

**INTERNATIONAL UNION OF OPERATING ENGINEERS, LOCAL 793  
TRAINING TRUST FUND  
PRE-APPRENTICESHIP LETTER OF AGREEMENT**

**OBJECTIVE:**

The purpose of this document is to outline the responsibilities of the pre-apprentice and the conditions of the Pre-Apprenticeship Program.

**CONDITIONS OF PRE-APPRENTICESHIP PROGRAM:**

As a pre-apprentice you are NOT a member of the International Union of Operating Engineers, Local 793 (Local 793) but will be considered a probationary member throughout the 14 week Pre-Apprenticeship Program.

**6 Week In-School Training:**

1. There is no salary during the 6-week in-school training portion of the program.
2. Tuition costs for the 6-week in-school training portion are covered by the Ministry of Advanced Education and Skill Development and Local 793.
3. Room & board costs will be covered by Local 793.

**8 Week Work Experience:**

1. The pre-apprentice will be compensated at the rate of \$15.00/hour.
2. The pre-apprentice will not be subject to union dues deductions or union benefits (i.e. working dues, life and health benefit plan or pension plan contributions).

The pre-apprentice understands that it is necessary to disclose the contents of the student records to Local 793 and/or employers where they are participating in their work placement.

**PRE-APPRENTICE EXPECTATIONS:**

During the 6 weeks of in-school training, the pre-apprentice is expected to:

- Be punctual.
- Commit themselves to learning.
- Prepare for, attend, and actively participate in all scheduled classes.
- Conduct themselves with personal and academic integrity by demonstrating respect at all times.
- Abide by the rules and regulations as determined by the Operating Engineers Training Institute of Ontario (OETIO).

During the 8 week work placement, the pre-apprentice is expected to:

- Be punctual.
- Travel to jobsites as required by the contractor.
- Be prepared to work overtime.
- Be able to clearly understand and follow directions.
- Work safely and productively while abiding by the regulations as defined by the Occupational Health and Safety Act and the health and safety policies of the contractor and/or constructor.
- If necessary, raise any concerns with their immediate supervisor.

**COMPLETION OF PRE-APPRENTICESHIP:**

At the end of the 8 week work placement, Local 793, in conjunction with the employer, will evaluate the pre-apprentice for their suitability for the trade. The evaluation will include but not be limited to:

- Interest, work ethic and appearance (proper attire).
- Punctuality and attendance.
- Effort, attitude and capability of working in a team environment.
- Ability to follow instructions.
- Hand-eye coordination and mechanical aptitude.
- Above all else, being safety conscious.

**If the pre-apprentice is selected as an apprentice they must:**

- 1. Become a member of Local 793 and pay the required union initiation fee.**
- 2. Register as a Heavy Equipment Apprentice on three pieces of equipment (tractor-loader-backhoe, excavator and dozer).**
- 3. Become a member and maintain membership status in the Ontario College of Trades as an apprentice (annual membership fee of \$60.00 plus HST).**
- 4. Attend 12 weeks of equipment-specific practical training at the OETIO Morrisburg Campus when notified (an \$810.00.00 classroom fee is required on the first day of practical training).**

I agree to the conditions outlined within this document.

\_\_\_\_\_  
Name (Print)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

I agree to return to the Operating Engineers Training Institute of Ontario, Morrisburg Campus to complete my **APPRENTICESHIP TRAINING** when advised by the Apprenticeship Department. (The training dates are tentatively set for September 18<sup>th</sup>, 2017 and January 22<sup>nd</sup>, 2018.)

\_\_\_\_\_  
Name (Print)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date