

INTRODUCTION

Welcome as an apprentice to the training program created and administered by the ACRA Local 725 Joint Apprenticeship and Training Committee Trust (“JATC”) and its Board of Trustees. The JATC is a non-profit organization whose purpose is to support and provide training to the apprentices and journeymen members of United Association Local Union 725 (“Union”). As a participant in the JATC training program, apprentices and journeyman will be provided with a rewarding educational work experience and the opportunity to become part of an impressive industry.

This Apprentice Handbook sets forth the rules and policies that govern all education and training to be provided to apprentices by the JATC in accordance with the Collective Bargaining Agreement (“CBA”) in effect from time to time between the Union and the Mechanical Contractors Association of South Florida (“MCASF”). The JATC has delegated certain operations to the MCASF Local 725 Service Corporation (“Benefit Services”), including the administration of training-related benefits for apprentices and journeymen.

Courses, outlines of course content and descriptions of skills to be learned by each apprentice are and shall be enumerated in the Standards of Apprenticeship as registered with the State of Florida Department of Education Division of Career and Adult Education Apprenticeship, as amended from time to time. Apprentices are expected to be current on all dues and assessments required by the CBA while participating in the program.

The material in this Handbook is not exhaustive. Although the JATC has attempted to cover matters of general applicability to all apprentices, this Handbook may not cover every situation which arises. The JATC reserves the right to make changes at any time, with or without notice, and to interpret these rules and policies as needed.

No provision in this Handbook is intended to create any contract for employment between the JATC and any apprentice, or to limit the rights of the JATC and its apprentices to terminate the relationship at any time, with or without cause. This Handbook is a general statement of policies and rules, to be modified and applied by the JATC in its discretion.

Should you have any questions regarding this Apprentice Handbook, you may contact the JATC at: ACRA Local 725 JATC, 13201 NW 45th Avenue, Opa-Locka, FL 33054.

Board of Trustees
ACRA Local 725 Joint Apprenticeship and Training Committee Trust

SIGNED ACKNOWLEDGEMENT

By signing below, I acknowledge that it is my responsibility to read, understand, and adhere to the policies and rules outlined in this Apprentice Handbook, including the following:

	<u>Initial</u>
Consent to Publications and Media	_____
Offensive Behavior/Harassment	_____
Confidentiality	_____
Academic Calendar	_____
Attendance, Absences, Make-up Days, and Timesheets	_____
Conduct and Discipline	_____
Employment Rules	_____
Classroom Materials and Personal Property	_____
Apprentice Advancement Assessment	_____
Injuries	_____
Dress Code	_____
Use of Computer Resources	_____
Use of Electronic Devices	_____
Social Media Policy	_____
Prohibitions on Weapons	_____
Tobacco Policy	_____
Grades	_____
Certifications and Licensures	_____
Apprentice Concerns and Suggestions	_____
Apprentice Contact Information	_____
Notice of Amendments	_____
Drug Policy and Testing	_____

I understand that this Handbook is intended only as a general reference, and not as a full statement of procedures. I agree to keep this Handbook in my possession during my attendance at the JATC and to update it whenever the JATC provides me with updated materials. I understand that this Handbook supersedes and replaces any and all manuals, handbooks, and other policies which have been previously provided to me.

I further understand that this Handbook is the JATC's property and that copying any section of the Handbook is against JATC policy. I acknowledge receipt of a complete Apprentice Handbook on the date hereunder and that this signed Acknowledgment will be placed in my apprentice file.

Apprentice Signature

Print Apprentice's Name

Date

Address

Cell Phone Number

City, State, ZIP

Please complete this sheet and return it to the JATC office.

CONSENT TO PUBLICATIONS AND MEDIA

Apprentices may occasionally be asked to be a part of JATC training center publicity, publications and/or public relations activities. Your signature on this form indicates consent of the use of your name, picture, written work, the use of quotes, voice, verbal statements or portraits (video or still) to appear in training center publicity, publications, videos, promotion materials, public information, or on JATC's website or social media accounts. Additionally, these materials can be used during and for training purposes. For example, pictures and articles about school activities may appear in local newspapers or district publications. These pictures and articles may or may not personally identify the apprentice, and may be used in subsequent years. Your signature below evidences that you agree to the following:

- The JATC is not responsible for the misuse of any of its publicity, publications and/or public relations by any person not in its direct employment, and will be held harmless in the event this occurs;
- The publicity, publications and promotional materials that use any of the aforementioned mediums are the property of the JATC;
- I will not use logos, photos, or any likeness of or belonging to the JATC without permission;
- No monetary consideration shall be paid for the use of photo(s) either by the apprentice or JATC;
- This consent and release have been given without coercion or duress;
- This agreement is binding upon heirs and/or future legal representatives; and
- The photo, video or apprentice statements may be used in subsequent years.

Apprentice Signature

Print Apprentice's Name

Date

Please complete this sheet and return it to the JATC office

DRUG-FREE WORKPLACE PROGRAM ACKNOWLEDGEMENT

I hereby acknowledge that I have received and read the policy for the ACRA Local 725 Joint Apprenticeship and Training Committee's Florida Drug-Free Workplace Program, which includes a summary of the drugs that may alter or affect a drug test and a list of local drug and alcohol treatment programs. I have had an opportunity to have all aspects of this material fully explained. I also understand that I must abide by the Program as a condition of initial training and/or continued employment, and any violation may result in disciplinary action up to and including termination.

I also understand that during my employment I may be required to submit to testing for the presence of drugs or alcohol in my body. I understand that submission to such testing is a condition of employment or apprenticeship training with the JATC, and disciplinary action up to and including termination may result if:

- 1) I refuse to consent to testing
- 2) I refuse to execute all forms of consent and release of liability that are usually and reasonably associated with such examinations
- 3) I refuse to authorize release of the test results to the company
- 4) The tests establish a violation of the JATC's Drug-Free Workplace Policy.
- 5) I otherwise violate the policy

I also recognize that the Drug-Free Workplace Policy and related documents are not intended to constitute an employment contract between the JATC and me.

The undersigned further states that he/she has read and understands the above acknowledgement and signs below of his/her own free will.

Apprentice Signature

Print Apprentice's Name

Date

Please complete this sheet and return it to the JATC office.

