

APPRENTICE-SHARE WORKSHEET

ITA Registration Process, Roles and Responsibilities
1. Who will be responsible for keeping the hours of the apprentice?
2. Who will do the paperwork for registering everyone?
Hiring Process
1. Will the apprentice be interviewed by both employers?
2. Will he/she be an employee already?
3. What is the process to hire? Will applicants be taken from resumes already received or will a separate posting be created?
4. What is each employer looking for in an employee/apprentice?
5. What will be the process to inform the applicant about Apprentice-Share?
6. Will there be a formal application and interview process? Who will attend?
7. Will the employment contract and return-for-service agreement be used?
8. Will an unemployed apprentice be considered? Does he/she have to be first year?
9. Will a trades assessment be required and what education level is acceptable?
10. Who will acquire the Apprentice after the four years or as a journeyman will he/she still be a shared employee?
Employment Scheduling
1. What is the time line to start the employee?
2. Have the employers evaluated work season and the busy and slow times?
3. Has the apprentice had any input in the scheduling?
4. How will the apprentice share the time between the employers?
5. Will there be flexibility to change the schedule and how will the employers handle that?
Wages & Benefits
1. What will be the wages assigned to the Apprentice? Will it follow the ITA increment scale?
2. Is there a Union Consideration between Employers and if so how will the discrepancy be handled so the Apprentice is paid fairly and equitably?
3. How will vacation payout and workers compensation be covered between employers?
Tool Allowance
1. Will the Apprentice have an opportunity for a tool allowance and how will the employers handle the costs?
2. Will the Apprentice be able to move his tools from one employer worksite to another?

On-the-Job Training, Supervision and Evaluation
1. Who will be assigned as the journeyman for each worksite? If there will be more than one, who will be responsible?
2. Will the employer, journeyman or both be responsible for evaluation?
3. How will the employers coordinate evaluations so that everyone is informed?
Apprenticeship Record Book
1. Will the Apprentice hold onto the Record Book or is the employer at the worksite responsible?
2. How often will the Record Book be updated and discussed with the Apprentice?
3. When the Apprentice goes for Apprenticeship Training will he take his Record Book to document the theory and tests?
4. Who will be responsible for updating the Record Book at the worksite?
Apprenticeship Training, Scheduling and Costs
1. Will the Employers take care of the Apprenticeship Training costs or will the Apprentice?
2. Will the employers have set the training schedule for the year and when and where will the apprentice go away for training?
3. Will the Apprenticeship Training rotate between employers every year so that the amount of training and work time is fair?
Employers Roles and Responsibilities
1. Will the apprentice receive a copy of each employer's responsibilities?
Apprentice Roles and Responsibilities
1. Will the Apprentice's Roles and Responsibilities be discussed with all parties? Will they be formalized in writing?
2. If the Apprentice decides to terminate the Apprentice-Share agreement will there be consequence? And will there be considerations for extenuating circumstances?
Upgrade Training
1. Will the Apprentice have an opportunity to take part in upgrade training?
2. Who will pay for that training?
3. Can the apprentice take time off from the one job to attend specialized training at the other worksite?
Slow Periods, Seasonal Work
1. What will happen to the apprentice if there are slow periods or seasonal work with one of the employers?
Date
Signature of Employer A
Signature of Employer B
Signature of Apprentice