

STATE ROOFER AND WATERPROOFER APPRENTICESHIP ADVISORY COMMITTEE

May 3, 2017
Roofers Local #65
New Berlin, WI

Approved Minutes

Members Present	Employer / Organization
Busalacchi, Chris	Schranz Roofing
Ferreira, Gerry (Co-Chair)	Roofers Local #65
Gorman, Travis	Roofers Local 11
Utecht, Allan	Walsdorf Roofing Co. (ABC)
Members Absent	Employer / Organization
Bartowitz, Alfred (Skip)	Roofers Local #65
Langer, Mark (Co-Chair)	Langer Roofing & Sheet Metal
McNulty, Dennis	Roofers Local #65
Noffke, Ben	Noffke Roofing (ABC)
Consultants & Guests	Employer / Organization
Breitlow, Lois	SE WI Area Roofing JAC
Emrick, Leigh	Associated Builders & Contractors
Smith, Owen	Bureau of Apprenticeship Standards

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1. The meeting was called to order at 10:07 a.m. by Gerry Ferreira, in conformance with the Wisconsin Open Meeting Law.
 2. Roll-call was taken. A sign-in sheet was distributed. A quorum was present.
 3. The committee reviewed the current roster for vacancies, statewide representation, and terms expiring before the next meeting. No changes are necessary.

4. Old Business

a. **Review the follow-up items from the previous meeting:**

The minutes of the previous meeting were approved as written.

ii. For action: decide how to involve non-WI apprenticeship sponsors in meetings

The committee noted a representative from Local 96 was not in attendance. The committee discussed several factors that support tabling the decision to the fall meeting. Union elections are pending this year. Local unions are discussing whether to merge or agree to jointly using the new training center, which is in progress. Last, Local 96 began attending only recently; the organization needs time to determine whether attending regularly is feasible.

***Action:** the committee tabled the discussion for the fall meeting.*

iii. For action: decide whether to require OSHA 30 in Special Provisions section of Exhibit A

The committee discussed the benefits and disadvantages of increasing the minimum safety requirement for all apprentices from OSHA 10 to OSHA 30. The benefits would align the requirements with current industry practices: local committees require OSHA 30; and many contractors require it to work on jobsites. If implemented, all apprentices would be required to obtain the certificate by the end of the first year of the apprenticeship, but the 30 hours could be taken in chunks, such as 10 hours and then 20 hours.

***Action:** the committee tabled the discussion for the fall meeting.*

b. **Revisions to CFR 29.30 (AA/EEO)**

Owen summarized that the CFR 29.30 has been revised and released. Although many stakeholder across the nation had expressed strong concern over the initial drafts last year, the final changes will not adversely affect sponsors. Owen emphasized that the presentation is a broad summary of key points; the Department of Labor will issue more detailed technical assistance this year.

Owen highlighted the following:

- The regulations had not been updated in 40 years.
- The regulations were updated because they were 40 years old; the updates will help employers attract a larger and more diverse pool of applicants; the revisions clarify and streamline the regulations to make it easier for sponsors to comply; and the changes will bring policies in line with current civil rights statutes and case law.
- The changes include extended protections against discrimination; improve and clarify affirmative steps to ensure equal opportunity in apprenticeship; better defined the process for analyzing workforce and setting goals; include new affirmative steps for employing people with disabilities in apprenticeship; and clarify outreach, recruitment, and retention activities.
- The impacts on Wisconsin will be that sponsors will need to update their non-discrimination pledges and the Bureau will update the apprentice application with EEOC supplemental information.
- All sponsors will have to assign responsibility to an individual to oversee EEO activities; distribute EEO policy and conduct orientation and informational sessions; and conduct outreach and recruitment activities.

- Anti-harassment obligations for all sponsors include providing anti-harassment training to all employees directly involved with training, supervising, or mentoring apprentices; making all facilities and apprenticeship activities available to all; and establish and implementing procedures for handling and resolving complaints.
- Sponsors with five or more apprentices must have an affirmative action plan, must have utilization goals; and must engage in targeted outreach, recruitment, and retention activities.
- Sponsors are allowed to use any method of entry as long as it is not discriminatory.
- Sponsors must offer persons with disabilities three opportunities to self-identify: upon applying; after the applicant has been accepted but before the apprenticeship begins; and one time thereafter.
- The revisions provide the Bureau with more options for remediating sponsors that are out of compliance.
- Last, the timeline for implementation is as follows: during the summer of 2017, the Bureau will draft the new rule and hold a public hearing; during the fall of 2017, the formal rule making process will begin; and during the winter of the next year, 2018, the Bureau will submit its plan to the U.S. Department of Labor.