APPRENTICE CONTACT INFORMATION

2020-2021

Name			
Street Address			
	City	Zip Code	
Email			
Primary Phone	Is this a cell number at which you can receive texts? Yes No		
Alternate Phone			
EMERGENCY INFORMATION			
Emergency Contact #1			
Phone			
Email			
Relationship			
Emergency Contact #2			
Phone			
Email			
Relationship			
Primary Doctor		Primary Doctor Phone	
Preferred Local Hospital			
Is there any circumstance that may impact your safety or the safety of others? Yes No			
If yes, please explain:			
Do you have any medical conditions we need to be aware of? Yes No			
If yes, please explain:			

Please complete this sheet and return it to the JATC Office

ACKNOWLEDGEMENT

By signing a separate acknowledgment and submitting it to the JATC, I acknowledge that it is my responsibility to read and understand the policies outlined in this Apprentice Handbook. I understand that this Handbook is intended only as a general reference, and not as a full statement of procedures.

I agree to keep this Handbook in my possession during my attendance at the JATC and to update it whenever the JATC provides me with updated materials. I understand that this Handbook supersedes and replaces any and all manuals, handbooks, and other policies which have been previously provided to me.

I further understand that this Handbook is the JATC's property and that copying any section of the Handbook is against JATC policy.

I acknowledge receipt of a complete Apprentice Handbook and that my signed Acknowledgment will be placed in my apprentice file.

This page stays in the Handbook.

OFFENSIVE BEHAVIOR/HARASSMENT

The JATC is committed to ensuring that apprentices have an opportunity to work and learn in an environment that is free from discrimination and harassment. The JATC will recruit, select, train and employ the most qualified apprentices based on merit and abilities without regard to race, creed, color, religion, gender, gender identity, national origin, age, sexual orientation, the presence of any sensory, mental or physical disability or political ideology. The policies and practices of the JATC are to ensure that all apprentices are treated equally with no discrimination in recruitment, placement, compensation, opportunities for advancement, training, demotion, termination, and discipline. Harassment or discrimination based on sex, race, national origin, religion, age, sexual orientation, or mental or physical disability is strictly prohibited.

Any apprentice who:

- Engages in harassment on the basis of race, color, creed, religion, national origin, sex, sexual orientation, marital status, status with regard to public assistance, membership or activity in a local commission, disability or age;
- Permits apprentices under his/her supervision to engage in such harassment; or
- Retaliates or permits retaliation against an apprentice who reports such harassment

is guilty of misconduct and shall be subject to remedial action which may include the imposition of discipline or termination.

Sexual Harassment is also prohibited, which includes any unwelcome sexual advance, request for sexual favor, and other verbal or physical conduct of a sexual nature when:

- Submission to such conduct is made, either explicitly or implicitly, as a term or condition of attendance;
- Submission to or rejection of such conduct is used as a factor in any decision affecting any individual; or
- Such conduct has the purpose or effect of unreasonably interfering with any apprentice's performance or creating an intimidating, hostile, or offensive educational environment.

Although the intent of the person engaging in the conduct may be harmless or even friendly, it is the welcomeness of the conduct by the recipient that is relevant to whether the conduct is harassment. **Given the difficulty of judging whether the conduct is welcome or unwelcome in particular situations, the JATC prohibits all apprentices from engaging in any conduct of a sexual nature or amounting to harassment based on any protected category in the work or classroom setting.**

If an apprentice believes he or she has been a victim of harassment, the apprentice should take the following steps:

- Discuss the matter with an instructor.
- If the instructor is believed to be the source of or a party to the sexual harassment, talk to the Training Coordinator, a Trustee, or to the legal counsel representing the JATC.

Apprentices are encouraged to report concerns about discrimination or harassment at the earliest possible opportunity before behaviors become severe or pervasive. No retaliation or intimidation

directed towards anyone who makes a complaint will be tolerated. The JATC will promptly and thoroughly investigate all claims of harassment and discrimination. Complaints will be handled with sensitivity, discretion and confidentiality to the extent allowed by the circumstances and the law. Generally, this means that allegations will be shared only with those who have a need to know so that the JATC can conduct an effective investigation and take appropriate action to prevent any further violations of this policy.

If the JATC concludes that harassment or discrimination occurred, prompt and effective remedial action will be taken. This may include discipline of the responsible person and other actions to remedy the effects of the conduct and to prevent future conduct. No action will be taken against any apprentice who in good faith files a complaint or who assists in the investigation of such a complaint by providing information to the JATC.

CONFIDENTIALITY

The JATC handles a number of pieces of confidential information on its employees and apprentices. The JATC will endeavor to keep such information private and only release such information as allowed by law. If you come into possession of such confidential information, you will not at any time divulge or disclose to anyone any such information, whether or not it has been designated specifically as “confidential.”

ACADEMIC CALENDAR

The JATC calendar is available at <http://www.arpec.org>. This calendar is subject to change. Changes will be posted on the website or distributed to all apprentices.

ATTENDANCE, ABSENCES, MAKE-UP DAYS AND TIME SHEETS

Purpose and Policy

The JATC has developed a comprehensive program to provide training for individuals who desire to become journeymen pipefitters and service technicians. The training program is based upon a compilation of learning objectives and units of instruction. The training program is the result of a substantial investment by the JATC, and is a critical program to the success of future pipefitters. The Trust wants to create a clear expectation on the required attendance for the apprentice training program. In addition, when apprentices arrive late for class they create a disruption for other attendees and the instructor. As a result, apprentices are expected to be on time for scheduled classes.

Attendance

The JATC expects that all apprentices participating in the training program will attend each scheduled session of the training program, appearing by the start of the scheduled session fully prepared to participate. This means that the apprentice will be in their seat with their materials fully prepared to participate. Classes for first year apprentices typically begin no later than 8:00am. Classes for second-through fifth-year apprentices typically begin no later than 6:00pm. First year apprentices are subject to a probationary period of one year.

Apprentices are expected to be in their seats and ready for class no later than the scheduled start time, and will be considered tardy if they are late. Two tardy days in any program year shall be considered an absence.

An apprentice's absence may be considered either "excused" or "unexcused". An excused absence is one where the apprentice was unable to attend due to events that were unforeseen by the apprentice, and beyond their control. The Trustees reserve the right to request documentation or substantiation to their reasonable satisfaction to support a claimed excused absence.

