

District Council 16 Northern California Journeyman and Apprenticeship Training Programs Rules and Regulations Effective January 1, 2021

**Programs include Drywall Finishing, Floor Covering, Glazing, Painting and
Decorating, Industrial Painters and Traffic Control Painters**

INTRODUCTION

The District Council 16 Northern California Journeyman and Apprenticeship Training Trust Fund and its various Joint Apprenticeship Training Committees are pleased that you have entered into the Finishing Trades. Our Program's mission is to provide the finest Drywall Finishing, Floor Covering, Glazing and Painting craftsmen to our union industries and in so doing to provide you, the apprentice with a "high performance-high value" skill set which will maximize your employment opportunities and lead to a satisfying career. Following are standardized Rules and Regulations which will govern your participation in the program. Please read these thoroughly as your responsible adherence to these guidelines will help to insure timely advancement and completion of your apprenticeship. These Rules and Regulations will be used in conjunction with the State of California's Apprenticeship Standards for each craft's recognized program. You may request a copy of the standards for your records at any time by submitting a request to the administrative office at 2020 Williams St., Suite A, San Leandro, CA 94577.

JOINT APPRENTICESHIP TRAINING COMMITTEES

Each Craft Apprenticeship, Drywall Finishing, Floor Covering, Glazing and Painting and Striping is overseen by their individual Joint Apprenticeship Training Committee (JATC). These committees are comprised of an equal number of volunteer representatives of Labor and Management and are established to carry out the development and administration of apprentice and journeyman training. The JATC's meet quarterly with advisors from the State of California's Division of Apprenticeship Standards as well as representatives from sponsoring educational bodies. It is the committee's task to approve all related actions (admissions, advancements, discipline, quitting, cancelations, appeals etc.) Any apprentice concern, which cannot be satisfied internally by the Director of Training, may be referred by the affected apprentice to the appropriate JATC for consideration.

NOTIFICATIONS

For purposes of being able to contact an apprentice for any matter it is necessary for you to provide the administrative office all current contact information including: address, phone number, location of employment and e-mail address. It is the sole responsibility of each apprentice to immediately update any change of address, phone numbers or emergency contact information through the DC16JATTF Blue Book online entry process. In addition, at this website you will also be able to check to see when your next class is scheduled, view your progress in the program and pay rate status as well. The web address for the site will be provided to you at orientation. In addition, class notification letters are a courtesy only process offered by the school. You should check the website for updates to class hours you have completed and to see when your next class is scheduled. Apprentices and their employer of record will be notified of the apprentice's assigned training weeks in advance. Requests for rescheduling of an apprentice's assigned training week must be made

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in writing by the employer at least six work days in advance of the assigned training week and sent to the attention of the Director of Training Alex Beltran, at his email address alex@dc16jattf.org

ATTENDANCE

Attendance is mandatory. Apprentices will not schedule any conflicting appointments (medical, dental, legal, etc.) during their assigned week of training. All absences will be subject to discipline provided within these Rules and Regulations. Unless otherwise notified all classes will be held Monday through Friday and will be conducted using the following schedule:

6:00 a.m.	Start time
8:30-8:40 a.m.	Morning Break (catering truck access)
11:00-11:30 a.m.	Lunch
1:30-1:40 p.m.	Afternoon Break
2:30 p.m.	Dismissal

Students must be in their seats (or at the instructor's designated location) at the start of each class session. Students will neither roam nor linger in the parking lot or any areas which could impair the timely "restart" of class.

APPRENTICE CONDUCT

Students are to view their training as an extension of their employment. Any behavior which would be unacceptable at work is also inappropriate and unacceptable at the training facility. This includes but is not limited to the following: quitting, horseplay, abusive language, threats of violence, fighting, insubordination, possession of firearms or weapons of any kind, sleeping during class time, gambling, smoking within the facility, cheating, stealing school property or property of fellow apprentices, damaging school property, any drug or alcohol usage, coming to classroom training or other program activity under the influence of drugs or alcohol, harassment, bullying, any form of racial or sexual discrimination. This means failure by an apprentice to conduct themselves in a dignified or business-like manner, or in a manner unbecoming an apprentice in class, on the job or at any time representing the program is a terminable offense. The Director of Training may expel apprentices from class or associated program activities for improper behavior. Any action taken in this regard will result in suspension of classroom participation until review by the appropriate JATC. Further disciplinary action may include held pay advancements, repeating of class modules, and suspension of employment and/or termination of your apprenticeship agreement.

