Fort Worth Pipe Trades Training Center and Committee Local Union 146

Apprentice Policy and Procedures Handbook

Approved by JATC Committee 5/23/2023
9920 White Settlement Road
Fort Worth, Texas 76108

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Introduction

The Joint Apprenticeship Training Committee of Local Union 146 recognizes the need for structured training to maintain the high level of skill and competence demanded in the pipe trades. Registered Apprenticeship provides the most practical and sound method to meet that need, to prepare individuals to be skilled craft workers, and to ensure industry an adequate supply of skilled workers.

In furtherance of those goals, the Joint Apprenticeship Training Committee of Local Union 146 has established these Standards of Apprenticeship outlining all the terms and conditions for the qualification, recruitment, selection, employment, and training of apprentices.

We encourage you to familiarize yourself with this student handbook, and to refer to it frequently as you navigate through your apprenticeship.

The JATC, Instructors, Local union 146 and our Signatory Contractors are committed to your success both in related instruction and on the job learning. We are confident that your earnest participation will ensure our collective success for years to come.

Accreditation and Licensure

The Joint Apprenticeship Training Committee of Local Union 146 has Standards of Apprenticeship on file with the US Department of Labor, Office of Apprenticeship. Program registration number TX013450003.

Joint Apprenticeship Training Committee of Pipe Fitters Local Union 146 Committee

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Physical Addresses

Fort Worth Pipe Trades Training Center Local Union 146
9920 White Settlement Road
Fort Worth, Texas 76108

Hours of Operation

Administrative Offices: Monday – Thursday, 7:30AM - 4:30PM
Friday 7:30AM- 12:00PM
Instructional Areas: Monday – Thursday, 5:30PM – 9:00PM for scheduled classes.

The Training Center will be closed on New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Day after Thanksgiving and Christmas.

Admission Requirements and Selection Procedures

Apprentice applicants shall be selected based on qualifications alone and in accordance with objective standards which permit review after full and fair opportunity for application. Applicants shall meet the following minimum qualifications:

Age

A. All applicants shall be at least eighteen (18) years of age except as noted below.
B. Applicants shall submit a birth certificate with the complete application to ensure meeting the minimum age requirement.

Education

A. Applicants shall be high school graduates or provide proof of equivalent educational attainment such as successful completion of the GED tests (tests of General Education Development). Each applicant shall submit, with the completed application, a high school transcript or an official report of GED test results. A high school diploma approved by the State or a General Education Development (GED) equivalency approved by the State is required. Applicants must provide official transcript(s) for high school and post high school education and training. All GED records must be submitted if applicable.
B. An applicant who is seventeen (17) years of age at the time of application who otherwise meets all other qualifications may be placed on the Pool of Eligible list, rated, and ranked. Such an applicant must provide proof that a graduation certificate or GED has been awarded and must be eighteen (18) years of age, prior to being indentured by the JATC.

C. Selection into the apprenticeship program will be in accordance with the Affirmative Action Plan and Selection Procedures in accordance with CFR 29.30
D. Applicants must submit a DD-214 to verify military training and/or experience if they are a veteran. Applicants must submit a DD-214 to verify military training and/or experience if they are a veteran and wish to receive consideration for such training/experience.

Documentation Needed

A. Valid Driver's License
B. Social Security Card
C. High School Transcript or GED
D. TDLR and TSBPE Card
E. Copy of Birth Certificate
F. Clear Picture on Photo Paper Minimum size 3"x3"
G. FW Pipe Trade Policy- Signed
H. Completed and legible application

Physical

A. Applicants will be physically capable of performing the essential functions of the apprenticeship program, with or without reasonable accommodation, and without posing a direct threat to the health and safety of the individual or others.

B. Applicants may be required to pass a physical agility test or fitness test as well as test negative on a screen for the use of illegal drugs upon acceptance into the program and prior to being employed.

Math Exam

A. Applicants may have to pass a JATC administered (3rd party managed) math exam with a minimum score of 70% to be scheduled for the interview.

The International Pipe Trades Joint Training Committee has prepared these selection procedures. The U.S. Department of Labor, Office of Apprenticeship, has approved the procedures for adoption by local Joint Apprenticeship Training Committees (hereafter known as JATC's), to assist them in complying with the applicable law and lawful regulations issued there under.

General Selection Procedures

A. Applications will be available at places designated by the local JATC (preferably at the local JATC office).

B. Records shall be maintained and kept for at least five (5) years to show progress, by dates, including the final disposition of each application.

C. Applications will be accepted at times designated by the local JATC. (If applications are accepted throughout the year, dissemination of information shall not be done less than semiannually).

D. Interviews will be held at intervals designated by the local JATC. All applications for the apprenticeship accepted since the last series of interviews shall be processed to final disposition before any individual is selected. Interviews will be granted to all who meet the minimum qualification. The number of new apprentices to be accepted shall be determined before starting interviews.

E. Eligible applicants (applicants acceptable after interview) not chosen for entrance into apprenticeship will be allowed to reapply for the next year.

F. Applicants not interviewed because they lack the minimum qualifications will not be reconsidered until they correct any deficiencies they may have and reapply.

G. Selected candidates shall be registered as probationary apprentices for not more than one (1) year or 2000 hours. Each probationary apprentice shall be evaluated at the end of the probationary period regarding on-the-job performance, and related training.

Step-By-Step Procedures for Each Applicant

A. Each applicant shall be given a Pipe Trades Apprenticeship Application Form to be completed and returned by a designated date.

B. Application contains the following:
   a) Apprentice qualifications as listed in the Apprenticeship Standards.
   b) Apprenticeship obligations after acceptance.
   c) Application for Apprenticeship.

C. The date of application shall be the date of receipt by the JATC of the completed application, accompanied by the high school transcript and/or official report of the General Education Development (GED) test results or their equivalent, and proof of birth date.

D. A complete record of the applicant's progress will be entered into the applicant's file at this time.

E. Application will be checked for deficiencies in basic requirements. If there are any deficiencies, the applicant's record shall be marked "not interviewed" to show that the interview process of selection was not necessary.

F. The applicant shall be notified of the rejection and reason why by mail, email, or by other verifiable method.

G. When an applicant is notified that there will not be an interview because of certain basic deficiencies, the notification shall be entered on the applicant's Form as final disposition.

H. If the application meets the basic requirements, the applicant shall be considered qualified for an interview.

I. An applicant qualified for an interview shall be notified of the date and place for the interview by email and a copy of the notification with the date shall be entered into the record.

Procedures for Scheduling Interview

A. All qualified applicants shall be listed in alphabetical order and scheduled for interview in appropriate order.
B. This list shall be divided into groups of an appropriate size for each interview session according to the appropriate order.
C. Each interview session shall be scheduled to provide enough time to interview each applicant notified to be present at the given session.
D. Applicants shall be notified to appear for interview by email. Notification will specify a time and place to appear. An appropriate number of applicants will be scheduled for each interview session.

Complaint Procedure

A. Any apprentice or applicant for apprenticeship who believes that they have been discriminated against on the basis of race, color, religion, national origin, sex, sexual orientation, age, genetic information or disability with regard to apprenticeship or that the equal opportunity standards with respect to his/her selection have not been followed in the operation of an apprenticeship program, may personally or through an authorized representative, file a complaint with the Registration Agency or, at the apprentice of applicant's election, with the private review body established by the JATC.

B. The complaint will be in writing and will be signed by the complainant. It must include the name, address, and telephone number of the person allegedly discriminated against, the JATC involved, and a brief description of the circumstances of the failure to apply equal opportunity standards.

