



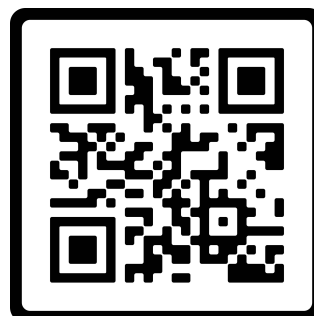
## **SOUTHWEST CARPENTERS' TRAINING FUND**

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# **SOUTHWEST CARPENTER AND AFFILIATED TRADES JOINT APPRENTICESHIP TRAINING PROGRAM**

## **RULES, REGULATIONS, AND GENERAL PROGRAM INFORMATION**

**CARPENTERS' APPRENTICESHIP PROGRAM OPERATIONS IN:**

**ARIZONA – CALIFORNIA – COLORADO – NEVADA**

**NEW MEXICO/WEST TEXAS – UTAH**

**(Revised February 2020)**

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Southwest Carpenter and Affiliated Trades Joint Apprenticeship Training Committee  
Southwest Carpenters Training Fund  
Program Policies, Rules, and Regulations

## **INTRODUCTION**

The Southwest Carpenter and Affiliated Trades Joint Apprenticeship and Training Program is Labor/Management sponsored by the Southwest Carpenters and Affiliated Trades Joint Apprenticeship and Training Committee (SAT JATC referred to as the “Committee”). The Committee is composed of equal representation from the Southwest Regional Council of Carpenters (Labor) and the Association of General Contractors (Employers). As a registered apprenticeship program, SAT JATC has full authority under Federal and State Regulations to set policies and procedures for the programs covered by the standards. The Committee has program oversight in Arizona, California (Southern), Colorado/Wyoming, Nevada, New Mexico/West Texas, and Utah. The Committee has established sub-committees and disciplinary advisory panels (DAP) in each area consisting of labor/management, registration agency, education agency, as well as directors and coordinator representatives. The Committee has delegated the authority for the day-to-day operations in all areas to the Southwest Carpenters’ Training Fund.

(See Attachment A “Organizational Chart”).

More SAT JATC program information, training schedules, important links to UBC and Southwest Regional Council of Carpenters Local Unions, and Southwest Carpenters’ Training Fund (SWCTF) news, announcements and updates can be seen at the OFFICIAL TRAINING FUND website [www.swctf.org](http://www.swctf.org)

### List of Attachments

1. Weekday Training
2. Training Center Rules and Regulation
3. Anti-Harassment/Anti-Discrimination
4. Alcohol/Drug/Firearms
5. Organization Chart

### List of State Addendums

Arizona  
California  
Colorado/Wyoming  
New Mexico/West Texas  
Nevada  
Utah  
Millwright All States

## General Program Information

### GENERAL PROGRAM INFORMATION

The general information provided here applies all indentured apprentices and compliance is mandatory to meet the trade program requirements for both related and supplemental instruction (RSI/classroom) and on-the-job hours (jobsite OJT) training components covering the work process skills needed to be considered a professional of the trade. The sections below explain how apprentices will comply with the program rules and regulations to graduate and earn a "Journey Worker" certificate. "State Addendums" are provided for specific program details outside of California (Southern) where states may have varying local laws or regulations.

#### 1. Term of Apprenticeship

- a. The "Term" of apprenticeship a combination of the hours required to complete the RSI and OJT. For example, the typical term for a carpenter completing a four-year program is six hundred-forty (640) hours of RSI and five thousand-two hundred (5,200) hours of OJT (See State Addendums).
- b. Apprentices that enter the program at a higher level than first period will have credit awarded, up to the period of indenture, by the Committee for RSI courses and OJT hours (reduced term).
  - i. Apprentices with documented AA or AS degree in Industrial Construction may be awarded one (1) period toward completion if evaluated and approved at time of indenture.
- c. Terms of apprenticeship may be changed by the Committee to meet industry needs.
  - i. Changes to the terms of apprenticeship are approved by the state/federal registration agency(s).
  - ii. Changes to apprenticeship terms only affects new indentures and apprentices reinstating.
  - iii. No RSI requirements shall be waived for either school transcripts or prior on-the-job experience unless authorized by the Committee.

#### 2. Transferring Apprentices

- a. Apprentices transferring into any program covered by these rules and regulations must be re-indentured through the applicable local union (See Local Union Contacts Attachment).
  - i. Apprentices may only transfer into the same craft. To enter a new craft, apprentices must apply to the program and follow the application process.
  - ii. All transferring apprentices will be given credit for skill/equivalent units and work hours experience based on records from their former JATC.

#### 3. Probation Period

- a. Probation periods are as follows:
  - i. First 1,000 hours of on-the-job training, or one-year (12 months) whichever occurs first, and seventy-two (72) hours of RSI instruction (2 classes).
- b. During the probation period, the apprentice or the Committee may request cancellation from the program without a cause (reason).
- c. After the probation period ends, the Committee may cancel an apprentice for any violation of the rules and regulations with ample notice to the apprentice. Apprentices must be provided an opportunity for corrective action prior to cancellation. (See Disciplinary Action)

#### 4. Related and Supplemental Training

- a. Attending weekday training (or as scheduled) is mandatory for apprentices. Apprentices must attend four-forty (4/40) hour classes, or 160 hours each year of their program. A total of sixteen courses covering theory and practical experience to begin development of work process skillsets (See State Addendum for variation for three- or five-year programs). Apprentices indenturing at a higher period

## General Program Information

level will also attend 160 RSI hours each year but will only be scheduled to the remaining courses in the program

- i. All Apprentices will be required to successfully complete an Orientation Class as required by the Committee.
- b. Apprentices are required to register with the appropriate local education agency (LEA/College) and follow all registration policies and procedures.
  - i. College Certificates for properly registered apprentices will be earned for each successfully completed class.
  - ii. Tuition and fees are paid by program sponsors. Apprentices are only responsible for purchasing required books and classroom materials from the training center (see Weekday Training).
  - iii. Apprentices that wish to earn an Associate in Science/Construction Technology degree may pursue the additional college education requirements at their own expense (See office staff for more information).
- c. "Class Letters" are sent to apprentices thirty days in advance of class start date. As a courtesy, apprentices receive reminder texts and instructor phone calls within one week of class date. Apprentice's annual scheduled classes appear on the member's Training Verification Card (TVC; See below)
  - i. In no case will the Committee accept "I didn't know I was scheduled for class" as an excuse for non-attendance.
  - ii. Attendance in training is unpaid, however apprentices may be eligible and may apply to receive unemployment benefits for attending mandatory training (See Unemployment).
  - iii. Apprentices will receive one class letter approximately every three months (4/1-week classes months). Millwrights and Pile Driver will receive two class letters, approximately six months apart (classes are 2/2-week classes) each year of the program.
- d. Apprentices that fail to attend scheduled training will be cited to the Committee for non-compliance with training requirements (See Disciplinary Action). Apprentices that fall more than six months behind in RSI attendance will be cited to the Committee for a program status review (See Disciplinary Action).
- e. Class Reschedule requests are limited to one (1) class reschedule approved each year of the program. Apprentices must submit a written request (email is acceptable) with a valid reason for requesting a reschedule.
  - i. As part of the approval process, all requests are to be received by the training center no later than noon of the Friday prior to the class start date. Approvals by training Coordinator will be based on verified documentation submitted at the time of request. Examples of valid reasons are: Medical Procedures, Family Leave.
  - ii. A contractor may submit a reschedule request on behalf of an apprentice. Contractor requests must be email to the training center by the contractor on letterhead and must include the apprentice's signature/acknowledgement.
  - iii. An approval/denial notice will be provided to the apprentice/contractor. If an approval notice is not received prior to class started date, apprentices/contractors should not assume approval was granted. Contact the training center to verify. If you do not verify the reschedule approval and miss the first day of scheduled class, you will be cited for class attendance disciplinary action.
  - iv. At the time the class is approved for reschedule, the training center will add the new class date to the apprentice's annual class schedule. When applying for a reschedule, apprentices must

## General Program Information

understand that a rescheduled class date may be in the *previous/same/next month* as classes previously assigned. *For example*, an apprentice's annual schedule is:

1. Orientation 1/6/2020,
  2. Safety/Health Certification 4/13/2020,
  3. Tool/Equipment Applications ~~7/6/2020~~ (*reschedule request approved*),
  4. Basic Wall Framing 10/12/2020,
  5. *Rescheduled Tool/Equipment Applications 11/16/2020.*
- f. All rescheduled class dates are mandatory attend or be canceled.
- g. Unassigned class (Walk-in) may be attended by apprentices who are not working. Apprentices should contact the training center for information regarding the available classes in session. When apprentices attend a class for which they are not officially scheduled, they must abide by all rules for completing training as if they were regularly scheduled for the class.
- i. Apprentices that walk-in *will remain scheduled* to their regular training classes. Apprentices that complete the walk-in class will be "excused" when the *same class appears in their annual schedule*.

### 5. Training Verification Card

- a. Training verification cards (TVC) are issued to all active United Brotherhood of Carpenters (UBC) members by the Carpenters' International Training Center. The card is the digital history of training for the member.
- i. The card's QR Code can be scanned by a member, or on the jobsite by employers to determine a member's current/expiring certifications, qualifications, proof of mandatory anti-harassment/discrimination training, and any scheduled or completed training classes.
  - ii. It is highly recommended that apprentices and journey workers have this card available during all work and training hours.
  - iii. Cards are deactivated once a member is no longer an active with a local.
  - iv. If lost, a replacement card can be requested in writing (via email is acceptable), or in-person at the training center office. Sample card below:



### 6. Mandatory On-the-Job Training

- a. Apprentices must remain "available for work" and maintain acceptable work hours for each year during the term of apprenticeship. The acceptable hours range between 1200-2000 OJT per year for a typical four-year program.

## General Program Information

- i. To be in program compliance, apprentices must be on the out-of-work and daily dispatch list (OWL/DDL) when not employed to be considered “available for work”.
- ii. Information and rules on how to register on the OWL/DDL are provided on the State Addendum to these rules and regulations (See attachments).
- iii. Apprentices’ work history will be checked periodically for program OJT compliance. If work hours reported to the Trust are not within the acceptable range, apprentices will be cited to the Committee for a program status review. (See Disciplinary Action).
- iv. As part of the program status review, the Committee may review OWL/DD records for consistent registration and refusal of work dispatch records.
- v. Maintaining active local union contact, networking, and conducting work solicitation with contractors (unless prohibited i.e. millwrights) are strongly advised for all apprentices in consideration of maintaining OJT hours.
- vi. In addition to remaining available for dispatch, apprentices must keep a daily record of the OJT hours (referred to as a “bluebook”) spent in each work process category outlined for each craft/area (See State Addendum).
- vii. Instruction on how to record and report work process hours is covered in the first week of classroom training. (See Weekday Training) Below is a sample of the Carpenter work processes:

4-Year Program	Approximate Hours		
Core Skills	725	-	800
Concrete Formwork	1375	-	2,500
Wood/Metal Framing	1625	-	2,500
Exterior/Interior Finish (Including but not limited to: building envelope, window/door pre-cut glass fabrication/production, lockers)	915	-	1,300
Supplemental Skills: (Including but not limited to: refinery work, solar system installation, specialty installations, fencing, traffic control, and green site work)	560	-	900
<b>Total</b>	<b>5,200</b>	<b>-</b>	<b>8,000</b>

- b. Apprentices shall accept a job assignment made by the dispatcher without debate.
  - i. Apprentices who refuse a job assignment shall be cited to their committee.
  - ii. If apprentices fail to report as dispatched to a job off the out-of-work list, they will be cited to the Committee. The Committee will determine if there is cause for cancellation from the training program.
  - iii. Dispatched apprentices are not permitted to “voluntarily” quit a job prior to lay-off.
  - iv. Job tardiness, job absences or poor work performance will not be tolerated. All apprentices who are terminated for cause by an employer or/and as ineligible for rehire will be cited to the committee to explain why they should not be terminated from the program.

### 7. Disciplinary Action: Suspensions, Cancellations, Holds, and Voluntary Withdrawals

- a. Apprentices that violate program policies, rules and regulations will be cited to the Committee. The Committee has established Disciplinary Advisory Panels (DAP/See Organization Chart Attachment) to

## General Program Information

handle the day-to-day hearing and handling of policy, rules, and regulations violations. Program violations may result in Suspension and/or Cancellation from the program.

