

**Trade
Information
Sheet
(Sample
Apprentice
Contract)**

Associated Builders & Contractors of WI, Inc.
HEATING, VENTILATING, AND AIR CONDITIONING INSTALLER/SERVICER
637.261-014

TRADE INFORMATION

APPROVED: MAY 14, 2015

EXTENT OF PERIOD OF APPRENTICESHIP: The term of apprenticeship shall be **five years of not less than 8400 hours**. The probationary period shall be the first 1680 hours of employment, but in no case shall it exceed one (1) calendar year. Hours of labor shall be the same as established for other skilled employees in the trade.

SCHOOL ATTENDANCE: The apprentice shall attend the assigned Wisconsin Technical College System for **paid related instruction classes for eight (8) semesters for a maximum of 576 hours** or the equivalent and satisfactorily complete the prescribed course material, unless otherwise approved by the department. The employer must pay for related instruction hours at the same rate per hour as for services performed.

SCHEDULE OF PROCESSES TO BE WORKED: In order to obtain well-rounded training and thereby qualify as a skilled worker in the trade, 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. The below schedule of processes to be worked shall include all operations and such other work as is customary in the trade.

<u>Schedule Of Processes To Be Worked</u>	<u>Approximate Hours</u>
A. LAYOUT – Blueprint reading and utilizing specifications, interpreting schematic drawings & diagrams. Fabrication of pipe or sheet metal in shop or on jobsite. Measuring, actual layout or designing of any work in shop or on the job. Cutting, forming, and assembling pipe or sheet metal. Creating or reading isometric drawings for pipe or sheet metal.	800
B. INSTALLATION - Installing hangers, anchors, and preparing pipe and sheet metal. Install of pipe and duct valves. Install of pipe including hot, chilled, steam, air, refrigeration and gas. Install of grooved, screwed, socket and/or welded pipe. Install of air distribution ductwork. Install of duct accessories such as louvers, access doors, and dampers. Using tools including hand and power tools associated with pipe and sheet metal. Cutting, forming, assembling and insulating of sheet metal work. Installation of equipment and knowledge of manufactures instructions. Perform service, checks/preventative maintenance on residential or commercial on industrial heating, cooling and process system components. Rigging and signaling for lifting equipment, assemble and align parts, set boilers, chillers, air handlers and all other various equipment.	3524
C. WELDING & SOLDERING - Solder, braze and weld various types of metal, copper or plastic pipe associated with duct or piping systems. Flame cutting or plasma cutting of various metals associated with pipe or sheet metal.	500
D. SERVICE & MAINTENANCE –Test, adjust and balance pipe and air systems. Perform system startup and shutdowns. Perform service on residential or commercial on industrial heating, cooling and process system components. Maintain, repair and replacement of system components or restoring systems to service. Interpret gages, meters and charts to install, repair or replace piping installations. Mix chemical, fill and test pipe systems. Troubleshoot equipment associated with HVAC.	1800
E. MISCELLANEOUS – Specialty fabrication not previously covered, material handling and warranties. On site safety discussions, tool box talks and daily stretching programs. Any other daily tasks not covered in previous categories.	1200
F. PAID RELATED INSTRUCTION	<u>576</u>
	TOTAL 8400

MINIMUM COMPENSATION TO BE PAID:

- 1st period of 0 – 12 months of 1 – 1680 hours and satisfactory progress* at 45% of the skilled rate.
- 2nd period of 13 – 24 months of 1681 – 3360 hours and satisfactory progress* and at least 24 hours of unpaid related instruction at 50% of the skilled rate.
- 3rd period of 25 – 36 months of 3361 – 5040 hours and satisfactory progress* and at least 48 hours of unpaid related instruction at 60% of the skilled rate.
- 4th period of 37 – 48 months of 5041 – 6720 hours and satisfactory progress* and at least 72 hours of unpaid related instruction at 70% of the skilled rate.
- 5th period of 49 – 60 months of 6721 – 8400 hours and satisfactory progress* and at least 96 hours of unpaid related instruction at 75% of the skilled rate.

Base skilled wage rate _____ per hour.

*Satisfactory progress is defined as completing the minimum on the job hours; satisfactory progress on the job; satisfactory progress in paid related instruction and unpaid related instruction; current in first aid and CPR; and compliance with the record keeping policy.

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 75% 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.

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: _____

School Credit: _____

Total Credit to be applied to the terms of the apprenticeship: _____

SPECIAL PROVISIONS: The apprentice shall obtain certification in First Aid and CPR and a minimum of a 10-Hour OSHA Safety course during the first 12 months of the contract. The First Aid and CPR certifications must be kept current.

The apprentice must complete satisfactorily 120 hours of unpaid school hours, as prescribed by the ABC of WI Apprenticeship Advisory Committee. The apprentice is required to take the Transition to Trainer course in the final year of the apprenticeship.

The apprentice shall obtain at least 24 hours per year in unpaid related instruction. The 120 hours of unpaid related instruction must include Welding (30 hours) and a Blueprint Reading class.

Apprentices shall attend at least 90% of scheduled paid related instruction each semester. In the event paid related instruction is missed, the apprentice shall make up the content missed as prescribed by the ABC of WI Apprenticeship Advisory Committee.

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.