C. The complaint must be filed not later than 30 days from the date of the alleged discrimination or specified failure to follow the equal opportunity standards, and, in the case of complaints filed directly with the review bodies designated by the JATC to review such complaints, and referral of such complaint by the complainant to the Registration Agency must occur within the time limitations stated above or 30 days from the final decision of such review body, whichever is later. The time may be extended by the registration Agency for good cause shown.

D. Complaints of discrimination in the apprenticeship program may be filed and processed under Title 29, CFR part 30, and the procedures as set forth above.

E. Complaints should be sent to the address below:

JATC Complaints
James Kline
9920 White Settlement Road
Fort Worth, Tx. 76108
jkline@uanet.org

Maintenance of Records

A. The JATC will keep adequate records including a summary of the qualifications of each applicant, the basis for evaluation and for selection or rejection of each applicant, the records pertaining to interviews of applicants, the original application for each applicant, information relative to the operation of the apprenticeship program, including, but not limited to, job assignments, promotion, demotion, layoff, or termination, rates of pay or other forms of compensation or conditions of work, hours including hours of work and, separately, hours of training provided, and any other records pertinent to a determination of compliance with the regulations at Title 29, CFR part 30, as may be required by the U.S. Department of Labor.
   The records pertaining to individual applicants, selected, or rejected, will be maintained in such manner as to permit the identification of minority and women (minority and non-minority) participants.
B. Each JATC must retain a statement of its AAP for the prompt achievement of full and equal opportunity in apprenticeship, including all data and analysis made pursuant to the requirements of Title 29, CFR part 30.4. Each JATC also must maintain evidence that its qualification standards have been validated in accordance with the requirements set forth in Title 29, CFR part 30.5(b).
C. In addition to the above requirements, adequate records will include a summary of each interview and the conclusions on each of the specific factors, e.g., motivation, ambition, and willingness to accept direction, which are part of the total judgement. Records will be maintained for five (5) years from the date of the last action and made available upon request to the U.S. Department of labor or another authorized representative.

The Interview Session

A. Each applicant shall be interviewed by at least one member of the committee.
B. After a brief introduction, the committee will ask questions of the applicant with the purpose of finding out as much as possible about the individual and about the capacity to participate in apprenticeship.
C. Questions for the interview and for purposes of evaluation will be on topics related to job performance such as: work experience, school record, mechanical abilities, motivation, and vocational training.
D. Evaluation must be based on a standard of industry needs, and not by a comparison with other applicants.
E. Evaluation of the interview will be based on responses on each topic.
F. A review or summary of the answers to questions from the interview session will be entered in each applicant’s file folder.
G. The same questions will be asked of each applicant.

Selection from Committee Evaluation

A. The number of new apprentices to be accepted shall be determined before starting interviews. This number will be based on the needs of the industry.
B. Selection of individuals from the list of interviewed applicants shall not be made until all interview sessions are complete and all applicants have been evaluated.
C. Selection of applicants for apprenticeship after the interview will be done by the committee of its designated representative(s) based on the numerical rating obtained from the interview evaluation.
D. All applicants interviewed will be notified of the results by email or other verifiable procedure.
E. All eligible candidates not selected for entry into apprenticeship after the interview will need to reapply to regain eligibility for the next year.

Direct Entry

Not limited to with proper registration, Job Corps; Approved Technical Training School Graduates; Veterans in Piping (VIP); Veterans with Technical Training; Organizational Efforts; Areas of the country affected by National Disasters; Native American Indian Programs; and those areas of the country where there is a recognized shortage of Plumbers, Pipefitters/Steamfitters, Heating, Ventilation, Air conditioning and Refrigeration Technicians, and Certified Welders.

Pre-apprentices that are working for a signatory contractor can potentially receive direct entry to the interview process/orientation, bypassing the testing procedure, if they have obtained more than 2000 verified OTJ hours. Hours must be verified through Benefit Resources.

Alternative Selection Method Requirements:

A. Apprentices obtaining direct entry into the apprenticeship program will serve a probationary period of at least twelve (12) months or 1000 hours during which time apprentices will be evaluated by their employer and the union. The evaluations will be submitted to the JATC, which through objective non-discriminatory criteria will determine whether the apprentice will continue in the program of education and at which level of the apprenticeship program.

B. Apprentices successfully completing the probationary period, who have demonstrated the skills and knowledge to receive credit for previous experience shall at the conclusion of the probationary period be placed at the appropriate level of the apprenticeship program or recommended to the union for journey-worker status, with commensurate wages to be paid based upon the amount of credit granted.

Preparatory Programs Beneficial to Apprenticeship:

A. Youth who complete a Job Corps training program in any occupation covered in these Standards, who meet the minimum qualifications of the apprenticeship program, may be admitted directly into the program, or if no apprentice opening is available, the Job Corps graduate may be placed at the top of the current applicant ranking list and given the first opportunity for placement. The JATC will evaluate the Job Corps training received for granting the appropriate credit on the term of apprenticeship. Entry of Job Corps graduates will be done without regard to race, color, religion, national origin, sex, sexual orientation, age, genetic information, and disability. (Note: this is a method of direct entry into the apprenticeship program.)

B. The JATC encourages preparatory / pre-apprenticeship craft training to facilitate entry into apprenticeship. Consequently, those who complete the Job Corps, high school, vocational school, or building trades training program in the plumbing/ pipefitting/ sprinkler fitter craft areas may be given direct entry into the apprenticeship program. The JATC shall evaluate the training received for granting appropriate credit on the term of apprenticeship.

Approved Technical Training Schools:

Those who graduate from an accredited Technical Training School that has been approved by the International Pipe Trades Joint Training Committee Inc. (IPTJTC), in recognition of the critical training they have already received for occupations registered in the Plumbing, Pipefitting, HVACR, or Sprinkler Fitting industry may be given direct entry into the apprenticeship program. With the approval of the JATC, such a new apprentice may start at the apprentice wage rate recommended by the JATC for graduates of that program. The JATC will determine as to those new apprentices what training requirements they need to meet to ensure that they receive all the necessary training for completion of the apprenticeship program.

Veterans in Piping (VIP)

A. Military and Veterans who have completed a military technical training school, or participated in a registered apprenticeship program, or completed military technical training school in a recognized apprentice able occupation may be given direct entry into the apprenticeship program. The Program Sponsor will evaluate the military training and on-the-job learning experience received for the granting of appropriate credit on the term of apprenticeship and the appropriate wage rate. Military and Veterans who successfully complete all requirements and graduate from a UA VIP accelerated training program can be directly entered in an apprenticeship program.

B. Credit will be granted in accordance with that section identified in the Registered Apprenticeship Program Standards as "Credit for Previous Experience". The request for credit will be evaluated and a determination made by the Program Sponsor during the probationary period when actual on-the-job learning and related instruction performance can be examined. Prior to completion of the probationary period, the amount of credit to be awarded will be determined after review of the apprentice's previous work and training/education record and evaluation of the apprentice's performance, skill and knowledge demonstrated during the probationary period. An apprentice granted credit should be advanced to the wage rate designated for the period to which such credit accrues.

C. Apprentice applicants seeking credit for previous experience gained outside the supervision of the program sponsor must submit such requests at the time of application and furnish such records, affidavits, and other documents to substantiate the claim.
Entry of Military and Veterans will be done without regard to race, color, religion, national origin, sex, sexual orientation, age, genetic information, and disability.