- b. Suspensions are immediate action issued for, but not limited to, the following and can lead to cancellation:
  - i. Apprentices that miss the first day of class
  - ii. Non-Attendance or incomplete attendance
  - iii. Training or jobsite misconduct
  - iv. Cheating, thievery or vandalism during training or on-the-job
  - v. Apprentices that are “inactive/suspended” with the local union
- c. Suspensions are one week per week of missed class. (i.e. 40 OJT, or 80 OJT if classes are consecutive)
  - i. Suspensions may be rescinded by Coordinator on a case-by-case basis
- d. Cancellations are issued but not limited to the following:
  - i. Failure to attend program RSI as scheduled or rescheduled mandatory attend or be canceled
  - ii. Probationary Apprentices that fail to attend class
  - iii. Failure to complete or pass two (2) consecutive classes
  - iv. Failure to comply with OJT available for work requirements
  - v. Failure to comply with program requirements and/or have ignored letters and citations
    - 1. Failure to appear as cited (unless excused) or comply with Committee/DAP directives
    - 2. Second failure to appear as cited will result in automatic cancellation
    - 3. Demonstrates a pattern of avoiding completion of RSI or OJT
    - 4. Unacceptable acts of conduct during training or on-the-job (See Weekday Training)
- e. Apprentices reported to the committee/advisory committee by the local union as being suspended from membership will be in non-compliance with the terms of the apprenticeship agreement and cited for cancellation from the program.
- f. Cancellation is a *Three Strikes Policy*: The first and second cancellations will be for 30 days each, any apprentice receiving a third cancellation will be canceled for one (1) year. (See State Addendums)
- g. Program “Hold” will be considered on a temporary basis of less than six months in duration with valid documentation for apprentices on “personal family leave, or with ongoing medical concerns or who are on medical disability. Other reasons such as military call to duty, or participation in approved alcohol/drug rehabilitation may also be approved on a case-by-case basis.
  - i. Apprentices will submit a “Hold” request in writing and appear before the Committee (unless restricted)
  - ii. Apprentices on “Hold” will be reviewed periodically for program status. Holds that have exceed six months may be resolved by an apprentice’s request for a “voluntary withdrawal”
  - iii. when “hold” status has not been resolved within six months and the apprentice has not requested a voluntary withdrawal, the Committee may cite apprentices for possible cancellation due to falling behind in on-the-job training.
- h. Voluntary Withdrawals may be requested at any time if an apprentice cannot continue their apprenticeship on a full-time basis, inclusive of work and/or school attendance.
  - i. To request a voluntary withdrawal, apprentices must be in “good standing” with both the union and the program.
  - ii. Apprentices who withdraw in good standing from the program shall be eligible for reinstatement at any time within two (2) years from the date of withdrawal/cancellation at the same period level. (See Program Reinstatement)



## General Program Information

### 8. Disciplinary Appeals and Complaints

- a. Apprentices may make an appeal of disciplinary action or file a complaint by submitting in writing (email to training center is acceptable) a statement with a valid reason for the appeal/complaint. (See Rights and Privileges)

### 9. Program Reinstatement

- a. Apprentices canceled from the program for disciplinary action, or due to voluntary withdrawal may be reinstated into the program. Any apprentice requesting reinstatement into the Apprenticeship program, must submit any appropriate documentation. Apprentices that were canceled for one year must appear before the Committee at which time reinstatement will be at the discretion of the JATC.
  - i. In most cases reinstated apprentices are credited with all completed classes and on-the-job training hours earned prior to cancellation. Factors that may affect the credit of previously earned credits include the length of time away from the trade, and/or lack of enough OJT experience in work processes for the period of reinstatement. The Committee must approve previous credits.
  - ii. Apprentices canceled by the Committee must request reinstatement after the expiration of the cancellation (30 days or 1 year) period and must submit an Intent to Hire Letter from an employer.
  - iii. Apprentices seeking reinstatement due to voluntary withdrawal *do not need* an Intent to Hire Letter from an employer *unless more than two years has passed*.
  - iv. Apprentices seeking release from "Hold" status do not need to see the Committee but must turn in documentation to training center office staff stating they can return with full participation in order to continue in the program.
  - v. Apprentice wage rates shall be based on the rate in effect at the time of reinstatement.
  - vi. The probation period for reinstated apprentices is 1,000 OJT hours and 72 RSI hours.

### 10. Program Progression (Upgrades) and Completion

- a. The total term of apprenticeship is divided into period levels with a specified number of RSI and OJT for each period. Apprentices progress through the program by successfully completing the required number of RSI and Trust reported OJT hours to move from the current period to the next period level.
- b. As each period is attained an "upgrade" of the apprentice's wage is awarded. The wage is stated as a percent of the current journey worker wage for that period.
- c. Apprentices or employers may request meritorious upgrade of period level. A written request must include the Evaluation/Re-evaluation upgrade request form.
  - i. Apprentices shall be in program compliance and good standing with the local.
  - ii. After full review, the Committee has the authority to approve or deny merit upgrades. The Committee may restrict requests to only one during the term of apprenticeship.
  - iii. The Committee may grant completion advancement (without a trade certificate) limited to 12.5% of apprenticeship term.
- d. Apprentices may not ask to have their period level re-evaluated ("downgrade") without compelling reasons.
- e. Apprentices who have completed all RSI/Safety Certifications but do not have the required work hours to receive their Journeyman Certificate within twelve (12) months after completing school will be cited for program status. Program status citations may result in cancellation from the program.

## General Program Information

- f. Progression chart for Carpenter term RSI and OJT requirements and wage increase for each period is below:

Period	Percent	OJL Hours Months (#)	RTI Hours		Period	Percent	Hours Months(#)	RTI Hours
1	40*	1000 0-1000	80 0-80		5	70	600 2801-3400	80 321-400
2	50	600 1001-1600	80 81-160		6	75	600 3401-4000	80 400-480
3	60	600 1601-2200	80 161-240		7	80	600 4001-4600	80 481-560
4	65	600 2201-2800	80 241-320		8	90	600 4601-5200	80 561-640

\*45% in San Diego

(See State Addendums for specific craft/area charts)

### 11. Benefits and Vacation Pay

- Hourly benefits are paid for by program employer/sponsors in addition to hourly wages. Starting at indenture, apprentices will be paid wages, receive health/welfare, and vacation pay benefits.
- Employer/sponsors also pay other program benefits such as pension, supplement dues, and training contributions.
- These contributions are listed on checks, taxed according to IRSC Code/Local regulations, and paid into managed Trust Funds regulated by Federal regulations (ERISA) on UBC members' behalf. A detailed explanation of benefit eligibility requirements and vacation payouts are provided during Orientation. (See State Addendums)

### 12. Apprentice Responsibilities

- Proper conduct and compliance with rules and regulations are required in order to remain in the Program. Apprentices will sign a receipt acknowledging all the program rules and regulations. If cited to the Committee for any reason "I didn't know the rule" is not an acceptable excuse to avoid disciplinary action.
- Apprentices will always keep with them a copy of the rules and regulations along with textbooks for personal and class instructor's periodic review.
- Contact information must be kept current at-all-times and is the responsibility of the apprentice and not the apprenticeship or local union.
- Apprentices must report immediately any change of address, phone number, email (optional) to their Local Union. The training office staff cannot enter change of address or phone numbers for apprentices.
- Non-receipt of a notice certified or otherwise, due to unreported change of address/phone will be insufficient grounds to sustain an appeal of any non-compliance disciplinary action (See Disciplinary Action).
- Apprentices must respond to disciplinary citation letters and notices. When faced with circumstances beyond their control, apprentices may request to be excused and/or rescheduled to appear by communicating with training center staff in writing (email is acceptable).
- Apprentices are required to complete and maintain emergency contact information. Emergency contact information will enable the school to notify a doctor, spouse, or family member in case of an emergency. A form will be provided at the beginning of each class session.

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- h. Apprentices must keep their dues current to avoid inactive or suspended status with the local union. Apprentices suspended with the local union will not be allowed to attend RSI and may be cited to the Committee for program status and consideration for or be cancellation.
- i. Apprentices are required to be available for work. In addition to registering on the out-of-work/daily dispatch lists, apprentices are highly encouraged to attend local union meetings and events. Networking for job opportunities is an apprentice's responsibility.
- j. Apprentices are responsible for attaining safety and health certifications (MLA) and reporting them to the training office staff when taken through an outside certified agency. Apprentices should report any observation of safety/OSHA work practices during training and on-the-job.
- k. It is the responsibility of the apprentice to give a copy of upgrade letters to employer immediately upon return (when employed) to work. There is no retro-active pay if apprentices fail to comply.
- l. Apprentices should report any jobsite abuses to supervisors, agents, training coordinator and/or instructor without fear of retaliation.
- m. Apprentices should review the SWCTF website for important training information, notices, schedules, and links to UBC and Southwest Regional Council of Carpenters websites. All these resources provide apprentices/members with ongoing updates, news and articles, and information on benefits as well as work outlooks.

### 13. On-The-Job-Abuses

- a. All apprentices shall immediately report on-the-job (OJT) abuses to the local union representative and training Coordinator. Local union representatives will conduct an interview to determine if a grievance is warranted.
- b. It is possible for a contractor to request that apprentices be cited to the committee for inappropriate behavior on the job.
- c. An apprentice having jobsite issues may seek re-assignment through the local union. Walking off a job without contacting the local is not permitted.

### 14. Safety and Health

- a. Apprentices will always follow OSHA regulations, as well as training center safety standards during classes and on-the-job. Safety is everyone's responsibility, and all observed unsafe practices will be reported to the instructor(s) or jobsite supervision immediately.
- b. Apprentices are required to wear proper work clothing and safety gear. (See Training Center Rules), THINK SAFE/WORK SAFE
- c. No personal power tools may be used on shop floor projects or on-the-job.
- d. All Apprentices are required to complete the certifications listed in the Master Labor Agreement and any other certifications or local requirements to meet City, State or Federal rules or laws as well as Committee requirements. Failure to comply with the above, shall be cause for denial of journeyman advancement.

### 15. Anti-Harassment/Discrimination/Disabilities Policy (EEO Regulations)

- a. The Committee is committed to providing a work and training environment free from unlawful harassment and discrimination. Violations will be dealt with by appropriate disciplinary action as outlined in the Harassment Policy (See Anti-Discrimination/Harassment Policy Statement Attachment). The Harassment policy will be explained and reviewed during every class session and apprentices will be asked to sign a form acknowledging receipt of training that the policy has been explained to them.

## General Program Information

Apprentices are afforded an opportunity to confidentially self-identify as an Individual-With-Disability (IWD) by completing the appropriate form. Every effort will be made to respect apprentice's right to privacy and information will be protected. Apprentices that have made such a declaration may request reasonable accommodation for their disability. (See Anti-Harassment/Discrimination Policy)

### 16. Alcohol and Drug Policy

- a. Everyone must be fit for work. Being under the influence, drinking alcohol, and/or using any controlled substances on the premises, including the parking lot, is strictly forbidden. Violation of this rule is grounds for immediate suspension or cancellation from the program.
- b. For safety purposes, apprentices that display impaired or suspicious behavior will be asked to immediately comply with voluntary onsite (oral) drug/substance testing.
  - i. Apprentices with positive test results, or refuse to take the drug test, will be immediately removed from training and cited to the DAP/Committee for disciplinary action.
- c. The sale or possession of any illegal substance on campus or presence on campus of any controlled substance is good cause for suspension or cancellation from the Apprenticeship Program.

### 17. Unemployment Benefits

- a. Where applicable for each "State" apprentices completing their daytime training hours may be eligible for unemployment insurance benefits.
- b. Apprentices must file annual claims with the local area employment development department agency apply for and receive their benefits (See State Addendum). Each time apprentices attend training they must fill-out the necessary employment benefit forms.
- c. A letter of class completion will be provided to all apprentices with full attendance in required daytime training hours.

### 18. Rights and Privileges

- a. Apprentices may request an appearance before the Committee/Disciplinary Advisory Panel (DAP) for any reason they feel is beneficial to apprenticeship. Such requests shall be in written form (email is acceptable) and briefly describe the purpose for the appearance. When contacted, training center staff can provide Committee/DAP meeting dates so that requests to appear can be received and added to the agenda prior to the next available meeting date.
- b. All Apprentice records shall be kept on file at the training center where the apprentice attends. Apprentices have the right to examine any records pertinent to their apprenticeship evaluation. Request for copies of the records may be provided at the Apprentice's expense.
  - i. Apprentices' sensitive private information is kept confidential. Every reason effort is taken to protect privacy rights through record processing and system security settings.
- c. Time-to-time apprentices may be asked to participate in photographing for both print and video marketing of our programs. These activities are voluntary and to participate apprentices will be asked to sign a release form.
- d. Should cancellation from the program occur, apprentices have the right to appeal by writing (email is acceptable) to the Committee/DAP within 15 days of cancellation. To appeal a cancellation locally, an apprentice must contact the Disciplinary Action Panel (DAP) or Committee within 15 days of his/her cancellation date. All such requests must be received within 15 days of disciplinary action or incident. Appeals/complaints will be heard first by the training center Coordinator.

### General Program Information

- e. If the Coordinator's decision or resolution is unaccepted, the apprentice may ask in writing within 15 days of notice to have the complaint/appeal heard by the Committee.
- f. Apprenticeship discrimination/harassment complaints must be in writing and submitted within three hundred (300) days of the date of the alleged discriminatory/harassment incident and contain the names of parties involved, any action or resolutions sought, and supporting dates and documentation.
- g. Apprentices have the right to appeal cancellations made by local Committee to the appropriate State Administrator of Apprenticeship Standards. (See State Addendums)
- h. Should Apprentices fail to appeal their cancellation from the program, the cancellation will remain in effect.

THE JOINT APPRENTICESHIP AND TRAINING COMMITTEE RETAINS THE RIGHT TO DELETE, MODIFY OR  
CHANGE THESE RULES AND REGULATIONS AT ANY TIME DEEMED NECESSARY

## General Program Information

### PROGRAM RULES AND REGULATION RECEIPT

By signing below, I do certify that I have received and read thoroughly the general program information, rules and regulations, and the policies of the SOUTHWEST CARPENTERS TRAINING FUND (Listed below). I further understand that failure to comply with the policies set forth, is cause for disciplinary action by the Committee and/or Discipline Advisory Panel (DAP), including a recommendation to the State Administrator of Apprenticeship for cancellation from the program.

Name/Signature: \_\_\_\_\_

Date: \_\_\_\_\_

UBC ID: \_\_\_\_\_

Local Union: \_\_\_\_\_

Initials	Policy Agreement to Comply
	General Program Information
	Weekday Training Information and Dress Code
	Training Center Rules and Regulations
	EEO Anti-Harassment/Anti-Discrimination Policy and Training
	Alcohol/Drug/Firearms Policy
	Optional
	Individual-With-Disability Self-Identification (IWD)
	Image Release Form

## Weekday Training (Attachment 1)

### WEEKDAY TRAINING

#### 1. Training Schedule

- a. Apprentice classes are held Monday through Thursday from 6:00 AM to 4:30 PM weekly (40 Hours). Training schedules may be adjusted from time to time for holidays or other related schedule events. If a change to the normal daytime training hours is necessary, the alternate dates/times will be provided on class letters and notices provided in advance of affected classes start dates.
- b. Apprentices must attend all forty hours in order to receive RSI credits.
- c. Apprentices may be excused from training only for reasons that are beyond their control and supported by documentation.
- d. Apprentices who are on Family Medical Leave (FML) or who are under a doctor's care and cannot fully perform their normal duties will not be allowed to attend training classes until they submit return to work verification or "Doctor's Release" that they can safely perform their full normal duties during training to the Committee/Training Center staff. (See "Holds")
- e. Apprentices who at any time cannot continue in compliance for any reason may request a voluntary withdrawal from the program.
- f. Training schedules for all areas may be viewed at <https://www.swctf.org/schedule/>

#### 2. Class Registration

- a. Each semester apprentices will register with the appropriate local education agency (LEA).
- b. As required, apprentices will enroll online (unless otherwise instructed) in each course prior to the course start date provided on Class Letters/Notification sent to apprentices.
- c. Training center staff will verify enrollments, and any/all scheduled apprentices that have not completed enrollment will not be allowed to continue in class until such enrollment has been completed.
- d. Instructions for registration and enrollment are provided on State Addendums.

