



Rules & Regulations

rev 1/20

THE ARIZONA PIPE TRADES JOINT APPRENTICESHIP COMMITTEE (JAC) HAS DEVELOPED THIS STATEMENT OF POLICY AND THE RULES AND REGULATIONS.

As a participant in the Apprenticeship Program, you will be required to know and follow these Rules and Regulations, as amended or changed by the JAC at any time and from time to time. This Statement of Policy is to help you. By following these Rules and Regulations and any additional rules adopted and distributed by the JAC to apprentices, you will remain in good standing. As an apprentice you have a responsibility to yourself and your JAC, as well as your Local Union and Employer. YOU SHOULD ALWAYS BE AWARE OF YOUR RESPONSIBILITIES AND CONDUCT YOURSELF ACCORDINGLY.

Electronic version of the Rules and Regulations will be online and any changes made during JAC meetings will go into effect the 1st of the following month unless otherwise indicated. Apprentices will be notified via email to look for the changes when they occur.

The JAC is made up of three (3) labor members representing the Local Union and three (3) contractor members representing the Employers. The JAC is always striving to give you the best possible training in your trade, both in on-the-job training and in the related classroom activities. Therefore, we expect and demand your very best effort at all times. The JAC will make every effort to work with individuals when emergencies or special problems arise. The JAC, and those they represent, have given you a chance to be a part of a great industry - one that offers unlimited opportunities.

REMEMBER - YOUR REPUTATION WILL FOLLOW YOU THE REST OF YOUR WORKING LIFE! Guard it cautiously! Acquire a good work record, dress neatly, have a good attitude, be at work on time, and in school when required.

THE APPRENTICE'S OBLIGATION TO THE JOINT APPRENTICESHIP COMMITTEE:

The apprentice will sign the current Apprenticeship Agreement when he/she starts the Apprenticeship. This Agreement has been approved by the Arizona Apprenticeship Advisory Division and as set forth in the JAC Apprenticeship Standards.

The apprentice will be familiar with the JAC Rules and Regulations and all other administrative rules, regulations and JAC standards.

The apprentice will keep a current email address, mailing address, and telephone number on file, at all times, with the JAC office.

Upon termination from a job, the apprentice is required to bring their termination into the

Local Union Hall immediately. The Local Union will provide a copy of the termination to the JAC. Any termination other than for a "Reduction in force", "Job completed and "Shut down" will be referred to the Business Representative (BA).

The apprentice is required to check for work on a daily basis, answer his/her phone when called by the dispatcher and return the phone calls from the dispatcher by 4:00pm Arizona time the same day. All apprentices shall report for dispatch when advised.

The apprentice is expected to attend all classes in which he or she is enrolled and to be ready and willing to work. An apprentice may request a six (6) month leave of absence. In order to be eligible for a leave of absence, the apprentice must request the leave in writing stating why they wish to have a six (6) month leave of absence. Apprentices must also be in good standing at the time of the request. To be in good standing, an apprentice must be in good standing, in compliance with these Rules and Regulations, and the apprentice must have completed the twelve (12) month probationary period. A leave of absence is for six (6) months, unless it is for incarceration, medical, military or FMLA

An apprentice, if still employed by a Contractor when requesting a six (6) month leave of absence (LOA), will be terminated from employment immediately and will not be able to work or attend school until the six (6) months leave of absence ends.

An apprentice must return from the six (6) month leave of absence when it expires. If they need it extended for an additional six (6) months they must request an extension detailing the reason before the six (6) month leave expires. Failure to request extension before the leave of absence has expired will result in automatic exit. Only two (2) six (6) month leave of absences are permitted during apprenticeship.

If the apprentice is on a leave of absence because of a medical condition, the apprentice may not return to school or work until he/she has a FULL doctor's release to return to work and attend school. If an apprentice returns from a leave of absence because of an injury that is the subject of a Worker's Compensation claim, and the apprentice is released for light duty only, the apprentice should be aware that there are very limited light duty work assignments available. An apprentice who is on medical leave may NOT attend school until a full doctor's release is received in writing. An apprentice does not have to terminate his/her employment while on a Workman's Compensation claim unless medically necessary.

An apprentice on a leave of absence for incarceration will be granted up to one (1) year. At the end of the year if the apprentice cannot return to work and attend related instruction the apprentice will be removed from the apprenticeship program and will be not be allowed to reapply for a period of two (2) years from the day the incarceration leave of absence was granted.

An apprentice on a FMLA leave will be subject to applicable state and federal rules.

THE APPRENTICE'S OBLIGATION TO THE UNION:

1. The apprentice, after the appropriate probationary period is met (see probationary period), will be referred by the apprenticeship office to the Local Union for membership. At that time, the apprentice may arrange to pay for initiation fees, etc.

If the apprentice chooses not to be initiated upon first notification or initiation, the apprentice will not be penalized in time or monies.

The apprentice will keep a current mailing address, email and telephone number on file at all times with the Union office and the Apprenticeship Training Center. If an apprentice does not keep a current email address, mailing address and telephone number on file with the Union or the Apprenticeship Training Center, the apprentice will remain subject to all rules and regulations. Violations will not be excused due to any break in communication. For example, if the dispatcher calls them for a work call and the phone number is no longer working that would be considered turning down a work call. If an apprentice does not attend related instruction due to not receiving the schedule sent to them, they will hold themselves back in the program for one (1) semester of school and they will not be allowed to attend journeymen upgrade classes that may take the place of the related instruction they should have attended. Apprentices are not allowed to double up in apprentice classes.

The apprentice will sign all work referrals from the Local Union and will give one copy to the contractor or foreman upon being hired.

THE APPRENTICE'S OBLIGATION TO THE CONTRACTOR:

1. Signatory contractors are those who chose to obligate themselves to the Arizona Pipe Trades Agreement. They may or may not be members of the Plumbing and Air Conditioning Contractors of Arizona Association.
2. The Contractors and the Union, through their collective bargaining process, have established wage benefits and working conditions that are reasonable & equitable and better than what is generally offered in the industry.
3. The contractor expects and is entitled to a fair days work in return for the above.
4. The contractors have chosen to support this apprenticeship system of training because they know it has proven to be the best avenue of ensuring a supply of qualified craftsmen for the future.

