

Saskatchewan Piping Industry Joint Training Board

www.saskpiping.ca



402 Solomon Drive
Regina, SK S7N 5A8
OFC: (306) 522-4237
FAX: (306) 781-7949



334 Robin Way
Saskatoon, SK S7L 6X4
OFC: (306) 651-3737
FAX: (306) 651-3466



inquiries@saskpiping.ca

PROCEDURES / INFORMATION

For

INDENTURED APPRENTICES

**POTENTIAL/PROBATIONARY
APPRENTICES**

And

COMMERCIAL UTILITY WORKERS

INDEX

Item	Page
Steps to Becoming an Apprentice	3
Apprenticeship Contract	4
Union Membership	4
Regular Field Evaluation Appraisal	5
Trade Time	5
Trade School	6
Effective Date for Status Update	6
Mandatory Courses While Attending Trade School in Saskatoon	7
Lay Off/Out of Work Board	8
Dispatching of Apprentices/Probationary Apprentices/Utility Workers	8
Travel Letters	8
Union Dues	8
When an Apprentice Becomes Expelled Due to Non-payment of Dues	9
Change of Address/Telephone/Email	9
Contacts	10

STEPS TO BECOMING AN APPRENTICE

1. If you accept a call as a Potential Apprentice/Utility Worker with an employer affiliated with the Local Union, you are required to:
 - have a minimum educational attainment of Grade 12 or GED 12 Regular
 - submit a completed Application for Apprenticeship with Saskatchewan Piping Industry Joint Training Board
 - provide a copy of your high school transcript or GED marks whichever is applicable.
 - complete a 6-month probationary period; **that is six months from the date you start employment. PLEASE SEE NOTE # 1.**
2. Following the completion of the six-month probationary period, Saskatchewan Piping Industry Joint Training Board sends the employer a Field Evaluation Form and a Form 6 Verification of Trade Time. The Field Evaluation is to be completed by the Supervising Journeyman and the Potential Apprentice; the Form 6 Verification of Trade Time is to be completed, dated, and signed by the Employer. These forms are returned to SPIJTC for evaluation and decision.
3. If a **satisfactory evaluation is received from the Employer** a Final Evaluation Report is prepared by Saskatchewan Piping Industry Joint Training Board and sent to the Local Union recommending membership in the Union and indentureship to an Apprenticeship Contract provided the individual has submitted a completed application form together with all the required documentation to Saskatchewan Piping Industry Joint Training Board.

NOTE #1: Potential Apprentices working in the **Sprinkler Trade** are required to serve a **three-month Probationary Period as per the National Road Sprinkler Fitter Collective Agreement signed May 1, 2010.**

NOTE #2: Those individuals working in the Commercial Sector as a Utility Worker who want to pursue an Apprenticeship Program in the Plumber Trade, as per the Province of Saskatchewan Apprenticeship Regulations, **Plumbing is a compulsory trade, individuals working in the trade for six months, must be signed to an Apprenticeship Contract. The Apprenticeship and Trade Certification Regulations also state that a maximum of 900 hours will be granted prior to the indenture date.** What this means is that if you should work for eight months, accumulate a total of 1200 hours, then decide that you want to be indentured to an Apprenticeship Program and you finally forward the required documentation, because you failed to respond in a timely fashion, you would only be granted the maximum 900 hours.

APPRENTICESHIP CONTRACT

Apprentices working for an employer affiliated with Local Union 179 are registered and indentured to the Employer/Union Joint Committee; the Committee is called Saskatchewan Piping Industry Joint Training Board (SPIJTC).

It is very important that when the Apprentice receives the registered letter from Saskatchewan Piping Industry Joint Training Board indicating that the Final Evaluation Report has been completed and forwarded to the Local Union recommending membership in the Union and indentureship to an Apprenticeship Contract that **the Apprentice follows the procedure outlined in the letter as follows:**

With respect to membership in the Union, please be advised a representative from Local 179 will contact you to set up a date and time for your initiation.

On the date of your initiation, you will be required to pay the Local 179 initiation fee. In addition, your Apprenticeship papers will be dealt with at the same time so you will have to provide the \$200.00 registration fee for your Apprenticeship Contract.

