MASONRY

Procedures in laying masonry vary depending on structure types, types of bond laid and kinds of materials used. The so-called "Trowel Trades" include bricklaying, stonelaying, plastering, marble masonry, tilelaying, and cement finishing.

A Bricklayer: lays brick and/or other types of masonry to construct foundations, walls, fireplaces, smokestacks, arches and similar structures; ability to do specialized and intricate masonry work such as refractory brick in chimneys and line furnaces, build glass walls and lay out and build ornate arches, fences and fireplaces.

TRADES COVERED
Bricklaying
Blocklaying
Cement Finishing
Plastering
Tilesetting

QUALIFICATIONS FOR APPRENTICESHIP
Education: High school graduates or GED;
SUBMIT COPY OF DIPLOMA OR GED
Age: 18 or high school graduate at 17, no maximum
Test: Accuplacer math and reading at NWTC
Application: Application for the trade
Transportation: Proof of viable means of transportation; SUBMIT COPY OF DRIVERS LICENSE

Assemble all four required documents and mail all four at one time to:
Wynn Jones, 5192 Cty Rd R, Oshkosh, WI 54902

Please call Wynn Jones with any questions at 920-285-4472.

Minimum Accuplacer Test Scores (raw scores, not percentages)
Arithmetic – 35
Reading Comprehension – 61
All bench marks are SCORES.

LENGTH OF CONTRACT – 42 months of not less than 5,460 hours (4,667 hours for Cement Finisher)
- OJT – 4,960 hours of work with a skilled craftsperson as per Exhibit "A" (4,167 hours for Cement Finisher)
- Paid-Related Instruction (Day) – 500 hours and successful completion of course material
- Non-Paid Related Instruction (Night) – 80 hours (80% attendance of each course to receive credit)

HOW TO APPLY:
- Complete the application form for the trade and meet the qualifications as stated above.
- PLEASE VERIFY WITH THE MASON BUSINESS OFFICE THAT YOU HAVE MET ALL QUALIFICATIONS LISTED ON THE INFORMATION SHEET.
- Meet with the Committee for an applicant interview, and, if qualified, receive a Letter of Introduction.

APPLICATION FORMS AVAILABLE AT:
Masons Business Office
1570 Elizabeth Street
Green Bay, WI 54302

920/437-9311 or 920/285-4472

COMMITTEE ADDRESS:
Northeast WI Area Masonry JAC
PO Box 19042, Room AP218
Green Bay, WI 54307-9042

800-422-6982, ext. 5682

COMMITTEE JURISDICTION:
Counties of Brown, Calumet, Door, Florence, Fond Du Lac, Green Lake, Kewaunee, Manitowoc, Marinette, Marquette, Oconto, Outagamie, Shawano, Sheboygan, Waupaca, Waushan, and Winnebago.
**APPRENTICE APPLICATION**

Personal information you provide may be used for secondary purposes [Privacy Law, s. 15.04(1)(m)].

<table>
<thead>
<tr>
<th>Trade Name</th>
<th>Social Security Number</th>
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<th>Zip Code+4</th>
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**EDUCATION AND TRAINING BACKGROUND:**

Circle the highest school year completed. For example: If you graduated from high school, circle 12. If you have a two-year associate degree, circle 14.

8 9 10 11 12 13 14 15 16 GED HSED

Previous **Related** School (Military/Correspondence/Night School/Trade School, etc.):

______________________________________________________________________________

______________________________________________________________________________

Previous **Trade Related** Employment (Including Military):

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<th>Trade</th>
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Prospective Employer (if applicable):

______________________________________________________________________________

Military Veteran?  □ Yes  □ No  □ Not Sure

If you are a veteran, please contact your county Veteran’s Service Office for benefit assistance.

Please return to:

Apprenticeship Office
NWTC
PO Box 19042
Green Bay WI 54307-9042
Supplemental Information Form

Name ____________________________

Social Security Number __________________

Apprenticeship Application EEOC Supplemental Information Form

The Apprenticeship Sponsor is committed to equal opportunity for all applicants. The recruitment, selection, employment and training of apprentices during their apprenticeship, shall be without discrimination because of race, color, religion, national origin, 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 sponsor 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.

----Please Complete the Following----

The information provided below is simply for Equal Employment Opportunity Commission (EEOC) purposes. This information will assist us in our efforts to provide accurate information in compliance with EEOC regulations and requirements.

