

# Apprenticeship Agreement

I \_\_\_\_\_, understand and am agreement with the following requirements pertaining to Pilkington’s Apprenticeship Program and have read and understood the Standards of Apprenticeship.

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|-----|---|----------------------|
| 1.  | I will be required to complete all related training (academic courses of study – high school, college, Focused Industrial Training, ect) with a minimum grade of “C” or equivalent numerical ranking. I will not be allowed to take any course more than twice.   | Initial<br><br>_____ |
| 2.  | I will be required to maintain an overall of high school GPA of 2.70 (on a 4.0 scale) or higher as averaged from this point forward. No single semester GPA may fall below 2.5.   | _____                |
| 3.  | I will be required to maintain an overall of college GPA of 2.7 (on a 4.0 scale) or higher. No single semester GPA may fall below 2.5.  | _____                |
| 4.  | I understand that failure to meet the above academic requirements will result in being placed into an academic probation status. Excluding the initial 90 day probation period (para. 1.1.4), I am limited to one academic probation period every 3 years.  | _____                |
| 5.  | All high school and college work will be completed on my off hours and I will not be paid for those hours.  | _____                |
| 6.  | With successful completion of each course (minimum of grade “C” or better) my book costs (limited to \$200.00/semester) and tuition (up to \$500.00/semester) will be reimbursed by Pilkington. Though the books shall stay in my custody, they shall remain the property of Pilkington and not be sold upon course completion.   | _____                |
| 7.  | I shall receive wages for “ <i>Pilkington Specific Classroom Training</i> ” whether that training is on-site Pilkington or located elsewhere. Pilkington specific classroom training is defined as non-curriculum training designed to meet the specialized needs of Pilkington. An example would be Focused Industrial Training delivered by a community college (e.g. <i>Glass Manufacture</i> ). | _____                |
| 8.  | If I am not progressing satisfactorily due to lack of effort on my part, I will subject myself to the normal progressing discipline policy..  | _____                |
| 9.  | I have reviewed and understand the schedule of wages for apprentices and understand that I am entitled to the financial incentives indicated for academic performance.  | _____                |
| 10. | It is my responsibility to maintain a daily log of all On-the-Job Training (OJT) hours and related instruction hours to be approved by my immediate supervisor. I shall update and review this log at least weekly.   | _____                |

- 11. I will be issued appropriate tools and safety equipment/attire (including safety glasses and shoes) by Pilkington. \_\_\_\_\_
  
- 12. I have received and read the Pilkington Employee Handbook including Safety Rules and Emergency Procedures. I understand that violations of the Pilkington Safety Policy can constitute grounds for immediate dismissal. I understand that major violations of Pilkington Corporate policy and/or inability to maintain proper decorum may also constitute grounds for immediate dismissal. \_\_\_\_\_
  
- 13. I understand that transportation to and from Pilkington or to and from any institution of learning shall be my responsibility and I shall not be entitled to reimbursement. \_\_\_\_\_
  
- 14. I understand that successful completion of the apprenticeship program and the awarding of a "Journeyman" certificate from the registration agency will not be a guarantee for a follow-on job with Pilkington (permanent hire). However, should I complete the program and earn the "Journeyman" certificate, I will be eligible for permanent hire prior to any individual from the outside applying for similar job. \_\_\_\_\_

## Apprentice

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date (MM/DD/YY)

## Parent or Legal Guardian

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date (MM/DD/YY)

## Supervisor of Apprentices

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date (MM/DD/YY)