Please keep in mind your status/rate of pay will not change until you have been initiated, signed your Apprenticeship papers, and have paid all the required fees at the time of initiation.

When you have taken care of business, the Joint Training Committee, if applicable, will advise your employer to update your status accordingly.

Those individuals who have an active Apprenticeship Contract registered with the Apprenticeship and Trade Certification Commission are required to sign the Form B Contract Between Apprentice and Joint Training Committee (Transfer); as this is a Transfer of Contract you are not required to submit another registration fee. This form will be made available to you at the time of initiation in the Union.

NOTE: If you do not take care of business within one month from the date of the letter, the Local Union will deduct a permit fee of \$25.00 per week from your wages.

Upon receipt of the above documentation Saskatchewan Piping Industry registers the Apprenticeship Agreement or Transfer Agreement with the Province of Saskatchewan Apprenticeship and Trade Certification Commission.

NOTE: An Apprentice cannot be scheduled for technical training without an Apprenticeship Contract.

UNION MEMBERSHIP

Apprenticeship in the unionized sector of the Mechanical Trades requires the Apprentice to become a member of the Local Union. The Apprentice receives notification from Saskatchewan Piping Industry Joint Training Board in the form of a registered letter advising that he has completed his probationary period and the final evaluation report has been done recommending membership in the Union and indentureship to an Apprenticeship Program. The Apprentice is further **advised that a representative from Local 179 will contact him to set up a date and time for initiation.**

In addition to the many benefits provided through Union membership you are also provided with a Health/Welfare Benefit Plan and a Pension Plan. However, you should know that if you do not become a member of the Union you do not qualify for full benefits provided by these Plans.
Benefits generally start the first week of the 4th month of your employment.

REGULAR FIELD EVALUATION APPRAISAL

Following the completion of the first six-month probationary period Apprentices will be evaluated on a regular basis. Saskatchewan Piping Industry Joint Training Board will be requesting the employer to complete the Regular Field Evaluation Appraisal Form. This procedure has been introduced to track the performance of the Apprentice throughout his Apprenticeship Program. The tracking and evaluation is done every 6 months, upon lay off from a work site, or prior to attending trade school. This process is done from the Regina Training Center JTC office.

TRADE TIME

Apprentices are responsible to make sure their trade time is updated on a regular basis (approximately every six months, or when attending trade school, or on receipt of a lay off due to a shortage of work). Apprentices are to ensure that the **employer completes** a Form 6 or a Record of on-the-Job Training form. **Once the employer has completed the verification of trade form it should be forwarded to Saskatchewan Piping Industry Joint Training Board. Upon receipt of these forms, Saskatchewan Piping Industry forwards copies to the Apprenticeship and Trade Certification Commission.**

NOTE: Apprentices indentured to a specific trade working in another trade will be credited with 0% of the hours. Example: A Plumber Apprentice working in the Pipefitting Trade will be credited with 0% of the Pipefitting hours towards his Plumbing Program (The Apprentice does not lose those hours, once he has completed his Plumbing Program and has obtained his Journey Certificate, the hours can be used towards his Pipefitting ticket). Subject to changing regulations/rules.

TRADE SCHOOL

The Apprenticeship and Trade Certification Commission Schedules Apprentices for Trade School. The Apprenticeship Commission sends notices to the Apprentices to attend training; these notices are usually sent out two to three months in advance. **This process however does not apply to the Sprinkler Apprentices.**

The Apprenticeship Commission sends a package of information concerning technical training to the Sprinkler Apprentice; this information includes the Apprentice's Alberta ID# which is required to register for training. The Sprinkler Apprentice must review the information and select the date that he wants to attend. **The Sprinkler Apprentice must then contact Red Deer College to register for training.**

Any questions concerning the scheduling of technical training should be directed to the Apprenticeship and Trade Certification Commission as per contact persons listed below: Toll Free: 1-877-363-0536

Steamfitter/Pipefitter, Plumber, Sprinkler, Refrigeration and Air Conditioning Apprentices contact:

