

**Joint Apprenticeship
Training Committee of
Pipe Fitters Local Union 211**



Apprentice Handbook

Approved by JATC Committee October 2019
1301 W 13th St.
Deer Park, Texas 77536

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Table of Contents

Introduction & Mission Statement.....	01
Accreditation and Licensure.....	01
JATC Committee.....	02
Physical Addresses.....	03
Hours of Operation.....	03
Admission Requirements/Selection Procedures.....	03-13
Rules and Regulations.....	13 -51
Attendance Policy.....	13-17
Media & Computer Usage Policy.....	17-19
Appearance and Dress Code Policy.....	20
Standard for Excellence.....	21
Requirements for Upgrade.....	22-23
Rules for Referral.....	23-24
Removal from Out of Work List.....	24
Procedure for Resolving Job-Related Issues.....	25
Substance Abuse Policy.....	25-28
Consent and Release Form.....	29
Tool List.....	30
Apprentice Verification Page.....	31
Family Education Rights and Privacy Act of 1974.....	32
Social Security Number Privacy Policy.....	33
Apprentice Access to Files Policy.....	33-34
Grievances.....	34
Book and Administration Fees.....	34-35
Refund Policy.....	36
Cost of Attendance/Scholarship Agreement.....	36-40
Scholarship Agreement Signature page.....	41
Graduation Requirements.....	42
Transfer of Credits.....	42
Transfer between Apprenticeship Programs.....	42
Withdrawals/Leave of Absences.....	42
Grading.....	42
Counselling and Advisement.....	43
Veterans Benefits.....	43
Job Placement.....	43
Sexual and/or Other Unlawful Harassment Policy.....	43-44
Emergency Plans.....	45-51

Introduction

The Joint Apprenticeship Training Committee of Pipe Fitters Local Union 211 recognizes the need for structured training to maintain the high level of skill and competence demanded in the pipe trades.

Mission Statement: Registered Apprenticeship provides the most practical and sound method to meet that need, to prepare individuals to be skilled craft workers, and to ensure industry an adequate supply of skilled workers.

In furtherance of those goals, the Joint Apprenticeship Training Committee of Pipe Fitters Local Union 211 has established these Standards of Apprenticeship outlining all the terms and conditions for the qualification, recruitment, selection, employment and training of apprentices.

We encourage you to familiarize yourself with this student handbook, and to refer to it frequently as you navigate through your apprenticeship.

The JATC, Instructors, Pipe Fitters Local union 211 and our Signatory Contractors are committed to your success both in related instruction and on the job learning. We are confident that your earnest participation will ensure our collective success for years to come.

Accreditation and Licensure

The Joint Apprenticeship Training Committee of Pipe Fitters Local Union 211 has Standards of Apprenticeship on file with the US Department of Labor, Office of Apprenticeship. Program registration number TX010460001. Inquiries regarding this registration should be addressed:

Employment and Training Administration
Apprenticeship and Training Representative
1919 Smith St. Suite 227. Houston, Texas 77002



Joint Apprenticeship Training Committee of Pipe Fitters Local Union 211, 1301 West 13th Street, Suite B, Deer Park, TX 77536, is applying for initial accreditation with the Commission of the Council of Occupational Education. Persons wishing to make comments should either write to the Executive Director of the Commission, Council of Occupational Education, 7840 Roswell Road, Bldg. 300, Suite 325, Atlanta, GA 30350, or submit comments on the Council's website (www.council.org). Persons making comments must provide their names and mailing addresses.

Joint Apprenticeship Training Committee of Pipe Fitters Local Union 211 Committee

Name	Business Address	Phone
Bryan Edwards	UA Local #211, 1301 W 13 th St. Deer Park, TX. 77537	713-644-5521
Kenneth Waybright	UA Local #211, 1301 W 13 th St. Deer Park, TX. 77537	713-644-5521
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Kenny Atkinson	Gowan Inc. 5550 Airline Dr. Houston, TX. 77076	713-696-5424
Chivas Julian	The Letsos Co. P.O. Box 36927 Houston, TX. 77236	713-783-3200
Tony McCorvey Jr	Way Engineering LTD, 8610 Wallisville Rd. Houston, TX. 77029	713-568-6188
Mike Nobles	Dynamic Systems Inc. 3010 Greens Rd. Houston, TX. 77032	713-408-4400

Physical Addresses

Joint Apprenticeship & Training Committee of Pipe Fitters local Union 211
1310 West 13th Street Suite B
Deer Park, Texas 77536

Joint Apprenticeship & Training Committee of Pipe Fitters local Union 211 HVAC Center
4705 Center Street
Deer Park, Texas 77536

Joint Apprenticeship & Training Committee of Pipe Fitters local Union 211 Zone 195
3194 Highway 69 North
Nederland, Texas 77627

Hours of Operation

Administrative Offices: Monday – Friday, 7:00AM - 3:30PM

Instructional Areas: Monday – Thursday, 4:00PM – 10:00PM for scheduled classes.

The Training Center will be closed on New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Day after Thanksgiving and Christmas.

Admission Requirements and Selection Procedures

Apprentice applicants shall be selected on the basis of qualifications alone and in accordance with objective standards which permit review after full and fair opportunity for application. Applicants shall meet the following minimum qualifications:

Age

- A. All applicants shall be at least eighteen (18) years of age except as noted below.
- B. Applicants shall submit reliable proof of birth date with the complete application to ensure meeting the minimum age requirement. Examples of acceptable proof include a valid driver's license, birth certificate, or other State identification.

Education

- A. Applicants shall be high school graduates or provide proof of equivalent educational attainment such as successful completion of the GED tests (tests of General Education Development). Each applicant shall submit, with the completed application, a high school transcript or an official report of GED test results. A high school diploma approved by the State or a General Education Development (GED) equivalency approved by the State is required. Applicants must provide official transcript(s) for high school and post high school education and training. All GED records must be submitted if applicable.
- B. An applicant who is seventeen (17) years of age at the time of application who otherwise meets all other qualifications may be placed on the Pool of Eligible list, rated and ranked. Such an applicant must provide proof that a graduation certificate or GED has been awarded and must be eighteen (18) years of age, prior to being indentured by the JATC.
- C. Selection into the apprenticeship program will be in accordance with the Affirmative Action Plan and Selection Procedures in accordance with CFR 29.30
- D. Applicants must submit a DD-214 to verify military training and/or experience if they are a veteran. Applicants must submit a DD-214 to verify military training and/or experience if they are a veteran and wish to receive consideration for such training/experience.

Physical

- A. Applicants will be physically capable of performing the essential functions of the apprenticeship program, with or without reasonable accommodation, and without posing a direct threat to the health and safety of the individual or others.
- B. Applicants may be required to pass a physical agility test or fitness test as well as test negative on a screen for the use of illegal drugs upon acceptance into the program and prior to being employed.

Math Exam

- A. All applicants must pass a JATC administered math exam with a minimum score of 70% to be scheduled for interview. Applicants whom have submitted the appropriate registration paperwork can be issued the math exam up to three times in the first six-month period and once every six months after that.

Purpose

International Pipe Trades Joint Training Committee has prepared these selection procedures. The U.S. Department of Labor, Office of Apprenticeship, has approved the procedures for adoption by local Joint Apprenticeship Training Committees (hereafter known as JATC's), to assist them in complying with the applicable law and lawful regulations issued there under.

General Selection Procedures

- A. Applications will be available at places designated by the local JATC (preferably at the local JATC office if one exists).
- B. Records shall be maintained and kept for at least five (5) years to show progress, by dates, including final disposition of each application.
- C. Applications will be accepted at times designated by the local JATC. (If applications are accepted throughout the year, dissemination of information shall not be done less than semiannually).
- D. Interviews will be held at intervals designated by the local JATC. All applications for apprenticeship accepted since the last series of interviews shall be processed to final disposition before any individual is selected. Interviews will be granted to all who meet the minimum qualification. The number of new apprentices to be accepted shall be determined before starting interviews.
- E. Eligible applicants (applicants acceptable after interview) not chosen for entrance into apprenticeship will be allowed to send a letter of continued interest to the JATC and be rescheduled for the next interview session.
- F. Applicants not interviewed because they lack the minimum qualifications will not be reconsidered until they correct any deficiencies they may have and reapply.
- G. Selected candidates shall be registered as probationary apprentices for not more than one (1) year. Each probationary apprentice shall be evaluated at the end of the probationary period in regard to on-the-job performance, and related training.

Step-By-Step Procedures for Each Applicant

- A. Each applicant shall be given a Pipe Trades Apprenticeship Form #1 – Application Form to be complete and return by a designated date.
- B. Form #1 contains the following:
 - a) Apprentice qualifications as listed in the Apprenticeship Standards.
 - b) Apprenticeship obligations after acceptance.
 - c) Application for Apprenticeship.
 - d) Sample Apprenticeship Agreement.
- C. The date of application shall be the date of receipt by the JATC of the completed Form #1, accompanied by the high school transcript and/or official report of the General Education Development (GED) test results or their equivalent, and proof of birth date.
- D. A complete record of the applicant's progress will be entered into the applicant's file ("Pipe Trades Apprenticeship Form #2 Applicant's Progress Record") at this time.
- E. Form#1 will be checked for deficiencies in basic requirements. If there are any deficiencies, the applicant's record shall be marked "not interviewed" to show that the interview process of selection was not necessary.
- F. The applicant shall be notified of the rejection and reason why by certified mail, with a return receipt requested, or by other verifiable method.
- G. When an applicant is notified that there will not be an interview because of certain basic deficiencies, the notification shall be entered on the applicant's Form #2 as final disposition.
- H. If Form #1 meets the basic requirements, the applicant shall be considered qualified for an interview.
- I. An applicant qualified for an interview shall be notified of date and place for the interview by USPS mail and a copy of the notification with date shall be entered into the record.

Procedures for Scheduling Interview

- A. All qualified applicants shall be listed in alphabetical order and scheduled for interview in appropriate order.
- B. This list shall be divided into groups of an appropriate size for each interview session according to the appropriate order.

