

Department of Workforce Development  
Employment and Training Division  
Bureau of Apprenticeship Standards  
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State of Wisconsin  
Department of Workforce Development  
Jim Doyle, Governor  
Roberta Gassman, Secretary  
Ron Danowski, Division Administrator

August 8, 2008

SE Wisconsin Steamfitting JAC  
3300 S 103<sup>rd</sup> St  
Milwaukee, WI 53227

**RECEIVED**

AUG 12 2008

**STEAM FITTERS  
LOCAL 601**

Dear Committee Members:

Thank you for submitting for approval an updated Affirmative Action Plan for the Southeast Wisconsin Steamfitting Joint Apprenticeship Committee.

Enclosed for your records is an approved, stamped copy.

Sincerely,

A handwritten signature in black ink that reads "Karen Morgan". The signature is written in a cursive, flowing style.

Karen Morgan, Director  
Bureau of Apprenticeship Standards

Enclosure

Cc: Kay Haishuk, BAS Work Area # 11  
File

**SPONSOR AFFIRMATIVE ACTION PLAN  
DATA AND UTILIZATION ANALYSIS**



APPROVED  
APPRENTICESHIP BUREAU

AUG 08 2008

*Karen P Morgan*

Sponsor Name: SE WI Steamfitting JAC

Address: 3300 S. 103<sup>rd</sup> Street  
Milwaukee WI 53227

Telephone: (414) 543-0601 #225

Type of Selection Method Used:  Random  Rank Order  Restricted Pool  Alternative

**Labor Market Area Used for Analysis:**

County: Milwaukee, Waukesha, MSA: Other Area:  
Ozaukee, Washington, Rock,  
Green, Jefferson and LaFayette

**STATISTICAL AREA LABOR FORCE ANALYSIS**

Total Labor Force:	971,300		
Women Labor Force:	466,525	Percent of Labor Force:	48.0%
Minority Labor Force:	196,406	Percent of Labor Force:	22.22%

**SPONSOR STATISTICAL DATA**

**JOURNEYWORKERS**

Total Journeyworkers:	2112		
Women:	52	Percent of Journeyworkers:	2.4%
Minority:	236	Percent of Journeyworkers:	11%

**APPRENTICES**

Total Apprentices:	125		
Women:	2	Percent of Apprentices:	1.6%
Minority:	15	Percent of Apprentices:	12%

**DETERMINATION OF UTILIZATION**

Minority Underutilization  Yes  No  
Female Underutilization  Yes  No

**SPONSOR GOALS:**

The sponsor agrees to take affirmative action with the goal of selecting 22% minorities and 20% women during the next year or hiring period.

Estimated number of new apprentices to be hired during the next year: Projected - Over 20

  
Sponsor Representative Signature

1/29/07  
Date Signed

**AFFIRMATIVE ACTION PLAN**

COPY

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**SECTION I – PREAMBLE**

In order to conform with Title 29, Code of Federal Regulations (CFR) Part 30, Equal Opportunity in Apprenticeship, Southeast Wisconsin Steamfitting and Refrigeration Joint Apprenticeship Committee, hereinafter referred to as JAC, hereby adopts the following nondiscriminatory pledge and Affirmative Action Plan. The JAC enters this Plan with good faith for the purpose of promoting equality of opportunity into its registered apprenticeship program.

This Plan is a supplement to the Apprenticeship Standards. It may be amended at a later date as experience dictates. Any changes made by the JAC shall become part of this written Plan, once approved by the Bureau of Apprenticeship Standards.

**SECTION II – EQUAL OPPORTUNITY PLEDGE**

In compliance with Section 30.3(b) of Title 29, CFR Part 30, as amended May 12, 1978, the JAC commits to the following Equal Opportunity Pledge:

“The recruitment, selection, employment, and training of apprentices during their apprenticeship, shall be without discrimination because of race, color, religion, national origin, or sex, age, creed, handicap, marital status, ancestry, sexual orientation, arrest record, conviction record, or membership in the military forces of the United States or this state.”

The JAC will take affirmative action to provide equal opportunity in apprenticeship and will operate the apprenticeship program as required under Title 29 of the Code of Federal Regulations, Part 30, the Wisconsin Fair Employment Law, and all other applicable state laws.

