

Appendix B: Example of Completed Annual Review of Personnel Processes

**Bureau of Labor and Industries
Apprenticeship and Training Division
Annual Review of Personnel Processes**

MA #: 9999

Program Name: Best Boilermaker Apprenticeship JATC

Review Period: January 2021 – December 2021

Completion Date: 3/1/2022

Name of Program EEO Authority: Antonia Marquez

Personnel Involvement:	
Names and Titles of All Persons Involved in the Annual Personnel Processes Review:	Antonia Marquez, Director of Apprenticeship Jamal Smith, Apprenticeship Coordinator Cindy Stanton, Committee Member Jon Urriba, Committee Member Paul Ng, Apprentice Jennifer LaCombe, Apprentice Casey Ellsworth, Apprentice

Annual Review of Personnel Processes		
Required Element	Description of Review Please include specific elements of how you reviewed each required item	Program Modifications List any modifications you made, or are making, as a result of this review. May include changes to Policies and Procedures, standards, practices, etc.
1. Outreach and Recruitment Activities: (Targeted Plan)	<ul style="list-style-type: none"> Completed previous year's Outreach and Recruitment sections on Targeted Plan made adjustments for next year's plan. 	<ul style="list-style-type: none"> None at this time.
2. Accessibility to Individuals with Disabilities:	<ul style="list-style-type: none"> Reviewed physical training center and written materials looking for ways to reduce barriers. Reviewed complaint received from applicant regarding access to application materials not available in large print. 	Based on applicant complaint that she was told she could not use a magnifying reader to take the Boilermaker Aptitude Assessment <ul style="list-style-type: none"> Added training section to annual anti-harassment about reasonable accommodations Provided training to administrative and instructional staff about responding to accommodation requests
3. Qualifications for Apprenticeship (minimum qualifications):	<ul style="list-style-type: none"> Looked at MQs to determine if more is being asked than necessary for entry into program. Random review of apprentice files to ensure MQ documentation is on file. 	<ul style="list-style-type: none"> None

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4. Application and Selection of Apprentices:	<ul style="list-style-type: none"> • Reviewed annual applicant selection worksheet. • Reviewed ranking spreadsheet. 	<p>A review of the applicant selection worksheet for 2021 showed that people of color were not progressing past the interview stage of application to the ranked pool. We reviewed applicant worksheets for the 2017-2020 and found similar patterns</p> <ul style="list-style-type: none"> • Reviewed interview questions with Boilermakers Minority Caucus (BMC) for bias or other content issues • Implemented suggestions made by BMC • New internal policy that all interview panels must be diverse and include female and BIPOC representation
5. Onboarding New Apprentices and Apprentices Returning from Extended Leaves/Suspension:	<ul style="list-style-type: none"> • Reviewed random sample of apprentice files to ensure that signed receipt of Policy and Procedure are on file. • Reviewed onboarding processes to ensure apprentices are aware of requirements of apprenticeship. 	<ul style="list-style-type: none"> • None
6. Handling Requests for Reasonable Accommodations	<ul style="list-style-type: none"> • Reviewed 2021 requests for accommodations. We received 1 request in 2021, which was granted. 	<ul style="list-style-type: none"> • The request for accommodation the program received in 2021 was not a challenge for our program. However, in responding to the request showed that we didn't have a clear process for what to do when a request is made and who evaluates requests. We now have a written procedure that has been disseminated to all program staff and registered training agents.
7. Wages:	<ul style="list-style-type: none"> • Ensured wages are current and filed with BOLI ATD. 	<ul style="list-style-type: none"> • None
8. Job Performance:	<ul style="list-style-type: none"> • Ensured no apprentices overdue for semi-annual review. 	<ul style="list-style-type: none"> • None

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<p>9. Advancement Opportunities:</p>	<ul style="list-style-type: none"> Reviewed apprentices held for a year or more to look for different impact on women, BIPOC and/or persons with disabilities. Reviewed retention activities in Targeted Plan – do they have mentorship? Are activities working? 	<ul style="list-style-type: none"> We did not find unequal impact in this area. However, we found that there were more apprentices held for related training grades than we would like and that many of these holds were for the same RT class. We have implemented drop in tutoring hours throughout the week in subject areas that have been more challenging for apprentices. We will continue to evaluate these efforts and make adjustments as needed.
<p>10. Promotions (re-rates, completions):</p>	<ul style="list-style-type: none"> Looked at cohort of apprentices registered in 2017 to evaluate completion and cancellation rates for different impact on women, BIPOC, and/or persons with disabilities. 	<ul style="list-style-type: none"> Our program continues to see increases in minority enrollment. However, minorities aren't completing at the same rate. We have consulted with the Boilermakers Minority Caucus about starting an affinity group for minorities in our program. We have also reached out to other local programs with affinity groups in their training programs to assist with this effort. Goal is to have affinity group for BIPOC apprentices by end of 2022.
<p>11. Work Assignments Appropriate for Training:</p>	<ul style="list-style-type: none"> Conducted random selection of 6th term apprentice MPRs (12 female, 12 BIPOC, 12 white male, 12 self-identified individuals with disabilities) to review work processes in relation to apprenticeship term for disparities. Interviewed random selection of 4th term apprentices to ask about work processes and expectations for their current term. 	<ul style="list-style-type: none"> Our interviews with 4th term apprentices indicated that female identified apprentices felt they were being moved too often to help employers meet diversity requirements. Some reported feeling like each move made them feel like they were starting over doing more menial tasks and weren't able to develop relationships with new crews before moving again. Our program staff and committee are currently reviewing our rotation and dispatch processes and plan to implement new policies in 2022.

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12. Rotation Among All Work Processes:	<ul style="list-style-type: none"> As part of review in item 11 above, reviewed files to ensure all 6th term apprentices had received training in 75% of work processes. 	<ul style="list-style-type: none"> None
13. Initiatives to Establish & Maintain Total Worker Health and Handling of Leave Requests	<ul style="list-style-type: none"> Reviewed general health and welfare trainings offered to promote apprentice well-being. Reviewed all leave requests for 2021 to ensure that leaves for mental and emotional health were being granted in the same manner that requests for physical conditions were being granted. 	<ul style="list-style-type: none"> Our program currently offers nutrition and financial wellness courses to all apprentices. We are currently implementing suicide awareness training developed specifically for the construction industry that will be free to all apprentices. Posted crisis hotline numbers in all public gathering areas of training center.
14. Initiatives to Establish & Maintain Respectful Workplaces:	<ul style="list-style-type: none"> Performed physical walkthrough of training center to ensure EEO posters are up in multiple areas. Conducted EEO orientation for all new program staff and participants held quarterly. Provided EEO periodic info sessions offered for existing staff March 17, 2021, August 18, 2021. 	<ul style="list-style-type: none"> None
15. Disciplinary Actions:	<ul style="list-style-type: none"> Reviewed Policy and Procedures manual to ensure disciplinary policy is documented and easy to locate. Reviewed notices to appear and disciplinary terminations for all apprentices in 2021. Looked at outcomes to ensure that disciplinary actions were applied equally for similar infractions. 	<ul style="list-style-type: none"> None

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16. Handling Grievances & Complaints:	<ul style="list-style-type: none">• Reviewed complaints received in 2021 to ensure apprentices making potential discrimination complaints were provided with correct referral information.	<ul style="list-style-type: none">• None

Sample

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