Owen encouraged attendees to contact Director Karen Morgan with any questions. The committee did not have comments.

c. Federal grants to expand registered apprenticeship

Owen reviewed the scope of the three competitive federal grants received the Bureau received through the U.S. Department of Labor. The goal of each is to expand registered apprenticeship programs, as well as existing programs or capacities. Each grant targets different activities and sectors.

i. WAGE\$

The first grant the Bureau received is the Wisconsin Apprenticeship Growth and Enhancement Strategies (WAGE\$), a five-year, \$5 million American Apprenticeship grant. The bottom line of WAGE\$ is to register 1,000 new apprentices across advanced manufacturing, information technology, and health care apprenticeships. The advanced manufacturing efforts include the development of the Mechatronics program and the expansion of several existing registered apprenticeships in manufacturing. In addition, WAGE\$ will fund workforce development boards to help the boards inform more employers about registered apprenticeship.

ii. Expansion Grant

Similar to WAGE\$, this grant will develop registered apprenticeships in new sectors of the economy and expand certain existing registered apprenticeships. The new sectors include biotechnology and financial services. The grant will expand existing registered apprenticeships in construction by researching the participation of women and minority apprentices, including initial application totals, cancellation totals, and the reasons for cancellations. The focus will be large building projects in southeastern Wisconsin. The bottom line of the grant is to register 400 new apprentices.

iii. Accelerator Grant

The Bureau is using this grant to build its infrastructure by training Apprenticeship Training Representatives in consultative skills; conducting additional outreach to new sectors; and partnering with the DWD Office of Economic Advisors to determine more effective ways of communicating the value of registered apprenticeship to new sectors.

The committee did not have questions or comments.

d. Apprenticeship Completion Award Program

Owen reported that the program will conclude on June 30, 2017. The program is included in the Governor's proposed budget, so it may be renewed for two additional years.

e. Other

Attendees had no additional items.

5. New Business

a. BAS personnel updates

Owen summarized the many staff changes that have occurred in the Bureau this spring. Joshua Johnson, former Apprenticeship Training Representative (ATR) for Waukesha, is the new Chief of Field Operations. The new ATR for Waukesha is Richard Badger. Sandy Destree, former ATR for the Lakeshore area, accepted the newly developed position of Field Operations Supervisor. The new ATR for Lakeshore is Lynn O'Shasky. Dominic Robinson is the new ATR for Racine. Tim Budda is the first ATR for Appleton South, a newly designated area.

The committee did not have comments or questions.

b. Become an Apprenticeship LEADER

Owen reviewed the information sheet and nomination form in the meeting material. He reminded attendees that the Bureau needs help expanding registered apprenticeship into new economic sectors. The best form of outreach has always been business-to-business referrals. Karen adopted the Wisconsin LEADERS initiative from the national initiative run by the U.S. Department of Labor.

Owen reiterated that all stakeholders can apply and choose their preferred level of commitment. Options range from allowing the Bureau to use the sponsor's logo on outreach material to co-presenting with the Bureau at industry roundtable discussions to presenting individually at roundtables or Q&A sessions with potential new sponsors. All options convey support for registered apprenticeship and the value it has added to the workforce.

Several committee members commented that they intend to apply.

c. Other

Gerry Ferreira reported that Local 65 is no longer conducting related instruction through Madison Area Technical College. Rather, it is leasing a temporary training center down the road from its office while it researches a suitable location in New Berlin to purchase. Gerry noted that the shift to the temporary training center, the center itself, and training for the new instructors via Local 65's international were all approved by the Bureau.

The committee did not have questions or comments.

6. WTCS Update

No representative from the WTCS or a participating technical college was present.

Local 65 shared updates to their training manuals and curriculum, such as the new manual for single-ply roofing and curriculum on working around satellite dishes and cellphone towers.

7. Review the program participants.

Program participants included 58 apprentices and 18 employers with a contract in active or unassigned status on May 1, 2017. Committee members noted that the Bureau data do not reflect four new apprentices. The correct total of apprentices should be 62.

***Action:** the Bureau will research the data discrepancy.*

8. The next meeting is tentatively scheduled for Thursday, September 14, at 10:00 a.m. in New Berlin.

9. The meeting was adjourned at 11:40 a.m.

Follow-up Items

- i. BAS will table the discussion of including Local 96 to the fall meeting
- ii. BAS will table the discussion of mandating OSHA 30 to the fall meeting.

*Submitted by Owen Smith,
Bureau of Apprenticeship Standards*

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STATE OF WISCONSIN



Department of Workforce Development

Scott Walker, Governor
Ray Allen, Secretary
Chythania Brown, Division Administrator

May 1, 2017

TO: State Roofer & Waterproofer Apprenticeship Advisory Committee Members & Consultants

FROM: Owen Smith, Bureau of Apprenticeship Standards
608-266-3133; Owen.Smith@dwd.wisconsin.gov