- C. Each interview session shall be scheduled to provide enough time to interview each applicant notified to be present at the given session.
- D. Applicants shall be notified to appear for interview by USPS mail. Notification will specify a time and place to appear. An appropriate number of applicants will be scheduled for each interview session.

Complaint Procedure

- A. Any apprentice or applicant for apprenticeship who believes that he/she has been discriminated against on the basis of race, color, religion, national origin, sex, sexual orientation, age, genetic information or disability with regard to apprenticeship or that the equal opportunity standards with respect to his/her selection have not been followed in the operation of an apprenticeship program, may personally or through an authorized representative, file a complaint with the Registration Agency or, at the apprentice of applicant's election, with the private review body established by the JATC.
- B. The complaint will be in writing and will be signed by the complainant. It must include the name, address, and telephone number of the person allegedly discriminated against, the JATC involved, and a brief description of the circumstances of the failure to apply equal opportunity standards.
- C. The complaint must be filed not later than 180 days from the date of the alleged discrimination or specified failure to follow the equal opportunity standards, and, in the case of complaints filed directly with the review bodies designated by the JATC to review such complaints, and referral of such complaint by the complainant to the Registration Agency must occur within the time limitations stated above or 30 days from the final decision of such review body, whichever is later. The time may be extended by the registration Agency for good cause shown.
- D. Complaints of discrimination in the apprenticeship program may be filed and processed under Title 29, CFR part 30, and the procedures as set forth above.
- E. Complaints should be sent to the address below:

JATC Complaints
Octavio Rojas
1301 West 13th St.
Deer Park, Tx. 77536

Maintenance of Records

- A. The JATC will keep adequate records including a summary of the qualifications of each applicant, the basis for evaluation and for selection or rejection of each applicant, the records pertaining to interviews of applicants, the original application for each applicant, information relative to the operation of the apprenticeship program, including, but not limited to, job assignments, promotion, demotion, layoff, or termination, rates of pay or other forms of compensation or conditions of work, hours including hours of work and, separately, hours of training provided, and any other records pertinent to a determination of compliance with the regulations at Title 29, CFR part 30, as may be required by the U.S. Department of Labor. The records pertaining to individual applicants, selected or rejected, will be maintained in such manner as to permit the identification of minority and women (minority and non-minority) participants.
- B. Each JATC must retain a statement of its AAP for the prompt achievement of full and equal opportunity in apprenticeship, including all data and analysis made pursuant to the requirements of Title 29, CFR part 30.4. Each JATC also must maintain evidence that its qualification standards have been validated in accordance with the requirements set forth in Title 29, CFR part 30.5(b).
- C. In addition to the above requirements, adequate records will include a brief summary of each interview and the conclusions on each of the specific factors, e.g., motivation, ambition, and willingness to accept direction, which are part of the total judgement. Records will be maintained for five (5) years from the date of the last action and made available upon request to the U.S. Department of labor or another authorized representative.

The Interview Session

- A. Each applicant shall be interviewed by members of the committee.
- B. After a brief introduction, the committee will ask questions of the applicant with the purpose of finding out as much as possible about the individual and about the capacity to participate in apprenticeship.
- C. Questions for the interview and for purposes of evaluation will be on topics related to job performance such as: work experience, school record, mechanical abilities, motivation, and vocational training.
- D. Evaluation must be based on standard of industry needs, and not by a comparison with other applicants.

- E. Evaluation of the interview will be based on responses on each topic.
- F. A review or summary of the answers to questions from the interview session must be entered in each applicant's file folder.
- G. The same questions should be asked of each applicant.

Selection from Committee Evaluation

- A. The number of new apprentices to be accepted shall be determined before starting interviews. This number will be based on the needs of the industry.
- B. Selection of individuals from the list of interviewed applicants shall not be made until all interview sessions are complete and all applicants have been evaluated.
- C. Selection of applicants for apprenticeship after the interview will be done by the committee of its designated representative(s) based on the numerical rating obtained from the interview evaluation.
- D. All applicants interviewed will be notified of the results by USPS mail or other verifiable procedure.
- E. All eligible candidates not selected for entry into apprenticeship after the interview will be placed in an eligibility pool according to their rating. They will remain in this pool for a period of six months from the time of the interview and will be included in all subsequent selection procedures during the six-month period.

Direct Entry

Not limited to with proper registration, Job Corps; Approved Technical Training School Graduates; Veterans in Piping (VIP); Veterans with Technical Training; Organizational Efforts; Areas of the country affected by National Disasters; Native American Indian Programs; and those areas of the country where there is a recognized shortage of Plumbers, Pipefitters/Steamfitters, Heating, Ventilation, Air conditioning and Refrigeration Technicians, Sprinkler Fitters, and Certified Welders.

Alternative Selection Method Requirements:

- A. Apprentices obtaining direct entry into the apprenticeship program will serve a probationary period of at least twelve (12) months during which time apprentices will be evaluated in writing by their employer and the union. The written evaluations will be submitted to the JATC, which through objective non-discriminatory criteria will determine whether the apprentice will continue in the program of education and at which level of the apprenticeship program.
- B. Apprentices successfully completing the probationary period, who have demonstrated the skills and knowledge to receive credit for previous experience shall at the conclusion of the probationary period be placed at the appropriate level of the apprenticeship program or recommended to the union for journey-worker status, with commensurate wages to be paid based upon the amount of credit granted.
- C. In order to attract the participation of qualified minorities and women, the JATC will engage in documented outreach activities and will make the records of such activities available for inspection by the Registration Agency.

Preparatory Programs Beneficial to Apprenticeship:

- A. Youth who complete a Job Corps training program in any occupation covered in these Standards, who meet the minimum qualifications of the apprenticeship program, may be admitted directly into the program, or if no apprentice opening is available, the Job Corps graduate may be placed at the top of the current applicant ranking list and given the first opportunity for placement. The JATC will evaluate the Job Corps training received for granting the appropriate credit on the term of apprenticeship. Entry of Job Corps graduates will be done without regard to race, color, religion, national origin, sex, sexual orientation, age, genetic information and disability.

(Note: this is a method of direct entry into the apprenticeship program.)

- B. The JATC encourages preparatory / pre-apprenticeship craft training to facilitate entry into apprenticeship. Consequently, those who complete the Job Corps, high school, vocational school, or building trades training program in the plumbing/ pipefitting/ sprinkler fitter craft areas may be given direct entry into the apprenticeship program. The JATC shall evaluate the JATC training received for granting appropriate credit on the term of apprenticeship.

Approved Technical Training Schools:

Those who graduate from an accredited Technical Training School that has been approved by the International Pipe Trades Joint Training Committee Inc. (IPTJTC), in recognition of the critical training they have already received for occupations registered in the Plumbing, Pipefitting, HVACR, or Sprinkler Fitting industry may be given direct entry into the

apprenticeship program. With the approval of the JATC, such a new apprentice may start at the apprentice wage rate recommended by the IPTJTC for graduates of that particular program. The JATC will determine as to those new apprentices what training requirements they need to meet to ensure that they receive all of the necessary training for completion of the apprenticeship program.

Veterans in Piping (VIP)

- A. Military and Veterans who have completed a military technical training school, or participated in a registered apprenticeship program, or completed military technical training school in a recognized apprentice able occupation may be given direct entry into the apprenticeship program. The Program Sponsor will evaluate the military training and on-the-job learning experience received for the granting of appropriate credit on the term of apprenticeship and the appropriate wage rate. Military and Veterans who successfully complete all requirements and graduate from a UA VIO accelerated training program can be directly entered in an apprenticeship program.
- B. Credit will be granted in accordance with that section identified in the Registered Apprenticeship Program Standards as “Credit for Previous Experience”. The request for credit will be evaluated and a determination made by the Program Sponsor during the probationary period when actual on-the-job learning and related instruction performance can be examined. Prior to completion of the probationary period, the amount of credit to be awarded will be determined after review of the apprentice’s previous work and training/education record and evaluation of the apprentice’s performance, skill and knowledge demonstrated during the probationary period. An apprentice granted credit should be advanced to the wage rate designated for the period to which such credit accrues.
- C. Apprentice applicants seeking credit for previous experience gained outside the supervision of the program sponsor must submit such requests at the time of application and furnish such records, affidavits, and other documents to substantiate the claim.
Entry of Military and Veterans will be done without regard to race, color, religion, national origin, sex, sexual orientation, age, genetic information and disability.

Organizational Efforts:

- A. An employee of a non-signatory employer not qualifying as a journey-worker when the employer becomes signatory, will be evaluated by the JATC in accordance with the procedures for the granting of credit for previous experience, and registered at the appropriate period of apprenticeship based on previous work experience and related training. Any employee not eligible for receipt of credit must make application in accordance with the normal application procedures. Entry into the program through this method shall be done without regard to race,

color, religion, national origin, sex, sexual orientation, age, genetic information and disability. (Note: This is a method of direct entry into the apprenticeship program).

- B. An individual who signs an authorization card during an organizing effort, wherein fifty=one percent (51%) or more of the employees have signed authorization cards, whether or not the employer becomes signatory, and is an employee of the non-signatory employer and does not qualify as a journey-worker, will be evaluated in accordance with the procedures for the granting of credit for previous experience and registered by the JATC at the appropriate period of apprenticeship based on previous work experience and related training. Any employee not eligible for receipt of credit must make application in accordance with the normal application procedures. Entry into the program through this method shall be done without regard to race, color, religion, national origin, sex, sexual orientation, age, genetic information and disability. (Note: This is a method of direct entry into the apprenticeship program).
- C. For such applicants to be considered, they must:
- a) Be employed in the JATC's jurisdiction when the authorization card was signed;
 - b) Have been employed by the employer before the organizational effort commenced;
 - c) Have been offered the opportunity to sign authorization cards and be evaluated along with all other employees of the employer; and provide reliable documentation to the JATC to show that they were an employee performing plumbing work prior to signing the authorization card.

