N.O.T.E.S.

School Date: ___________________________________________
Monday-Thursday  6:00 a.m. – 4:30  p.m.
Be dressed in Work Clothes, Work Boots, bring Hard Hat,
Clear Safety Glasses, Basic Hand Tools, Lunch, and any Books or
Debit/Credit Card for Book Purchase ($15-$80). Park in the back.

Union Meeting: 2nd Thursday @ 5pm

Rules & Regulations
and Apprentice Information for the
Carpenters & Affiliated Trades
Apprenticeship Programs

Revised NV March 2017
Introduction

Our apprenticeship programs are usually four (4) year work and learn registered and approved by State and/or US Dept of Labor offices programs. Ideally, apprentices work for a period of three months, and are required to attend apprenticeship training once during those three months for a full week; non-paid. It is a continuous cycle for four years of working for a Union contractor and attending training until they achieve 100% Journeyman status. Apprentices are eligible for upgrades as they obtain school and work hours.

We cover many similar crafts & occupations such as: CARPENTRY(4 year/5,200 work hour), DRYWALL APPLICATOR (4 year/5200 work hour), MILLWRIGHT (5 year/6000 work hour), TAPER (_, year/4000 work hour), SCAFFOLD (4 year/5200 work hour).

Our programs are and sponsored by the Southwest Carpenters Training Fund and the Southwest Regional Council of Carpenters--- the Carpenters Union. Usually apprentices are not supposed to “travel” that is only for Journeyman that may “journey” to find work. Apprentices should stay in the same area they register to throughout their apprenticeship. Southwest Regional Council of Carpenters covers six area states, with our district being so big, under special and approved circumstances can you be approved to travel for work and attend other SWCTF training centers.

Selection/entry into the Apprenticeship, does NOT guarantee employment.

JATC= Joint Apprenticeship Training Committee is group of both Labor (the Union) and Management (the Contractors) that make the rules, regulations, and guidelines of the training program and submit them to the State/Federal Dept of Labor for approval.

The following advisors meet with the committee:

Director of Southwest Carpenters Training Fund
Consultants from Division of Apprenticeship Standards
Training Program Coordinators
Representatives from Local Educational Agencies

Joint Apprenticeship and Training Committee

Contractors (equal numbers)
Labor (equal numbers)

Advisory Committees
Local Unions

Out-of-Work List

On-the-Job Abuses

Safety

Harassment Policy

Drug, Alcohol and Firearm Policy

Unemployment

Emergency Forms

Probationary Period

Training Center In-Class Rules

Rights & Privileges

Contacts & Links

Tools Carpenter

Tools Drywall

Rules & Regulations Receipt
Apprentice Requirements

As an Apprentice of the SWCTF and JATC, you shall be held responsible for reading and maintaining a knowledge of these rules and regulations during your tenure in the program. The committee considers your receipt of these rules and regulations to be a general agreement to comply with the terms herein. Know the rules which apply to your apprenticeship. “I didn’t know” is unacceptable.

The SWCTF and JATC has established advisory committees to assist in administering this program. The committee will provide all information for the advisory committees for administrative upgrades and any disciplinary actions as needed. All advisory committee recommendations will be subject to final approval by the JATC.

KEEP THIS COPY WITH YOUR TEXTBOOKS AT ALL TIMES FOR YOUR PERSONAL AND CLASS INSTRUCTORS’ PERIODIC REVIEW.

As an Apprentice you are required to follow all the rules, regulations, and policies of the JATC. Rules may be revised and changed at the discretion of the JATC. All new apprentices are required to sign an acknowledgment of the JATC Rules.

Your Union expects: your participation as a member, attend your monthly local union meetings and other member events, abide by the collective bargaining agreement, know and follow the by-laws.

Your JATC/Instructors expect: promptness, safety, be prepared for classes with required hand tools and books, participation and respect to the staff, building, and tools.

Your Employers expect: promptness, safety, skill, your fair share, and respect for him/her, other employees, and company property.

