

Appendix D

SELECTION PROCEDURES

ADOPTED BY



***ABC - ASSOCIATED BUILDERS & CONTRACTORS -
OF ALASKA, INC.***

DEVELOPED IN COOPERATION WITH THE
UNITED STATES DEPARTMENT OF LABOR
ALASKA OFFICE OF APPRENTICESHIP AND TRAINING,
EMPLOYER AND LABOR SERVICES



The certification of this selection procedure is not a determination that, when implemented, it meets the requirements of the Uniform Guidelines on Employee Selection Procedures (41 CFR Part 60-3) or Title 29, CFR Part 30.

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SECTION I. - MINIMUM QUALIFICATIONS

Applicants shall meet the following minimum qualifications:

A. Age

Apprentices must not be less than 18 years of age. Applicants who have completed their educational requirements and are 17 years of age may be accepted provided they obtain a guardian's signature and employing company can provide appropriate worker's compensation coverage.

B. Education

A high school diploma, Alaska Certificate of Achievement with a 2.5 GPA, or GED equivalency is required. High school graduates and recipients of Certificates of Achievement must provide transcript(s) for high school and may provide transcripts for post high school education and training. GED completers must submit all GED records.

One year of high school algebra or one semester of college algebra with a grade of "C" or better OR successful completion (70% or better) of a supplemental math course within the first year of apprenticeship is required. The basic construction math course offered in the Core Curriculum will suffice as the minimum math qualifications for the Glazer and Painter trades.

Applicants must submit a DD-214 to verify military training and/or experience if they are a veteran and wish to receive consideration for such training/experience.

C. Physical

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.

Qualified applicants may be subject to a physical examination, or screened for the current illegal use of drugs or both on acceptance into the program and prior to being employed. The cost of the examination and/or drug screening may be the responsibility of the sponsor or the Employer.

D. Orientation

Upon completion of the application packet, applicants are required to attend an orientation to the program within a timeframe as established by the sponsor.

SECTION II. - APPLICATION PROCEDURES

- A. Applications will be accepted throughout the year. All persons requesting an application will have one made available at the ABC office or via mail for individuals outside the Anchorage area. Applications may additionally be available via the internet at www.abcalaska.org. Name and statistical information will be recorded in the applicant log.
- B. All applications will be identical in form and requirements. The application form will be numbered in sequence corresponding with the number appearing on the applicant log so that all applications can be accounted for. Columns will be provided on the applicant log to show race/ethnic and sex identification, as well as trade, method of entry and the progress by dates and final disposition of each application.
- C. Receipt of the properly completed application form, along with required supporting documents (driver's license or state issued photo identification, social security card or valid documentation of eligibility for employment from INS; copy of high school diploma, certificate of achievement or GED Certificate, current DMV printout from state issuing identification, high school transcripts or GED records, resume, signed policy on credit for previous experience and \$25 application fee) will constitute the completed application.
- D. Completed applications will be checked for minimum qualifications. Applicants deficient in one or more qualifications or requirements or making false statements on their application will be notified in writing of their disqualification. The applicant will also be notified of the appeal rights available to them. No further processing of the application will be taken.
- E. Applicants meeting the minimum qualifications and submitting the required documents will be notified where and when to appear for the interview (if applicable).
- F. Prior to the interview, each applicant will be required to participate in an orientation and be provided an opportunity to review the Apprenticeship Standards. Failure to participate in orientation within established timeframes will disqualify the application. If the applicant has any additional questions on the qualifications, it will be provided by the Apprenticeship Committee.

SECTION III. - SELECTION PROCEDURES

- A. The Apprenticeship Director will schedule the interview. All applicants who have submitted the required documents must be notified of the date, time, and place to appear pending participation in orientation.

