

Student Handbook

Rev 4-2019

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MINNEAPOLIS - ST. PAUL AND JURISDICTIONAL
AREA OF SPRINKLER FITTERS LOCAL UNION NO. 417
APPRENTICESHIP STANDARDS

formulated by the

MINNEAPOLIS - ST. PAUL SPRINKLER FITTERS
JOINT APPRENTICESHIP COMMITTEE

representing the

MINNEAPOLIS and ST. PAUL MEMBERS
of the
NATIONAL FIRE SPRINKLER ASSOCIATION

and the

UNITED ASSOCIATION
OF JOURNEYMEN AND APPRENTICES
OF THE PLUMBING AND PIPEFITTING INDUSTRY
OF THE UNITED STATES AND CANADA
MINNEAPOLIS-ST. PAUL SPRINKLER FITTERS LOCAL UNION NO. 417

Registered With
MINNESOTA DEPARTMENT OF LABOR & INDUSTRY
444 Lafayette Road
St. Paul, Minnesota 55101

PARTICIPATING ORGANIZATIONS

REGISTRATION AGENCY

Minnesota Department of Labor
Division of Apprenticeship
443 Lafayette Road N.
St. Paul, MN 55155

SERVICING AGENCY

U.S. Department of Labor
Employment and Training Administration
230 South Dearborn street
6th Floor
Chicago, Illinois 60604

EMPLOYERS

Minneapolis - St. Paul Members of the
National Fire Sprinkler Association

UNION

Sprinkler Fitters, Local No. 417
529 County Road E West
Shoreview, MN 55126

VETERANS APPROVAL AGENCY

State of Minnesota
Department of Veterans Affairs
Veterans Service Building
20 West 12th Street, 2nd floor
St. Paul, MN 55155

COMMITTEE MEMBERS

Persons who desire to contact a specific Committee member, or desire a current list of Committee members, is asked to contact the Union Office.

1. DEFINITIONS

- a. "Employer Association" shall mean the members of the Minneapolis-St. Paul National Fire Sprinkler Association chapter.
- b. "Union" shall mean the Minneapolis-St. Paul Sprinkler Fitters Local Union No. 417.
- c. "Committee" shall mean the local Joint Apprenticeship Committee of Minneapolis-St. Paul and territorial jurisdiction of local Union No. 417, represented by Employer and Union representatives.
- d. "Council/Approval Agency" shall mean the Minnesota Apprenticeship Advisory Council, represented by the Minnesota Division of Voluntary Apprenticeship.
- e. "State Director" shall mean the Director of the Division of Apprenticeship, Department of Labor and Industry, State of Minnesota.
- f. "Apprenticeship Agreement" shall mean a written agreement (FormLI4000 1-02) between the Committee and the Apprentice and approved by the Approval Agency. Form LI40001-02 may be obtained from the Division of Apprenticeship, Minnesota Department of Labor and Industry, St. Paul, MN 55101. Each agreement will contain a clause making these standards a part of the apprenticeship agreement.
- g. "Apprentice" shall mean a Sprinkler Fitter apprentice shall be a person who meets the Apprenticeship Standards and has signed an Apprenticeship Agreement. His/her occupation is learning and assisting in the installation, maintenance and repair of all types of automatic fire protection systems including both overhead and underground water main, fire hydrants, hydrant mains, standpipes and connections (hose) to the sprinkler systems, sprinkler tank heaters, air lines and thermal systems used in connection with sprinkler and alarm systems, tank and pump connections, fire protection systems using multi-fire spray, water fog, CO-2 , gas, foam and all other fire extinguishing agents, and for at least 144 required hours per year of related supplemental school instruction.
- h. "Employer" shall mean the firm employing the Apprentice.
- i. "Standards" shall mean this entire document.
- j. "Jurisdictional Area" of the local Joint Apprenticeship Committee shall include the counties of Anoka, Dakota, Hennepin, Ramsey, Scott and Washington in the State of Minnesota.
- k. "Supervisor of Apprentices" shall mean a person designated by the Committee or the Employer to see that the terms and conditions of these Apprenticeship Standards are applied equally to all apprentices.
- l. "Consultant" shall mean a representative of either' the Approval Agency or the Servicing Agency who has been invited to assist and advise the Committee, and who shall attend Committee meetings but shall have no vote on committee matters.

- m. "Servicing Agency" shall mean a representative from the local office of the Bureau of Apprenticeship & Training, located in St. Paul, MN.
- n. "Contractor" shall mean the same as Employer.
- o. "Sponsor" shall mean the same as Committee.
- p. "Department" or "Agency" shall mean the same as Council/Approving Agency.
- q. "Association" shall mean the same as Employer Association.

2. MINIMUM QUALIFICATIONS REQUIRED OF APPLICANT

Applicants must meet the following initial qualifications when applying for program openings:

- a. Be not less than 18 years of age.
- b. Must be a high school graduate or possess a GED Certificate of Equivalency.
- c. Applicants must present a valid Government issued photo I.D. along with their social security card at the time of application.
- d. If selected, each Apprentice candidate will be required, prior to job placement, to pass a physical examination indicating that they can perform the work of the trade.
- e. Veteran applicants must submit a form, DD214 indicating that they have received an Honorable Discharge from the military.
- f. Veterans not possessing an Honorable Discharge will be ruled in-eligible, and receive no further consideration.
- g. Applicants will sign up for the oral interview and rating session before the committee on the day of application.
- h. Applicants failing to appear for their scheduled interview will be disqualified, and receive no further consideration.
- i. It is strongly recommended that each applicant read these standards, when application is made.
- j. Applicants must make application in person, at the designated location shown on the "Notice of Openings" letter, sent out by the Committee.

3. FINAL SELECTION PROCEDURES LEADING TO PLACEMENT ON THE LIST OF ELIGIBLES

The recruitment, selection, employment and training of apprentices during the course of the apprenticeship shall be without discrimination because of race, color, religion, national origin or sex. The sponsor will take affirmative action to provide equal opportunity in the apprenticeship and will operate the apprenticeship program as required under the Minnesota Plan for Equal Employment Opportunity in Apprenticeship, and as required under Title 29, Part 30, of the Code of Federal Regulations.

- a. Each applicant will appear individually before the full Committee for an interview and rating session.
- b. Each Committee member will use the official rating form for each applicant that is interviewed.
- c. The average of the individual scores given to each applicant by each Committee member will determine the applicant's final rating.
- d. Applicants who receive an identical final rating will be placed on the list according to their date of formal application.
- e. The date of application will also be the date used for entry into the two-year eligibility period for such designated candidate.
- f. Once the oral interviews are completed, the final approved list will show the final rating given to each candidate in descending order, and the following will apply:
 1. The Committee will notify the top 75 candidates on the approved list, in writing, that they are now eligible for placement, and that they have been placed on the list of eligibles.
 2. Candidates on the approved list remaining beyond the designated top 75 candidates will be notified, in writing, that they are ineligible to be placed on the list of eligibles at this time. The candidates will be thanked for their interest in the program and shall be encouraged to make application again; should openings occur in coming months.
 3. The actual placement of candidates on the approved list of eligibles into the program will be made by taking the candidate with the highest rating/score on the approved list and working downward in descending order. If 3 apprentices are needed, the top 3 candidates will be notified by the Committee.
 4. Once the Committee has notified the designated number of candidates to be accepted into the program, in writing, in accordance with (3) above, the procedures listed below shall apply for those remaining candidates on the list of eligibles.