ZERO TOLERANCE POLICY:

At the Arizona Pipe Trades Joint Apprenticeship Committee employment decisions are made without regard to race, religion, national origin, citizenship, age, gender, veteran status, or the presence of any disability.

All employees, instructors, apprentices and applicants are entitled to work in an environment that is free of harassment. Sexual harassment, or any other type of harassment, will not be tolerated at the Arizona Pipe Trades. Harassment can take many forms, including (as examples):

Unwelcome remarks, gestures or physical contact;

Verbal abuse, threats, taunting or leering;

Acts of physical aggression creating a hostile work environment;

Unwelcome sexual advances or request for sexual favors;

Job advancement or lack thereof based on sexual favors or lack of such favors;

Sexual or derogatory jokes or comments (explicit or by innuendo); and

The display or circulation of sexually explicit or derogatory pictures or other materials.

If you believe that you or another co-worker, instructor, apprentice or applicant has been treated unfairly or harassed, immediately notify the Director of Training and/or Training Coordinator, unless you believe the Director of Training and/or the Training Coordinator is the offending party. If you believe the Director of Training and/or the Training Coordinator is the offending party, then you must notify any member of the Joint Apprenticeship Committee. Your concerns will be investigated promptly and impartially, and will be handled as confidentially as possible. All employees, instructors, apprentices and applicants must cooperate with any such investigation. You will not be retaliated against for reporting your concerns.

Employees, instructors, apprentices or applicants who violate this policy are subject to discipline up to and including immediate dismissal.

PROBATIONARY PERIOD:

All apprentices will be on a probationary period for the first twelve (12) months following the date the Apprentice Agreement is signed by the apprentice. Any probationary apprentice will not have the right to an appeal hearing.

The JAC may, at any time during the five (5) year Building Trades apprenticeship, place an apprentice on a special program of adherence to these Rules and Regulations in the case of an apprentice who fails to abide by the rules governing related training or on-the-job performance. Such cases will be determined by the JAC on a case by case basis.

JOB PLACEMENT:

The Local Union Hall, and its representatives, will dispatch apprentices. The Director, and coordinator, will work with management and the Union for placement of apprentices and diversification of training.

Upon reporting to the jobsite, the apprentice is required to give the foreman or supervisor a copy of the work referral. The apprentice MUST also show two forms of I.D. to the employer upon hiring. A valid Arizona State driver's license is preferable in addition to your Social Security Card. Apprentices are not permitted to solicit their own work.

Any apprentice who turns down two (2) work calls within any twelve (12) month period will receive a negative action, be moved to the bottom of the out of work list and scheduled to see the JAC at the next meeting. An apprentice that turns down three (3) work calls within any twelve (12) month period will receive a negative action and scheduled to see the JAC at the next meeting. Not answering their contact phone or returning the phone call from the dispatcher within a timely manner, by 4:00 p.m. Arizona time, will be treated the same as turning down that work call.

The JAC office will maintain records on all apprentices to show their progressive wage scale, related instruction, and the progress of the apprentice's on-the-job experience.

TERMINATION OF EMPLOYMENT:

Absent extraordinary circumstances, such as the imminent safety threat, an apprentice should continue working. Any workplace grievances or disputes should be submitted to the Union steward or a Union business agent. An apprentice that quits, walks off the job or otherwise leave a contractor to which he or she has been dispatched without having been dismissed by their journeyman, foreman, or other person in charge must notify the Director/Coordinator immediately. The Director/Coordinator will have a Union Business Representative (BA) investigate and report on the circumstances. If the quit is warranted the apprentice will not receive a negative action and will be placed on the out of work list. If the quit is NOT warranted, the apprentice will receive a negative action and not placed on the out of work list until the apprentice appears before the JAC to explain why they quit at the next JAC meeting.

Apprentices are obligated to report to work pursuant to dispatch instructions. If an apprentice fails to report for work to a contractor to which he or she has been dispatched, the apprentice must notify the Director/Coordinator immediately of the reasons. If the apprentice had good cause to not report the apprentice will not receive a negative action and will be placed on the out of work list. If the apprentice lacked good cause to not report, the apprentice will receive a negative action and not placed on the out of work list until the apprentice appears before the JAC to explain why they did not report for work.

If a contractor or a representative of the contractor terminates an apprentice for reasons other than layoff, it will be necessary for the apprentice to immediately consult a Business Representative (BA), the Training Director or Training Coordinator for an evaluation of the situation. Upon receiving one unsatisfactory termination, the apprentice will receive a negative action and be scheduled to explain to the JAC at their next meeting.

Termination of employment, of any kind, does not relieve the apprentice of the obligation to attend related training classes.

In the event an apprentice receives negative evaluation or a "Not Eligible for Rehire" (NER) due to the following reasons, he/she may be required by the JAC to be scheduled for a "Hands-on" evaluation before he/she can return to work and after review by the Training Director. This "Hands-on" evaluation may result in an extension of his/her Apprenticeship and/or additional training, or an exit hearing by the JAC.

Possible reasons for "hands-on" testing include, but are not limited to:

1. Does not work at year or level of Apprenticeship rating
2. Does less than expected, does just enough to get by, never proceeds on his/her own
3. Does not understand the work at year or level of Apprenticeship rating
4. Needs constant supervision, works at a moderate pace
5. Learns slowly, frequent misunderstanding of the job
6. Gets confused, needs repeated instructions on each job, slow learner
7. Plans work poorly, slow, produces very little

ON-THE-JOB WORK EXPERIENCE/TIME:

The JAC office will maintain a record on all apprentices to show their progressive wage scale, related instruction, and the progress of the apprentice's on-the-job experience. Apprentices must log their on-the-job learning hours every month no later than the fifteenth (15) of the following month. Apprentices not logging OJT hours for 12 consecutive months will have their advancement held until the hours are logged. Once the hours are logged the apprentice will be eligible for advancement the 1st of the following month.

The JAC requires an apprentice to be available for work a minimum of 1,600 hours a year. The JAC will review cases that might arise from economic reasons. The JAC, or its representatives, will review the apprentice's on-the-job record, at a minimum, every twelve months to ascertain if the apprentice is:

1. Reporting for work each day;
2. Being on time and not taking off early unless for unusual reasons;
3. Developing safe working habits; and
4. Gaining productive knowledge for the period that he/she is in.