SCHOOL ABSENCES

(1) ABSENCES:

One absence will be recorded for each of the following infractions:

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1. Not attending a scheduled day of training.
2. Arriving to class (30) thirty minutes after class is scheduled to start.
3. Leaving class prior to dismissal, unless excused by the Instructor/ Director of Training.
4. Failure to sign in on the instructor's roll sheet.
5. Two occasions of tardiness in a quarter.

(2) TARDINESS:

Tardiness is defined as arriving to class within (30) thirty minutes of the scheduled start time.

(3) EXCUSED ABSENCES:

Absences will be excused for the following:

1. An illness or accident to the apprentice in which the apprentice would miss time off work and is verified with a physicians' note.
2. A death in the apprentice's immediate family.
3. The birth of a child.
4. A vacation or important special event that has been pre-approved, in writing by the Director of Training.

All other absences will be considered unexcused. Apprentices that wish to appeal an unexcused absence shall do so in writing to the JATC. The JATC will consider the appeal and make its ruling. All missed class days whether excused or not will be required to be rescheduled and made up at the discretion of the Director of Training.

(4) EMPLOYERS OBLIGATION

An employer who intentionally works an apprentice during their scheduled week of school or refuses after notification to assist, , the apprenticeship program in efforts to have their apprentice employee attend class, shall be required to immediately provide in writing via email to the Director of Training, Alex Beltran at alex@dc16jattf.org, a valid reason for such failure and also be cited to show cause why their agreement to train should not be voided immediately.

PENALTIES

ABSENCES WILL NOT BE TOLERATED. The following schedule of penalties applies and will be **STRICTLY ENFORCED.** Penalties from absences will be assessed for a timeline of one (1) school year (four quarters).

In addition to the required make up class day, apprentices with unexcused absences will incur the following penalties:

1. One Absence:
Serve a one (1) day suspension from work to be served at the discretion of the Director of Training.
2. Two Absences:
Serve a two (2) day suspension from work to be served at the discretion of the Director of Training.
3. Three Absences:
Serve a five (5) day suspension from work to be served at the discretion of the Director of Training.

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4. Four Absences:

When an apprentice has more than three absences in a year there will AUTOMATICALLY BE ISSUED to the apprentice and his employer a CITATION TO APPEAR BEFORE THE JATC. Both the apprentice and their employer must appear before or communicate with the appropriate JATC (or their designated representatives) to **“SHOW CAUSE”** why his/her apprenticeship agreement should not be cancelled. In the event the apprenticeship agreement is not cancelled:

- The apprentice will serve a five (5) day suspension from work to be served at the discretion of the Director of Training.
- The Apprentice’s pay raise will be held up for six (6) months by the JATC.
- The Apprentice will automatically be dropped from class for the remainder of the semester and be required to repeat the semester in its entirety.
- The Apprentice will be placed on a twelve (12) month probation wherein any unexcused absence will immediately terminate his/her apprenticeship agreement.

CONTINUED UNEXCUSED ABSENCES CONSTITUTES GROUNDS FOR TERMINATION FROM THE APPRENTICESHIP PROGRAM.

ORIENTATION

All apprentices will be required to attend a mixed craft apprenticeship orientation wherein they will be informed of their responsibilities and given an overview of their program’s requirements. In addition each new apprentice will review and verify receipt of the governing rules of each program as well as meet the administrative staff overseeing their apprenticeship to establish a personal communication network in hopes of avoiding future problems. Notification of this mandatory class will be provided to the apprentice and their employer by mail. No apprentice will be scheduled for schooling prior to attending this orientation. Failure to attend this orientation will result in the apprentice’s removal from work until this mandatory obligation is met.

SAFETY WEEK

During first quarter of enrollment all apprentices will be scheduled to attend their first week of classroom instruction. All craft apprentices will be certified in safety related curriculum (first aid/CPR and OSHA 30). This training will help to ensure that the initial work experience of each apprentice in the workplace and on the job sight is performed with appropriate training and proper respect and awareness for possible hazards and unsafe conditions. This week will constitute the first forty hour schooling for all crafts and will be a prerequisite for future school scheduling. Scheduling

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of the apprentice's individual craft related instruction will be done when appropriate based on the timelines of each craft's school year.