- a. The remaining candidates will be retained on the list of eligibles for no less than two (2) years. The Committee will notify these candidates, in writing, of their position on the list.
- b. If a new list is established prior to the termination of the two years, as outlined in (a) above, candidates on the old list shall be automatically slotted in with the candidates on the new list, without the necessity of having to re-apply. The slotting in of new list and old list candidates will be on the basis of the final rating each candidate has received. Old list candidates will remain on the new list for the full term of their two-year eligibility.
- c. Since the Committee will always retain the top 75 candidates on their approved list of eligibles, written notifications will be made to all approved list candidates when changes have occurred to their position on the list of eligibles, due to new list candidates being added, or placements made.
- d. Candidates can be removed from the approved list at a date prior to the expiration of their two-years of eligibility merely by notifying the Committee in writing. Failure of a candidate to report for an apprentice job opportunity, -- when notified by the Committee via certified mail, return receipt requested, will be grounds for removal from the list.
- e. Each candidate on the list that is notified of a job opportunity by the Committee must pass a standard medical examination and drug test before actual employment begins. If the candidate fails the medical examination or drug test, the Committee will notify the candidate, via certified mail, that they will be unable to place the apprentice in the program. The cost of the physical examination and the drug test will be paid for by the candidate, and the physical examination report will be sent directly to the Committee by the physician.
- f. All applicants notified of an apprentice job opportunity will be given no less than two weeks to report for work.
- g. It is the sole responsibility of each approved list applicant to keep the Committee informed of their current mailing address.
- h. Approved list applicants removed from the list due to their request, or due to failure to respond to an apprenticeship job opportunity, may be restored to the list upon Committee review and action. A request for reinstatement must be sent, in writing, to the Committee for action.
- i. Any applicant who feels they have not received proper consideration from the Committee during the selection process may request to appear before the Committee. If not satisfied with Committee action, they may contact the Approval Agency.
- j. If, during any year the number of candidates on the list of eligibles is sufficient, the Committee need not solicit new applications. If additional apprentices, beyond those on the approved list, are needed due to an increase in available work, the Committee will follow the notification procedures outlined in Addendum A.

- k. All material relating to the application, selection and rating of applicants each year will be labeled and filed away by the Secretary of the Committee. These records will be kept for not less than five (5) years, and will include material on those applicants not being selected by the Committee. The records will be made available to representatives of the Approval Agency. These records will also be filed/marked in such a way so as to identify female and minority applicants.

4. AFFIRMATIVE ACTION PROCEDURES

See Affirmative Action Plan addendum (A) for the procedures to be implemented by the Committee in an attempt to increase female and minority participation in the program.

5. JOINT APPRENTICESHIP COMMITTEE

- a. The local Joint Apprenticeship Committee shall be composed of three representatives of the Association, and three members of the Union.
- b. From this Committee shall be chosen a Chairman and a Secretary; when the Chairman represents the Association, the Secretary shall be from the Union representatives, and/or vice-versa.
- c. The voting strength of the Committee shall be equally divided between the Association and Union representatives. The division of the vote among such groups shall be determined by the number of members in each group.

Tie Breaker: In the event of a tie vote, on the same issue at two consecutive meetings, the question at issue shall be immediately submitted to the State Mediation Service or to a third uninterested party who shall cast the tie-breaking vote.
- d. The Chairman and Secretary shall retain the right of voice and vote on all matters coming before the Committee.
- e. The Joint Apprenticeship Committee shall meet at least once each month. The date, time and place of regular meetings of the Committee shall be determined by the Committee, at the preceding meeting. The Chairman and the Secretary of the Committee shall have the authority to call and establish the date of special meetings of the Committee. No meeting of the Committee shall be considered official unless both groups are represented by at least two (2) from each group.

6. RESPONSIBILITIES OF THE COMMITTEE

- a. The local Joint Apprenticeship Committee shall elect a Chairman and a Secretary and shall determine the time and place of regular meetings.
- b. The Committee shall inform the Council of any change in their membership.
- c. To develop local apprenticeship standards consistent with National and State standards.
- d. To determine the need for apprentices each year in the area by obtaining and analyzing all facts relative to this important matter.
- e. To develop ways and means to adequately finance the apprenticeship program.
- f. To be vitally concerned with the proper selection of apprentices and to be sure that the qualifications set up in the standards are satisfactorily fulfilled.
- g. To see that all apprentices are registered and have signed apprenticeship agreements as provided in these apprenticeship standards.
- h. To see that the work experience and related training requirements of the apprenticeship standards are being met and to maintain adequate records of each apprentice showing work experience, related training and general progress in learning the trade. Records shall be based on written reports, tests, or a personal interview when necessary.
- i. To make every effort to keep each apprentice continuously employed and assured of well-rounded training and experience in all phases of the trade by rotating them, annually, among the various participating contractors. If the contractor is unable to provide employment for the apprentice, the local Joint Apprenticeship Committee shall exert every effort to place the apprentice with another contractor.
- j. To supervise the enforcement of all the provisions of the standards.
- k. To cooperate with National and State Joint Committees in programs or activities for the improvement of apprenticeship and journeymen training in the industry, and to present to the National and State Committees suggestions for apprenticeship programs.
- l. The Committee shall be responsible for the administration of any or all training or educational funds in relation to apprentices.

7. TERM OF APPRENTICESHIP

The term of on the job training shall be no less than 8,000 hours, normally not extending over a five year period of time. Each Apprentice must complete no less than 144 hours of related instruction during each year of on the job training. Apprentice is required to be a member of the United Association to stay in the program.

8. CREDIT FOR PREVIOUS EXPERIENCE

The Committee may grant credit for previous experience or training that is applicable to training program requirements. If credit is awarded, the Apprentice shall be advanced in the graduated wage schedule accordingly. The JAC may grant credit for work and education experience for individuals who have been obtained through the union's organizing efforts after the person furnishes documented proof to the JAC.

Military veterans who completed military technical training school and participated in a registered apprenticeship program while in the military, in occupations registered in the plumbing and pipefitting industry, may be given direct entry into the apprenticeship program. The JAC shall evaluate the military training received for granting appropriate credit on the terms of apprenticeship, and the appropriate wage rate. The JAC will determine what training requirements they will need to meet to ensure that they receive all necessary training for completion of apprenticeship program. Entry of military veterans shall be done without regard to race, color, religion, national origin or gender. Military veterans that are approved will be ranked based on a fair and impartial interview.

