

# **APPRENTICESHIP POLICIES & PROCEDURES**

## **REQUIREMENTS FOR APPRENTICESHIP**

- 1.) Apprentice must be at least 18 years of age.
- 2.) Apprentice must have a valid Pennsylvania Driver's License.
- 3.) Apprentice must have a High School Diploma or GED.
- 4.) Apprentice must pass physical exam and drug screening.
- 5.) He/She must live in jurisdiction of Local #3.

## **RULES AND REGULATIONS:**

### **I, as an Apprentice agree:**

- 1.) To be bound by all standards and regulations governed by the Union (including initiation fees and monthly dues).
- 2.) To attend all related classroom instruction, to attend all union meetings or functions deemed necessary by the Apprenticeship Coordinator and the IWJA&JTC.
- 3.) To submit to random drug screening.
- 4.) Not to leave employment without permission of the Apprenticeship Coordinator and the IWJA&JTC.
- 5.) To conduct myself with a professional work ethic as to reflect pride in my union and the Apprenticeship Program.
- 6.) To return any and all tools supplied by the Apprenticeship Program if I quit or if I am terminated for just cause. I understand that if I do not return the tools I will be assessed the cost.
- 7.) To keep track and report monthly hours to the Apprenticeship Office and I understand that no pay increases will be given without said hours being reported.

## **APPRENTICESHIP SCHOOL:**

Classes will be held Monday thru Friday, 8 hours per day. Apprentices will be required to attend class 7 weeks throughout the year. They will attend in one week blocks, 7 times a year. Additional classes may be held on Saturdays and in the evenings as required.

INSUBORDINATION TO INSTRUCTORS OR ANYONE INVOLVED WITH THE APPRENTICESHIP TRAINING PROGRAM WILL NOT BE TOLERATED. THIS PROGRAM MAINTAINS A ZERO TOLERANCE FOR DRUG, ALCOHOL, WEAPONS AND HARASSMENT OF ANY TYPE. ANY APPRENTICE THAT IS DETERMINED BY THE INSTRUCTOR, APPRENTICESHIP COORDINATOR OR JATC TO BE IN VIOLATION OF SAID POLICY WILL BE SUBJECT TO IMMEDIATE DISCIPLINARY ACTION WHICH COULD RESULT IN TERMINATION FROM THE APPRENTICESHIP PROGRAM.

## **SCHOOL PROPERTY:**

### **THIS IS OUR BUILDING!**

Malicious defacing of the training center building or contents (i.e.) desks, chairs, tables, toilets, sinks, walls, partitions, equipment, tools, etc. will be sufficient reason for immediate termination from the Program. Theft will not be tolerated and will be sufficient reason for immediate termination from the program.

## **ABSENTEEISM AND TARDINESS:**

- 1.) Absenteeism will not be tolerated. If you miss a class, you will be required to make up the entire week. (This will not excuse you from the rest of the week in which you missed a day). If you elect to miss an entire week, you will be brought in front of the IWJA&JTC for disciplinary action.

- 2.) School starts promptly @ 7:00 am. Tardiness will not be tolerated. If you are late (even 1 minute), you will be required to attend a make-up class on a Saturday morning.

## **WORK:**

All apprentices must be registered by the Federal Bureau of Apprenticeship and Training. In addition the apprentice must maintain a valid PA drivers license and have and maintain dependable transportation.

All apprentices are expected to be at work on time, dressed properly, with all necessary hand tools. ALL ABSENCES FROM WORK MUST BE IMMEDIATELY REPORTED TO BOTH THE EMPLOYER AND THE APPRENTICESHIP COORDINATOR.

***Get the Job Site Telephone Number the day you start work!***

**Layoffs – must be immediately reported to Apprenticeship Coordinator.**

You must notify the Apprenticeship Coordinator any time you are sent to work by other means. Your on-the-job training is part of the Apprenticeship Program and your attendance and performance fall under the same policies & procedures.

All contractor's safety rules and regulations must be maintained at all times including the wearing of all Personal Safety Protection Equipment issued by the employer. Insubordination to journeymen on job site, contractors or office personnel will not be tolerated. ***If you have a problem, report it to the Apprenticeship Coordinator.***

**ACCIDENTS:**

All accidents resulting in injury, no matter the severity, must be reported to the Apprenticeship Coordinator immediately.

**DRUG AND ALCOHOL POLICY:**

Drug and alcohol use will not be tolerated on the job or at school. Total abstinence is required before and during school and work. Apprentices must not be under the influence of drugs or alcohol at school or work. This includes breaks or lunchtime. Any apprentice found using, distributing, selling or in possession of alcoholic beverages or controlled substances of any kind on any training site or in the work place may be immediately terminated from the Program.

When appropriate, the IWJA&JTC may afford the apprentice determined to be in violation of this policy an opportunity to be referred to an employee assistance program. Having satisfactorily completed the rehab program, the apprentice will be subjected to accelerated random testing. If the apprentice is ever found violating this policy again, he/she will be immediately **terminated from the Program.**

**APPRENTICESHIP WAGES:**

Apprenticeship Rates are based on current Journeyman Rate

0 – 700 Hours	55%
701 – 1400 Hours	60%
1401– 2800 Hours	65%
2801 – 4200 Hours	75%
4201 – UP	90%

Check your pay stub for accuracy weekly. Apprentices are not permitted to discuss wages with a Contractor’s Payroll Office, rates and/or raises are given by the Apprenticeship Office **ONLY**, and are based on reported hours. If your pay scale is wrong, report it to the Apprenticeship Coordinator.

**SPECIAL WAGE AGREEMENTS**

Apprentices may be asked to work under special agreements such as the Pre-Engineered Metal Building Agreement, when requested by the Business Manager.

**THIS POLICY AND STANDARDS WILL BE STRICTLY ENFORCED. NO EXCUSES!**

*I have received, read, understood, and agree to all the rules and regulations set forth in the above document.*

**Print Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

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

**Witnessed by:** \_\_\_\_\_

**IRON WORKERS JOINT APPRENTICESHIP & JOURNEYMAN TRAINING COMMITTEE MEMBERS**

**Employers**

Ron Slagel  
Darlaine Taylor  
William Ligetti

**Union**

Nicholas Kelly  
Gregory Christy  
Mark Thomas

**Apprenticeship Coordinator**

James S. Gallik

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IRON WORKERS JOINT APPRENTICESHIP & JOURNEYMAN RETRAINING COMMITTEE

POLICIES & PROCEDURES

LOCAL # 3  
PITTSBURGH, PA