Attendance Policy

A. The JATC has a zero tolerance for absenteeism. Attendance is mandatory.
B. An apprentice absent from related training class shall contact the training center prior to absence.
C. Each Apprentice will be required to attend 1,085 classroom hours for completion of his/her Apprenticeship.
D. Absences shall not exceed three (3) in any semester or a total of five (5) for each year.
E. If a student acquires four (4) absences in a class year, the individual scheduled wage increase shall be detained for three (3) months.
F. If a student acquires five (5) absences in a class year, the individual scheduled wage increase shall be detained for six (6) months and get a scheduled meeting with the committee.
G. Upon acquiring six (6) absences per year, which exceeds the allowable yearly absences permitted, the individual shall appear without fail before the committee to conclude whether the individual's Apprenticeship Agreement will be cancelled or enter a probationary period set forth by the JATC committee.
H. Class absence is defined as follows:
    a. Failing to attend
    b. Late to class over ½ hour
    c. Late from break over ½ hour
    d. Leaving early
    e. Missing during class
    f. Getting dismissed from class due to misconduct.
I. One 20-minute break is allowed for each class.
J. Being absent is neither excused nor unexcused. The absence will stay on your record.
K. If you are counted absent for a class, a zero may be recorded for your grade for that class.

L. Any absence may result in you appearing before the JATC committee at the next scheduled committee meeting.
M. Any absence in a semester may result in the apprentice being placed on probation for the rest of their apprenticeship**.** Any further absence after being placed on probation will result in the apprentice appearing before the JATC committee at the next scheduled committee meeting.
N. Disciplinary action may include but not limited to; postponement of advancement from one segment of training to the next or temporary removal of the apprentice from on-the-job learning, causing loss of employment. It may also include cancellation of the Apprenticeship Agreement and removal of the apprentice from the apprenticeship program. Removal by the Committee (JATC) shall cancel the apprentice's apprenticeship agreement and the opportunity to complete the training.

Completion of all Related Instruction Class Hours

Apprentices absent from Related Instruction Class due to emergency reasons and accruing missed class hours could be subjected to make-up all hours missed and satisfactorily complete all class work.

Make-Up Class

A. Apprentices appearing for make-up shall pay a $10.00 administration fee at the time of scheduled make-up for each (3.5) hours make up. The administration fee is due at the start of the scheduled make up class. The administration fee is used to purchase materials and pay instructors and supervising personnel to conduct related training classes and a maintenance program. Money order, check, and credit card made payable to the JATC is the only acceptable form of payment.
B. If you fail to pay the administration fee or make up your absence, any of the following will happen:
    a. You will not be upgraded.
    b. You will not receive any credit for your class.
    c. You will not be assigned to a class next semester.
C. It will be your responsibility to make sure the instructor gives you credit for the makeup class.
D. Bring your safety glasses, gloves, and wear work clothes.
E. If you miss your make-up or are not allowed to attend for any reason you will then have to make up one additional make-up (3.5 hr. period) for each make-up missed.
F. Missed make-up class hours are recorded as absences, requiring completion of absentee report and payment of an additional administration fee.
G. Make-up shall not be rescheduled.
H. Classes can only be made up according to the following:
    a. Designated Saturday at designated start time.

b. Monday through Thursday starting at 8am if you are out of work or your job did not work that day if designated by the Director of Training.

Apprentice's Responsibility to Know Scheduled Class Dates

At the beginning of each school year apprentices receive their Related Instruction Class Schedule. Related Instruction Class are posted on the Training Center's bulletin boards. It is the apprentice's responsibility to know the scheduled class dates for their Related Instruction Class.

Apprentices Recorded as Tardy

A. If you are late to class or leave early or a combination of the two will be considered a tardy.
B. Receiving 3 tardies in any semester will be considered an absence.
C. After the third tardy in a semester, each late or leaving early will be considered an absence in any semester.
D. If a student comes unprepared for class and needs to leave to get anything to perform classroom duties, this will be considered a tardy.

Grading

A – An apprentice performs at 90-100% level.
B – An apprentice performs at 80-89 level.
C – An apprentice performs at 75-79% level.
F – An apprentice performs at a level which is lower than 75%. No credit is granted for the course, and the apprentice is referred to the Apprenticeship Committee for disciplinary action which may include set-back or being dropped from the program.

Campus Policy

A. No apprentice is to leave the campus during class times or break unless given consent by their instructor or Director.
B. The break period is 20 minutes. The break is to be regarded as a privilege.
C. Do not come to school under the influence of alcoholic beverages, drugs or other illegal substances.
D. No alcoholic beverages, drugs or other illegal substances are allowed in the building or on the premises.
E. No Littering. Do not throw trash in the parking lot. Place trash in proper containers provided.
F. No Smoking. Place cigarette butts in proper containers provided. Smoking is allowed in designated areas only.
G. No smoking, tobacco products, or vapes in classrooms or shops.
H. No Firearms are allowed on campus at any time.
I. Clean up and if necessary, sweep out classrooms prior to leaving. Clean up all spills.

J. After class dismissal, leave quietly; no horn blowing, unnecessary revving up engines, burning rubber, etc...
K. Apprentices wearing loose jewelry, shorts, shower thongs, sandals, non-leather work shoes or sleeveless shirts will not be allowed to attend classes. The instructor may dismiss from class any apprentice wearing unsuitable attire. If dismissed, this will be considered an absence from class.
L. Cellular phones or radios are not allowed to be used in classrooms or shops without first obtaining permission from the instructor.
M. Apprentices are to conduct themselves at all times in a creditable, ethical, and moral manner. No destruction or defacing of campus property is allowed. Apprentices are required to pay reparation for damages caused by violation of policies.
N. *Zero Tolerance for violence of any kind including fighting.*
O. Instructors may dismiss from class, apprentices that are disruptive or in violation of Committee Standards or Policies.
P. Any apprentice that violates any policy/procedures in this handbook shall be formally written up and have a mandatory meeting with the committee to discuss disciplinary action that could include up to termination of the apprenticeship agreement.

Media and Computer Usage Policy

This policy shall apply to individuals engaged in Related Instruction training or certification classes ("Participant") through the JATC. This policy shall not apply to any employee of the JATC. Any Participant found to be in violation of this policy shall be subject to discipline up to and including termination from the Program.

Publicity/Image/Voice Permission

The JATC may take photographs, video, and/or tape recordings of Participant's during their work and/or instruction. A Participant's entry into the JATC's Program, will be considered permission for the JATC to photograph, film, audio/voice tape, record and/or televise the image and/or voice or image in any publications or promotional materials, in any medium now known or developed in the future without any restrictions. The image and/or voice of any Participant will not be provided to any other entity or organization and shall only be used by the JATC, Local Union 146 or the United Association to promote the Training Fund.

Social Media Policy

Publishing on social media or anywhere else (photos, videos, slandering of JATC or recordings of any kind) that include, but not limited to; job sites, contractors, or apprentice classes without express written permission from the contractor, property owner, JATC Committee or

JATC Director is strictly prohibited and subject to discipline up to and including termination from the program.