The granting of credit is limited by the fact that the Approval Agency will not accept any apprenticeship agreement that calls for a term of apprenticeship of less than 2,000 hours/1 year remaining to be served, plus no less than 144 hours of related instruction compliance.

9. SUPERVISION OF APPRENTICES

During the entire term of this apprenticeship, apprentices will be under the control and supervision of the Committee. Each participating Employer should appoint a Journeyworker as the Supervisor of Apprentices to see that the terms and conditions of these Apprenticeship Standards are uniformly applied. It shall be the duty of the Employer/Supervisor of Apprentices to submit, on a monthly basis, records on the training status of each Apprentice to the Committee.

10. RATIO OF APPRENTICES TO JOURNEY WORKERS

Any employer having more than three (3) journeyworkers employed shall be required to employ at least one (1) apprentice, if available. Apprentices shall be employed at the ratio of one (1) apprentice for every five (5) journeyworkers, or a fraction thereof, after the first apprentice is hired. Apprentices shall be laid off in the same ratio as employed. Apprentices shall be used on the job in the same ratio as employed.

11. PROBATIONARY PERIOD

An apprentice under these standards shall be subject to a probationary period of not more than 500 hours of employment and instruction extending over not more than four (4) months. During such period, the apprenticeship agreement shall be terminated by the Director of Apprenticeship at the request in writing of either party, and providing that after such probationary period the apprenticeship agreement may be terminated by the Director by mutual agreement of all parties thereto, or canceled by the Director for good and sufficient reason. During the probationary period, the employer of the Apprentice will be requested to submit a written performance review to the Committee after 30, 60, and 90 days of employment. The Apprentice must appear before the Committee for a formal performance review following the 90 day employer review and before achieving Class 1 status.

12. EMPLOYER DISCHARGE

Any Employer who discharges an Apprentice will immediately send written notice to the Committee. The letter will state the name of the Apprentice, the date and reason of discharge. Disposition of such matters will be handled by the Committee in not more than thirty (30) days from the receipt of notification .

13. APPRENTICE WORK HOURS

Work hours and other general conditions of employment for Apprentices shall be same as for Journey workers, established in the Collective Bargaining Agreement. If an Apprentice works overtime (that is, when they work in excess of the number of hours of work per week specified in their apprenticeship agreement), the Apprentice's rate of pay shall be increased by the same percentage as the Journey worker's rate of pay for overtime is increased.

14. DISCIPLINARY ACTION

The Committee reserves the right to discipline any Apprentice who fails to abide by the terms and conditions of the apprenticeship standards, apprenticeship agreement, or any additional rules and regulations set down by the Committee. Disciplinary action that may be put into effect by the Committee includes:

- a. Postponement of advancement in the graduated wage schedule.
- b. Temporary removal from the job, causing the loss of employment for a day or more.
- c. Cancellation or suspension of the Apprentice's apprenticeship agreement.
- d. Apprentices will be held accountable to the Self-Elimination Point System (S.E.P.S.). See Addendum (B).

15. FORMAL REGISTRATION OF APPRENTICES

As soon as an Apprentice has been selected for employment, the following will apply:

- a. The apprenticeship agreement will be completely filled out and signed by the Apprentice, and either the Secretary or Chairman of the Committee.
- b. The apprenticeship agreement will be immediately sent to the Approval Agency for approval and registration.
- c. Once approved, the Approval Agency will return copies to the Apprentice and to the Committee.
- d. It is the responsibility of any veteran indentured under these standards to contact the VA to see if he or she is eligible to receive monthly training benefits and, if so, to secure the necessary documents to make application.
- e. If the Apprentice has submitted the required VA documents in order to receive monthly training benefits, the Approval Agency will forward a copy of the agreement to the Veterans Services Division at the Federal Building at Fort Snelling for processing and action.

16. RESPONSIBILITIES OF APPRENTICES

- a. To diligently and faithfully perform the work of the trade, and to perform such other pertinent duties as may be assigned by the contractor in accordance with the provisions of the local apprenticeship standards.
- b. To respect the property of the contractor and abide by the working rules and regulations of the local Joint Apprenticeship Committee.
- c. To regularly attend and satisfactorily complete the required hours of instruction in subjects related to the Sprinkler Fitter trade, as provided under the Joint Apprenticeship Committee standards. Unexcused absence may result in holding in class for additional period.
- d. To maintain such records of work experience and training received on the job and in related instruction as may be required by the Joint Apprenticeship Committee.
- e. To develop safe working habits and conduct themselves in their work in such a manner as to assure their own safety and that of their co-workers.
- f. To work for the contractor to whom assigned to the completion of their apprenticeship, unless reassigned to another contractor or terminated by the Committee.

- g. To conduct themselves at all times in a creditable, ethical and moral manner, realizing that much time, money and effort will be spent in affording them an opportunity to become a journey worker sprinkler fitter.

17. APPRENTICE IDENTIFICATION AND WORK CARD

Once Apprentices formally begin employment, they will receive credentials indicating their status from the Committee. The Local Joint Apprenticeship Committee shall issue to each apprentice an official identification sheet for each wage period. The sheet shall give the apprentice name, the apprenticeship records, the date of advancement to this period, and the wage scale for this period. An official of the Local Joint Committee shall sign the sheet. The State Director will also issue an official identification card with indenture number.

18. APPRENTICE WAGE RATES AND WORK PROGRESS

The following percentages of the journey worker's hourly rate of pay will be paid to the apprentices indentured after July 1, 1984, for the term of their apprenticeship.

Apprentices in Classes #2 through #10 will remain in Class status for a minimum six months and 800 hours, unless so determined by the Committee.

The apprentice wages will be determined by the current collective bargaining agreement.

The journey worker hourly rate of pay for sprinkler fitters will be as per the current agreement.

An Apprentice who receives credit will start at the proper percentage of pay that corresponds to the credit given.

The Committee will send written notice to the Approval Agency when changes occur in the Journey worker rate of pay.

No apprentice shall execute work unless he or she is under the direction of a journeyman.

Apprentices shall work the same number of hours as journeymen employed in the trade, except that no apprentice shall be allowed to work overtime if it interferes with his/her attendance at a related instruction class.

For overtime, the apprentice's rate of pay shall be increased by the same percentage as the journeyman's rate of pay for overtime as per the Collective Bargaining Agreement.

19. RELATED INSTRUCTION COMPLIANCE

Each indentured Apprentice shall immediately enroll in and attend related instruction classes which shall total not less than 144 hours per year of apprenticeship training. Attendance at related instruction classes shall run concurrent with on the job training.

In order to remain active in the program, each Apprentice must complete the designated number of hours of on the job training, coupled with completion of no less than 72 hours of related instruction class attendance at the end of each six month training segment.

Failure to comply with meeting this related instruction requirement may result in disciplinary action being taken by the Committee.

Required school time shall not be compensated for by the Employer and shall not be considered as hours of work.

If, for any reason beyond the control of the Apprentice, he or she is layed off, the Committee will make every effort to place the Apprentice with another Employer. Pending this placement, however, the Apprentice shall make every effort to attend related instruction classes.

