

**JOINT APPRENTICESHIP**

**REGISTERED APPRENTICE RULES AND REGULATIONS**

**GENERAL RULES AND POLICY**

DAYTIME HOURS: 7:30 A.M. - 4:00 P.M. / EVENING PROGRAMS: 5:00 P.M. – 9:30 P.M.

**YOU MUST IMMEDIATELY NOTIFY THE SCHOOL OFFICE REGARDING ANY OF THE FOLLOWING:**

- CALL THE OFFICE IF YOU GET DISCHARGED AND ALSO WHEN YOU GET RE-ASSIGNED TO AN EMPLOYER. (ALL APPRENTICE EMPLOYMENT IS CONTROLLED BY THE COMMITTEE IN ACCORDANCE WITH ESTABLISHED CBA RATIOS.)
- CALL ANY DAY YOU CANNOT REPORT TO WORK OR SCHOOL DUE TO ILLNESS OR ANY OTHER REASON.
- CALL IF YOU ARE LOCKED OUT OF THE JOBSITE (TOLD TO STAY HOME FOR THE DAY) BY YOUR EMPLOYER.
- CALL TO REPORT ANY ON-THE-JOB INJURY. CALL AS SOON AS YOU ARE ABLE TO DO SO SAFELY.
- CALL IF ANY PROBLEM OCCURS ON THE JOB WITH YOUR EMPLOYER, PAYCHECK, HARRASMENT, ETC.
- REPORT ANY CHANGE OF ADDRESS OR PHONE NUMBER. YOU ARE RESPONSIBLE TO MAINTAIN CONTACT!

Notification given to the Union Hall, Fund Office, or other parties does not relieve the Apprentice of this obligation.

- **DRUGS** and/or **ALCOHOL** IS NOT ALLOWED ON ANY JOBSITE OR THE TRAINING CENTER PREMISES AT ANY TIME.
- AN APPRENTICE WILL NOT LIE, CHEAT, STEAL, VIOLATE THE RIGHTS OF OTHERS, OR ASSIST THOSE THAT DO.
- THERE IS **NO SMOKING ON ANY JOBSITE IN NYC.** SMOKING OR VAPING IS NOT PERMITTED IN SCHOOL.
- HERITAGE TRAINING REQUIRES UNION MEETING ATTENDANCE IN GRADE 2. APPRENTICES WILL WEAR PROFESSIONAL ATTIRE.
- **IDENTIFICATION CARDS** – UNION CARD & LOCAL 1 JATC I.D. (GREEN OR RED) MUST BE CARRIED WHEN AT **WORK** OR **SCHOOL**.
- **N.Y.S. APPRENTICE RECORD** (BLUE) BOOK MUST BE PROPERLY MAINTAINED AND WILL BE INSPECTED EVERY SCHOOL DAY.
- **TRAINING CARDS** – NYC DOB SST 40-Hour Card and also a Scaffold User Card - MUST BE CARRIED WHEN AT **WORK** OR **SCHOOL**.
- APPRENTICES SHALL POSSESS, AT MINIMUM, A **LIMITED GAS WORK CARD** NOT LATER THAN THE CONCLUSION OF THE **4<sup>TH</sup>** GRADE.

**ACADEMIC STANDARDS AND POLICY**

- A MINIMUM SCORE OF **70** IS REQUIRED AS AN OVERALL AVERAGE IN ORDER TO PASS EACH CLASS.
- STUDENTS WILL BE **REQUIRED TO REPEAT** ANY CLASS WHICH THEY HAVE FAILED FOR ANY REASON. STUDENTS WILL BE SUSPENDED and RETAINED IN GRADE UNTIL THE FAILED CLASS IS COMPLETED SUCCESSFULLY.
- REPEAT OF ANY CLASS WILL BE OFFERED ONE TIME ONLY. A SECOND FAILURE WILL RESULT IN TERMINATION.