**SECTION III – AFFIRMATIVE ACTION PLAN**

In order to allow positive recruitment and full utilization of minorities and women in the apprenticeship program, the JAC pledges to the procedures and methods covered in Section IV. Affirmative Action also includes an analysis of the workforce in the areas in which this Plan operates at the time the Plan is executed. The purpose of the analysis is to determine the minority and female labor force in the JAC's labor market area as provided by the Wisconsin Labor Market Analysis Division. Once the labor force is determined, the JAC can determine if deficiencies exist in terms of underutilization of minorities and/or women in the occupations registered with the Bureau of Apprenticeship Standards.

Southeast Wisconsin Steamfitting and Refrigeration Joint Apprenticeship Committee distributes and accepts applications eleven times a year (monthly January through November). Apprenticeship information will be disseminated to the following organizations:

AUG 08 2008

Karen P Morgan

#### **SECTION IV – OUTREACH AND POSITIVE RECRUITMENT**

The JAC pledges to engage in various outreach and positive recruitment activities by employing the following approach:

When programs customarily receive applications throughout the year, application information shall be regularly disseminated, but not less than semi-annually. For specific intervals, application information shall be disseminated 30-60 days in advance of the earliest date for each application. The amendment should include the place of application, the minimum qualifications and documentation required and the equal opportunity policy of the local JAC.

- Bureau of Apprenticeship and Training State Office
- Allied Construction Employer Association (ACEA)
- AFL-CIO
- Associated General Contractors of Greater Milwaukee (AGC)
- Construction Labor Management Council (CLMC)
- Milwaukee Building and Construction Trades Council (MBTC)
- Madison Building and Construction Trades Council
- Wisconsin Regional Training Partnership
- Building Industry Group Skilled Trades Employment Program (BIG STEP)
- Milwaukee Area Technical College
- Waukesha County Technical College, Workforce Development Center
- Blackhawk Technical College
- Milwaukee Urban League Inc
- Esperanza Unida Inc.
- YWCA
- Bradley Tech High School
- Custer High School
- Milwaukee Public Schools
- Helmets to Hardhats

The JAC will also undertake positive recruitment activities:

- Participate in high school career days and job fairs that are sponsored by local school districts, Job Service Centers, and any other community based organizations.

- COPY**
- Internally communicate the sponsor's equal opportunity policy in order to foster understanding, acceptance, and support among supervisors and employees in order to aid the JAC in meeting its positive recruitment obligations.
  - Engage in outreach with women and minority organizations for the positive recruitment and preparation of potential applicants.
  - Utilize journey-workers to assist in the implementation of sponsor's affirmative action program.
  - Cooperate and counsel with secondary and vocational school administrators concerning needs of the industry and how transition of women and minority students from school to the pipe trades apprenticeship can best be accomplished.
  - Sponsor informational activities with area guidance counselors, identifying requirements for entrance into apprenticeship and successful completion of apprenticeship.

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APPRENTICESHIP BUREAU

AUG 08 2008

Karen P Morgan

#### **SECTION V – COMPLAINT PROCEDURE**

Any apprentice or applicant for apprenticeship who believes that he or she has been discriminated against on the basis of race, color, religion, national origin, or sex with regard to apprenticeship, or that equal opportunity standards have not been followed, has 180 days from the date of the alleged discrimination to register a complaint. The complaint shall be in writing and shall be signed by the complainant. It must include the name, address and telephone number of the person allegedly discriminated against, the JAC involved, and a brief description of the circumstances of the failure to apply the equal opportunity standards. Complaints may be registered with the JAC, the U.S. Department of Labor, Bureau of Apprenticeship Standards, or the Equal Employment Opportunity Commission (EEOC). The written Complaint Procedure with names and addresses of the organization to which complaints may be filed, will be provided to all applicants and apprentices.

#### **SECTION VI – ANNUAL REVIEW OF AFFIRMATIVE ACTION PLAN**

The JAC will make an annual review of its current Affirmative Action Plan and its overall effectiveness and institute any revisions or modifications warranted. Said review shall analyze the affirmative action steps taken by the JAC – evaluating for positive impact, as well as, adverse impact in the areas of outreach, selection and retention. The JAC will work diligently to identify the cause and effect that results from their affirmative action measures. The JAC will continually monitor recruitment, selection, and attrition as it tries to identify the need for new affirmative action efforts and/or deletion of ineffective existing activity. All changes to the JAC's Affirmative Action Plan must be submitted to the Bureau of Apprenticeship Standards for approval before implementation.