20. ELIGIBILITY FOR ENROLLMENT

The Committee will recommend that courses in Vo-Tech Institutes for Sprinkler Fitter Apprentices be limited to those who are actually indentured apprentices to the Sprinkler Industry in accordance with these standards.

Arrangements will be made by the Joint Apprenticeship Committee for the attendance of apprentices in classes where such subjects will be taught or lectures given under the supervision of the Vo-Tech Institute School authorities.

The Committee shall recommend to the Vo-Tech Institute School Authorities the names of persons who, in their opinion, are qualified to instruct the apprentice classes.

21. PERIODIC EXAMINATION

Before the expiration of each six month period, the Apprentice shall have a statement from his/her Employer as to his/her progress on the job and a statement from his/her instructor as to his/her attendance and progress in related subjects. The Committee shall examine the Apprentice and determine whether the work specified for that period has been completed in a satisfactory manner. If the Committee is satisfied with the progress of the Apprentice, the Committee shall issue to the Apprentice and Employer a certificate to that effect and then, and not until then, shall the Apprentice be advanced to the next period.

The Joint Apprenticeship Committee will analyze, investigate and evaluate all information, and then take whatever action is necessary. In cases of failure on the part of the Apprentices to fulfill their obligations as to school attendance or grades, diligence or application to their work, or shop conduct, their agreement may be suspended or revoked and the Employer hereby agrees to carry out the instructions of the Committee in this respect. The Apprentices hereby agree to abide by any such determination of the Committee.

Before each period of advancement, the Committee shall evaluate the apprentice's progress to determine whether advancement has been earned by satisfactory work on the job and in related training classes. In determining whether an apprentice has made satisfactory progress, the Committee should be guided by the following:

1. The records of the apprentice's work experience and attendance at classes of related instruction.
2. A written progress report from the apprentice's class instructor.
3. A letter of progress from the employer of the apprentice.

22. PROGRAM EXPENSE

Nominal expenses incurred by the Committee carrying out the provisions of these standards, as set forth in the Bargaining Agreement, shall be recognized by the Committee.

23. LEGAL CONFLICTS

In the event any part of these standards may be declared illegal, the balance of the standards shall remain in full force and effect.

24. CONFORMANCE TO LAWS

No section of these standards should be construed so as to permit the violation of any Local, State or Federal law.

25. DAVIS-BACON PROJECTS

The Committee should advise all contractors participating in this program that, in case they are awarded a contract for a Federally financed or assisted construction project, their apprentices must be employed under a bona fide apprenticeship program that is registered with the Approval Agency and, further, that each Apprentice on their payroll must be individually registered.

The same basic regulations would apply on a contract involving state funds.

The contractor must be able to present written evidence of such registration, including evidence of ratios and wage rates applicable in the project area, to the contracting offices for acceptance.

26. COMPLAINTS AND APPEALS

The Apprentices shall have the right to appeal to the Committee if, in their opinion, they are being given improper training.

Any participating Employers may also have the right to appeal to the Committee relative to any violations of these standards.

The Committee's decision shall be final and conclusive, unless an appeal is made in writing to the State Director, as provided under the Minnesota Voluntary Apprenticeship Law.

27. MODIFICATION OF STANDARDS

These standards may be modified to conform to any changes made in subsequent Bargaining Agreements. These standards may also be modified by full committee action, to reflect changes in the industry or to reflect a change in policy or procedure. All modifications will be sent to the State Director for review and approval. No modifications shall alter apprenticeship agreements in effect, without the written acceptance of the Apprentice.

28. APPRENTICESHIP COMMITTEE RULES

The Committee may establish rules that cover areas not contained in these standards if they so desire. If rules are established, the Committee will send such rules to the State Director for review and approval, before putting these rules into effect.

Apprentices will receive copies of any Apprenticeship Committee Rules, once approval is granted by the State Director.

29. APPRENTICE RECORDS

Any authorized officials who desire to review the job progress or related instruction progress of any Apprentice shall contact the Secretary of the Committee, at the following address:

Secretary, Joint Apprenticeship Committee
Sprinkler Fitters Local 417 Training Center
529 County Road E West
Shoreview, MN 55126

30. OFFICIAL APPROVAL

These standards will become effective on the date they have been formally approved by the Secretary of the Minnesota Apprenticeship Advisory Council as shown on the Approval page.

31. NOTIFICATIONS AND RIGHT OF APPEAL

During the term of these standards, the State Director shall be notified in writing by the Committee of all cancellations, completions, suspensions and transfers of apprenticeship agreements.

All terminations, completions, suspensions and transfers shall be approved by the State Director. The State Director shall notify the Committee and other concerned parties, in writing.

Right of Appeal

Any decision to terminate or suspend or transfer an apprenticeship agreement by the State Director may be appealed under the Minnesota Voluntary Apprenticeship Law, if the Apprentice has met the requirements of his/her probationary period.

32. CONTINUITY OF EMPLOYMENT

It will be the policy of the Committee that they will do all they can to see that each Apprentice is able to complete his/her full term of apprenticeship training, and receive his/her Certificate of Completion. If, for any reason beyond the control of the Apprentice, he/she is laid off, the Committee will make every effort to secure employment for the Apprentice with another Employer.

It will also be the policy of the Committee that no new Apprentices will be added to the program until such time as all Apprentices on lay-off status have returned to work.

An Apprentice, suspended for any reason, shall, when reinstated, complete any missed on the job training or related instruction before moving forward into the next training period.

It is understood that continuity of employment can be interrupted by various factors, such as labor disputes, strikes, lockouts, illness, and other causes including disciplinary action initiated by the Committee.

33. QUALIFICATIONS FOR EMPLOYERS

All employers of apprentices must satisfy the Committee that they can and will properly train apprentices and that they meet the following qualifications:

- a. Are financially responsible.
- b. Have the necessary facilities to assure effective training.
- c. Employ one or more Journey worker sprinkler fitter.
- d. Have experience as contractors in the Sprinkler Fitters Industry.
- e. Agree to comply with the terms and conditions of these Apprenticeship Standards, and with any additional rules and regulations set by the full Committee.

34. WORK EXPERIENCE SCHEDULE

During the term of apprenticeship, the Apprentice shall be given such instruction and experience in all branches of the trade, as is necessary to develop a practical and skilled mechanic. He/she shall also be given experience on all new equipment, materials and substitutes that may be installed in the shop or on the job during his/her term of apprenticeship and also training in safety practices to avoid personal injuries and property damage.