Excused absences include those due to:

- an unforeseen medical emergency in which the apprentice is receiving hospital or emergency care;
- an accident that prevents an apprentice from arriving at school;
- being called to active military duty;
- being summoned to serve jury duty;
- a natural disaster (e.g. hurricane threats excuse all attendees);
- a medical emergency involving a spouse, child, parent or grandparent;
- on a job approved by the Training Coordinator that prevents attendance at school.

Unexcused absences are all other absences not listed above, including vacations. All requests for absence(s) due to personal or medical leave must be submitted in writing to the JATC. The JATC recognizes that jury duty is a civic responsibility of apprentices. An apprentice must provide a copy of the jury duty summons to the Training Coordinator promptly upon receipt, and notify the Training Coordinator of the anticipated days off due to jury duty service.

Make-Up Days

All excused absences shall be made-up by the apprentice. The program will schedule a make-up day each month so that absences can be completed. Make-up days will be scheduled on Saturdays. The program will either test and confirm that the apprentice has acquired the required information of skill, or provide instruction or practice time on the missed content. Failure to attend a make-up class will result in an unexcused absence, which is subject to the Procedures set forth below.

Monthly Time Sheets

Monthly time sheets (sometimes referred to as "blue cards") are expected from every participating apprentice. Consistent with the expectation in a work place that apprentices will timely submit their employer's time sheets in order to be paid, monthly time sheets for hours worked in the apprenticeship program are required and must be submitted to the Training Coordinator's office by the 1st of the month following the month in which the apprentice worked and are considered late after the 10th of the month. Monthly time sheets must also be submitted even if the apprentice did not work in a given month. Failure to timely submit time sheets may amount to misconduct and subject an apprentice to discipline.

Procedures

1. The Training Coordinator shall be responsible for tracking and reporting issues related to absenteeism and monthly time sheets. Absent apprentices must complete an absence form, which explains the basis for the absence and the actual amount of time missed.
2. If an apprentice has two unexcused absences in a program year, the Training Coordinator shall send a letter to the apprentice advising him/her of the same and the consequence of incurring a third unexcused absence. The Training Coordinator shall also meet with any apprentice who has incurred two unexcused absences in a program year for the purpose of counseling the apprentice on the requirements for attendance and makeup of missed classes, and to reinforce the Board of Trustees commitment that apprentices are fully prepared and qualified to be journeymen pipefitters at the conclusion of the program.
3. Any 1st year apprentice who incurs three unexcused absences in a program year will be removed from the apprenticeship program. Any 2nd through 5th year apprentice who incurs three unexcused absences in a program year shall be required to repeat that program year starting the following fall semester.

The Training Coordinator shall send a letter to the apprentice advising of the apprentice's removal from the program (1st year apprentices) or the need to repeat the year (2nd through 5th year apprentices) due to unexcused absences, and advising the apprentice of his/her right to appeal the decision and attend the next scheduled Board of Trustees meeting for the appeal to be heard. An apprentice must submit a written request to appeal to the Training Coordinator within 7 days of receiving the letter. If an appeal is submitted, the apprentice will be permitted to attend class until the next scheduled Board of Trustees meeting.

Based upon the information presented by the apprentice to the Board of Trustees at the next scheduled meeting, the Board of Trustees will decide whether to uphold or reverse the decision to terminate the apprentice or require him/her to repeat the year.

4. If a 2nd through 5th year apprentice incurs three unexcused absences in a program year after having already repeated a program year due to unexcused absences, the apprentice will be called before the Board of Trustees. At the hearing, the Board of Trustees will consider any information presented by the apprentice and the severity or the extent to which the absences reflect a lack of regard for the program. The Board of Trustees may, in its sole discretion and judgment, take one of the following courses of action:
 - Require the apprentice to repeat another year;
 - Terminate the apprentice from the program, with a right to re-apply the following year. The Board of Trustees may agree to extend an application deadline for a terminated apprentice for a particular semester in the event it is necessary to allow the terminated apprentice to re-apply for the following year.
 - Expel the apprentice from the JATC program indefinitely.
 - Take any action the Board of Trustees deems appropriate.
5. An apprentice who has received discipline from the Board of Trustees can contact the Florida Department of Education, Division of Career and Adult Education, Apprenticeship Section, which is advised by the State Apprenticeship Advisory Council, for further information on apprenticeship standards.

CONDUCT AND DISCIPLINE

Apprentices are expected to be courteous and exhibit appropriate conduct while in the classroom, on JATC property, and at JATC-sponsored functions. An instructor or JATC employee will advise the Training Coordinator in writing of any apprentice misconduct or academic dishonesty, and may take further action regarding the apprentice as described below.

Misconduct

Misconduct includes, but is not limited to, the following:

- Using disrespectful, obscene, or other inappropriate language
- Making disparaging remarks or making slurs based on age, religion, race, ethnicity, gender, nationality, disability, or sexual orientation
- Using cell phones during class, including text-messaging or utilizing the internet (Note, special exceptions may be made for emergencies)
- Sleeping in class or engaging in other inattentive behavior
- Failing to clean up after themselves while in the classroom or on JATC property
- Eating or drinking in classrooms or other areas on JATC property where food and drinks are prohibited
- Failing to submit monthly time sheets in a timely manner
- Failing to adhere to the policies in this Handbook
- If enrolled in a night time class, leaving the JATC premises at any point without notifying an instructor or the Training Coordinator

More serious transgressions include, but are not limited to:

- Students coming to class under the influence of alcohol or drugs
- Student-to-student anger, or student-to-instructor anger
- Verbal or physical assault
- Sexual harassment
- Theft of JATC property (which includes but is not limited to tools, equipment, computers, and other materials located on the JATC premises)
- Theft of personal property of an instructor, Training Coordinator, JATC staff, or other apprentice or journeyman

Physical threats or violence are a violation of JATC rules and such incidents may be referred to the police, and must be reported to the Training Coordinator immediately.

Academic Dishonesty

Academic dishonesty includes, but is not limited to the following:

- Cheating on an examination or assignment
- Plagiarizing
- Stealing, sharing, selling or possessing stolen examinations or course materials
- Posing as another person or allowing another person to pose as oneself, including having someone take an online exam in one's place

Consequences

1. In the event the JATC, the Training Coordinator, or an instructor has reason to believe misconduct has occurred, the apprentice will be issued an oral or written warning, depending on the severity of the behavior. The Training Coordinator will make a written notation in the apprentice's file of any oral warning. A copy of any written warning will also be kept in the apprentice's file.

