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**Joint
Apprenticeship
Committee**

RULES & POLICIES

JOINT APPRENTICE COMMITTEE & JOINT APPRENTICESHIP & EDUCATION COMMITTEE

RULES AND POLICIES

SCHOOL CLASSES ARE TAUGHT IN ENGLISH

I. GRADUATION and EVALUATION REQUIREMENTS

TILE SETTERS: Graduation from our (4) year program requires **576** school hours, that is **144** hours of related and supplemental class instruction (RSI) per year. A student must also complete **1400** hours per year of on-the-job training (O.J.T.) for a total of **5600** hours of on-the-job training in four (4) years.

TERRAZZO WORKERS: Graduation from our (3) year program requires **432** school hours, that is **144** hours of related and supplemental class instruction (RSI) per year. A student must also complete **1400** hours per year of on-the-job training (O.J.T.) for a total of **4200** hours of on-the-job training in three (3) years.

FINISHERS (TILE & MARBLE & TERRAZZO): Graduation from our (2) year program requires **288** school hours, that is **144** hours of related and supplemental class instruction (RSI) per year. A student must also complete **1400** hours per year of on-the-job training (O.J.T.) for a total of **2800** hours of on-the-job training in two years.

Minimum Requirements for advancement are:

- A. *700 hours of on-the-job training (OJT) per semester or period (Generally 6 months).*
- B. *72 hours of related and supplemental class instruction (9 classes).*
- C. *Comply with all school and Joint Apprenticeship Committee (JAC) requirements.*
- D. *Complete Skill Blocks and/or Curriculum UNITS for current period.*
- E. *Complete and submit on-the-job (OJT) reports.*
- F. *Approved Employer Advancement Evaluation (cases may vary)*

II. SCHOOL ATTENDANCE and REQUIREMENTS

Apprentices entering the program are on immediate Academic Observation

(probation) for 6 months.

- A. During the probationary period, an apprentice agreement shall be terminated by the apprenticeship committee at the request, in writing, of either party; after such probationary period an apprentice agreement may be terminated by the Administrator, by mutual agreement of all the parties thereto or cancelled by the Administrator for good and sufficient reason.

- B. Apprentices are required to attend school 4 weeks (M-F) a year and some designated SATURDAYS per year. Saturdays include, but are not limited to: Orientations, Local Contests, CPR/first-aid, OSHA-10, Certifications, Demonstrations, making up Skill Block Assignments, and Union Meetings.

School hours are from 6:00am to 2:30pm with all necessary breaks and 30-minutes for lunch. If you are late to the start of school or late getting back from lunch, you may be sent home with NO CREDIT.

- C. If a new apprentice misses more than one (1) class (unexcused) during their first scheduled 2 weeks (6 months) he/she will be directed to appear before the Joint Committee Board of Trustees to show why he/she should not be dropped from the program.

And, after their probation period, if any apprentice misses more than 2 classes in a semester (unexcused) he/she will be directed to appear before the Joint Committee Board of Trustees to show why he/she should not be dropped from the program.

None of the required school hours shall be compensated for such violations.

- D. Apprentices shall complete 9 school days prior to advancement to the next period. **All OJT Reports must be submitted** prior to advancement with 700 hours of On-the-Job Training. And **Skill Blocks and/or Curriculum UNITS must be completed** for the current period prior to advancement. Some discretion may be given to apprentices for advancement to the next period on a case by case basis **if work hours have been met**, but skill blocks and/or units WILL need to be completed before advancing again. This discretion does not apply to apprentices advancing to Journeyman. Employers are allowed to request advancements of apprentices, with approval requests will be honored.

CONTRACTOR EVALUATIONS for ADVANCEMENT

An advancement evaluation review will be sent to the appropriate Contractor once an apprentice has met school/program requirements for advancement. The contractor has up to 10 business days to return the evaluation with an approval for advancement or a denial for advancement with notes regarding what skills the apprentice needs to improve upon.

If a Contractor does not return or respond to the evaluation review within the 10 days, then the Joint Apprenticeship Program has the authority to automatically advance the apprentice.

If an apprentice has met all requirements for advancement and is not currently working for a signatory contractor then the Joint Apprenticeship Program may advance the apprentice automatically.

If a Contractor properly denies advancement of an apprentice, then the Joint Apprenticeship Program will send a re-evaluation in 50 days of returned denial with another 10 business days to return. If a proper denial is made a 2nd time, then the Joint Apprenticeship Program will summon both the apprentice and Contractor (company representative) to be called to appear before the Joint Apprenticeship Committee Board to discuss the reasons for denial and try to resolve the issues.

- E. **OJT's must be turned in monthly** via mail, scanned/emailed, or by any means necessary. When you are scheduled for a week of school, all current OJT's must be completed and ready to hand-in Monday morning. Even if you are not working, OJT's MUST BE SUBMITTED!
- F. Signing the attendance sheet is the complete responsibility of the student.
Failure to sign in or to sign out is considered an absence.
- G. Each tardy or early departure may be considered an absence.
- H. Any absence from school will be considered an UNEXCUSED absence.