A. CLASS REGISTRATION AND PENALTIES
1. Apprentices are required to have a reliable means of transportation to ensure punctual attendance at class in addition to on-the-job training.
2. It is the responsibility of apprentices to keep a current mailing address and telephone number registered with the Local Union office.
3. Apprentices shall be notified regarding school attendance. The first class will be approximately 30 – 45 days from the indenture date. An unreported change of address shall not be an excuse for failing to appear for classes.
4. Apprentices shall be required to attend classes on a continual basis in daytime training classes throughout each consecutive school year until such time as the minimum school requirements have been met. Failure to attend mandatory classes will result in disciplinary action including possible cancellation from the program.
5. Apprentices may be excused from training only for reasons that are beyond their control and supported by documentation.
6. Apprentices must, with reasonable accommodation, be physically able to perform all work of the occupation. Apprentices who are on disability will not be allowed to attend any classes until a medical release or documentation from a doctor is submitted to the committee/advisory committee/training center stating that the apprentice is released for work.
7. Apprentices shall endeavor to maintain the high ethical standards of the Brotherhood. Apprentices involved in cheating, thievery or vandalism shall be terminated from the program.
8. Apprentices who violate the authority of the Instructors, JATC Staff or Committee shall be subject to disciplinary action.

B. RESCHEDULING OF CLASSES/HOLD STATUS
1. In order for apprentices to reschedule a class, they must submit a letter in writing to their training center. The letter must state the reason for the request to reschedule and include any supporting documentation. In lieu of apprentices submitting the request, an employer may do so on an apprentice’s behalf by submitting on company letterhead the apprentice’s name, social security number or UBC ID and the reason for the request. (A telephone reschedule is not acceptable, class absence shall only be excused for documented reasons.) It is the responsibility of apprentices to attend the rescheduled class. We encourage letters to be emailed to your training center.
2. Apprentices more than twelve (12) months behind in their training are not permitted to be rescheduled for any reason. Furthermore, this is grounds for cancellation.
3. If the reschedule request is approved, apprentices will be assigned on a mandatory basis to the next available class. The assigned class could be at any of the training centers.
4. Rescheduled classes may not be rescheduled again. Classes that have been rescheduled are considered mandatory attendance for apprentices and failure to attend will result in immediate cancellation from the program.
5. If situations arise in which apprentices, for good and sufficient reason, are unable to register in and/or continue attendance in the training, they may be placed on “Hold Status” (excused from attending school). Apprentices shall appear in person before the committee/advisory committee with their request.

C. UNASSIGNED CLASSES - WALK-INS
1. Apprentices who are currently not working may contact the training center for information regarding when the next available classes will be in session. When apprentices attend a class for which they are not officially scheduled, they must abide by all of the rules and complete supplemental training as if they were regularly scheduled for the class. Apprentices must notify the office that they are walk-ins for the class.
2. Apprentices who complete a 40 hour class, as walk-ins, will be scheduled to their next class before leaving the training center.

D. ABSENCES, TARDINESS AND CLASS CONDUCT
1. The minimum classroom hours shall be one hundred sixty (160) hours per year.
2. Apprentices must bring tools and study materials to class before signing in on the “class sign-in sheet” for each class.
3. Classes start at 6:00 a.m. Students arriving to class after 6:01 a.m. may be “tardy”. Apprentices that receive three (3) tardies will be required to attend a make-up day to clear their record. The tardies shall be cumulative and will carry from one class to another. Tardy make-up days shall be cleared prior to receiving an upgrade. At 6:05 a.m. the instructor shall have complete discretion whether to admit students arriving late to class. Utah class hours may differ, but the same time frame shall apply.
4. Apprentices arriving ten (10) minutes or more late for class may be considered absent for the day.
5. Apprentices are on probation during the first 1,000 hours of on-the-job training and 72 hours of RSI or 1 year from their indenture or reinstatement date, whichever occurs first. Apprentices who miss a scheduled class during their probation will be automatically cancelled from the program.
6. Provided they are not on probation, if apprentices miss the first day of class, they will be dropped from the class and suspended from participating in on-the-job training for one week. The Training Center shall schedule the apprentices for the next available class on a mandatory attend-or-cancel status. Failure to attend the mandatory class will result in immediate cancellation from the program.
7. If apprentices are absent any of the remaining days, they will be required to make-up that day the following Monday. Apprentices cannot be absent more than one (1) day from any week-long, 4 day class.
8. Misconduct in class may result in a loss of credit and being sent home by the coordinator or instructor. Apprentices may be cited to appear before a committee/advisory committee prior to being allowed to return to class.
9. The Apprenticeship Committee has agreed to delegate their authority in the matter of the automatic one week on-the-job training suspensions to the respective training center Coordinators. Coordinators shall set regular times at the training center to hear apprentice appeals of suspensions. Coordinators shall have the authority to revoke or sustain the suspension based upon their hearing of the apprentice’s appeal and shall make a written record of such.