After a written warning, a meeting is typically held with the apprentice and instructor and/or Training Coordinator to allow the apprentice an opportunity to understand the nature of the concern and explain his/her position on the matter. The instructor and/or Training Coordinator will put together documentation after the meeting that summarizes the issue, including any additional information the apprentice may have provided during the meeting, and any additional steps that will be taken to resolve the issue. If the matter cannot be resolved, a hearing before the Board of Trustees may be scheduled.

2. In the event an apprentice engages in misconduct during class, the instructor may require the apprentice to leave the classroom. In such event, the apprentice will be required to see the Training Coordinator before being allowed back into the class. The Training Coordinator will endeavor to promptly review the allegations against the apprentice to determine the appropriate next steps. Prior to the Training Coordinator's decision, the apprentice will be permitted to provide an explanation for the alleged behavior to the instructor and Training Coordinator. If an apprentice wishes to appeal an instructor's or the Training Coordinator's decision regarding the apprentice's purported misconduct, he/she may request in writing a hearing before the JATC Board of Trustees. Absent exigent circumstances, an apprentice will be permitted to attend classes until the scheduled Board of Trustees hearing.
3. In the event an instructor believes an apprentice has engaged in academic dishonesty, the instructor can either remove the apprentice from the classroom and notify the Training Coordinator, or if the behavior arises outside of the classroom, refer the matter directly to the Training Coordinator. In either event the Training Coordinator will endeavor to promptly review the allegations against the apprentice to determine the appropriate next steps which may include any of following:
 - permitting the apprentice to return to class,
 - deducting points from the apprentice's monthly grade;
 - requiring the apprentice to repeat an assignment or examination;
 - giving a failing grade on an assignment or test;
 - scheduling a hearing with the apprentice before the JATC Board of Trustees.

Prior to the Training Coordinator's decision, the apprentice will be permitted an opportunity to provide an explanation for the alleged behavior to the instructor and Training Coordinator. If an apprentice wishes to appeal an instructor's or the Training Coordinator's decision regarding the apprentice's purported academic dishonesty, he/she may request in writing a hearing before the JATC Board of Trustees. Absent exigent circumstances, an apprentice will be permitted to attend classes until the scheduled Board of Trustees hearing.

4. An apprentice may also be called before the Board of Trustees if there are severe or ongoing issues with misconduct and/or academic dishonesty. If an apprentice is scheduled for a hearing before the Board of Trustees, the Board will determine whether the apprentice has engaged in misconduct or academic dishonesty and if so, the appropriate penalty. The Board of Trustees shall receive input regarding the matter under review from the Training Coordinator and legal counsel. Based

upon the information presented to the Board of Trustees, including any information presented by the apprentice and the severity or the extent to which the apprentice's conduct reflects a lack of regard for the program, the Board of Trustees may, in its sole discretion and judgment, take one of the following courses of action:

- Place the apprentice on probation with such conditions as the Board of Trustees believe are reasonably warranted, which may include suspension of employment;
 - Require the apprentice to repeat a year;
 - Terminate the apprentice from the program, with a right to re-apply the following year. The Board of Trustees may agree to extend an application deadline for a terminated apprentice for a particular semester in the event it is necessary to allow the terminated apprentice to re-apply for the following year;
 - Take any other action the Board of Trustees deems appropriate.
5. Notwithstanding the foregoing, the JATC, Training Coordinator, or instructors have the right to require any apprentice to leave the premises or JATC-sponsored event due to serious apprentice misconduct or for any reason deemed necessary by the JATC, Training Coordinator, or instructors to ensure the safety and integrity of the program and its students. In such event, the apprentice may be required to appear before the JATC Board of Trustees.

EMPLOYMENT RULES

Available for work

Apprentices must be available for work and may not refuse a job. An apprentice who refuses a job will be called before the JATC Board of Trustees for disciplinary action, which may include potential termination from the apprenticeship program. In such cases, the apprentice will not be allowed to return to work until a decision is made by the JATC Board of Trustees. As a condition of being available for work, each apprentice must have a valid Florida State driver's license at all times.

Apprentice employment will be by referral issued by U.A. Local Union 725.

The JATC Training Coordinator may, at any time, rotate an apprentice who is not receiving proper training or for any reason the Training Coordinator feels will benefit the apprentice.

Leave of Absence

2nd through 5th year apprentices are permitted to submit a written request for a leave of absence to the JATC Board of Trustees. If granted, the apprentice will remain in his/her current classification and wages. The maximum term for a leave of absence is one year. 1st year apprentices are not allowed a leave of absence. Notwithstanding the foregoing, military personnel who are called to duty will be allowed to restart any un-completed year without penalty.

Termination / lay off

Apprentices must report to the Training Coordinator's office within 24 hours after a termination for cause and/or lay off. If the apprentice is terminated on Friday, they will report on Monday by 9:00 a.m. After reviewing the termination slip, the Training Coordinator will send the apprentice to the Union Hall with a copy of the termination slip and a termination form completed by the JATC office. If the

termination is found to be unfavorable, the Apprentice will be required to work at the school two days without compensation (also known as “penalty workdays”) before returning to the hiring list. If an apprentice receives two unfavorable terminations, he or she will be required to appear before the JATC Board of Trustees for disciplinary action, which may include potential termination from the apprenticeship program.

Quitting a job

Apprentices may not quit a job, unless he/she has presented a compelling reason to the Training Coordinator and the Training Coordinator has issued written permission, issued to the Business Agent of Local Union 725. An apprentice who quits without permission will be called before the JATC Board of Trustees for disciplinary action. Such disciplinary action may include penalty workdays at the training center without pay, withholding a referral to the apprentice for a period up to one month, or potential termination from the apprenticeship program. In such cases, the apprentice will not be allowed to return to work until a decision is made by the JATC Board of Trustees.

Soliciting jobs

Under no circumstances may an apprentice solicit employment or accept employment with another employer without first receiving written permission from the Training Coordinator. An apprentice who quits without permission to pursue solicited employment will be called before the JATC Board of Trustees for disciplinary action. Such disciplinary action may include penalty workdays at the training center without pay, withholding a referral to the apprentice for a period up to one month or potential termination from the apprenticeship program. In such cases, the apprentice will not be allowed to return to work until a decision is made by the JATC Board of Trustees. An employed apprentice who seeks employment with another signatory contractor shall not be allowed to work for the second contractor for a period of one year.