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<th>Race: (CHECK ALL THAT APPLY)</th>
<th>Ethnic Group: (CHECK ONE)</th>
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<td>Gender:</td>
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<td>□ Hawaiian/Pacific Islander</td>
<td>□ Male</td>
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</tbody>
</table>

This form will not become part of your personal file. It will be maintained in a separate file, used only for EEOC and Affirmative Action reporting purposes.
Northeast WI Area Masonry JAC
PO Box 19042
Green Bay, WI 54307-9042
Updated 01/01/2020

REQUIREMENTS FOR APPRENTICE IN MASONRY TRADES

Pre Requirements

1. Completion and submission of BAS Apprentice Application.
2. Completion and submission of a qualifying employer BAS Employer Application.
3. A High School Diploma, GED or equivalent (ACT score, etc.)
4. Successful completion of the Next Generation Accuplacer Tests, including Next Generation Masonry Reading and Next Generation Masonry Arithmetic. Minimum test scores are 237 in each category. The Accuplacer Test can be taken at the NWTC Test Center (920 498 5427), Lakeshore Tech Test Center (920 693 1184) or other entities as approved by the JATC Committee. Any cost associated with Accuplacer Testing is the responsibility of the applicant.
5. A valid Driver’s License and a reliable source of transportation.
6. Ability to successfully pass a pre-employment drug screen and physical assessment.
7. Approval from the JATC Committee to enter into the Apprenticeship Program.

Committee Jurisdiction:
Counties of Brown, Calumet, Door, Florence, Fond Du Lac, Green Lake, Kewaunee, Manitowoc, Marinette, Marquette, Oconto, Outagamie, Shawano, Sheboygan, Waupaca, Waushara and Winnebago.

Questions or concerns relating to the Pre Requirements can be addressed by calling the NWTC Apprenticeship Office at (920 498 5682) or the JATC Committee at (cell 920 301 0234).

Requirements

I. LENGTH OF APPRENTICESHIP

A. The length of apprenticeship shall not be less than the number of hours indicated. The hours include all work hours, and all paid related instruction hours. Unpaid related instruction hours do not count toward the total hours. The completion date is 42 months from the start of the contract.

1. Bricklayer apprenticeship is 5460 hours
2. Tile Setter apprenticeship is 5460 hours
3. Plasterer apprenticeship is 4667 hours
4. Concrete Mason apprenticeship is 4667 hours
5. Cement Mason (Heavy Highway) is 4667 hours

B. The probationary period is the first nine (9) months. During the probationary period, the apprentice or contractor may terminate the contract. This must be done in writing to the committee. Beyond the probationary period, the apprentice contract may be terminated upon written request of the committee, employer, apprentice, or Bureau of Apprenticeship for good cause. Mutual request is accepted as good cause.

1. If the apprentice is off work for any reason, and the time off goes beyond 30 days, the Bureau of Apprenticeship Standards must be notified. The committee may elect to un-assign the apprentice so that both the apprentice and employer have the full probationary period to evaluate their desire to continue the apprenticeship. Time in an unassigned status does not count toward any completion of either the probationary period, or the total apprenticeship.
2. If the assigned employer no longer employs the apprentice, that employer is to provide written reason for this status to the apprentice, with a copy to the Bureau of Apprenticeship Standards.

II. APPRENTICE CONTRACT

A. The Apprentice Contract will be written between the apprentice and the committee, with assignment to an employer to provide the on-the-job training.

B. Apprentices are not allowed to change from one employer to another without the prior approval of the committee, or the committee’s designee. All changes in employer are subject to the approval of the Bureau of Apprenticeship Standards. That makes it critical that the Bureau of Apprenticeship Standards be notified at once if a change takes place. It is the apprentice’s responsibility to provide this notification.

C. In the case where the apprentice changes employers without prior approval, the committee will not recognize the hours with the new employer between the dates the apprentice changed employers and the date the committee is notified.
III. WORK REQUIREMENTS
A. The work the apprentice must be trained on is listed in the Schedule of Processes as shown in the Apprentice Contract.

IV. WORK RECORDS
A. The committee has a need to know the extent of work experiences the apprentice is actually exposed to as it relates to the requirements in the contract. Therefore, the committee has developed a work record system that the apprentice must keep current.
B. This system uses a book for each year of the apprenticeship. Each page (month) the apprentice's supervisor must sign the page to verify that the training was accomplished. If the supervisor will not sign this page, the apprentice should note whom the supervisor is, the date, and a note that they chose not to sign.
C. Apprentices are required to have their book(s) and record of unpaid related instruction in their possession, at any meeting that they attend. The committee will want these numbers for the apprentice: 1) Total PRI hours to date. 2) Total work only hours to date. 3) Total URI hours to date. Failure to have these items with them, with a current grand total of the hours worked, will cause the committee to have the apprentice return at the next meeting for a review.
D. Apprentices are required to be current with TMS documentation, where applicable.