An apprentice who, for any reason, is not accruing the proper amount of OJL ('on the job learning) hours required per period will be reviewed by the JAC. If the JAC feels the lost time is significant and has detracted from the apprentice's overall training; the JAC may extend the apprentice's time to accomplish the intent of the program.

An apprentice who is exited once from the program by the JAC will not be allowed to reapply for two (2) years from the date of exit from the program. An apprentice who has been exited twice from the program will not be allowed to reapply.

PERSONAL APPEARANCE AND HABITS:

While on the job, or in school, the apprentice represents the employer, the union and the JAC to the client and/or the public.

The apprentice shall be neat about his/her personal appearance; clothing shall be appropriate, hairstyle shall be appropriate or practical for use with hard hats, welding hoods, etc. The same common sense applies to beards or mustaches.

The JAC will not tolerate any use of drugs or alcoholic beverages, whether at the school facilities or on-the-job. This will be grounds for disciplinary action up to and including being exited from the Program.

Drug testing shall be performed when required.

WAGES AND FRINGE BENEFITS:

The wage scale for apprentices will be listed in the current Collective Bargaining Agreement. All other benefits (i.e., Health and Welfare, Pension, etc.) will apply as specified in the applicable Collective Bargaining Agreement.

If a special agreement is in effect on a given job or project, the apprentice will be regulated by that agreement and the conditions in it; provided the Union has approved such agreement.

WAGE SCHEDULE ADVANCEMENT:

Apprentices will be eligible for advancement only when the following requirements are met:

1. On-the-job work hours must be within the guidelines of the JAC policy. The apprentice must have a minimum of 1,600 hours per year starting at the apprentice's anniversary date of their indenture date or their last date of advancement. An apprentice who works over 1600 hours per year may not bank or accumulate their hours for purposes of advancement (refer to page 8 on-the-job work experience). An evaluation, from the company supervisor, general foreman or foreman, recommending advancement may be received by the apprenticeship office.

The Daytime and/or Night Time Related Training school record must be current and the student must have achieved the following:

- a. A passing grade. The passing grades are discussed in the *Grading and School Evaluations* section of the JAC Rules and Regulations.
- b. A satisfactory apprentice evaluation from the instructor on behavior, interest, etc.
- c. An approved advancement form shall be filled out and signed by the apprentice, before each advancement, as indicated in the appendix to these Rules and Regulations.
- d. These certifications are required to be current for advancement:

Plumbers and Steamfitters

- First year to second year
 - OSHA 30
 - PVC Bonding
- All subsequent annual advancements
 - OSHA 30
 - PVC Bonding
 - 1st Aid/CPR
 - Soldering
 - Brazing

HVAC

- First year to second year
 - OSHA 30
 - Soldering
 - Brazing
 - EPA 608 Universal
- All subsequent annual advancements
 - OSHA 30
 - EPA 608 Universal
 - PVC Bonding
 - 1st Aid/CPR
 - Soldering
 - Brazing

e. OJT hours logged for 12 consecutive months

****NOTE** ANY/ALL APPOINTMENTS THAT ARE NOT JOB RELATED MUST BE MADE AT SUCH A TIME AS TO NOT TO IMPACT THE TRAINING SCHEDULE.**

Two types of penalties can affect scheduled advancements arising from the failure to meet the above requirements:

- a. Temporary withholding of advancement until compliant
- b. A withholding of advancement which will constitute an extension of his/her apprenticeship and/or withholding advancement until the apprentice's next anniversary date or anniversary date of indenture.

Each eligible date for advancement is one (1) calendar year from the prior advancement for years 1 through 5.

RELATED TRAINING:

The related classroom training segment of the apprenticeship program is important. The apprentice will be enrolled or scheduled to be enrolled in related classroom training class each semester. The classes will be two semesters per year. The scholastic year will consist of spring and fall sessions. The JAC may extend the related training classroom hours, or semesters, in order to meet certain special project schedules, such as safety, special certifications, seminars, enrollment requirements, etc.

Doubling up on apprentice classes is not allowed after the spring 2017 semester.

In order to turn out, an apprentice must have 1,200 hours of related instruction or more.

When an apprentice should be turned out, but does not have 1,200 hours of related instruction or more it is the apprentice's responsibility to attend and complete other classes recognized by the JAC to acquire 1,200 hours or more.

If an apprentice has passed and received certifications given for journeymen up grade classes during the course of their apprenticeship and those certifications are still current at the time the apprentice is to turn out, the actual time spent in class will be recognized as part of the 1,200 hours needed to turn out. If the class is not passed or if the certifications are not current, the time spent in class will not be applied to the 1,200 hours needed to turn out.

If an apprentice decides to take a journeyman up grade class instead of an apprentice class and they pass and receive the certification for that class, they will be given the actual time spent in class towards their 1,200 hours. The certification they receive must remain current through the rest of their apprenticeship program

Apprentices failing the final exam (less than 70%) in class will be allowed to take it again within one week of failing it initially. If the apprentice fails the final the second time and fails the class (less than 75%), he/she must pay for the class and repeat it.

Prior transferable college credit may be considered by the JAC in order for an apprentice to "test out" of a class. The apprentice must score a minimum of 85% (B) on the test to be considered.

SAFETY:

The JAC will at all times promote safety, both in terms on physical facilities and job site conditions. Safety will be promoted through classes, lectures and films, etc. The knowledge to recognize hazards on the job site will be taught through OSHA courses and other State and Federal Courses. Any/all individuals involved in any projects, whether in a 'hands-on situation' or classroom environment are expected to work and/or perform such tasks in a safe manner. All apprentices are required to show up for school with appropriate work attire. First Aid, CPR and OSHA, when taken, must be current throughout the student's apprenticeship.

TUITION:

The apprentice will pay the current rate for tuition to the respective school system. If the apprentice is paying the JAC tuition, then tuition must be paid in full by June 30 for the fall semester and December 30 for the spring semester. If tuition is not paid, the apprentice will not be allowed in class and will hold themselves back in the program. An apprentice will not be allowed to double up the following semester to catch up.

