

Name of Employer

FEIN

Employer Address

Contact Name

Contact Phone

Contact Email

2. WORKFORCE NUMBERS

Total number of journeyworkers within the company

3. APPRENTICE WAGE SCHEDULE

Apprentices shall be paid a progressively increasing schedule of wages based on a percentage of the current minimum hourly journeyworker wage rate as shown in the chart below, which is no lower than per hour.

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In no case will the starting wages of apprentices be less than that required by a minimum wage law that may be applicable. The percentages that will be applied to the applicable rate are shown below:

Period*	% of Journeyworker Wage	Wage Amount in Dollars**	Hours	Competency
1 st				
2 nd				
3 rd				
4 th				
5 th				
6 th				
7 th				
8 th				
9 th				
10 th				
11 th				
12 th				
13 th				
14 th				
15 th				
16 th				
17 th				
18 th				
19 th				
20 th				
21 st				
22 nd				
23 rd				
24 th				
Journeyworker Entry Wage	100%			

** Use only as many periods as necessary. ** Hourly rate, not including fringe benefits.*

Training will occur

Apprentices be paid for hours spent attending RTI classes.

4. RATIO OF APPRENTICES TO JOURNEYWORKERS

No apprentice shall work without adequate supervision of a journeyworker. In the state of Pennsylvania, the required apprentice to journeyworker ratio is:

- 1 apprentice to 1- 4 journeyworkers
- 2 apprentices to 5-9 journeyworkers
- 3 apprentices to 10-14 journeyworkers
- Each additional apprentice requires an additional 5 journeyworkers

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The apprentice to journeyworker ratio for all programs shall be consistent with proper supervision, training, safety, continuity of employment, and applicable provisions in CBAs (*for Joint programs*).

Exemptions to PATC's standard ratios may be granted upon written request and approval of PATC.

This program has been granted an exemption by the PATC.

Date exemption approved (*if applicable*)

Exemption description and approved ratio:

5. QUALIFICATIONS & SELECTION PROCEDURES FOR APPRENTICESHIP

The employer understands that all apprentices must meet the minimum qualifications and follow the selection process outlined in Appendix A of the Registered Apprenticeship Standards.

Additional age, education, physical abilities, aptitude, or other qualification requirements established by the employer include:

Additional selection procedures established by the employer include:

6. JOINT APPRENTICESHIP AND TRAINING COMMITTEE
(For joint programs or employers associated with a union)

Program sponsors are responsible for the administration of all aspects of a registered apprenticeship program. Sponsors are required to establish a Joint Apprenticeship Training Committee (JATC) to carry out the required responsibilities and duties.

Structure of the Joint Apprenticeship and Training Committee (JATC) – Required

Suggested structures and administrative procedures of a JATC or ATC include:

- Members of the JATC will be selected by the groups they represent.
- Membership will be composed of an equal number of representatives of the employer(s) and of the employees represented but does not have a bona fide collective bargaining agent(s).
- The JATC will elect a Chairperson and a Secretary and will determine the time and place of regular meetings. Meetings will be held as frequently as needed to effectively manage the program. Written minutes of the meetings will be kept.
- The chairperson and secretary will have the power to vote on all questions affecting the registered apprenticeship.
- The offices of chairperson & secretary will rotate among members of the JATC.

Responsibilities of the JATC

- A. Cooperate in the selection of apprentices as outlined in this program.
- B. Ensure that all apprentices are under written apprenticeship agreements.
- C. Review and recommend apprenticeship activities in accordance with this program.
- D. Establish the minimum standards of education and experience required of apprentices.
- E. Register the local apprenticeship standards with Pennsylvania Apprenticeship and Training Council.
- F. Hear and resolve all complaints of violations of apprenticeship agreements.
- G. Arrange evaluations of apprentices' progress in manipulative skills and technical knowledge.
- H. Maintain records of all apprentices, showing their education, experience, and progress in learning the occupation.
- I. Certify to PA's Apprentice and Training Office (ATO) that apprentices have successfully completed their registered apprenticeship program.
- J. Notify, within forty 45 days, ATO of all new apprentices to be registered, credit granted, suspensions for any reason, reinstatements, extensions, completions and cancellations with explanation of causes.
- K. Supervise all the provisions of the local standards and be responsible, in general, for the successful operation of the standards by performing the duties here listed. Cooperate with public and private agencies, which can be of assistance in obtaining publicity to develop

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public support of apprenticeship. Keep in contact with all parties concerned, including apprentices, employers, and journeyworkers.

- L. Provide each apprentice with a copy of these standards, along with any applicable written rules and policies. Require the apprentice to sign an acknowledgment receipt of same. Follow this procedure whenever revisions or modifications are made to the rules and policies.
- M. When notified that an apprentice's instruction or on-the-job progress is found to be unsatisfactory, the program sponsor will determine whether the apprentice should continue in a probationary status and may require the apprentice to repeat a process or series of processes before advancing to the next wage classification. Should it be found during this determination that the apprentice does not have the ability or desire to continue the training to become a journey worker, the program sponsor will, after the apprentice has been given adequate assistance and opportunity for corrective action, terminate the apprenticeship agreement, as provided in 34 Pa. Code §§ 83.6(8)(9).
- N. The program sponsor will provide each apprentice with continuous employment sufficient to provide the opportunity for completion of his or her registered apprenticeship program. If the program sponsor is unable to fulfill its training and/or employment obligation in conformance with these standards, the program sponsor will, per Section 13 of these standards and with the apprentice's consent, make a good-faith effort to facilitate a transfer of the apprentice to another program sponsor for completion of a registered apprenticeship.

If conditions of business make it necessary to temporarily suspend the period of the registered apprenticeship, apprentices suspended for this reason will be given the opportunity to resume their active registered apprenticeships before any additional apprentices are employed. The suspension and reinstatement of apprentices shall be done in relation to retention of the most advanced apprentice and in accordance with the company policy for breaks in seniority.

7. COLLECTIVE BARGAINING AGREEMENTS *(For joint programs or employers associated with a union)*

Nothing in the standards, this employment agreement or in any apprenticeship agreement will operate to invalidate:

- Any apprenticeship provision in any CBA between employers and employees establishing higher apprenticeship standards; or
- Any special provision for veterans, people of color or women in the standards, apprentice qualifications or operation of the program, or in the apprenticeship agreement, which is not otherwise prohibited by law, executive order or authorized regulation.

8. OFFICIAL ADOPTION

These signatures acknowledge the acceptance of the Sponsor's Registered Apprenticeship Standards.

Signature of Program Sponsor & Date

Printed Name

Signature of Employer & Date

Printed Name

Signature of Labor & Date *(if applicable)*

Printed Name