V. MINIMUM PAY REQUIREMENTS
A. The apprentice is to be paid the minimum pay as outlined in the Apprentice Contract. If the employer feels that the base skilled wage (journeyman) rate is excessive, they are obligated to pay the wage as outlined in the Apprenticeship Contract until such time as they have written approval to use a different base skilled wage rate. This approval must be from the Director and Bureau of Apprenticeship Standards, in writing.
B. The Committee will conduct wage increase reviews, when the apprentice applies for this review.
C. Increases will be approved only when satisfactory progress is made. That progress will be determined on passing PRI classes and sufficient progress with unpaid related instruction and on the job training. An average of 75%, or better, on tests is required.
D. The Apprentice is required to be current with TMS documentation, where applicable.

VI. RELATED INSTRUCTION REQUIREMENTS
A. Paid Related Instruction (PRI)
1. The apprentice is required to attend 500 hours of PRI. Pay at the same rate as for services must be provided the apprentice for these hours.
2. If laid off, the last employer is obligated to pay for any PRI hours attended within the first 30 days after the layoff.
3. An average of 75%, or better, on tests is required to be considered as progressing satisfactorily.
4. The contractor of record is the only person authorized to notify the technical college when the apprentice will be absent. The apprentice is to contact their employer to report any inability to attend PRI.
5. If the apprentice has excessive absences from paid related instruction, due to health problems, the apprentice committee may require a physician's statement to assure the apprentice is physically fit to continue the apprenticeship.
6. Employers are not allowed to hold an apprentice from attending PRI or URI classes. Employers must make every effort to allow apprentices to attend PRI as assigned.
7. The Bureau of Apprenticeship Standard's field representative will be notified of apprentice absences. Absences judged to be excessive may cause the Bureau to exercise (5) of Chapter 106.01. This section of the chapter authorizes the Department to cancel a contract on the department's own motion.
8. Apprentices are required to attend the assigned PRI for PRI. No exceptions.
9. The apprentice must secure documentation from the PRI instructor for proof of attendance at the class. The apprentice is required to submit the original document to their assigned employer. This documentation must be given to the assigned employer for payment of the day class. The original document must be preserved.

B. Unpaid Related Instruction (URI)
1. The apprentice is required to attend URI classes on the apprentice's time and expense. A minimum of 80 hours of URI is required.
2. The apprentice is required to attend a minimum of 80% of any class offered as URI or none of the hours attended will count towards the minimum requirement.
3. Actual hours in attendance are the only hours that will count.
4. Required courses (80-hour minimum required):
   a. Transition to Trainer 8 hours
   b. First Aid certification 4 hours credit
   c. CPR certification 4 hours credit
   d. Any of the following
      - Rigging
      - Small Engine
      - OSHA 30
      - Welding
      - Advanced Blueprint Reading

   Other courses will be considered. The apprentice must request prior committee approval before attending any other Courses or classes, for consideration.
5. Upgrade training provided by the employer and or the BAC could be utilized to satisfy the 80-hour requirement.
6. Raise limitations subject to completing required URI:
   a. No raises until you have current first aid and CPR certifications.
   b. Raise to 75% is contingent to completing welding or one of the courses noted above (VI, B, 4, a); minimum of 30 hours.
c. Raise to $53 is contingent to completing welding and the courses noted above (V1, B, 4, 6); minimum of 60 hours.
d. Raise to $95 is contingent to completing all URI course requirements; 80 hours minimum.

7. Raise limitations - Highway Finishers
   a. Half of all schooling to be completed prior to raise pay scale to $95.

VII. EMPLOYER ROUTINE INTERVIEW
   A. Employers may be required to attend a meeting upon request of the committee. Employers, who fail to appear, may have disciplinary action taken against them, up to and including assigning apprentices to them.

VIII. EMPLOYER DISCIPLINARY ACTION
   A. Disciplinary action may include 1) Removal of all apprentices from the employer. 2) A recommendation to deny an apprentice to an employer. 3) Other disciplinary action that the Bureau deems appropriate.

IX. APPRENTICE ROUTINE REVIEW
   A. The apprentices will be required to present themselves for a review prior to the end of probation period and thereafter annually at the meeting just prior to their start date anniversary. Heavy & Highway Apprentices may do so during block training. At this time the committee and the apprentice will review PRI, URI, TNS and work experience progress. When needed, the committee may require the contractor of record to attend with the apprentice.
   B. Apprentices wishing to be considered for a wage increase must have the “Review Request” form completed and supplied to the committee address no less than 10 calendar days prior to the meeting.
   C. Wage increases will not be approved retroactive. It is necessary to attend the meeting just prior to when the wage increase should go into effect. (Normally 100 hours or less still needed).
   D. If an apprentice wishes to have a special review, they must notify the Apprenticeship Office at NWTC ten (10) calendar days prior to the meeting date.
   E. When the apprentice fails to appear for a routine review of their apprenticeship, as scheduled, the committee will recommend appropriate disciplinary action.
   F. Apprentices will be called in for “special apprenticeship review” if the committee needs to address any issues relating to their employment, on-the-job training, paid related instruction, or unpaid related instruction. Failure to attend without proper response can result in disciplinary action.
   G. Heavy & Highway Finishers will have their routine reviews conducted during Block Training.