**LATENESS AND ABSENCE**

- **STUDENTS MUST ATTEND ALL SCHEDULED DAYTIME AND NIGHT CLASSES.** STUDENTS MUST SCHEDULE ANY OUTSIDE APPOINTMENTS SO THAT A CONFLICT WITH REQUIRED RELATED INSTRUCTION CLASSES WILL NOT OCCUR.
- STUDENTS ARRIVING TO SCHOOL A HALF HOUR LATE or LESS, WILL BE ADMITTED TO CLASS, BUT WILL BE ISSUED 1 DEMERIT (**DAY SCHOOL ALSO DOCKED 1 HOUR OF PAY & NOTIFICATION SENT TO EMPLOYER**)
- STUDENTS ARRIVING MORE THAN A HALF HOUR LATE, BUT LESS THAN ONE HOUR LATE, WILL BE ADMITTED, BUT WILL BE ISSUED 2 DEMERITS (**DAY SCHOOL ALSO DOCKED 1 HOUR OF PAY & NOTIFICATION SENT TO EMPLOYER**)
- STUDENTS ARRIVING TO SCHOOL MORE THAN ONE HOUR LATE, WILL NOT BE ADMITTED TO CLASS, AND WILL BE MARKED BY THE INSTRUCTOR AS HAVING AN UNEXCUSED ABSENCE FOR THE CLASS.
- STUDENTS RETURNING TO CLASS OR SHOP LATE FROM LUNCH OR SCHEDULED BREAKS WILL RECEIVE 1 DEMERIT; HOWEVER, STUDENTS MISSING 20 MINUTES OR MORE MAY BE LISTED AS ABSENT, AT THE DISCRETION OF THE INSTRUCTOR.
- ALL ABSENCES INCLUDING DAYTIME AND NIGHT CLASSES WILL BE CONSIDERED UNEXCUSED UNLESS THE STUDENT MAKES A TIMELY REQUEST FOR AN EXCUSED ABSENCE, ACCOMPANIED BY PROPER DOCUMENTATION.
- THE NUMBER OF UNEXCUSED ABSENCES ANY STUDENT WILL BE PERMITTED, IN ANY SINGLE SEMESTER, WILL BE LIMITED TO ONE IN DAY SCHOOL. STUDENTS WHO EXCEED ONE WILL BE RETAINED IN GRADE AND SUSPENDED.
- IN NIGHT SCHOOL, APPRENTICES FOUND INCOMPLETE OR FAILED WILL BE RETAINED IN GRADE AND SUSPENDED.
- IF A DAY SCHOOL ABSENCE OCCURS, THE STUDENT WILL NOT BE PAID FOR THAT DAY. ALL DAY SCHOOL ABSENCES, EVEN EXCUSED ABSENCES, MUST BE MADE UP. MAKE UP CLASS IS NORMALLY SCHEDULED FOR THE FOLLOWING WEEK. DAYTIME SCHOOL ABSENCES ARE MADE UP WITHOUT PAY. NIGHT CLASSES DO NOT MAKE UP.
- YOU MUST PROPERLY NOTIFY YOUR EMPLOYER PRIOR TO THE JOB STARTING TIME IF YOU WILL BE ABSENT FROM WORK FOR ANY REASON. APPRENTICES WHO FAIL TO PROPERLY NOTIFY THE EMPLOYER 3 TIMES OR MORE IN ANY 1 SEMESTER, WILL BE RETAINED IN GRADE AND SUSPENDED. (Employers Must Notify The Committee Of Violations)
- IF AN ABSENCE FROM WORK OCCURS ON THE WORKDAY PRIOR TO DAY SCHOOL, OR THE WORKDAY FOLLOWING DAY SCHOOL, THE EMPLOYER IS NOT REQUIRED TO PAY THE STUDENT FOR DAY SCHOOL.
- STUDENTS WHO WILL BE UNABLE TO ATTEND WORK FOR AN EXTENDED PERIOD OF TIME (1 MONTH OR MORE), FOR ANY REASON, MUST APPLY TO THE COMMITTEE FOR A TEMPORARY LEAVE OF ABSENCE FROM THE PROGRAM.

**PLUMBERS LOCAL UNION No.1 TRADE EDUCATION FUND and JATC - STATEMENT ON UNION DUES**

(In accordance with a ruling of the United States Court of Appeals for the Sixth Circuit, in support of the National Labor Relations Board.)

*“The Union’s dues collection and membership interests are wholly irrelevant to the administration of the JATC and the training of Apprentices.”*

**IMPORTANT:** If the Union notifies the JATC that an Apprentice is not a “member in good standing”, and is therefore ineligible for employment, then said Apprentice cannot comply with OJT/OJL requirements. Consequently, said Apprentice shall stand as generally SUSPENDED.

**It is entirely the responsibility of the Union Member (Apprentice) to prevent this from occurring and to correct the situation if it should occur.**