10. Apprentices may appeal the Coordinator’s decision at the next regularly scheduled JATC meeting. Apprentices must submit a written request to the office 5 business days prior to be on the JATC meeting agenda. Apprentice must be present for appeal to be heard.

E. SKILL UNITS (OR THE EQUIVALENT) REQUIREMENTS

1. The classroom training curriculum consists of a series of “Skill Units”. Completion of a minimum of 64 skill units (or the equivalent) is required to complete the Apprenticeship Program. A minimum completion of eight (8) skill units (or the equivalent) is required for each period of upgrade.

2. Apprentices will be required to purchase from the training center the required textbook(s) or workbooks and any other required resource books. Failure to pay for books by Thursday will preclude advancement. We are a cash-less office only debit/credit is the accepted form of payment.

3. All apprentices will be required to successfully complete an Orientation Class as required by the committee.

4. Failure to achieve a passing grade in the classroom training will preclude advancement. Failure to achieve a passing grade for two consecutive training sessions may result in cancellation from the apprenticeship program.

5. Apprentices who do not have the required work hours to receive their Journeyman Certificate within twelve (12) months after completing school may be advanced to journeyman without a trade certificate, at the discretion of the JATC.

6. No skill unit requirements (or the equivalent) shall be waived for either school transcripts or prior on-the-job experience, unless authorized by the committee.

7. Class credit is issued to Apprentices at the end of the school week. You must pass your class with a grade of 70% or better to receive full units. Not receiving a passing grade, will result in no credit and repeating the class again. Instructors fill out an evaluation and give points in five categories to determine your grade.

Attendance + Attitude/Participation + Project + Book Work + Test Scores = Final Grade

8. College Credits & Reporting: The Carpenters JATC is affiliated with local area community colleges as well as other higher level institutions. You must register online with the Local Area College and provide your college identification number to the JATC office. When you are registered for your apprenticeship classes your grade will be submitted to that local area college. Please note that it will include all grades such as no-show/pass/fail/incomplete are all recorded to the college while you are in our program, and that negative grades may affect later college or financial aid assistance.

Students earning a minimum number of credits through the Apprenticeship program may be eligible for a certificate or degree through the college by pursuing additional college level courses through them at your own expense. The benefit to you as the apprentice is that you will be earning free college credit while attending your required Apprenticeship classes that you can later further pursue into an actual college level trade certificate or other type of college degree.

We report good and negative grades to the College. Failing to show-up to a scheduled class will go to the college database; ensure that you communicate when you are unable to attend.

F. HEALTH & SAFETY CLASSES

1. All apprentices are required to complete the certifications listed in the Master Labor Agreement and any other certification or requirement to meet City, State or Federal rules or laws.

2. If apprentices fail to take and pass the aforementioned certification classes, it will be their responsibility to complete the necessary class(es) within three (3) months from the failed attempt. Apprentices that fail to comply will be cited to the committee for mandatory attend-or-cancel scheduling to the next available certification training. Apprentices that remain in non-compliance will be recommended for cancellation from the program.

II. APPRENTICE UPGRADES

A. REQUIREMENTS

All apprentices shall receive normal upgrades in period and salary by meeting the following requirements:

1. Completing a minimum of eight (8) skill units (or the equivalent) for each upgrade period.

2. Accumulating the minimum number of on-the-job training hours (as verified by the Carpenters Trust and/or original check stubs).

3. 100% attendance of school hours.

4. Be in “good standing” and available for work per the local union hiring hall standards.

5. All apprentices shall be required to have all paperwork current and outstanding debts paid.

6. Apprentices who fail to complete the required make-up day will lose all credit for the class and may be automatically cancelled or cited to the next apprenticeship committee meeting, depending on their status.

With cause, the Committee has the authority to grant or postpone wage increases or level advances, to place apprentices under disciplinary probation, to suspend indefinitely or terminate an apprentice agreement and place any other conditions on participation that the committee deems appropriate.