#### 3. Class Attendance

- a. Sign-In for class is at 6:00 am start time.
- b. Training dress code:
  - i. Hard Hat, clear safety glasses, work gloves, and work boots
  - ii. Clothing shall be work suitable long pants and shirts with sleeves, free of any designs, unless union or employer issued. If in doubt, wear a plain colored tee-shirt with sleeves and non-fashion-styled jeans.
  - iii. If "Ball Caps" are worn inside the facility, they should follow the same design policy meaning union or employer issued. Ball caps shall not be worn under hard hats per OSHA safety regulations.
  - iv. Any "accessory" (i.e. wristlets/jewelry/earrings or ) worn that may be deemed unsafe should be removed during training.
  - v. For safety reasons, long hair must be pulled back and secured with hairband when on the training floor.
- c. Every apprentice must follow the dress code and bring tools and textbooks to class every day or be dismissed from class.

### Weekday Training (Attachment 1)

- i. A Turn Away Form (dismissal from class) will be issued to apprentices without dress code attire or tools on first/every day of class, and without textbooks by the second day of class.
- ii. Apprentices dismissed from class will be automatically rescheduled as attend or be canceled status. (See Related and Supplemental Training 4-f)
- d. Apprentice(s) whose name is not on the sign-in sheet provided should add their name to the list, sign-in and wait in the class for further instructions from instructor/office staff.
- e. Apprentices will be required to purchase the required class textbooks or workbooks and any other required resource books from the training center.

#### 4. Absences, Late Arrival

- a. Apprentices are not permitted to miss the first day of class, and only one absence is acceptable during of the remaining days of the class. Apprentices in consecutive two-week classes cannot miss more than one day for entire two weeks.
- b. Apprentices that miss a day of class must attend and complete a full make-up day. Make-up days are mandatory on the Monday following the end of the class session (40/80) in which missed attendance occurred.
  - i. Make-up days will be Tuesday if Monday is a holiday.
  - ii. Attendance and tardy policies apply to make-up days.
  - iii. A missed make-up day may be rescheduled to the next Monday make-up day with approval of Coordinator (for good reason).
- c. Apprentices who fail to complete the required make-up day will lose all credit for the class and may be cited to the next Committee/Disciplinary Action Panel (DAP) meeting.
- d. Apprentices will be required to repeat the class in addition to attending the remaining classes on their annual schedule.
- e. Apprentices are tardy after 6:01 AM. After 6:10 AM, or 10 minutes after start time, the apprentice will only be allowed to attend class at the discretion of the instructor and coordinator.
- f. Tardy apprentices must go to the training center office for a tardy slip and further instructions. Being tardy carries over from one class to the next (cumulative).
- g. Apprentices that have been late for class three times (3) will be required to attend a make-up day to clear their record. Tardy make-up day shall be cleared prior to receiving an upgrade.
- h. Probationary Apprentices that miss a class will automatically be canceled from the program.
- i. Non-probation apprentices that miss the first day of class will be dropped from the class and suspended from participating in on-the-job training for four days (Millwrights/Pile Drivers for eight days). The training center shall schedule the apprentice to the next available class on a mandatory attend or cancel status. Rescheduled classes may or may not be at the apprentice's usual training center.
  - i. Failure to attend the mandatory class will result in immediate cancellation from the program. The Committee has authorized training center Coordinators to make decisions regarding revoking or sustaining automatic one-week on-the-job training or immediate cancellations based upon a hearing of the apprentice's appeal and review of documentation provided by the apprentice.
  - ii. Without valid documentation apprentice's appeal of immediate cancellation may be denied. Apprentices may appeal the Coordinator's decision at the next regularly scheduled Committee/DAP meeting. Apprentices must submit a letter stating reason(s) for an appeal and be present at the Committee meeting when the appeal is to be heard.



## Weekday Training (Attachment 1)

### 5. Walk-Ins/Not Scheduled to Class

- a. Apprentices may attend available weekday training classes during times of unemployment as a “walk-in”.
- b. Walk-in attendance is based on available space in class on the first day (Monday); there is no guarantee that walk-in apprentices will be admitted so it’s up to the apprentice to check the class status. It’s recommended that the training center be contacted the week prior to the scheduled class to see if the class is full, and/or to verify that there have been no recent changes to the class schedules for that week.
- c. Apprentices must notify the office of their walk-in status.

### 6. Class Conduct

- a. Misconduct in class may result in a loss of credit and being sent home by the Instructor or Coordinator. Apprentices will be cited to appear before the DAP/Committee prior to being allowed to return to RSI training.
- b. Misconduct includes but is not limited to unprofessional conduct during training, or on-the-job, and/or disrespecting or harassing staff, visitors, and any offense behavior to other apprentice(s). Destruction or theft of training center premises (including parking lot), program tools or equipment, or intentional damage of employee/student private property (including vehicles) will result in recommendation for cancellation.
- c. Classes are working sessions. Any student not devoting their class time to a project (i.e. sitting around, talking, wasting time) will be sent home for the day.
- d. Failure to cooperate as instructed will result in no credit for the class and being cited before the committee for disciplinary action.
- e. Apprentices who violate the authority of the Coordinator, instructors, JATC staff during training will be suspended immediately and cited to the Committee for disciplinary action.

### 7. Work Process Records (Bluebooks)

- a. Apprentices are required to keep a daily record of the work process performed while on-the-job.
- b. Apprentices are provided with instructions and forms on how to track progress for attaining the experience necessary for work process skills.
- c. During each class, apprentices will be required to update their prior work process hours record with the additional hours spent in each work process category since the last report.

### 8. Class Grades/Completion

- a. *Apprentices* will be graded based on the classroom, homework, and shop assignments listed on the class evaluation form. To receive a grade for class all assignments and book purchases must be completed, and points awarded by the instructor no later than Thursday morning.
- b. A passing grade is a “C” or better than 70% average score overall. Apprentices that miss assignments during an absence may jeopardize the ability to receive a passing score.
- c. Make-up days must be completed, and missing assignments graded (minimum “C”) to received credit for class.

### 9. Upgrade Requirements

### Weekday Training (Attachment 1)

- a. Apprentices attending training that are eligible for an upgrade to the next period level must meet all the following requirements before an upgrade is processed:
  - i. A minimum of two successfully completed classes (80 RSI hours) since the last awarded upgrade,
  - ii. A minimum of required "Trust Reported" OJT hours for the period/program,
    - 1. Check stubs may be submitted for hours not yet reported to the Trust.
    - 2. Check stubs must be received by the training center office prior to the last day of class (no later than Wednesday).
    - 3. All check stubs must include apprentice/company names, dates, and social security number and be in chronological order.
    - 4. Pre-apprentice, craft assistant, and OJT hours worked during suspension/cancellation from the training program will not be counted.
    - 5. It is the apprentice's responsibility to mail or bring check stubs to the training center office to receive an upgrade. Upgrades are not automatically awarded.
  - iii. Be in 'good standing' and available for work per the local union hiring hall standards,
  - iv. Completed make-up day if applicable
  - v. All apprentice required paperwork, including "bluebook" record, and payment of any monies owed to the training fund must be submitted
- b. Failure to achieve a passing grade in the classroom training will preclude advancement.
- c. Failure to achieve a passing grade for two consecutive training sessions will result in citation to the Committee and possible cancellation from the Apprenticeship Program.
- d. Work outside our bargaining area does not count toward OJT hours unless reciprocity form agreement was received and verified.
- e. Apprentices may request period reevaluation in writing and appear before to the Committee for approval or denial.
- f. All Master Labor Agreement (MLA) requirements for Safety/Health Certifications must be valid (not expired) before a request for journeyman upgrade will be processed.

## **TRAINING CENTER RULES AND REGULATIONS**

1. Inform your instructor if you are currently under a doctor's care or are on family medical leave (FML). Please submit appropriate documentation to staff.
2. Students must wear safe (not torn or ripped), appropriate clothing in keeping with the SWCTF professional dress code, which includes long work pants and shirts/tee-shirts with sleeves. Plain colors and union or employer issued shirts/hats are acceptable.
3. Leather work boots will always be worn. No tennis or casual-wear shoes will be allowed.
4. Smoking/vaping or chewing tobacco is not allowed in the building. The designated smoking area is outside. No smoking allowed near any entrance to the building.
5. Everyone must be fit for work. Being under the influence, drinking alcohol, and/or using any controlled substances on the premises, including the parking lot, is strictly forbidden. Violation of this rule is grounds for immediate suspension or cancellation.
6. Friends or guests are not permitted to attend class.
7. No one will be permitted to leave the premises during class hours (even during lunchtime)
8. All students must have their tools and books with them daily.
9. Creating a disturbance or behaving in a harassing or discriminatory manner on the premises will not be tolerated.
  - a. Any perceived discrimination or harassing acts shall be reported first to the instructor.
  - b. If let unresolved, report offense to the training coordinator. If remediation action is not satisfactory, a report to the Committee in writing must be submitted within fifteen days of the incident with all facts such as names, dates, and offenses.
10. All safety rules and OSHA requirements will be followed when operating power and hand tools. Proper tools must be used for the projects. All accidents or injuries, no matter how small, must be reported immediately.
11. Inspect tools and equipment to verify proper working order before use.
12. Under no circumstances will a portable power handsaw blade guard be wedged up or secured in any manner in the up position.
13. Clear safety glasses and hard hats are mandatory when in the workshop and surrounding areas (dark glasses may be permitted during outside training) Contact lenses cannot be worn in the welding shop.
14. Sunflower seeds, pumpkin seed, etc. are not permitted on the premises including the parking lot.
15. Any food and drink must be eaten in the break area. Only water is permitted in the classrooms.
16. Office visits are to be limited to breaktime, lunchtime, or after class.
17. Speeding (over 5 MPH) in the parking lot is strictly forbidden.
18. Loud radios and use of profanity on the premises are strictly forbidden.
19. Cellphones, cameras, or any electronic devices, not issued for training purposes, are disruptive and are prohibited in the training center. Leave cellphone/devices in your vehicle. Cellphones can be checked for messages at break or lunch time. Exception: At the instructor's discretion, cellphones may be used only for training purposes. Pictures of training materials/equipment for personal use are prohibited and may result in disciplinary action.
20. Restrooms may be used as needed without asking instructor.

21. If you are late for class, don't disturb class by knocking on classroom window/door. To get a tardy slip, go to training center office.
22. Technology and data vault kiosk use is on the honor system and activity is being recorded.
23. No personal projects will be allowed.
24. Take pride in your training center, do not place your feet on the walls, chairs or tables. Do not write on or deface any walls, tables, props, etc. Defacing or intentional destruction of school property shall result in immediate cancellation from the program.
25. Everyone will participate in clean-up. When clean-up time is announced students are not allowed to go into the classroom, restroom, office, or to their cars, etc. until the instructor is satisfied with the clean-up.
26. The possession or use of firearms and/or dangerous (sharp) objects on school premises shall result in immediate expulsion.
27. Any violations of the rules above may result in dismissal from class for the day with no credit for attendance or a citation to the committee with a recommendation for cancellation from the program.

## **Anti-Harassment/Anti-Discrimination Policy**

### **Unlawful Harassment/Discrimination Policy**

The Southwest Carpenters Training Fund (JATC) is committed to providing a work and training environment free from unlawful harassment and discrimination because of race, color, religion or creed, sex, national origin or ancestry, veteran or marital status, physical, mental or medical condition and/or disability, sexual orientation, and age or any other basis protected by federal or state law. All such harassment is unlawful. This anti-harassment policy applies to all persons involved in the JATC operation and/or training: supervisors, coordinators, instructors, support personnel and all apprentices, as well as any person doing business with or for the JATC.

Prohibited unlawful harassment includes, but is not limited to, the following behavior:

- Verbal conduct such as derogatory jokes or racial comments, epithets, profanity and swearing, slurs or unwanted sexual advances, invitations or comments;
- Visual conduct such as derogatory and/or sexually oriented photographs, posters, magazines, cartoons, drawings or gestures;
- Physical conduct such as assault, unwanted touching, blocking normal movement or interfering with work;
- Unwelcome sexual advances which condition an employment benefit upon an exchange for sexual favors; and
- Retaliation for having reported or threatened to report harassment.

All acts of discrimination (list) by personnel, apprentices, mentors, or apprentice supervisors shall not be tolerated. All reports of anti-harassment/discrimination will be investigated.

- |   |  |
|---|--|
| • Race  | • Marital status   |
| • Color   | • Sexual orientation   |
| • Ancestry  | • Gender identity and gender expression                          |
| • National origin   | • AIDS/HIV   |
| • Religion  | • Medical condition  |
| • Sex (including pregnancy, childbirth, and related medical conditions) | • Political activities or affiliations                           |
| • Disability: Physical or mental  | • Military or veteran status, and                                |
| • Age (40 and older)  | • Status as a victim of domestic violence, assault, or stalking. |
| • Genetic information   | • Citizenship status (Federal only)                              |

Any employee or apprentice found to have acted in violation of the above policies shall be subject to appropriate disciplinary action including warnings, written reprimand, suspensions, and/or discharge.

This policy applies to all phases of the employment and apprenticeship relationship, including recruitment, testing, hiring, indenturing, upgrading, promotion, demotion, transfer, layoff, termination, rates of pay, benefits and selection for training. Apprentices that wish to self-declare as an "Individual-With-Disabilities"

Southwest Carpenter and Affiliated Trades Joint Apprenticeship Training Committee  
Southwest Carpenters Training Fund

Attachment 3 EEO Anti-Harassment/Anti-Discrimination Policy

(IWD) may voluntarily do so. Apprentices may seek accommodation based on declared disability. Procedures are available on the appropriate local education agency policies.

EEO Pledge: Southwest Carpenter and Affiliated Trades JATC will not discriminate against apprenticeship applicants or apprentices based on race, color, religion, national origin, sex (including pregnancy and gender identity), sexual orientation, genetic information, or because they are an individual with a disability or a person 40 years old or older Southwest Carpenter and Affiliated Trades JATC will take affirmative action to provide equal opportunity in apprenticeship and will operate the apprenticeship program as required under Title 29 of the Code of Federal Regulations, part 30.