Computer/Laptop Usage Policy

A. The misuse of JATC computers/laptops may result in discipline, up to and including termination from the Program. Generally, Participants are only permitted to use the JATC's computers and network facilities for activities directly related to training through the JATC's course of instruction.
B. Examples of misuse by Participant's include, but are not limited to, the activities in the following list:
C. Accessing personal electronic mail or social networking sites, including, but not limited to Facebook.
D. Using a computer account that the apprentice is not authorized to use or obtaining a password for a computer account without the consent of the account owner.
E. Using the Committee's network to gain unauthorized access to any computer systems.
F. Knowingly performing an act which will interfere with the normal operations of computers, terminals, peripherals, or networks.
G. Knowingly running or installing on any computer system or network, or giving to another user, a program intended to damage or to place excessive load on a computer system or Network. This includes but is not limited to programs known as computer viruses, Trojan horses, and worms.
H. Attempting to circumvent data protection schemes or uncover security loopholes.
I. Violating terms of applicable software licensing agreements or copyright laws.
J. Deliberately wasting computing resources.
K. Using electronic mail or other electronic formats (i.e. Facebook) to harass others.
L. Masking the identity of an account or machine.
M. Posting materials on electronic bulletin boards that violate existing laws or the JATC's rules.
N. Attempting to monitor or tamper with another user's electronic communications, or reading, copying changing, or deleting another user's files or software without the explicit agreement of the owner.
O. Creation and transmission of offensive, obscene, or indecent documents or images.
P. Creation and transmission of material, which is designed to cause annoyance, inconvenience, or anxiety.
Q. Creation of defamatory material
R. Creation and transmission that infringes copyright of another person, transmission of unsolicited commercial or advertising material and deliberate unauthorized access to other services accessible using the connection to the network/Internet.

Distribution/Dissemination of JATC Property and Images

No Participant may at any time post on-line, distribute, or disseminate any materials belonging to the JATC, including, but not limited to training materials or handbooks. In addition, the distribution or posting on any website including, but not limited to, Trustees, without express written consent by JATC is expressly prohibited.

Appearance and Dress Code Policy

A. Hair shall be neatly groomed, confined, and styled in a manner not to obstruct vision. Any hair style that causes unsafe working conditions is prohibited.
B. While in the shop, hair will be kept under a cap, tied up neatly, or confined to prevent a hazardous safety concern.
C. Beards, goatees, and mustaches must be kept neatly trimmed.
D. Excessively dirty or ragged clothing shall not be worn in the classroom or shop.
E. Tank tops, muscle shirts or half shirts shall not be worn in school.
F. Sandals or open toed shoes shall not be worn on the job or in school. Leather boots or closed toed leather work shoes shall be worn in school and shop area.
G. Shorts, skirts, or dresses shall not be worn on the job or in school.
H. No large hanging earrings or pierced jewelry shall be worn in school. Necklaces must be worn inside the shirt while in school. This rule is for safety and shall be followed.

Responsibilities of the Apprentice:

A. Apprentices are responsible for tracking hours in each work process to assure complete training in all Work Processes. Total hours required to accrue during term of apprenticeship, for each process, are to be tracked by the apprentice. The Monthly Work Report must be COMPLETELY and ACCURATELY filled out and turned in by the 15th day of the following month. Proper processing of the Monthly Work Report is the responsibility of the Apprentice. FAILURE TO PROMPTLY TURN IN THE MONTHLY WORK REPORT WILL CAUSE YOUR WAGE PERCENTAGE INCREASE TO BE DELAYED ONE (1) MONTH FOR EACH MONTH LATE OR *YOU COULD BE HELD OUT OF CLASS UNTIL THE HOURS ARE SUBMITTED. If an apprentice is held out of class, that apprentice will be subjected to a tardy or absence.*

B. Apprentices may request, in writing, from the Director of Training or JATC rotation on the job to assure complete training in all Work Process areas. It is the apprentice's responsibility to bring forth concerns that they are not being given the opportunity to work in each Work Process area. The Director of Training or JATC may rotate apprentice from one employer to another to ensure complete training in all Work Process areas.

Standard for Excellence

Member and Local Union Responsibilities

TO ensure the **UA Standard for Excellence** platform meets and maintains its goals, the Local Union Business Manager, in partnership with his implementation team, including shop stewards and the local membership, shall ensure all members:

A. **Meet** their responsibilities to the employer and their fellow workers by arriving at the job ready to work, every day on time (**Absenteeism and Tardiness will not be tolerated**.)
B. **Adhere** to the contractual starting and quitting times, including lunch and break periods (Personal cell phones will not be used during the workday, except for lunch and break periods.)
C. **Meet** their responsibility as highly skilled craft workers by providing the required tools as stipulated under the local Collective Bargaining Agreement while respecting those tools and equipment supplied by the employer.
D. **Use** and promote the local union and international training and certification systems to the membership so they may continue the road of lifelong learning thus ensuring UA craft workers are the most highly trained and sought-after workers.
E. **Meet** their responsibility to be fit for duty, ensuring a zero-**tolerance** policy for substance abuse is strictly met.
F. **Be** productive and keep inactive time to a minimum.
G. **Meet** their contractual responsibility to eliminate disruptions on the job and safely work towards the on-time completion of the project in an auspicious manner.
H. **Respect** the customers' property (Waste and property destruction, such as graffiti, will not be tolerated.)
I. **Respect** the UA, the customer, client, and contractor by dressing in a manner appropriate for our highly skilled and professional craft (Offensive words and symbols on clothing and buttons are not acceptable.)
J. **Respect** and obey employer and customer rules and policies.
K. **Follow** safe, reasonable, and legitimate management directives.

ALSO, PLEASE BE AWARE THAT MANY CUSTOMERS OF LOCAL 146 EMPLOYERS REQUIRE ALL EMPLOYEES WHO WORK ON THEIR PREMISES TO BE TESTED FOR DRUG OR ALCOHOL USE AND A BACKGROUND CHECK OF WHICH YOU ARE SUBJECT TO THIS REQUIREMENT.

Requirements for Upgrade (advance in classification)

An apprentice is required to meet the following JATC Standards for Apprenticeship requirements and respond to deficiencies in order to Upgrade (advance in classification):

A. Perform diligently and faithfully the trade and such other duties as may be assigned in accordance with the JATC Standards of Apprenticeship. Satisfactory, on-the-job learning reports placed on file. Apprentices receiving unsatisfactory on-the-job learning reports will be referred to the JATC for review.

B. Respect the property of the contractor and abide by the working rules and regulations of the JATC, the local union and the contractor. Apprentices on suspension or expelled with the local union are required to appear before the JATC Committee. Apprentices with incomplete absentee reports or owing administration fees will have upgrade held until deficiencies are corrected. All monies due, including insufficient checks or administration fees, are to be paid to advance or upgrade.

C. Attending and completing satisfactorily the required hours of instruction in subjects related to the trade, as provided by the JATC. Each segment of training he/she completes a minimum of 217 hours of related instruction. Maintain a 75% or better grade average in the current semester. Any apprentice who is absent from related classes shall satisfactorily complete all the work missed before being advanced to the next period of training.

D. Complete a minimum of 1500 on-the-job learning hours in each segment. Apprentices are advanced at a minimum of 1500 hours of on-the-job learning. Apprentices who fail to accrue 1500 hours will be advised of deficiency and a meeting with the JATC will be scheduled to determine if advancement will be withheld or be made to re-apply.

E. Apprentice not accruing on-the-job learning hours due to injury may not enroll in and attend practical Related Instruction classes, unless released by doctor to return to work. Advancement may be delayed due to an injury that prevents on-the-job learning hours from accruing or attendance at Related Instruction classes.

F. Develop and practice safe working habits, and work in such a manner as to insure his or her personal safety and that of other workers.