The JATC will send upgrade letter to your Local Union, and the Local Union will then provide and upgrade dispatch. It is the responsibility of the apprentices to give a copy of their upgrade dispatch employer immediately upon returning to work. Failure to obtain an upgrade dispatch may forfeit your right to collect retroactive pay.

<table>
<thead>
<tr>
<th>Nevada Base Hourly Wage Rate Parameters</th>
</tr>
</thead>
<tbody>
<tr>
<td>Union Level</td>
</tr>
<tr>
<td>-------------</td>
</tr>
<tr>
<td>PRE</td>
</tr>
<tr>
<td>1</td>
</tr>
<tr>
<td>2</td>
</tr>
<tr>
<td>3</td>
</tr>
<tr>
<td>4</td>
</tr>
<tr>
<td>5</td>
</tr>
<tr>
<td>6</td>
</tr>
<tr>
<td>7</td>
</tr>
<tr>
<td>8</td>
</tr>
</tbody>
</table>

Current Base Hourly Wage Start 50% is $19.78 with Journeyman pay $39.56 for LV Reno.

The above is only for your reference…. Always obtain a DISPATCH from your Union. A dispatch will show the exact break-down of your base hourly wage, benefits, and contractor/job-site information. A new union dispatch is always needed when you get an upgrade from the school.
B. ON-THE-JOB TRAINING HOURS
1. Apprentices whose on-the-job training (OJT) hours are unable to be verified by Trust reports shall be required to verify OJT hours by presenting original check stubs. Hours that are worked when on cancelled or suspended status shall not be counted toward the training program’s OJT hours. Pre-apprentice and craft assistant hours will not necessarily be accepted by the Carpenters Apprenticeship Program. Out of state work or work outside the bargaining area does not count toward OJT hours.
2. Verification shall be made in person or by mailing/emailing check stubs to the training center. All check stubs turned in for verification to a training center must include the social security number and be in chronological order.
3. Apprentices are responsible for maintaining a current record of work hours spent on each work process. These hours will be kept in the apprentices’ Record Book (“Blue Book” Form). The training center will provide these books to all apprentices. This record must be kept current and be available upon request to the State/OA, Program Committee, Employer and JATC Coordinator. Failure to maintain and submit this record shall result in a denial of upgrade and citation to the committee for disciplinary action.

C. RE-EVALUATIONS
Apprentices may request of the committee/advisory committee a re-evaluation of their period level. Requests for re-evaluations shall require compelling reasons and must be accompanied by a written letter by the employer on company letterhead. In order for apprentices to be granted such an evaluation, they must be in compliance with the program requirements.

D. MERITORIOUS ADVANCEMENTS
Apprentices cannot be meritoriously advanced more than one period or 12½% of their apprenticeship. All apprentices must complete the basic academics and certification requirements prior to being awarded a completion certificate.

III. APPRENTICE WITHDRAWALS AND CANCELLATIONS
If at any time an Apprentice cannot continue their apprenticeship on a full time basis, inclusive of work and/or school attendance, they may request a "voluntary withdrawal" from the program.
Apprentices who withdraw in good standing from the program shall be eligible for reinstatement at any time within two (2) years from the date of cancellation at the same period. A Letter of Intent or subscribing employer will not be necessary to reinstate in this case. The wage rate shall be based on the rate in effect at the time of reinstatement. Apprentices reported to the committee/advisory committee by the local union as being suspended from membership will be in non-compliance with the terms of the apprenticeship agreement. When apprentices receive a citation to appear before the JATC meeting and fail to attend, the Committee will consider that failure cause for automatic cancellation from the program.
Apprentices who have been cancelled from the training program for non-compliance and wish to reinstate early, must appear before the next regularly scheduled JATC meeting to see if early reinstatement is permitted. The first two (2) cancellations will be for a period of sixty (60) days. The third cancellation will be for a period of one (1) year.

IV. REINSTATEMENT INTO THE APPRENTICESHIP PROGRAM
Apprentices cancelled for non-compliance may, upon re-entry into the program, be reinstated at the last rated period of their apprenticeship at the negotiated wage in effect at the time of the reinstatement. When apprentices are reinstated into the apprenticeship program the committee shall determine what will be credited with respect to skill units (or the equivalent) and on-the-job training hours that had been earned prior to their cancellation.

Reinstated apprentices will again have a Probationary Period.