Any apprentice attending related instruction at a community college is subject to the community college rules as far as payment for tuition is concerned. A copy of the

apprentice's transcript from the community college must be given to the apprenticeship so credit for the related instruction can be given to the apprentice. If the JAC does not receive a copy of the transcripts, the apprentice will not be advanced until the transcripts are received.

TEXT MATERIAL:

Homework must be completed by the date given by the instructor. Failure to complete homework by the specified date will be reflected in the grade the apprentice earns for the class.

If the apprentice should be enrolled in a distance learning (blackboard) class and they are not, they shall notify the training director via email the first day / night of school to have it placed on their distance learning (blackboard) system. If they do not do so, they will have less time to complete the assigned work for the class and it may reflect on the grade they receive.

The text material for each class will be determined by the JAC. The apprentice may be required to pay to the Apprenticeship Office a book fee for each semester before the first day of training specified by the JAC, if applicable. **HOMEWORK, WHEN GIVEN, IS MANDATORY!**

POLICY FOR ATTENDANCE, ABSENCES AND TARDIES:

1. All apprentices will be required to attend all orientation meetings and related training classes as scheduled.
2. The instructor will have a set amount of required tests. The apprentice will be told at the beginning of each semester, approximately when the tests will be given. **AN APPRENTICE MUST BE IN CLASS FOR ALL SCHEDULED TESTS!**
3. The instructor will review his or her policy at the beginning of each semester so the apprentice is fully informed of his/her responsibilities (attendance, classroom participation, tests, etc.) for passing the class. This review may be in the form of a posted syllabus in the associated online training system.
4. It is the apprentice's responsibility to sign every roll sheet to confirm attendance in class.
5. **ABSENCES.** Daytime Training requires mandatory attendance. There are no excused absences. The apprentice must understand that their yearly/semester grades, raise and status change is dependent, in part, on the total amount of hours spent in their Approved Training courses. Absenteeism will result in;

- a. failure of the course, and, in some cases, specific classes may not be held for an entire year, forcing the apprentice to remain at the same wage rate and status until all of the requirements are met from the previous semester or year,
 - b. JAC action, up to, and including being exited from the apprenticeship program. If an officially enrolled apprentice has more than 3 absences in a semester, no matter how acquired, he/she will fail the semester due to absenteeism. Exceptions for prior notification or emergencies will be at the discretion of the Training Director or the JAC.
 - c. If an apprentice fails any 2 classes due to absenteeism, non-payment, or failing grade regardless of the training schedule, the apprentice will receive a negative action and must appear before the JAC at its next regularly scheduled meeting. Failing another class for one of these reasons will result in a 2nd negative action and cause the apprentice to be exited from the apprenticeship.
 - d. Night Time Training Only - Except for emergency overtime as defined below, or a leave of absence (see *The Apprentice's Obligation To The Joint Apprenticeship Committee* section), THERE ARE NO EXCUSED ABSENCES. If an enrolled apprentice has a total of more than three (3) absences, no matter how acquired, he/she will fail the semester and be required to repeat and pay for it again. Failure of the same class two (2) times will result in a negative action and the apprentice must appear before the JAC at its next regularly scheduled meeting.
 - e. Normal overtime is not an excused absence. Emergency overtime, with contractor and Director prior review and approval, may constitute an excused absence. Emergency overtime is defined as a situation where there is a realistic prospect of property damage or a life-threatening situation. It is the apprentice's responsibility to secure the required prior approvals.
 - f. Shift work or out-of-town work for Night Time Trainees must be approved in advance by the Director and a letter must be received from the contractor. If all requirements are met, the Director may permit the apprentice to take a class to make up the missed time. The apprentice must go back into class once he/she is back in town or back to working a day shift.
6. TARDIES - The instructor will mark the roll sheet if an apprentice is tardy and the apprentice will be required to complete a Tardy Slip. A tardy is defined as arriving in class or orientation after the scheduled start time. If an apprentice arrives after the first 15 minutes of class, he or she will be considered absent for the entire class. If

an apprentice leaves the class more than 15 minutes early it will be considered an absence, less than 15 minutes a tardy.

1 tardy = 1 tardy

2 tardies = 1 absence

3 tardies = 1 absence and 1 tardy

4 tardies = 2 absences

NEGATIVE ACTIONS

When an apprentice receives a negative action they will be scheduled to appear before the JAC. If the apprentice does not appear they will receive another negative action & be scheduled for an exit hearing.

EXIT PROCEDURES

Any two negative actions by an apprentice, within a two-year period of time, are grounds for exit. Negative actions constitute, but are not limited to, a not-eligible-for-rehire termination, unacceptable termination evaluation, failure of the same class twice, quitting a job, not enrolling in school, not logging work hours electronically when due, etc.

An apprentice may be exited from the Program for not complying with these Rules and Regulations. In all cases, when an apprentice is exited from the Program he or she will receive notice via US mail & be scheduled for an exit hearing at the next regularly scheduled JAC meeting.

APPEAL FROM EXIT FROM PROGRAM

If an apprentice has been exited from the Program for any reason he or she has a right to appeal, in writing, to the JAC. If the JAC grants the apprentice's appeal, the apprentice's return to the Program will be subject to such terms and conditions as the JAC may impose and the apprentice's name will be placed at the bottom of the out of work list if they are not currently working.

The JAC will review appeals at its regularly scheduled meetings. If an apprentice has been exited from the Program and wishes to appeal, the apprentice must submit his or her appeal, in writing, to the Apprenticeship Office for review by the Committee. The apprentice must submit to the Apprenticeship Office a written statement specifying: the reasons the apprentice believes he or she should not be exited from the Program. An apprentice must provide the Apprenticeship Office with his or her written statement within FORTY FIVE (45) days of the date of the notice exiting the apprentice from the Program.

The Apprentice will be scheduled to appear at a hearing before the JAC and tell the JAC why the apprentice believes he or she should not be exited.

