

# APPRENTICE OJT RULES AND RESPONSIBILITIES

**Sec. 1** This agreement is entered by and between the I.U.O.E. Local 450 Apprenticeship and Training and the undersigned Apprentice. By signing this agreement, he or she agrees to abide by the guidelines and disciplinary actions set forth by the Apprenticeship Board of Trustees.

## **Sec. 2 General Rules**

- A. Perform diligently and faithfully the work of the trade and other pertinent duties assigned by the signatory contractors of I.U.O.E. Local 450.
- B. Respect the property of the employer and abide by the working rules of the employer.
- C. Be available for work at all reasonable times and places throughout the jurisdiction of I.U.O.E. Local 450. Understand that at times Apprentices may be required to commute significant distances in order to reach assigned job sites in order to gain on the job training hours and skills needed to complete the program.
- D. Arrive on time, maintain a professional appearance, attitude, and dress code.
- E. Maintain a current valid driver's license.
- F. After completing your six-month probationary period or one thousand hours of on-the-job training and obtaining a Registered Apprentice Book, you will attend six of the eleven regular monthly Union meetings during each year of the three-year term.
- G. Keep his or her correct contact information updated with I.U.O.E. Local 450 and the Apprenticeship at all times.

## **Sec. 3 Classroom Rules**

- A. Apprentices are responsible for attending all scheduled classes. Apprentices must make up all absences in a timely manner.
- B. Apprentices must notify instructors of any absences prior to missing class.
- C. Apprentices shall bring all issued study books and materials to scheduled and make-up classes.
- D. No phones or electronic devices during class, unless approved by the Instructor.
- E. During attendance, Apprentices are expected to be punctual and wear appropriate attire and conduct themselves in a mature and professional manner.
- F. NO unauthorized guests or pets allowed during scheduled classes.
- G. SMOKING allowed in designated areas only.
- H. PARKING allowed in designated areas only. (NO PARKING BEHIND BUILDING. RESERVED FOR STAFF)

#### **Sec. 4 Equipment Compound Rules**

- A. Proper Personal Protective Equipment (PPE) is always required within the confines of the Equipment Compound and Shop including sleeved shirt, safety glasses, long pants, and leather footwear.
- B. No smoking or vaping within the confines of the Shop or Equipment Compound.
- C. Apprentices SHALL NOT start, operate, reconfigure, or repair any equipment until he or she has been orientated by an Instructor or appointed person.
- D. NO personal vehicles allowed in Equipment Compound.

#### **Sec. 5 Disciplinary Action**

- A. The first time an Apprentice turns down a job it will be recorded.
- B. The second time the Apprentice turns down a job he or she will be removed from the out of work list. The Apprentice will be notified of this action via email. He or she will be given an opportunity to meet with the Apprenticeship Coordinator and the Business Manager to explain why he or she refuses to accept or could not make the job. If the Apprentice chooses to not respond to the email or not show up to meet with the Coordinator or the Business Manager this will result in removal from the program.
- C. If after meeting with the Coordinator and the Business Manager in which the Apprentice is given another opportunity to comply with the terms and conditions of OJT Rules, the Apprentice fails to accept or turns down another job this will result in removal from the program.
- D. If an Apprentice quits a job, he or she will have to meet with the Apprenticeship Coordinator and the Business Manager to explain the reason for leaving the job. If the Apprentice chooses to not meet with the Coordinator and the Business Manager following notice, this will result in removal from the program.
- E. If an Apprentice gets fired from a job, he or she must meet with the Apprenticeship Coordinator and the Business Manager to discuss the matter. If the Apprentice chooses not to meet with the Coordinator and the Business Manager this will result in removal from the program.
- F. If an Apprentice falls behind on classroom hours he or she may be removed from the program.

#### **Sec. 6 Probationary Period**

Minimum requirements: NCCCO Certifications, Rigger Level 1 and SGP signal person.

All CCO certifications consist of a written test and a practical test.

O J T: On the job training: Every 1,000 hours worked for one of our signatory contractors - 5% raise.

Apprentices are required to keep their own record of hours worked and report them to the Apprenticeship office. (check stubs, printed direct deposits, etc.)

**Sec. 7 Registered Apprentice Books**

Per I.U.O.E. Local 450 Apprenticeship & Training Standards, all Apprentices shall purchase their 450 Registered Apprentice Book after they have reached either 1,000 hours of on-the-job training through I.U.O.E. Local 450 (per the Hall Hiring Procedures) or after being in the program for 6 months; whichever occurs first. Apprentices will be required to pay: \$246.67 (RA Initiation Fee) and 3 months dues of \$25 per month, bringing the total amount due to \$321.67. You are then required to pay your membership dues of \$25 per month. Registered Apprentice Books must be purchased by the end of the following calendar month that the 1000 hours are worked or when the 6 months anniversary date is reached.

**APPRENTICE OJT RULES AND RESPONSIBILITIES**

I have received and understand the rules and responsibilities required by IUOE Local 450 Apprenticeship and Training Program.

Apprentice Print Name: \_\_\_\_\_

Apprentice Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Coordinator Signature: \_\_\_\_\_ Date: \_\_\_\_\_