



NYS DOL Use Only: Sponsor No. _____

New Program Reactivation Revision Recertification

NYS Department of Labor
Apprentice Training

JUL 05 2024

Central Office

New York State

Registered Apprenticeship Training Program

Sponsor Information Sheet and Instructions

Form AT 9 is used to collect data regarding sponsors and signatories for the New York State (NYS) Registered Apprenticeship Training Program. Please read the instructions on pages 3 and 4 before completing this form.

Section I

A. Sponsor name: Cascades Containerboard Packaging – Schnectady, a division of Cascades Holding US Inc.

B. Trade(s): Electro-Mechanical Technician

C. Type of Apprenticeship Training Program (check one):

- 1. Individual Non-Joint
- 2. Individual Joint
- 3. Group Non-Joint*
- 4. Group Joint (JAC/JATC)*

*For sponsors of group programs only (3 and 4) – See instructions for signatory list submission information.

D. Name of entity completing this form: Cascades Containerboard Packaging – Schenectady

E. Entity completing this form (check one):

- Individual Employer/Sponsor
- Union
- JAC/JATC
- Association

Employer/Signatory company serving on the JAC/JATC, Board of Directors, or other governing body

F. Mailing address: Street: 801 Corporation Park

City/Town: Schenectady State: NY Zip Code: 12302

G. Email: [REDACTED] H. Phone: (518) 346-6151 I. Fax: _____

J. Federal Employer Identification Number (FEIN): [REDACTED]

K. NYS Unemployment Insurance Employer Registration (ER) Number: [REDACTED]

L. Is this entity required to report any employee wages under this FEIN to the NYS Department of Tax and Finance?..... Yes No

M. Type of Entity (check one and provide attachments as noted in the instructions):

- Corporation
- Partnership
- Sole-Proprietor
- LLC
- LLP
- Other

N. How many years has your organization been in business? 25

O. Within the past five (5) years, have you done business under a different name?..... Yes No
If 'Yes', provide attachments as noted in the instructions.

P. If this is part of a new program application or if your entity is new to an existing program, within the past five (5) years, has your organization, any substantially owned-affiliated entity,** any predecessor company or entity, any owner of 10% or more of the entity's shares, any director, any officer, any partner, or any proprietor been a sponsor of, or signatory to, a NYS Registered Apprenticeship Program? Yes No
If 'Yes', provide attachments as noted in the instructions.

Section II

Complete all questions, (1 – 10), in this section and provide attachments as noted in the instructions.

Within the past five (5) years, has your organization, any substantially owned-affiliated entity,** any predecessor company or entity, any owner of 10% or more of the entity's shares, any director, any officer, any partner, or any proprietor been the subject of:

- 1. Any conviction for a crime under state or federal law?..... Yes No
- 2. Any indictment or pending indictment for conduct constituting a crime under state or federal law?... Yes No
- 3. Any grant of immunity for conduct constituting a crime under state or federal law?..... Yes No

** For the definitions of a 'substantially owned-affiliated entity' see the end of Section I in the instructions.

4. Any suspension, bid rejection, or disapproval by any governmental entity of any proposed contract or subcontract for lack of responsibility, or denial or revocation of pre-qualification for any bid in any state or municipality, or a voluntary exclusion agreement?..... Yes No
5. Any federal, state, or municipal debarments, including Workers' Compensation or Public Work?..... Yes No
6. Any pending or open investigation of a possible violation, or determination of a violation of any federal law or regulation including, but not limited to, investigations by the National Labor Relations Board (NLRB) or the United States Department of Labor (USDOL) Wage and Hour Division?..... Yes No
7. a. Any pending or open Occupational Safety and Health Administration (OSHA) investigation?..... Yes No
b. Any OSHA citation that resulted in a final determination classified as serious, willful, or repeat? Yes No
8. a. Any pending or open investigation of a possible violation, or determination of a violation of New York State law or regulation, any other state law or regulation, or any municipal law or regulation including, but not limited to, investigations by the Bureau of Public Work, the Division of Safety and Health, or the Division of Labor Standards?..... Yes No
b. If 'Yes', was the violation determined to be willful?..... Yes No
9. Any investigations, claims, or lawsuits before the US Equal Employment Opportunity Commission (EEOC), USDOL Office of Federal Contract Compliance Program (OFCCP), NYS Division of Human Rights, federal or state courts, or local Civil Rights Commissions?..... Yes No
10. Any stipulations, settlement, consent order, or like agreement involving any state, municipal, or federal enforcement action (judicial or regulatory) **other than those covered above**?..... Yes No

After completing Sections I and II, you must sign Section III, and have it notarized.