SUBJECT: State Roofer & Waterproofer Apprenticeship Advisory Committee Meeting

DATE: May 3, 2017

TIME: 10:00 AM

Place: SE Wisconsin Roofers Training Center
16601 W Dakota St.
New Berlin, WI

TENTATIVE AGENDA

1. Call the meeting to order.
2. Distribute the sign-in sheet. Introduce the attendees.
3. Review the roster. Discuss involvement of non-WI sponsors.
4. **Old Business**
 - a. Review the follow-up items from the previous meeting:
 - i. **For action:** approve the minutes.
 - ii. **For action:** involving non-WI apprenticeship sponsors in state committee meetings
 - iii. **For action:** requiring OSHA 30 in Special Provisions section of Exhibit A
 - b. Revisions to CFR 29.30 (AA/EEO regulations)
 - c. American Apprenticeship Grant (WAGE\$)
 - d. Apprenticeship Completion Award Program
 - e. Other
5. **New Business**
 - a. BAS personnel updates
 - b. Become an Apprenticeship LEADER
 - c. Other
6. WTCS Update

7. Review the program participants.
8. Schedule the next meeting.
9. Adjourn.

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 Exhibit A - Program Provisions

Approved: January 9, 2015

TERM OF APPRENTICESHIP: The term of apprenticeship shall be Time-based, which has been established to be 4 years of not less than 6000 hours. Hours of labor shall be the same as established for other skilled employees in the trade.

PROBATIONARY PERIOD: The probationary period shall be the first 1500 hours of employment, but in no case shall it exceed twelve calendar months. During the probationary period, this contract may be cancelled by the apprentice or the sponsor upon written notice to the Department, without adverse impact on the sponsor.

SCHOOL ATTENDANCE: The apprentice shall attend the Wisconsin Technical College System or other approved training provider, as assigned, for paid related instruction four hours per week or the equivalent and satisfactorily complete the prescribed course material for a minimum of 400 hours, unless otherwise approved by the Department. The employer must pay the apprentice for attended related instruction hours at the same rate per hour as for services performed.

WORK PROCESS SCHEDULE: 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.

<u>Work Process Description</u>	<u>Approximate Hours</u> (Min - Max)
Composition of Asphalts and General Work Abilities	3100
<ol style="list-style-type: none"> 1. Complete asphalt and roof safety. 2. Knowledge/heating of asphalts relating to skid kettle work, wheel kettles and transports. 3. Primer application for deck preparations. 4. B.U.R. which includes the following: 5. Preparation of surface 6. Applications of vapor barriers, when required 7. Insulation application 8. Taper systems, crickets, cants 9. Applying/cutting all types of roofing asphalt and/or pitch membrane 10. Asphalt applications, hand mopping and mechanical 11. Proper applications and knowledge of all roof penetrations such as curbs, stacks and drain systems (including modified mop applied) 12. Distribution of roof gravels 13. Reading knowledge of taper systems and blueprint reading 14. Complete knowledge of all roofing equipment 	
Elastomers and Plastimer	
<ol style="list-style-type: none"> 1. All categories concerning job preparation as well as application of insulation systems 2. Knowledge of all E.P.D.M. or P.V.C. systems 3. Applying the elastomers or plastimer membrane 4. Application of all detail work, flashing and penetrations 5. Anchoring and terminations 6. Modified system application (torch applied) 7. Detail work of modified system 	
General	2300
<ol style="list-style-type: none"> 1. Loading and unloading materials/equipment for roof/ground level 	

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 Exhibit A - Program Provisions

2. Carrying and placing of materials as required
3. Basic safety procedures of "hot" and roof safety
4. Knowledge of tear-off procedures concerning hand tools such as spud bars, forks, pyne bars and other small hand tools
5. Removal of gravel, felts, insulation and clean-up of area for re-roofing
6. Operation of power equipment used for roof removal and transportation of asphalt to work areas
7. Nailing, plastic and fabric application on flashing and materials used for protection of flashing from ultraviolet rays
8. Comprehensive idea of all roofing materials
9. Application and maintenance of green roofing and waterproofing systems including but not limited to highly reflective roofing membranes, PV systems, solar collectors on the roof and vegetative roofs

Application of Shingling and Waterproofing	200
1. All systems involving shingling, tile, slate and other roofing membrane	
2. Any/all waterproofing systems involved on commercial or residential buildings	
3. All work processes, both primary and typical, as listed in Prevailing Wage Code 133, Roofer or Waterproofer	
4. Waterproofing of bridges, roadways, sidewalks, tunnels, retention ponds and parking structures	
 Paid Related Instruction	 400
 TOTAL	 6000

The above schedule is to include all operations and such other work as is customary in the trade.

MINIMUM COMPENSATION TO BE PAID:

An apprentice contract wage scale is deemed adequate when, during the term of training, it averages 60% of the current journeyworker rate or skilled wage rate. The apprentice contract shall provide for a graduated scale progressing in periods as approved by the department. (DWD 295.05)

Base skilled wage rate N/A per hour.

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 based on the base skilled wage rate stated above.

All apprentices are covered by State and Federal Wage and Hour Standard requirements. All apprentices shall be paid no less than the minimum wage established under regulations.

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 hours approved:	N/A
School credit hours approved:	
Paid related instruction:	N/A
Unpaid related instruction:	N/A
Total credit hours to be applied to the term of the apprenticeship:	N/A

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Exhibit A - Program Provisions

SPECIAL PROVISIONS:

Apprentices shall attend unpaid related instruction on their own time and take such subjects as the local committee requires up to a maximum of 80 hours.