Work issues

If an apprentice experiences problems with his/her employer or work environment, including issues pertaining to safety, work hours, or on the job training, the apprentice should contact the Training Coordinator. Under no circumstances should an apprentice resign without first obtaining written permission from the Training Coordinator. If in doubt, apprentices are encouraged to seek guidance from the Training Coordinator.

Work rules

All matters affecting wages, hours, and other terms and conditions of employment are covered in the CBA between the Union and MCASF. The JATC is not a party to the CBA, and is not charged with responsibility for enforcing the provisions thereof with respect to the terms of employment of any apprentice, nor is the JATC a party to the grievance procedures.

CLASSROOM MATERIALS AND PERSONAL PROPERTY

Apprentices are required to purchase all text books and materials formally designated by their instructors prior to the start of each semester, and must purchase all books from the JATC office (not from other apprentices or individuals). Books will no longer be available for purchase once the term has started.

Any apprentice who has not purchased his or her books by the announced due date will receive an unexcused absence for the first day of school. Apprentices who do not purchase their books by the due date will be asked to leave the classroom. Apprentices are to attend all courses fully prepared for class. Apprentices are also required to be current on all union dues and other assessments required by the CBA.

Apprentices are responsible for providing at their own expense the following items: notebooks, paper, pens, pencils, safety glasses, acceptable hearing protection, work boots, gloves, and welding hoods. These requirements are subject to change, and the adequacy and appropriateness of each item will be in the judgment of the instructor. If an apprentice fails to bring an item of safety equipment to class, or the instructor determines an item is not adequate, that apprentice may be removed that from class and marked absent resulting in the need to attend a make-up class.

Apprentices are responsible for the security of their personal property and vehicles while on JATC premises, including the parking lot. The JATC is not responsible for losses or harm caused to apprentices' personal property and vehicles.

APPRENTICE ADVANCEMENT ASSESSMENT

Apprentices advancing to the next year of apprenticeship must complete the Education Center's Academic requirements as well as pay the required Apprenticeship Advancement Assessment to U.A. Local Union 725. Apprentices that have satisfied the Education Center's Academic requirement but have not paid the Apprenticeship Advancement Assessment will be held in pay category and not receive the next level of pay detailed in the Collective Bargaining Agreement. Any referred working apprentice not paying the Apprenticeship Advancement Assessment after the start of the school year will be brought before the JATC Board of Trustees for possible expulsion from the training program. Advancement letters will not be sent to Employers until all advancement requirements are met.

INJURIES

If an apprentice experiences an injury while on JATC premises, including the parking lot, the apprentice must report the injury as soon as possible to the Training Coordinator and provide the Training Coordinator with full and complete details of the injury utilizing the JATC's Injury Report Form. Any injuries that occur off-site with an employer will be handled by such employer.

DRESS CODE

Apprentices will wear clothing, footwear, safety glasses, and other safety equipment appropriate to the task, job, and jobsite they will be working by the tenets of professionalism. Apprentices must comply with all posted safety regulations and OSHA personal protective equipment requirements. Apprentices may not wear open-toed shoes, tank tops, shorts, exposed body piercing (i.e. nose rings, eyebrow rings, etc). Hair must be pulled back and may not rest on shoulders. Unacceptable attire at any time is clothing that is too revealing, too tight, and clothing with words or pictures that may be offensive to others.

The JATC reserves the right to refuse to allow the Apprentice to proceed with a task if they are wearing, in the judgment of the JATC or instructor, clothing, footwear, and other safety equipment inappropriate to the task, job, or jobsite or outside the tenets of professionalism.

USE OF COMPUTER RESOURCES

All apprentice use of the JATC-provided computer resources must be appropriate and in accordance with this policy. Inappropriate use, which may be defined periodically in the discretion of instructors or the Training Coordinator, may subject you to discipline, up to and including termination from the program. Inappropriate use includes, for example:

- Use of the system in violation of any JATC policy, including the Offensive Behavior/Harassment Policy.
- Use of the system to create, send, or receive messages, pictures, or computer files which are fraudulent, illegal, pornographic, obscene, sexually suggestive, insulting, sexist, racist, discriminatory, or harassing. If you receive such material, you must immediately notify your supervisor or instructor.
- Use of the system to conduct illegal activities.
- Use of the system for personal social media use.
- Loading software which is not approved in advance by your supervisor.
- Making illegal copies of licensed software.
- Using software that is designed to destroy data, provide unauthorized access to the JATC's computer or communication equipment, or which would disrupt our computer or communication equipment in any way.
- Using the JATC e-mail and voicemail systems for personal business.

Any message or file created, stored, and/or sent using the JATC's computer or communications equipment is the property of the JATC. Therefore, an apprentice should have no expectation of privacy in any message that you store or send using the equipment.

USE OF ELECTRONIC DEVICES

The use of electronic devices during class, including telephones, personal music players, game devices, handheld or portable computers, or any others is prohibited without express permission from JATC staff. Electronic devices must be turned off during class or any school program, unless otherwise permitted by the instructor.

SOCIAL MEDIA POLICY

Social media sites are powerful tools for building relationships, sharing information and ideas, as well as marketing the training program and the industry. However, when used improperly, social media can give rise to serious legal and other problems. Accordingly, apprentices shall refrain from posting anything on JATC-managed social media sites that:

- Is untruthful, defamatory, libelous or invades a person's privacy;
- Is discriminatory, hateful, harassing or threatening;
- Is obscene, profane, or vulgar;
- Violates copyright, trademark, or other intellectual property rights;
- Violates this Handbook or JATC policies and rules;
- Constitutes spamming or trolling;
- Constitutes advertising or solicitation

The JATC reserves the right to remove or block any violating content or user from JATC social media.

Apprentices may not use logos, photos, or any likeness of or belonging to the JATC without permission. Communications through a JATC social media site or account shall in no way constitute a legal or official notice or comment to, or on behalf of, the JATC.

These ground rules represent only the minimum standards of conduct on social media. Apprentices should remember that their words and deeds often reflect on fellow apprentices, the JATC, the Union, MCASF, and the industry as a whole. Apprentices should represent the industry well – on the job site, in the community and on social media.

PROHIBITIONS ON WEAPONS

The JATC does not allow apprentices to possess guns while working, in class, or while on JATC premises. The JATC also does not allow visitors (vendors, customers, temporary workers, etc.) on the premises to possess guns. A violation of this rule may result in disciplinary action up to and including termination.