V. GENERAL PROGRAM INFORMATION
A. CHANGE OF ADDRESS
1. It is mandatory that apprentices report every change of address to their local union immediately.
2. The committee shall not be responsible for apprentices who do not receive notices due to an unreported change of address. Non-receipt of notices, certified or otherwise, due to an unreported change of address will be insufficient grounds for an appeal of any non-compliance cancellation.
3. Apprentices who work more than 6 continuous months out of state shall be subject to termination.

B. CITATIONS
1. Apprentices shall be subject to appearances before a committee/advisory committee. Such appearances are mandatory when requested. Non-appearance, unless excused by the committee, is sufficient grounds for recommendation to the State Administrator of Apprenticeship for cancellation from the program for failure to comply with a committee directive.
2. Apprentices are subject to the “Three (3) Strikes Policy” - apprentices having had two cancellations from the program and are again cited to appear before the committee and having been found in non-compliance shall be cancelled from the program and prevented from returning to the training program for a period of one (1) year.

C. OUT-OF-WORK LIST
1. If apprentices become unemployed, they should immediately register on the out-of-work list by calling (800) 338-4599 and following the prompts.
2. All unemployed apprentices shall be available for work as per hiring hall procedures.
3. If apprentices do not agree that the job assignment is appropriate training they shall report as assigned and appear before the JATC meeting to make their appeal and continue to work until removed by committee action.
4. If apprentices fail to report to a job that they have been dispatched to off the out-of-work list they shall be cited to the JATC advisory committee who will determine if there is cause for cancellation from the training program or some other appropriate disciplinary action for failing to perform their OJT.
5. Job tardiness, job absences or poor work performance will not be tolerated. All apprentices who are terminated for cause by an employer as well as listed as ineligible for rehire will be cited to the committee to explain why they should not be terminated from the program.

D. ON-THE-JOB ABUSES
All apprentices shall immediately report on-the-job abuses to the local union business representative, coordinator or instructor. A contractor may request that apprentices be cited to the committee for inappropriate behavior on the job.
Apprentices shall not be permitted to quit their on-the-job training.

E. SAFETY
1. All apprentices shall follow OSHA Safety Regulations and training center safety standards at all times. Unsafe practices will be reported to the instructor immediately.
2. Apprentices are required to wear proper clothing for the situation, including appropriate footwear (protective type) eye protection and hardhats. Shower shoes, tennis or other soft or open-type footwear, as well as tank tops, shorts; sweat pants and/or cutoffs are considered unsafe and inappropriate. THINK SAFE / WORK SAFE
3. No personal power tools may be used on the floor projects. Proper tools must be used for projects.
4. Practice all safety rules in operating power and hand tools. Under no circumstances will a portable power handsaw blade guard be wedged up or secured in any manner in the up position.
5. Classes are working sessions. All students not devoting their class time to a project (i.e., sitting around, talking, or wasting time) will be sent home. Failure to cooperate will result in no credit for the class and being cited before the committee for disciplinary action.

6. Creating a disturbance on the training floor will not be tolerated. Any violation will be cause for dismissal.

F. HARASSMENT POLICY
1. The Southern California Carpentry Joint Apprenticeship and Training Committee is committed to providing a work and training environment free from unlawful harassment and discrimination. Violations will be dealt with by appropriate disciplinary action as outlined in the Harassment Policy.

2. During every session in which apprentices are scheduled, they will sign a harassment policy form stating that the harassment policy has been explained and reviewed in class.

G. DRUG, ALCOHOL AND FIREARM POLICY
1. The drinking of alcohol and/or using or possession of illegal drugs, dangerous or sharp objects or firearms on the school campus is strictly forbidden. Violations will be dealt with by immediate disciplinary action.

2. All new apprentices, transfers, and re-in statements, may be required to complete a drug test paid for by the SWCTF within 24 hours of issuance. The SWCTF has the right to administer drug tests at random at any time during your apprenticeship term. Signatory contractors will also require drug tests at their cost at time of hire, randomly, or for reasons associated to accidents. Failing a drug test or failing to complete contractor’s on-site hiring procedures pertaining to drug testing is cause for disciplinary action and termination by the JATC.