Section III

Certification – I, the undersigned, recognize that I submit this questionnaire to permit the New York State Department of Labor to review the background of the applicant, sponsor, union, or signatory employers and association(s) serving as a member of the JAC/JATC or other governing body at the time of new program application, during program probation, at recertification, or as otherwise deemed appropriate by the Department.

I certify:

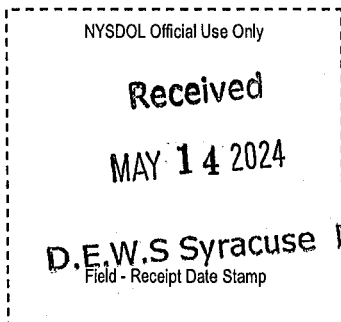
- That the Department may use its sole discretion to choose the means to determine the truth and accuracy of all statements made herein.
- That intentional submission of false or misleading information may constitute a Class A misdemeanor under Penal Law (PL § 210.35), and may be punishable by a fine of up to \$1,000 (PL § 80.05(1)) and/or imprisonment of up to one year (PL § 70.15(1)).
- That the information submitted in this questionnaire and any attachments is true, accurate, and complete.

The undersigned recognizes that any adverse information uncovered regarding any applicant, sponsor, signatory, or union participating in a Joint Apprenticeship Committee, or other sponsoring association, may adversely affect the sponsor's application request or program. Signing this document constitutes permission to release this information (including UI information) concerning the entity completing this form to the program sponsor.

Timothy C. Chace *Plant Manager* *3/10/2024*
Signature of CEO, Chair, or representative granted legal authority to bind the Entity Date

Print name and title: *TIMOTHY C. CHACE Plant Manager*

Sworn to me this: *6th* day of *March, 2024* *Kylie Peaslee*
Signature of Notary Public or Commissioner of Deeds



NYS Department of Labor
Apprentice Training

JUL 05 2024

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KYLIE PEASLEE
NOTARY PUBLIC, STATE OF NEW YORK
Qualified in Albany County
Registration No. 01PE0010787
My commission Expires July 10, 2027

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Apprentice Training Program Registration Agreement

Revision

Nature of Change: New Program Application

State Use Only	
AT Sponsor No.	
ATP Code	47-564
Effective Date of AT Program	

1. Name of Sponsor: Cascades Containerboard Packaging – Schenectady, a division of Cascades Holding US Inc.
2. Mailing Address: 801 Corporation Park Schenectady NY 12302 Schenectady
(number & street) (city) (state) (zip code) (county)
3. Actual Address: 801 Corporation Park Schenectady NY 12302 Schenectady
(number & street) (city) (state) (zip code) (county)
4. Telephone No.: (518) 346-6151 Ext. 7254 Fax No.: _____
5. E-mail Address: [REDACTED]
6. Trade/Occupation: Electro-Mechanical Technician
7. No. Employees: 116 No. Apprentices: 0 No. Journeyworkers: 4 8. Ratio: 1:1, 1:1
9. DOT Code: _____ 10. Length of Program: 48 months
11. Apprentices Probationary Period: 12 months 12. Work process: Standard or Revised
13. Minimum Journeyworker Rate: \$30.02 per hour 14. Effective Date of Wages: 12/18/2023

15. Apprentices wage progression for each period – in months (M) or hours (H)

1	2	3	4	5	6	7	8	9	10
M <input checked="" type="checkbox"/>	M <input checked="" type="checkbox"/>	M <input checked="" type="checkbox"/>	M <input checked="" type="checkbox"/>	M <input type="checkbox"/>	M <input type="checkbox"/>	M <input type="checkbox"/>	M <input type="checkbox"/>	M <input type="checkbox"/>	M <input type="checkbox"/>
H <input type="checkbox"/>	H <input type="checkbox"/>	H <input type="checkbox"/>	H <input type="checkbox"/>	H <input type="checkbox"/>	H <input type="checkbox"/>	H <input type="checkbox"/>	H <input type="checkbox"/>	H <input type="checkbox"/>	H <input type="checkbox"/>
12	12	12	12						
19.44	21.57	28.01	28.57						

NYS Department of Labor
Apprentice Training
JUL 05 2024
Central Office

16. The sponsor agrees to comply with the provisions on this side and on the reverse of this agreement.

17. [Signature] 3/6/2024 18. _____
Signature of Official Sponsor Representative Date Signature of Union Representative Date

MICHAEL C. CHACOS Plant Manager _____
Print Name and Title Print Name, Title, and Union Name

19. _____
Signature New York State Department of Labor Date

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Sponsor Code _____

Trade Code 47-564

Apprenticeship Training Program

Related Instruction Availability

Trade: Electro-Mechanical Technician

Sponsor Name: Cascades Containerboard Packaging - Schenectady, a division of Cascades Holding US Inc.

