



Apprentice Employment Issues: Complaint Resolution Form

Please read through the following and check all that apply.
Ask the Training Coordinator if you have any questions.

Apprentice name: _____ Year: _____ Program: _____ Date: _____

Contractor name: _____ Supervisor name: _____

Supervisor phone: _____ Supervisor email: _____

At the time you submitted this form, were you still employed by the employer listed above? Yes No

POTENTIAL GRIEVANCE ISSUES:

If you check any boxes in this section, please discuss this issue with the Training Coordinator before continuing.

- I believe my employer is in violation of a term of the Collective Bargaining Agreement.
- I am required to operate an unsafe vehicle and / or equipment or other unsafe work environment.
- I believe my employer is in violation of a term of a state or federal employment law.
- I believe I am being subjected to inappropriate workplace behavior.
 - Discrimination Harassment Other: _____
 - Who is subjecting you to this treatment?
 - Supervisor / management personnel Journeyman Fellow apprentice

If you checked any of the boxes above, please briefly describe what the issue is, below. If this issue is determined to potentially be a grievance, this matter will be referred to Local 725 and you will be required to follow the grievance process in Article X in the CBA.

COMPLAINTS:

Work hours:

- Inadequate (not enough) work hours.
For example, you regularly work fewer than 35 hours per week.
- Excessive (too many) work hours.
For example, you regularly work an excessive amount of overtime that interferes with your studies.

On the job experience:

- Inadequate (too remedial) on-the-job experience.
 - You are regularly assigned repetitive tasks that provide little to no opportunity to learn new skills.
For example, much of your time is spent delivering parts or changing filters.
 - You are rarely assigned work that complements what you are learning at ARPEC.
 - You are regularly assigned work that has nothing to do with your training at ARPEC.
For example, you are a pipefitter apprentice who is routinely performing service-oriented work.
- Excessive (too advanced) on-the-job experience.
 - Your OJT report shows that you regularly perform tasks beyond what should be expected of you.
 - You are regularly assigned work that you do not know how to perform without any guidance.



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Other:

- If none of above, please briefly list your complaint (you'll be asked to provide details further on):

- I do not have any complaints or potential grievance issues but would like the board to consider rotating me to another employer. Tell us why: _____

COMMUNICATION WITH YOUR EMPLOYER:

Please use this section to note the communication you've had with your employer to attempt to resolve this issue.

1. Have you discussed this issue with your supervisor? Yes No

If you selected "yes", who did you notify? _____

Tell us about that: Did you reach out by text/email/phone call or in person? _____

2. Have you discussed this issue with another employer representative? Yes No

If you selected "yes", who did you notify? _____

Tell us about that: Did you reach out by text/email/phone call or in person? _____

3. When did this / these discussion(s) take place? If multiple occasions, list each date to the best of your recollection: _____

4. What was the outcome? _____

5. If you selected "no" for questions 1 & 2, why haven't you discussed this with your supervisor or other company representative? _____

APPRENTICE STATEMENT:

Use this space below to describe your concern in detail. Your description should include:

- If this relates to a specific incident, where and when did the incident occur?
- List all relevant dates and names of individuals involved.
- What is your complaint? Who is involved? What happened?



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How do you think the issue should be resolved?

ACKNOWLEDGEMENT:

By my signature below, I verify that the information above is accurate and complete. I acknowledge that I have read the apprentice handbook, including all sections pertaining to employment. I understand that I may not resign without written permission from the Training Coordinator. I understand that I may **not** approach other employers about hiring me, and other employers and their representatives, including instructors, may not approach me to solicit me as their employee.

If, after discussion with the Training Coordinator, my issue is determined to potentially be a grievance, this matter will be referred to Local 725.

Apprentice name (print/type) Apprentice signature Date

FOR COMPLETION BY THE TRAINING COORDINATOR:

Date form received: _____

This issue is a bona fide grievance: Yes No

Date Local 725 was notified: _____

This issue is a complaint rather than a grievance: Yes No

Training Coordinator comments:

