



SHEET METAL WORKERS' LOCAL 28 JOINT APPRENTICESHIP & TRAINING COMMITTEE

139-20 JAMAICA AVE. JAMAICA, NY 11435

January 23, 2008

TO: ALL LOCAL UNION NO. 28 EMPLOYERS

FROM: ROBIN DELK

RE: FIVE-YEAR APPRENTICE PROGRAM

January 2008 marks the beginning of our transition from a four-year apprentice training program to a five-year program. This expanded program is designed to keep pace with new developments in the sheet metal industry and keep sheet metal contractors competitive in our current and future market environment. Additional time will allow for more specialization in areas such as architectural sheet metal, testing and balancing, and roofing.

The first six months will be a period of evaluation of the pre-apprentice. During this period the pre-apprentice will attend the school during the first four weeks. He/she will then be assigned to an employer for the remaining five months and will attend school one day every other week for an additional ten days of classes. The pre-apprentices will not be paid for attendance at the school.

During the entire six-month period, the pre-apprentice will be evaluated on such things as competency, attendance, and lateness. If the pre-apprentice successfully meets the requirements, he/she will then be indentured as a first-term apprentice and will remain in the program for the next four and one-half years.

An important component of the pre-apprentice evaluation is input from the employer. If you are assigned a pre-apprentice, you will be asked to carefully monitor performance and complete an appraisal form on a monthly basis (*appraisal form enclosed*). You will also be asked to have a representative familiar with the pre-apprentice, meet on occasion with representatives from the Joint Apprenticeship Committee to discuss the pre-apprentice. Since these first six-months are an evaluation process, each employer must pay special attention and fully cooperate with the J.A.C. so as to ensure that only those truly qualified are indentured into the apprentice program.

If you should have any questions, please do not hesitate to contact me.

Sincerely,

Robin Delk

**Robin Delk
JATC Administrator**

Enc.:

Sheet Metal Workers Local Union 28
Pre-Apprentice Performance Appraisal Form

Name of Pre-apprentice _____ Month _____ Year _____

INSTRUCTIONS: This Form is To Be Sent to the JAC Administrator

This form is to be completed by the Contractor's designee having the most supervision or knowledge of the pre-apprentice on-the-job performance during the past month, such as the Apprentice Coordinator or Liaison, Foreperson, or Project Manager. The designee is responsible for checking accuracy with company personnel familiar with the pre-apprentice's attendance, safety, job knowledge, and performance for the previous month. An additional page may be added, if necessary.

Please print clearly where applicable. Please circle the appropriate number based on the following:

**1 - Substandard, JAC Action Required; 2 - Needs Improvement; 3 - Approaching Standards;
4 - Satisfactory/Average; 5 - Above Average**

Section One: Attendance

Has this pre-apprentice been the subject of any Apprentice Infraction Reports for attendance problems within the past month? **YES NO**

Number of days **missed** last month _____ Number of days **late** last month _____

Section Two: Safety: 1 – 2 – 3 – 4 – 5

Has this pre-apprentice followed all safety rules and procedures set forth by the general contractor and Local 28?

If the apprentice is rated less than "4", explain the frequency and nature of any safety infractions.

Section Three: A. Job Knowledge/Mechanical ability: 1 – 2 – 3 – 4 – 5

Does this pre-apprentice perform to the contractor's expectations in ability, competency, and accuracy?

Additional Comments: _____

B. Initiative/Responsibility: 1 – 2 – 3 – 4 – 5

Can this pre-apprentice can be depended upon to show up ready and willing to work, and reliably completes all assignments in a professional and timely manner?

Additional Comments: _____

Section Four: Performance or Knowledge Deficits

List below any job performance or knowledge deficits, if any, which should be addressed at school or on the job:

Contractor's Name _____ Shop _____ Field _____

Form Completed By (Print) _____ Title _____

Signature _____ Date _____