If an apprentice observes any person on JATC premises who possesses a gun in violation of this policy, the apprentice shall inform a supervisor or instructor immediately.

TOBACCO POLICY

In an effort to create a tobacco-free and smoke-free environment, not only for the benefit of those who work at the JATC, but also for the benefit of apprentices and visitors, there will be no tobacco use, smoking, vaping or smokeless tobacco use, or chewing tobacco on JATC premises. Use of tobacco smoking and vaping is limited to places specifically designated by the JATC.

GRADES

Instructors will administer midterms or other tests as indicated in the syllabus, and the final exam during the last week of each semester. The following week, semester grades and exam grades will be posted on Blackboard. If an apprentice would like to review their exam, a copy of the exam will be available at the training center office. Please contact the Training Coordinator if you have questions about your exam.

Grades are an important indicator of your progress. Apprentices must complete each semester class with a minimum grade point average (GPA) of 70% to pass the class. The semester grade is comprised of 50% class work and monthly grades and 50% semester final exam.

First year apprentices who fail to earn a 70% GPA or better in any class will be dropped from the program. The United Association Constitution requires apprentices who are sworn in UA members to be notified to appear before the JATC Board of Trustees before being dropped from the program.

Second through fifth year apprentices who fail to earn 70% GPA or better in any class are required to repeat all classes for the full year and will remain at their current apprenticeship status until they

complete such classes. At no time can an apprentice take the next year's classes until the previous year classes are completed.

Any second through fifth year apprentice who fails or repeats any two semesters during the course of participation in the training program will be notified to appear before the JATC Board of Trustees and will be automatically dropped from the program.

CERTIFICATIONS AND LICENSURES

First year apprentices are required to obtain the OSHA 10 Certification by the end of first semester to advance to second semester. All first-year apprentices must also obtain CPR and First Aid certifications and at least type I & II EPA and CORE certifications to advance to the second year of apprenticeship. Apprentices who fail to obtain the required certifications will be required to appear before the JATC and may be dropped from the program.

All 4th year pipefitter apprentices must attain a 2-G certification by the end of first semester to advance to second semester. If certification is not attained, the apprentice must repeat the year.

All 4th year pipefitter apprentices must attain a 5-G certification before the end of second semester to advance to 5th year of apprenticeship. If certification is not attained, the apprentice must repeat the year.

All 5th year pipefitter apprentices must attain a 6-G certification to be able to advance to Journeyman status. If certification is not attained, the apprentice must repeat the year.

All 5th Year Apprentices must also obtain a Journeyman License and Universal Refrigerant Certification before being designated a Journeyman by Local Union 725. Failure to acquire these certifications may result in that individual to remain classified as a 5th year apprentice indefinitely until the licenses(s) are obtained.

All 5th year apprentices must obtain their Journeyman License in either Dade or Broward County as a prerequisite to attend the graduation ceremony in addition to obtaining their Universal Refrigerant Certification. Results of the Journeyman License exam must be turned into the JATC office three weeks prior to the date of the Graduation Ceremony. Apprentices who have not obtained their Journeyman License will not be allowed to attend graduation ceremony and will remain classified as a 5th year apprentice until proof of licensure has been provided.

APPRENTICE CONCERNS AND SUGGESTIONS

The JATC realizes that effective communication between apprentices and the JATC is essential to maintain a productive working relationship. This is especially true with apprentices' complaints or grievances. If there is a misunderstanding of the JATC's policies, the apprentice should schedule an appointment to talk it over with the Training Coordinator so that the JATC may effectively address the apprentice's concerns.

In addition, recognizing that the apprentices are the best source of suggestions for improvement in the school, the JATC welcomes and solicits ideas from all apprentices.

Suggestions concerning the JATC's operation, general maintenance, facilities, services, or other matters should be made to the JATC Coordinator by appointment or in writing.

The JATC encourages all apprentices to bring concerns directly to the JATC. Concerns that are expressed only to other apprentices or to persons outside the JATC are not likely to be given the attention that they deserve and may violate confidentiality considerations. Meetings with the JATC Board of Trustees can be requested through the JATC office.

If you have a problem which is more specifically addressed by the Offensive Behavior/Harassment Policy of this Handbook, please follow the procedure described in that section of this Handbook.

APPRENTICE CONTACT INFORMATION

Apprentices must provide a current address for the receipt of notices from the JATC and the Training Coordinator's office. Apprentices are responsible to provide updates and changes to their contact address if there is a change. Any notice sent to an apprentice is presumed to have been received when mailed to the address provided by the apprentice. Failing to accept a certified letter will not constitute an excuse for not receiving notices sent by the program.

NOTICE OF AMENDMENTS TO APPRENTICE HANDBOOK

All additions, deletions, and/or changes to these policies will be provided to the apprentice for insertion in the Handbook. An apprentice may remove the obsolete page or policy from his or her Apprentice Handbook and replace it with the new one.

DRUG POLICY AND TESTING

The JATC prohibits the possession, use, sale, manufacture, or purchase of non-prescribed or illegal drugs, alcohol, or other intoxicants while attending class, working or while on all premises owned or operated by the JATC. The JATC also prohibits reporting for class, work, and working anywhere on behalf of the JATC under the influence of non-prescribed or illegal drugs, alcohol or other intoxicants. This policy applies to all official or unofficial break and meal periods, and all other times during the day in which an employee has reported for work or class.

“Illegal drugs” means inhalants and controlled substances, and includes medications that contain a controlled substance which are used for a purpose or by a person for which they were not prescribed or intended. The use and possession of properly prescribed drugs or medications is permitted provided that it does not interfere with the employee's job performance or pose a direct threat to the health or safety of the employee and/or others.

The only exception to this policy is the responsible use of alcohol at official JATC-sponsored social or business events at which alcoholic beverages are served.

The following Florida Drug-Free Workplace Program has been adopted by the JATC as of September 1, 2018 and applies to all apprentices, who are also referred to as “trainees”:

FLORIDA DRUG-FREE WORKPLACE PROGRAM

I. STATEMENT OF POLICY

As part of the JATC's commitment to safeguard the wellbeing of apprentices, employees, job applicants, and trainee applicants and to provide a safe environment for everyone, the JATC has established a drug-free workplace policy.