H. UNEMPLOYMENT
Apprentices successfully completing 40 hours of daytime training may be eligible for unemployment insurance benefits. They may file a claim for benefits online at:

NV= http://ui.nv.gov

Upon the apprentices’ request, the instructor will give EDD criteria prior to end of class. Apprentices may also request a copy of their master training history report which will indicate to unemployment the school week and letter grade obtained for required apprenticeship training hours.

I. EMERGENCY FORMS
Apprentices will be required to complete emergency forms each time they are scheduled for school. Emergency forms will enable the school to notify a doctor, spouse or family member in case of an emergency.

J. PROBATIONARY PERIOD
All apprentices are subject to a probation period of 1,000 On-the-Job training (work) hours and 72 hours of Related- Supplemental- Instruction (school) or 1 year from their indenture or last reinstatement date, whichever occurs first. Apprentices who miss any scheduled training classes during their probation period will be cancelled from the apprenticeship program IMMEDIATELY.

1. Apprentices who miss any scheduled training classes during the Probationary Period will be cancelled from the apprenticeship program immediately and not permitted to continue with their on-the-job training.

2. Appropriate letters will be sent to the apprentice’s local union, signatory contractor, and registration agency of this action.

3. Apprentices may appeal the Probationary Period cancellation to their Coordinator or at the next scheduled JATC Sub-Committee hearing.

Cancellation from the apprenticeship program will prevent you from on-the-job training (work). Cancelled apprentices may appeal the termination by following appeal procedures.

K. TRAINING CENTER IN-CLASS RULES
1. Students are not allowed to miss the first day of class. Students cannot miss more than one day per class. Any absence must be made up on the first day of the following week. (Missing a day may result in lack of credit needed to pass the class.)

2. Students must wear safe, appropriate work clothing, which includes long pants and shirts/t-shirts with sleeves.

3. Leather work boots must be worn at all times. No tennis shoes will be allowed.

4. This is a non-smoking facility. The designated smoking area is in your vehicle only. No smoking is allowed near any entrance to the building.

5. Drinking alcohol and/or using drugs on the campus, including the parking lot, is strictly forbidden. Violation of this rule is grounds for immediate suspension or expulsion.

6. Unregistered persons are not permitted to attend class.

7. No one will be permitted to leave the premises during class hours. Be prepared bring your lunch; there are designated student break areas.

8. All students must have their tools and books with them daily. Tools are not allowed in the classrooms. Leave them in your vehicle until you are on the training floor.

9. Creating a disturbance on the premises will not be tolerated.

10. All safety rules and requirements will be followed when operating power and hand tools.

11. Students will not be permitted to attend class while on disability or medical.

12. Safety glasses are to be worn at all times when in the workshop and surrounding areas. Contact lenses cannot be worn in the welding shop.

13. It is mandatory for all apprentices to wear a hard hat while on the training floor, even during clean-up.

14. All tobacco products, sunflower seeds, pumpkin seeds, etc. are not permitted on the premises.

15. Any foods or drinks shall be eaten only in the break area, not in the shop area. Only water is permitted in the classrooms.

16. Office visits are to be limited to break time, lunch time or after class.

17. Speeding in the parking lot is strictly forbidden.

18. Loud radios and use of profanity on the premises are strictly forbidden.

19. Cellphones, cameras or any electronic devices are disruptive and are prohibited in the training center. They shall be left in your vehicle, and can be checked for messages at break or lunch time.

20. Apprentices expecting an upgrade must turn in their check stubs and dues card by Wednesday. (Upgrades may not be processed at the end of the week if check stubs and dues card are not turned in a timely manner.)
21. No personal projects will be allowed.

22. Take pride in your training center. Do not place your feet on the walls, chairs or tables and do not write on or deface any walls, tables, props, etc. **Defacing school property shall result in immediate expulsion.**

23. When clean-up time is announced, everyone will participate. Students are not allowed to go into the classroom, restroom, office or to their cars, etc., until the instructor is satisfied with the clean-up.

   This is “your” training center; treat the building, property (tools/projects), and staff with respect; there is a zero tolerance for those not adhering with these rules.

ANY OF THE ABOVE VIOLATIONS MAY RESULT IN DISMISSAL FROM CLASS FOR THE DAY WITH NO CREDIT FOR ATTENDANCE AND/OR A CITATION TO THE ADVISORY COMMITTEE WITH A RECOMMENDATION FOR DISMISSAL FROM THE PROGRAM.