## APPRENTICE BEHAVIOR

- SEXUAL OR ETHNIC **HARRASSMENT AT WORK OR SCHOOL** IS **STRICTLY PROHIBITED AND MUST BE REPORTED**.
- ANY ACADEMIC **CHEATING** WILL RESULT IN **AUTOMATIC FAILURE OF THE COURSE** WHERE IT OCCURS.
- APPRENTICES SHALL **FAITHFULLY UPHOLD** ALL PROVISIONS OF THE **COLLECTIVE BARGAINING AGREEMENT**.
- APPRENTICES **SHALL NOT** PERFORM WORK FOR WHICH THEY ARE **NOT** LEGITIMATELY **CERTIFIED, QUALIFIED, OR LICENSED**.
- **SLEEPING**, UNAUTHORIZED READING MATERIAL, OR USE OF MEDIA DEVICES IS **PROHIBITED IN CLASS OR SHOP**.
- APPRENTICES ARE **PROHIBITED** FROM BRINGING **FOOD, DRINK, OR GUM** INTO THE CLASSROOMS OR SHOPS.
- **LEAVING THE CLASSROOM OR SHOP** DURING TRAINING ACTIVITIES REQUIRES THE PERMISSION OF THE INSTRUCTOR.
- APPRENTICE USE OF **CELL PHONES (Talk, Text, Browsing)** AT **WORK** OR **SCHOOL** IS LIMITED TO **LUNCH** OR **BREAK** TIMES.
- **LITTERING** OF THE **INSIDE** OR **OUTSIDE** OF THE SCHOOL (TRASH, **CIGARETTE BUTTS**, ETC.) IS **PROHIBITED**.
- BEHAVING IN A MANNER WHICH IS **GENERALLY DISRUPTIVE TO THE CLASS OR SHOP** IS **PROHIBITED**.

## PROFESSIONAL ATTIRE

- IN ORDER TO PROMOTE **PROFESSIONALISM**, SELF-RESPECT, AND RESPECT FOR THE EMPLOYER, THE UNION, AND THE CRAFT, IT IS REQUIRED THAT APPRENTICES DRESS IN A **PROFESSIONAL** MANNER AT **WORK** AND AT **SCHOOL**.
- THE WEARING OF **ANY ITEM** BEARING OFFENSIVE IMAGES OR LANGUAGE IS **PROHIBITED AT WORK AND SCHOOL**.
- APPRENTICES ARE TO WEAR APPROVED ATTIRE AT ALL MANDATORY SCHOOL FUNCTIONS (Excluding LD Parade) AS PER THE JATC PROFESSIONAL ATTIRE POLICY. **FOR DETAILS** see the **PROFESSIONAL ATTIRE POLICY** available in the school office.

## DEFINITION OF TERMS

- **EXCUSED ABSENCE** – ABSENCES LISTED AS EXCUSABLE, WITH TIMELY PRESENTATION OF ACCEPTABLE PROOF.  
For DETAILS - See the **ABSENCE FORM** available in the school office. **The ABSENCE FORM shall be considered an extension of these rules.**
- **SUSPENSION - Academic Suspension** – THE APPRENTICE ATTENDS WORK NORMALLY, BUT WILL ONLY ATTEND REPEAT OF **FAILED** CLASSES TO REMEDIATE WHILE ON SUSPENSION. **General or Disciplinary Suspension** – THE APPRENTICE WILL NOT ATTEND **ANY** CLASSES FOR A MINIMUM OF 1 SEMESTER (Or More As Per JATC Decision) WHILE ON SUSPENSION. **Important Suspension Note:** Apprentices **not** actively attending classes due to **Suspension** must meet with staff **Monthly** to confirm CONTINUITY.
- **TERMINATION** – THE N.Y.S. APPRENTICESHIP AGREEMENT IS TERMINATED, AND UNION MEMBERSHIP IS CANCELLED.

## DEMERITS APPLIED FOR VIOLATIONS

- **APPRENTICE EXCEEDING 5 DEMERITS IN 1 SEMESTER WILL BE RETAINED IN GRADE AND SUSPENDED BY JATC.**
- **APPRENTICE EXCEEDING 7 DEMERITS IN 1 SEMESTER WILL BE CONSIDERED BY THE JATC FOR TERMINATION.**
- **ALL DEMERITS REMAIN ON PERMANENT RECORD FOR CONSIDERATION BY THE DISCIPLINARY COMMITTEE.**