Apprentices shall satisfactorily complete an approved first aid and CPR course during the term of the Apprentice Contract. The local committee will determine if these courses will be part of paid or unpaid related instruction.

The apprentice in his/her final year must take the Transition to Trainer course. The local committee will determine if this course will be part of paid or unpaid related instruction.

Apprenticeship-Equal Opportunity

Why now?	Age of current regulations
Regulations	Key Changes
Timeline	Wisconsin
Next Steps	Implementation


Regulations	Why Update?
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- Regulations have not been updated in 40 Years
- Will help employers attract a larger and more diverse pool of applicants
- Clarifying and streamlining the regulations will make it easier for sponsors to comply.
- Changes will bring policies in line with current civil rights statutes and case law.

CFR 29 Part 30	Key Changes.
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- Extends protections against discrimination
- Improves and clarifies affirmative steps to ensure equal opportunity in apprenticeship
- Provides flexibility in implementing
- Better defines process for analyzing workforce and setting goals
- Introduces affirmative steps for employing people with disabilities in apprenticeship
- Clarifies outreach, recruitment, and retention activities

CFR 29 Part 30 **Protected Bases**




Adds additional classifications to list of protected bases

- Age-40 and older
- Disability
- Sexual Orientation
- Genetic Information


Regulations **Wisconsin Impact**

- Need to update Nondiscrimination Pledge
- Apprentice Application
 - EEOC Supplemental Information



CFR § 30.3 **Specific Actions – For All**

- Assign responsibility to an individual to oversee EEO
- Distribute EEO policy and conduct orientation and informational sessions
- Conduct outreach and recruitment
 - 1) Develop and update a list of recruitment sources
 - 2) Identify a contact at each source
 - 3) Provide recruitment sources with advance notice of apprenticeship openings



CFR § 30.4 **Anti-harassment obligations**



- 1) Provide anti-harassment training
- 2) Make all facilities and apprenticeship activities available to all
- 3) Establish and implement procedures for handling & resolving complaints

Slide 8

AML1 Alt, Meredith L, 04/04/2017

CFR § 30.4 Sponsors with 5 or More

- ❑ Must have Affirmative Action Plan
 - ❑ Similar to current regulations
 - ❑ New tool to perform utilization analysis
 - ❑ Must have utilization goals
 - ❑ Must engage in targeted outreach, recruitment, and retention activities




CFR § 30.4 Sponsors with 5 or More

Exemptions

- ❑ Programs with fewer than five apprentices
- ❑ Sponsors who are meeting their goals
- ❑ Sponsors who have AA plan which meets the requirements of another governmental agency-specific cites in the rule.

CFR § 30.10 Selection of Apprentices

- Allows the sponsor to use any method of entry as long as not discriminatory
- Must comply with Uniform Guidelines on Employee Selection Procedures (UGESP) 41 CFR part 60-3



§ 30.11. People with Disabilities



- New section addresses self-identification of people with disabilities
 - Three stages
 - When applicants apply
 - After the applicant has been accepted but before begin
 - One time thereafter

CFR § 30.13 Compliance Reviews



- Registration agency will regularly conduct compliance reviews with findings back to sponsor within 45 days
- If the sponsor is out of compliance, sponsor must submit a remediation plan.

Regulations Wisconsin Impact

Timeline

- By 05/31/2017-Review changes with State Committees
- Summer 2017-Draft new rule and hold hearing
- Fall 2017-Formal Rule Making
- Winter 2018-Submit Plan to US DOL Implementation



Regulations Wisconsin Impact

Wisconsin Regulatory Structure

- WI Statutes Ch 106-No change needed
- DWD 295-Only minor changes needed
- DWD 296
- WI Apprenticeship Manual



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Apprenticeship Grants

WAGE\$ Grant Overview

The ApprenticeshipUSA Wisconsin Apprenticeship Growth and Enhancement Strategies (WAGE\$) grant is a \$5 million statewide grant from the U.S. Department of Labor to the Wisconsin Department of Workforce Development, Bureau of Apprenticeship Standards from October 1, 2015 – September 30, 2020.

Key project goals are to implement Registered Apprenticeships in three sectors (Advanced Manufacturing, Health Care, and Information Technology) to ultimately result in **1,000 new apprentices**. The grant will also strengthen collaboration among organizations within the workforce system, thus increasing Wisconsin's capacity to support future Registered Apprenticeship growth.

WAGE\$ Sub-Recipients

11 Workforce Development Boards

- Role: Hire or designate an Apprenticeship Liaison at each Board, assist with employer outreach, and support the development of pre-apprenticeship programs

Wisconsin Technical College System (WTCS)

- Role: Develop and modify curriculum for new apprenticeship programs and support expansion activities in classes with low enrollment

Proposed Occupations and Numbers of Apprentices

- **Advanced Manufacturing**
 - Industrial Manufacturing Technician (100) - *Expansion*
 - Maintenance Technician (120) - *Expansion*
 - Welder/Fabricator (75) - *Expansion*
 - Mechatronics (32) – *New Program*
- **Information Technology – All New Programs**
 - Computer Network Support Analyst (50)
 - Computer System Analyst (100)
 - Information Security Analyst (100)
 - Data Warehouse Specialist (30)
 - Business Intelligence Analyst (60)
- **Health Care – All New Programs**
 - Community Health Care Worker (83)
 - Licensed Practical Nurse (70)
 - Medical Assistant (180)

NOTE: The actual programs selected for development will be industry-led and may be modified, with U.S. Department of Labor approval, based on employer discussions about training needs.