G. Effective date of upgrade for apprentices meeting the JATC Standards of Apprenticeship is date indentured or adjusted indenture date.

Graduation Requirements

Apprentices who successfully complete all related instruction classes of 1085 hours and have achieved 8,600 hours of on-the job-learning, will receive certificates of completion stating, they are a Building Trades Journeyman from the Local Union #146 Joint Apprenticeship Training Committee and the U.S. Department of Labor, Office of Apprenticeship. FIFTH YEAR APPRENTICES WILL BE REQUIRED TO PASS AN EXIT EXAM BASED ON PRIOR TAUGHT COURSE MATERIALS BEFORE BEING RELEASED FROM THE JURISDICTION OF THE JATC.

- Plumbers- Will be required to pass the State License Exam.
- Pipefitters- Will be required to pass the UA Star Exam.
- Welder- Will need to pass a minimum of 2 UA weld certifications.
- HVACR- Will be required to pass the UA Star Exam or the State License HVACR Certification.

** If an apprentice fails to meet any of the requirements, that apprentice will go before the committee to Determine further actions. This could include, attending classes the next year or up to termination of the Apprenticeship Agreement. **

Exclusive Hiring

Whenever a Contractor decides to obtain JATC Apprentices for any job, Contractor shall notify the Local Union office, either in writing or by telephone, stating the location, starting time, approximate duration of the job and the classification of JATC Apprentice required.

Referral of JATC Apprentice

Upon the request of a Contractor for JATC Apprentice the Union shall immediately refer qualified and competent registrants to the Contractor, in the manner and under the conditions specified in the Collective Bargaining Agreement from the separate appropriate out-of-work list on a first in, first out basis; that is, the first person registered shall be the first person referred, except that:

A. Request by Contractors for specific apprentice year classification shall be honored without regard to the requested apprentice's position on the out-of-work list.
B. Request by Contractors for a JATC Apprentice by name shall be honored without regard to the requested apprentice's position on the out-of-work list.
C. Bona fide request by Contractors for a JATC Apprentice with special skills and abilities will be honored. The Dispatcher shall dispatch people possessing such special skills and abilities in the order in which their names appear on the out-of-work list.

D. Proof of possession of special skills claimed by registrant shall be registrant's ability to hold job requiring such special skills.
E. The Dispatcher may dispatch those apprentices in the hall and readily available for employment in the order they appear on the out-of-work list when there is an emergency request and employees are needed the same day.
F. No apprentice shall accept work in any shop without a referral from the Union.

Non-Discriminatory Referral

The Union shall refer all job applicants on the following basis:

A. Selection of apprentices for referral to jobs shall be on a non-discriminatory basis and shall not be based on or in any way affected by race, creed, color, Country of national origin, sex, physical handicap, age, union membership, union by-laws, constitutional provisions, or any other obligations of union membership, policies, or requirements.
B. The employer retains the right to reject any apprentice job applicant referred to by the Union.

Removal from Out-Of-Work List

Apprentices may be removed from the out-of-work list for the following reasons and referred to the JATC Committee for review:

a. An apprentice who refuses employment that is within the jurisdiction of Local 146 shall be removed from the out-of-work list.
b. Apprentice accepting a referral from Dispatcher and failing to report at specified time and place shall be rotated to bottom of out-of-work list unless failure to report is beyond an apprentice's control.
c. Apprentice traveling outside the jurisdiction shall be removed from the out-of-work list. Upon returning to the jurisdiction and signing the out-of-work registration list, the apprentice shall be placed back on the list in a position such apprentice would have maintained.
d. Apprentice, who has been on the out-of-work list more than six (6) months, may accept short term employment (not more than eighty (80) working hours) without losing position on the out-of-work list. However, if terminated twice during one year for reasons other than reduction in force, said apprentice will be rotated to the bottom of out-of-work list.
e. The Apprentice shall keep the Local Union and the JATC posted of their current address and telephone number. Apprentices failing to notify the Local Union and the JATC of a change of address or telephone number shall be considered unavailable for work and removed from the out-of-work list.
f. Apprentice who engages in self-employment or accepts employment with an employer that performs construction and/or service work as described in Union Collective

Bargaining Agreement shall be considered unavailable for work and removed from the out-of-work list and could have their apprenticeship agreement voided.

g. Apprentices removed from the out-of-work list may appeal to the JATC.

Procedure for Resolving Job Related Problems

A. If an apprentice has a job-related problem, the apprentice shall immediately consult with the Director of Training and request an investigation of the job-related problem.
B. After the Director of Training has investigated and finds the apprentice's problem warrants a change of employer, the Director of Training is authorized to place the apprentice in the employment of another company, as soon as possible.
C. If, after the investigation, the Director of Training finds that the apprentice's problem does not warrant a change of employer, the apprentice will be informed that no change of employer is warranted, and they must stay employed with the present employer.
D. If the apprentice disagrees with the decision of the Director of Training, the apprentice may request an audience with the Committee (JATC) for further review.
E. If the apprentice does not follow the above-mentioned procedures and quits an employer or tries to force a layoff, the apprentice will be notified by USPS mail to appear before the Committee (JATC) for a hearing and disciplinary action.
F. Disciplinary action may include but not limited to; postponement of advancement from one segment of training to the next or temporary removal of the apprentice from on-the-job learning, causing loss of employment. It may also include cancellation of the Apprenticeship Agreement and removal of the apprentice from the apprenticeship program. Removal by the Committee (JATC) shall cancel the apprentice's apprenticeship agreement and the opportunity to complete the training.

Substance Abuse Policy

A. Employers and the Union have a strong commitment to providing a safe workplace and to establish policies promoting high standards of employee health and safety. In keeping with this commitment, it is the Employers' and Unions' intent to maintain a drug/alcohol-free workplace. The possession or use of firearms, illegal and unauthorized drugs, and other dangerous substances by employees at the workplace is prohibited.
B. Employees are expected to report to work in a physical and emotional condition that will allow them to perform their assigned tasks in a competent and safe manner. The possession, use, abuse, presence in the body, or reporting to work under the influence of alcohol, illegal and unauthorized drugs, firearms, and other dangerous substances by employees limits the ability of the users to exercise good judgment, react properly to unexpected situations, perform tasks safely and efficiently and endangers not only that employee but fellow employees, contractors, and members of the general public.
C. Employers and Union each reserves the right to require employees to submit to a medical test at any time to determine the use of any illegal or unauthorized drugs or substance prohibited in this policy or to prove the employee's satisfactory fitness for duty. The testing program

shall comply with all Federal, State and Local standards. The cost of such testing programs shall be borne by the Employer.

APPRENTICE ALCOHOL AND SUBSTANCE ABUSE POLICY

(Preamble)

Alcohol and substance abuse is an issue that concerns us all and efforts are being made on many levels to create an environment that discourages this destructive problem. Being under the influence of prohibited drugs or alcohol poses unnecessary and unacceptable safety and health risks not only to the user but to all those who work with him or her. The Joint Apprenticeship Training Committee of Local union 146 (JATC) has a vital interest in maintaining a work environment that promotes the safety, health, security, and productivity of apprentices and, to that end, has established the following JATC Apprentice Alcohol and Substance Abuse Policy.

Recognizing that it is the Employer's obligation to maintain a drug-free workplace, this Policy allows an Employer to conduct drug and/or alcohol testing. Employer's Policy generally includes pre-employment testing, post incident testing, reasonable cause testing, random testing, and contractually required testing. The JATC Policy sets forth the consequences to apprentices reporting to or performing work under the influence of drugs and/or alcohol. The JATC recognizes that drugs and alcohol present a serious health problem and encourage all apprentices to seek assistance for such problems.