### ACCOMODATION FOR APPRENTICES WITH DISABILITIES

SWCTF must consider the safety of all employed in this sector of the workforce due to the physical demands, and dangers normally associated with work in the construction industry. Where a candidate/apprentice, who self-declares as an individual with a disability (IWD), also meets the qualifications for apprenticeship, the SWCTF will make reasonable attempts to accommodate his/her training. Because SWCTF is not the employer, it is understood that SWCTF has no say regarding reasonable accommodations made on the jobsite.

As with all requests for a reasonable accommodation, SWCTF will engage in an interactive process with the individual to identify the precise limitations resulting from the disability and potential reasonable accommodations that could overcome those limitations. But a SWCTF will require that an individual be able to perform the essential functions of the craft in question without posing a direct threat to the health or safety of the individual or others in the workplace. Thus, if an individual with a disability cannot perform a job safely, even with a reasonable accommodation, SWCTF need not train him or her for that job.

At the same time, SWCTF recognizes that not all disabilities include physical limitations, and not all physical limitations will be relevant to the craft in question. Each situation requires a specific assessment of the individual's **current** ability to safely perform the essential functions of the job.

SWCTF will work on an individual basis to make reasonable accommodations for qualified individuals with disabilities. SWCTF has fiduciary responsibilities that may restrict the availability of monetary resources available for reasonable accommodations. For requests received in writing, reasonable accommodations may include:

- Keeping training center facilities accessible according to ADA requirements.
- Review apprenticeship training requirements for physical ability and discuss any possible physical accommodation that can be reasonably made without lowering training standards or compromising safety.
- No accommodations/modifications can be made for the safe and proper use of training center tools and equipment that are not allowed by the manufacturer(s).
- Reasonable accommodation can be permitted to allow apprentices/journey workers, that have self-declared learning or other qualifying disabilities, to have extra time to complete SWCTF testing material.
  1. Extra time to complete time-restricted testing material for a third-party certification or for a UBC qualification, will be permitted only if approved by the certification/qualification entity (UBC/Other).
  2. Extra time may also include classroom accommodations for the use of technology, or extra time with instructors/classroom aides to assist with lesson materials that do not lower normal training standards.
- SWCTF will work on an individual basis with qualified apprentices on acquisition or modifications of equipment or devices based on industry adoption of such equipment or devices for all workers.
- When deemed appropriate and reasonable, SWCTF may make adjustment or modifications of examinations, training materials, or policies that do not lower normal training standards.
- If apprentices can acquire (at no cost to the Fund) the services of qualified readers or interpreters, and other similar accommodations for individuals with disabilities, the SWCTF will work with service provider to allow such services during training provided there is no safety threat, and the service provider carries proper insurance for its employees.

## Drug/Alcohol Policy

The state of California Education Code, Article 3, Sections 76033 (d) defines the use or possession on campus or presence on campus under the influence of any controlled substance as good cause for suspension or cancellation.

Being under the influence, drinking of alcohol, and/or using or possessing drugs on school premises is strictly forbidden. Violations will be dealt with by appropriate disciplinary action as outlined in this Policy.

Use of tools and equipment pose a hazard, and safety and productivity require that every apprentice is fit-for-work and/or training every day. All incidents of alcohol/drug use on training center property will have a report filed immediately noting all witnesses and copies will be made available to the DAP/Committee for disciplinary action.

The first violation of the alcohol/drug policy will result in an **immediate six (6) month cancellation** from the program. In all cases, the student will be immediately suspended from class **and may not return to on-the-job training.** ~~until the student appears before the committee.~~

- If apprentice appeals, what is the “proof” (oral drug test or police determination)

The second violation of the alcohol/drug policy will result in an **immediate six (6) month cancellation** from the program. The apprentice may apply for reinstatement at the end of the six (6) month suspension. Reinstatement must be approved by the Committee.

Any apprentice suspected of being under the influence of alcohol/drugs shall be detained while the local police agency is requested to determine the capability of the apprentice to operate a motor vehicle.

- **How/Where is apprentice detained; what is procedure if refuses to be detained**

For safety purposes, apprentices that display impaired or suspicious behavior will be asked to immediately comply with voluntary onsite (oral) drug/substance testing. (See Pre-Job below)

- a. Apprentices with non-negative test results or refuse to take the drug test will be immediately dismissed from training and cited to the DAP/Committee for disciplinary action.
  - i. Apprentices may, at their own expense, take a re-test in accordance with Pre-Job Drug Testing procedures.
  - ii. Non-negative tests shall result in immediate suspension from on-the-job training for the remainder of scheduled class for violating class rules.
- b. The sale or possession of any illegal substance on campus or presence on campus of any controlled substance is good cause for suspension or cancellation from the Apprenticeship Program.

## Firearms Policy:



Absolutely no firearms or other life-threatening devices are allowed anywhere on the premises or within the facility.

### **Pre-Job Drug Screening Policy**

This Pre-Job Drug Screening Policy shall become effective on 2nd of March 2018 and shall remain in effect until revoked, modified or superseded.

It is the policy of the Southwest Carpenters' Training Fund (SWCTF) that all applicants and participants in the SWCTF's Carpenter Pre-Job Preparation and Readiness Training Program (Program) shall be screened for use of prohibited drugs prior to acceptance into the Program. The prohibited drugs that will be screened for are Amphetamines (AMP), Methamphetamines (mAMP), Marijuana (THC), Benzodiazepines (BZO), Cocaine (COC) and Opiates (OPI).

The applicant must agree to provide a fluid sample to the SWCTF for oral testing. An applicant who refuses to undergo pre-acceptance drug screening will be considered to have turned down an offer of acceptance into the Program. If the oral test results in a negative finding, the applicant, assuming he/she meets all other requirements, will be admitted into the Program.

If the oral test results in a non-negative finding, the applicant may challenge the results, and may go to an approved SAMSHA Drug Testing Facility to re-test. Retesting is to be performed at the applicant's expense and must be performed within 24 hours of the applicant providing a specimen to SWCTF. If the re-test is negative and verifies the applicant's eligibility to participate in the Program, the applicant, assuming he/she meets all other requirements, will then be admitted into the Program. The first verified non-negative test result will result in a thirty (30) restriction day from participation, a second verified non-negative test will result in a sixty (60) day restriction from participation, and a third verified non-negative test will result in a ninety (90) day restriction from participation. Under this policy, any additional verified non-negative test may require proof of completion of a recognized drug treatment program before future participation in the pre-job training will be considered.

A participant in the Program who refuses to undergo testing, or whose test result is a non-negative and who either fails to take advantage of a re-test as provided in this Policy, or whose re-test is again a non-negative, shall be removed from the Program.

The SWCTF may use the "Meditest" DOA-AT6, DOA-AT7, or DST-6 oral fluid swab test, or an equivalent approved by the SWCTF, for substance abuse screening. Testing procedures shall be conducted in a manner consistent with the product manufacturers' specifications. Testing shall only be conducted by representatives designated by the SWCTF, and only representatives that have undergone training in the appropriate testing procedures consistent with the manufacturers' specifications.

The test administrator shall make a photographic copy of the testing device for any "non-negative" test result. The test administrator shall initial said photographic copy, ask the applicant or participant to initial the photographic copy, and shall place the copy in a confidential file of the SWCTF. The confidential testing results files shall be maintained by the Administrator of the Program in a locked file cabinet and only the Administrator of the Program and the Director of the SWCTF shall have access to that file cabinet.

All information from an applicant's or participants drug test is confidential for purposes other than determining whether the applicant is entitled to admission into the Program or the participant's continued participation in the Program and for possible disciplinary action consistent with the SWCTF's disciplinary policy. Disclosure of test results will not be made to any other person, agency, or organization, without written authorization from the applicant/participant, except where the results are relevant to an action taken by the applicant or participant against the SWCTF, the Union or the Employer.

The SWCTF shall provide each applicant with a copy of this Policy. Each applicant must sign a copy of this Policy acknowledging its receipt and acknowledging his/her agreement to comply with this Policy as a condition of participating in the Program. (Millwrights: See Millwright Addendum for additional policy information)

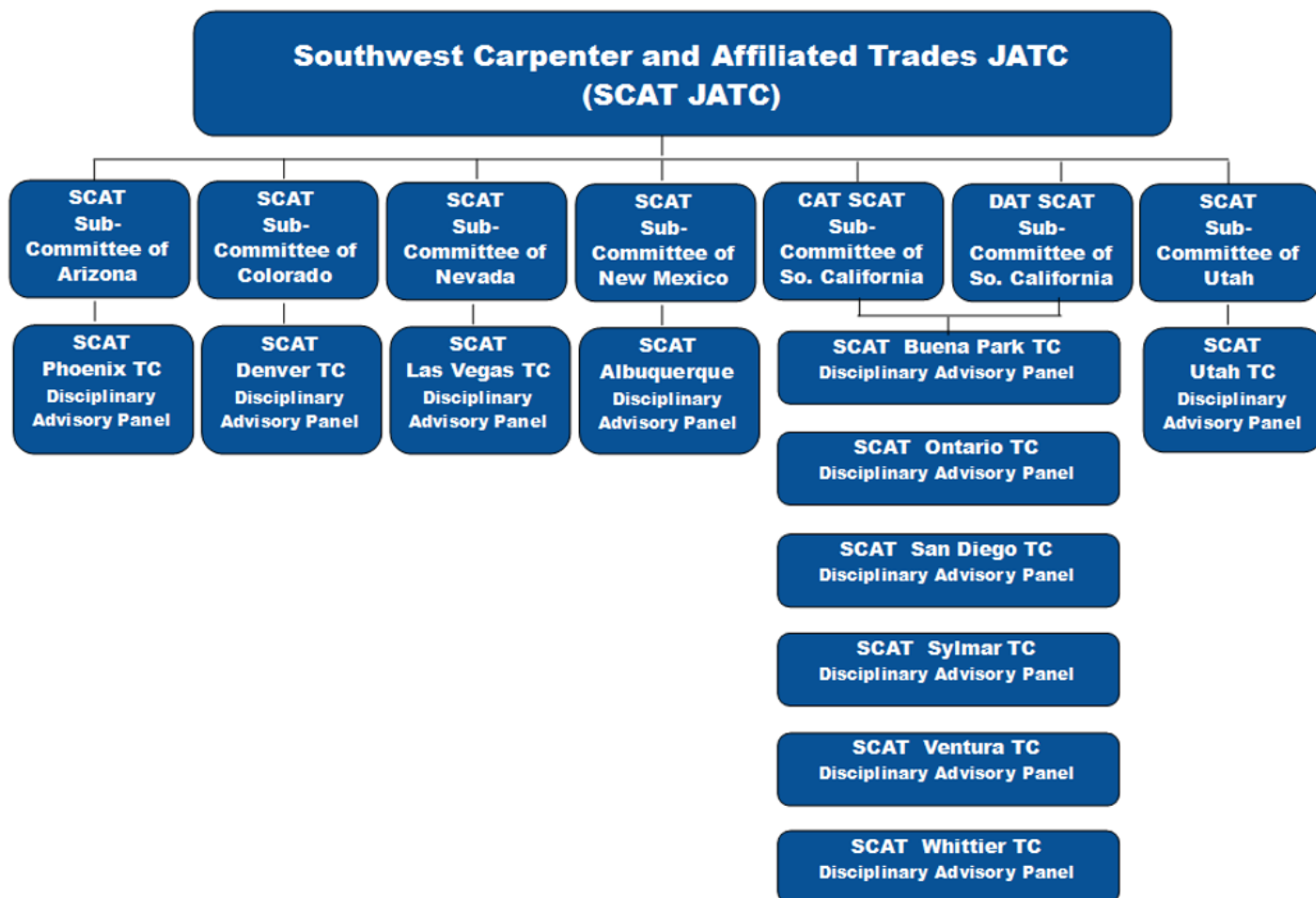
**Firearms Policy:**

Absolutely no firearms or other life-threatening devices are allowed anywhere on the premises or within the facility.

Southwest Carpenter and Affiliated Trades Joint Apprenticeship Training Committee  
Southwest Carpenters Training Fund  
Attachment 5 Organization Chart

## Organization Chart

Committee information such as meeting date, time and location can be found on State Addendums.



## Arizona State Addendum

### Dispatch/Available for Work Call:

**For Rules:** <https://www.swcarpenters.org/out-of-work/>

### Daily Dispatch

If you are in search of hiring contractors, add yourself to the Ready-to-Work (dispatch) line of your choice by calling **(800)-338-4599**.

Call the number every weekday between 7:00 a.m. and 2:00 p.m. to put yourself on the daily dispatch list. This gives you priority during dispatching. Only those who call the number daily will receive calls from dispatch that day.

In order to retain your position on the daily dispatch list, you must be on the rollcall every week. You can do that by calling the number between 7:00 a.m. Friday and Monday at noon. If you do not call during this time, you will be dropped from the list.

A confirmation number is given out every time you place yourself on a list. Please ensure that your phone number is up to-date.

