



Appendix D

QUALIFICATIONS AND SELECTION PROCEDURES

ADOPTED BY

ALLIANCE OF INDIANA RURAL WATER



**DEVELOPED IN COOPERATION WITH THE
U.S. DEPARTMENT OF LABOR
OFFICE OF APPRENTICESHIP**

The certification of this selection procedure is not a determination that, when implemented, it meets the requirements of the Uniform Guidelines on Employee Selection Procedures (41 CFR § 60-3) or 29 CFR § 30.

Note that selection procedures may need to be modified to provide reasonable accommodations to qualified individuals with disabilities.



This Page Intentionally Left Blank

SECTION I - MINIMUM QUALIFICATIONS

Applicants will meet the following minimum qualifications. These qualification standards, and the score required on any standard for admission to the applicant pool, must be directly related to job performance, as shown by a statistical relationship between the score required for admission to the pool and performance in the apprenticeship program:

A. Age

Apprentices must not be less than 18 year of age. Proof of age is required.

B. Education

A high school diploma, General Educational Development (GED) equivalency or other high school equivalency credential is required.

Applicants must submit a DD-214 to verify military training and/or experience if they are a veteran and wish to receive consideration for such training/experience.

C. Physical

Applicants will be physically capable of performing the essential functions of the apprenticeship program, with or without a reasonable accommodation, and without posing a direct threat to the health and safety of the individual or others.

D. Drug screening

Apprentices will be required to take and pass a drug screening on acceptance into the program and prior to employment.

E. Background Check

Pursuant to federal guidance all employees of public water systems must pass a background check. Applicants will be required to pass a qualifying background investigation upon selection into the apprenticeship program and prior to employment.

F. Driver's License

Apprentices must possess a valid state issued vehicle operator license and be insurable at normal commercial rates on acceptance into the program and prior to employment.

SECTION II - APPLICATION PROCEDURES

- A. Applications will be accepted throughout the year. All persons requesting an application will have one made available after completing the programs applicant request form. Apprenticeship applications will be available at the Alliance of Indiana Rural Water office or from any employer that is signatory to the Alliance of Indiana Rural Water apprenticeship.

◆ Application process at the Alliance of Indiana Rural Water office

- ◆ Applicants requesting an apprenticeship application at the Alliance of Indiana Rural Water office will be provided an Alliance of Indiana Rural Water Application Request Form and upon completion of the form the information will be logged on the program's application log.
- ◆ Applicant will be given an apprenticeship application and upon the application being verified as complete and insuring the applicant has met the minimum qualifications the applicant will be provided a numbered Letter of Eligibility, a list of all employers having a current signed employer acceptance agreement with the Alliance of Indiana Rural Water and will be instructed to contact those employers for possible employment and placement into the Alliance of Indiana Rural Water program. Applicant will also be provided with a blank Alliance of Indiana Rural Water intent-to-hire letter which is to be completed and returned to the Alliance of Indiana Rural Water office by the hiring participating employer.
- ◆ Applicants meeting the above criteria will be placed in the pool of qualified applicants. Upon request this pool of applicants will be made available to all employers with a current employer acceptance agreement seeking to employ a new apprentice. Applicants will remain on the list in accordance with Section III, paragraph G of these procedures. Any applicant who qualifies for direct entry under Section IV of these procedures will be placed in the pool of eligible applicants and may be given preference in hiring.

◆ Application process at participating employer locations:

- ◆ Applicants requesting an apprenticeship application at employer locations will be provided with an Alliance of Indiana Rural Water Application Request Form and upon completion of the form by the applicant, either the employer or the applicant will return the completed form to the Alliance of Indiana Rural Water office and the information provided therein will be logged on the Alliance of Indiana Rural Water applicant log.
- ◆ The Alliance of Indiana Rural Water office will confirm receipt of the applicant request form and either issue an application to the applicant, or authorize the employer to issue an apprenticeship application to the applicant.
- ◆ When the apprenticeship application is considered complete it will be returned to the Alliance of Indiana Rural Water office, for verification of eligibility. A numbered letter of eligibility will be furnished to the applicant or the employer. Upon receipt of the letter of eligibility from the sponsor the employer will, at a minimum interview the applicant for placement into the apprenticeship using the Alliance of Indiana Rural Water standardized apprentice interview form. (This interview does not circumvent or replace an employment interview typically utilized by an employer).
- ◆ If the applicant is hired by this employer, the employer will forward to the Alliance of Indiana Rural Water office within 2 working days of acceptance of employment the completed Alliance of Indiana Rural Water interview form and completed intent-to-hire letter. Additionally the employer will ensure copies of all supporting documents required for inclusion into the applicants apprenticeship file (IE: copy of driver's

license, high school diploma and transcript, GED documentation) are forwarded to the Alliance of Indiana Rural Water office within 30 days of placement.