Natural Disaster Affected Areas:

Individuals who are seeking employment in the pipe trades in the states affected by natural Disasters (such as Hurricane Katrina) may be given direct entry into the apprenticeship program under the following conditions. Individuals seeking direct entry admission to the apprenticeship program will be considered on a first come, first served basis. To be eligible for direct entry, applicants must have completed a basic four-week pre-job training course, sponsored by the United Association (UA), which will consist of the OSHA ten-hour safety class and all other safety/haz-com training required for the local area as well as training in other subjects related to an individual's successful performance on the job site. In addition, applicants must demonstrate through written documentation, acceptable to the JATC and verified through testing administered by the UA, previous job experience and/ or educational activities in the plumbing and pipe fitting industry, equivalent to that of an apprentice who has successfully completed the first year of a UA approved apprenticeship program.

Apprentices obtaining direct entry into the apprenticeship program will serve a probationary period of at least one year, during which time apprentices will be evaluated in writing by their employer and the union. The written evaluations will be submitted to the JATC, which through objective non-discriminatory criteria will determine whether the apprentice will continue in the program of education and at which level of the apprenticeship program.

Native American Indian Program:

The United Association started a Native American Program which applicants are provided by the United States Department of Interior Bureau of Indian Affairs. Native Americans, who complete all requirements and graduate from the 800-1000 hours of training, can be direct entered an apprenticeship program with the United Association of Journeymen and Apprentices of the Plumbing and Piping Industry of the United States and Canada. The JATC will give credit to the Native Americans and determine the appropriate wage pay rate. Entry of Native Americans shall be done without regard to race, color, religion, national origin, or sex.

Skill Shortages – Plumbers, Pipefitters/Steamfitters, Heating, Ventilation, Air conditioning and Refrigeration Technicians, Sprinkler Fitters, and Certified Welders:

In areas of the country where there is a recognized shortage of plumbers, pipefitters/steamfitters, heating, ventilation, air conditioning and refrigeration technicians, sprinkler fitters, and certified welders, upon agreement with the Registration Agency, individuals may be given direct entry into the apprenticeship program under the following condition. Applicants must have been enrolled in and successfully completed a UA accelerated training program provided by the program sponsor.

RULES AND REGULATIONS:

Attendance Policy

- A. The JATC has a zero tolerance for absenteeism. Attendance is compulsory. Apprentices shall make up all hours missed and satisfactorily complete all missed class work.
- B. An apprentice absent from related training class or make up class shall contact the training center prior to absence.
- C. Class absence is defined as follows:
 - a. Failing to attend
 - b. Late to class
 - c. Late from break
 - d. Leaving early
 - e. Missing during class
- D. One 15-minute break is allowed for each class.

- E. Being absent is neither excused nor unexcused. The absence will stay on your record.
- F. All time missed is subject to be made up.
- G. If you are counted absent for a class, a zero may be recorded for your grade for that class.
- H. Any absence may result in you appearing before the JATC committee on the next scheduled committee meeting.
- I. Any absence in a semester may result in the apprentice being placed on probation for the rest of their apprenticeship. Any further absence after being placed on probation, will result in the apprentice appearing before the JATC committee at the next scheduled committee meeting.
- J. Disciplinary action may include but not limited to; postponement of advancement from one segment of training to the next or temporary removal of the apprentice from on the job learning, causing loss of employment. It may also include cancellation of the Apprenticeship Agreement and removal of the apprentice from the apprenticeship program. Removal by the Committee (JATC) shall cancel the apprentice's apprenticeship agreement and the opportunity to complete the training.

Completion of all Related Instruction Class Hours

Apprentices absent from Related Instruction Class or Building Maintenance Class due to emergency reason and accruing missed class hours shall make-up all hours missed and satisfactorily complete all class work.

Make-Up Class

- A. Apprentices absent from Related Instruction Class or Building Maintenance Class are automatically scheduled for the next Building Maintenance Class to complete class hours.
- B. Apprentices appearing for make-up shall pay an administration fee at time of scheduled make up for each four (4) hours make up. The administration fee is due at the start of the scheduled make up class. The administration fee is used to purchase materials and pay instructors and supervising personnel to conduct related training classes and a maintenance program. Administration fee schedule is as follows:

- a. **1st 4 Hours= \$20 Administration Fee**
 - b. **2nd 4 Hours= \$20 Administration Fee**
 - c. **3rd 4 Hours= \$50 Administration Fee**
- C. If you fail to pay the administration fee or make up your absence, any of the following will happen:
- a. You will not be upgraded
 - b. You will not receive any credit for your class
 - c. You will not be assigned to a class the next semester
- D. It will be your responsibility to make sure the instructor gives you credit for the make up class.
- E. Bring your safety glasses, gloves and wear work clothes.
- F. If you miss your make up or are not allowed to attend for any reason you will then have to make up one additional make up (4 hr. period) for each make up.
- G. Missed make up class hours are recorded as absences, requiring completion of absentee report and payment of an additional administration fee of \$50 per (4hr. period).
- H. Make ups shall not be rescheduled.
- I. Classes can only be made up according to the following:
- a. Designated Saturday at designated start time.
 - b. Monday thru Thursday starting at 8am if you are out of work or your job did not work that day.
- J. All hours missed must be made up within 30 days of the date missed. You must complete attendance report, fill in the reason you were absent and turn in to your instructor the first day back from absence.

Apprentice's Responsibility to Know Scheduled Class Dates

At the beginning of the Semester apprentices receive their Related Instruction Class Schedule and a list of Building Maintenance Classes scheduled for apprentices to make up missed Related Instruction Class hours. Related Instruction Class and Building Maintenance Class schedules are posted on the Training Center's bulletin boards. It is the apprentice's

responsibility to know the scheduled class dates for their Related Instruction Class and Building Maintenance Classes.

Make-Up Class Requirements

- A. Apprentices are required to make up hours missed from Related Instruction Class at the first scheduled Building Maintenance Class after recorded absence. Building Maintenance Classes are scheduled classes for apprentices to make up all hours missed due to emergency.

Absent from Building Maintenance Class

Missed Building Maintenance Class hours are recorded as absences, requiring make up of missed hours, completion of Absentee Report and scheduling in next available Building Maintenance Class to complete all hours of class missed.

Apprentices Recorded as Tardy

- A. If you are late to class or leave early or a combination of three times a full four (4) hour class will have to be made up. After the third time, each late or leaving early will require a full four (4) hour make up.
- B. Being late or leaving early will only be counted on the half (1/2) hour.
- C. When a total of 1 ½ hours have been missed, a full four (4) hours will have to be made up and a full four (4) hour administration fee must be paid.

Campus Policy

- A. No apprentice is to leave the campus during class times or Break.
- B. The break period is 15 minutes. The break is to be regarded as a privilege.
- C. Do not come to school under the influence of alcoholic beverages, drugs or other illegal substances.

- D. No alcoholic beverages, drugs or other illegal substances are allowed in the building or on the premises.
- E. No Littering. Do not throw trash on the parking lot. Place trash in proper containers provided.
- F. No Smoking. Place cigarette butts in proper containers provided. Smoking is allowed in designated area only.
- G. No smoking or tobacco products in classrooms or shops.
- H. Clean up and if necessary, sweep out classrooms prior to leaving. Clean up all spills.
- I. After class dismissal, leave quietly; no horn blowing, unnecessary revving up engines, burning rubber, etc...
- J. Apprentices wearing loose jewelry, shorts, shower thongs, sandals, or sleeveless shirts will not be allowed to attend classes. The instructor may dismiss from class any apprentice wearing unsuitable attire.
- K. Cellular phones or radios are not allowed in classrooms or shops without first obtaining permission from the instructor.
- L. Apprentices are to conduct themselves at all times in a creditable, ethical and moral manner. No destruction or defacing of campus property is allowed. Apprentices are required to pay reparation for damages caused by violation of polices.
- M. ***Instructors may dismiss from class, apprentices that are disruptive or in violation of Committee Standards or Policies.***

Media and Computer Usage Policy

Applicability

This policy shall apply to individuals engaged in Related Instruction training or certification classes ("Participant") through the JATC. This policy shall not apply to any employee of the JATC. Any Participant found to be in violation of this policy shall be subject to discipline up to and including termination from the Program.

Publicity/Image/Voice Permission

The JATC may take photographs, video, and/or tape recordings of Participant's during their work and/or instruction. A Participant's entry into the JATC's Program, will be considered permission for the JATC to photograph, film, audio/voice tape, record and/or televise the image and/or voice or image in any publications or promotional materials, in any medium now known or developed in the future without any restrictions. The image and/or voice of any Participant will not be provided to any other entity or organization and shall only be used by the JATC, Pipe Fitters Local Union 211 or the United Association to promote the Training Fund.

Social Media Policy

Publishing on social media or anywhere else (photos, videos, slandering of JATC or recordings of any kind) that include, but not limited to; job sites, contractors or apprentice classes without express written permission from the contractor, property owner, JATC Committee or JATC Director is strictly prohibited and subject to discipline up to and including termination from the program.