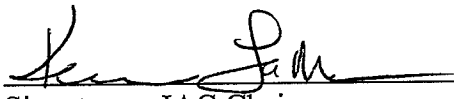
**SECTION VII – MAINTENANCE OF RECORDS**

The JAC will maintain, for a period of five (5) years from the date of the last action, all records relating to: apprentice applications (regardless of outcome); the employment and training of apprentices and information relevant to the operation of the program. This includes, but is not limited to, records on the recruitment application and selection of apprentices, periodic advancements, disciplinary action, promotion, demotion, layoffs, terminations, rates of pay, hours of on-the-job training and related instruction, evaluations and other pertinent data. The records pertaining to individual applicants, selected or rejected, shall be maintained in such manner as to permit identification of minorities and women (minority and non-minority).

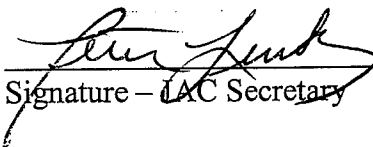
All JAC records will be made available upon request of the U.S. Department of Labor, Bureau of Apprenticeship Standards.

**SECTION VIII – ADOPTION OF AFFIRMATIVE ACTION PLAN**

The JAC hereby adopts this Affirmative Action Plan. This Plan shall remain in effect until it is updated by the JAC based on the need to modify or revise the Plan to insure greater success in the recruitment, selection and retention of minorities and women.

  
\_\_\_\_\_  
Signature – JAC Chairman

1/29/07  
Date

  
\_\_\_\_\_  
Signature – JAC Secretary

01-29-07  
Date

**REGISTERED WITH AND APPROVED BY:**

\_\_\_\_\_  
Signature – Bureau of Apprenticeship Standards

\_\_\_\_\_  
Date

\_\_\_\_\_  
Title

**Southeast Wisconsin Steamfitting and Refrigeration JAC  
Affirmative Action 2005**

<b>Date</b>	<b>Function</b>
01/25/05	Milwaukee Trade Orientation
01/26/05	Madison Trade Orientation
01/26/05	Wisconsin Lutheran High School Career Exploration Night
1/31-2/2/05	22 <sup>nd</sup> Biennial Apprenticeship Conference
02/14/05	CLMC Meeting – Workforce Development/Diversity
02/18/05	Meeting regarding Waukesha County Career Fair
02/22/05	Milwaukee Trade Orientation
02/23/05	Madison Trade Orientation
02/24/05	Blackhawk Technical Advisory Committee Meeting
02/25/05	Bradley Tech 5 <sup>th</sup> Annual Construction Career Fair
03/02/05	Waukesha County 3 <sup>rd</sup> Annual Union Construction Fair
03/04/05	Marquette University High School Career Fair
04/07/05	Local 400 Apprentice Graduation Dinner
04/08/05	Meeting with 440 <sup>th</sup> Veteran to discuss Direct Entry
04/12/05	Masonic Tool Grant Meeting
04/12/05	CLMC Workforce Development Meeting
04/18/05	21 <sup>st</sup> Century Technical Business Partnership Meeting
03/15/05	Milwaukee County Park East Information Meeting
03/22/05	Milwaukee Trade Orientation
03/23/05	MATC Apprentice of the Year Awards Banquet
03/23/05	Madison Trade Orientation
04/26/05	Milwaukee Trade Orientation
04/27/05	Madison Trade Orientation
05/02/05	AFL-CIO Standing Committee on Apprenticeship
05/04/05	Neighborhood House Career Fair
05/10/05	Hoosier State Apprenticeship Conference
05/16/05	Neighborhood House Trade Orientation
05/24/05	Milwaukee Trade Orientation
05/26/05	Madison Trade Orientation
06/22/05	Madison Trade Orientation
06/28/05	Milwaukee Trade Orientation
07/13/05	Butters-Fetting Company Safety Day
07/26/05	Milwaukee Trade Orientation
07/27/05	Madison Trade Orientation
08/02/05	21 <sup>st</sup> Century Business Partnership Action Team Meeting
08/23/05	Milwaukee Trade Orientation
08/24/05	Madison Trade Orientation
09/27/05	Milwaukee Trade Orientation
09/28/05	Madison Trade Orientation
10/17/05	CLMC Meeting
10/18/05	Tool Grant Meeting
10/25/05	Milwaukee Trade Orientation
10/26/05	Madison Trade Orientation
11/16/05	Boys & Girls Club Career Night

11/22/05	Milwaukee Trade Orientation
11/23/05	Madison Trade Orientation
11/30/06	CLMC Workforce Development Meeting
12/5/05	Meeting with Big Step on Statistics for State/Federal Reporting
12/10/05	Meeting at Bldg Trades regarding Bradley Tech House
12/29/05	Coordinators Meeting regarding Bradley Tech House

**COPY**

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