### EXPLANATION OF THE DEMERIT SYSTEM:

|   |            |
|---|------------|
| * ATTENDED CLASS OR SHOP WITHOUT HOMEWORK ASSIGNMENT COMPLETED  | 1 DEMERIT  |
| * ATTENDED CLASS OR SHOP WITHOUT UNION CARD, JATC I.D., SST 40, SCAFFOLD, [GAS CARD in 5 <sup>th</sup> Grade] | 1 DEMERIT  |
| * ATTENDED CLASS OR SHOP WITHOUT N.Y. STATE RECORD ( <i>BLUE BOOK</i> ) IN PROPER ORDER                       | 1 DEMERIT  |
| * FOOD OR DRINK OR GUM IN CLASS OR SHOP   | 1 DEMERIT  |
| * ATTENDED SHOP WITHOUT REQUIRED SAFETY GLASSES   | 1 DEMERIT  |
| * ATTENDED CLASS OR SHOP WITHOUT REQUIRED MATERIALS ( <i>OTHER THAN SAFETY GLASSES</i> )                      | 1 DEMERIT  |
| * IMPROPERLY ATTIRED AT A MANDATORY SCHOOL FUNCTION ( <i>AS WITNESSED BY TRADE-ED STAFF</i> )                 | 1 DEMERIT  |
| * LEFT CLASS FOR MORE THAN 10 MINUTES OR WITHOUT INSTRUCTOR PERMISSION  | 1 DEMERIT  |
| * LATE RETURNING FROM COFFEE BREAK OR LUNCH   | 1 DEMERIT  |
| * LATE TO SCHOOL UP TO 1/2 HOUR   | 1 DEMERIT  |
| * LATE TO SCHOOL BETWEEN 1/2 HOUR AND UP TO 1 HOUR  | 2 DEMERITS |
| * SLEEPING, UNAUTHORIZED READING MATERIALS, OR ELECTRONIC MEDIA DEVICE USE IN CLASS                           | 2 DEMERITS |
| * SMOKING OR USE OF ELECTRONIC NICOTENE DEVICE INSIDE THE SCHOOL BUILDING                                     | 2 DEMERITS |
| * BEHAVING IN A MANNER WHICH IS GENERALLY DISRUPTIVE TO THE CLASS OR SHOP                                     | 2 DEMERITS |
| * LITTERING OF THE INSIDE OR OUTSIDE OF THE SCHOOL BUILDING   | 2 DEMERITS |
| * TALKING OR TEXTING ON A CELL PHONE AT A TIME OTHER THAN BREAK OR LUNCH                                      | 2 DEMERITS |
| * ATTENDED CLASS OR SHOP WITHOUT REQUIRED TEXTBOOK ON FIRST DAY OF CLASS                                      | 2 DEMERITS |

- **TERMINATION OF THE APPRENTICESHIP AGREEMENT WILL RESULT IF THE COMMITTEE FINDS THE FOLLOWING:**  
1) DESTRUCTION OF SCHOOL OR EMPLOYER PROPERTY, 2) DEFACING THE SCHOOL OR THE EMPLOYER'S WORKSITE, 3) THEFT OF SCHOOL OR EMPLOYER TOOLS OR PROPERTY, 4) TAMPERING WITH AN INSTRUCTOR'S PROPERTY, 5) INTENTIONAL VIOLATION OF EMPLOYER OR CUSTOMER SAFETY OR SECURITY RULES, 6) INSUBORDINATION, 7) DISORDERLY OR VIOLENT CONDUCT, 8) CAUSING INTENTIONAL INJURY 9) MAKING THREATS OF VIOLENCE.

## ADVANCEMENT TO THE NEXT GRADE OR TO GRADUATION IS BASED UPON :

- MAINTAINING A DISCIPLINARY RECORD OF **LESS THAN 6 DEMERITS** PER GRADE. (SEMESTER)
- A MINIMUM **ACADEMIC SCORE OF 70** FOR ALL CLASSES TAKEN.
- ALL **DAY AND NIGHT** ATTENDANCE REQUIREMENTS FOR THE SEMESTER HAVE BEEN COMPLIED WITH.
- A MINIMUM OF **800 HOURS "ON THE JOB"** MUST BE REPORTED TO THE PLUMBING INDUSTRY BOARD BY YOUR EMPLOYER(S) PER GRADE. **Note: An overtime hour is only counted as 1 "ON THE JOB" hour .**

[Rev. (28) 2/2024]

## BY THE AUTHORITY OF THE JOINT APPRENTICESHIP AND TRAINING COMMITTEE

**PAUL O'CONNOR**

Local 1 Bus. Mgr. / JATC Co-Chairman

**ARTHUR O. KLOCK JR.**

Director of Trade Education

**VINCENT ASPROMONTE**

Contractors Association / JATC Co-Chairman

THE COMMITTEE RESERVES THE RIGHT TO REVISE THESE PROGRAM RULES AS THE COMMITTEE DEEMS NECESSARY. APPRENTICES ARE BOUND AT ALL TIMES TO CONFORM TO THE LATEST REVISION OF THESE PROGRAM RULES. PROGRAM RULES SHALL **NOT** BE CONSIDERED ALL-INCLUSIVE, AS THE COMMITTEE RESERVES THE RIGHT TO TAKE ACTION ON ANY INCIDENT OR BEHAVIOR WHICH THE COMMITTEE DEEMS TO BE UNBECOMING OF AN APPRENTICE.

**I ATTEST THAT I HAVE READ, UNDERSTAND, AND WILL COMPLY WITH ALL MY RESPONSIBILITIES AS OUTLINED ABOVE.**

Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_