

Appendix D - Policy Statement

A: Schooling: All apprentices must regularly attend apprenticeship schooling which is held for four years, a minimum of 144 days per year, during evening hours and occasionally on Saturdays, 4 hours nightly between 5 & 10 pm, one or two evenings per week. Unexcused absences will result in disciplinary action up to and including removal from the program. All hours missed must be made up at the need of the training year. Apprentices must furnish all their own hand tools and comply with tool list requirements as indicated on the included "tool listing" sheet. Accepted apprentices failing to achieve an entrance test score of 70% must be willing to attend an adult basic math refresher course.

B: Work Assignments: All apprentices will accept work as assigned by the Local Union anywhere within the Union's jurisdiction, which is Allegany and Garrett counties in Maryland, and Jefferson, Berkley, Morgan, Hampshire, Hardy, Grant, Mineral and Pendleton counties in West Virginia.

C. Drug and Alcohol Screening: All apprentices will be required to take a drug test at the Union's expense.

D. The Union will provide the training site, instructors, and materials for schooling purposes.

E. All safety rules and procedures must be adhered to. Apprentices shall be advised as to the great need for preventing accidents. They shall be given instruction and training with respect to accident prevention and safe construction methods consistent with all Federal and State Laws on safety and health. They shall be taught that accident prevention is very largely a matter of education, vigilance, and cooperation, and that they should strive at all times to conduct themselves in their work in such a manner as to insure their own safety and that of their fellow workers.

F. Required tool lists will be given to each apprentice.

G. Probationary Period: Apprentices employed under these Standards will be subject to a probationary period to be determined by the Joint Committee but not to exceed 90 days of reasonable continuous employment. During this period, the termination or cancellation of the Apprenticeship Agreement may be made by the Joint Committee at the request of either party of the Agreement. After the probationary period, the Committee may cancel the agreement for due cause, such as lack of progress or interest.

The Registration Agency shall be advised of all cancellations and terminations of Apprenticeship Agreements.

H. Discipline: An apprentice may be discharged from a contractor's employ for unsatisfactory work, improper conduct, indifference to the rules and regulations, or insubordination. Apprentices shall be informed of their work and related training obligations. The Joint Committee shall notify apprentices of any violation of the obligation, and shall summon the apprentice to appear before the committee for review. The Committee shall warn the apprentice that continued infractions will lead to dismissal from training. Should the apprentice continue to violate the obligations, the Committee shall terminate the Apprenticeship Agreement.

Date _____ Signature..