

Sheet Metal Workers Local Union 32

Apprenticeship & Training Program

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Policy Statement

A copy of the following policy statement will be given to each apprentice annually. These rules and regulations cover the Sheet Metal Workers LU 32 Joint Apprenticeship Training Committee requirements. Modifications and/or additions and deletions may be made at a later date. Notification of such changes will be distributed to all parties involved. Additional safety, security and quality rules and regulations, which are to be included in this document, are applicable as if included herein.

The following information is provided to give you an overview of the work, safety, security and quality rules and regulations, which apply to all apprentices. Many of these requirements are derived from local, state and federal statutes. Strict compliance with these rules and regulations is mandatory and any apprentice found in violation is subject to disciplinary action, up to and including cancellation of the indenture agreement, at the discretion of the JATC.

Any reference in this policy statement to the male gender is for convenience only and shall be construed to include both male and female.

The final page of this policy statement is an acknowledgement that each apprentice will sign when he/she has received, read, fully understands and agrees to comply with these requirements. Under no circumstances will any apprentice be allowed to attend related training classes until a signed copy of this acknowledgement is in his/her personal file.

General Rules

1. Each apprentice is required to keep the apprenticeship coordinator, the local union office and the employer informed of his current mailing address and phone number immediately, in writing, when the change occurs.
2. Apprentices are required to conduct themselves in a respectful orderly manner before, during and after class at all times while on JATC property. Conduct determined to be unacceptable by the apprenticeship coordinator or any instructor shall constitute the grounds for immediate disciplinary action including but not limited to leaving the premises with no credit for class attendance. Instructors are in full charge of the classroom and shop areas at all times. If an apprentice is directed to leave the premises they must comply immediately.
3. Apprentices must wear the proper attire for the class being taught. No shorts at any time. Sneakers are only allowed while in the classroom. Work shoes are required while in the shop and welding areas. Long sleeve shirts are to be worn while welding.

Related Training

1. Apprentices being disruptive in class will not be tolerated. Instructors are authorized by the JATC to suspend an apprentice from class who violates this regulation. Any apprentice suspended from class will not receive credit for that night.

2. Each apprentice must bring the materials to all classes, which are necessary for that related training class. i.e. appropriate iTi textbook, workbook, calculator and any other materials deemed necessary for that class.

Class Scheduling

1. Classes are scheduled for two (2) nights a week, three (3) hours each class. Class will start at 6:00pm and end at 9:00pm. There will be a fifteen (15) minute break at 7:30pm.
2. At the conclusion of the class there will be a clean up period. All tools must be picked up and stored in the proper location. The shop or classroom must be thoroughly cleaned before any students are dismissed for the night. No student shall leave until all tools are accounted for and the instructor dismisses them. Any apprentice who refuses to help clean up or leaves without being dismissed will not be given credit for that class.

Grading and Testing

1. Apprentices are required to maintain a 70% average on tests and shop projects to advance to the next semester. Failure to maintain this average will result in repeating that semester.
2. Apprentices will be required to pass a mid-term and final exam to advance to the next semester. Failure to pass the mid-term and final exam or failure to take any test or exam will prevent advancement.
3. Shop projects will be graded on a scale of 100 points. Mid-term and final shop projects will be graded by the coordinator.

Attendance

1. It is mandatory that apprentices attend all scheduled classes to obtain the training hours required for advancement.
2. If an apprentice is absent the class must be made up the following week. This make up class is mandatory. Failure to attend this make up class will result in an additional absence.
3. Apprentices are required to call the apprenticeship coordinator or leave a message on the answering machine the day of the absence.
4. At 6:00pm the apprentice will be considered tardy. If an apprentice arrives after 6:15 pm this is considered an absence. Three (3) tardies will be considered an absence. When the third tardy occurs the apprentice will be required to attend the next make up night.
5. At the end of each semester all absences must be made up. Failure to comply with this policy will result in the apprentice repeating the semester.
6. After the third absence the apprentice will automatically be dropped from the program. The three absences are for the school year (September thru May) not per semester.

On The Job Training (OJT)

1. Apprentices must obtain Approximately 1800 hours of on the job training per year.
2. Apprentices will be required to record their on the job training hours on the form provided by the JATC. This will be done at the end of each month.
- 3 Apprentices are required to notify the apprenticeship coordinator if terminated from their job for any reason. This must be done as fast as possible.
4. Apprentices who quit or are fired from their job will initiate an investigation, evaluation and appropriate action from the JATC. An apprentice, who quits, will not be referred out until they come before the J.A.T.C.
5. Apprentices are required to notify their employer in advance when it is necessary to be late or absent from work. If extraordinary circumstances prevent advance notification, notification must be made as soon as possible. Failure to do so can result in being discharged for cause.

Advancement

1. Advancement and pay raises shall be recommended by the JATC only if the following requirements are satisfied:
 - A. Satisfactory progress in related training classes.
 - B. Satisfactory progress in on the job training.
 - C. Compliance with the rules and requirements of the JATC.
 - D. Full attendance including make up nights for missed classes.

Use of Tobacco

1. There will be no smoking in the classrooms.
2. Smoking in the shop areas and outside of the building is a privilege not a right, please be considerate of other non-smoking apprentices.