BLUE BOOKS

As required by Article 4 of the Department of Industrial Relations regulations apprentices must submit proof of their "on the job" hours and work experience. To help you fulfill this requirement a website is available where you can record on line your "on-the-job" hours and work experience to meet your responsibility in this area. As part of your orientation you will be given information about the location of the website and how to go about the process of entering your work hours on the site. Access to the system is limited to authorized users of the system and can be made using any web enabled electronic device available to you. This includes devices such as, your Smartphone, iPad or personal/laptop computer. If you do not have one of these devices available to you directly then you can use one at the public library or a computer available for this purpose at the training facility.

If you fail to record, or adjust, your "on-the-job" work hours in a timely fashion (exceeding two months) the Director of Training will be advised and will determine the penalty to be levied.

CALIFORNIA DRIVER'S LICENSE

A valid and current California Driver's License (CDL) was required at the time of applying to the program. You must maintain and have your valid and current CDL in your possession at all times throughout the course of the apprenticeship program. If you lose your privilege to hold a CDL then you are subject to disciplinary action up to and including dismissal from the apprenticeship program.

SCHOOL ATTIRE AND SUPPLIES

Students are required to attend school in attire which is commensurate with acceptable practices of their individual trade in the field. Painting and Drywall Finishing Apprentices will wear traditional "whites" when attending training. At all times attire will reflect safe work practices, therefore students will not be allowed to wear excessive jewelry or excessively loose clothing. All shop related training will require acceptable footwear (work boots or equivalent). Hardhats, safety vests or acceptable alternative and eye protection will be worn at all times in any shop environment.

Apprentices will also bring to class suitable writing pens or pencils along with note paper and otherwise be prepared for classroom instruction at any time. Effective January 1, 2016 apprentices are required to bring their own hand tools to class.

CELL PHONES, PERSONAL ELECTRONIC DEVICES AND EMERGENCIES

Students will not possess cell phones or any personal electronic devices when they are within the confines of the training center. A violation of this rule will result in dismissal from class and a recorded unexcused absence for the day on which the violation occurs.

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If you have a personal situation that may require someone outside of the school facility to contact you for situations like the birth of a child or a family emergency please provide your key contacts with the number of the school to call, 510-785-8467 and staff will immediately notify you and your instructor of the situation.

TRAVEL CONSIDERATION (PER DIEM AND LODGING)

Apprentices required to travel in excess of 75 miles, one way (mileage to be based on Microsoft MapPoint 2007 or the latest available version) from their address of record while attending mandatory quarterly training will receive lodging (at a provided location) for four nights beginning with the night of their first weekly class day. These apprentices will also receive a daily per-diem of thirty-five dollars (\$35.00) for each day in which lodging is provided. Neither lodging nor per-diem will be available for any days in which an unexcused absence occurs. Apprentices are to be responsible for any incidental charges (phone, movies, etc.) incurred at the provided lodging during their assigned stay and will be subject to penalties up to and including the termination of their apprenticeship should their incidental debt responsibilities not be met. In cases of extreme mileage or hardship an added night of lodging and/or alternate options may be considered at the discretion of the Executive Director.

INJURY AND DISABILITY

When attending related training all accidents, regardless of how minor are to be reported to your instructor, who in turn will file an accident report and process it with the apprenticeship office.

An Apprentice who is unable to work due to a disability claim either work related or personal must notify the Apprenticeship office in writing and provide documentation from his attending physician of the type of disability and its expected duration. As an injury may be aggravated by participation in craft related training disabled Apprentices will be excused from any previously scheduled training and will not be rescheduled until said time that they can provide a physician's release.

ADVANCEMENTS

Advancements will be granted pursuant to the requirements of each individual craft's State of California recognized Apprenticeship Standards. All craft advancements do require the following:

1. School Attendance
Apprentices must attend all scheduled training
2. Passing Grades in the provided training
Apprentices must complete all assignments and pass all test work
3. Minimum work hours (refer to individual standards as these differ by craft)
Apprentices must be employed the minimum amount of hours as defined in their crafts State Standards during each percentages six-month timeline

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4. On-Line Work Hour Entry

Apprentices will advance when they have met all On-Line Work Hour Entry requirements.