Dawn Ridway 306-787-2779 - dawn.ridgway@gov.sk.ca

Welder Apprentices contact:

Bev Mohr 306-787-0211 - bev.mohr@gov.sk.ca

Industrial Instrumentation

Ellen Gerein 306-787-2447 - ellen.gerein@gov.sk.ca

EFFECTIVE DATE FOR STATUS UPDATE

As per the Apprenticeship Standards for the Pipe Trades Industry of Saskatchewan the effective date when an Apprentice may advance to the next level is established as follows:

- (i) An Apprentice who successfully completes a level of training, **has the required trade time registered with Saskatchewan Piping Industry Joint Training Board and has his advancement to the next level delayed because the Trade School technical marks are not available, the effective date of such Apprentice will be retroactive to the final day of the school program. The Apprentice will further be entitled to the appropriate retroactive pay from the effective date provided the Apprentice completed the required Mandatory Courses while attending Trade School.** Saskatchewan Piping Industry advises the Local Union, the employer, and the Apprentice of the particulars.
- (ii) An Apprentice who successfully completes a level of training and **does not have the required trade time registered with Saskatchewan Piping Industry Joint Training Board at the time the Trade School technical marks are received, does not advance to the next level nor is he recommended for a pay increase until the date he has registered the appropriate trade time with Saskatchewan Piping Industry Joint Training Board and the Apprentice has completed the required Mandatory Courses while attending Trade School.**

- (iii) An Apprentice who completes a level of training however **must repeat a portion or portions to receive credit for training will advance to the next level on the date the corrected transcript is received by Saskatchewan Piping Industry Joint Training Board provided the Apprentice has the required hours registered on his file to advance and has completed the required Mandatory Courses while attending Trade School.**
- (iv) An Apprentice who has successfully completed an Apprenticeship Program and has passed the Journeyman exam, **must provide Saskatchewan Piping Industry Joint Training Board with a copy of the results of the examination. Further when the Apprentice receives his Journey Certificate a copy of same should be provided to Saskatchewan Piping Industry as well. **The effective date for advancement to Journeyman is the date all the required documentation has been received by Saskatchewan Piping Industry Joint Training Board.**** It should be noted that before an Apprentice is advanced to Journeyman status, Saskatchewan Piping Industry Joint Training Board will evaluate their progress to determine whether advancement has been earned by satisfactory on-the-job progress, successful completion of technical training and attendance of mandatory related classroom studies.

MANDATORY COURSES WHILE ATTENDING TRADE SCHOOL IN SASKATOON

The Saskatchewan Piping Industry Joint Training Committee discussed mandatory courses for Apprentices while attending trade school in Saskatoon, the Committee decided that **effective January 1, 2007**, each Apprentice must, while attending his/her level of training at SIAST attend a selection of related courses of study each year; these courses include:

Orientation/Heritage Program	Basic Code Course
Pipe Trades Math	Pipe Fabrication Program
Pipe Trades Science	Job Layout Program
Commercial Blueprint Course	CPR/First Aid
Industrial Blueprint Course	Fire Watch/Man Watch
Basic Gas Course	Other selections available

Additional training programs may be taken in any sequence and at any time starting from an Apprentice's 1st Year to completion of 4th Year. The course selection will be offered as a night course while attending your level training.

It should be noted that before an Apprentice is advanced to the next period of training or to Journeyman status, Saskatchewan Piping Industry Joint Training Board will evaluate their progress to determine whether advancement has been earned by satisfactory on-the-job progress, successful completion of technical training and attendance of mandatory related classroom studies as stated above and the United Association Local Union 179 Apprenticeship Standards for the Pipe Trades Industry of Saskatchewan.

Failure to attend the mandatory courses will result in Saskatchewan Piping Industry Joint Training Board investigating the reasons of non-compliance by the Apprentice. Disciplinary action will be taken should the investigation deem it necessary.

LAY OFF/OUT OF WORK BOARD

When an Apprentice is laid off, he must contact Saskatchewan Piping Industry Joint Training Board Apprentice Dispatch Call Out Number at (306) 380-7626 to have his/her name placed on the Out of Work Board. Apprentices on the out of work board should keep in touch with Saskatchewan Piping Industry on a weekly basis.