GRADING AND SCHOOL EVALUATIONS:

All instructors have been given an outline for grading and evaluation. Grades are as follows:

A = 100 - 90

B = 89 - 80

C = 79 - 70

D = 69 - 60

F = 59 or below OR excessive absenteeism and tardiness

Apprentice evaluations may be completed during their schooling. The apprentice must have a satisfactory rating in behavior, learning skills, ability to convey ideas, interest, attendance and ability to get along with others. An unsatisfactory evaluation rating may result in the apprentice being required to repeat a course. It could also result in an extension of an individual's apprenticeship. An apprentice should refer any problems to the Director or Coordinator.

An apprentice **MUST** receive a passing grade in the class in order to advance. A passing grade for the class is 75% or greater. An apprentice must pass the final with a minimum of 70%.

WELDING PATH:

By the end of their first semester an apprentice in the welding program must have a UA-1 welding certification or they will be placed into the pipefitter path. Time spent in the program that is not part of the pipefitter path will be added to the apprentice's length of the program.

By the end of the second semester an apprentice must have a second UA hand welding certification in one of the following processes: GTAW, GMAW, or FCAW.

APPRENTICES CHANGING TRADES:

Apprentices may change their trade only on April 1 or October 1 and that change will take effect the following semester. An apprentice can change their trade once in years one (1) and two (2) and once in years three (3) through five (5). Only related instruction and OJL hours that transfers between classifications will be counted towards related instruction and OJL hours in that new classification.

JAC SCHOOL AND PHYSICAL PLANT RULES:

PERSONAL CONDUCT:

1. The starting time and closing time of classes will be set by the Director/Coordinator. These are the established training hours. These hours may be changed at any time.

- Daytime Training Hours

- ✦ 7 am to 4 pm, 11 to 12 lunch
- ✦ Monday through Friday
- ✦ A 4-10 class schedule will start at 7 am and end at 6 pm ○

- Night Time Training Hours

- ✦ 5:00 pm to 9 pm

The apprentice must strictly adhere to these rules and regulations including the JAC Drug and Alcohol Policy that is in the appendix of these Rules and Regulations.

Disturbances in the classroom will not be tolerated by the JAC. Cell phones are NOT allowed in any classroom during class time unless they are turned off. If there are special circumstances that require an apprentice to have his/her cell phone on, prior approval is required from the instructor. The instructors and/or Director/Coordinator have the authority to remove any apprentice from the training facility. The apprentice will receive an absence for that day/night and further disciplinary action may result.

It will be the responsibility of each apprentice to help keep the parking lot, the school physical plant, classrooms and shop area clean. This means that tools and materials are stored correctly in the shop area. The workbenches and floor will also be clean of all debris. Littering the parking lot area is not allowed. All apprentices must adhere to the posted signs regarding safety, eating, drinking and the use of tobacco in the classrooms.

Removal of tools or materials from classrooms or shop areas without permission from instructors or Director/Coordinator is prohibited. Anyone caught removing items without permission will be required to appear before the JAC. Anyone deliberately damaging JAC property, regardless of whether it may be tools, materials or the buildings (inside or outside), will be required to appear before the JAC. The JAC will determine any appropriate discipline which may include being exited from the program.

The use of electronic recording devices is strictly prohibited without the express permission of the JAC or the Training Director.

VEHICLES (OF ANY TYPE):

Vehicles, of any type, will be parked in the proper areas and within the markings. The "no parking area" will be observed according to the City Code. Any vandalism, reckless driving, etc. in the parking area will be brought to the attention of the JAC for appropriate action.

SUMMARY OF OTHER JAC DUTIES OR POLICIES:

The JAC will maintain an office staff comprised of a minimum of one Director and one secretary. The Director will carry out the rules and regulations of the JAC. From time to time, the JAC will also instruct the Director to proceed with certain rules for special consideration or problems.

The Director/Coordinator may also check the "on-the-job" progress of apprentices with their employers. The Director/Coordinator may periodically move apprentices from area-to-area, or shop-to-shop for diversification of training.

The Director/Coordinator will work directly with the instructors and supervise the implementation of the related training program as set forth by the JAC. The Director/Coordinator and the office staff will maintain a liaison with the community college system to coordinate the registration of apprentices. The office staff will help the apprentices with matters relating to schooling, registration, absences, textbook billing, V.A. benefits, etc.

One of the paramount functions of the JAC office and its staff will be to see that the rules and regulations of the JAC are met by any/all apprentices.

COMPLETION OF APPRENTICESHIP AND OTHER AWARD ACTIVITIES:

APPRENTICESHIP OBLIGATIONS:

All apprentices, before being turned over to the Local Union, will be given a turnout examination. All apprentices must make a minimum of 75% on their journeyman turnout examination. The representatives of the JAC will administer a comprehensive examination of materials covered in the related training classes and of general industry knowledge. The examination will consist of written and/or hands-on activities.

If the apprentice fails to pass the turnout exam with a 75% or better, he/she will be required within in two (2) months to register and pay any fees and re-take the turnout exam. If the apprentice fails a second time, he/she will be required to take the appropriate class or classes which will help them achieve the passing grade needed for turnout. Electronic testing is available for the turnout test. Proof of registration, testing and grades must be

made available to the training center if the apprentice chooses to test electronically or if they fail the initial test given at the training center.

In addition to the passing of the turnout examination, the apprentice is required to have the following obligations met and must show proof (if required) to the Apprenticeship Office:

1. Completed the required OJL hours and Related Instruction as covered by the Standards of Apprenticeship
2. City of Phoenix mechanical or plumbing license
3. Gas fitter license
4. Current 95-5 soldering certification
5. Current Water Pipe Brazing certification or current Med Gas Brazing certifications
6. Current OSHA 30 certification
7. Current PVC Bonding certification
8. Current 1st Aid & CPR certification
9. Any outstanding balance or obligations due to the Apprenticeship Office or the Community College must be paid in full and brought current.

If the above apprenticeship obligations are not met prior to the end of the final semester, the apprentice will be retained in the program until those above obligations have been met. It will be the apprentice's responsibility to diligently work towards completing these requirements in a timely fashion and not to postpone the completion of their apprenticeship. Those not diligently working towards the completion of their apprenticeship may be referred to the JAC for further action which can include termination from the program.