While the JATC encourages contractor's signatory to Local Union No. 146 Agreements to institute an Alcohol and Substance Abuse Policy for all their employees, regardless of classification, this Policy is for signatory Employers who employ apprentices represented by Local Union No. 146. For purposes of this Policy, the term "Employer" shall mean those contractors who employ apprentices represented by Local Union No. 146 and who are signatory to a collective bargaining agreement with Local Union No. 146. The term "apprentice" shall mean any individual currently employed by an Employer in a unit represented for purposes of collective bargaining by the Union, or any individual seeking to be employed by any such Employer in Local Union No. 146 represented bargaining unit who is indentured and registered as an apprentice with the Department of Labor. The term "Collective Bargaining Agreement" shall mean the collective bargaining agreements executed by Local Union No. 146 MCA member contractors and any other contractor who executes a letter of assent agreeing to be bound by such agreement.

Disciplinary Actions

A. Employers may discharge apprentices who test positive for drugs and/or alcohol pursuant to a properly implemented Employer's Policy medical test.

B. The JATC Committee shall terminate the Apprenticeship Agreement of any apprentice, serving a probationary period of one year, who tests positive for drugs and/or alcohol pursuant to a properly implemented Employer's Policy medical test. The apprentice is eligible to reapply for the Apprenticeship Program during announced application periods.

C. Any apprentice, other than as expressly set forth in Section B. above, who test positive for drugs and/or alcohol and is discharged pursuant to a properly implemented Employer's Policy medical test is disqualified from employment by the Employer, until the following condition is met:

D. The apprentice is required to appear before the Apprenticeship Committee (JATC). The JATC will notify the apprentice to appear at the next regularly scheduled JATC Committee Meeting. If the apprentice fails to appear before the JATC after due notice, disciplinary action may be invoked without a hearing. Disciplinary action may include postponement of advancement from one segment of training to the next or temporary removal of the apprentice from job, causing loss of employment. It may also include cancellation of the Apprenticeship Agreement and removal of the apprentice from the apprenticeship program.

E. Cancellation of the Apprenticeship Agreement, with no right of reentry until after one year, may be invoked for:

   a) Refusal to submit to testing; or,
   b) Attempting to provide a specimen or providing a specimen for testing when there is evidence of any form of tampering or substituting of specimens; or,
   c) Sale, transfer, manufacture, or distribution of drugs/alcohol while on the Employer's property or jobsite, or while on property utilized by the JATC Apprenticeship Committee for training; or,
   d) Apprentice's failure to notify the Employer of their criminal conviction based upon the sale, transfer, distribution, or possession with the intent to distribute drugs/alcohol, where law requires such notification.

F. Any apprentice who tests positive on a second or subsequent occasion shall be subject to appropriate disciplinary action including, but not limited to, cancellation of the Apprenticeship Agreement and discharge with the right to apply for reentry the next school year.

Consent and Release Form

I have been given a copy of the Substance Abuse Policy approved by Local Union No. 146 Joint Apprenticeship Training Committee (JATC) Apprentice Alcohol and Substance Abuse Policy adopted by the JATC. I have read both policies and understand their contents.

As a condition of my participation in the JATC Program, I hereby consent to submit to such urinalysis, blood test and/or other tests as shall be administered by JATC or any Employer by whom I am employed during the course of my apprenticeship, for the purpose of determining the presence of prohibited drugs or alcohol. I agree that any specimens collected for these tests may be forwarded to an approved testing laboratory for analysis. I further agree to and hereby authorize the release of the results of said tests to my Employer, to the JATC, to the Director of Training and to Local Union No. 146. In the event I enroll in a substance or alcohol abuse rehabilitation program, I agree to authorize the rehabilitation program to provide progress reports to the JATC at such times as the JATC so requests.

I have carefully read the foregoing Consent and Release Form and fully understand its contents. I acknowledge that my signing this Consent and Release Form is a voluntary act on my part and that I have not been coerced into signing this document by anyone.

_____

Name of Apprentice

_____ _____

Signature **Date**

JOURNEYMAN TOOL LIST

1st year Apprentice

- Pencil
- Torpedo Level with Mag
- Cutting Goggles
- 25'x 1" tape measure
- Channel Locks (420)
- 8" crescent
- Steel hand box/ with lock

2nd year Apprentice

- Small tubing cutter
- Hacksaw
- Flashlight with batteries
- 10" crescent
- 14" Pipe Wrench (Aluminum)
- Ball Peen Hammer
- Channel Locks (440)
- Screwdriver #2 Phillips
- Screwdriver Slot (large and small)

3rd year Apprentice

- 18" Pipe Wrench (Aluminum)
- 50' tape measure
- Plumb Bob w/ string
- ¾" Cold Chisel
- 3-way Stricker
- 12" Crescent
- Tri-Square
- 4" Wrap Around

4th and 5th year Apprentice

- Framing Square
- ½" socket set
- 18" Level w/45 Bubble Mag
- 6' Folding Rule
- Large Copper Cutters
- 12" Klein Pin Adjustable Wrench

The Federal Family Educational Rights and Privacy Act (FERPA) of 1974 regulate a wide range of privacy related activities including:

A. Management of student records maintained by the JATC.

B. Regulations regarding who can access student records.

C. For which purpose success to student records may be granted.

D. The JATC will release educational information upon receipt of a signed, dated, written consent of the apprentice, which must specify the records that may be disclosed as well as the party to whom they may be disclosed to. Available parties include:

E. Parents of the dependent apprentice, as defined by the Internal Revenue Code of 1954, section 152 and who supply supporting documentation, may be granted access to a student's educational record under some circumstances.

F. In connection with Financial Aid, to organizations who are conducting studies on behalf of educational agencies.

G. To Federal or State educational authorities.

H. To accrediting organizations.

I. In compliance with a lawfully issued subpoena.

J. In connection with a health or safety emergency.

K. Non-School individuals (including parents except as noted above) may not have access to educational records other than Directory Information unless authorization from the apprentice is obtained, or a lawful subpoena/ court order is issued to the JATC. Examples of records not released are grades, grade point average, number of hours/ credits enrolled, pass or failure, social Security Number, student ID number, name of parents or next of kin, and/ or residency status.

Social Security Number Privacy Policy

A. It is the JATC Committee responsibility to safeguard apprentice social security number information in its possession to ensure confidentiality.
B. Written records containing social security numbers are confidential and shall be maintained in locked, secure areas with access limited to those who have a need for such access for payroll, benefit administration, progress record keeping, or such purposes as approved by the JATC Apprenticeship Committee.
C. All electronic apprentice records containing social security numbers shall be safeguarded and any transmission of such records shall be by secure electronic transmission methods only.
D. Documents or records containing social security numbers requiring disposal shall be disposed of by immediate shredding. The JATC Apprenticeship Committee shall ensure that social security numbers in electronic storage will be rendered irretrievable before the disposing of used computer equipment or media.
E. If an apprentice becomes aware of material breach in maintaining the confidentiality of his or her social security number information, the apprentice should report the incident to the Director of Training, who shall investigate the incident and provide a written report to the JATC Apprenticeship Committee, including recommended corrective actions, if any.
F. Unlawful disclosure or misuse of apprentice social security numbers is prohibited and may be subject to disciplinary action up to and including immediate termination or cancellation of Apprenticeship Agreement.