State Expansion Grant

The ApprenticeshipUSA State Expansion Grant is a \$1.5 million statewide grant from the U.S. Department of Labor to the Wisconsin Department of Workforce Development, Bureau of Apprenticeship Standards beginning November 1, 2016 with continuation funding available.

Key project goals are to expand apprenticeship into two new areas (Biotech and Finance), to increase apprenticeship in high growth construction sectors, and to expand training opportunities for underrepresented workers. The grant will result in an addition **427 new apprentices.**

Expansion Grant Sub-Recipients

- 2 Workforce Development Boards: Employ Milwaukee and Workforce Development Board of South Central Wisconsin

Key Registered Apprenticeship Expansion Grant Strategies

1. Target regions with high growth sectors and concentrations of underrepresented workers
2. Enhance the pipeline for underrepresented workers
3. Increase Registered Apprenticeship demand in the construction sector
4. Expand into new high growth sectors
5. Continue funding for best practices statewide

Accelerator Grant

The ApprenticeshipUSA State Expansion Grant is a \$200,000 statewide grant from the U.S. Department of Labor to the Wisconsin Department of Workforce Development, Bureau of Apprenticeship Standards from July 1, 2016 – December 2017.

Key project goals are to align the skills of Apprenticeship Training Representatives to meet the projected increase in outreach duties; conduct asset mapping to better tell the apprenticeship story to new industries; conduct outreach and technical support; and hold strategic partnership meetings and associated trainings. The grant initiatives will expand Bureau of Apprenticeship Standards capacity and include organizational changes that will enhance overall apprenticeship outreach efforts.



ApprenticeshipUSA

FACTSHEET

www.dol.gov/apprenticeship

Access to Registered Apprenticeship – A Proven Path to In-Demand Skills and the Middle Class

Apprenticeship rule update will help employers grow and diversify their apprenticeship programs

Background

Registered Apprenticeship is a powerful tool for growing our economy and workforce. It helps our workers and employers alike by providing skills-driven training tailored to the needs of our nation's businesses. Apprentices can afford to get the training they need because they learn skills on the job while earning wages. Employers can develop a top-notch, state-of-the-art workforce to stay competitive while apprentices benefit from hands-on career training and national industry certification; it can even lead to more workers getting the advanced training and college degrees they need to compete in the 21st Century economy.

Apprenticeships provide a measurable return on investment for our economy with nine out of ten apprentices employed after completion; the average starting wage is more than \$60,000. And studies show that apprentices who complete their training can earn substantially more over their lifetime - approximately \$240,000 more than their peers who didn't participate in apprenticeship. A stronger apprenticeship system is good for employers too – employers that sponsor apprenticeship programs report higher productivity and retention rates.

The U.S. Department of Labor is working to double and diversify the number of apprentices in the United States - to ensure that more Americans from all backgrounds can benefit from this proven training model. As part of this effort, we have updated and simplified the guidelines for employers and other apprenticeship sponsors on how to ensure Equal Employment Opportunity in apprenticeship programs for traditionally under-represented groups, including

women, minorities, and people with disabilities. These rules have long provided that employers cannot discriminate on the basis of race, color, religion, national origin and sex, in addition to requiring sponsors to take affirmative action efforts to ensure equal opportunity in apprenticeships. But these rules have not been updated since 1978, and needed to be revised to meet the realities of the modern economy and extend protections against discrimination to include a broader range of America's workforce. The updated guidelines will also make it more straightforward for sponsors to comply with the rules and will bring the rule in accord with the current landscape of civil rights statutes and developing case law.

Modernizing and streamlining the rules will also make it easier for employers and apprenticeship sponsors to effectively grow and diversify their apprenticeship programs. These rules are a tool to help programs reach a larger and more diverse pool of applicants, as well as to help improve the experience of all individuals while in the program, thereby broadening participation in apprenticeships and improving the quality of programs.

The updated rules are designed to help employers and apprenticeship sponsors access all of the nation's talent. Women, for example, make up nearly one-half of the American workforce, but less than ten percent of all registered apprentices, meaning many employers are missing out on a large source of talent. Minorities are also under-represented in many industries compared to their share of the talent pool. For instance, while Hispanics make up approximately one

sixth of the labor force, they account for less than one tenth of apprenticeship enrollments in industries such as manufacturing, utilities, and transportation.

The new rules are designed to help employers and apprenticeship sponsors access more of America's talent, and to ensure that we tap into our nation's full potential.