Computer Usage Policy

- A. The misuse of JATC computers may result in discipline, up to and including termination from the Program. Generally, Participants are only permitted to use the JATC's computers and network facilities for activities directly related to training through the JATC's course of instruction.
- B. Examples of misuse by Participant's include, but are not limited to, the activities in the following list:
- C. Accessing personal electronic mail or social networking sites, including, but not limited to Facebook;
- D. Using a computer account that he/she is not authorized to use or obtaining a password for a computer account without the consent of the account owner;
- E. Using the Committee's network to gain unauthorized access to any computer systems;
- F. Knowingly performing an act which will interfere with the normal operations of computers, terminals, peripherals, or networks;

- G. Knowingly running or installing on any computer system or network, or giving to another user, a program intended to damage or to place excessive load on a computer system or Network. This includes but is not limited to programs known as computer viruses, Trojan horses, and worms;
- H. Attempting to circumvent data protection schemes or uncover security loopholes;
- I. Violating terms of applicable software licensing agreements or copyright laws;
- J. Deliberately wasting computing resources;
- K. Using electronic mail or other electronic format (i.e. Facebook) to harass others;
- L. Masking the identity of an account or machine;
- M. Posting materials on electronic bulletin boards that violate existing laws or the JATC's rules;
- N. Attempting to monitor or tamper with another user's electronic communications, or reading, copying changing, or deleting another user's files or software without the explicit agreement of the owner;
- O. Creation and transmission of offensive, obscene, or indecent documents or images;
- P. Creation and transmission of material which is designed to cause annoyance, inconvenience or anxiety;
- Q. Creation of defamatory material; or
- R. Creation and transmission that infringes copyright of another person, transmission of unsolicited commercial or advertising material and deliberate unauthorized access to other services accessible using the connection to the network/Internet.

Distribution/Dissemination of JATC Property and Images

No Participant may at any time post on-line, distribute, or disseminate any materials belonging to the JATC, including, but not limited to training materials or handbooks. In addition, the distribution or posting on any website including, but not limited to, Trustees, without express written consent by JATC is expressly prohibited.

Appearance and Dress Code Policy

- A. Hair shall be neatly groomed, confined, and styled in a manner not to obstruct vision. Any hair style that causes unsafe working conditions is prohibited.
- B. While in the shop, hair will be kept under a cap for safety.
- C. Sideburns must be kept neatly groomed.
- D. Beards, goatees and mustaches must be kept neatly trimmed.
- E. No type of head covering, cap or hat is to be worn in the classroom except in the shop.
- F. Excessively dirty or ragged clothing shall not be worn in the classroom or shop.
- G. Tank tops, muscle shirts or half shirts shall not be worn in school.
- H. Sandals or open toed shoes shall not be worn on the job or in school. Leather boots or closed toed leather shoes shall be worn in school and shop area.
- I. Shorts, skirts or dresses shall not be worn on the job or in school.
- J. No earrings or pierced jewelry shall be worn in school. Necklaces must be worn inside the shirt while in school. This rule is for safety and shall be followed.

Responsibilities of the Apprentice:

- A. Apprentices are responsible for tracking hours in each work process to assure complete training in all Work Processes. Total hours required to accrue during term of apprenticeship, for each process, are to be tracked by the apprentice.
- B. Apprentices may request, in writing, from the Director of Training or JATC rotation on the job to assure complete training in all Work Process areas. It is the apprentice's responsibility to bring forth concerns that they are not being given the opportunity to work in each Work Process area. The Director of Training or JATC may rotate apprentice from one employer to another to assure complete training in all Work Process areas.

Standard for Excellence

Member and Local Union Responsibilities

TO ensure the **UA Standard for Excellence** platform meets and maintains its goals, the Local Union Business Manager, in partnership with his implementation team, including shop stewards and the local membership, shall ensure all members:

- A. **Meet** their responsibilities to the employer and their fellow workers by arriving on the job ready to work, every day on time (**Absenteeism and Tardiness will not be tolerated.**)
- B. **Adhere** to the contractual starting and quitting times, including lunch and break periods (Personal cell phones will not be used during the workday, with the exception of, lunch and break periods.)
- C. **Meet** their responsibility as highly skilled craft workers by providing the required tools as stipulated under the local Collective Bargaining Agreement while respecting those tools and equipment supplied by the employer.
- D. **Use** and promote the local union and international training and certification systems to the membership so they may continue, on the road of lifelong learning thus ensuring UA craft workers are the most highly trained and sought-after workers.
- E. **Meet** their responsibility to be fit for duty, ensuring a zero-**tolerance** policy for substance abuse is strictly met.
- F. **Be** productive and keep inactive time to a minimum.
- G. **Meet** their contractual responsibility to eliminate disruptions on the job and safely work towards the on-time completion of the project in an auspicious manner.
- H. **Respect** the customers' property (Waste and property destruction, such as graffiti, will not be tolerated.)
- I. **Respect** the UA, the customer, client and contractor by dressing in a manner appropriate for our highly skilled and professional craft (Offensive words and symbols on clothing and buttons are not acceptable.)
- J. **Respect** and obey employer and customer rules and policies.
- K. **Follow** safe, reasonable and legitimate management directives.

ALSO, PLEASE BE AWARE THAT MANY CUSTOMERS OF PIPEFITTER EMPLOYERS REQUIRE ALL EMPLOYEES WHO WORK ON THEIR PREMISES TO BE TESTED FOR DRUG OR ALCOHOL USE AND A BACKGROUND CHECK OF WHICH YOU ARE SUBJECT TO THIS REQUIREMENT.

Requirements for Upgrade (advance in classification)

An apprentice is required to meet the following JATC Standards for Apprenticeship requirements and respond to deficiencies in order to Upgrade (advance in classification):

- A. Perform diligently and faithfully the work of the trade and such other duties as may be assigned in accordance with the JATC Standards of Apprenticeship. Satisfactory, on-the-job-learning reports placed on file. Apprentices receiving unsatisfactory on-the-job learning reports will be referred to the JATC for review.
- B. Respect the property of the contractor and abide by the working rules and regulations of the JATC, the local union and the contractor. Apprentices on suspension or expelled with the local union are required to appear before the JATC Committee. Apprentices with incomplete absentee reports, owing administration fees, or book fees will have upgrade held until deficiencies are corrected. All monies due, including insufficient checks, book fees and/or administration fees, are to be paid in order to advance or upgrade.
- C. Attend and complete satisfactorily the required hours of instruction in subjects related to the trade, as provided by the JATC. Each segment of training he/she completes a minimum of 246 hours of related instruction. Maintain a 70% or better grade average in the current semester. Any apprentice who is absent from related classes, shall satisfactorily complete all work missed before being advanced to the next period of training.
- D. Completes a minimum of 1700 on-the-job learning hours in each segment. Apprentices are advanced at a minimum of 1700 hours of on-the-job learning. A segment of training shall be extended until required on-the-job learning hours have accrued. Apprentices who fail to accrue 1700 hours will be advised of deficiency and advanced when 1700 on-the-job training hours are verified.
- E. Apprentice not accruing on-the-job learning hours due to injury may not enroll in and attend practical Related Instruction classes, unless released by doctor to return to work. Advancement may be delayed due to an injury that prevents on-the-job learning hours from accruing or attendance at Related Instruction classes.
- F. Develop and practice safe working habits, and work in such a manner as to insure his or her personal safety and that of other workers
- G. Effective date of upgrade for apprentices meeting the JATC Standards of Apprenticeship is date indentured or adjusted indenture date.

Exclusive Hiring

Whenever a Contractor decides to obtain JATC Apprentices for any job, Contractor shall notify the Local Union office, either in writing or by telephone, stating the location, starting time, approximate duration of the job and the classification of JATC Apprentice required.

Referral of JATC Apprentice

Upon the request of a Contractor for JATC Apprentice the Union shall immediately refer qualified and competent registrants to the Contractor, in the manner and under the conditions specified in the Collective Bargaining Agreement from the separate appropriate out-of-work list on a first in, first out basis; that is, the first person registered shall be the first person referred, except that:

- A. Request by Contractors for specific apprentice year classification shall be honored without regard to the requested apprentice's position on the out-of-work list.
- B. Request by Contractors for a JATC Apprentice by name shall be honored without regard to the requested apprentice's position on the out-of-work list.
- C. Bona fide request by Contractors for a JATC Apprentice with special skills and abilities will be honored. The Dispatcher shall dispatch persons possessing such special skills and abilities in the order in which their names appear on the out-of-work list.
- D. Proof of possession of special skills claimed by registrant shall be registrant's ability to hold job requiring such special skills.
- E. The Dispatcher may dispatch those apprentices in the hall and readily available for employment in the order they appear on the out-of-work list when there is an emergency request and employees are needed the same day.
- F. No apprentice shall accept work in any shop without a referral from Union.

Non-Discriminatory Referral

The Union shall refer all job applicants on the following basis:

- A. Selection of apprentices for referral to jobs shall be on a non-discriminatory basis and shall not be based on or in any way affected by race, creed, color, Country of national origin, sex, physical handicap, age, union membership, union by-laws, constitutional provisions, or any other obligations of union membership, policies or requirements.

- B. The employer retains the right to reject any apprentice job applicant referred by the Union.

Removal from Out-Of-Work List

- A. Apprentices may be removed from the out-of-work list for the following reasons and referred to the JATC Committee for review:
 - a. Apprentice who twice refuses employment that is within a 50-mile radius of residence shall be removed from the out-of-work list.
 - b. Apprentice accepting a referral from Dispatcher and failing to report at specified time and place shall be rotated to bottom of out-of-work list unless failure to report is beyond an apprentice's control.
 - c. Apprentice traveling outside the jurisdiction shall be removed from the out-of-work list. Upon returning to the jurisdiction and signing the out-of-work registration list apprentice shall be placed back on the list in position such apprentice would have maintained.
 - d. Apprentice, who has been on the out-of-work list more than six (6) months, may accept short term employment (not more than eighty (80) working hours) without losing position on the out-of-work list. However, if terminated twice during one year for reasons other than reduction in force, said apprentice will be rotated to the bottom of out-of-work list.
 - e. Apprentice shall keep the Local Union and the JATC posted of their current address and telephone number. Apprentices failing to notify the Local Union and the JATC of a change of address or telephone number shall be considered unavailable for work and removed from the out-of-work list.
 - f. Apprentice who engages in self-employment or accepts employment with an employer that performs construction and/or service work as described in Union Collective Bargaining Agreement shall be considered unavailable for work and removed from the out-of-work list.
 - g. Apprentice removed from the out-of-work list may appeal to the JATC.

