

Apprentice Contract



This contract was prepared by ATR,
between the Wisconsin Department of Workforce Development (the Department) and:

Apprentice

Name:
Address:

SSN:
DOB:

Sponsor

Wisconsin Electronic Security Assn UATC
P.O. Box 28882
Greenfield WI 53228

The Apprenticeship term begins on START DATE, and terminates upon the successful completion of the apprenticeship program provisions of the Security and Fire Alarm Systems Installer trade, which are incorporated as part of this contract as Exhibit A, Program Provisions. The provisions included in this contract are binding on the parties.

The Department will issue a **CERTIFICATE OF APPRENTICESHIP** to the apprentice upon satisfactory completion of the provisions of this Apprentice Contract.

This contract may be terminated or cancelled by the apprentice, or may be suspended or cancelled by the sponsor, for good cause, with due notice to the apprentice and a reasonable opportunity for corrective action, and with written notice to the apprentice and to the Department.

The apprentice's signature authorizes the assigned provider(s) of paid and unpaid related instruction to release progress, grades, and attendance reports to the Department, sponsor, and employer while this contract is in effect.

The program sponsor and apprentice agree to the terms of the Apprenticeship Standards incorporated as part of this document and identified as Exhibit A. The sponsor will not discriminate in the selection and training of the apprentice and will accord the apprentice equal opportunity in all phases of apprenticeship employment and training, without discrimination because of race, color, religion, national origin, sex, age, creed, handicap, marital status, ancestry, sexual orientation, arrest record, conviction record, or membership in the military forces of the United States or this state.

The apprentice, sponsor, and employer agree to fulfill all the obligations of this Apprentice Contract. The parties have signed this contract, as required by Chapter 106.01 of the laws of Wisconsin. Personal information provided herein may be used for secondary purposes [Privacy Law, s.15.04(1)(m) Wisconsin Statutes].

The Registration Agency is the authority to receive and resolve controversies or differences arising out of this contract when they cannot be resolved locally in accordance with established procedures or collective bargaining provisions.

Registration Agency:
Department of Workforce Development
Division of Employment and Training
Bureau of Apprenticeship Standards
PO Box 7972, Madison, WI 53707
Phone: 608-266-3332

Apprentice Signature

Date

Sponsor Signature

Date

Department Approval

Date

NOT APPROVED

TERM OF APPRENTICESHIP: The term of apprenticeship shall be Hybrid, which has been established to be 4 years of not less than 8,000 hours. In addition to the specified hours, the apprentice must successfully attain the competencies described in these program provisions. 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 12 months 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 Northeast Wisconsin Technical College, as assigned, for paid related instruction four hours per week or the equivalent and satisfactorily complete the prescribed course material for a minimum of 576 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 and shall demonstrate competency, as specified herein. 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.

Work Process Description
Approximate Hours

	(Min
- Max)	
Prepare for System Installation	736
Review & understand electronic system requirements & documentation (blueprints, etc)	
Perform site survey	
Develop overall job plan	
Organize technical work plan	
Complete pre-assemblies & fabrication of sub systems	
Gather inventory /parts	
Pre-test components	
Inventory tools	
Wire Buildings	736
Use documentation to lay out components	
Secure work area; drop cloths, safety cones, etc.	
Rough in device component locations	
Install cable support structure or drill wire paths	
Pull & secure wire	
Label tag wire/cable per documentation	
Trim	1436
Pre-termination functions:	
Prepare cable ends	
Route cable	

Connect passive devices:	
Connectors	
Outlets	
Patch panels	
Splicing	
Intermediate termination	
Install Components	1436
Remote location components	
Central/main location	
Configure – Program	436
Calibrate & align electronically and physically	
Install or enter control programs, if applicable (complex)	
Set up system instructions, labels, etc (simple)	
Test, Troubleshooting, Debug	736
Power up	
Operate and test functions	
Evaluate performance	
Identify problems, errors, discrepancies	
Diagnose causes of problems	
Take remedial action	
Document actions (see documentation section)	
Train Users	436
Review user documentation manuals & instructions	
Identify training objectives	
Confirm actual users and their requirements	
Procure or develop training & user aids, manuals, etc.	
Demonstrate system function by guiding users through the system	
Observe user using the system (have customer demonstrate knowledge of the system)	
Communicate results of training back to all relevant parties	
Documentation	736
Review final blueprints, writing diagrams, and hookup instructions	
Complete work reports and time sheets	
Provide/prepare/deliver system documentation	
User manual and training materials	
As built drawings	
Zone diagrams	
Equipment lists	
Warranty paperwork	
Maintenance & Repair	736
Maintenance	
Perform scheduled preventive maintenance	
Repair	
Diagnose problems	

Read documentation

Paid Related Instruction

576

TOTAL

8000

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

MINIMUM COMPENSATION TO BE PAID:

1st period of 1000 hours at 50% of the base skilled wage rate

2nd period of 1000 hours at 55% of the base skilled wage rate

3rd period of 1000 hours at 60% of the base skilled wage rate

4th period of 1000 hours at 65% of the base skilled wage rate

5th period of 1000 hours at 70% of the base skilled wage rate

6th period of 1000 hours at 75% of the base skilled wage rate

7th period of 1000 hours at 80% of the base skilled wage rate

8th period of 1000 hours at 90% of the base skilled wage rate

Base skilled wage rate \$20.50 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:

None

School credit hours approved:

Paid related instruction:

None

Unpaid related instruction:

None

Total credit hours to be applied to the term of the apprenticeship:

None

SPECIAL PROVISIONS:

The apprentice shall complete the Standard Red Cross First Aid and CPR courses during the first year of the apprenticeship. Certification will be maintained throughout the apprenticeship.

The apprentice shall complete the Transition to Trainer Course during the final year of the apprenticeship.