What's New in the Apprenticeship Equal Employment Opportunity Regulations

Apprenticeship sponsors and employers have long been responsible for ensuring a workplace free from discrimination and taking affirmative steps to support diversity by reaching a broader pool. The first updates to these regulations in nearly 40 years will provide employers and other apprenticeship sponsors with greater clarity in meeting these responsibilities.

The final rule improves on the previous regulations by:

- Extending protections against discrimination to include a broader range of America's workforce, including protections based on disability, age (40 or older), sexual orientation, and genetic information.
- Improving and clarifying the affirmative steps employers and sponsors must take to ensure equal opportunity in apprenticeship.
- Providing new apprenticeship programs with additional flexibility, including up to two years to develop initial affirmative action programs.
- Simplifying and clearly defining the process for analyzing the talent available in the labor market to establish clear and achievable goals for diversity in apprenticeship making it easier for employers and sponsors to comply.
- Clarifying the outreach, recruitment, and retention activities expected of sponsors by specifying four common-sense required activities, such as advertising openings and partnering with educational institutions to recruit diverse talent.
- Providing effective technical assistance - the Office of Apprenticeship will provide technical assistance to States and work with apprenticeship program sponsors to help them meet their affirmative action responsibilities.



More Information About the Final Rule

The full text of the final rule and other information can be found on the Office of Apprenticeship's EEO website, see <https://www.doleta.gov/oa/eoo/>.

Detailed Summary of the Apprenticeship Equal Employment Opportunity Final Rule

The following is a summary of the previous rule and the updates made in this final rule.

Nondiscrimination

- The previous rule prohibited discrimination in the recruitment, selection, employment and training of apprentices on the basis of race, color, religion, national origin, and sex.
- The updated final rule expands protected groups for nondiscrimination purposes, including disability, age (40 or older), sexual orientation, and genetic information. The final rule's EEO pledge also clarifies that sex discrimination includes discrimination on the basis of pregnancy and gender identity.

Affirmative Steps to Ensure Equal Employment Opportunity

- The previous rule established that program sponsors have a general duty in operating their Registered Apprenticeship program to engage in affirmative steps to ensure equal opportunity. However, the previous regulation did not make explicit how employers had to comply with this obligation, which could lead to uncertainty.
- The final rule clarifies what sponsors must do by setting forth the basic steps that all Registered Apprenticeship programs must undertake, eliminating confusion as to what compliance looks like. These affirmative steps, which draw from best practices that some sponsors already engage in, include:
 - Assigning responsibility to an individual to oversee EEO efforts;
 - Internally distributing the EEO policy as well as conducting orientation and information sessions for apprentices regarding the EEO policy;
 - Conducting outreach and recruitment and providing notice about apprenticeship openings to community-based organizations, schools, and other groups that represent diverse populations and who can help increase apprenticeship applications from those populations; and,
 - Keeping the workplace free from harassment, intimidation, and retaliation, which includes anti-harassment training and maintaining procedures for handling and resolving complaints.

Written Affirmative Action Program

- The previous rule required sponsors with five or more apprentices to establish an Affirmative Action Program (AAP) at the time their apprenticeship program was registered (either with OA or a recognized State Apprenticeship Agency). The AAP includes a written plan that details the steps the sponsor has taken and will take to ensure equal opportunity in recruitment, selection, employment, and training of apprentices.
- The final rule now allows new program sponsors more time to establish initial AAPs. New program sponsors will have up to two years to prepare an initial written affirmative action plan. This will give sponsors ample time for preparation of their first plan under these proposed regulations.

- The final rule exempts certain sponsors from the requirement to maintain and update an AAP, in keeping with the previous rule:
 - Sponsors with fewer than five apprentices; and
 - Sponsors that are already in compliance with other equal opportunity programs providing for affirmative action on the bases of race, ethnicity, sex, and disability, including the use of goals for any underrepresented group. An example is federal contractors that have written AAPs developed in accordance with Executive Order 11246 and Section 503 of the Rehabilitation Act, administered by the Department's Office of Federal Contract Compliance Programs (OFCCP).

Analysis of Apprenticeship Programs' Composition by Race, Ethnicity, and Sex

- Under the previous regulations, non-exempt sponsors typically worked with their registration agencies to analyze the racial, sex, and ethnic composition of their apprenticeship workforce ("workforce analysis") and compare that to the composition of qualified individuals in the relevant labor market ("availability analysis"). This comparison is the "utilization analysis." If the portion of women or minorities was significantly less among the sponsor's apprentices than is reasonably expected given the availability of those individuals in the labor market, then the sponsor had to set goals and undertake good faith efforts to meet these goals.
- The final rule maintains these requirements but also:
 - Explains that these goals (1) are not rigid and inflexible quotas that must be met; (2) do not allow preferential selection on the basis of race, sex, or ethnicity; (3) do not create "set-asides" for specific groups; and (4) cannot be used to supersede eligibility requirements.
 - Adjusts the workforce analysis so that it is conducted at the occupation level, and the utilization analysis at the major occupation category level, using a common source of data easily accessible to sponsors.
 - Simplifies the process for analyzing the labor market composition by: (1) decreasing the number of data sources to be analyzed; (2) clarifying the steps required to do the analysis; (3) providing clear directions for establishing goals; and (4) making clear that the Registration Agency will assist the sponsor throughout this process.