The following are the categories of work experience and minimum and maximum hours required:

	Hours (per year)	Hours (Over 5 years)
A. WET PIPE SYSTEM PIPING (Light, Ordinary and extra hazard) 1. Exposed Piping 2. Concealed piping 3. Hydrostatic Test 4. Anti-freeze	640	3200
B. DRY PIPE SYSTEM PIPING (Light, ordinary and extra hazard) 1. Exposed Piping 2. Concealed piping 3. Air or hydrostatic test	240	1200
C. ALARM VALVES OR WATER FLOW DEVICES 1. Water motor alarm gongs 2. Electric alarms, circuit openers or closers	40	200
D. DRY PIPE VALVES, EXHAUSTERS OR ACCELERATORS 1. Air supplies (manual or automatic) 2. Supervisory equipment 3. Water motor alarm gongs 4. Electric alarm circuit openers or closers	50	250
E. STANDPIPE AND HOSE EQUIPMENTS	100	500
F. PREACTION AND DELUGE VALVES AND HEAT RESPONSIVE DEVICES, TUBING AND CONDUIT 1. Air bulb type 2. Metal expansion type 3. Auxiliary device operations 4. Spray CO2 and foam systems	100	500
G. FIRE PUMPS - MANUAL OR AUTOMATIC 1. Suction and discharge 2. Bypass 3. Hose connections and relief	100	500
H. COPPER-WELDING-BRAZING & SWEATING 1. Plastic 2. New Approved Materials	100	500
I. REPAIR WORK ON OVERHEAD OR UNDERGROUND PIPING 1. Piping and Valves 2. Devices and alarms 3. Flushing 4. Inspection Testing and Maintenance	100	500
I. UNDERGROUND PIPING - CAST IRON BELL AND SPIGOT PIPING AND FITTING INSTALLATIONS 1. Post indicator valves 2. Hydrants 3. Valve pit connections, hydrant houses and equipment 4. Hydrostatic test and flushing	50	250
K. SCAFFOLDS AND LADDERS 1. Construction and use 2. Safe operating practices 3. Lifts	80	400
TOTALS	1600	8000

Where it is found impossible for one employer to provide the diversity of experience necessary to give the apprentice all-round training in the trade, the Joint Apprenticeship Committee may transfer the apprentice, temporarily or permanently, to another employer, in which case the employer to whom the apprentice is assigned will assume all obligations of the original employer, but in no case shall an apprentice be transferred to a shop where there is a labor dispute.

35. CERTIFICATE OF COMPLETION

At the completion of the term of apprenticeship, the Apprentice's employer shall prepare a statement for consideration by the Joint Apprenticeship Committee. The statement shall set forth the experience and general knowledge of the trade that the Apprentice has acquired. The Apprentice must pass the MN State license exam and provide proof to the committee. If the Apprentice should fail to pass the final examination, the Committee may order him/her to continue as an Apprentice for such additional time as in the opinion of the Committee if necessary.

All requests for issuance of Certificates of Completion will be made in writing and sent to the State Director by the Committee.

36. SAFETY TRAINING REQUIREMENT

The employer shall instruct the Apprentice in safe and healthful work practices and shall insure that the Apprentice is trained in facilities and other environments that are in compliance with either the Occupational Safety and Health Standards promulgated by the Secretary of Labor under Public Law 91-596, dated December 29, 1970, or State Standards that have been found to be at least as effective as the Federal Standards. Each Apprentice shall receive first aid and safety training both in related instruction and on the job to insure that he/she becomes a safe and competent Journeyworker. The State Law requires that not less than 50 hours of safety training per year be given to the Apprentice.

37. REGISTRATION AND DEREGISTRATION PROCEDURES

The registration of these Apprenticeship Standards by the Minnesota Apprenticeship Advisory Council certifies that these standards conform to the labor standards which the U.S. Department of Labor believes are necessary to safeguard the welfare of Apprentices.

This program may be deregistered upon the voluntary action of the Sponsor in written notification to the Approval Agency. The program may also be deregistered, for reasonable cause, by the Approval Agency when they institute formal deregistration proceedings in accordance with the provisions in the Minnesota State Plan, as amended August 12, 1978.

38. PAYROLL RECORDS OF VETERANS

V.A. Regulation 14262 and Section 1777, Title 38, United States Code, provides that the following requirement will be met by the Committee.

All records pertaining to veterans' training, including payroll records, will be made available to duly authorized representatives of the Veterans Administration at their request, or to representatives of the Approval Agency.

These surveys are conducted to insure that the veteran began training on the date certified and that he/she is being paid in accordance with the approved wage schedule for the particular craft in which he/she is receiving training. Records are also checked to insure that the veteran is and has been working the hours as he/she has shown on the V.A. Card that is forwarded to the V.A. for monthly training benefit payments.

39. COMPLAINT PROCEDURES FOR APPLICANTS

The Minnesota State Plan, as amended August 12, 1978, states that each program sponsor shall provide notice of the complaint procedure to all applicants for apprenticeship. In order to follow this requirement, the Committee agrees to post a copy of the Complaint Procedure adjacent to the area where applicants make application. A copy of the Complaint Procedure is attached as Addendum C of these standards.

APPROVAL PAGE

SPRINKLER FITTERS LOCAL 417
JOINT APPRENTICESHIP COMMITTEE

Representing Local 417

Representing the Contractors

Trinidad Uribe III

Sean Flaherty

Joe Kelzenberg

Kevin Olsen

William McWain

Chris Gillen

OFFICAL APPROVAL

Approved by the Members of the Minneapolis-St. Paul National Fire Sprinkler Association

By _____

Date _____

Approved by the Sprinkler Fitters and Apprentices Local Union #417

By _____

Date _____

Approved by the Division of Apprenticeship, Department of Labor and Industry

By _____

Date _____

JATC POLICIES

Self-Elimination Point System (S.E.P.S.)

The following will apply at work and in the classroom. Once points are assessed they will be carried for the duration of the Apprenticeship Agreement. If any Apprentice accumulates 15 points in any 12 month period, or a total of 30 points any time during the term of Apprenticeship, the Apprentice's Apprenticeship Agreement will be cancelled and he/she will be terminated from the program. The Apprentice will have the right to a hearing before the Local 417 Joint Apprenticeship Training Committee prior to termination of the Apprenticeship Agreement.

THE FOLLOWING POINTS WILL APPLY FOR THE FOLLOWING REASONS:

	<u>Points Assessed</u>
1. Tardiness/ leaving early/ Absence	1
2. 2 nd absence	3
3. Unsatisfactory evaluation	3*
4. Safety Violation	3
5. Failure to meet obligations (per class period/work day)	2
6. Non-notification of change of address or phone number	2
7. Incomplete, late and/or missing On the Job Work Progress Cards	3
8. Failure to follow instructions	5
9. Disrespectful behavior	5
10. Any falsification of information	5
11. Failure to meet with the JATC	5
12. Failure to respond to a certified letter	5
13. Under the influence of Drugs/Alcohol	10*
14. Any vandalism of tools, equipment or property	15*
15. Failure to communicate with employer of absence	5*
16. Course failure.	10*
17. Quitting an Employer.	13*
18. Fired by an Employer.	13*
19. Testing positive for substance abuse or not showing up for a scheduled drug test.	13*
20. Disorderly Conduct.	13*

***Note: Items with an asterisk will result in a mandatory JATC Board appearance regardless of the number of points accumulated.**

The apprenticeship rules can only be waived, altered, or suspended by the Local 417 Joint Apprenticeship Training Committee.