Procedure for Resolving Job Related Problems

- A. If an apprentice has a job-related problem, the apprentice shall immediately consult with the Director of Training and request an investigation of the job-related problem.
- B. After the Director of Training has investigated and finds the apprentice's problem warrants a change of employer, the Director of Training is authorized to place the apprentice under the employment of another company, as soon as possible.
- C. If, after the investigation, the Director of Training finds that the apprentice's problem does not warrant a change of employer, the apprentice will be informed that no change of employer is warranted, and they must stay employed with the present employer.
- D. If the apprentice disagrees with the decision of the Director of Training, the apprentice may request an audience with the Committee (JATC) for further review.
- E. If the apprentice does not follow the above-mentioned procedures and quits an employer, the apprentice will be notified by USPS mail to appear before the Committee (JATC) for a hearing and disciplinary action.
- F. Disciplinary action may include but not limited to; postponement of advancement from one segment of training to the next or temporary removal of the apprentice from on the job learning, causing loss of employment. It may also include cancellation of the Apprenticeship Agreement and removal of the apprentice from the apprenticeship program. Removal by the Committee (JATC) shall cancel the apprentice's apprenticeship agreement and the opportunity to complete the training.

Substance Abuse Policy

- A. Employers and Union have a strong commitment to provide a safe workplace and to establish policies promoting high standards of employee health and safety. In keeping with this commitment, it is the Employers' and Unions' intent to maintain a drug/alcohol-free workplace. The possession or use of firearms, illegal and unauthorized drugs, and other dangerous substances by employees at the workplace is prohibited.
- B. Employees are expected to report to work in a physical and emotional condition that will allow them to perform their assigned tasks in a competent and safe manner. The possession, use, abuse, presence in the body, or reporting to work under the influence of alcohol, illegal and unauthorized drugs, fire arms and other dangerous substances by employees limits the ability of the users to exercise good judgment, react properly to unexpected situations,

perform tasks safely and efficiently and endangers not only that employee but fellow employees, contractors and members of the general public.

- C. Employers and Union each reserves the right to require employees to submit to a medical test at any time to determine the use of any illegal or unauthorized drugs or substance prohibited in this policy or to prove the employee's satisfactory fitness for duty. The testing program shall comply with any and all Federal, State and Local standards. The cost of such testing programs shall be borne by the Employer.

APPRENTICE ALCOHOL AND SUBSTANCE ABUSE POLICY

(Preamble)

Alcohol and substance abuse is an issue that concerns us all and efforts are being made on many levels to create an environment that discourages this destructive problem. Being under the influence of prohibited drugs or alcohol poses unnecessary and unacceptable safety and health risks not only to the user but to all those who work with him or her. The Joint Apprenticeship Training Committee of Pipe Fitters Local union 211 (JATC) has a vital interest in maintaining a work environment that promotes the safety, health, security and productivity of apprentices and, to that end, has established the following JATC Apprentice Alcohol and Substance Abuse Policy.

Recognizing that it is the Employer's obligation to maintain a drug-free workplace, this Policy allows an Employer to conduct drug and/or alcohol testing. Employer's Policy generally includes pre-employment testing, post incident testing, reasonable cause testing, random testing, and contractually required testing. The JATC Policy sets forth the consequences to apprentices reporting to or performing work under the influence of drugs and/or alcohol. The JATC recognizes that drugs and alcohol present a serious health problem and encourage all apprentices to seek assistance for such problems.

While the JATC encourages contractor's signatory to Pipe Fitters Local Union No. 211 (Union) Agreements to institute an Alcohol and Substance Abuse Policy for all their employees, regardless of classification, this Policy is for signatory Employers who employ apprentices represented by Pipe Fitters Local Union No. 211. For purposes of this Policy, the term "Employer" shall mean those contractors who employ apprentices represented by Pipe Fitters Local Union No. 211 and who are signatory to a collective bargaining agreement with Pipe Fitters Local Union No. 211. The term "apprentice" shall mean any individual currently employed by an Employer in a unit represented for purposes of collective bargaining by the Union, or any individual seeking to be employed by any such Employer in a Pipe Fitters Local Union No. 211 represented bargaining unit who is indentured and registered as an apprentice with the Department of Labor. The term "Collective Bargaining Agreement" shall mean the collective bargaining agreements executed by Pipe Fitters Local Union No. 211 MCA member contractors

and any other contractor who executes a letter of assent agreeing to be bound by such agreement.

Disciplinary Actions

- A. Employers may discharge apprentices who test positive for drugs and/or alcohol pursuant to a properly implemented Employer's Policy medical test.
- B. The JATC Committee shall terminate the Apprenticeship Agreement of any apprentice, serving a probationary period of one year, who tests positive for drugs and/or alcohol pursuant to a properly implemented Employer's Policy medical test. The apprentice is eligible to reapply for the Apprenticeship Program during announced application periods.
- C. Any apprentice, other than as expressly set forth in Section B. above, who test positive for drugs and/or alcohol and is discharged pursuant to a properly implemented Employer's Policy medical test is disqualified from employment by the Employer, until the following condition is met:
 - D. The apprentice is required to appear before the Apprenticeship Committee (JATC). The JATC will notify the apprentice to appear at the next regularly scheduled JATC Committee Meeting. If the apprentice fails to appear before the JATC after due notice, disciplinary action may be invoked without a hearing. Disciplinary action may include postponement of advancement from one segment of training to the next or temporary removal of the apprentice from job, causing loss of employment. It may also include cancellation of the Apprenticeship Agreement and removal of the apprentice from the apprenticeship program.
- E. Cancellation of the Apprenticeship Agreement, with no right of reentry until after one year, may be invoked for:
 - a) Refusal to submit to testing; or,
 - b) Attempting to provide a specimen or providing a specimen for testing when there is evidence of any form of tampering or substituting of specimens; or,
 - c) Sale, transfer, manufacture or distribution of drugs/alcohol while on the Employer's property or jobsite, or while on property utilized by the Houston JATC Apprenticeship Committee for training; or,
 - d) Apprentice's failure to notify the Employer of their criminal conviction based upon the sale, transfer, distribution, or possession with the intent to distribute drugs/alcohol, where law requires such notification.

- F. Any apprentice who tests positive on a second or subsequent occasion shall be subject to appropriate disciplinary action including, but not limited to, cancellation of the Apprenticeship Agreement and discharge with the right to apply for reentry within one year.

Consent and Release Form

I have been given a copy of the Substance Abuse Policy approved by Pipe Fitters Local Union No. 211 Joint Apprenticeship Training Committee (JATC) Apprentice Alcohol and Substance Abuse Policy adopted by the JATC. I have read both policies and understand their contents.

As a condition of my participation in the JATC Program, I hereby consent to submit to such urinalysis, blood test and/or other tests as shall be administered by JATC or any Employer by whom I am employed during the course of my apprenticeship, for the purpose of determining the presence of prohibited drugs or alcohol. I agree that any specimens collected for these tests may be forwarded to an approved testing laboratory for analysis. I further agree to and hereby authorize the release of the results of said tests to my Employer, to the JATC, to the Director of Training and to Pipe Fitters Local Union No. 211. In the event I enroll in a substance or alcohol abuse rehabilitation program, I agree to authorize the rehabilitation program to provide progress reports to the JATC at such times as the JATC so requests.

I have carefully read the foregoing Consent and Release Form and fully understand its contents. I acknowledge that my signing this Consent and Release Form is a voluntary act on my part and that I have not been coerced into signing this document by anyone.

Name of Apprentice

Signature ***Date***

TOOL LIST

- Pencil
- 2-14" pipe wrenches
- Phillips head screwdriver
- Screwdriver- slot (common)
- Ball peen hammer
- 9" level
- 24" level
- Plumb bob
- Chalk line
- 25' tape
- Channel locks (420)
- 12" Crescent
- 8" Crescent
- Allen Wrench Set
- Tri-square
- Flashlight utilizing "AA" batteries
(batteries will be furnished by the employer)
- ½" drive ratchet and socket set-including a 3/8" Adapter, with socket set to include 3/16", 3/8" 5/16", ½", 5/8", ¾", 7/8", 1", 1-1/8", 1-1/4", 1-3/8" and 1-1/2" sockets
- Small tubing cutter
1/8" to 1-1/8" and the employer shall supply the replacement cutting blades
- Center punch
- Welding hood
- Wrap-a-round
- Striker
- Toolbox

Apprentice Verification Page

- _____ Applicants Accepted for a Probationary Apprenticeship pg. 3-13
- _____ Rules and Regulations pg. 13-51
- _____ Attendance Policy pg. 13-17
- _____ Media and Computer Usage Policy pg. 17-19
- _____ Appearance and Dress Code Policy pg. 20
- _____ Standard for Excellence pg.21
- _____ Requirements for Upgrade pg. 22-23
- _____ Rules for Referral pg. 23-24
- _____ Procedure for resolving Job Related Problems pg. 25
- _____ Substance Abuse Policy pg. 25-28
- _____ Tools list from CBA pg. 30
- _____ Social Security Number Privacy Policy pg. 33
- _____ Apprentice Access to personnel File or Progress Records Policy pg. 33-34
- _____ On Time Payment of Book and Administration Fee Policy pg. 34-35
- _____ Scholarship Loan Agreement pg. 36-41
- _____ Sexual and/or Other Unlawful Harassment Policy pg. 43-44

I have read and understand the above and agree to follow JATC Policies and Procedures.

Name of Apprentice

Signature **Date**

The Family Education Rights and Privacy Act of 1974

The Federal Family Educational Rights and Privacy Act (FERPA) of 1974 regulate a wide range of privacy related activities including:

- A. Management of student records maintained by the JATC.
- B. Regulations regarding who can access student records.
- C. For which purpose success to student records may be granted.
- D. The JATC will release educational information upon receipt of a signed, dated, written consent of the apprentice, which must specify the records that may be disclosed as well as the party to whom they may be disclosed to. Available parties include:
 - E. Parents of the dependent apprentice, as defined by the Internal Revenue Code of 1954, Section 152 and who supply supporting documentation, may be granted access to a student's educational record under some circumstances.
 - F. In connection with Financial Aid, to organizations who are conducting studies on behalf of educational agencies.
 - G. To Federal or State educational authorities.
 - H. To accrediting organizations.
 - I. In compliance with a lawfully issued subpoena.
 - J. In connection with a health or safety emergency.
- K. Non-School individuals (including parents except as noted above) may not have access to educational records other than Directory Information unless authorization from the apprentice is obtained, or a lawful subpoena/ court order is issued to the JATC. Examples of records not released are grades, grade point average, number of hours/ credits enrolled, pass or failure, social Security Number, student ID number, name of parents or next of kin, and/ or residency status.