- ♦ If the applicant is not hired by the interviewing employer, the employer will return the completed Alliance of Indiana Rural Water applicant packet to include the program's interview form to the sponsor within two working days. The employer will supply the applicant with the signed and numbered letter of eligibility and will refer the applicant back to the sponsor. The sponsor will provide a list of all participating employers affiliated with the Alliance of Indiana Rural Water program and will instruct the applicant to contact those employers for possible employment and placement into the apprenticeship program.
- B. All applications will be identical in form and requirements. All apprenticeship application forms must be dated and numbered to insure adequate records can be maintained in accordance with 29 CFR 30. Columns will be provided on the Alliance of Indiana Rural Water applicant log to show race/ethnic and sex identification and the progress by dates and final disposition of each application.
- C. Before completing the application, each applicant will be required to review the apprenticeship standards and will be provided information about the Alliance of Indiana Rural Water. If the applicant has any additional questions on the qualifications or needs additional information to complete the application, it will be provided by the sponsor.
- D. Receipt of the properly completed application form, along with required supporting documents (proof of age, driver's license, birth certificate or other acceptable documentation; copy of high school diploma, GED certificate or other acceptable documentation) will constitute the completed application.
- E. Completed applications will be checked for minimum qualifications. Applicants deficient in one or more qualifications or requirements or making false statements on their application will be notified in writing of their disqualification. The applicant will also be notified of the appeal rights available to them. No further processing of the application will be taken.
- F. Once an applicant has completed the application process and is notified that they are in the pool of eligible candidates for apprenticeship, the applicant's completed file is placed along with the other qualified applicants files in the Equal Employment Opportunity Apprenticeship Pool (EEOAP), and that file will now be available for review by potential employers for the next two (2) years.
- G. Applicants will be furnished a list of all the employers who have acceptance agreements with the Alliance of Indiana Rural Water along with a letter of introduction indicating they have met the minimum qualifications for entry into the Alliance of Indiana Rural Water program along with employer intent-to-hire letter.

SECTION III - SELECTION PROCEDURES

- A. All applicants that meet the minimum qualifications will be notified that they are eligible for the Alliance of Indiana Rural Water program and placed in a pool of eligible candidates. The applicant's file will now be available for review by potential employers for the next two (2) years.
- B. Any employer with a current employer acceptance agreement may request to view the list of eligible candidates. If after reviewing the list a potential employer decides to interview a qualified applicant, the potential employer is given:
 - a. A copy of the applicant's file
 - b. A list of steps to follow for the potential employer whether the employer decides to hire the applicant or not.
 - c. A follow-up sheet will be returned to the Alliance of Indiana Rural Water whether or not the potential employer intends to hire and register the applicant, and, if not, to include the reasons.
- C. The potential employer will contact, set up, and conduct the interview according to the employer's company policy.
- D. After the applicant has been interviewed, the potential employer returns the interview follow-up sheet to the Alliance of Indiana Rural Water office. If the potential employer decided to hire the applicant, the employer forwards an intent-to-hire letter indicating the intended starting date of employment to the Alliance of Indiana Rural Water. The applicant's file is pulled from the pool of eligible applicants, the apprenticeship agreement is completed, the apprentice is notified when related training begins, and the complete file is removed from the pool. If the potential employer has decided not to hire the applicant, the interview follow-up sheet is filed separately from the applicant's file, and the applicant's information remains in the file for other employers to review.
- E. Eligible applicants provided with a signed letter of eligibility will be given 90 calendar days to secure employment with one of the participating employers.
- F. If at the end of 90 calendar days the Alliance of Indiana Rural Water has not been notified of employment with a participating employer, one attempt will be made to contact the applicant by telephone to verify continued interest. If applicant cannot be reached by telephone, one certified letter will be sent to the applicant notifying him/her that the 90 day allotted search for employment has expired. The letter will state that if the applicant is still interested in pursuing apprenticeship, they must contact the Alliance of Indiana Rural Water office. If the applicant does not respond within 30 calendar days, he/she will be removed from the list of eligible applicants. They may reapply at any future date.
- G. Complete records shall be maintained in accordance with Title 29. Parts CFR 29.5(b)(22) and 30.12.

SECTION IV - DIRECT ENTRY

Sponsors that wish to invoke the direct entry provision may do so without regard to the existing selection procedure or minimum qualifications used for entry into the apprenticeship program. Individuals selected into the apprenticeship program via direct entry shall include only those individuals described below who have received training or employment in an occupation directly or indirectly related to the occupation(s) registered in these Standards. The sponsor will award credit for previous experience in accordance with Section XII of these standards and will pay each apprentice at the wage rate commensurate with his or her skill attainment. The credit for previous experience shall be awarded without regard to race, color, religion, national origin, or sex. The methods for direct entry are as follows:

Sponsor may select any, all or none of the following direct entry options for use with their program.