Alcohol, Drugs and Violence

1. The illegal use, sale or possession of narcotics, drugs or controlled substances, and the possession or consumption of alcoholic beverages, or being under the influence while on the job, attending classes or while on the JATC property is strictly prohibited. Anyone found in violation of this policy is subject to severe disciplinary action. Such action includes, but not limited to being denied the privilege of participating in class, cancellation of the indenture

agreement and criminal prosecution.

2. The instructors are directed to promptly send home by public transportation anyone suspected of being under the influence of drugs or alcohol on JATC property.
3. Anyone fighting on JATC property will be suspended from class on the date of the violation, not given credit for that class and will not be permitted back in class until they have gone before the JATC for disciplinary action.
4. Anyone caught defacing or stealing JATC property will be suspended from class, will not receive credit for that class and will not be permitted back into class until they have gone before the JATC for disciplinary action.
5. Having a firearm on JATC property is not permitted. Anyone who violates this requirement will be terminated from the apprenticeship program.

Harassment and Offensive Behavior

Unwelcome verbal or physical conduct which has the purpose or effect of unreasonably interfering with an individual's work performance or which creates an intimidating, offensive or hostile work environment is not tolerated by the Sheet Metal Workers LU 32 JATC. Harassment which is based on race, color, creed, religion, national origin, sex, disability, age or any other classification protected by law is expressly prohibited. Any individual engaged in such action will be subject to appropriate action including discipline or termination. This policy applies to all employees, instructors and apprentices and prohibits harassment in any form whether physical, verbal or visual.

One type of harassment, which is expressly prohibited, is sexual harassment. Sexual harassment of any employee, instructor or apprentice by another employee, supervisor, manager, agent, apprentice or visitor will not be tolerated. Sexual harassment is defined as:

Unwelcome sexual advances, request for sexual favors or other verbal or physical conduct of a sexual nature when:

1. Submission to such conduct is a condition of getting or keeping a job or getting into or staying in the program, whether expressed in explicit or implicit terms.
2. Employment or training decisions are based on an individual's submission to or rejection of such conduct.
3. Such conduct has the purpose or effect of substantially interfering with an individual's work or school performance or creates an intimidating, hostile or offensive work environment.

Retaliation against an individual for reporting or participating in an investigation of such conduct is also prohibited.

The following behaviors are examples of conduct prohibited by this policy. Please note that these are not the only examples. If you have any questions whether a conduct is permissible under this policy you should discuss it with your supervisor, the JATC coordinator or any member of the committee.

1. use of offensive or demeaning terms which have a sexual connotation,
2. offensive physical proximity or physical contact,
3. unwelcome suggestions regarding or invitations to social engagements or events,
4. the expression of jokes or remarks of a sexual nature or which denigrate persons of a protected class,
5. the use of slurs based upon an individuals protected class status,
6. the dissemination of materials such as cartoons, articles, pictures and the like which have a sexual content of which denigrate persons of a protected class.

This type of behavior is prohibited and should be reported to the JATC coordinator or a committee member whether it occurs at the training facility or in the field, whether it is committed by an instructor, committee member, a fellow apprentice, a journeyman, coordinator, a foreman, a contractor or a supplier.

An individual who believes he or she has been subject to prohibited harassment or offensive behavior of any type should make his or her concerns known by:

1. telling the person engaging in the harassing conduct or communications that the conduct or communication is offensive, against this policy, and must stop, and
2. advising the JATC coordinator. If a manager, instructor or other supervisor learns of any incident in violation of this policy, the facts must be reported immediately to the coordinator. If the individual engaging in the offensive behavior or communication is the JATC coordinator the individual should contact a committee member.
3. Putting the facts surrounding the harassing conduct or communication in writing. Complaints of prohibited harassment are investigated thoroughly and impartially the investigation may include interviews with the individual making the charges, the accused individual and appropriate witnesses.

Failure to report an incident which you know or have reason to believe would be a violation of this policy is in itself a violation of the policy and can result in disciplinary action.

The Sheet Metal Workers LU 32 JATC recognizes that consensual relationships sometimes exist between participants in the program which are, or have the potential of becoming sexual in nature. The JATC strongly discourages such relationships and expressly prohibits those between an instructor and apprentice.

No retaliation will occur because an individual has in good faith reported an incident of suspected harassment. The Sheet Metal Workers LU 32 JATC however recognizes that false accusations of harassment can have serious impact and requires that such reports not be made lightly or in circumstances which do not demonstrate good faith.

Any questions regarding your obligations and those of others under this policy should be directed to the JATC coordinator or to any member of the JATC.

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Apprenticeship & Training Program

HANDBOOK

Acknowledgement of this Agreement

In order to maintain the proper atmosphere of learning for the benefit of all apprentices, rules and regulations are required as contained in this policy statement. Free and voluntary compliance with such rules and regulations is expected from each participant.

I _____, have read, understand and agree to fully comply with the policy statement of the Sheet Metal Workers LU 32 JATC. I acknowledge, accept and agree to comply with all rules and regulations included herein as stated or implied. I further understand that failure to comply will result in disciplinary action up to and including termination from the apprenticeship program and cancellation of the indenture agreement.

Signature

Date

NOTE: THIS PAGE STAYS WITH THE HANDBOOK. A SECOND PAGE WILL BE PROVIDED FOR YOUR SIGNATURE. RETURN THE SECOND PAGE TO THIS OFFICE.

*Sheet Metal Workers Local Union 32
Apprenticeship & Training Program*

HANDBOOK