

SUPPORT STAFF

SSEAC

Education and Adjustment Committee

Apprenticeship Plan Guidelines

Below are a set of required and suggested components for an apprenticeship plan. The components which are italicized **must** be included into the apprenticeship plan. All other components (not in italics) should be considered. Any plan created must be mutually agreed upon and signed off by both the employer and union.

1. General Provisions:
 - a. *Apprenticeship plan will be governed in accordance with all relevant acts and bodies.*
 - b. *The plan will be consistent with any existing collective agreement provisions in the applicable bargaining unit unless the Local and District mutually agree to adopt the Apprenticeship Plan Provisions or create a new plan based on these guidelines.*
 - c. *The terms of this program apply only to the apprentices under the terms of the SSEAC approval for funding.*
 - d. Set out the trades areas apprentices may be considered for
2. Selection Criteria & Qualifications
 - a. *The employer and apprentices must register as a sponsor and apprentice respectively with the Industry Training Branch*
 - b. *The Screening process for apprenticeship applicants, to determine their suitability, will include the apprentice passing a test based on a template as provided. Testing should be used as an indicator of likely success and not a barrier to selection.*
 - c. Qualifications of a journeyman who will take on an apprentice
3. Post & Fill & Seniority
 - a. *First priority for apprenticeships shall be given to existing employees/apprentices who meet the established qualifications and criteria (See Template part III 3.01 for an example).*
 - b. Bumping, Layoff and Seniority provisions
4. Retention
 - a. *In the event that the apprentice leaves:*
 - i. *Before the completion of the apprenticeship; or*
 - ii. *Within 6 months of completion or if mutually agreed to by the parties an extended period of time, the apprentice will have to pay back 50% of the cost borne by the SSEAC committee.*
5. Apprenticeship Probation
 - a. See the template for an example.
 - b. Districts and locals should consider a probationary period
6. *Apprenticeship Contract*
 - a. *See the template for an example.*
 - b. *Districts and locals can use an existing apprenticeship contract language or create their own*
7. Supervision
 - a. *The ratio between apprentices and journeymen can be up to but shall not exceed 1:1, except as mutually agreed to by the parties.*
8. Course Work
 - a. *Receipts and documentation for coursework and education related expenses must be provided to the district before any mutually agreed upon reimbursement takes place.*
 - b. *Apprentices are required to attend and pass all coursework*
 - c. *While the apprentice is in school, the employer shall supplement the apprentices Employment Insurance with a \$2,000 allowance.*
 - d. *With the exception of the incentives/reimbursement established by the plan or as outlined in existing collective agreement provisions, apprentices will be responsible to cover all remaining costs associated with their education.*

9. *Hours of Work*

- a. *See the template for an example.*
- b. *Districts and locals can use existing hours of work language or create their own*

10. *Pay*

- a. *See the template for an example.*
- b. *Districts and locals can use existing wage rates (percentages) or create their own*