Each student MUST CALL the Apprenticeship Office (626) 329-0850 for any absence to be considered on a case by case basis as a possible excused absence. A doctor's note for medical reasons will be required for an excused absence.

Employer requests to excuse students who are required to work on a school day will be taken on a case by case basis.

Apprentices are allowed to travel and work out of the area but must be available for school. Any conflicts must be communicated with the JAC office for accommodations & considerations.

- I. A verified illness or injury requires a medical release or accident report. If your car breaks down or you are incarcerated- a police report, booking receipt, mechanic's repair bill, etc. is required.

****COVID-19 UPDATE****

If you are not feeling well, please DO NOT come to school. However, you MUST CALL the apprenticeship office and inform the school you are ill. A doctor's note or proof of COVID test may be asked to be provided. IF you do not call the apprenticeship office, it will be considered UNEXCUSED.

- J. **NO** student can attend class while medically disabled. Before a student who is receiving disability insurance or workers' compensation can attend class, a medical release form is required from his/her physician, permitting the student a release to return to work and school.
- K. Telling your instructor that you will be absent is not acceptable. You MUST call the Apprenticeship Office for any absence. Tell the secretary or coordinator or leave a message that gives the following information:

1. *Your name*
2. *Phone number where you can be reached*
3. *Reason you did not, or were unable to attend school*

(The voice mail answering service is on twenty-four (24) hours a day). Even if the phone line is busy when you call, you are able to leave a message. The phone number is (626) 329-0850.

- L. Bring all the necessary tools you need for work including Hard Hat, Safety Glasses, Safety Vest, and any other PPE. Any student who fails to have his/her tools with him/her while attending class site projects can be sent home with no credit for that day.

COVID-19 UPDATE

Bring a mask to protect yourself and others from the spread of the virus.

M. DRESS CODE for school at all times is as follows:

1. No shorts or cut-off pants, ONLY full-length pants. Same kind of clothes you would wear to work.
2. No tennis shoes, sandals, or dress shoes. ONLY work boots or work shoes.
3. No tank-tops
4. Obscene words on T-shirts, jackets, and other articles of clothing or equipment are prohibited and you will be asked to change such attire or be sent home with NO CREDIT.

ANY students not dressed properly for school will be sent home with NO CREDIT for the day.

N. Instructors are in charge of all class related activities, instruction and disputes. Instructors have the final word during the school program.

Arguing with or threatening any instructor or office staff for any reason will not be tolerated and may result in disciplinary action up to and including being dropped from the program and turned in to the Sheriff's Department and charges pressed.

III. PROCEDURES

A. Apprentices will be dispatched through Local #4.

B. Apprentices who are unemployed are required to immediately put their name on the OUT OF WORK LIST at Local #4.

All apprentices will attend school whether employed or not.

C. Apprentices are required to immediately notify the Local Union and Apprenticeship Office of any change in the following:

1. MAILING ADDRESS
2. E-MAIL ADDRESS
3. PHONE NUMBER
4. SOCIAL SECURITY NUMBER
5. CONTRACTOR / COMPANY

- D. Tile Setter or Finisher apprentices are required to appear before the JAC Board of Trustees when summoned, notified, or cited. IF YOU ARE UNABLE TO ATTEND FOR ANY REASON, CALL THE APPRENTICESHIP OFFICE. Inconvenience is not an excuse.
 - E. Apprentices who are currently employed are not permitted to work during the time they are summoned by the JOINT APPRENTICESHIP COMMITTEE to appear.
 - F. Apprentices who are employed are not permitted to work overtime when it interferes with HEALTH, SAFETY, and/or PERFORMANCE OF THE APPRENTICE IN SCHOOL (related and supplemental instruction).
 - G. ALL Apprentices are indentured to the Joint Apprenticeship Committee. They are NOT indentured to any individual firm and/or contractor.
 - H. Failure to comply with these procedures will result in disciplinary action by the Joint Apprenticeship Committee.
 - I. Apprentices that are summoned to appear before the JAC Board of Trustees, will plead their case as to why they failed to comply with the rules set forth by the JAC.
 - J. Apprentices can be put on Academic Observation (probation) for up 6 months or more; or Apprentices may be dropped from the program. Apprentices that violate Academic Observation are subject to immediate termination from the program. Apprentices that appear 3 times before the board during their apprenticeship will be dropped (some exceptions apply).
 - K. Apprentices that are dropped from the program may be allowed to re-register as an apprentice no less than One (1) Year after the date they were dropped and, with Board approval, will restart at the beginning of the period in which they were dropped. *Certain exceptions may be taken into consideration and some of those returning may be subject to evaluation.*
 - L. If an apprentice is dropped, he/she will have the right to appeal the decision of the JAC Board of Trustees, unless the apprentice was on probation status.
 - M. Apprentices have the right and option to Voluntary Withdraw from the Joint Apprenticeship Program at any time with a note -dated and signed- explaining that they wish to exercise this option. A Voluntary Withdrawal allows apprentices to re-enter the program at the beginning of the period in which they left at ANY TIME. *Certain cases may be taken into consideration and some of those returning may be subject to evaluation, or Board approval upon returning.*
- Note: Union Dues should still be paid monthly to stay in good standing. In the event of a Voluntary Withdrawal, apprentices should notify the Union Hall and stay in contact.