LOCAL 469 OBLIGATIONS:

Within thirty days after an apprentice has successfully completed the all of the above obligations, Local 469 will be notified that the apprentice has completed all the requirements and is eligible for journeyman status. The effective date for journeyman status will be contingent upon when the apprentice has met all of the above requirements and obligations to the JAC.

RECAP OF SPECIAL PROBLEM AREAS:

All of the provisions of these rules and regulations are important to the successful apprentice. The rules listed below are more fully explained elsewhere in these rules and regulations and they are highlighted and summarized here only because apprentices have had problems with these in the past. Highlighting these areas should not be construed or interpreted as reducing the importance of any and all other rules and regulations.

1. See that, at all times, the JAC office, the Health & Welfare office and the Local Union has a current address, telephone number, and email address.
2. Make sure you have a proper work referral slip to carry with you when reporting to a job. You must sign the referral when you pick it up. See that the foreman or supervisor gets the "employers copy" of the work referral so your wages and benefits can be reported correctly. You must show two forms of I.D., a Social Security Card being one of the I.D.s, to your employer. Ask your employer for the office and job site telephone number. Be certain to call your employer if you cannot be at work or will not be on time. Keep a copy of your referral, particularly if you are a new apprentice. Before initiation, you will be required to pay the initiation fee. (Any questions regarding initiation fees should be directed to the Local Union.) Then, as you progress through your apprenticeship, you will be required to pay your dues and death assessments as set forth in the Local Union By-Laws. Any questions pertaining to the Local Union regarding any fringe benefits (i.e. Health & Welfare, Pension, etc.) should be directed to the Director/Coordinator, or business representative. You are also encouraged to attend Union meetings, AFTER YOU HAVE BEEN INITIATED.
3. It is your responsibility to follow through on the provisions of your apprenticeship such as:
 - a. Registering for a related training class and paying tuition before the start of the semester (either June 30 for the fall semester or December 30 for the spring semester).
 - b. Paying for books before the start of the semester if applicable.
 - c. Always being on time for class.
4. It is your responsibility to notify the Local Union Hall office when you are out of work and to contact the Local Union dispatcher until employment is found.
5. Although the Training Facility notifies each contractor with the schedules of all apprentice training classes, there are times when apprentices move from one company to another company. It will remain the responsibility of each apprentice to inform their immediate supervision of any upcoming training that the apprentice is

to attend in a timely manner. This will allow the contractor the opportunity to reallocate manpower to make up for the absent apprentice(s).

6. "COMMUNICATION" is your key to a successful relationship with the JAC and the fulfillment of your goal.

SPECIAL NOTICE:

Upon receipt of this booklet, you will sign a form that states that you will read and abide with these Rules and Regulations as set forth. This signed form will be placed in your permanent file.

ARIZONA PIPE TRADES JOINT APPRENTICESHIP COMMITTEE SUBSTANCE ABUSE POLICY

PURPOSE OF POLICY

The Arizona Pipe Trades Joint Apprenticeship Committee ("JAC") believes that it is important to promote a drug-free community, to maintain safe, healthy, and efficient operations, and to protect the safety and security of the employees, facilities, and property of the JAC and signatory contractors. Drugs or alcohol may pose serious risks to the user and all those who work with, or around, the user. In addition, the use, possession, sale, transfer, manufacture, distribution, and dispensation of alcohol or illegal drugs in the workplace and Training Facility, pose unacceptable risks to the maintenance of a safe and healthy workplace, along with the security of JAC and signatory contractors' employees, facilities, and property. Substance abuse, while at work or otherwise, seriously endangers the safety of employees, as well as the general public, and creates a variety of workplace problems, including increased injuries on the job, increased absenteeism, increased health care and benefit costs, increased theft, decreased morale, decreased productivity, and a decline in the quality of products and services provided by the JAC and signatory contractors. For all of those reasons, the JAC has established this Substance Abuse Policy.

This Policy supersedes and revokes all previous practices, procedures, policies, and other statements of the JAC, whether written or oral, that modify, supplement, or conflict with the Policy. This Policy may be amended at any time.

SCOPE OF POLICY

This Policy applies to all Applicants, Instructors and JAC Employees whose employment is not the subject of a collective bargaining agreement. It also applies to the above mentioned individuals while on JAC property. The intent is to have a Drug & Alcohol Free Training Facility.

DISSEMINATION OF POLICY

All Applicants, Instructors and JAC Employees will receive a copy of this Policy, and will be required to sign an appropriate acknowledgment and receipt.

DEFINITIONS

Illegal Drugs - "Illegal drugs" means any controlled substance, medication, or other chemical substance that (1) is not legally obtainable; or (2) is legally obtainable, but is not legally obtained, is not being used legally, or is not being used for the purpose(s) for which it was prescribed or intended by the manufacturer. Thus, "illegal drugs" may include even over-the-counter medications, if they are not being used for the purpose(s) for which the manufacturer intended them.

Legal Drugs - "Legal Drugs" means prescribed or over-the-counter drugs that are legally obtained by the person and used for the purpose(s) for which the manufacturer intended them. WORK RULES

GENERAL

While the following Work Rules are designed to apply to the people who are most often associated with the Apprenticeship Program, they apply to anyone including but not limited to journeymen or guests who are on the JAC property or participating in or associated with JAC sanctioned activities. In the event a journeyman or guest violates any of these Rules, the JAC reserves its right to take any legally available action including barring such person from participating in any JAC sanctioned activities or from entering upon JAC property.

1. Substance Abuse by Applicants, Apprentices, Instructors and JAC Employees

Alcohol

Applicants, Apprentices, Instructors and JAC Employees may not use, possess, sell, or transfer alcohol while on JAC property, or while operating JAC equipment, machinery, or vehicles.

Applicants, Apprentices, Instructors and JAC Employees may not work or report to work under the influence of alcohol or with an alcohol level of .08 or greater.

Instructors/Apprentices may not report to school under the influence of alcohol or with an alcohol level of .08 or greater.

Applicants, Apprentices, Instructors and JAC Employees who violate either of these rules will be subject to discipline, up to and including immediate termination from the program. The JAC may make exceptions to these rules for certain business or social functions sponsored or approved by the JAC.