Social Security Number Privacy Policy

- A. It is the JATC Committee responsibility to safeguard apprentice social security number information in its possession to ensure confidentiality.
- B. Written records containing social security numbers are confidential and shall be maintained in locked, secure areas with access limited to those who have a need for such access for payroll, benefit administration, progress record keeping, or such purposes as approved by the JATC Apprenticeship Committee.
- C. All electronic apprentice records containing social security numbers shall be safeguarded and any transmission of such records shall be by secure electronic transmission methods only.
- D. Documents or records containing social security numbers requiring disposal shall be disposed by immediate shredding. The JATC Apprenticeship Committee shall ensure that social security numbers in electronic storage will be rendered irretrievable before the disposing of used computer equipment or media.
- E. If an apprentice becomes aware of material breach in maintaining the confidentiality of his or her social security number information, the apprentice should report the incident to the Director of Training, who shall investigate the incident and provide a written report to the JATC Apprenticeship Committee, including recommended corrective actions, if any.
- F. Unlawful disclosure or misuse of apprentice social security numbers is prohibited and may be subject to disciplinary action up to and including immediate termination or cancellation of Apprenticeship Agreement.

Apprentice Access to Personnel Files or Progress Report Files Policy

- A. Apprentices may review their file at reasonable intervals; no more than every six months or as approved by Director of Training.
- B. Set up an appointment with the Director of Training in advance, in writing.
- C. Director of Training shall be present during the review and the apprentice shall not be allowed to remove any documentation from their file.
- D. The apprentice is permitted to take notes on the content of their personnel file or progress record.

- E. Copying is restricted to the application, warning notices, records of apprentice's discipline and other documents the apprentice has signed. A reasonable fee may be charged for copies up to the JATC's cost.
- F. The JATC Apprenticeship Committee may remove documents from the file related to information gathered prior to the apprentices indenture, such as written references and records relating to the investigation of a possible criminal offense or acceptance into Program and/or any record relating to a third party statement such as a co-apprentice's statements in a disciplinary investigation or proceeding, or violation of JATC Apprenticeship Committee Policies.

Grievances

- A. Apprentices are encouraged to discuss issues or problems that may arise during related instruction with the Training Director, Coordinators, or an Instructor. If after such discussion, the issue or concern is not satisfactorily resolved, the apprentice shall present a written grievance to the Apprenticeship Committee. The Apprenticeship Committee will consider the circumstances and merits of the grievance and decide on the most appropriate course of action. If the apprentice is not satisfied with the decision rendered by the Apprenticeship Committee, he or she can request an appeal within 15 days of receipt of the Apprenticeship Committee's decision.
- B. In matters where the apprentice believes that the JATC has violated its enrollment or administrative policies, apprentices may register a complaint with:

**Employment and Training Administration
Apprenticeship and Training Representative
1919 Smith St. Suite 227
Houston, TX 77002**

**The Council on Occupational Education
7840 Roswell Rd. Building 300, Suite 325
Atlanta, GA 30350**

**Joint Apprenticeship Training Committee of Pipe Fitters Local Union 211
Policy for On Time Payment of Related Instruction Book and Administration Fees**

Adopted October 23, 2019

Prior to the start of Related Instruction (RI) apprentices will receive correspondence providing assigned RI class requirement, semester start date, instructor and classroom number or shop number to report to and workbook requirements. At the first class meeting the instructor will provide a list of scheduled RI class dates for the semester. Correspondence assigning required RI

class will be available no later than August 1st for the fall semester and January 1st for the spring semester annually.

It is an apprentice's responsibility to research and know when Book and administration fees are due, and the amount owed.

The amount owed for Book and administration fees is set by the JATC and is provided in the correspondence.

Book and administration fees are to be paid by Credit card, check or money order. Pay to the order of "JATC 211". CASH PAYMENTS WILL NOT BE ACCEPTED. Administration fee of \$45.00 will apply to all returned checks.

Book and administration fees are due on or before the date established by the JATC. Book and administration fees are for books, classroom consumables, folders etc.

**Fall Book and administration fee payment due date is the last Saturday in August.
Spring Book and administration fee payment due date is the first Saturday in January.**

Apprentices failing to pay Book and administration fees on or before the date established by the JATC shall be placed on probation and may receive an automatic extension of their term of apprenticeship for late payments, or suspension from RI for the semester, requiring an extension of their term of apprenticeship.

Apprentices may appeal, to the JATC, in writing on or before due date set for receipt of Book and administration fees, to review waiving receiving probation and receiving an automatic extension of their term of apprenticeship for late payments or suspension from RI for the semester, requiring an extension of their term of apprenticeship. An apprentice accruing more than six months extension of the full term of apprenticeship for late Book or administration fees may be dropped from the Program.

Book and Administration fees may be refunded according to the JATC Refund Policy. Book and Administration fees are subject to change. The JATC will provide notice if fees increase or decrease.

Apprentices failing to receive RI class assignment by September 1st for the fall semester or January 1st for the spring semester are required to contact the Training Center and request RI class assignment.

Refund Policy

Refunds will be made available to apprentices who discontinue participation in the apprenticeship program according to the following schedule:

Refunds for Classes Cancelled by the JATC:

If a class is cancelled by the JATC, 100% of the administration/book fee will be refunded to the apprentice. The refund shall be made within 45 days of the scheduled class start date.

Refunds for apprentices who withdraw on or before the first day of class:

If an apprentice withdraws from class prior to the first-class date, 100% of the administration/book fee will be refunded to the apprentice. The refund shall be made within 45 days of the scheduled class start date.

Refunds for apprentices whose Department of Labor Apprenticeship Agreement is cancelled after class commencement:

If books have been delivered to apprentice, the JATC will retain all fees collected.

Refunds if applicable will be made within 45 days of the last day of attendance, and written notification has been provided to the JATC by the apprentice, or from the date the JATC determines withdrawal by the apprentices and the subsequent cancellation of the Apprenticeship Agreement.

Cost of Attendance

The cost of attendance for the five-year Pipe fitters Apprenticeship program including books, tools, consumable materials, Instructor salaries and Building expenses is approximately \$12,000.00 per apprentice. This cost is born by Employer training fund contributions made by Signatory Contractors and reflects the commitment to industry training made on your behalf. Scholarship Loan Agreements are signed by each apprentice at the beginning of the Fall and Spring Semester.

**APPRENTICE SCHOLARSHIP AGREEMENT
BETWEEN
APPRENTICE AND JOINT APPRENTICESHIP COMMITTEE**

WHEREAS, the Joint Apprenticeship Committee of United Association Local Union No. 211 (hereinafter "Committee"), and _____, (hereinafter "Apprentice") understand and agree that the Committee will expend significant sums of money for the training of the Apprentice in the specialized skills necessary for employment in the Plumbing and Pipefitting Industry; and

WHEREAS, those sums of money will result in a substantial direct benefit, as well as a substantial indirect and intangible benefit, to the Apprentice from this training, which is valued, at a minimum, in the amount set forth in Paragraph 1 hereto (the "Scholarship Loan"); and

WHEREAS, the Committee will grant a Scholarship Loan to the Apprentice in the amount set forth in Paragraph 1 hereof for the «Level» year of the Apprentice's training; and

WHEREAS, the Scholarship Loan amount for the Apprentice's subsequent years of training will be calculated on or before the anniversary date of this Agreement and a new Agreement and Promissory Note for that amount will be sent to the Apprentice and the Apprentice agrees to promptly execute such new Agreement and Promissory Note; and

WHEREAS, the Apprentice hereby understands and agrees that the Apprentice assumes certain obligations arising out of the training provided by the Committee, including the obligation to repay the total Scholarship Loan made to the Apprentice by the Committee for all years of training; and

WHEREAS, the Apprentice will repay the Scholarship Loan to the Committee pursuant to the terms set forth herein by either cash payments of in-kind credits received by working in the Plumbing and Pipefitting Industry for Employers under collective bargaining agreements whereby those Employers make contributions to the Committee;

NOW, THEREFORE, the Committee and Apprentice on this _____ day of _____ hereby Agree and Covenant, for the good and valuable consideration set forth herein, as follows:

- 1. **Scholarship Loan:** The Committee and the Apprentice hereby agree that the cost of the training, necessary equipment, maintenance and cost of operation the training facility, instructors' salaries (where applicable), and related materials, and the amount of the Scholarship Loan for the _____ year of training covered by this Agreement is \$_____, and that the

Apprentice will execute this Agreement and the Promissory Note in that amount attached hereto as Exhibit 1, and deliver such executed Agreement and Promissory Note to the Committee.