During periods when work is not plentiful in the unionized sector and an Apprentice wishes to seek employment in the non-union sector or out of the trade, **the Apprentice must contact the Training Co-Ordinator.**

DISPATCHING OF APPRENTICES/PROBATIONARY APPRENTICES/UTILITY WORKERS

Dispatching of Apprentices, Probationary Apprentices/Utility Workers is done through the office of Saskatchewan Piping Industry Joint Training Board.

TRAVEL LETTERS

During slow periods of employment, Apprentices may request to go out of province. **Such requests are to be directed to the Training Co-Ordinator for consideration.**

UNION DUES

When an Apprentice is laid off it is his responsibility to make sure his dues are paid up to date and he remains in good standing with the Local Union. An Apprentice **who does not keep his dues up to date cannot be sent out to work until he has paid all outstanding dues.** It should be noted that **matters concerning Union Dues should be directed to Local Union 179.**

WHEN AN APPRENTICE BECOMES EXPELLED DUE TO NON-PAYMENT OF DUES

When Saskatchewan Piping Industry Joint Training Board receives notification from the Local Union that an **Apprentice has been expelled due to non-payment of dues as per policy and procedure the Apprenticeship Program of that Apprentice is cancelled.**

If an Apprentice wishes to come back into the Union after he has been expelled, he must contact Saskatchewan Piping Industry Joint Training Board to apply for re-entry into the Apprenticeship Program/Union. When work becomes available the Apprentice will be sent out as a Probationary Apprentice, serve a probationary period of 2 to 3 months following which a field evaluation will be sent to the employer. If a satisfactory evaluation is received from the employer, Saskatchewan Piping Industry Joint Training Board will prepare a Final Evaluation Report to Local 179 recommending re-indenture to an Apprenticeship Contract and re-initiation into the Union.

CHANGE OF ADDRESS / TELEPHONE / EMAIL

It is the Apprentice's responsibility to advise Saskatchewan Piping Industry Joint Training Board of any change of address or telephone number. Upon receipt of such information, Saskatchewan Piping Industry advises the Apprenticeship and Trade Certification Commission and the Local Union.

**It is very important that you read the
Apprenticeship Standards.**

CONTACTS

Saskatchewan Piping Industry Joint Training Board

Contact: Brad Funk, Director of Training
Chris Henriksen, Assistant Co-Ordinator
Apprentice Dispatch Call Out #: (306) 380-7626

402 Solomon Drive
Regina, SK S4N 5A8
Telephone: 1-306-522-4237
Fax: 1-306-781-7949
Toll Free: 1-888-405-4237

334 Robin Way
Saskatoon, SK S7L 6X4
Telephone: 1-306-651-3737
Fax: 1-306-651-3466

U.A. Local 179 of Saskatchewan

402 Solomon Drive
Regina, SK S4N 5A8

Contacts:
Mike McLean, Business Manager
Brandon Faul, Industrial Business Agent
Landon Mohl, Commercial BA
Telephone: 1-306-569-0624
Fax: 1-306-781-8052
Toll Free: 1-877-893-2179

Call Out: 1-306-565-4688
Toll Free Call Out: 1-877-563-7179

Saskatchewan Provincial Pipe Trades

334 Robin Way
Saskatoon, SK S7L 6X4

Contact:
Mitch Grenier, Commercial Business Agent
Telephone: 1-306-956-1061
Fax: 1-306-956-1065

Global Benefit Plan Consultants Inc.

88 St. Regis Crescent South
Toronto, Ontario M3J 1Y8
Saskatchewan Piping Industry Local 179 Pension and Health & Welfare
Toll Free: 1-800-663-4500 (when making inquiries, please have your SIN number available)
Fax: 1-416-635-6464

Apprenticeship and Trade Certification Commission

2nd Floor, 2140 Hamilton Street
Regina, Sk. S4P 2E3
Toll Free: 1-877-363-0536
Fax: 1-306-787-5105

Apprentices Indentured to (signed to a contract with) Saskatchewan Piping Industry Joint Training Board and Registered with the Province of Saskatchewan.