- B. All interviewers will be knowledgeable in the application of the selection procedures and the standards and in application of the evaluation questionnaire.
- C. The interviewer(s) will rate each applicant during the interview on each of the factors on the applicant rating form taking into account the information on the application, and required documents, if applicable. Each standard question asked will be scored on a scale established by the sponsor with brief comments from the interviewer recorded. The final evaluation score will be based on the applicant's work history, educational background and results derived from the oral interview.
- D. After completing the interview and evaluation of the applicants, the individual rating scores of the interviewer(s) will be added together and averaged to determine the applicant's final rating.
- E. Applicants will be placed on a "Ranking List" according to their evaluation scores, with the applicant having the highest score being at the top of the list, and all applicants then listed in descending order based on score. A separate ranking list will be maintained based on trade and sorted by geographic area.
- F. Geographic areas are defined as: Fairbanks/North Star Borough, Anchorage/Mat-Su Borough, Southeast Alaska and the Kenai Peninsula. Outside of these areas employment opportunities are considered remote site places of employment.
- G. As openings for the registration of new apprentices occur, the highest ranked applicant will be notified of selection by telephone. Should two apprentices have the same point score, selection will be based on the earlier date of application, followed by time of application. It will be the responsibility of the applicant to keep the Apprenticeship Director informed of their current mailing address and telephone number.
- H. Selected applicants must respond to the notice of selection within 48 hours of notice. If applicants cannot be reached by telephone, their names will be passed and notice sent to their address by "Certified Mail-Return Receipt Requested," to determine if the applicants are still interested. If no response is received in fifteen (15) working days from the written notice, the applicant's name will be removed from the list. Only one certified notice will be mailed.
- I. Qualified applicants remaining on a preceding ranking list will automatically be carried forward on the new ranking list and slotted in wherever their rating score placed them for a period of two (2) years, unless the applicant has been removed from the list by their own written request or following a second failure to respond to an apprentice opening.
- J. Applicants, who were not placed during the two (2) year period that were on the ranking list, will be required to reapply. During the two-year period, applicants who feel that their qualifications have improved since their original rating may submit documented evidence of such additional experience or training and request reevaluation and rating at the next regular processing cycle.

- K. An employee of a new member participating employer who does not qualify as a journeyworker when the employer becomes a member, may be accepted into the apprenticeship program by the committee once minimum qualifications have been met. The sponsor will follow the procedures for the granting of credit for previous experience, if applicable.
- L. Youth who complete a Job Corps training program in any occupation covered in these Apprenticeship Standards, who meet the minimum qualifications of the apprenticeship program, may be admitted directly into the program, or if no apprentice opening is available, the Job Corps graduate may be placed at the top of the current applicant ranking list and given first opportunity for placement. The Apprenticeship Committee shall evaluate the Job Corps training received for granting appropriate credit on the term of apprenticeship. Entry of Job Corps graduates shall be done without regard to race, color, religion, national origin, or gender.
- M. Veterans who completed military technical training school and participated in a registered apprenticeship program while in the military may be given direct entry into the apprenticeship program or if no apprentice opening is available, the veteran may be placed at the top of the current applicant ranking list and given first opportunity for placement. . The Apprenticeship Committee will evaluate the military training received for granting appropriate credit on the term of apprenticeship and the appropriate wage rate. The Apprenticeship Committee will determine what training requirements they need to meet to ensure they receive all necessary training for completion of the apprenticeship program. Entry of veterans will be done without regard to race, color, religion, national origin, or sex.
- N. Transfer of Apprenticeship - Direct Entry. In order to transfer an Apprenticeship Agreement between registered apprenticeship programs throughout Associated Builders & Contractors, the following requirements must be met.
1. The apprentice must submit a written request for transfer, describing in detail the needs and reasons upon which the request is based.
 2. The apprentice's sponsoring Apprenticeship Committee must agree to the transfer.
 3. The receiving Apprenticeship Committee must agree to accept the transfer.
 4. The receiving Apprenticeship Committee will have complete access to all apprenticeship records pertaining to the transferring apprentice.
 5. Upon being accepted by the receiving Apprenticeship Committee, the apprentice's existing Apprenticeship Agreement shall be terminated.
 6. Indenture proceedings will be initiated with the receiving Apprenticeship Committee and the appropriate Registration Agency. The Registration Agency

will be provided with all documentation necessary and/or required to verify that the transfer is justifiable.