Apprentice Access to Personnel Files or Progress Report Files Policy

A. Apprentices may review their file at reasonable intervals, no more than every six months or as approved by the Director of Training.
B. Set up an appointment with the Director of Training in advance, in writing.
C. The Director of Training shall be present during the review and the apprentice shall not be allowed to remove any documentation from their file.
D. The apprentice is permitted to take notes on the content of their personnel file or progress record.
E. Copying is restricted to the application, warning notices, records of apprentice's discipline and other documents the apprentice has signed. A reasonable fee may be charged for copies up to the JATC's cost.
F. The JATC Apprenticeship Committee may remove documents from the file related to information gathered prior to the apprentice's indenture, such as written references and records relating to the investigation of a possible criminal offense or acceptance into Program and/or any record relating to a third-party statement such as a co-apprentice's statements in a disciplinary investigation or proceeding, or violation of JATC Apprenticeship Committee Policies.

Grievances

Apprentices are encouraged to discuss issues or problems that may arise during related instruction with the Training Director, Coordinators, or an instructor. If after such discussion, the issue or concern is not satisfactorily resolved, the apprentice shall present a written grievance to the Apprenticeship Committee. The Apprenticeship Committee will consider the circumstances and merits of the grievance and decide on the most appropriate course of action. If the apprentice is not satisfied with the decision rendered by the Apprenticeship Committee, he or she can request an appeal within 15 days of receipt of the Apprenticeship Committee's decision.

Transfer of Credits

Apprentices completing the JATC Apprenticeship may be awarded Credit Hours for experiential learning to be used towards related Associate Degree programs at Washtenaw Community College. Apprentices seeking to pursue associate degrees should contact the Registrar's Office at the individual colleges for further details.

Transfer between Apprenticeship Programs

Apprentices wishing to transfer to another UA apprenticeship program must apply directly to the program of interest. Acceptance into the program, and acceptance of transfer credits will be at the discretion of the individual Joint Apprenticeship Training Committee and upon review by the Training Director.

Withdrawal Policy/ Leave of Absences

Apprentices wishing to withdraw from the program, or seek a leave of absence, must submit their request in writing to the Director of Training. All requests for leave of absence will be reviewed by the Apprenticeship Committee, who will notify the student in writing of the decision.

Job Placement

Apprentices are referred to work with contractors who have signed working agreements with the local Union according to the Rules for Referral of Apprentices. Continuous, uninterrupted employment is not guaranteed due to labor market fluctuations, but every effort is made to secure employment for apprentices to achieve 8,600 hours of on-the-job learning.

Counselling and Advisement

The JATC Instructors, Director of Training and are committed to an open-door policy for apprentice advisement issues. Apprentices are encouraged to meet with their instructors or staff members to discuss any related instruction or on the job learning issues they are encountering. Apprentices can also request a meeting with the Director of Training or the Apprenticeship Committee. Contact information for additional resources can be provided to address specific personal needs of apprentices.

Sexual and/or Other Unlawful Harassment Policy

The Joint Apprenticeship and Training Committee of Local Union No. 146 (JATC) is an equal opportunity employer and workplace where sexual harassment and other types of discrimination are not tolerated.

We reaffirm the policy of this JATC to ensure that employees, apprentices, and journeymen are treated with respect and dignity while participating in this program. A positive training and work environment are critical to personal job satisfaction and productivity. We wish to convey in the strongest terms possible that this JATC will not tolerate sexual harassment of any employee, apprentice, or journeyman. Complaints of unlawful discrimination and sexual harassment will result in appropriate disciplinary action, by this JATC, up to and including termination or cancellation.

No employee, apprentice, journeyman, or applicant connected with this program will be discriminated against because of race, color, religion, national origin, sex, age, disability, or veteran status. No reprisals or retaliation of any kind shall be taken against an employee, apprentice or journeyman who exercises his/her rights under this policy.

The following are examples of sexual harassment:

- ***Verbal***: Sexual innuendo, suggestive comments, insults, threats, jokes about gender-specific traits, or sexual propositions.
- ***Nonverbal***: Making suggestive or insulting noises, leering, whistling, or making obscene gestures.
- ***Physical***: Touching, pinching, brushing the body, coercing sexual intercourse, or assault.

Any employee, or apprentice or journeyman who believes he or she has been the subject of sexual harassment should report the alleged conduct, in writing, immediately to James Kline Director of Training. A confidential investigation of any complaint will be undertaken immediately.

Any employee, apprentice or journeyman found by the Organization to have been sexually harassed another will be subject to appropriate disciplinary sanctions by this JATC, ranging from a warning in his or her file up to and including termination or cancellation.

The JATC has appointed James Kline as the Compliance Officer for this program. Mr. Kline and the JATC are responsible for monitoring the equal employment opportunity program and is the office to contact if you believe there is a violation.

This Organization recognizes that the issue of whether sexual harassment has occurred requires a factual determination based on all the evidence received. The JATC also recognizes that false accusations of sexual harassment can have serious effects on innocent men and women. We trust

that all will continue to act in a responsible and professional manner to establish a pleasant training and working environment free of discrimination and or sexual harassment.

Emergency Plan

Evacuation Procedures:

A. Primary rally points most remote accessible parking area.

B. Evacuation routes are according to posted signage.

C. Instructors should have a class roster and be ready to verify students are at the rally point.

D. Director of Training, Training Coordinator's, or Senior Instructor, on site, is authorized to make the decision to evacuate.

EMERGENCY RESPONSE PROCEDURES FOR SEVERE WEATHER

If severe weather causes the closure of area community colleges, the JATC will discontinue instructional activities until the weather event has passed, and it is safe to resume normal operations.

A SEVERE THUNDERSTORM WATCH: Monitor local weather forecasts.

A SEVERE THUNDERSTORM WARNING: Shelter in place and monitor weather forecasts.

A TORNADO WATCH: Monitor local weather forecasts.

A TORNADO WARNING: Shelter in place and monitor weather forecasts.

"Flying debris from tornadoes causes most deaths and injuries."

Fire

Never ignore a fire alarm!

If anyone suspects a fire or if the alarm sounds:

A. Be sure to alert any other occupants of the room.

B. Crawl to the door, stay low to avoid smoke, and super-heated gases that may have entered your room.

C. Feel the doorknob or higher on the door with the back of your hand. If it feels hot, do not open it-the fire may be on the other side of the door. If it is not hot, open slowly.

D. If trapped put a wet cloth under the closed door to help prevent the spread of smoke. If you have a phone in your room dial 911 and tell the operator the following: Room number, and that you are trapped in the room and need to be rescued. Stay on the phone until the fire department arrives at your room.

E. If you must break a window to crawl out, use a chair, a drawer, or a similar object. Throw a blanket over the windowsill to help protect you from broken glass while crawling out.

F. If the hallway is clear of smoke, walk to the nearest fire exit and evacuate the building. Close your door behind you. Leave the firefighting to the professionals.

G. Pull the fire alarm on your way out of the building if the alarm horn is not already sounding.

H. Call Public Safety at 911 from a safe place and report the nature and location of the fire.

I. Do not attempt to extinguish a fire unless you are trained to do so.

J. Do not return inside the building until instructed.

K. The primary safety zone designated is the front parking lot, the most remote accessible parking area.

Utility Failures

A. Notify the ranking authority, Director of Training, Training Coordinator's, or Senior Instructor, on site and advising the situation of utility failure.
B. The location of all utility shut off devices should be identified and shared with all emergency personnel.
C. All Instructors and staff personnel should have flashlights available in the classrooms in case of a power outage.
D. The following actions are to be taken by instructors in the event of a **power failure**:
    a) Report any power failure immediately.
    b) Remain where you are until the extent of the problem is determined.
    c) Always keep a flashlight available in your office. Never use candles during a power failure.
    d) During the daytime hours you can attempt to add as much natural lighting as possible by raising blinds and opening draperies.
    e) Faculty with classes should remain where they are until notified otherwise.