2. **Subsequent Years of Training:** The Committee and the Apprentice hereby agree that the cost of the training, necessary equipment, maintenance and cost of operating the training facility, instructors' salaries (where applicable), and related materials for each subsequent year of training shall be calculated by the Committee on or before the anniversary date of this agreement. That calculation shall be the amount of a new Agreement and Promissory Note that the Apprentice shall execute for that year of training. A separate Agreement and Promissory Note shall be signed for each year of training.
3. **Term of Training:** The Committee will provide training worth at least the amount loaned to the Apprentice hereby during the period from _____, to _____.
4. **Repayment of Scholarship Loan:** The scholarship Loan may be repaid by the Apprentice in full either in cash as set forth in Exhibit 1 hereto, or by in-kind credits, as set forth in Paragraph 7 hereof.
5. **Warranty of the Apprentice:** The Apprentice agrees and warrants as a condition of receiving the Scholarship Loan that upon completion of the training provided pursuant to this Agreement, the Apprentice will neither seek nor accept employment from an Employer engaged in, nor become an Employer engaged in, any general, mechanical, plumbing or pipefitting work or any other work covered by the Constitution of the United Association of Journeymen and Apprentices of the Plumbing and Pipefitting Industry of the United States and Canada, AFLCIO, unless such employment is performed under the terms of a collective bargaining agreement that provides for the payment of contributions by such Employer to the Committee or like Joint Apprenticeship of Training Committee.
6. **Breach of this Agreement:** It will constitute an immediate breach of this Agreement if the Apprentice accepts employment in the Plumbing and Pipefitting Industry from an Employer who does not have a collective bargaining agreement which provides for the payment of contributions to the Committee or like Joint Apprenticeship Committee.
7. **Repayment by In-Kind Credits:** An Apprentice, who works pursuant to a collective bargaining agreement for an Employer making payments to the Committee or a like Joint Apprenticeship Committee or Training Committee, will receive a credit for each calendar year of such employment in accordance with the Repayment Schedule set out in the Promissory Note attached hereto as Exhibit 1, and all subsequent Promissory Notes signed by the Apprentice. The amount due the Committee for the Scholarship Loan will be reduced by such amount in accordance therewith.

8. **All Amounts Due and Payable if Breach Occurs:** If the Apprentice breaches this Agreement, all amounts due and owing on the Scholarship Loan, reduced by any credit received by the Apprentice pursuant to Paragraph 7 hereof, or by any cash payments made, will become immediately due and payable, , together with interest at the prime interest rate then prevailing at the Chase Bank in Houston, Texas, from the date of this Agreement, and all costs of collection hereof, including reasonable attorneys' fees and all court costs. The Apprentice hereby agrees and covenants to accept personal service and jurisdiction of any competent court determined by the Committee by the mailing of a copy of the Complaint brought pursuant to this Agreement to the current address provided in Paragraph 10 hereof.

9. **Waiver of Breach:** An inadvertent breach of this Agreement can be waived in writing by the Committee in its sole discretion, and a waiver of such inadvertent breach of this Agreement will not be unreasonably withheld by the Committee.

10. **NOTICE:** All notices under this Agreement will be sent to the Committee and Apprentice as follows:

11. **Plumbing and Pipefitting Industry:** As used herein the term "Plumbing and Pipefitting Industry" means any and all types of work covered by collective bargaining agreements to which the United Association of Journeymen and Apprentices of the Plumbing and Pipefitting Industry of the United State and Canada, AFL-CIO (hereinafter "United Association") and/or any affiliated Local Union are a party or under the trade jurisdiction of the United Association's Constitution; or in a related building trade.

Apprentice Promissory Demand Note for Scholarship Loan Agreement

I, _____, hereinafter known as Apprentice, hereby promise to pay to **Pipefitters LU#211 Joint Apprenticeship Training Committee** (The "Committee"), on demand a Scholarship Loan of \$ _____ **.00** (The "Loan Amount") in accordance with the terms and provisions of the Scholarship Loan Agreement between the undersigned and the Committee, dated _____, (The "Agreement"). That Loan Amount represents direct and indirect funds provided by the Committee.

I also understand that the Loan Amount will be reduced, in accordance with Paragraph 7 of the Agreement for every year I work for an Employer within the Plumbing and Pipefitting Industry who makes contributions, pursuant to a collective bargaining agreement, to the Committee or a like Joint Apprenticeship or Training Committee, as follows:

Years Worked	Percent of Total Reduced	Annual Amount Reduced	Cumulative Amount Reduced	Net Amount Due
1	10%	\$ _____	\$ _____	\$ _____
2	15%	\$ _____	\$ _____	\$ _____
3	20%	\$ _____	\$ _____	\$ _____
4	25%	\$ _____	\$ _____	\$ _____
5	30%	\$ _____	\$ _____	\$ _____

I agree that if legal action is required to collect this Demand Note that I will pay interest at the prime rate prevailing as determined by the **Chase Bank** of **Houston, Texas**, from the date of this Note, plus reasonable attorney's fees and all court costs.

Print Name

Address

City, St. Zip

Date

Apprentice Signature

Graduation Requirements

Apprentices who successfully complete all related instruction classes of 1230 hours and have achieved 8,500-10,000 hours of on-the job-learning, will receive certificates of completion stating they are a **Building Trades Journeyman** from the Pipe Fitters Local Union #211 Joint Apprenticeship Training Committee and the U.S. Department of Labor, Office of Apprenticeship.

Transfer of Credits

Apprentices completing the JATC Apprenticeship may be awarded Credit Hours for experiential learning to be used towards related Associate Degree programs at Houston Community College and Washtenaw Community College. Apprentices seeking to pursue Associate Degrees should contact the Registrar's Office at the individual colleges for further details.

Transfer between Apprenticeship Programs

Apprentices wishing to transfer to another UA apprenticeship program must apply directly to the program of interest. Acceptance into the program, and acceptance of transfer credits will be at the discretion of the individual Joint Apprenticeship Training Committee and upon review by the Training Director.

Withdrawal Policy/ Leave of Absences

Apprentices wishing to withdraw from the program, or seek a leave of absence, must submit their request in writing to the Director of Training. All requests for leave of absences will be reviewed by the Apprenticeship Committee, who will notify the Student in writing of the decision.

Grading

A – An apprentice performs at 90-100% level.

B – An apprentice performs at 80-89% level.

C – An apprentice performs at 70-79% level.

Fail (F) – An apprentice performs at a level which is lower than 70%. No credit is granted for the course, and the apprentice is referred to the Apprenticeship Committee for disciplinary action which may include set-back or being dropped from the program.

Counselling and Advisement

The JATC Instructors, Director of Training and Training Coordinators are committed to an open-door policy for apprentice advisement issues. Apprentices are encouraged to meet with their instructors or staff members to discuss any related instruction or on the job learning issues they are encountering. Apprentices can also request a meeting with the Director of Training or the Apprenticeship Committee. Contact information for additional resources can be provided to address specific personal needs of apprentices.

Veteran's Benefits

The JATC can assist apprentices in the certification of their benefits agreement. The JATC has two certifying officials for verification of on the job learning hours.

Job Placement

Apprentices are referred to work with contractors who have signed working agreements with the local Union according to the Rules for Referral of Apprentices. Continuous, uninterrupted employment is not guaranteed due to labor market fluctuations, but every effort is made to secure employment for apprentices in order to achieve 8,500-10,000 hours of on the job learning.

Sexual and/or Other Unlawful Harassment Policy

The Joint Apprenticeship and Training Committee of Pipe Fitters Local Union No. 211 (JATC) is an equal opportunity employer and workplace where sexual harassment and other types of discrimination are not tolerated.

We reaffirm the policy of this JATC to ensure that employees, apprentices and journeyman are treated with respect and dignity while participating in this program. A positive training and work environment are critical to personal job satisfaction and productivity. We wish to convey in the strongest terms possible that this JATC will not tolerate sexual harassment of any employee, apprentice or journeyman. Complaints of unlawful discrimination and sexual harassment will result in appropriate disciplinary action, by this JATC, up to and including termination or cancellation.

No employee, apprentice, journeyman, or applicant connected with this program will be discriminated against because of race, color, religion, national origin, sex, age, disability, or veteran status. No reprisals or retaliation of any kind shall be taken against an employee, apprentice or journeyman who exercises his/her rights under this policy.

The following are examples of sexual harassment:

- **Verbal**: Sexual innuendo, suggestive comments, insults, threats, jokes about gender-specific traits, or sexual propositions;
- **Nonverbal**: Making suggestive or insulting noises, leering, whistling, or making obscene gestures; and
- **Physical**: Touching, pinching, brushing the body, coercing sexual intercourse, or assault.

Any employee, or apprentice or journeyman who believes he or she has been the subject of sexual harassment should report the alleged conduct, in writing, immediately to the Coordinator. A confidential investigation of any complaint will be undertaken immediately.

Any employee, apprentice or journeyman found by the Organization to have been sexually harassed another will be subject to appropriate disciplinary sanctions by this JATC, ranging from a warning in his or her file up to and including termination or cancellation.

This JATC has appointed the Director of Training as the Compliance Officer for this program. The Director and this JATC are responsible for monitoring the equal employment opportunity program and is the office to contact if you believe there is a violation.

This Organization recognizes that the issue of whether sexual harassment has occurred requires a factual determination based on all the evidence received. The JATC also recognizes that false accusations of sexual harassment can have serious effects on innocent men and women. We trust that all will continue to act in a responsible and professional manner to establish a pleasant training and working environment free of discrimination and or sexual harassment.

IT IS THE RESPONSIBILITY OF ALL PERSONS TO SUPPORT THIS POLICY OF THE JATC.

JOINT APPRENTICESHIP AND TRAINING COMMITTEE OF PIPE FITTERS LOCAL UNION NO. 211

Emergency Plan

Dissemination of Emergency Information

The Director of Training, Training Coordinator's and JATC Committeemen are authorized to provide information to others (If possible, monitor for additional information via radio or television)

Emergency Announcements

The ranking authority, Director of Training, Training Coordinator's, or Senior Instructor, on site, will have authority of any and all announcements for Emergencies. Law enforcement matter, the ranking authority speaks to Law Enforcement. Director of Training or Training Coordinator's may generate emergency messages utilizing Robo-call.

Evacuation Procedures:

- A. Primary rally points most remote accessible parking area.
- B. Evacuation routes are according to posted signage.
- C. Instructors should have a class roster and be ready to verify students are at rally point.
- D. Address system is available at instructor's desk for emergency page.
- E. Director of Training, Training Coordinator's, or Senior Instructor, on site, is authorized to make the decision to evacuate.
- F. In case of a chemical spill, radiological leak, or biohazard, the MSDS are located at Training Coordinator's office or online.