X. APPRENTICE DISCIPLINARY ACTION
   A. Disciplinary action may include 1) Delay of next wage rate advancement. 2) Temporary suspension from the Apprenticeship. 3) Extension of the term of Apprenticeship Contract. 4) Additional URI class assignment. 5) Requiring the apprentice to re-take a semester of PRI without pay from the employer. 6) Cancellation of Contract.

XI. COMPLETION INTERVIEW
   A. The apprentice is required to request an interview prior to appearing for completion request.
   B. Like all other reviews, the apprentice must place themselves on the agenda at least 10 calendar days prior to the meeting.
   C. The apprentice must bring proof of all work hours, paid related instruction hours, and unpaid related instruction hours with them.
   D. Heavy & Highway Finishers Completion may be exempt from the typical interview process.

XII. AMERICANS WITH DISABILITY ACT RIGHTS
   A. The Mosaic JAC complies with all provisions of the Americans with Disabilities Act and make reasonable accommodations upon request. Please contact the Special Needs Office at Northeast Wisconsin Technical College in room SC230 or call (920) 498-5444 for more information regarding the support services available to you. You are welcome to seek these same services from any other source as well as other Technical Colleges in the State of Wisconsin.

XIII. RIGHT OF APPEAL
   A. In case of a difference between the apprentice and the employer with regard to a contract, either party may appeal in writing to the Local Committee to adjust the matter. Either party thereafter may appeal the recommendations of the Committee to the Bureau regarding any part of the contract and the decision of the Bureau shall be final.
      1. In case of a dispute involving a matter of policy or local standards, the matter shall be referred to the State Committee.
      2. If the State Committee cannot satisfactorily resolve the matter, it will provide the Bureau with its recommendations and the decision of the Bureau will be final.

XIV. PAY SCALES AND RAISE PROCEEDING

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<tr>
<th>%</th>
<th>Bricklayer &amp; Tile Setter</th>
<th>Cement Finisher &amp; Plaster</th>
<th>Highway Finisher</th>
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<td>95</td>
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Increases to your applicable pay scale can be attained from the following means:

1. At an Annual Apprentice Routine Review (see item IX) OR
<p>2. At a regularly scheduled class (PRI) subject to approval from instructor plus two other committee members (one from labor and one from management). It is the apprentice’s responsibility to schedule a class time interview in a timely manner, so that all parties can attend.</p>

3. **Note:** If your employer is paying above these scales, you still must request the increases for our records.<br>
   Raises will NOT be approved if the following are not satisfactory:<br>
   1. Work records (IV, C)<br>
   2. Unpaid related instruction (VI, B, 6)<br>
   3. Apprentice routine review requirements (IX)<br>
   4. TMS where applicable</p>

XV. **CURRENT ADDRESS AND PHONE NUMBER**<br>
   A. The Apprenticeship Office at NWTC (920-498-5682) and our Committee Office (920-437-9311) must have your current address and phone number on file. The apprentice must contact them with any changes.</p>

XVI. **UNDERSTANDING OF THESE STIPULATIONS**<br>
The apprentice acknowledges being provided with a copy of these instructions and their explanation by their signature.

Apprentice Signature               Date
Employer Application

Personal information you provide may be used for secondary purposes (Privacy Law, s. 15.04(1)(m), Wisconsin Statutes).

<table>
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Indicate appropriate industry group:  
- [ ] Construction  
- [ ] Industrial  
- [ ] Service  
- [ ] OJT  

Product or Service: ____________________________

Year Business Started: _________________________  
Trained Apprentices Before?  
- [ ] Yes  
- [ ] No  

Trade apprentice will be trained in: ____________________________

Are the skilled workers/journey workers in the trade covered by a collective bargaining agreement?  
- [ ] Yes  
- [ ] No  

If yes, list union name and number: ____________________________

Are the apprentices covered by this agreement?  
- [ ] Yes  
- [ ] No  

Number of skilled workers/journey workers in this trade: ____________________________

Present skilled/journey worker base skilled wage rate per hour for this trade: $ ______ per hour:

<table>
<thead>
<tr>
<th>Applicant Name</th>
<th>Date Training Will Start</th>
<th>Starting Wage Rate</th>
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If the applicant has had previous related school or work experience, how many credit hours are requested for this applicant?  

Work: ____________________________  
School: ____________________________

Name of school apprentice will attend: ____________________________

Please return to:  
Bureau of Apprenticeship Standards