Student Security

A. All Instructors or Students shall report the loss or damage of JATC equipment to the Director of Training.
B. No Firearms or other weapons are permitted on the JATC campuses. Any student found in possession of a firearm shall be immediately dismissed.
C. Students are to report any threats or physical assaults made by fellow students to the Director of Training. Any students engaging in physical assaults or threats will be immediately dismissed.
D. Disruptive behavior will not be tolerated on Campus and should be reported to the Director of Training.
E. Any student who is dismissed from class due to disruptive behavior or disciplinary reasons must leave the property immediately or will be considered trespassing.

Locker/PPE Policy

PURPOSE

Fort Worth Pipe Trades Training Center makes lockers available to apprentices to facilitate the daily storage of their learning materials, PPE, and items related to their studies. Fort Worth Pipe Trades Training Center manages lockers to ensure responsible use of property and for the health and safety of individuals.

GENERAL POLICIES AND PROCEDURES

All lockers located at 9920 White Settlement Road are property of Fort Worth Pipe Trades Training Center and are subject to applicable policies. Fort Worth Pipe Trades Training Center reserves the right to alter the policies governing the use of lockers at any time.

All lockers are provided as-is and are assigned without locks.

All users agree to only occupy the locker assigned. Individuals are responsible for providing their own locks.

No user shall store in a locker: guns, ammunition, weapons of any kind, explosives, prohibited drugs, illegal or illicit items, substances, or other items deemed by the Fort Worth Pipe Trades Training Center to be harmful, offensive, or inappropriate.

Individuals are responsible for damage to their lockers.

Individuals must report all loose bolts, hinges, and other physical problems with a locker immediately to the Director of Training or Admin Manager.

Fort Worth Pipe Trades Training Center shall not be liable for theft, loss, and/or damage to property that result from the use of lockers.

Any loss or damage should be reported to the Director of Training immediately.

LOCKER INSPECTIONS

Fort Worth Pipe Trades Training Center reserves the right to open a locker with or without the consent of the student to whom the locker is registered. The following is a partial listing of examples of when Fort Worth Pipe Trades Training Center will exercise its discretion without notice:

A. Locker abandonment
B. Suspected contents that may be illegal, illicit or deemed by the training center to be harmful, offensive or inappropriate
C. At the request of or generally in cooperation with police authorities
D. Investigative purposes related to suspected or alleged criminal, illegal, or inappropriate activities
E. Risk to the general good of the training center
F. Risk to the general good of the student or student population
G. Unregistered locker
H. Physical damage to or defacing of the locker
I. Odors (spoiled/rancid food, garbage or smelly contents)

If a search of a student locker yields contraband, Fort Worth Pipe Trades Training Center officials will seize the item and, where appropriate, turn it over to appropriate authorities who may follow standard procedures regarding criminal activity (Conduct Violations). Contraband may be used as evidence in internal Fort Worth Pipe Trades Training Center disciplinary proceedings against the student. Contraband is defined as any unauthorized item or substance possession of which is prohibited by Fort Worth Pipe Trades Training Center policy and/or provincial or federal law. It includes but is not limited to weapons and "look-alikes," alcoholic beverages, controlled substances and "look-alikes," equipment or records belonging to the training center, and stolen property.

USAGE AND MAINTENANCE OF LOCKERS

Flammable materials, dangerous chemicals, explosives, or weapons of any kind are prohibited inside the lockers

Illegal or controlled substances such as drugs or alcohol are also strictly prohibited

No interior or exterior alterations or decorations are permitted on lockers including stickers, labels, appliques, or other material with adhesives, tape, magnets, or other means to the exterior or interior surfaces of the locker

The user agrees not to remove or damage the door, shelves, hooks, or any part of the structure of the locker

Any violation of these policies will result in cancellation of locker privileges along with appropriate disciplinary actions.

Students are responsible for clearing out assigned lockers at the end of the school year.

PERSONAL PROTECTIVE EQUIPMENT/ASSESSMENTS – (PPE)

Purpose

The purpose of the Personal Protective Equipment section is to set forth the procedures for the use, care, and maintenance of personal protective equipment required to be used by personnel for the prevention of injuries.
Personal Protective Equipment (PPE) will be assigned to each student at the beginning of the year. It is the student's responsibility to keep their PPE onsite to be used while conducting training in the shop.

Scope

Applies to all Fort Worth Pipe Trades Training Center personnel. This document covers Fort Worth Pipe Trades Training Center personnel and students working or conducting training on site.

All PPE issued from Fort Worth Pipe Trades Training Center shall be at no cost to the person. All personnel will know and follow the procedures outlined in this Program.

Fort Worth Pipe Trades Training Center may charge the person for lost, defective, or damaged PPE due to neglect on the person's behalf. All PPE assigned by Fort Worth Pipe Trades Training Center must be returned if the person is released from employment, training, leaves on own accord, or needs a replacement set due to normal usage.

PPE Cost

Leather gloves- $5.00
Safety Glasses- $5.00
Milwaukee Cut Resistance Gloves- $5.00

Note: Cash (Exact Amount) or Check **ONLY** are the accepted payment methods. The money will be used to replenish PPE supplies.

Personnel-owned Equipment

Where personnel provide their own protective equipment, the protective equipment must be approved by a Fort Worth Pipe Trades Training Center employee/instructor to assure its adequacy, including proper maintenance, and sanitation of such equipment.

When personnel provide adequate protective equipment he or she owns, Fort Worth Pipe Trades Training Center may authorize that person to use it and is not required to reimburse the person for that equipment in the event of loss, damage, or neglect.

Safety Glasses

Safety glasses including prescription safety glasses, must be equipped with side shields, that meet ANSI Z-87.1-2003 standards with “high Impact lenses” are required to be worn by all personnel while in the shop.

Safety Glasses Inspection:

1. Safety Glasses shall be inspected prior to each use.
2. Defective Safety Glass shall be sent to the Director of Training to be issued a new set of Glasses.

NOTE: Fort Worth Pipe Trades Training Center is not required to provide prescription safety glasses.

Reporting an Accident or Injury

A. Any Student, employee or visitor who is involved in an injury or accident shall immediately report the injury or accident to the Director of Training, on-site authority, or Instructor.

B. Persons involved in an accident or injury shall complete and sign an Accident report as soon as possible. Reports are available in the Administrative Office.

C. Instructor or on-site authority (Director/Coordinators) shall ensure the affected person(s) receive immediate medical attention including calling 911 for Emergency Medical Services if necessary. On-site authorities will investigate the incident and ensure that the accident’s cause has been mitigated.

D. Document witness statements if available.

IT IS THE RESPONSIBILITY OF ALL PERSONS TO SUPPORT THIS POLICY OF THE JATC.
JOINT APPENTICESHIP AND TRAINING COMMITTEE OF LOCAL UNION NO. 146

Apprentice Verification Page

I have read and understand the above and agree to follow ALL JATC Policies and Procedures.

_____ _____

Printed Name Signature of Apprentice

_____

Date