Illegal Drugs

Applicants, Apprentices, Instructors and JAC Employees may not possess illegal drugs or engage in the illegal use of drugs while on JAC property, or while operating JAC equipment, machinery, or vehicles.

Applicants, Apprentices, Instructors and JAC Employees may not work or report to work with detectable levels of illegal drugs or the metabolites of illegal drugs in their systems.

Apprentices may not report to school with detectable levels of illegal drugs or the metabolites of illegal drugs in their systems.

Applicants, Apprentices, Instructors and JAC Employees may not manufacture, distribute, dispense, transfer, or sell illegal drugs while on JAC property.

Applicants, Apprentices, Instructors and JAC Employees who violate any of these rules will be subject to discipline, up to and including immediate discharge or exiting from the apprenticeship program.

Legal Drugs/Medication

Any Applicant, Apprentice, Instructor or JAC Employee who has reason to believe that the legal use of drugs, such as a prescribed medication, may pose a safety risk to any person or interfere with the employee's performance of his or her job, or an apprentices training while on JAC property, must report such legal drug use to his or her supervisor, while on the job, or, Director/Coordinator while on JAC property. The JAC/Director/Coordinator shall then determine whether any work restriction or limitation is indicated. Failure to report the legal use of a drug that may pose a safety risk could result in disciplinary action.

2. Criminal Drug Convictions

Any Applicant, Apprentice, Instructor or JAC Employee who is convicted of violating any criminal drug statute while on JAC property will be subject to discipline up to and including immediate termination from the program.

Applicants, Apprentices, Instructors and JAC Employees are required to report any criminal drug statute conviction occurring on JAC property to Training Director/Coordinator or the JAC within five days.

3. Inspection Of Property, Equipment, and Vehicles

All Applicants, Apprentices, Instructors or JAC Employees on JAC or signatory contractors' property or who are performing services on a signatory contractors' project, and all property, equipment, and vehicles on JAC or signatory contractors' property or being used in connection with the performance of work on JAC or a signatory contractors' projects (including, without limitation, all vehicles, containers, desk, and file cabinets), are subject to unannounced inspection by the JAC. You should not expect that any property or items that you bring to work, or on JAC property, are private. If you do not want any property or items inspected, do not bring them to work or on JAC property.

Applicants, Apprentices, Instructors or JAC Employees who refuse to permit inspections under this Policy or who fail to cooperate with inspections under this Policy will be subject to discipline, up to and including immediate termination or exit.

DRUG AND ALCOHOL TESTING.

The JAC may require that Applicants, Instructors and JAC Employees provide urine, blood, breath, and/or other samples for drug and alcohol testing under the following circumstances:

1. Testing Dates

- a. Applicants - All Applicants will be tested upon applying to become an Applicant and as a condition of acceptance as an Apprentice.
- b. Instructors - All Instructors will be subject to testing as a condition of being accepted by the JAC as an Instructor.
- c. JAC Employees - All JAC Employees will be subject to testing as a condition of being employed and continuing to be employed by the JAC.
- d. Accidents or Injuries - In the event of an accident or injury, all individuals associated with the accident or injury may be subject to testing if the JAC reasonably believes drugs or alcohol may be involved.

SPECIMEN COLLECTION AND TESTING PROCEDURES.

2. Specimen Collection Procedures.

- a. Test Subject Privacy - Appropriate professional personnel will supervise the collection of urine and blood specimens for testing. In the absence of a reasonable suspicion that the test subject will alter or substitute a urine specimen, the collection personnel will not directly observe the collection of the urine specimen.
- b. Chain of Custody Procedures - The JAC or its designated drug testing facility will take steps to preserve the chain of custody of specimens, in order to ensure testing accuracy.

3. Specimen Testing Procedures

- a. Specimens will be tested only by laboratories that are properly approved to conduct drug and alcohol testing by the National Institute on Drug Abuse, the Department of Health and Human Services, or the College of American Pathologists.
- b. Specimens will be tested only for the presence of alcohol, illegal drugs, and their metabolites.
- c. The JAC will rely only on positive initial screening test results that also have been confirmed by gas chromatography/mass spectrometry or other methods of confirmatory analysis provided by the National Institute on Drug Abuse, the Department of Health and Human Services, or the College of American Pathologists ("confirmatory test").
- d. Any testing subject who submits a diluted specimen will be asked to provide another specimen. Any testing subject who submits two consecutive diluted specimens will be deemed to have a positive test result.

4. Cost of Testing - The JAC will pay for any drug and alcohol test that it requests or requires.

5. Test Result Reports - The JAC will promptly communicate test results to test subjects. Any test subject may request a copy of his or her test result report.

CONFIDENTIALITY OF TEST RESULTS

The JAC will not disclose test results except as authorized by the test subject or as authorized, permitted, or required by applicable law.

CONSEQUENCES OF REFUSAL

Applicants, Apprentices, Instructors or JAC Employees may refuse to undergo drug and alcohol testing. Applicants who refuse to undergo testing or who fail to

cooperate with the testing procedures will not be permitted to continue in the Applicant Program. Apprentices who refuse to undergo testing or who fail to cooperate with the testing procedures will not be permitted to continue in the apprenticeship program. Instructors and JAC Employees who refuse to undergo testing or who fail to cooperate with the testing procedures will be terminated as an Instructor or JAC Employee, as the case may be.

RIGHT TO EXPLAIN TEST RESULTS

Any test subject who tests positive on a confirmatory test on any drug and alcohol test required by the JAC may:

- a. Submit additional information to the JAC, in a confidential setting, to try to explain the confirmed positive test result; and
- b. Request in writing a confirmatory retest of the original sample, at his or her own expense, provided that the JAC must receive the request within five (5) working days after the test subject has been informed of the confirmed positive test result.

Confirmatory retest requested and paid for by the test subject may be conducted only by laboratories that are properly approved to conduct drug and alcohol testing by the National Institute on Drug Abuse, the Department of Health and Human Services, or the College of American Pathologists.