Shelter in Place Procedure:

- A. Director of Training, Training Coordinator's, or Senior Instructor, on site, makes the decision to "Shelter in Place" rather than evacuate the building.
- C. Shut and lock all windows and doors.
- D. Turn off the heat, air conditioning or ventilation system, if you have local controls for these systems.
- E. Close local exhaust dampers if available.
- F. Quickly locate supplies you may need, e.g., food, water, radio, etc.
- G. If possible, go to a room or corridor where there are no windows. In the event of a chemical release, go to an above-ground level of the building if possible.

- H. If possible, monitor for additional information via radio or television.
- I. Do not call 911 unless you are reporting a life-threatening situation.
- J. Make sure caretakers for any disabled personnel in the building are identified.
- K. Instructors should make sure the doors are secured to keep unwanted people out.
- L. In the event of a chemical, biological or radioactive material release requiring Shelter-in-Place, seal doors and windows with duct tape and/or plastic sheeting.
- M. Cover cracks under doors with damp towels.

When the “all clear” is announced:

- A. Open windows and doors.
- B. Turn on heating, air conditioning or ventilation system.
- C. Go outside and wait until the building has been vented.

EMERGENCY RESPONSE PROCEDURES FOR SEVERE WEATHER

In the event of severe weather causing the closure of instructional activities, apprentices will be notified via push notifications and social media regarding closures and when it is safe to resume normal operations.

A SEVERE THUNDERSTORM WATCH: Monitor local weather forecasts.

A SEVERE THUNDERSTORM WARNING: Shelter in place and monitor weather forecasts.

A TORNADO WATCH: Monitor local weather forecasts.

A TORNADO WARNING: Shelter in place and monitor weather forecasts.

“Flying debris from tornadoes causes most deaths and injuries”

Fire

Never ignore a fire alarm!

If anyone suspects a fire or if the alarm sounds:

- A. Your first action should be to grab your room keys. Be sure to alert any other occupants of the room.
- B. Crawl to the door, stay low to avoid smoke, and super-heated gases that may have entered your room.
- C. Feel the doorknob or higher on the door with the back of your hand. If it feels hot, do not open it-the fire may be on the other side of the door. If it is not hot, open slowly.

- D. If trapped on upper floor put a wet cloth under closed door to help prevent the spread of smoke. If you have a phone in your room dial 911 and tell the operator the following: Room number, and that you are trapped in the room and need to be rescued. Stay on the phone until the fire department arrives at your room.
- E. Hang from the window by your hands and drop to the ground to shorten the height of the fall if you must escape through an upper-story window and there is no adjoining roof or fire escape. If you must break a window to crawl out, use a chair, a drawer, or a similar object. Throw a blanket over the windowsill to help protect you from broken glass while crawling out.
- F. If the hallway is clear of smoke, walk to the nearest fire exit and evacuate the building. Close your door behind you. Leave the firefighting to the professionals.
- G. Pull the fire alarm on your way out of the building if the alarm horn is not already sounding.
- H. Call Public Safety at 911 from a safe place and report the nature and location of the fire.
- I. Do not attempt to extinguish a fire unless you are trained to do so.
- J. Do not return inside the building until instructed.
- K. The primary and secondary safety zones are designated, most remote accessible parking area.
- L. A caretaker should be assigned by the instructor of the class for any and all handicap personnel.

Bomb Threat

In most cases, the bomb threat information will be given to the main office and an order from the ranking authority, Director of Training, Training Coordinator's or Senior Instructor, on site, will give the order to evacuate. In most cases, the cell phone will be used to give emergency notification messages.

The authorized person will contact the Local Police Department to request the bomb unit from Local Police Department.

If you receive a threatening call:

Ascertain as much information from the caller as possible. Use the checklist provided below to assist you in recording information obtained from a telephone bomb threat.

- A. Activate the call trace feature: Caller I.D. and/or *69.
- B. Notify Public Safety at 911.
- C. Notify your supervisor.
- D. Do NOT activate the building alarm system to evacuate.

Bomb Threat Checklist

Exact time of call: _____

Exact words of caller: _____

QUESTIONS TO ASK

- A. When is the bomb going to detonate?
- B. Where is the bomb?
- C. What does it look like?
- D. What kind of bomb is it?
- E. What will cause it to explode?
- F. Did you place the bomb?
- G. Why?
- H. Where are you calling from?
- I. What is your address?
- J. What is your name?

CALLER'S VOICE (circle) (Identify the closest to your recollection)

Calm/ Slow/ Crying/ Slurred
 Stutter/ Deep/ Loud/ Broken
 Giggling/ Accent/ Angry/ Rapid
 Stressed/ Nasal/ Lisp/ Excited
 Disguised/ Sincere/ Squeaky/ Normal

- A. If the voice is familiar, whom did it sound like?
- B. Were there any background noises?
- C. Remarks:
- D. Person receiving call:
- E. Telephone number call received at:

Hazardous Material

The following are general guidelines to be followed for a chemical spill:

- A. In the event of a chemical spill you should seal all windows with duct tape.
- B. Immediately alert area occupants and supervisor, and evacuate the area, if necessary.
- C. If there is a fire or medical attention is needed, contact Public Safety at 911.

- D. Attend to any people who may be contaminated. Contaminated clothing must be removed immediately, and the skin flushed with water for no less than fifteen minutes. Clothing must be laundered before reuse. See First Aid for Chemical Exposures for more information.
- E. If a volatile, flammable material is spilled, immediately warn everyone, control sources of ignition and ventilate the area.
- F. Refer to the Material Safety Data Sheet or other references for information.
- G. Consider the need for respiratory protection. The use of a respirator or self-contained breathing apparatus requires specialized training and medical surveillance. Never enter a contaminated atmosphere without protection or use a respirator without training. If respiratory protection is needed and no trained personnel are available, call EMS and/or Public Safety at **911**. If respiratory protection is used, be sure there is another person outside the spill area in communication, in case of an emergency. If no one is available, contact Public Safety at **911**.
- H. Protect floor drains or other means for environmental release.
- I. Report all spills to your supervisor.
- J. MSDS sheets should be up to date and in the assigned area for reference.

Major Crime in the Area

- A. The ranking authority, Director of Training, Training Coordinator's or Senior Instructor, on site will determine when to "shelter-in-place."
- B. Faculty and staff should maintain their cell phones in the "on" position to receive emergency notification messages.
- C. If the order is given to "shelter-in-place", go to an interior room and if possible, lock all doors.

Active Shooter

- A. When there is the first indication of a possible active shooter, decide what action should be taken
- B. Upon receiving the message, the instructor should immediately lock or block the door and secure it so no one can come into the room (shelter in place).
- C. Block all vision looking into the room. Have all the students lay on the floor and away from the door and windows.
- D. Be prepared to give the most description of possible gun fire and any other noises you may hear.
- E. Faculty and staff should maintain their cell phones in the "on" position to receive emergency notification messages and instructions.
- A. Wait for Police Department personnel to make their way into the building and give instructions as to when anyone should leave the classroom. This will be done through tactical clearance of the building by law enforcement personnel only.

- B. Any disabled personnel in the building should have been assigned a caretaker and also wait for law enforcement.
- C. Once the all clear has been given by law enforcement, you will be asked to go to a specific safe area for medical attention and debriefing. You must be patient.

Utility Failures

- A. Notify the ranking authority, Director of Training, Training Coordinator's or Senior Instructor, on site and advising the situation of utility failure.
- B. The location of all utility shut off devices should be identified and shared with all emergency personnel.
- C. All Instructors and staff personnel should have flashlights available in the classrooms in case of a power outage.
- D. The following actions are to be taken by instructors in the event of a **power failure**:
 - a) Report any power failure immediately
 - b) Remain where you are until the extent of the problem is determined.
 - c) Always keep a flashlight available in your office. Never use candles during a power failure.
 - d) During the daytime hours you can attempt to add as much natural lighting as possible by raising blinds and opening draperies.
 - e) Faculty with classes should remain where they are until notified otherwise.
 - f) During a power failure or possible power failure, never use an elevator.

Plumbing Problem/Flooding

- A. Cease using all electrical equipment and notify the ranking authority, Director of Training, Training Coordinator's or Senior Instructor, on site immediately.
- B. If necessary, vacate the area and prevent anyone else from entering.

Gas Leak

- A. Cease all operations!
- B. Do not switch on the lights or any electrical equipment.
- C. Remember, electrical arcing can trigger an explosion!
- D. Immediately notify the Training Director.
- E. Wind direction should be monitored, and all emergency vehicles and crews should be up wind from the gas fumes.
- F. Move to the primary rally point if needed.

Student Security

- A. All Instructors or Students shall report the loss or damage of JATC equipment to the Director of Training.
- B. No Firearms or other weapons are permitted on the JATC campuses. Any student found in possession of a firearm shall be immediately dismissed.
- C. Students are to report any threats or physical assaults made by fellow students to the Director of Training. Any students engaging in physical assaults or threats will be immediately dismissed.
- D. Disruptive behavior will not be tolerated on Campus and should be reported to the Director of Training.
- E. Any student who is dismissed from class due to disruptive behavior or disciplinary reasons, must leave the property immediately or will be considered trespassing.

Reporting an Accident or Injury

- A. Any Student, employee or visitor who is involved in an injury or accident shall immediately report the injury or accident to the Director of Training or on-site authority.
- B. Persons involved in an accident or injury shall complete and sign an Accident report as soon as possible. Reports are available in the Administrative Office.
- C. The on-site authority (Director/Coordinator) will request for a mandatory drug screen be completed upon injury or accident.
- D. Instructor or on-site authority (Director/Coordinators) shall ensure the affected person(s) receive immediate medical attention including calling 911 for Emergency Medical Services if necessary. On-site authority will conduct an investigation of the incident and ensure that the accident cause has been mitigated.
- E. Document witness statements if available.

NOTES