**VI. RIGHTS AND PRIVILEGES**

Apprentices may request an appearance before the committee/advisory committee for any reason that they deem beneficial to their apprenticeship. Such requests shall be made by letter or by contacting the committee/advisory committee for an appointment to appear. All apprentice records shall be kept on file at the training center where they attend. Apprentices have the right to examine any records pertinent to their apprenticeship evaluation. Copies of the records shall be provided at the apprentice’s expense. Should cancellation from the program occur, apprentices have the right to appeal to the program coordinator and/or, in writing, within 30 days from the date of cancellation notice.

   Apprentices have four options for appeal:

1. Appeal to program coordinator with valid proof of justification.
2. Apprentices may contact their committee/advisory committee within thirty (30) days of their cancellation.
3. Apprentices may request appearance before the Southern California Carpentry Joint Apprenticeship and Training Committee.
4. Apprentices have the right to appeal to the State Administrator of Apprenticeship, Division of Apprenticeship Standards.

   Should apprentices fail to appeal their cancellation from the program, the cancellation will remain in effect.

   The decision of the main JATC may also be appealed to the appropriate State/DOL Office of Apprenticeship. Full appeal rights are listed in the Standards of Apprenticeship for each trade.

THE JOINT APPRENTICESHIP AND TRAINING COMMITTEE RETAINS THE RIGHT TO DELETE, MODIFY OR CHANGE THESE RULES AND REGULATIONS AT ANY TIME DEEMED NECESSARY.

---

**Contacts and Links**

This packet is for brief informational purposes only. Each area JATC and Local Union may have slightly different rules and procedures. Make sure you contact the correct office that is applicable to your need.

The following are helpful contact information and links:

Southwest Carpenters Regional Council www.swcarpenters.org

Las Vegas  Local Union 1977 – Commercial Construction Work
4245 W. Sunset Road, Las Vegas NV 89118
702-531-1805  meets 2nd Thursday @ 5:00pm

Las Vegas  Local Union 1780 – Non-Industrial/Hotels
4245 W. Sunset Road, Las Vegas NV 89118
702-531-1800  meets 4th Thursday @ 5:00pm

Reno  Local Union 971 – Commercial Construction Work
1150 Financial Way, Reno NV 89502
775-323-8492  meets 1st Monday @ 6:00 pm

Millwrights Local Union 1607
323-724-0178  http://www.local1607.org

Southwest Carpenters Training Fund www.swcf.org

Las Vegas  702-452-5099  Email us:  LasVegas@swcf.org
4245 W. Sunset Road, Las Vegas NV 89118

Reno  775-856-4448  Email us:  Reno@swcf.org
1360 Financial Blvd, Reno NV 89502

Southwest Carpenters Trust & Benefits
✓ Healthcare Medical/Vision/Dental Benefits
✓ Vacation Savings Fund
✓ Pension/Retirement Fund
✓ Log-on to access “Member XG”

213-386-8590  www.carpenterssw.org
### Tools CARPENTER

This is only a suggested tool list. Your contractor and type of work you are performing will better determine the tools you will need. Always bring the tools you have to your training classes.