The ultimate goal of this policy is to balance the JATC's respect for individual privacy with the need to keep a safe, productive, drug-free environment. The JATC encourages those who use illegal drugs or abuse alcohol to seek help in overcoming their problem. Employees who do so will be able to retain their job positions in good standing.

While the JATC understands that employees and applicants under a physician's care are required to use prescription drugs, abuse of prescribed medications will be dealt with in the same manner as the abuse of illegal substances.

All employees, job applicants, trainees and trainee applicants are hereby given notice that it is a violation of company policy for any employee to report to work under the influence of illegal drugs and/or to possess in his or her body, illegal drugs in any detectable amount. Employees are subject to drug testing under the standards of this policy.

A notice of the drug-testing policy will be posted in an appropriate and conspicuous location on JATC's premises, and copies of the policy must be made available for inspection by the employees or trainee applicants during regular business hours in the JATC's personnel office or other suitable locations.

a. Types of drug/alcohol testing required:

- i. **Job applicant drug testing.** The JATC requires job applicants and trainee applicants to submit to a drug/alcohol test and may use a refusal to submit to a drug/alcohol test or a positive confirmed drug/alcohol test as a basis for rejecting to hire or accept the applicant.
- ii. **Reasonable-suspicion drug testing.** The JATC requires a trainee or employee to submit to reasonable-suspicion drug testing. Reasonable-suspicion drug testing is drug testing based on a belief that an individual is using or has used drugs/alcohol in violation of the drug-free workplace policy. Reasonable suspicion may be drawn from specific objective and articulable facts and reasonable inferences drawn from those facts in light of experience. Among other things, such facts and inferences may be based upon:
 - a. Observable phenomena while at work, such as direct observation of drug use or of the physical symptoms or manifestations of being under the influence of a drug.
 - b. Abnormal conduct or erratic behavior while at work or a significant deterioration in work performance.
 - c. A report of drug use, provided by a reliable and credible source.
 - d. Evidence that an individual has tampered with a drug test during his or her employment with the current employer.

- e. Information that an employee has caused, contributed to, or been involved in an accident while at work.
 - f. Evidence that an employee has used, possessed, sold, solicited, or transferred drugs while working or while on JATC's premises or while operating a company vehicle, machinery, or equipment.
- iii. **Routine fitness-for-duty drug testing.** The JATC requires a trainee or employee to submit to a drug test if the test is conducted as part of a routinely scheduled employee fitness-for-duty medical examination that is part of the established policy or that is scheduled routinely for all members of an employment classification or group.
 - iv. **Follow-up drug testing.** If the trainee or employee in the course of employment enters an employee assistance program for drug/alcohol-related problems, or a drug/alcohol rehabilitation program, JATC requires the employee to submit to a drug/alcohol test as a follow-up to the program, unless the employee voluntarily entered the program. In those cases, the JATC has the option to not require follow-up testing. If follow-up testing is required, it must be conducted at least once a year for a 2-year period after completion of the program. Advance notice of a follow-up testing date must not be given to the employee to be tested.
 - v. **Random testing.** The JATC may require random drug testing based on a percentage of trainees and/or employees that are randomly selected.

b. The actions that JATC may take against an employee or trainee applicant on the basis of a positive confirmed drug/alcohol test result:

- i. **Positive Test.** Upon a positive confirmed drug/alcohol test result, the JATC may decide not to hire or accept an employee or applicant for training and may suspend or terminate an individual's employment or training.
- ii. **Refusal of Test.** If an applicant or employee refuses to submit to a drug/alcohol test, the JATC may decide not to hire or accept an employee or applicant for training and may suspend or terminate an individual's employment or training.

2. EXISTANCE OF 440.102

This policy is implemented pursuant to the drug-free workplace program requirements under Florida Statute 440.102 and Administrative Rule 59A-24 of the State of Florida Agency for Health Care Administration.

3. CONFIDENTIALITY

a. Except as otherwise provided in this section, all information, interviews, reports, statements, memoranda, and drug test results, written or otherwise, received or produced as a result of a drug-testing program are confidential and exempt from the provisions of s. 119.07(1) and s. 24(a), Art. I of the State Constitution, and may not be used or received in evidence, obtained in discovery, or disclosed in any public or private proceedings, except in accordance with this section or in determining compensability under Florida Chapter 440 (workers' compensation).

b. Company, laboratories, medical review officers, employee assistance programs, drug rehabilitation programs, and their agents may not release any information concerning drug test results obtained pursuant to this section without a written consent form signed voluntarily by the person tested, unless such release is compelled by an administrative law judge, a hearing officer, or a court of competent jurisdiction pursuant to an appeal taken under this section or is deemed appropriate by a professional or occupational licensing board in a related disciplinary proceeding. The consent form must contain, at a minimum:

- i. The name of the person who is authorized to obtain the information.
- ii. The purpose of the disclosure.
- iii. The precise information to be disclosed.
- iv. The duration of the consent.
- v. The signature of the person authorizing release of the information.

c. Information on drug test results shall not be used in any criminal proceeding against the apprentice or job applicant. Information released contrary to this section is inadmissible as evidence in any such criminal proceeding.

d. This subsection does not prohibit the JATC, an agent of the JATC, or laboratory conducting a drug test from having access to apprentice or employee drug test information or using the information when consulting with legal counsel in connection with actions brought under, or related to this section, or when the information is relevant to its defense in a civil or administrative matter.

4. REPORTING USE OF PRESCRIPTION OR NONPRESCRIPTION MEDICATIONS

a. An employee or job applicant may confidentially report the use of prescription or nonprescription medications to a medical review officer, both before and after a drug/alcohol test, by contacting the medical review officer directly; the JATC will provide the contact information.

b. Prescription or nonprescription medication is a drug or medication obtained with a prescription from an authorized health care provider or a medication that is authorized by federal or state law for general distribution and use without a prescription in the treatment of human diseases, ailments, or injuries.

c. A medical review officer (MRO) is a licensed physician employed with or contracted with the JATC, who has knowledge of substance abuse disorders, laboratory testing procedures, and chain of custody collection procedures; who verifies positive, confirmed test results; and who has the necessary medical training to interpret and evaluate an employee's positive test result in relation to the employee's medical history or any other relevant biomedical information.

