



TOOLING APPRENTICESHIP APPLICATION FORM

Name:	ID#:	Seniority Date:
Manager:	Cost Center:	Shift:

Apprenticeship = Apprenticeship is a system of training a new generation of practitioners of a trade, craft, or profession with on-the-job training and often some accompanying study (classroom work and reading).

The Company has chosen to build the future talent pipeline through the Apprenticeship program. The LJC/JCSP will be using your provided information to determine those whom have expressed interest and dedication to successfully complete the program. Please answer the following questions thoroughly and completely. Incomplete or missing information can negatively impact your chances for consideration for the Apprenticeship Program.

- Have you reviewed the Apprenticeship Guideline? YES NO
- Have you read and do you understand **Section 5** of the Apprentice Guidelines? YES NO
- Have you read the Q & A relating to the Apprenticeship Program? YES NO
- Have you read the guidelines specific to the Apprenticeship for Tooling? YES NO

Experience:

Describe any overall experience that you feel qualifies you as an applicant for the Tooling Apprentice Program.

Technical Knowledge:

List any specifics of your knowledge of the craft and tools in the area/processes of the Tooling Apprenticeship you're applying for. (ie; LEICA, machining, tool reference systems, blueprint reading, precision instruments, etc.)

Other:

Describe anything else that we should take into consideration about your knowledge, skills and experience that make you an ideal candidate for the Tooling Apprentice Program.

Signature: _____

Date: _____

Apprenticeship Guidelines

1. Eligibility and Selection

In order to be eligible for the Apprenticeship program, you must be a UAW Bargaining Unit employee of Spirit AeroSystems- Oklahoma Operations, and complete an application to participate in the Apprenticeship program. Applicants who meet the eligibility requirements shall be placed on the eligibility list in seniority order, and successfully complete a basic skills assessment established by the LJC/JCSP. Candidates will be accepted or rejected at the sole discretion of the LJC/JCSP, will be placed in the program as openings occur, per the fifth priority of Article 13.6 in the UAW/Spirit CBA.

This process shall not be subject to the Grievance Process (Article 9), of the UAW/Spirit CBA. The recruitment, selection, employment and training of apprentices shall be conducted as required under Federal laws and regulations.

2. Hours of Labor

The apprenticeship program includes work hours, classroom, and shop training in each phase of the program. While in the program apprentices shall work the same hours as the employees that hold the respective classification for which they are apprenticing. The company will determine the apprentice's shift; and the apprentice shall not be allowed to submit a shift transfer or submit a bid for any job posting, while in the program. Any deviations or exceptions to these guidelines must be approved by the LJC/JCSP.

As it relates to overtime, the apprentice will receive one hour credit for one hour worked. Rotational overtime shall be per the UAW/Spirit CBA (Exhibit F,) with special consideration given to the ability to perform the work. Overtime hours will not be compensated as premium pay for classroom and laboratory work, and there will be no more than two apprentices assigned to a senior employee in the respective classification for training purposes.

3. Workforce Planning, Reductions, and Removals

The company shall establish the number of apprentices in the program based on the following: no employees in the respective classification on downgrade or layoff; and apprentices make up no more than 20% of the current applicable classification population, unless the company has exhausted the requirements of Filling Job Vacancies (Article 13.6), at which time that number will not exceed 33%. Adjustments may be made by the LJC/JCSP based on business needs.

When reducing headcount in the applicable classification, the apprentices will be reduced first, and in reverse seniority order. When there is an increase in the workforce, apprentices will be recalled in seniority order, if an employee refuses recall to the program they will be removed from the program and will have no other rights within the program.

If an employee elects to voluntarily remove them self from the Apprentice program, the employee may not reapply to the program for a period of two (2) years following voluntary removal. An employee who is removed from the Apprentice Program may not reapply for a period of five (5) years following the removal.

4. Wages

Successful Apprentice applicants will remain at their current hourly rate and classification, not to exceed the "Level 1" maximum. Upon successful completion of the Apprenticeship Program the employee will receive \$.50 increase in their base rate, not to exceed the maximum rate.

For identification and administrative purposes, Apprentice Job Codes will be "X". (i.e. 630X, 660X). Once an apprentice successfully completes all required training levels they will then receive the "A" level (i.e. 630A, 660A).