### Area Craft Requirements

Acoustical Installer: 4 Years  
Term: OJT/RSI 5,200-8,000/640  
Period Advances: 1000/1<sup>st</sup> then 600 Minimum OJT per level

Period Level	Wage %	OJT Hours Per CBA	RSI Hours		Period Level	Wage %	OJT Hours Per CBA	RSI Hours
1st	55	0-1000	0-80		5 <sup>th</sup>	75	2801-5000	320-400
2nd	60	1001-2000	80-160		6 <sup>th</sup>	80	3401-6000	400-480
3rd	65	1601-3000	160-240		7 <sup>th</sup>	85	4001-7000	480-560
4th	70	2201-4000	240-320		8th	90	4601-8000	560-640

Carpenter: 4 Years  
Term: OJT/RSI 5,200-8,000/640  
Period Advances: 1000/1<sup>st</sup> then 600 Minimum OJT per level

Period Level	Wage %	OJT Hours Per CBA	RSI Hours		Period Level	Wage %	OJT Hours Per CBA	RSI Hours
1st	60	0-1000	0-80		5 <sup>th</sup>	80	2801-5000	320-400
2nd	65	1001-2000	80-160		6 <sup>th</sup>	85	3401-6000	400-480
3rd	70	1601-3000	160-240		7 <sup>th</sup>	90	4001-7000	480-560
4th	75	2201-4000	240-320		8th	95	4601-8000	560-640

Southwest Carpenter and Affiliated Trades Joint Apprenticeship Training Committee  
Southwest Carpenters Training Fund

## Arizona State Addendum

Drywall/Lathers: 4 Years  
Term: OJT/RSI 5,200-8,000/640  
Period Advances: 1000/1<sup>st</sup> then 600 Minimum OJT per level

Period Level	Wage %	OJT Hours Per CBA	RSI Hours		Period Level	Wage %	OJT Hours Per CBA	RSI Hours
1st	55	0-1000	0-80		5 <sup>th</sup>	75	2801-5000	320-400
2nd	60	1001-2000	80-160		6 <sup>th</sup>	80	3401-6000	400-480
3rd	65	1601-3000	160-240		7 <sup>th</sup>	85	4001-7000	480-560
4th	70	2201-4000	240-320		8th	90	4601-8000	560-640

Millwright: 5 Years  
Term: OJT/RSI 6,500-10,000/800\*  
Period Advances: 650 Minimum OJT per level

Period Level	Wage %	OJT Hours Per CBA	RSI Hours		Period Level	Wage %	OJT Hours Per CBA	RSI Hours
1st	50	0-650	0-80		6 <sup>th</sup>	75	3201-6000	400-480
2nd	55	651-2000	80-160		7 <sup>th</sup>	80	3901-7000	480-560
3rd	60	1301-3000	160-240		8th	85	455-8000	560-640
4th	65	1951-4000	240-320		9th	90	5201-9000	640-720
5th	70	2601-5000	320-400		10th	95	5851-10000	720-800

**\*Total of 20 RSI classes over 5 years. Classes are scheduled as consecutive two-week sessions approximately six months apart**

### Area Holidays Observed

Holidays
New Year's (Jan 1)
Memorial Day (Last Mon/May)
Independence Day (Jul 4th)
Labor Day* (1st Mon/Sep)
Thanksgiving Day (4th TH/Nov)
Thanksgiving Day- After (Fri)
Christmas Day (Dec 25th)
President's Day (3rd Mon/Feb)

### Area Special Rules and Regulations

None

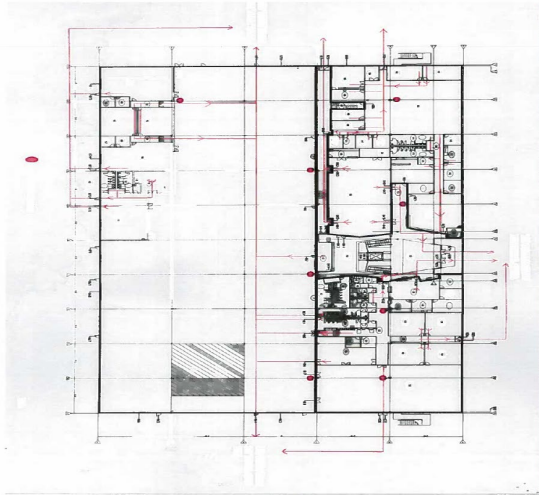
### Threat/Emergency Evacuation Information

Evacuation Information: Depending on the type of threat/emergency, apprentices will exit the building using marked exit doors and proceed to the reassemble area(s) located on evacuation route handouts and maps posted in classrooms and throughout the training center. For safety and rescue purposes, apprentices shall

## Arizona State Addendum

report to instructor(s) so that everyone is accounted for, and to receive further instructions from SWCTF staff and/or emergency responders.

### Phoenix



### Tucson

#### **Overall Joint Apprenticeship and Training Committee**

SW Carpenter and Affiliated Trades (SCAT JATC) Meets: Quarterly (Week/Day/Time/Location)

#### **Appeals and Complaints (Not resolved by Coordinator/DAP)**

SW Carpenter and Affiliated Trades (SCAT JATC) Sub-Committee of Arizona Meets: Bi-Monthly (Week/Day/Time/Location)

**Arizona Disciplinary Action Panels (DAP)/See Training Center below)**

#### **Arizona Training Center Locations:**

Phoenix Training Center – 4547 W. McDowell Rd., Phoenix AZ. 85035 (602) 272-6547

Hours: M-F 6:00AM to 4:30PM Closed for Lunch 12:00-1:00PM

##### PH DAP Meeting Information:

Meets: Monthly (Week/Day/Time/Location)

Tucson Training Center – 3985 N. Benan Venture Drive, Tucson AZ. 85705 (520) 622-6251

Hours: Call Training Center

##### TT DAP Meeting Information:

Meets: Monthly (Week/Day/Time/Location)

#### **Arizona Local Union:**

1912 – Phoenix- 4547 W. McDowell Rd. Phoenix, 85035 (602) 484-0444

## Arizona State Addendum

Hours: Call Local

### **State Registration Agency/Local Educational Agency**

William Higgins  
State Apprentice Program Coordinator  
Arizona Department of Economic Security  
Division of Employment and Rehabilitation Services  
Employment Administration  
1789 W. Jefferson, Site Code 920Z  
Phoenix, AZ 85007

Gateway Community College (Phoenix)  
108 North 40th Street, Phoenix, Arizona 85034  
Enrollment Instruction will be provided during training

Central Arizona College (Tucson)  
805 South Idaho Road, Apache Junction, AZ 85119

Enrollment Instruction will be provided during training

### **Employment Department (Benefits)**

The first step is to file a new claim (form UB-105-FF) or reopen an existing claim (UB106T) with Arizona Department of Economic Security at [www.azui.com](http://www.azui.com). An information sheet on how to apply is available during training.

The Initial Claims Online Application is available from 12:01 a.m. Sunday to 5 p.m. Friday each week. If you are unable to file a claim online, FAX UI: Phoenix (602) 364-1210 or (602) 364-1211; Tucson (520) 770-3357 or (520) 770-3358. To call Toll Free: 1 (877) 600-2722; Phoenix: (602) 364-2722; Tucson: (520) 791-2722

## California State Addendum

### Dispatch/Available for Work Call:

For Rules: <https://www.swcarpenters.org/out-of-work/>

### Daily Dispatch

If you are in search of hiring contractors, add yourself to the Ready-to-Work (dispatch) line of your choice by calling **(800)-338-4599**.

Call the number every weekday between 7:00 a.m. and 2:00 p.m. to put yourself on the daily dispatch list. This gives you priority during dispatching. Only those who call the number daily will receive calls from dispatch that day.

In order to retain your position on the daily dispatch list, you must be on the rollcall every week. You can do that by calling the number between 7:00 a.m. Friday and Monday at noon. If you do not call during this time, you will be dropped from the list.

A confirmation number is given out every time you place yourself on a list. Please ensure that your phone number is up to-date.

### Area Craft Requirements

Acoustical Installer: 4 Years

Term: OJT/RSI 5,200-8,000/640

Period Advances: OJT 1000/1<sup>st</sup> to 5<sup>th</sup>; 700/6<sup>th</sup> and 7<sup>th</sup>; 600/8<sup>th</sup>

Period Level	Wage %	OJT Hours Per CBA	RSI Hours		Period Level	Wage %	OJT Hours Per CBA	RSI Hours
1st	40	0-1000	0-80		5 <sup>th</sup>	70	4001-5000	320-400
2nd	50	1001-2000	80-160		6 <sup>th</sup>	75	5001-6000	400-480
3rd	60	2001-3000	160-240		7 <sup>th</sup>	80	5701-7000	480-560
4th	65	3001-4000	240-320		8th	90	6401-8000	560-640

Cabinet Maker: 4 Years

Term: OJT/RSI 5,200-8,000/640

Period Advances: 1000/1<sup>st</sup> then 600 Minimum OJT per level

Period Level	Wage %	OJT Hours Per CBA	RSI Hours		Period Level	Wage %	OJT Hours Per CBA	RSI Hours
1st	63	0-1000	0-80		5 <sup>th</sup>	75	2801-5000	320-400
2nd	66	1001-2000	80-160		6 <sup>th</sup>	78	3401-6000	400-480
3rd	69	1601-3000	160-240		7 <sup>th</sup>	81	4001-7000	480-560
4th	72	2201-4000	240-320		8th	90	4601-8000	560-640



Southwest Carpenter and Affiliated Trades Joint Apprenticeship Training Committee  
Southwest Carpenters Training Fund

## California State Addendum

Carpenter\*: 4 Years  
Term: OJT/RSI 5,200-8,000/640  
Period Advances: 1000/1<sup>st</sup> then 600 Minimum OJT per level

Period Level	Wage %	OJT Hours Per CBA	RSI Hours		Period Level	Wage %	OJT Hours Per CBA	RSI Hours
1st	40	0-1000	0-80		5 <sup>th</sup>	70	2801-5000	320-400
2nd	50	1001-2000	80-160		6 <sup>th</sup>	75	3401-6000	400-480
3rd	60	1601-3000	160-240		7 <sup>th</sup>	80	4001-7000	480-560
4th	65	2201-4000	240-320		8th	90	4601-8000	560-640

\*Includes Cabinet Installer and Tilt-Up Concrete

Drywall/Lathers\*: 4 Years  
Term: OJT/RSI 5,200-8,000/640  
Period Advances: 1000/1<sup>st</sup> then 600 Minimum OJT per level

Period Level	Wage %	OJT Hours Per CBA	RSI Hours		Period Level	Wage %	OJT Hours Per CBA	RSI Hours
1st	40	0-1000	0-80		5 <sup>th</sup>	70	2801-5000	320-400
2nd	50	1001-2000	80-160		6 <sup>th</sup>	75	3401-6000	400-480
3rd	60	1601-3000	160-240		7 <sup>th</sup>	80	4001-7000	480-560
4th	65	2201-4000	240-320		8th	90	4601-8000	560-640

\*Includes Finisher/Taper

### San Diego

Drywall/Lather: 4 Years  
Term: OJT/RSI 5,200-8,000/640  
Period Advances: 1000/1<sup>st</sup> then 600 Minimum OJT per level

Period Level	Wage %	OJT Hours Per CBA	RSI Hours		Period Level	Wage %	OJT Hours Per CBA	RSI Hours
1st	55	0-1000	0-80		5 <sup>th</sup>	75	2801-5000	320-400
2nd	60	1001-2000	80-160		6 <sup>th</sup>	80	3401-6000	400-480
3rd	65	1601-3000	160-240		7 <sup>th</sup>	85	4001-7000	480-560
4th	70	2201-4000	240-320		8th	90	4601-8000	560-640

\*Includes Finisher/Taper

Floor Worker: 4 Years  
Term: OJT/RSI 5,200-8,000/640  
Period Advances: 1000/1<sup>st</sup> then 600 Minimum OJT per level

Period Level	Wage %	OJT Hours Per CBA	RSI Hours		Period Level	Wage %	OJT Hours Per CBA	RSI Hours
1st	40	0-1000	0-80		5 <sup>th</sup>	70	2801-5000	320-400
2nd	50	1001-2000	80-160		6 <sup>th</sup>	75	3401-6000	400-480
3rd	60	1601-3000	160-240		7 <sup>th</sup>	80	4001-7000	480-560
4th	65	2201-4000	240-320		8th	90	4601-8000	560-640

Southwest Carpenter and Affiliated Trades Joint Apprenticeship Training Committee  
Southwest Carpenters Training Fund

## California State Addendum

Insulator: 4 Years  
Term: OJT/RSI 5,200-8,000/640  
Period Advances: 1000/1<sup>st</sup> then 600 Minimum OJT per level

Period Level	Wage %	OJT Hours Per CBA	RSI Hours		Period Level	Wage %	OJT Hours Per CBA	RSI Hours
1st	40	0-1000	0-80		5 <sup>th</sup>	70	2801-5000	320-400
2nd	50	1001-2000	80-160		6 <sup>th</sup>	75	3401-6000	400-480
3rd	60	1601-3000	160-240		7 <sup>th</sup>	80	4001-7000	480-560
4th	65	2201-4000	240-320		8th	90	4601-8000	560-640

Locksmith: 4 Years  
Term: OJT/RSI 5,200-8,000/640  
Period Advances: 1000/1<sup>st</sup> then 600 Minimum OJT per level

Period Level	Wage %	OJT Hours Per CBA	RSI Hours		Period Level	Wage %	OJT Hours Per CBA	RSI Hours
1st	40	0-1000	0-80		5 <sup>th</sup>	70	2801-5000	320-400
2nd	50	1001-2000	80-160		6 <sup>th</sup>	75	3401-6000	400-480
3rd	60	1601-3000	160-240		7 <sup>th</sup>	80	4001-7000	480-560
4th	65	2201-4000	240-320		8th	90	4601-8000	560-640

Millwright: 5 Years  
Term: OJT/RSI 6,500-10,000/800\*  
Period Advances: 650 Minimum OJT per level

Period Level	Wage %	OJT Hours Per CBA	RSI Hours		Period Level	Wage %	OJT Hours Per CBA	RSI Hours
1st	50	0-650	0-80		6 <sup>th</sup>	75	3201-6000	400-480
2nd	55	651-2000	80-160		7 <sup>th</sup>	80	3901-7000	480-560
3rd	60	1301-3000	160-240		8th	85	455-8000	560-640
4th	65	1951-4000	240-320		9th	90	5201-9000	640-720
5th	70	2601-5000	320-400		10th	95	5851-10000	720-800

**\* Total of 20 RSI classes over 5 years. Classes are scheduled as consecutive two-week sessions approximately six months apart**

Modular Furn. Installer: 3 Years  
Term: OJT/RSI 3,900-6000/480  
Period Advances: 1000/1<sup>st</sup> to 2<sup>nd</sup>; 700/3<sup>rd</sup> thru 4<sup>th</sup>; 400/5<sup>th</sup> thru 6<sup>th</sup> OJT

Period Level	Wage %	OJT Hours Per CBA	RSI Hours		Period Level	Wage %	OJT Hours Per CBA	RSI Hours
1st	73	0-1000	0-80		5 <sup>th</sup>	87	3401-5000	320-400
2nd	76	1001-2000	80-160		6 <sup>th</sup>	92	3801-6000	400-480
3rd	80	2001-3000	160-240					
4th	84	2701-4000	240-320					

Southwest Carpenter and Affiliated Trades Joint Apprenticeship Training Committee  
Southwest Carpenters Training Fund