Expansion to Individuals with Disabilities

- The previous regulations did not include nondiscrimination or affirmative action requirements on the basis of disability.
- **The final rule adds disability** to the bases protected by the nondiscrimination requirement, and it adds disability as an element of sponsors' affirmative action programs. Rather than each program conducting an availability analysis specific to its labor market, the final rule establishes a single, national goal that seven percent of programs' apprentices be individuals with disabilities. This approach is based upon available labor market demographic data and is consistent with OFCCP's revised Section 503 regulations that, among other things, established a nationwide seven percent goal for the utilization of qualified individuals with disabilities by federal contractors.
- As with race/sex goals, this updated rule clarifies that the seven percent goal is not a quota, and sponsors will not be cited for violations simply for failing to meet the goal. Rather, sponsors that do not meet the goal would be required to examine if impediments to equal opportunity exist, and if so, to correct those impediments.
- To provide sponsors with necessary information on applicants' and apprentices' disability status, under the rule sponsors invite individuals to voluntarily self-identify as an individual with a disability.

Outreach and Recruitment

- The previous rule set forth 10 kinds of outreach, recruitment, and retention activities but does not specify which, or how many, were required.
- In the final rule, there are only two different outreach and recruitment obligations set forth in the rule.
- The final rule provides more clarity as to how outreach obligations work.
- First, the rule states that all sponsors must implement measures to ensure that its outreach and recruitment measures extend to all potential apprentices regardless of race, sex, ethnicity, or disability. To do so, the sponsor must:
 - Develop and update a list of recruitment sources (several examples of which are provided in the rule);

- Identify a contact person at each recruitment source; and
 - Provide these recruitment sources advance notice of openings to they can notify and refer candidates
- Second, the rule also requires that those sponsors that maintain an AAP and are required to set race/sex utilization goals, and/or that identify barriers to EEO with regard to disability, must engage in targeted outreach, and recruitment, and retention activities in response. These activities are:
 - Distributing information to community-based organizations, local high schools, local community colleges, local vocational, career and technical schools, career centers at minority serving institutions, and other groups;
 - Advertising openings by publishing advertisements in electronic media and other appropriate forms;
 - Cooperating with local school boards and vocational education systems to develop relationships with pre-apprenticeship programs in order to prepare students from under-represented groups to meet apprenticeship entry standards; and
 - Establishing agreements to enlist the support of pre-apprenticeship programs, community-based organizations, or advocacy organizations in recruiting qualified individuals and in developing pre-apprenticeship programs.

Selection of Apprentices

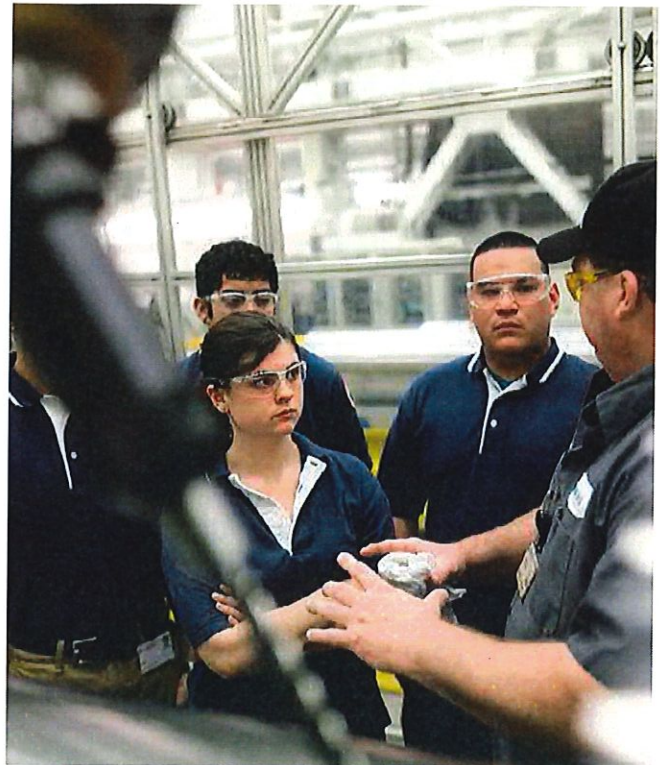
- The previous rule set forth four detailed mechanisms by which sponsors may select apprentices into their programs.
- The final rule provides much greater flexibility for selection, providing that sponsors may use any method to select apprentices so long as that method complies with long-established Uniform Guidelines on Employee Selection Procedures and the Americans with Disabilities Act, is uniformly and consistently applied, and is not discriminatory.

Complaint Procedure

- The previous regulations provided that applicants or apprentices could file a written complaint with OA or the State Apprenticeship Agency alleging discrimination or a failure to comply with other equal opportunity provisions.
- The final rule clarifies the complaint procedures both for individuals to file EEO complaints and for OA and State Apprenticeship to handle these complaints.