(Rev. 5/2020)

A. ON THE JOB ATTENDANCE REQUIREMENTS

1. Apprentices are expected to arrive at the job ready to work at the appointed time. You must notify your employer of tardiness or absences from work. Repeated tardiness or absences from work will be cause for the apprentice to appear before the Committee along with possible disciplinary action.
2. A Minimum number of hours (800) working on the job and successful completion of school course work is required to for advancement in a pay grade.
3. Apprentice evaluation reports will be sent completed by the Contractor and Foreman semi-annually.

B. SCHOOL TUITION REQUIREMENTS

1. All fees (initiation fee, death benefits) will be paid in full before you can start school or be upgraded.

C. CHEMICAL DEPENDENCY TREATMENT

1. Outpatient treatment: attendance at school required.
2. Inpatient treatment: repeat school year and no incremental wage increase.

D. MILITARY LEAVE AND JURY DUTY

1. Absence due to military leave or jury duty:
 - a. Notification to coordinator and instructor.
 - b. Minimum dues are not required for military leave with proper documentation.

E. SCHOOL ATTENDANCE REQUIREMENTS

1. Instructors' record of attendance will be taken immediately at the designated starting time of each class.
2. Apprentices who are not in the classroom at the designated staffing time will have the information recorded on their attendance record! You are required to have the necessary books, pencils, pens, papers and safety equipment at the start of each class. (Either you are in the room at the starting time with the required supplies and safety equipment or you are marked tardy or absent, no excuses!)
3. Apprentices who are not in class at the designated start time but are not over 30 minutes late will be marked tardy. (See S.E.P.S.)
4. Apprentices that arrive more than 30 minutes late will be marked absent. (See S.E.P.S.)
5. Apprentices who attend at least half of the class, but leave early will receive points (see S.E.P.S.)

G. CELL PHONES

Cell phones will be muted during class, please be respectful to the instructor and other students. Cell phones are not allowed in the shop. No exceptions. If this policy is violated the instructor will ask you to leave the room. The attendance policy will be enforced for any time missed in the classroom.

H. FOOD AND BEVERAGES

No food allowed in the classroom and no food and beverage allowed in the shop area.

I. MINIMUM PASSING GRADE

A minimum grade of 70% is required to pass each class. A grade less than 70% will be cause to fail the class, and you will not advance to the next classification in school or pay. You will be required to pay full tuition the next school, and the only class that you will be allowed to take will be the class or classes that you failed. It is your responsibility to monitor your grades in each class.

Academic Honesty

Cheating, plagiarism, and any other forms of academic dishonesty will not be tolerated with penalties up to and including expulsion.

J. GUESTS IN THE CLASSROOM

1. No unauthorized guests are allowed in the classroom or training center. This includes spouses, children and friends.

K. ON-THE-JOB WORK PROGRESS CARDS

1. OJT hours will be recorded Online through the ISQR App or the www.gotomyunion.com website. Username and passwords will be emailed to you.
2. Work progress reports (OJT Hours) must be completed no later than the 10th of each month.
3. Work progress reports must be turned in each month. If you are laid off or injured, you are still required to complete the OJT report noting your status.
4. S.E.P.S. points will be applied for incomplete or late OJT hours reporting.

M. AVAILABLE FOR WORK

An apprentice who is laid off or terminated by a contractor must immediately call the Union Hall at 612-781-5804 and notify the Business Manager or Business Agent know, and the Training Coordinator.

If you are laid off or not working it is your responsibility to make sure that your minimum dues are paid. For questions regarding dues, call the union office at 612-781-5804.

N. DRUG AND ALCOHOL POLICY

Drug and alcohol abuse affects the health, safety, and well-being of all apprentices and restricts the J.A.T.C.'s ability to carry out its mission. L.U. 417 Twin Cities Sprinkler Fitters J.A.T.C. prohibits the possession, use, or distribution of illegal drugs, narcotics, and alcohol on school property or as part of any school activity. If an apprentice comes to school while under the influence of such drugs, that apprentice will not be admitted to class and his/her enrollment may be terminated.

Sanctions for Drug and Alcohol Policy Violations.

Students who violate the J.A.T.C.'s policy against illegal drugs, narcotics, and alcohol are subject to discipline. Apprentices must also be aware that there are significant criminal penalties under state and federal law for the unlawful possession or distribution of drugs and alcohol. Penalties include prison terms, property forfeiture, and fines.

Sanctions for violation of the J.A.T.C.'s Drug and Alcohol Policy include: (1) removal from class or lab; (2) warning and admonition; (3) confiscation of the illegal substance; (4) completion of an appropriate treatment or rehabilitation program; (5) probation and/or (6) suspension or expulsion. Sanctions will reflect the severity of a particular violation.

Referral for criminal prosecution may also occur.

Drug and Alcohol Education and Treatment Programs.

L.U. 417 and the J.A.T.C. recognize drug and alcohol dependency/abuse as a major health problem, as well as a safety and security problem. If you have a drug or alcohol problem, please contact T.E.A.M. :

T.E.A.M., Inc. is an independent employee assistance program (EAP), serving companies and unions throughout Minnesota and across the country. The mission of T.E.A.M. is to maintain the highest quality, comprehensive employee assistance program designed to meet the needs of the organization, their employees/members, and families.

O. ANTI-HARASSMENT POLICY

The Joint Apprenticeship Training Committee (hereinafter "J.A.T.C.") is committed to maintaining a learning and working environment free from discrimination, harassment, and violence. Prompt action will be taken to resolve direct or indirect offensive behavior that comes to the attention of the school to ensure the rights and privacy of apprentices, employees, and visitors. All reported incidents will be immediately and thoroughly investigated in accordance with the following Offensive Behavior Policy guidelines and procedures.

What is Harassment?

Harassment is any act (verbal, written, or physically acted out) based on race, ethnicity, national origin, religion, sexual orientation, physical limitations, or lifestyle differences that disrupts, disturbs, or annoys another person. An offender may be a student, employee or visitor. Offensive behavior or harassment may include, but is not limited to, the following gestures when related to race, color, creed, religion, national origin, sex, marital status, sexual orientation, disability, age, or public assistance status:

- Name calling, teasing, jokes, rumors, or derogatory remarks
- Graffiti
- Notes or cartoons
- Unwelcome touching
- Offensive or graphic posters, pictures book covers, screen savers, or clothing Words or acts that embarrass, demean, hurt, or cause a person to feel uncomfortable

Destruction or effacement of school property including, but not limited to, artwork and posters promoting school events • Any other inappropriate behavior

What is a Harassment-Free Environment?

It is an environment free from name-calling; racial, sexual, and ethnic jokes, slurs, or derogatory remarks; inappropriate pictures, cartoons, and graffiti, or anything of an offensive nature to another person considered to be harassment.

Why do we need a Harassment-Free Environment?