## California State Addendum

Pile Driver: 4 Years  
Term: OJT/RSI 5,200-8,000/640\*\*  
Period Advances: 1000/1<sup>st</sup> then 600 Minimum OJT per level

Period Level	Wage %	OJT Hours Per CBA	RSI Hours		Period Level	Wage %	OJT Hours Per CBA	RSI Hours
1st	40*	0-1000	0-80		5 <sup>th</sup>	70	2801-5000	320-400
2nd	50	1001-2000	80-160		6 <sup>th</sup>	75	3401-6000	400-480
3rd	60	1601-3000	160-240		7 <sup>th</sup>	80	4001-7000	480-560
4th	65	2201-4000	240-320		8th	90	4601-8000	560-640

\*San Diego 45%; \*\*Classes are scheduled as consecutive two-week sessions approximately six months apart

Plasterer: 4 Years  
Term: OJT/RSI 5,200-8,000/640  
Period Advances: 1<sup>st</sup>/852, 2<sup>nd</sup> and 5<sup>th</sup>/1135; 3<sup>rd</sup> and 4<sup>th</sup>/1419; 6<sup>th</sup>/851

Period Level	Wage %	OJT Hours Per CBA	RSI Hours		Period Level	Wage %	OJT Hours Per CBA	RSI Hours
1st	43	0-852	0-80		5 <sup>th</sup>	76	4826-7000	320-400
2nd	48	853-2000	80-160		6 <sup>th</sup>	85	5961-8000	400-480
3rd	57	1988-4000	160-240					
4th	66	3407-6000	240-320					

Scaffold Erector: 4 Years  
Term: OJT/RSI 5,200-8,000/640  
Period Advances: 1000/1<sup>st</sup> then 600 Minimum OJT per level

Period Level	Wage %	OJT Hours Per CBA	RSI Hours		Period Level	Wage %	OJT Hours Per CBA	RSI Hours
1st	40	0-1000	0-80		5 <sup>th</sup>	70	2801-5000	320-400
2nd	50	1001-2000	80-160		6 <sup>th</sup>	75	3401-6000	400-480
3rd	60	1601-3000	160-240		7 <sup>th</sup>	80	4001-7000	480-560
4th	65	2201-4000	240-320		8th	90	4601-8000	560-640

Terrazzo Finisher: 3 Years  
Term: OJT/RSI 3,900-6000/480  
Period Advances: 1000/1<sup>st</sup>; 800/2<sup>nd</sup> thru 6<sup>th</sup> periods

Period Level	Wage %	OJT Hours Per CBA	RSI Hours		Period Level	Wage %	OJT Hours Per CBA	RSI Hours
1st	40	0-1000	0-80		5 <sup>th</sup>	70	3401-5000	320-400
2nd	45	1001-2000	80-160		6 <sup>th</sup>	80	4201-6000	400-480
3rd	50	1801-3000	160-240					
4th	60	2601-4000	240-320					

## California State Addendum

Terrazzo Installer: 4 Years  
Term: OJT/RSI 5,200-8,000/640  
Period Advances: 1000/1<sup>st</sup> then 600 Minimum OJT per level

Period Level	Wage %	OJT Hours Per CBA	RSI Hours		Period Level	Wage %	OJT Hours Per CBA	RSI Hours
1st	50	0-1000	0-80		5 <sup>th</sup>	87	2801-5000	320-400
2nd	60	601-2000	80-160		6 <sup>th</sup>	90	3601-6000	400-480
3rd	70	1201-3000	160-240		7 <sup>th</sup>	93	4401-7000	480-560
4th	83	1801-4000	240-320		8th	97	5201-8000	560-640

Weatherization: 2 Years  
Term: OJT/RSI 2,000-3,800/320  
Period Advances: 1000/1<sup>st</sup> then 600 Minimum OJT per level

Period Level	Wage %	OJT Hours Per CBA	RSI Hours		Period Level	Wage %	OJT Hours Per CBA	RSI Hours
1st	65	0-1000	0-80					
2nd	75	1001-2000	80-160					
3rd	80	1601-3000	160-240					
4th	90	2201-3600	240-320					

### Area Holidays Observed

Holidays
New Year's (Jan 1)
Memorial Day (Last Mon/May)
Independence Day (Jul 4th)
Labor Day (1st Mon/Sep)
Thanksgiving Day (4th TH/Nov)
Thanksgiving Day- After (Fri)
Veteran's Day (Nov 11 <sup>th</sup> )
Christmas Day (Dec 25th)

### Area Special Rules and Regulations

Millwrights: See Millwright Addendum (All States)

California Pubic Works Department: Applicants and apprentices will follow department hiring policies.

### Threat/Emergency Evacuation Information (See Training Centers below)

Evacuation Information: Depending on the type of threat/emergency, apprentices will exit the building using marked exit doors and proceed to the reassemble area(s) located on evacuation route handouts and maps

## California State Addendum

posted in classrooms and throughout the training center. For safety and rescue purposes, apprentices shall report to instructor(s) so that everyone is accounted for, and to receive further instructions from SWCTF staff and/or emergency responders.

### Committee Information

#### Overall Joint Apprenticeship and Training Committee (JATC “Committee”)

SW Carpenter and Affiliated Trades (SCAT JATC) Meets: Quarterly (Week/Day/Time)

#### Appeals and Complaints (Not resolved by Coordinator/DAP)

SW Carpenter and Affiliated Trades (SCAT JATC) Sub-Committee of Southern California Meets: Bi-Monthly (Week/Day/Time/Location)

SW Drywall Sub-Committee of Southern California Meets: Bi-Monthly (Week/Day/Time/Location)

### Southern California Disciplinary Action Panels (DAP/See Training Centers below)

#### California (Southern) Training Centers:

##### Hours (Except where noted): 6:00 AM to 5:00 PM (Open during lunch)

Bakersfield – 4747 E. Brundage Lane, Bakersfield, 93307 [661] 323-8759

Hours: [Call Training Center](#)

[BK DAP Meeting Information](#)

Disciplinary Action Panels Meets: Monthly (Week/Day/Time)

Buena Park – 7111 Firestone Blvd. #137, Buena Park, 90621 [714] 571-0449

[BP DAP Meeting Information](#)

Disciplinary Action Panels Meets: Monthly (Week/Day/Time)

Ontario – 3250 E. Shelby Street, Ontario, 91764 [909] 824-9033

[OT DAP Meeting Information](#)

Disciplinary Action Panels Meets: Monthly (Week/Day/Time)

San Diego – 8595 Miralani Drive, San Diego, 92126 [858] 621-2667

[SD DAP Meeting Information](#)

Disciplinary Action Panels Meets: Monthly (Week/Day/Time)

Santa Maria – 2301 A Street, Santa Maria, 93455 [805] 928-3094

Hours: [Call Training Center](#)

[SM DAP Meeting Information](#)

Disciplinary Action Panels Meets: Monthly (Week/Day/Time)

Sylmar – 15885 Valley View Court, Sylmar, 91342 [818] 3647460

[SY DAP Meeting Information](#)

## **California State Addendum**

Disciplinary Action Panels Meets: Monthly (Week/Day/Time)

Ventura – 412 Dawson Drive, Camarillo, 93012 [805] 482-1905

### VT DAP Meeting Information

Disciplinary Action Panels Meets: Monthly (Week/Day/Time)

Whittier – 10015 Rose Hills Road, Whittier, 90601 [562] 699-0419

### WH DAP Meeting Information

Disciplinary Action Panels Meets: Monthly (Week/Day/Time)

## **California (Southern) Local Unions:**

213 – 10015 Rose Hills Rd., Whittier, 90601 [562] 695-0571

562 – 341 E. Wardlow Road, Long Beach, 90807 [562] 427-0977

619 – 8595 Miralani Drive San Diego, 92126 [858] 621-2670

661 – 15885 Valley View Court, Sylmar, 91342 [818] 364-9303

714 – 7111 Firestone Blvd. #122, Buena Park, 90621 [714] 978-6232

721 – 10015 Rose Hills Rd., Whittier, 90601 [562] 695-0571

1607 – 10015 Rose Hills Rd., Whittier, 90601 [562] 695-0571

805- 412 Dawson Dr, Camarillo, 93012

909 – 3250 E. Shelby Street, Ontario, 91764 [909] 887-2524

951 – 3250 E. Shelby Street, Ontario, 91764 [909] 887-2524

Hours: Call Local

## **State Registration Agency/Local Education Agency**

Eric Rood, Chief  
Division of Apprenticeship Standards  
1515 Clay Street, Suite 301, Oakland, CA 94612

Arthur Page, USDOL/Office of Apprenticeship  
550 West C Street, San Diego, CA 92101

## **Enrollment Instruction will be provided during training**

### Bakersfield Community College (Bakersfield)/

1801 Panorama Drive, Bakersfield, CA 93305

### Palomar Community College (San Diego)

1140 W Mission Rd., San Marcos, CA 92069

## California State Addendum

Rio Hondo Community College (Whittier, Ontario)  
3600 Workman Mill Road, Whittier, CA 90601-1616

Santiago Canyon Community College (Buena Park, Ontario, San Diego, Whittier)  
8045 E Chapman Ave., Orange, CA 92869

### **Employment Department (Benefits)**

The first step is to file a new claim or reopen an existing claim with California Employment Development Department (EDD). An information sheet on how to apply is available during training. Apprentices must call EDD the first day of training:

1-800 300-5616 English; 1-800 326-8937 Spanish; 1-800 547-3506 Chinese; 1-800 547-2058 Vietnamese "Calls are to be made between the hours of 8:00 a.m. to 5:00 p.m."

File online claim for benefits at [https://www.edd.ca.gov/Unemployment/UI\\_Online.htm](https://www.edd.ca.gov/Unemployment/UI_Online.htm) (see site for days/times applications are accepted)

Completion Letters must be sent to EDD, P.O. Box 419000, Sacramento, CA 95841-9000, or via Fax: (866) 215-9159

Southwest Carpenter and Affiliated Trades Joint Apprenticeship Training Committee  
Southwest Carpenters Training Fund  
Colorado State Addendum

**Dispatch/Available for Work Call:**

**For Rules:** <https://www.swcarpenters.org/out-of-work/>

**Daily Dispatch**

If you are in search of hiring contractors, add yourself to the Ready-to-Work (dispatch) line of your choice by calling **(800)-338-4599**.

Call the number every weekday between 7:00 a.m. and 2:00 p.m. to put yourself on the daily dispatch list. This gives you priority during dispatching. Only those who call the number daily will receive calls from dispatch that day.

In order to retain your position on the daily dispatch list, you must be on the rollcall every week. You can do that by calling the number between 7:00 a.m. Friday and Monday at noon. If you do not call during this time, you will be dropped from the list.

A confirmation number is given out every time you place yourself on a list. Please ensure that your phone number is up to-date.

**Area Craft Requirements**

Carpenter: 4 Years  
Term: OJT/RSI 5,200-8,000/640  
Period Advances: 700 Minimum OJT per level

Period Level	Wage %	OJT Hours Per CBA	RSI Hours		Period Level	Wage %	OJT Hours Per CBA	RSI Hours
1st	60	0-1000	0-80		5 <sup>th</sup>	80	2801-5000	320-400
2nd	65	701-2000	80-160		6 <sup>th</sup>	85	3501-6000	400-480
3rd	70	1401-3000	160-240		7 <sup>th</sup>	90	4201-7000	480-560
4th	75	2101-4000	240-320		8 <sup>th</sup>	95	4901-8000	560-640

Drywall Applicator: 3 Years  
Term: OJT/RSI 3,900-6,000/480  
Period Advances: 1000/1<sup>st</sup> then 600 Minimum OJT per level

Period Level	Wage %	OJT Hours Per CBA	RSI Hours		Period Level	Wage %	OJT Hours Per CBA	RSI Hours
1st	60	0-1000	0-80		5 <sup>th</sup>	80	2801-5000	320-400
2nd	65	1001-2000	80-160		6 <sup>th</sup>	90	3401-6000	400-480
3rd	70	1601-3000	160-240					
4th	75	2201-4000	240-320					



Southwest Carpenter and Affiliated Trades Joint Apprenticeship Training Committee  
Southwest Carpenters Training Fund  
Colorado State Addendum

Millwright: 5 Years  
Term: OJT/RSI 6,500-10,000/800\*  
Period Advances: 650 Minimum OJT per level

Period Level	Wage %	OJT Hours Per CBA	RSI Hours		Period Level	Wage %	OJT Hours Per CBA	RSI Hours
1st	60	0-650	0-80		6 <sup>th</sup>	85	3201-6000	400-480
2nd	65	651-2000	80-160		7 <sup>th</sup>	90	3901-7000	480-560
3rd	70	1301-3000	160-240		8 <sup>th</sup>	92.5	455-8000	560-640
4th	76	1951-4000	240-320		9 <sup>th</sup>	95	5201-9000	640-720
5th	80	2601-5000	320-400		10 <sup>th</sup>	97.5	5851-10000	720-800

**\*Total of 20 RSI classes over 5 years. Classes are scheduled as consecutive two-week sessions approximately six months apart**

#### Area Holidays Observed

Holidays
New Year's (Jan 1)
Memorial Day (Last Mon/May)
Independence Day (Jul 4th)
Labor Day* (1st Mon/Sep)
Thanksgiving Day (4th TH/Nov)
Christmas Day (Dec 25th)

#### Area Special Rules and Regulations

None

#### Threat/Emergency Evacuation Information

Evacuation Information: Depending on the type of threat/emergency, apprentices will exit the building using marked exit doors and proceed to the reassemble area(s) located on evacuation route handouts and maps posted in classrooms and throughout the training center. For safety and rescue purposes, apprentices shall report to instructor(s) so that everyone is accounted for, and to receive further instructions from SWCTF staff and/or emergency responders.