Sponsor Representative: Jim Joyce

Sponsor Address:

No. & Street: 801 Corporation Park City: Schenectady

County: Schenectady State: NY Zip Code: 12302

Sponsor Telephone No.: 518-346-6151

Proposed Number of Apprentices: 1

AT Office

Name: Capital Region Apprenticeship Training Office

No. & Street: Harriman State Office Campus Building 12, Room 450

City: Albany State: NY Zip Code: 12226

Apprentice Training Representative: Josh Veshia Date Prepared: 6/3/24

Related instruction is **not** available.

Related instruction is available at:

School

Name: Fulton Montgomery Community College

No. & Street: 2805 NY-67

City: Johnstown State: NY Zip Code: 12095

School Representative Contact Information:

Name: Christie Davis

Telephone No.: 518-736-3622 Email: 

School

Name: Hudson Valley Community College

No. & Street: 80 Vandenberg Avenue

City: Troy State: NY Zip Code: 12180

School Representative Contact Information:

Name: Robyn Peterson

Telephone No.: 518-629-4521 Email: 

DLEA

Name: Christie Davis

No. & Street: 2805 NY-67

City: Johnstown State: NY Zip Code: 12095

Signature of DLEA  Date Prepared: 6/25/24



Apprentice Training Recruitment Notification and Minimum Qualifications

Sponsor: Cascades Containerboard Packaging – Schnectady, a division of Cascades Holding US Inc.

Located at: (Address) 801 Corporation Park, Schenectady, NY 12302

Is presently accepting applications for Apprenticeship Training Positions: List estimated number of openings: 3

In the occupation of: (List Trade) Electro-Mechanical Technician

If you are interested in taking advantage of this training opportunity and meet the following qualifications, you are eligible to apply.

High school diploma or equivalent, GED/TASC

Minimum Qualifications

Minimum Age: 18 Minimum Education: _____

Physical Condition: Be physically able to perform the work required as determined by:

Per verbal attestation, able to lift 50 lbs. and be able to stand up to 12 hours during a shift

(Note: Costs for medical examination, if required, are at the expense of the sponsor. Additionally, any testing fees and permitted application fees charged to an applicant may not result in a profit for the sponsor.)

Other: after offer of employment, must be able to successfully pass a physical and drug test- paid for by the sponsor

Other:

NYS Department of Labor
Apprentice Training

JUL 05 2024

Other:

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Application forms may be obtained: From: 02/26/2024 To: 03/31/2024

Name: Cascades Containerboard Packaging – Schnectady

Address: 801 Corporation Park, Schenectady, NY 12302

Days: Monday through Friday Times: 9am-5pm

Phone: (518) 346-6151 Email: [REDACTED]

Special Instructions:

All Applications Must be (please check) Received Postmarked **No Later Than:** 03/31/2024

Selection Standards and Evaluations

Name of Candidate: _____ Trade: Electro-Mechanical Technician

Address: _____ City: _____ State: _____ Zip: _____

Only those checked apply.		Maximum Points Allowable	Number of Years Credited	Score
Educational Achievement		Total		Total
<input checked="" type="checkbox"/>	<u>2</u> Points for Each Year of Education Past Grade <u>12</u> or Equivalent as Recognized by Local Educational Authorities	16		
<input checked="" type="checkbox"/>	<u>2</u> Points for Each Year of Related Technical Education Past Grade <u>10</u> or Equivalent as Recognized by Local Educational Authorities	4		
<input checked="" type="checkbox"/>	<u>2</u> Points for Each Trade Related Adult or Continuing Education Course Completed	4		
<input type="checkbox"/>	Other: _____	8		
Work Experience		Total		Total
<input checked="" type="checkbox"/>	<u>4</u> Points for Each Year of Trade Related Work Experience	24		
<input checked="" type="checkbox"/>	<u>3</u> Points for Each Year of Active Military Experience	12		
<input checked="" type="checkbox"/>	<u>2</u> Points for Each Year of General Work Experience	9		
<input type="checkbox"/>	Other: _____	6		
Seniority		Total		Total
<input checked="" type="checkbox"/>	<u>5</u> Points for Each Year of Employment with The Sponsoring Firm	15		
<input type="checkbox"/>	Other: _____	15		
Job Aptitude		Total		Total
<input type="checkbox"/>	Name of Aptitude Test: _____			
<input type="checkbox"/>	Administered by _____			
<input type="checkbox"/>	Other: _____			
Oral Interview: Not to Exceed 40% of Total Score		Total		Total
<input checked="" type="checkbox"/>	<u>1-5</u> Ability to Communicate	20		
<input checked="" type="checkbox"/>	<u>1-5</u> Willingness to Accept Obligation of Apprenticeship	5		
<input checked="" type="checkbox"/>	<u>1-5</u> Ability to Reason and Comprehend	5		
<input checked="" type="checkbox"/>	<u>1-5</u> Interest and Motivation	5		
<input type="checkbox"/>	Other: _____	5		
<input type="checkbox"/>	Other: <u>NYS Department of Labor</u> <u>Apprentice Training</u>			