5. Completed and validated employer evaluations

Each employer will be provided with an evaluation form for the purpose of constructive input in the development of each apprentice. These are to be reviewed by the Director of Training and each JATC at time of advancement.

6. Joint Apprenticeship Training Committee Review

At the discretion of each individual craft committee Apprentices may be cited to appear prior to advancement to insure well rounded training and/or any other committee concerns.

ENGLISH IN THE WORKPLACE

District Council 16's Joint Apprenticeship Committees and programs are committed to embracing a wide and diverse population. These programs understand their responsibility to reach out to persons with origins in other cultures and heritages, and not deny those people an opportunity to further their pursuit of knowledge. In keeping, it is the responsibility of every such apprentice who avails him/herself of the training afforded by our Committees to do their part to make sure they maximize every opportunity to expand that knowledge and exploit its application in the workplace. This is accomplished by overcoming some of the barriers imposed by an inability to use English in the workplace environment.

Apprentices who are found during their initial orientation to have insufficient command of the English language wherein instructional material would require translation or interpretation into a language other the English will be required to meet the following responsibilities and obligations:

1. They must provide to their respective Committee proof of enrollment in "English in the Workplace" curriculum from an accredited provider as a prerequisite to any class scheduling beyond their first quarter of training.
2. They must provide to their respective Committee proof of completion of "English in the Workplace" curriculum from an accredited provider no later than one (1) year after the commencement of employment as an apprentice.
3. They will be required to commit to this obligation prior to any scheduling, in writing on the provided document (attached herein)

Any Apprentice who fails to complete this requirement will not be permitted to advance further in their respective program. Conflicts that arise from the implementation and/or operation of this Policy shall be referred to the Director of Training who is authorized to act. Matters that cannot be resolved accordingly may be referred to the appropriate committee for appeal.

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PROBATIONARY PERIOD AND REINSTATEMENTS

To facilitate timely action on disciplinary matters that arise during an apprentice's probationary period and to expedite reinstatements for those people previously dropped from a training program and seeking to come back into apprenticeship the following procedure is adopted by the JATC.

To resolve such matters the JATC appointed a standing subcommittee consisting of one member from management and one from labor. The purpose of the subcommittee is to provide fair and impartial representation to resolve potential apprenticeship terminations. Where appropriate the apprentice's employer and Business Representative will be contacted to participate in the process.

Should it come to the attention of the Director of Training an apprentice has violated the Rules and Regulations or Standards of Apprenticeship and the apprentice is in the initial probationary period defined as completion of 1,000 on the job training hours and 72 related supplemental instructional class hours the apprentice is subject to disciplinary action up to and including termination from the apprenticeship program. The Director of Training will call a meeting either telephonically or via email with the subcommittee appointed by the JATC to present the facts of the situation. Upon consideration of the facts and circumstances in the matter the subcommittee will render a decision. The decision is binding on the apprentice subject to final approval by the JATC at its next quarterly meeting.

For any reinstatement request a written letter must be sent to the Director of Training before being considered for reinstatement to a program. For such requests the subcommittee will convene at the request of the Director of Training either telephonically or via email with the subcommittee appointed by the JATC to present the facts of the situation. Upon due consideration of the facts and circumstances in the matter the subcommittee will render a decision to either approve or deny reinstatement or require the applicant to appear before the JATC at its next quarterly meeting to make his case.

IMPORTANT

ANY APPRENTICE WHO LEAVES A PROGRAM, VOLUNTARILY OR THROUGH THE DISCIPLINARY PROCESS, IS SUBJECT TO THE LONG STANDING COMMITTEE POLICY OF ALLOWING ONLY TWO REINSTATEMENTS TO SUCH AN APPRENTICE. THIS MEANS IF YOU ARE GRANTED REINSTATMENT INTO A PROGRAM A SECOND TIME, FAIL TO MEET PROGRAM EXPECTATIONS AND ARE SUBSEQUENTLY TERMINATED FROM THE PROGRAM THEN SUCH APPRENTICE IS NO LONGER ELIGIBLE TO ENTER ONE OF THE APPRENTICESHIP PROGRAMS OFFERED BY THE DISTRICT COUNCIL 16 TRAINING TRUST.