#### Overall Joint Apprenticeship and Training Committee (JATC "Committee")

SW Carpenter and Affiliated Trades (SCAT JATC) Meets: Quarterly (Week/Day/Time/Location)

#### Appeals and Complaints (Not resolved by Coordinator/DAP)

SW Carpenter and Affiliated Trades (SCAT JATC) Sub-Committee of Colorado Meets: Bi-Monthly (Week/Day/Time/Location)

**Colorado Disciplinary Action Panels (DAP)/See Training Center below)**

**Colorado Training Center:**

Denver Training Center – 4290 Holly Street, Denver Co. 80216 (303) 393-6060

Hours: Call Training Center

CO DAP Meeting Information: (Week/Day/Time/Location)

**Colorado Local Unions:**

555 – 4290 Holly Street Denver, Co. 80216 [303] 355-8774

Hours: Call Local

**State Approving Agency/Local Education Agency**

Cynthia S. McLain

State Director, USDOL/ETA/OA

721 19th Street, Room 465, Denver, CO 80202-2517

**Enrollment Instruction will be provided during training**

Emily Griffith Technical College (Denver)

1860 Lincoln St., Denver, CO 80203

**Employment Department (Unemployment Benefits)**

Apprentices are not eligible to receive Colorado Unemployment benefits during training.

Apprentices may apply for union vacation pay benefits. Information on how to apply and forms will be available during training.

Southwest Carpenter and Affiliated Trades Joint Apprenticeship Training Committee  
Southwest Carpenters Training Fund  
New Mexico State Addendum

**Dispatch/Available for Work Call:**

**For Rules:** <https://www.swcarpenters.org/out-of-work/>

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If you are in search of hiring contractors, add yourself to the Ready-to-Work (dispatch) line of your choice by calling **(800)-338-4599**.

Call the number every weekday between 7:00 a.m. and 2:00 p.m. to put yourself on the daily dispatch list. This gives you priority during dispatching. Only those who call the number daily will receive calls from dispatch that day.

In order to retain your position on the daily dispatch list, you must be on the rollcall every week. You can do that by calling the number between 7:00 a.m. Friday and Monday at noon. If you do not call during this time, you will be dropped from the list.

A confirmation number is given out every time you place yourself on a list. Please ensure that your phone number is up to-date.

**Area Craft Requirements**

Carpenter: 4 Years  
Term: OJT/RSI 5,200-8,000/640  
Period Advances: 1000/1<sup>st</sup> then 600 Minimum OJT per level

Period Level	Wage %	OJT Hours Per CBA	RSI Hours		Period Level	Wage %	OJT Hours Per CBA	RSI Hours
1st	50	0-1000	0-80		5 <sup>th</sup>	70	2801-5000	320-400
2nd	55	1001-2000	80-160		6 <sup>th</sup>	80	3401-6000	400-480
3rd	60	1601-3000	160-240		7 <sup>th</sup>	85	4001-7000	480-560
4th	65	2201-4000	240-320		8th	92	4601-8000	560-640

Drywall/Lather: 4 Years  
Term: OJT/RSI 5,200-8,000/640  
Period Advances: 1000/1<sup>st</sup> then 600 Minimum OJT per level

Period Level	Wage %	OJT Hours Per CBA	RSI Hours		Period Level	Wage %	OJT Hours Per CBA	RSI Hours
1st	50	0-1000	0-80		5 <sup>th</sup>	70	2801-5000	320-400
2nd	55	1001-2000	80-160		6 <sup>th</sup>	80	3401-6000	400-480
3rd	60	1601-3000	160-240		7 <sup>th</sup>	85	4001-7000	480-560
4th	65	2201-4000	240-320		8th	92	4601-8000	560-640

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Millwright: 5 Years  
Term: OJT/RSI 6,500-10,000/800\*  
Period Advances: 650 Minimum OJT per level

Period Level	Wage %	OJT Hours Per CBA	RSI Hours		Period Level	Wage %	OJT Hours Per CBA	RSI Hours
1st	50	0-650	0-80		6 <sup>th</sup>	75	3201-6000	400-480
2nd	55	651-2000	80-160		7 <sup>th</sup>	80	3901-7000	480-560
3rd	60	1301-3000	160-240		8th	85	455-8000	560-640
4th	65	1951-4000	240-320		9th	90	5201-9000	640-720
5th	70	2601-5000	320-400		10th	95	5851-10000	720-800

**\* Total of 20 RSI classes over 5 years. Classes are scheduled as consecutive two-week sessions approximately six months apart**

### Area Holidays Observed

Holidays
New Year's (Jan 1)
Memorial Day (Last Mon/May)
Independence Day (Jul 4th)
Labor Day (1st Mon/Sep)
Veteran's Day (Nov 11 <sup>th</sup> )
Thanksgiving Day (4th TH/Nov)
Thanksgiving Day- After (Fri)
Christmas Day (Dec 25th)

### Area Special Rules and Regulations

None

### Threat/Emergency Evacuation Information

Evacuation Information: Depending on the type of threat/emergency, apprentices will exit the building using marked exit doors and proceed to the reassemble area(s) located on evacuation route handouts and maps posted in classrooms and throughout the training center. For safety and rescue purposes, apprentices shall report to instructor(s) so that everyone is accounted for, and to receive further instructions from SWCTF staff and/or emergency responders.

### Overall Joint Apprenticeship and Training Committee (JATC "Committee")

SW Carpenter and Affiliated Trades (SCAT JATC) Meets: Quarterly (Week/Day/Time/Location)

### Appeals and Complaints (Not resolved by Coordinator/DAP)

Southwest Carpenter and Affiliated Trades Joint Apprenticeship Training Committee  
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SW Carpenter and Affiliated Trades (SCAT JATC) Sub-Committee of New Mexico Meets: Bi-Monthly  
(Week/Day/Time/Location)

**New Mexico Disciplinary Action Panels (DAP)/See Training Center below)**

**New Mexico Training Centers:**

Albuquerque 3900A Pan American Freeway NE Albuquerque, NM 87107 (505) 268-4396

Hours: 6:00 AM

NM DAP Meeting Information: (Week/Day/Time/Location)

**New Mexico Local Unions:**

1319 - 3900A Pan American freeway NE, Albuquerque, NM 87107 [505] 268-4380

Hours: Call Local

**State Registration Agency/Local Education Agency**

Katrina Vigil, State Apprenticeship Director New Mexico Department of Workforce Solutions  
401 Broadway NE, Albuquerque, NM 87102

**Enrollment Instruction will be provided during training**

Central New Mexico Community College

525 Buena Vista Drive SE, Albuquerque, New Mexico, 87106

**Employment Department (Unemployment Benefits)**

Apprentices are not eligible for benefits during training

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**Dispatch/Available for Work Call:**

**For Rules:** <https://www.swcarpenters.org/out-of-work/>

**Daily Dispatch**

If you are in search of hiring contractors, add yourself to the Ready-to-Work (dispatch) line of your choice by calling **(800)-338-4599**.

Call the number every weekday between 7:00 a.m. and 2:00 p.m. to put yourself on the daily dispatch list. This gives you priority during dispatching. Only those who call the number daily will receive calls from dispatch that day.

In order to retain your position on the daily dispatch list, you must be on the rollcall every week. You can do that by calling the number between 7:00 a.m. Friday and Monday at noon. If you do not call during this time, you will be dropped from the list.

A confirmation number is given out every time you place yourself on a list. Please ensure that your phone number is up to-date.

**Area Craft Requirements**

Acoustical Installer: 4 Years  
Term: OJT/RSI 5,200-8,000/640  
Period Advances: 1000/1<sup>st</sup> then 600 Minimum OJT per level

Period Level	Wage %	OJT Hours Per CBA	RSI Hours		Period Level	Wage %	OJT Hours Per CBA	RSI Hours
1st	55	0-1000	0-80		5 <sup>th</sup>	75	2801-5000	320-400
2nd	60	1001-2000	80-160		6 <sup>th</sup>	80	3401-6000	400-480
3rd	65	1601-3000	160-240		7 <sup>th</sup>	85	4001-7000	480-560
4th	70	2201-4000	240-320		8th	90	4601-8000	560-640

Carpenter: 4 Years  
Term: OJT/RSI 5,200-8,000/640  
Period Advances: 1000/1<sup>st</sup> then 600 Minimum OJT per level

Period Level	Wage %	OJT Hours Per CBA	RSI Hours		Period Level	Wage %	OJT Hours Per CBA	RSI Hours
1st	50	0-1000	0-80		5 <sup>th</sup>	70	2801-5000	320-400
2nd	55	1001-2000	80-160		6 <sup>th</sup>	75	3401-6000	400-480
3rd	60	1601-3000	160-240		7 <sup>th</sup>	80	4001-7000	480-560
4th	65	2201-4000	240-320		8th	90	4601-8000	560-640

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Drywall Applicator: 4 Years  
Term: OJT/RSI 5,200-8,000/640  
Period Advances: 1000/1<sup>st</sup> then 600 Minimum OJT per level

Period Level	Wage %	OJT Hours Per CBA	RSI Hours		Period Level	Wage %	OJT Hours Per CBA	RSI Hours
1st	50	0-1000	0-80		5 <sup>th</sup>	70	2801-5000	320-400
2nd	55	1001-2000	80-160		6 <sup>th</sup>	75	3401-6000	400-480
3rd	60	1601-3000	160-240		7 <sup>th</sup>	80	4001-7000	480-560
4th	65	2201-4000	240-320		8th	90	4601-8000	560-640

Millwright: 5 Years OWL: (800) 338-4599  
Term: OJT/RSI 6,500-10,000/800\*  
Period Advances: 650 Minimum OJT per level

Period Level	Wage %	OJT Hours Per CBA	RSI Hours		Period Level	Wage %	OJT Hours Per CBA	RSI Hours
1st	50	0-650	0-80		6 <sup>th</sup>	75	3201-6000	400-480
2nd	55	651-2000	80-160		7 <sup>th</sup>	80	3901-7000	480-560
3rd	60	1301-3000	160-240		8th	85	455-8000	560-640
4th	65	1951-4000	240-320		9th	90	5201-9000	640-720
5th	70	2601-5000	320-400		10th	95	5851-10000	720-800

**\*Total of 20 RSI classes over 5 years. Classes are scheduled as consecutive two-week sessions approximately six months apart**

Pile Driver: 4 Years  
Term: OJT/RSI 5,200-8,000/640  
Period Advances: 1000/1<sup>st</sup> then 600 Minimum OJT per level

Period Level	Wage %	OJT Hours Per CBA	RSI Hours		Period Level	Wage %	OJT Hours Per CBA	RSI Hours
1st	50	0-1000	0-80		5 <sup>th</sup>	70	2801-5000	320-400
2nd	55	1001-2000	80-160		6 <sup>th</sup>	75	3401-6000	400-480
3rd	60	1601-3000	160-240		7 <sup>th</sup>	80	4001-7000	480-560
4th	65	2201-4000	240-320		8th	90	4601-8000	560-640

### Area Holidays Observed

Holidays/Southern Nevada
New Year's Day (Jan 1)
Washington's Birthday (Presidents' Day) (3 <sup>rd</sup> Mon/Feb)
Memorial Day (Last Mon/May)
Independence Day (4 <sup>th</sup> of July)
Labor Day (1 <sup>st</sup> Mon/Sept.)

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Veteran's Day (Nov. 11 <sup>th</sup> )
Thanksgiving Day (4 <sup>th</sup> TH/Nov.)
Friday after Thanksgiving
Christmas Day (Dec. 25 <sup>th</sup> )
Note: with respect to millwrights, Admission Day is a recognized holiday in lieu of Veteran's Day for all Nevada Counties except for Clark, Lincoln, Nye and Esmeralda

<b>Holidays/Northern Nevada</b>
New Year's Day (Jan 1)
Memorial Day (Last Mon/May)
Independence Day (4th of July)
Nevada Admissions Day (Last Friday Oct.)
Thanksgiving Day (4th TH/Nov.)
Friday after Thanksgiving
Christmas Day (Dec. 25th )

### **Area Special Rules and Regulations**

Minimum Qualifications: Apprentices must have a High School/GED at application or within one year of indenture date.

### **Threat/Emergency Evacuation Information**

Evacuation Information: Depending on the type of threat/emergency, apprentices will exit the building using marked exit doors and proceed to the reassemble area(s) located on evacuation route handouts and maps posted in classrooms and throughout the training center. For safety and rescue purposes, apprentices shall report to instructor(s) so that everyone is accounted for, and to receive further instructions from SWCTF staff and/or emergency responders.

### **Overall Joint Apprenticeship and Training Committee (JATC "Committee")**

SW Carpenter and Affiliated Trades (SCAT JATC) Meets: Quarterly (Week/Day/Time/Location)

### **Appeals and Complaints (Not resolved by Coordinator/DAP)**

SW Carpenter and Affiliated Trades (SCAT JATC) Sub-Committee of Nevada Meets: Bi-Monthly (Week/Day/Time/Location)

**Nevada Disciplinary Action Panels (DAP)/See Training Center below)**

### **Nevada Training Centers:**

Las Vegas – 4245 W. Sunset Rd. Las Vegas, NV. 89118 [702] 452-5099  
Hours: 6:00 AM



LV DAP Meeting Information: (Week/Day/Time/Location)

Reno – 1360 Financial Blvd. Reno NV. 89502, 89502 [775] 856-4448

Hours: Call Training Center

RT DAP Meeting Information: (Week/Day/Time/Location)

**Nevada Local Unions:**

1977 -- 4245 W. Sunset Rd. Las Vegas, NV. 89118 [702] 531-1805

Hours: Call Local

**State Registration Agency/Local Education Agency**

Ms. Lleta Brown, Apprenticeship Training Representative  
Nevada State Apprenticeship Council  
555 E. Washington Avenue, Suite 4100  
Las Vegas, Nevada 89101

**Enrollment Instruction will be provided during training**

College of Southern Nevada (Las Vegas)  
3200 East Cheyenne Ave., North Las Vegas, NV 89030

Truckee Meadows Community College  
475 Edison Way, Reno, NV 89502

**Employment Department (Unemployment Benefits)**

Apprentices are eligible for benefits due to mandatory training

Arizona Department of Economic Security (DES)

File a New Claim <https://extranet.azdes.gov/ders/ea/uiclaims/> (Choose English or Spanish)

File Weekly Claim <https://azuiinternetweeklyclaim.azdes.gov/> (Choose English or Spanish)

DES does not have Unemployment Insurance offices. You must apply online. If you don't have a computer, you may visit a One-Stop Center or DES Employment Service office resource center (access to computers is available free of charge). Staff at the One-Stop Centers or DES Employment Service office can help with the online application. Staff at those offices can also provide information about the other services available to help you find employment.

To find a One-Stop Center or DES Employment Service Office, visit the Arizona Job Connection web site(link is external).