5. LIST OF COMMON MEDICATIONS THAT MAY AFFECT A DRUG/ALCOHOL TEST

The following is a list of the most common medications, which may alter or affect a drug test, and is not intended to be all-inclusive:

Alcohol	All liquid medications containing ethyl alcohol (ethanol). Please read the label for alcohol content. As an example, Vick's Nyquil is 25% (50 proof) ethyl alcohol, Comtrex is 20% (40 proof), Contact Severe Cold Formula Night Strength is 25% (50 proof) and Listerine is 26.9% (54 proof).
Amphetamines	Obetrol, Biphphetamine, Desoxyn, Dexedrine, Didrex, Ionamine, Fastin.
Cannabinoids	Marinol (Dronabinol, THC).
Cocaine	Cocaine HCl topical solution (Roxanne).
Phencyclidine	Not legal by prescription.
Methaqualone	Not legal by prescription.
Opiates	Paregoric, Parepectolin, Donnagel PG, Morphine, Tylenol with Codeine, Empirin with Codeine, APAP with Codeine, Aspirin with Codeine, Robitussin AC, Guiatuss AC, Novahistine DH, Novahistine Expectorant, Dilaudid (Hydromorphone), M-S Contin and Roxanol (morphine sulfate), Percodan, Vicodin, Tussi-organidin, etc.
Barbiturates	Phenobarbital, Tuinal, Amytal, Nembutal, Seconal, Lotusate, Fiorinal, Fioricet, Esgic, Butisol, Mebaral, Butabarbital, Butalbital, Phrenilin, Triad, etc.
Benzodiazepines	Ativan, Azene, Clonopin, Dalmane, Diazepam, Librium, Xanax, Serax, Tranxene, Valium, Verstran, Halcion, Paxipam, Restoril, Centrax.
Methadone	Dolophine, Metadose.
Propoxyphene	Darvocet, Darvon N, Dolene, etc.

6. CONSEQUENCES OF REFUSING DRUG/ALCOHOL TESTING

The JATC may refuse to hire a job applicant or accept for training an individual who refuses to submit to a drug/alcohol test. The JATC may also terminate employment of an existing employee who refuses to submit to an authorized drug/alcohol test.

7. DRUG REHABILITATION PROGRAMS

The JATC has a list of local providers of drug and alcohol treatment and family services that an employee may access without the JATC's involvement (*note that the following providers are listed for informational purposes only and do not constitute an approval or referral by the JATC*):

- (a) Here's Help – 15100 N.W. 27th Avenue, Opa Locka, FL 33054 – (305) 685-8201;
- (b) Hogar Renacer New Life – 2199 Ali Baba Avenue, Opa Locka, FL 33054 – (305) 687-8631; and

- (c) Transitions Recovery – 1928 Northeast. 154th Street, N. Miami Beach, FL 33162; (305) 697-5818

It is the responsibility of an employee to seek assistance **before** alcohol and drug problems lead to disciplinary actions. Once a violation of this policy occurs, subsequently seeking treatment on a voluntary basis will not necessarily lessen disciplinary action and may, in fact, have no bearing on the determination of disciplinary action.

A medical provider can give an appropriate assessment, evaluation and counseling and/or referral for treatment of drug and alcohol abuse. Employees may be granted leave with a conditional return to work, depending on successful completion of the agreed-upon treatment regimen, which may include follow-up testing.

The cost of seeking assistance will be the responsibility of the employee and is subject to provisions of Company's health insurance plan, if any. Please consult the provider for specifics concerning this issue.

8. CHALLENGES TO TEST RESULTS

- a. An employee or job applicant who receives a positive confirmed test result may contest or explain the result to the JATC's designated medical review officer (MRO) within five (5) working days after receiving written notification of the test result. If an employee's or job applicant's explanation or challenge of the positive test is unsatisfactory to the MRO, the MRO shall report a positive test result back to the JATC. The employee or job applicant may then contest the drug test result according to the law/rules adopted by the Florida Agency for Health Care Administration.
- b. The terms "confirmation test," "confirmed test," or "confirmed drug test" mean a second analytical procedure used to identify the presence of a specific drug or metabolite in a specimen, which test must be different in scientific principle from that of the initial test procedure and must be capable of providing requisite specificity, sensitivity, and quantitative accuracy.
- c. Confirmation testing shall be done in accordance with the following:
- (i) If an initial drug test is negative, the JATC may in its sole discretion seek a confirmation test.
 - (ii) Only licensed or certified laboratories may conduct confirmation drug tests.
 - (iii) All positive initial tests shall be confirmed using gas chromatography/mass spectrometry (GC/MS) or an equivalent or more accurate scientifically accepted method approved by the Florida Agency for Health Care Administration or the United States Food and Drug Administration as such technology becomes available in a cost-effective form.
 - (iv) If an initial drug test of an employee or job applicant is confirmed as positive, the JATC's designated medical review officer shall provide technical assistance to the JATC and to the employee or job applicant for the purpose of interpreting the test result to determine whether the result could have been caused by prescription or nonprescription medication taken by the employee or job applicant.

d. An employee or job applicant may also have rights to file a complaint pursuant to Florida Administrative Code 6A-23.008 or the applicable provisions of Title 29 Code of Federal Regulations, Part 30.

9. EMPLOYEE RESPONSIBILITY TO NOTIFY LABORATORY

An employee or job applicant is responsible for notifying the testing laboratory of any administrative or civil action brought pursuant to Florida Statute 440.102 (West 2015).

10. DRUGS THAT MAY BE TESTED

The JATC may test for any or all of the following drugs and alcohol:

- Alcohol
- Amphetamines
- Cannabinoids
- Cocaine
- Phencyclidine HCl
- Methaqualone HCl
- Opiates
- Barbiturates
- Benzodiazepines
- Synthetic Narcotic

11. COLLECTIVE BARGAINING AGREEMENTS

The applicable collective bargaining agreement is between the Mechanical Contractors Association of South Florida and the United Association Local Union No. 725 of Miami, FL. Employees of the JATC are employed pursuant to individual employment contracts. Appeals regarding drug testing results may be available to a court of applicable jurisdiction.

12. MEDICAL REVIEW OFFICER CONSULTATIONS

Employees and job applicants may consult with a medical review officer for technical information, regarding prescription or nonprescription medication.

Company's medical review officer contact information is as follows:

- Name: Total Compliance Network
- Address: 5646 West Atlantic Boulevard, Margate, FL 33063
- Telephone: (954) 677-1200