7. Apprentices accepted for transfer will be given full credit for on-the-job learning experience and related instruction successfully completed while indentured in any Associated Builders & Contractors apprenticeship program.
8. The transferring apprentice must:
 - a. Complete an application form, accurately responding to all questions.
 - b. Provide the receiving Apprenticeship Committee official documentation pertaining to their participation in the apprenticeship program that they are transferring from.

An official copy of all records established with the sponsoring Apprenticeship Committee (including a copy of the application form and the Apprenticeship Agreement properly registered with the Registration Agency) and other information submitted will be provided to the receiving Apprenticeship Committee. The receiving Apprenticeship Committee will examine all documentation submitted before granting permission to transfer. All such records will become part of the receiving Apprenticeship Committees permanent files.

SECTION IV - COMPLAINT PROCEDURE

- A. Any apprentice or applicant for apprenticeship who believes that he/she 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 selection have not been followed in the operation of an apprenticeship program, may personally or through an authorized representative, file a complaint with the Registration Agency.
- B. The complaint will be in writing and will be signed by the complainant. It must include the name, address, and telephone number of the person allegedly discriminated against, the Apprenticeship Committee involved, and a brief description of the circumstances of the failure to apply equal opportunity standards.
- C. The complaint must be filed not later than 180 days from the date of the alleged discrimination or specified failure to follow the equal opportunity standards, and, in the case of complaints filed directly with the review bodies designated by the Apprenticeship Committee to review such complaints, any referral of such complaint by the complainant to the Registration Agency must occur within the time limitation stated above or 30 days from the final decision of such review body, whichever is later. The time may be extended by the Registration Agency for good cause shown.

- D. Complaints of harassment in the apprenticeship program may be filed and processed under Title 29, CFR, Part 30, and the procedures as set forth above.\
- E. The Apprenticeship Committee will provide written notice of their complaint procedure to all applicants for apprenticeship and all apprentices.

SECTION V. - MAINTENANCE OF RECORDS

The Apprenticeship Committee will keep adequate records including a summary of the qualifications of each applicant, the basis for evaluation and for selection or rejection of each applicant, the records pertaining to interviews of applicants, ranking lists, the original application for each applicant, information relative to the operation of the apprenticeship program, including, but not limited to, job assignment, promotion, demotion, layoff, or termination, rates of pay or other forms of compensation or conditions of work, hours including hours of work and, separately, hours of training provided, and any other records pertinent to a determination of compliance with these regulations, at 29 CFR, Part 30, as may be required by the U.S. Department of Labor. The records pertaining to individual applicants, selected or rejected, will be maintained in such manner as to permit the identification of minority and women (minority and nonminority) participants.

Each sponsor must retain a statement of its affirmative action plan for the prompt achievement of full and equal opportunity in apprenticeship, including all data and analysis made pursuant to the requirements of 29 CFR 30.4. The sponsor also must maintain evidence that its qualification standards have been validated in accordance with the requirements set forth in 29 CFR 30.5(b).

In addition to the above requirements, adequate records will include a brief summary of each interview and the conclusions on each of the specific factors, e.g., motivation, ambition, and willingness to accept direction, which are part of the total judgment. Records will be maintained for 5 years from the date of the last action and made available upon request to the U.S. Department of Labor or other authorized representative.

SECTION VI. - OFFICIAL ADOPTION OF SELECTION PROCEDURES

ABC – Associated Builders & Contractors - of Alaska, Inc. hereby adopts these Selection Procedures on this 12th day of February, 2004.

On behalf of ABC of Alaska, Inc.

Charles E. Wieggers
Chairman of the Board

D. Eden Larson
President & CEO

REGISTRATION

Registered as by the Office of Apprenticeship Training, Employer and Labor Services, U.S. Department of Labor, as required by Title 29 of the Federal Code of Regulations, Parts 29 and 30.

By:

John P. Hakala
Alaska State Director

Date of Registration: February 12, 2004