Important note: each time you file your weekly UI claims using the Internet you will be required to enter the Personal Identification Number (PIN) that you created when you completed your initial application for UI Benefits (if you applied online). If you didn't apply for benefit online, you will need to create a PIN that will be used to file all future weekly claims and to view payment information. Your PIN can be any combination of

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numbers except all zeroes (0000), all nines (9999), or any symbols (#, \*). Learn more about PINs and Passwords on our PIN or Password Reset page.

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**Dispatch/Available for Work Call:**

**For Rules:** <https://www.swcarpenters.org/out-of-work/>

**Daily Dispatch**

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A confirmation number is given out every time you place yourself on a list. Please ensure that your phone number is up to-date.

**Area Craft Requirements**

Carpenter\*: 4 Years  
Term: OJT/RSI 5,200-8,000/640  
Period Advances: 1000/1<sup>st</sup> then 600 Minimum OJT per level

Period Level		Wage %	OJT Hours Per CBA	RSI Hours		Period Level	Wage %	OJT Hours Per CBA	RSI Hours
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2nd		65	1001-2000	80-160		6 <sup>th</sup>	85	3401-6000	400-480
3rd		70	1601-3000	160-240		7 <sup>th</sup>	90	4001-7000	480-560
4th		75	2201-4000	240-320		8th	95	4601-8000	560-640

\*Includes Scaffold Erector

Drywall/Lather/Finisher: 4 Years  
Term: OJT/RSI 5,200-8,000/640  
Period Advances: 1000/1<sup>st</sup> then 600 Minimum OJT per level

Period Level	Wage %	OJT Hours Per CBA	RSI Hours		Period Level	Wage %	OJT Hours Per CBA	RSI Hours
1st	50	0-1000	0-80		5 <sup>th</sup>	75	2801-5000	320-400
2nd	55	1001-2000	80-160		6 <sup>th</sup>	80	3401-6000	400-480
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4th	70	2201-4000	240-320		8th	90	4601-8000	560-640

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Millwright: 5 Years  
Term: OJT/RSI 6,500-10,000/800\*  
Period Advances: 650 Minimum OJT per level

Period Level	Wage %	OJT Hours Per CBA	RSI Hours		Period Level	Wage %	OJT Hours Per CBA	RSI Hours
1st	50	0-650	0-80		6 <sup>th</sup>	75	3201-6000	400-480
2nd	55	651-2000	80-160		7 <sup>th</sup>	80	3901-7000	480-560
3rd	60	1301-3000	160-240		8 <sup>th</sup>	85	455-8000	560-640
4th	65	1951-4000	240-320		9 <sup>th</sup>	90	5201-9000	640-720
5th	70	2601-5000	320-400		10 <sup>th</sup>	95	5851-10000	720-800

**\*Total of 20 RSI classes over 5 years. Classes are scheduled as consecutive two-week sessions approximately six months apart**

### Area Holidays Observed

Holidays
New Year's (Jan 1)
Memorial Day (Last Mon/May)
Independence Day (Jul 4 <sup>th</sup> )
UT Pioneer Day (July 24 <sup>th</sup> )
Labor Day* (1st Mon/Sep)
Thanksgiving Day (4th TH/Nov)
Thanksgiving Day- After (Fri)
Christmas Day (Dec 25 <sup>th</sup> )

### Area Special Rules and Regulations

None

### Threat/Emergency Evacuation Information

Evacuation Information: Depending on the type of threat/emergency, apprentices will exit the building using marked exit doors and proceed to the reassemble area(s) located on evacuation route handouts and maps posted in classrooms and throughout the training center. For safety and rescue purposes, apprentices shall report to instructor(s) so that everyone is accounted for, and to receive further instructions from SWCTF staff and/or emergency responders.

### Committee Information

#### Overall Joint Apprenticeship and Training Committee (JATC "Committee")

SW Carpenter and Affiliated Trades (SCAT JATC) Meets: Quarterly (Week/Day/Time/Location)

#### Appeals and Complaints (Not resolved by Coordinator/DAP)

SW Carpenter and Affiliated Trades (SCAT JATC) Sub-Committee of Utah Meets: Bi-Monthly (Week/Day/Time/Location)

**Utah Disciplinary Action Panels (DAP)/See Training Center below)**

**Utah Training Center:**

8149 S. Welby Park Dr. West Jordan, UT. 84088 [801] 282-6535

Hours: Call Training Center

UT DAP Meeting Information: (Week/Day/Time/Location)

**Utah Local Unions:**

801 -- 8149 S. Welby Park Dr. West Jordan, UT. 84088 [801] 280-0292

Hours: Call Local

**State Registration Agency/Local Education Agency (LEA)**

Robert "Bob" Couse, State Director  
U.S. Department of Labor, ETA/Office of Apprenticeship  
125 State Street, Room 2412, Salt Lake City, UT 84138

(LEA See appropriate State of Training)

**Employment Department (Unemployment Benefits)**

Apprentices in Utah may file a new or continuation claim

A new claim or continuation of an open claim can be filed with Utah Workforce Services Unemployment Insurance. Information sheets on how to apply are available during training. The first step to receive benefits is to file an initial claim or reopen an existing claim.

The easiest way to do this is online at [jobs.utah.gov](http://jobs.utah.gov). You can also call the CARE Team to speak with a claim taker at 801-526-4400.

## Millwright All States Addendum

### Special Rules and Regulations for Local 1607 Millwrights in all states.

1. Every apprentice must bring tools and study materials on the first Monday of any consecutively scheduled training. The required tools will meet or exceed the appropriate tools per period level as listed on the millwright minimum apprentice tool list (see attached list).
  - a. Important Notice: Utah apprentices will not be required to travel with their tools to scheduled classes but must have their tools checked off by a 1607 or 1507 local union representative in Utah before attending scheduled training. Failure to do so will result in upgrades being withheld until required tools are verified.
2. Failure to bring tools on the first Monday or by the following day (Tuesday), will result in the following consequences:
  - a. Apprentice will be sent home for the day, marked as absent scheduled for a make-up day as if an absence had occurred. Multiple Once the make-up day has been assigned, the apprentice will be dropped if absent during any other day of the class. (only one make-up day is allowed)
  - b. Tools missing from the list will result in having your next upgrade withheld until all tools are acquired and signed off by an instructor.
  - c. Apprentices that repeatedly fail to comply with tool requirements will be cited to appear before the JATC for non-compliance
3. If an apprentice misses the first Monday of any consecutively scheduled training, he will be dropped from training and suspended for non-compliance. A written two (2) week suspension notice will be mailed with the dates the apprentice is unable to work or be dispatched for work and will include the date to which the apprentice is rescheduled to class.
4. Apprentices cannot be absent more than one (1) day from any consecutively scheduled two-week training class. If an apprentice misses a class on any of the remaining days, he will be required to make-up that day the following \*Monday. Attendance and tardy policies apply to make-up up days. A missed make up day will be rescheduled to the next regular Monday make up day.  
\*Tuesday, if Monday is a holiday.
5. Failure to achieve a passing grade in the related and supplemental training for one (1) class will preclude advancement. Failure to achieve a passing grade two (2) times will result in a citation to the committee. Failure to achieve a passing grade three (3) times may result in cancellation from the apprenticeship program.
6. No related and supplemental instruction class will be waived for previous school activity or on the job experience.
7. It is the responsibility of the apprentice to give a copy of his upgrade letter to his employer immediately upon returning to work. There is no retroactive pay when this directive is ignored
8. Any apprentice who submits verification of an AA or AS in Industrial Construction may be given credit of one (1) period of credit toward program completion. This documentation must be provided during the application process and prior to indenture. All such requests will be evaluated and approved by the JATC before credit is awarded.

## Millwright All States Addendum

9. Each millwright apprentice shall be required to take and pass either the UBC National Safety and Health Course, the American Red Cross Course or an equivalent agency of equal certification (ex. American Heart Association, EMT, etc.). It shall be the responsibility of each apprentice to see that verification of this class has been submitted to the JATC office.
  - a. If an apprentice fails to either take and/or pass the provided First Aid/CPR class as required, it will be his responsibility to take the class through the American Red Cross or certified agency.
  - b. Failure to comply with the aforementioned conditions may be cause for denial of any further advancement in period until such time as verification of a valid "First Aid/CPR card" is provided to the Committee
  - c. All apprentices are recommended to keep certifications current.
10. An apprentice may be meritoriously advanced one period of his apprenticeship. (All apprentices must complete the required academics, safety and first aid requirements prior to being awarded a completion certificate.) The JATC may also advance an apprentice up to 12.5% of the term of apprenticeship.
  - a. The JATC may consider all meritorious advancement requests to include academics on a case by case basis. Any award of class credit may not exceed two weeks (80 hours) and will not apply to courses that include safety training.
  - b. The JATC shall consider the apprentice's compliance record when granting academic credit.
11. An apprentice who fails to appear on the first cite, will be issued a second citation to appear before the JATC. A second cite failure to appear will result in automatic cancellation from the program, unless excused for good cause by the committee.
12. The "Two (2) Strikes Policy" shall mean that any apprentice having had two cancellations from the program and is again cited to appear before the committee and having been found in non-compliance shall be canceled from the program and prevented from returning to the training program.
13. In addition to recognizing that the improper use of drugs or alcohol constitute a safety and health hazard on the job and that the improper use of drugs or alcohol impede the successful education and training of both apprentices and journeyman, the Committee further recognizes that the federal government and many jobsite owners mandate pre-employment drug and alcohol testing,
14. Therefore, the Committee establishes, administers and funds a drug and alcohol testing program covering apprentices and journeymen, including but not limited to, selection of apprentice applicants, as a requirement for apprentices and journeymen to commence or continue any form of education or training, and its integration with Local 1607's job referral system pursuant to Appendix B of the Master Labor Agreement, the By Laws of the Southwest Regional Council of Carpenters and the rules and procedures of Local 1607.
  - a. A person must take and pass a drug and alcohol test in accordance with the procedures and standards adopted by the Committee:
15. If an apprentice becomes unemployed, he should immediately register on the out-of-work list by calling (800) 338-4599
16. As part of participation in regularly scheduled related and supplemental instruction (RSI.
17. To remain in the apprenticeship program.

## Millwright All States Addendum

18. To obtain and maintain a "clean card" certification for purposes of job referral by Local 1607 and employment.
19. Failing any drug/alcohol test will result in a citation to the committee and immediate exclusion from training program and work participation for period as provided in the table below. A third failure of any type of test will result in cancellation from the apprenticeship program with no opportunity to return to the program.
20. A confirmed alcohol concentration of 0.04 or higher is a positive test. The employee must be immediately removed from Training Center/Owner sites, prohibited from performing his/her duties, and is subject to return-to-work (rehabilitation) provisions of the LACC Policy and any similar policy in other states (Section 6.0 and Appendix 3).
21. A confirmed alcohol concentration of 0.02 or higher, but lower than 0.04 [0.02-0.039] will result in the employee being immediately removed from Training Center/Owner sites and prohibited from performing his/her duties for a minimum of 24 hours. He/she cannot enter Owner sites until a subsequent test (pre-access drug and alcohol test) is negative for drugs and documents an alcohol concentration of less than 0.02.
22. \*\*The training center/employer must arrange for the employee's safe transportation home if his/her alcohol
23. Apprentices excluded from participation in the program under this policy for periods greater than three months may request, and have permission granted by the JATC, a voluntary withdrawal from the program.

Type of Test or Breach of Policy	Minimum Exclusion Period	Rehabilitation Program   Return-to-Duty   Follow-up
Pre-	12 months (365 days)	<ol style="list-style-type: none"> <li>Completed a face-to-face evaluation by a substance abuse professional (SAP) and followed the SAP's recommendations for misuse assistance or participation in an approved rehabilitation program.</li> <li>Determined by the SAP to have successfully completed required education or treatment.</li> <li>Signed a Return-to-Duty Agreement, which may contain recommendations specified by the SAP for additional treatment, aftercare, or support group services even after return to duty.</li> <li>Tested negative on a Return-to-Duty Test (employee) or Pre-Enrollment Test (applicant).</li> <li>Agreed to unannounced follow-up testing for a period of up to five cumulative 'Active' status years.</li> </ol>
Pre-Access	Three (3) months	
Random	Three (3) months	
MTR	Two (2) years/	
Reasonable	Two (2) years	
Post-Accident	Two (2) years	
Wall to Wall	Two (2) years	
Return-to-Duty	Three (3) years	
Follow-up	Three (3) years	
Other	Three (3) months	
Failure to comply with return-to-duty requirements including any subsequent	Three (3) years	



### Millwright All States Addendum

Self-identification (May be exercised only once)	No exclusion period and status shall be 'Inactive-Pending' not 'Inactive'	6. Not tested "positive" on any test or 'refused to test' after returning to duty and complied with all aftercare recommendations.
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Reinstatement from any drug/alcohol test failure suspension requires completion of all requirements under an American Substance Abuse Professional (ASAP) approved program, other program under contract with local 1607, and evidenced by a return to duty letter from the drug/alcohol program administrator submitted to the committee. (guidelines for rehabilitation and return to duty are provided in the table above)

If the Committee determines that it is in furtherance of the Drug and Alcohol Policy stated herein, the Committee has the authority to retain one or more commercial vendors to administer some or all components of the testing program. This includes the authority to adopt, in whole or in part, the procedures, standards or other components of a testing program established or administered by one or more commercial vendors.

Funding to establish, maintain and administer the testing program under this Drug and Alcohol Policy will be provided by employer contributions, pursuant to one or more collective bargaining agreements, to the Joint Apprenticeship and Training Committee Fund for (JATC). The Committee shall make the necessary financial arrangements with JATC for administration of the funding.

Rehabilitation Costs: Contractor employees will be responsible for costs associated with re-analysis when conducted at the employee's request. He/she is also responsible for costs associated with rehabilitation and provisions of the return-to-duty program. Such costs include but are not limited to substance abuse professional (SAP) evaluations, rehabilitation treatment and testing, and return-to-duty/follow-up testing, and aftercare associated with the return-to-duty agreement. This does not preclude contribution by the Contractor employer either directly or through employee benefit/medical plans.

The Committee may establish a sub-committee with respect to maintaining and administering some or all components of this Drug and Alcohol Testing Policy, including the testing program. The Committee may make any necessary arrangements with Local 1607 with respect to integrating the testing program with the job referral system of Local 1607.