<table>
<thead>
<tr>
<th>Suggested Tools</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Work Boots</strong> Full LEATHER Uppers (ANSI Z41-1991)</td>
</tr>
<tr>
<td><strong>Hard Hat</strong> (ANSI Z89.1-1969)</td>
</tr>
<tr>
<td><strong>Safety Glasses</strong> (ANSI Z87)</td>
</tr>
<tr>
<td><strong>Protective Work Gloves</strong></td>
</tr>
<tr>
<td><strong>Screwdrivers</strong> (Slotted &amp; Phillips assorted sizes or Combo)</td>
</tr>
<tr>
<td><strong>Plumb-bob</strong> (16 oz. or larger)</td>
</tr>
<tr>
<td><strong>Tool Belt and/or Apron</strong></td>
</tr>
<tr>
<td><strong>Measuring Tape</strong> (25' or larger)</td>
</tr>
<tr>
<td><strong>Chalk Box/Chalk Line</strong> (BLUE chalk only)</td>
</tr>
<tr>
<td><strong>Utility Knife w/Blades</strong></td>
</tr>
<tr>
<td><strong>Combination and/or Speed Square</strong></td>
</tr>
<tr>
<td><strong>Hacksaw</strong></td>
</tr>
<tr>
<td><strong>Framing Hammer</strong> (20 oz. or larger)</td>
</tr>
<tr>
<td><strong>Finish Hammer</strong> (12 oz. or larger)</td>
</tr>
<tr>
<td><strong>Framing Square</strong></td>
</tr>
<tr>
<td><strong>Pliers</strong></td>
</tr>
<tr>
<td><strong>Adjustable Wrench</strong> (10” or larger)</td>
</tr>
<tr>
<td><strong>24” or 30” Level</strong></td>
</tr>
<tr>
<td><strong>7/8” Box End Wrench</strong></td>
</tr>
<tr>
<td><strong>Dry line</strong></td>
</tr>
<tr>
<td><strong>Nail Sets</strong> (1/16” and 1/8”)</td>
</tr>
<tr>
<td><strong>Stair Gauges</strong></td>
</tr>
<tr>
<td><strong>Wood Chisel</strong> (3/4” and 1”)</td>
</tr>
<tr>
<td><strong>Handsaw</strong> (8pt)</td>
</tr>
<tr>
<td><strong>Cats-paw Nail Puller</strong> (or similar)</td>
</tr>
<tr>
<td><strong>Flatbar and/or 7-Bar (Nail puller &amp; Pry)</strong></td>
</tr>
</tbody>
</table>

### Tools DRYWALL

This is only a suggested tool list. Your contractor and type of work you are performing will better determine the tools you will need. Always bring the tools you have to your training classes.

<table>
<thead>
<tr>
<th>Suggested Tools</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Work Boots</strong> Full LEATHER Uppers (ANSI Z41-1991)</td>
</tr>
<tr>
<td><strong>Hard Hat</strong> (ANSI Z89.1-1969)</td>
</tr>
<tr>
<td><strong>Safety Glasses</strong> (ANSI Z87)</td>
</tr>
<tr>
<td><strong>Protective Work Gloves</strong></td>
</tr>
<tr>
<td><strong>Screwdrivers</strong> (Slotted &amp; Phillips assorted sizes or Combo)</td>
</tr>
<tr>
<td><strong>Plumb-bob</strong> (16 oz. or larger or Tajima PZB-400)</td>
</tr>
<tr>
<td><strong>Torpedo Level</strong> – 9”</td>
</tr>
<tr>
<td><strong>Aviation/Tin Snips</strong> – Yellow (cut straight)</td>
</tr>
<tr>
<td><strong>Drywall Keyhole Saw</strong></td>
</tr>
<tr>
<td><strong>Drywall Axe</strong></td>
</tr>
<tr>
<td><strong>Framing Square</strong></td>
</tr>
<tr>
<td><strong>Circle Cutters</strong></td>
</tr>
<tr>
<td><strong>6” Vise Grip C-Clamp 6R – 4 Clamps</strong></td>
</tr>
<tr>
<td><strong>11” Vise Grip C-Clamp 11R – 4 Clamps</strong></td>
</tr>
<tr>
<td><strong>2” Pony Spring Clamp</strong></td>
</tr>
<tr>
<td><strong>Drywall T-Square</strong> – 48”</td>
</tr>
<tr>
<td><strong>Speed Square or 12” Square</strong></td>
</tr>
<tr>
<td><strong>Drywall Rasp</strong></td>
</tr>
<tr>
<td><strong>Drywall Roll Lifter / Kicker</strong></td>
</tr>
</tbody>
</table>
RULES AND REGULATIONS RECEIPT

I do hereby certify that I have received and read thoroughly the Rules and Regulations and General Program Information of the Southwest Carpenters Training Fund.

I further understand that failure to comply with the rules and regulations, as set forth, could be cause for recommendation to the State Administrator of Apprenticeship Standards for my cancellation from this program.

<table>
<thead>
<tr>
<th>Print Name:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>UBC ID# or SSN#:</td>
<td></td>
</tr>
<tr>
<td>Craft:</td>
<td></td>
</tr>
<tr>
<td>Local Union#:</td>
<td></td>
</tr>
<tr>
<td>Training Center:</td>
<td></td>
</tr>
<tr>
<td>Date:</td>
<td></td>
</tr>
<tr>
<td>Signature:</td>
<td></td>
</tr>
</tbody>
</table>

Revised 10/2019