CONSEQUENCES OF CONFIRMED POSITIVE TEST RESULTS

1. Applicants - Any Applicant who tests positive on a confirmatory test on any drug and alcohol test required by the JAC will not be admitted to the Program and will not be admitted as an Apprentice and cannot be dispatched as an Applicant or jobber for a period of one year or show that they have successfully completed a rehabilitation program acceptable to the JAC.
2. Apprentices - Any Apprentice, who tests positive on a confirmatory test on any drug and alcohol test required by the JAC cannot be dispatched as an Apprentice, Applicant or jobber until the individual has shown that they have successfully enrolled, attended and completed a rehabilitation program acceptable to the JAC.
3. Instructors –
 - a. Candidates for Instructor - Any candidate for an Instructor position with the JAC who tests positive on a confirmatory test or any drug and alcohol test required by the JAC will be refused a position as an Instructor.

- b. Instructors - Any Instructor who tests positive on a confirmatory test on any drug and alcohol test required by the JAC will be terminated.

VOLUNTARY DISCLOSURE OF SUBSTANCE ABUSE

Any Applicant, Apprentice or Instructor who, without prior inquiry or investigation by the JAC, admits to the JAC that he/she believes that he or she has a substance abuse problem may be permitted to resume his or her previous status upon successfully completing a rehabilitation program acceptable to the JAC.

AFFIRMATIVE ACTION PLAN OF THE ARIZONA PIPE TRADES APPRENTICESHIP

SECTION I - PREAMBLE

In order to conform to Title 29, Code of Federal Regulations (CFR) Part 30 - Equal Employment Opportunity in Apprenticeship, The Arizona Pipe Trades Joint Apprenticeship Committee hereinafter referred to as JAC, hereby adopts the following nondiscriminatory pledge and Affirmative Action Plan. The JAC enters this Plan with good faith for the purpose of promoting equality of opportunity into its registered apprenticeship program.

SECTION II - EQUAL OPPORTUNITY PLEDGE

In compliance with Section 30.3(b) of Title 29, CFR Part 30, as amended May 12, 1978, the JAC commits to the following Equal Opportunity Pledge:

"The recruitment, selection, employment and training of apprentices during their term of training, shall be without discrimination because of race, color, religion, national origin or sex. The JAC will take affirmative action to provide equal opportunity in training and will operate the apprenticeship program as required under Title 29, CFR, Part 30, as amended."

SECTION III - AFFIRMATIVE ACTION PLAN

In order to allow positive recruitment and full utilization of minorities and women in the apprenticeship program, the JAC pledges to the procedures and methods covered in Section IV. If underutilization exists, the Registration Agency will provide for the selection of minority and/or women (minority and non-minority) applicants into the apprenticeship program.

SECTION IV - OUTREACH AND POSITIVE RECRUITMENT

The JAC pledges to engage in various outreach and positive recruitment activities by employing the following approach:

When programs customarily receive applications throughout the year, application information shall be regularly disseminated, but not less than semi-annually. For specific intervals, application information shall be disseminated 30-60 days in advance of the earliest date for each application. The amendment should include the place of application, the minimum qualifications and documentation required and the equal opportunity policy of the JAC.

The JAC will also undertake positive recruitment activities:

- Participate in high school career days and job fairs that are sponsored by local school districts, Job Service Centers, and any other community based organizations.
- Internally communicate the sponsor's equal opportunity policy in order to foster understanding, acceptance, and support among supervisors and employees in order to aid the JATC in meeting its positive recruitment obligations.
- Engage in outreach with women and minority organizations for the positive recruitment and preparation of potential applicants.
- Utilize journeyworkers to assist in the implementation of sponsor's affirmative action program.
- Cooperate and counsel with secondary and vocational school administrators concerning needs of the industry and how transition of women and minority students from school to the pipe trades apprenticeship can best be accomplished.
- Attempt to secure public service time on radio and/or TV station(s) commonly identified with the minority/female community.
- Sponsor informational activities with area guidance counselors, identifying requirements for entrance into apprenticeship and successful completion of apprenticeship.
- Post public announcements of the Apprenticeship Opportunity in commercial establishments and public facilities normally frequented by minorities and/or women.
- Adopt other outreach activities deemed necessary to accomplish the goals.

SECTION V - COMPLAINT PROCEDURE

Any apprentice or applicant for apprenticeship who believes that he or she has been discriminated against on the basis of race, color, religion, national origin or sex with regard to apprenticeship, or that equal opportunity standards have not been followed, has 180 days from the date of the alleged discrimination to register a complaint. The complaint shall be in writing and shall be signed by the complainant. It must include the name, address and telephone number of the person allegedly discriminated against, the JAC involved and a brief description of the circumstances of the failure to apply the equal opportunity standards. Complaints may be registered with the JAC, the Arizona Commerce Authority, Apprenticeship Division or the Equal Opportunity Commission (EEOC). The Bureau of Apprenticeship and Training is the final level of the appeal process. The written Complaint Procedure with names and addresses of the organization to which complaints may be filed, will be provided to all applicants and apprentices.

SECTION VI - ANNUAL REVIEW OF AFFIRMATIVE ACTION PLAN

The JAC will make a periodic review of its current Affirmative Action Plan and its overall effectiveness and institute any revisions or modifications warranted. Said review shall analyze the affirmative action steps taken by the JAC - evaluating for positive impact, as well as, adverse impact in the areas of outreach, selection and retention. The JAC will work diligently to identify the cause and effect that result from their affirmative action measures. The JAC will continually monitor recruitment, selection, and attrition as it tries to identify the need for new affirmative action efforts and/or deletion of ineffective existing activity. All changes to the JAC's Affirmative Action Plan must be submitted to the Registration Agency for approval before implementation.

SECTION VII - MAINTENANCE OF RECORDS

The JAC will maintain for a period of five (5) years from the date of the last action, all records relating to: apprentice applications (regardless of outcome); the employment and training of apprentices and information relevant to the operation of the program. This includes, but is not limited to, records on the recruitment application and selection of apprentices, periodic advancements, disciplinary action, promotion, demotion, layoffs, terminations, rates of pay, hours of on-the-job training and related instruction, evaluations and other pertinent data. The records pertaining to individual applicants, selected or rejected, shall be maintained in such a manner as to permit identification of minorities and women (minority and non-minority).

All JAC records will be made available upon request of the U.S. Department of Labor, Bureau of Apprenticeship and Training and/or applicable Registration Agency.



Revised 1/20

