

TO: ALL SHEET METAL APPRENTICES
FROM: Roger Hudspeth II Business Representative
RE: INITIATION FEE

EFFECTIVE: JULY 1, 2010

The following schedule of payments has been worked out so you will have most of your initiation fee paid by the time you have completed your four years of apprenticeship training, the fee is \$500.00.

YOU ARE REQUIRED TO KEEP YOUR PAYMENTS UP-TO-DATE MONTHLY

Your INITIAL FEE of \$30.00 is paid towards your initiation fee. This is DUE when you start work or when you receive your first paycheck. \$25.00 of the \$30.00 is for you first month dues. The remaining \$5.00 is paid to the South East District Counsel. This is a onetime fee. All monthly dues are late after the 1st day of the next month. You will also be responsible for any death benefits, which are \$5.00 each

This first payment is to be given to the TRAINING DIRECTOR, so your paperwork can be processed.

When you begin as a 1st year apprentice you are an apprentice member. This means you can vote at meetings and have a voice on union business.

SEE ATTACHED SHEET FOR MONTHLY INITIATION FEE PAYMENTS:

Make all checks or money orders payable to: Sheet Metal Workers International Association Local Union #32or (SMWIALU32).

Mail your monthly payments to: Sheet Metal Workers L.U. #32
20375 N.E. 15th Court
North Miami Beach, FL 33179
Phone: 305-651-5971 or
954-522-2233

RULES FOR APPRENTICESHIP CLASSES

1. Related instruction classes are from 6:00 p.m. to 9:00 p.m. classes begin promptly at 6:00 p.m., teacher discretion if late.
2. Any absence from your regular class will be made up in the other class. Apprentices will work on assignments from regular instructor to be graded.
3. Apprentices are responsible for getting a note from make-up instructor stating a class was made up.
4. All Apprentices who have missed two nights of class within a thirty (30) day period and have not made them up will receive a warning letter that they must sign stating that if they miss a third night they will not be allowed in class and will have to contact the Training director for disciplinary action which may include the possibility of expulsion from program.
5. All recurring absences due to illness require a note from your doctor or other proof must be submitted in writing to the Training Director within a timely manner.
6. Classroom attendance, grades, attitude, attendance on-the-job, progress at work, promptness and accuracy of on the job monthly reports or infractions of the rules set by the JATC will have influence on receiving your six month raises and being advanced in time and pay.
7. Apprentices must notify the Training Director or the Sheet Metal Office in West Palm Beach of any change of address or telephone numbers.
8. No alcoholic beverages or illegal drugs of any kind are allowed inside the school property. Violation of this rule can result in the guilty party being dropped from the Sheet Metal Apprentice Program.
9. Shop areas must be kept clean and all scrap metal should be picked up or racked by the end of every class.
10. Fighting or horse play will not be allowed.
11. Apprentices will not receive their six months raise or any pay increase until their financial obligations are met. This means: regardless of whether your projects are up-to-date, or all your monthly reports are turned in, all your quizzes are completed, and no matter how high your score on your six months test, **YOU MUST MEET YOUR FINANCIAL OBLIGATION TO RECEIVE YOUR PAY INCREASE.** It is the apprentice responsibility to keep up-to-date with your initiation fee payments.

12. All apprentices should be aware of the penalty involved if you go suspended, after becoming an apprentice member.

SWMIA CONSTITUTION AND RITUAL

Article Sixteen, Section 10

Any member who becomes two (2) months in arrears shall be recorded suspended by the Local Financial Secretary/Treasurer and by the General Secretary/Treasurer without notice and under no circumstances shall any extension of time be granted.

Note: If you fail to reinstate your membership within two (2) months from the date of such suspension, all monies you have paid toward your initiation fee will be forfeited.

YOU SHOULD KEEP YOUR INITIATION FEES PAID IN ADVANCE TO AVOID PROBLEMS.

