

LOCAL 136 APPRENTICESHIP WORK PROCESS CARD

Apprentice Name _____

Level AA ___ A1 ___ A2 ___ A3 ___ A4 ___ A5 ___

Work Period _____ to _____

Please check one: *Apprentice laid off* _____

Year end card _____

Circle all that apply:

Plumbing

Steam-Fitting

H.V.A.C.R.

Welding

Above average

Satisfactory

Unsatisfactory

Attitude _____

Ability to learn _____

Dependability _____

Quality of work _____

Quantity of work _____

Attendance _____

Punctuality _____

Appearance _____

Customer relations _____

Contractor comments:

Employer _____

CONTRACTOR SIGNATURE _____ Date _____

(See reverse side)

THIS IS THE APPRENTICES RESPONSIBILITY

NOT THE CONTRACTOR

APPRENTICE WORK CARD PROCEDURE

- A. In order for an apprentice to be placed on the Local 633 out-of-work list, he/she must first submit a report of the work performed (form provided) at the local union office (Owensboro) that has been signed by his/her previous employer. This process will be repeated each time an apprentice is laid off, fired, or terminated for any reason.
- B. If an Apprentice has more than one job in a calendar year and is still employed on December 31st, the apprentice will be required to submit a signed report of the work (form provided) that he/she has performed for their current employer and deliver it to the local union office (Owensboro) within twenty (20) days after the calendar year ends. Apprentices failing to submit this report will be removed from their employer.
- C. If an apprentice is not laid off (remains with the same contractor for the entire year) during the calendar year, the apprentice will be required to submit only a single signed report of the work (form provided) that he/she has performed during the past calendar year and deliver it to the local union office (Owensboro) within Twenty (20) days after the calendar year ends. Apprentices failing to submit this report will be removed from their employer.

Local 633 will supply a fringe benefit report, including hours worked and paid, as further proof of the work of each apprentice.

Mail to:

Plumbers and Pipefitters Local 633

23128 Alvey Park Dr.

Owensboro, KY 42303