JUL 05 2024

Total Allowable Points →

75	Total Score →
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Rank _____

Evaluated by: _____ (Name) Date: _____

Sponsor Name: Cascades Containerboard Packaging - Schenectady

Sponsor Address: 801 Corporation Park Schenectady, NY 12302

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Non-Discrimination Plan
(Short Form)

Central Office

A. **Equal Opportunity Pledge:** Our company recognizes that all persons shall have equal opportunity in employment and apprenticeship training, and agrees to adhere to the following:

The recruitment, selection, employment, and training of apprentices during the apprenticeship shall be without discrimination because of race, creed, color, religion, national origin, age, sex, disability, veteran status, marital status, or arrest record. 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; Title 12 of the Official Compilation of Codes, Rules and Regulations of the State of New York, Part 600; and the Americans with Disabilities Act of 1990.

B. **Sexual Harassment Prevention Policy:** Our policy is that sexual harassment is prohibited. This policy applies to internal activity towards employees, interaction between employees and actions and treatment directed towards employees, from any person or persons at the worksite whether or not they are employees of this organization.

Equal Employment Opportunity Commission (EEOC) guidelines provide that verbal or physical conduct of a sexual nature may constitute sexual harassment when:

- Submission to such contact is made either explicitly or implicitly a term or condition of an individual's employment;
- Submission to, or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; and/or
- Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

When an employee has a complaint of sexual harassment, the complaint should be brought promptly to the attention of his/her immediate supervisor, or to the next level of supervision. These persons have the authority and responsibility to resolve the complaint. If the complaint is not satisfactorily resolved, the employee has the right to contact the NYS Division of Human Rights and the Federal Equal Employment Opportunity Commission. The complaint will be investigated; if substantiated, prompt action will be taken to stop the harassment immediately and prevent recurrence.

If an employee is an **apprentice**, the program's apprenticeship administrator and the NYS Apprenticeship Director **must** be notified of the complaint.

C. **Minimum Qualifications and Selection Standards:** It is agreed that the minimum qualifications and selection standards utilized will be those listed on form AT 505, Apprentice Training Recruitment Notification and Minimum Qualifications, and form AT 508, Selection Standards and Evaluations, on file with the Department.

D. **Recruitment:** It is agreed that the sponsor will recruit applicants for apprenticeship by (Check One):

- Listing all apprentice openings with the NYS Job Bank (<https://newyork.usnlx.com>) for a minimum of five full working days before selections are made.
- Limiting recruitment to present employees of the sponsor and/or union members of the union sponsoring the apprenticeship program. Resulting vacancies will be listed with the NYS Job Bank (<https://newyork.usnlx.com>).
- Recruiting apprentices by methods other than those above. A detailed statement of the recruitment method must be attached and approved by the Commissioner of Labor prior to being used.

On behalf of the sponsor, I certify that it is our intent to fulfill these Equal Opportunity Standards.

Signature of Sponsor:

[Handwritten Signature]

The above signature must be the employer's Chief Executive Officer or the Chair of the Joint Apprenticeship Committee or their authorized representative.

3/6/2024

Date

JUSTIN C. CHASE

Plant Manager

Print Name and Title

Approved by:

New York State Department of Labor

Date

Sponsor Name Cascades Containerboard Packaging Sponsor Code _____

No. of Apprentices 0

Schenectady, a division of Cascades Holding US Inc.

Trade(s) Electro-Mechanical Technician

Trade Code(s) 47-564