It is the law. It is also the respectful thing to do. It is the only way to create a mutually supportive and caring environment in which to work, study, and live. Schools and workplaces contain a diverse population. Employers are looking for people who have the ability to get along with others of all beliefs, backgrounds, races, and ethnic groups. Social groups are becoming less isolated. Due to communication and technical advances, trade and world markets make it possible for contact with many different groups of people. Therefore, the more we know about people who are different from ourselves, the better equipped and the more sensitive we are in understanding others.

How can you keep an Environment Free from Harassment?

- Do not be a part of harassing or discriminatory actions or discussions.
- Support those who feel they are victims of harassment or discrimination
- Do not treat harassment as a joke. It is not funny.
- Report it. The J.A.T.C. will investigate. It is the responsibility of every apprentice and employee to report such incidents.

What should you do about Harassment?

Tell someone. Contact your instructor, supervisor, Apprenticeship Coordinator, or any administrative personnel with whom you feel comfortable discussing the situation. Do so as promptly as possible while events are fresh in your mind and can be corroborated. All complaints are formally investigated. The formal procedure involves a written report addressed to the Apprenticeship Coordinator, and the J.A.T.C., or any member of the administrative team. A formal complaint is not anonymous. The person accused of harassment will read the complaint and respond in writing. The harassment report and the respondent's reply will be filed in the institution's and respondent's files. The J.A.T.C. will respond to the complaint within 5 working days.

What are the Consequences?

Apprentices who violate the J.A.T.C.'s offensive behavior policies are subject to reprimand, suspension, expulsion, and possible legal action.

What is Sexual Harassment?

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

- Submission to such conduct is made, whether explicitly or implicitly, a term or condition of an individual's employment or academic advancement.
- Submission to or rejection of such conduct by an individual is used as the basis for employment decisions or academic decisions affecting that individual.
- Such conduct has the purpose or effect of interfering with an individual's work, performance, or employment or creating an intimidating, hostile, or offensive environment.

The J.A.T. C. is committed to maintaining an environment free of sexual harassment and sexual violence. Sexual harassment is viewed as a violation of Title VII of the 1964 Civil Rights Act and the Minnesota Human Rights Act and might constitute a crime. Any victim of a sexual assault should report the incident immediately to the Shoreview Police Department.

Reports should be made to the police department of the city in which the assault occurred.

P. SAFETY WEAR

Apprentices in shop or laboratory classes are to wear clothing typical of the field of work. Apprentices are responsible for providing personal safety wear required in some courses, such as safety glasses, gloves, etc. Ear and Eye protection will be worn at all time in the posted areas.

Q. TOBACCO-FREE ENVIRONMENT

The use of all forms of tobacco, including chewing tobacco, is prohibited at the JAC Training Center according to the Minnesota Clean Indoor Air Act. Smoking is allowed outside only near the Student entrance of the building. Smoking is prohibited within 25 feet of any entrance. A cigarette container is located in the designated smoking area.

R. WEAPONS AND VIOLENCE PROHIBITION

The possession or use of handguns or other weapons is strictly prohibited while on the JAC Training Center premises. This prohibition applies to all employee's independent contractors, temporary employees, visitors, students, and apprentices, including those who have a valid permit to carry a concealed weapon. If you are aware that anyone possesses a handgun or other weapon while on premises, you should immediately report the conduct at issue to an instructor, any member of the J.A.T.C., or the Apprenticeship Coordinator.

Violence or threats of violence are strictly prohibited on premises. Any threat of violence or harm to a person or property from anyone on the JAC Training Center's premises should be reported immediately. The incident should also be reported even if you think the threat is a joke. If you receive a threat of violence or other harm to a person or property, you should immediately report such threats to an instructor, a member of the J.A.C., or the Apprenticeship Coordinator.

Any violation of this policy will result in immediate disciplinary action.

S. PERSONAL INFORMATION CHANGES

Any address or telephone number change is to be reported to the J.A.T.C. office by phone call 612-781-5834, or email (bhopping@local417training.com). The J.A.T.C. office will in turn notify the L.U. 417 Union Hall of all address and phone number changes. Failure to notify the Training Coordinator of changes could result in S.E.P.S. points.

T. INJURIES

Apprentices should be sure to work carefully and observe safety rules throughout the school. All scratches, cuts, or bruises should be reported to the classroom instructor. It is important to care for minor injuries to avoid more serious complications. If an apprentice receives an injury requiring medical treatment, their instructor will send them to Regions Hospital, 640 Jackson St, St Paul, MN 55101. If the injury is minor, the apprentice may go to a clinic of their choice. In the case of all injuries occurring on school property requiring medical treatment, an accident report must be completed prior to or upon returning from medical treatment. The classroom instructor or the Apprenticeship Coordinator can provide the Accident Report Form.

U. EMERGENCY PROCEDURES

Apprentices should take notice of the location of exits in order to be properly oriented in the event of a power outage or emergency. The last person to exit a room must be sure to close the door upon leaving. In the event of an emergency students must move quickly to the nearest exit. In the event of a fire, smell of smoke, or other emergency, immediately report the danger to an instructor and/or the JATC Coordinator. In the event of a tornado warning, apprentices should take shelter in the center classroom until all clear is given by an instructor/Coordinator.

V. COMPLAINT PROCEDURE

The J.A.T.C. is committed to providing the best in class education. Student feedback is very important to us. To express a concern or to make a complaint related to the apprenticeship program, apprentices should follow this procedure:

1. Contact one of the J.A.T.C. personnel according to the concern:

Academics:

- a. Academic policies: Training Coordinator.
- b. Course Requirements, grading: Instructor.
- c. Instructor, other student, class scheduling: Training Coordinator.
- d. Apprentice Records: JATC Office

Building:

- e. Building, grounds: Training Coordinator
- f. Vending: Union Office

2. If the matter is not resolved to the apprentice's satisfaction with the first contact person, the apprentice may request to meet with the Training Coordinator.
3. If the matter is not resolved to the apprentice's satisfaction, and the apprentice would like to lodge a formal complaint, it must be in writing. A written complaint should be addressed to the Training Coordinator.
4. The J.A.T.C. makes the final decision(s) on the outcome of any formal complaint.

The formal procedure involves a written report addressed to an instructor, Training Coordinator, or any member of the J.A.T.C. A formal complaint is not anonymous.

W. PARKING

Parking is provided for on the Training Center's campus.

Students may park on the shoulder of County Road E.

The J.A.T.C. assumes no responsibility for any items lost, stolen, or damaged while on school property. No overnight parking is allowed.

The building has a one-way driveway.

X. SCHOOL CLOSING INFORMATION

Should it be necessary to close the school because of inclement weather or an emergency condition, a school closing announcement will be posted on our website located at www.local417training.com.

Instructor will be required to contact their students with closing information or changes to the schedule. Call your Instructor with questions regarding closings or changes.

Y. VETERANS, RESERVISTS, NATIONAL GUARD MEMBERS

Apprentices are eligible for veterans' educational benefits. Reservists and National Guard members attending the Sprinkler Fitters Apprenticeship Program may also qualify for educational benefits. Please contact the JAC Administration office if you qualify to receive veteran's educational benefits.