13. In order to advance to the next year of the curriculum and pay wage, all students must achieve a combined average score of 70% for all tests and quizzes. In addition, they must pass all final examinations for each year of training.
14. Any student that fails to achieve a combined total test score of 70% or pass the final examinations for the year will be required to repeat the entire year of training from the beginning the next time it is offered. The apprentice will not advance in pay scale until the required criteria have been met and may be subject to termination from the program as determined by the Committee on a case by case basis. Apprentices must pass all required tests and have all required certifications in order to turn out of the program.
15. All apprentices are required to sign the Sheet Metal Scholarship Loan Agreement for each year of your apprenticeship. (All of this will be explained by the Training Director)
16. All Sheet Metal Apprentices are required to furnish their own personal hand tools
17. All Sheet Metal Apprentices leaving the training program, for any reason, must return all Sheet Metal Apprentice workbooks in their possession.
18. All Sheet Metal Apprentices are required to work under the direct supervision of a Sheet Metal Journeyman.
19. Sheet Metal Apprentices who fail to pay their initiation fee payments may not be allowed to work until their financial obligation is met.
20. All Sheet Metal Apprentices must conduct themselves in a credible, ethical, moral manner at all times. A lot of effort, time, and money will be spent on training you to become a skilled and competent Sheet Metal Worker. What a great opportunity this is for people to have health insurance and a good retirement.

ON THE JOB MONTHLY REPORTS

1. Monthly reports are to be filled out properly with correct dates, added right, filled out on back by foreman or journeyman and signed, and the apprentice finishes at the bottom. Provided they are not correct they will returned to that apprentice and will be considered late.
2. Monthly reports are to be turned in to the teacher at school no later than the second night of that students scheduled class. **FOLLOWING THE END OF THE PREVIOUS MONTH.** (Scheduled class dates are determined by the school calendar.)
3. During the summer months monthly reports are due to the Training Director the 1st full week of the following month. **NO EXCEPTIONS.** You can mail them or drop them off.
4. All pay raises and advancements will be held if these rules are not followed.

REQUIRED FUNCTIONS OF SHEET METAL APPRENTICES

1. All apprentices are required to participate in the Local Apprentice Contest held each year. Failure to participate will result in (3) months held back on raises or advancements.
2. All apprentices may be required to attend special orientations by the request of the Committee or Representatives of Sheet Metal Local Union #32.

ASIGNMENTS, PROJECTS, AND EXAMS

Note: It is the apprentice's responsibility to be prepared for class by reading all necessary material needed and completing all workbook assignments ahead of time.

1. All apprentices are to read and study all homework given to them and pass quizzes each week.
2. All apprentices will be required to lay out and complete (1) drafting project or other project your teacher assigns per week.
3. All apprentices will be required to fabricate and complete (1) sheet metal project per week.
4. Each apprentice will be required to take and pass EXAM every (6) months before being eligible for advancement in the program.

RULES FOR APPRENTICES ON THE JOB

1. **ATTENDANCE AT WORK:** If you are unable to get to work, be sure to notify your employer before your shift starts. If you must take time off, be sure to notify your employer in advance.
2. **WORK RULES:**
 - a) Apprentices **MAY NOT QUIT** the job on which they have been placed.
 - b) Apprentices **MAY NOT REFUSE WORK.**
 - c) Employers may **LAY OFF** apprentices for lack of work, job completion, etc. If you are laid off, or terminated, you **MUST** report to the Training Director's office with a termination slip from the employer **BEFORE** you go to the Hiring Hall to place your name on the-out-work list.
 - d) When you are sent out on a job from the Hiring Hall, you are to bring a copy of the of your job referral to the Director's office before reporting to the job site.

e) Apprentices are to bring all job related problems to the attention of the Director AS SOON AS POSSIBLE.

REQUIREMENTS FOR ACCEPTANCE IN THE SHEET METAL APPRENTICESHIP

1. After the applicant for the Sheet Metal Apprenticeship has filed out the application form and passed the basic math evaluation, (70% or better) the following items must be included in the applicant's file.

- a. Copy of your valid driver's license.
- b. Copy of your social security card.
- c. Copy of your liability (car insurance) card.
- d. Proof of car ownership. (Dependable transportation)
- e. Any other information such as further education, resume's etc.

2. When your application is processed, with the above items included, your references will be checked.

3. Applications for acceptance in the Sheet Metal Apprenticeship will be valid for one year.