Measures for Noncompliance

- OA recognizes the voluntary nature of these programs and wants Registered Apprenticeships to succeed. It uses compliance enforcement measures as a last resort after exhausting other avenues.
- The previous regulations' measures for noncompliance included cancellation or deregistration of an apprenticeship program.
- The final rule includes additional, more flexible, enforcement mechanisms. Rather than the only enforcement mechanisms being deregistration or cancellation of a program, which essentially would shut down the apprenticeship program, the updated rule allows the placement of a temporary moratorium on a sponsor's registration of new apprentices. This will allow the sponsor to work with the Registration Agency to address the violations and meet the steps identified in its compliance action plan before deregistration proceedings are instituted.





WTCS System-Wide Activity Update for Spring 2017

- **WTCS Apprenticeship Completion Report:** The WTCS published the new Apprenticeship Completion Report in February 2017 with data from completers from 2014-15.
<http://www.wtcsystem.edu/about-us/wtcs-overview>
 - Of 669 apprentice completers surveyed, 263 responded for a 39% response rate.
 - 95% indicated they were employed in the trade for which they received training, down 4% from the prior report.
 - Annual median earnings of \$67,595 was reported across all sectors, up approximately \$1200 from the prior report.
 - 95% indicated that they were very satisfied or satisfied with their paid-related instruction. For On-The-Job Training, 90% reported they were very satisfied or satisfied.
 - 34% are considering continuing their formal education, up slightly from 31% from the prior year's survey (i.e., Technical Studies Journey Worker AAS, associate degree, bachelor's degree)
- **WTCS Apprenticeship Enrollment Trend:** Enrollment across all apprenticeship programs is up 47% between 2013 and 2016, far outpacing enrollment growth in non-apprenticeship technical degree and diploma programs at the WTCS Colleges. As of end of academic year 2016, there were 6128 apprentices enrolled the Wisconsin Technical College System, unduplicated count. That is a 14% increase from the prior year. With duplicates, there are 6,633 enrollments. Confirmed actual enrollment data for the 2016-17 year will not be available until August 2017.
- **System-wide Curriculum:** PRI model Curriculum Standards are established and currently posted for 51 trades to the WTCS WIDS Repository. Additional curriculum projects are underway for 2016-17, in particular for new apprenticeship programs for Auto Body Collision and Organic Vegetable Farm Grower/Manager, as well as those occupations targeted under the WAGE\$ grant in Mechatronics and IT-Software Developer. Colleges are able to map/create a matrix showing how their curriculum aligns with the model standards and to evaluate credits earned. ATRs regularly use the PRI documents to explain and promote learning content to current and potent apprenticeship sponsors.
- **Great Lakes Tools of the Trade/WTCS Apprenticeship Scholarships:** The Great Lakes Higher Education Foundation once again awarded 200, \$1000 scholarships for industrial and construction apprentices. Awards were distributed in February 2017.
- **Apprentice Direct Instructional Support GPR grants:** For 2016-17, the WTCS has allocated up to \$300,000 in grant funds to support direct instruction for apprentices due to rapidly expanding enrollments and opening of new programs and sections. This continues to reflect a 50% increase in the investment of funds available since 2015.



State Committee Report - Construction

State Roofers & Waterproofers Adv Comm

This summary counts employers and apprentices with contract(s) active or unassigned on 5/1/2017 in trade(s) associated with this committee.

Sponsor Name Trade	Apprentices									Employers				
	Total	Minority		Female		Union		Non- Union		Total	W/Union Appr		W/Non-Union Appr	
		#	%	#	%	#	%	#	%		#	%	#	%
1	2	3	3a	4	4a	5	5a	6	6a	7	8	8a	9	9a
All Sponsors Total	73	13	17.8	1	1.4	58	79.5	15	20.5	18	12	66.7	6	33.3
ABC of Wisconsin (All)	15	4	26.7	0	0.0			15	100.0	6			6	100.0
Roofer and Waterproofer (186638101002)	15	4	26.7	0	0.0			15	100.0	6			6	100.0
SE Wisconsin Roofing & Waterproofing JAC	58	9	15.5	1	1.7	58	100.0			12	12	100.0		
Roofer and Waterproofer (186638101002)	58	9	15.5	1	1.7	58	100.0			12	12	100.0		

Wisconsin Bureau Of Apprenticeship Standards
State Roofers & Waterproofers Adv Comm
Historical Report by Year



Report Period: 2017* and Previous 10 Years

*Current year is YTD data as of Run Date: 05/01/2017		
Run Date: 05/01/2017		
State Roofers & Waterproofers Adv Comm		
Sponsored Trade Group(s): Construction		
Year	Active Apprentices	Active Employers
2007	174	35
2008	220	36
2009	204	40
2010	186	46
2011	150	45
2012	126	37
2013	103	29
2014	105	27
2015	118	25
2016	107	21
2017	80	18