Z. SOCIAL MEDIA POLICY

Social media sites are powerful tools for building relationships, sharing information and ideas, and marketing our professionals, organization and industry. However, when used improperly, social can give rise to serious legal and other problems. This Policy was developed to minimize such problems and ensure that Local 417 JATC social media sites and pages are safe spaces for users. Apprentices shall refrain from posting anything on Local 417 JATC social media that:

- Is untruthful, defamatory, libelous or invades a person's privacy
- Is discriminatory, hateful, harassing or threatening
- Is obscene, profane or vulgar
- Violates copyright, trademark or other intellectual property rights
- Includes spamming or trolling
- Includes advertising or solicitation

Local 417 JATC reserves the right to remove or block any violating content or users from Local 417 JATC social media. Apprentices should also be aware that communications through Local 417 JATC social media site or page shall in no way constitute a legal or official notice or comment to the JATC.

The ground rules in this Policy represent only minimum standards of conduct on social media. Please remember that your words and deeds often reflect on you fellow apprentices and the JATC. We are all stewards of a proud tradition and it is up to each and every one of us to represent it well, on the job site, in the community, and on social media.

aa. Request for Advancement

Name: _____
Please Print

Date: _____

Last 4 digits of SSN: _____

Current Apprentice Classification: _____

I certify that I have or will have successfully completed the necessary on-the-job training and related instruction as required by the current Policies and Apprenticeship Standards of the Twin Cities Sprinkler Fitters Apprenticeship Training Committee on or before June 1st of the current year. I feel that I have gained the necessary training and on-the-job experience required to advance to the next class of apprenticeship.

I hereby request that the JATC advance me from:

_____ Class to _____ class status.
Current Class Next Class //Journeyman

Advancement will not be granted if this form is not completed and returned to the JATC Office, and the criteria for advancement is not fulfilled.

Signature: _____
Apprentice Signature

Date: _____

I understand the School Policies as listed above and that I can obtain copies of the above listed policies from the JATC office.

By: _____

Apprentice Name (please print)

By: _____

Apprentice Signature

Date: _____

L.U. 417 SPRINKLER FITTER APPRENTICE HANDBOOK ACKNOWLEDGEMENT

I have received the L.U. 417 Sprinkler Fitter Apprenticeship Handbook. By signing this form, I acknowledge that I have been informed of the policies contained in the Handbook. I also understand that if I lose my handbook, that information is available from the J.A.C.office.

Your Information:

Name (please print clearly)

Address: _____

City, State, Zip:

I received my Sprinkler Fitters Apprentice Handbook:

At Orientation on from the Training Coordinator

Signature: _____

Date: _____

Twin Cities Sprinkler Fitters Apprentice Wage Rate

Class 1 – 47% of Journeyman’s Rate
Class 2 – 47% of Journeyman’s Rate
Class 3 – 52% of Journeyman’s Rate
Class 4 – 57% of Journeyman’s Rate
Class 5 – 62% of Journeyman’s Rate
Class 6 – 65% of Journeyman’s Rate
Class 7 – 70% of Journeyman’s Rate
Class 8 – 75% of Journeyman’s Rate
Class 9 – 80% of Journeyman’s Rate
Class 10 – 90% of Journeyman’s Rate

Supplemental Pension (Article 18 CBA)

Each contractor who is a party to this agreement shall pay to the fund \$10.00 per hour for all hours worked by apprentices who have completed the first 4 classes of apprenticeship.

Meaning: Apprentices will receive supplemental pension contributions when they advance to a class 5 apprentice (Start of 3rd year in program typically).

Health Insurance:

Twin Cities Sprinkler Fitters Health Care Plan
12755 Hwy 55
Suite J200
Plymouth, MN 55441
(952) 541-6321

New Employee Eligibility

You become eligible for benefits on the first of the month after you are credited with a total of 600 hours of work within a period of no more 6 consecutive months. If you or one of your eligible dependents is confined in a hospital or disabled on the day you become eligible, benefits are payable from the date you become covered for all services rendered from that date. There are no limitations for pre-existing conditions.

- **Termination of Eligibility**

Apprentices health care coverage is immediately terminated the day an apprentice is no longer part of the Apprenticeship Program.

Death Benefits:

\$40.00 for the death benefit fund will be collected upon initiation in to the union. The death benefit is a benefit that will disbursed to your beneficiary at the time of your death. The amount of disbursement is based on the number of members paying into the fund. Your beneficiary will receive a check in the amount of \$20.00 for each member in the paying into the fund. (example: 400 members in fund x \$20.00 each = \$8000.00)

Sprinkler Fitters Local 417
Anoka, Dakota, Hennepin, Ramsey,
Scott and Washington Counties
Minnesota

Current wage rates as of: June 1, 2018- May 31, 2021

	6/1/2018	1/1/19	6/1/2019	6/1/2020
Wages	45.28	45.08	\$2.85 (To be allocated)	\$2.85 (To be allocated)
Foreman	3.10	3.10		
H & W	8.71	8.71		
Ret. Prem. Credit	.65	.65		
Pension	6.40	6.60		
Supp. Pension	10.00	10.00		
Education	.59	.59		
Ind. Promo	.57	.57	.60	.63
L417 Train. Fund	.10	.10		
UA Train Fund	.10	.10		
Total	\$72.40	\$72.40	\$75.28	\$78.16

Union Dues – Hourly amount based on rate of pay as determined by the Pipe Trades Services MN
 (These rates will change with the new contract year.)

Credit Union - \$1.00 per hour deduction

Article 23 – Paid Holidays – Memorial Day, July Fourth, Friday before Labor Day, Labor Day, Columbus Day and Thanksgiving

Industry Promotion Funds are not included in prevailing wage rates.

***Changes are in bold**

Important phone numbers and contact information

Twin Cities Sprinkler Fitter Apprenticeship Program

529 County Road E West

Shoreview, MN 55126

(612) 781-5834

Training Coordinator: Brad Hopping

763-258-9424 bhopping@local417training.com

Twin cities Sprinkler Fitters Local 417 Union Hall

529 County Road E West

Shoreview, MN 55126

(612) 781-5804

Business Manager: Trinidad Uribe III

Business Agent: Craig Bistodeau

Office Manager: Jennifer Penzenstadler

www.local417.com PW: 1404central

612-240-9249 Cell

763-443-6134 Cell

612-781-5804 Office

Pipe Trades Services MN

4461 White Bear Parkway #1

White Bear Lake, MN 55110

(651) 645-4540

www.ptsmn.org

Minnesota Building Trades Federal Credit Union

Maple Grove Office

12080 73rd Avenue North

Maple Grove, MN 55369

(763) 533-5514

Drug and Alcohol Education and Treatment

T.E.A.M. (Free Service)

1970 Oakcrest Ave Suite 200

Roseville, MN 55113

(800) 634-7710 (Answered 24 hours a Day)(651)

642-0182 General