Apprenticeship Guidelines

Apprentices removed from the program due to downgrades or layoff will have their base rate adjusted per Reclassified Employee (Article 6.8)

5. Instruction and Classroom Attendance

All tuition, fees, books, training material and tools will be provided by the company.

Employees will be required to maintain all attendance and minimum grade requirements of the school providing the instruction. Failure to maintain attendance and grade requirements will result in removal from the apprenticeship program and placement back in the classification they held when they entered the program (Article 13).

If an employee voluntarily resigns from Spirit AeroSystems, Inc. or is terminated for reasons other than a reduction in force or job elimination, they will be required to repay Spirit for any reimbursement received during the previous twelve (12) month period except for reasons of reduction in force or job elimination. Employees are required to acknowledge in the application process that they have read and understood that Spirit is authorized to withhold funds from their final paycheck and/or from the pay out of their remaining ETO, Vacation or Sick Leave balances upon termination.

6. Shop Assignments and Training

The Apprentice will report to a manager who is responsible for: providing daily job assignments, assigning the employee to an area for shop training, providing job assignments according to a predetermined schedule, and completing all required documentation for the program.

Shop training will be defined in a training manual. The Apprentice may be trained in multiple areas to learn new tasks and gain proficiency. The training manual will define the requirements needed for completion in each area before the apprentice can move to the next area for training. The apprentice will be given a set amount of time to complete each module of training.

If a manager has concerns regarding the abilities or interest level of the apprentice, the manager may submit a verbal or written report detailing the concerns to the LJC/JCSP for review. The LJC/JCSP will determine if further investigation or action is needed.

7. Seniority

Applicants accepted into the program will be identified as "apprentice status" during all phases of the program (i.e. 630X, 660X), and therefore will not have any seniority rights to the classification until they have successfully completed all phases of the program.

Apprentices will not be considered to be on loan out or off-site assignment while in the program, but will exercise all seniority rights of their previous classifications.

Employees that are removed from the program due to downgrade or layoff, or noncompliance of program requirements, will be returned to their previous classification per the provisions of Article 13.

8. LJC/JCSP Committee

The LJC/JCSP's responsibilities are as follows: review Apprenticeship applications to ensure they meet the eligibility requirements; ensure that the candidate list is in correct seniority order; communicate rules and responsibilities of the program to candidates; monitor candidate's school attendance and grades for compliance to the program requirements; and ensure apprentice ratios are in compliance with the agreement.

Additionally, when issues arise the Committee will determine the candidate's continued status in the program, actions could be as follows: take no action; repeat a function or series of functions; probationary status; or removal from the program. None of the above actions are subject to the grievance procedure.

Tool Builder Apprentices Program

The following are the specific guidelines for **Tool Builder (660A)** Apprentices Program, see the Apprentices Guidelines for guidelines governing all Apprentices programs.

There are five (5) levels in the Tool Builder Apprentices Program. All apprentices will enter at Level 1, and advance through each level by working the required number of hours for each level, and passing each Level assessment (practical and written). Each Apprentice will be reviewed by the LJC/JCSP, with input from peers and management, at completion of every level.

No apprentice will advance to the next Level until they have met the expectations and work requirements of the Level and Skill Set requirement they are currently in. If the Apprentice fails to successfully complete their Level assessment after achieving the required hours for each level, the Apprentice will remain in the current Level for an additional 500 hours.

If at any time the Apprentice fails to complete the Level assigned task for the 2nd time, said Apprentice will be reviewed by the LJC/JCSP. If warranted, the Apprentice may be disqualified and returned to their previous classification prior to joining the Apprenticeship Program.

Hourly Starting Rate: Apprentices will maintain their hourly rate at the time of entering the program, and will continue A/P, not to exceed **Level 1** maximum. For identification and administrative purposes, all Apprentices will be classified and placed in Job Code 660X. Once Level 5 is attained they will be classified as a 660A. At that time they will receive \$.50/hr. increase and A/P will continue until maximum rate has been attained.

Tool Builder 660A

	Max Rate	Skill Set	Max Hours
Level 5	\$30.87	Completion of all below	4000
Level 1	\$26.35	Basics (assessment)	

- All skill sets (noted below) must be satisfactorily completed to achieve level 5.
- Skill set training will be assigned by management depending on needs. All apprentices will progress through all Skill Sets until Apprenticeship is complete.
- The hours by Skill Set noted below are the "maximum" hours to achieve successful completion of that level.