- A. ☐ A youth who has completed a Job Corps training program in any occupation covered in these Standards and who meets the minimum qualifications of the apprenticeship program may be admitted directly into the program, or if no apprentice opening is available, the Job Corps graduate may be placed at the top of the current applicant ranking list and given first opportunity for placement. The sponsor will evaluate the Job Corps training received to grant appropriate credit on the term of apprenticeship. Entry of Job Corps graduates will be done without regard to race, color, religion, national origin, or sex. ***(Note: This is a method of direct entry into the apprenticeship program.)***
- B. ☐ A youth who has completed a YouthBuild training program in any occupation covered in these Standards and who meets the minimum qualifications of the apprenticeship program may be admitted directly into the program, or if no apprentice opening is available, the YouthBuild graduate may be placed at the top of the current applicant ranking list and given first opportunity for placement. The sponsor will evaluate the YouthBuild training received to grant appropriate credit on the term of apprenticeship. Entry of YouthBuild graduates will be done without regard to race, color, religion, national origin, or sex. ***(Note: This is a method of direct entry into the apprenticeship program.)***
- C. ☐ A military veteran who has completed military technical training school and/or participated in a registered apprenticeship program or related occupation while in the military may be given direct entry into the apprenticeship program. The sponsor shall evaluate the military training received for granting appropriate credit on the term of apprenticeship and the appropriate wage rate. The sponsor will determine what training requirements the veteran needs to meet to ensure he or she receives all necessary training for completion of the apprenticeship program. Applicants must submit a DD-214 to verify military training and/or experience if they are a veteran and wish to receive consideration for such training/experience. Entry of military veterans shall be done without regard to race, color, religion, national origin, or sex. ***(Note: This is a method of direct entry into the apprenticeship program.)***
- D. ☐ A former inmate of the U.S. Department of Justice Bureau of Prisons (BOP) who has participated in or successfully completed a specific BOP apprenticeship program may be given direct entry into the apprenticeship program. Sponsors agreeing to admit such individuals into apprenticeship must do so without regard to present minimum

qualifications, eligibility lists, or scores on written apprenticeship entrance tests. Entry into the program by this method shall be done without regard to race, color, religion, national origin, or sex. ***(Note: This is a method of direct entry into the apprenticeship program.)***

- E. ☐ An employee of a non-signatory employer not qualifying as a journeyworker when the employer becomes signatory will be evaluated by the sponsor in accordance with the procedures for the granting of credit for previous experience, and registered at the appropriate period of apprenticeship based on previous work experience and related training. Any employee not eligible for receipt of credit must make application in accordance with the normal application procedures. Entry into the program by this method shall be done without regard to race, color, religion, national origin, or sex. ***(Note: This is a method of direct entry into the apprenticeship program.)***
- F. ☐ A senior citizen who has completed a Senior Community Service Employment Program (SCSEP) pre-apprenticeship training program in any health care occupation covered in these standards and who meets the minimum qualifications of the apprenticeship program may be admitted directly into the program, or if no apprentice opening is available, the SCSEP graduate may be placed at the top of the current applicant ranking list and given first opportunity for placement. The sponsor will evaluate the SCSEP training received to grant appropriate credit on the term of apprenticeship. Entry of SCSEP graduates will be done without regard to race, color, religion, national origin, or sex. ***(Note: This is a method of direct entry into the apprenticeship program for the health care industry.)***
- G. ☐ An individual who has completed a structured pre-apprenticeship training program that meets the requirements outlined in Training and Employment Notice 13-12, Defining a Quality Pre-Apprenticeship Program and Related Tools and Resources, in any occupational area covered in these standards of apprenticeship and who meets the minimum qualifications of the apprenticeship program may be admitted directly into the program. The candidate shall provide official documentation confirming that he or she fulfilled the specific requirements of the pre-apprenticeship program, such as completion/graduation certificates, transcripts, notarized letters of confirmation, and sworn statements. The sponsor will evaluate the training received to grant appropriate credit on the term of apprenticeship. Entry of pre-apprenticeship candidates shall be done without regard to race, color, religion, national origin, or sex. ***(Note: This is a method of direct entry into the apprenticeship program.)***

SECTION V - MAINTENANCE OF RECORDS

The sponsor will keep adequate records, including a summary of the qualifications of each applicant; the basis for evaluation and for selection or rejection of each applicant; the records pertaining to interviews of applicants; the original application for each applicant; information relative to the operation of the apprenticeship program, including, but not limited to, job assignment, promotion, demotion, layoff, or termination; rates of pay or other forms of compensation or conditions of work; hours including hours of work and, separately, hours of training provided; and any other records pertinent to a determination of compliance with 29 CFR § 30, as may be required by the U.S. Department of Labor.

The records pertaining to individual applicants, selected or rejected, will be maintained in such manner as to permit the identification of minority and women (minority and nonminority) participants.

Each sponsor must retain a statement of its affirmative action plan for the prompt achievement of full and equal opportunity in apprenticeship, including all data and analyses made pursuant to the requirements of 29 CFR § 30. Each sponsor also must maintain evidence that its qualification standards have been validated in accordance with the requirements set forth in 29 CFR § 30.

If applicants are interviewed during the selection process, adequate records include a brief summary of each interview and the conclusions on each of the specific factors - e.g., motivation, ambition, and willingness to accept direction - that are part of the total judgment.

Records will be maintained for 5 years from the date of last action and made available upon request to the U.S. Department of Labor or other authorized representative.

SECTION VI - OFFICIAL ADOPTION OF SELECTION PROCEDURES

The Alliance of Indiana Rural Water hereby officially adopt these selection procedures on this 11th day of August, 2017.



Signature of Sponsor

Executive Director

Title