	Skill Set	Max Hours
LT	Laser Tracker	1500
TR	Tooling Repair	1500
MC	Machining/Fabrication	1000
	Basics (assessment)	

Tool Builder Apprenticeship Q & A

1. What jobs will be eligible for an Apprenticeship?

We are beginning with a pilot for Tool Builder (Job Code 660A) and will be looking at other “A1A Level” Job Codes in which to deploy apprentice programs.

2. How does the Apprenticeship selection process work?

A notice announcing the application period will be posted throughout the plant for a designated time frame. Interested applicants will submit applications detailing their knowledge, skills, and abilities- applications need to be completed thoroughly or risk rejection. At the close of the application period the applications will be reviewed by the LJC/JCSP and the successful applicants will be scheduled for an apprenticeship assessment. Those that successfully complete the assessment will be placed on an eligibility list in seniority order and selected by seniority.

3. What is different from the Apprenticeship Application process and the Post & Bid process?

A Post & Bid is posted for five (5) working days. The vacancies are filled by bidders who meet the qualifying requirements for the job as openings occur. Bidders must successfully pass a written and a practical Skills Demonstration Exercise. (Article 13.8.)

4. What is the Level 1 Maximum referred to in the Guidelines?

If an applicant’s current base rate is more than \$26.35 (the current Level 1 Maximum) their base would reduce to \$26.35 until they completed the Apprenticeship Program.

5. What pay rate will I receive when I am placed in the Apprenticeship Program?

Successful applicants will remain at their current wage rate, not to exceed the Level 1 Maximum, and receive automatic wage progressions while in the program.

6. If I am currently a “Level A,” will I remain at the same wage rate while in the program?

Yes, as long as your base rate is not more than the Level 1 Maximum. However, you will be denoted as a “Level X” while in the Apprentice Program.

7. When I successfully complete the Apprenticeship Program will I automatically go to the Maximum rate as a “Level A”.

No. When you successfully complete the program you will: become a “Level A;” receive an additional \$.50 to your base rate, not to exceed the maximum rate; and continue to receive your automatic wage progression until you reach the Maximum Rate.

8. How are employees paid to attend class if the class is after their normal work hours?

Apprentices will be paid at straight time to attend class. They will work with their manager to flex their time in order to include class time into their 8 hour day. Example: If a class is only available from 4-6 pm, and their shift is 7:18am- 3:48pm, the apprentice’s shift time would be flexed in order to accommodate the class and work 8 hours that day.

9. Will I have shift transfer rights as an Apprentice?

No, and you cannot be bumped. As an Apprentice you are assigned to a mentor/shift based on business needs. Once you complete the Apprenticeship Program and achieve “Level A” you will have transfer rights.

10. What happens in the event of a reduction in force?

In the event of a reduction in force, an apprentice will be the first to be reduced. You do not hold seniority rights in the classification until you have successfully completed your apprenticeship, and you **will not** be required to pay back the expenses incurred by the company while you were in the program.

Tool Builder Apprenticeship Q & A

11. How many hours will it take to complete each level?

The pace is completely up to the individual. Apprentices can take the Tool Builder Level assessment as soon as they have completed the required classroom or school requirements. There is a maximum number of hours allowed for each level, but there is no set minimum hours (other than school or classroom hours).

12. How do I progress from one Level to the next?

Each Level requires the successful completion of an assessment to move to the next.

13. What happens if I decide the Apprenticeship Program is not for me?

You will return to your previous classification in line with your seniority, and repay any expenses incurred by the company on your behalf for tuition, fees, books, training materials, and tools during the previous 12 months.

14. What if I want to bid on a Job Posting while in the Apprenticeship Program?

The Company has chosen to build the future talent pipeline through this program. Therefore to reflect the value the Company and the UAW places on these skills sets, apprentices will not be allowed to bid on any job postings.

15. What would be considered “cause” for removal from the program?

Failure to maintain attendance, grades, and overall program requirements will result in removal from the Apprenticeship Program. The LJC/JCSP will provide oversight and will determine if further discussion, investigation, or an alternative action is needed.

16. What will be tested on the Assessment?

Basic Math, Trigonometry, Reading/Retention, general shop Knowledge, general machine shop practices.