IV. RULES OF CONDUCT

- A. ANY language or actions which can be considered as sexual harassment or offensive to any person will not be tolerated and such actions are prohibited. *SUCH ACTIONS CAN BECOME THE BASIS FOR LITIGATION IN A COURT OF LAW.*

- B. Possession of, or being under the influence of, alcohol or narcotics at the school site or an Apprenticeship Committee meeting (including the parking lots) is prohibited and is a violation of state law.
- C. Gambling at the school site or Joint Apprenticeship Committee meetings (including the parking lots) is prohibited.
- D. Smoking/vaping or consumption of food or beverages is not permitted in classrooms or shops. There is a designated area for break/lunch time.
- E. Any apprentice known to have taken any equipment (tools) from the school site will be dropped Permanently from the program immediately and turned over to the Sheriff's Department.
- F. The BAC Code of Conduct has been adopted by the JAC as guideline to be followed by all JAC Apprentices.

V. DISCIPLINE

- A. Discipline is executed through the power and authority of the Joint Apprenticeship Committee Board of Trustees.
- B. The disciplinary actions of the Joint Apprenticeship Committee include, but are not limited to the following:
 - 1. To keep records of disciplinary actions requested of apprentices.
 - 2. To make use of these records on current and future disciplinary action.
 - 3. To withhold pay rate increase and/or advancement.
 - 4. To remove from a job for a period not to exceed sixty (60) days.
 - 5. To recommend suspension and/or cancellation from the apprenticeship program for a period of one (1) year.
- C. Some of the reasons for disciplinary action against an apprentice include:
 - 1. Failure to attend and/or perform satisfactorily on the job.
 - 2. Failure to attend and/or perform satisfactorily in classes of related and supplemental instruction (school).
 - 3. Improper conduct on the job, school/JAC office or while attending Joint Apprenticeship Committee meetings.
 - 4. Willful destruction of school property
 - 5. Failure to appear when summoned, notified, and/or cited by the JAC.

6. Violation of Apprentice Agreement
7. Failure to comply with rules of the JAC.
8. Falsification of records
9. Refusal of employment/Not staying current on the out-of-work list
10. Failure to attend and or perform satisfactorily on the job causing termination of employment for just cause.
11. Failure to notify Immediately Local #4 before quitting a job.
12. Theft of any kind, from a co-worker, a contractor, the Apprenticeship or by falsification of documents.
13. Failure to follow BAC Code of Conduct

RIGHT TO APPEAL

If you are not satisfied with the decision of the Joint Apprenticeship Committee, you may file a written complaint to the following:

DIVISION OF APPRENTICESHIP STANDARDS
Attn: Ms. Cristen Harrington
320 West 4th Street Room 950
Los Angeles, CA 90013
Phone 213-576-7750

This complaint and/or appeal must be filed within thirty (30) days of receiving the Joint Apprenticeship Committee's written notice of its decision. The Joint Apprenticeship Committee reserves the right to modify these Rules and Policies Procedures at any time.

I HAVE READ AND UNDERSTAND THESE RULES AND POLICIES.

Date Signed

Apprentice Signature

Print Name (Apprentice)

Witness

Copy to file and Apprentice



**Joint
Apprenticeship
Committee
APPRENTICESHIP
GENERAL SAFETY**

APPRENTICESHIP SAFETY

1. **ABSOLUTELY** No Horseplay inside or outside the training center.

2. Everyone attending class must wear proper safety attire:
 - A. Hard Hat
 - B. Safety Vest
 - C. Safety Glasses
 - D. Any other PPE

 - E. Long or short sleeved shirt (No Tank tops!)
 - F. Long pants (No Shorts!)
 - G. Proper work boots (No tennis shoes!)

 - E. No piercings/plugs allowed

COVID-19 UPDATE

Apprentices must keep Physical Distance of 6' whenever possible

Wash hands for at least 20-seconds when applicable

Stay home if feeling ill

3. Always wear a dust mask when dry cutting (using Makita) or doing DEMO. All dry cutting will be done outside with a vacuum attachment.
4. If you see something unsafe or have an accident, report it to an Instructor immediately!
5. **Absolutely no smoking/vaping inside the warehouse!** Smoking/vaping is permitted outside during break.
6. Use of cell phone, IPOD, ear buds, head phones or any other devices **may not** be used during school hours. Please notify the instructor on site if expecting an emergency call. Use of these items can be used during breaks and lunch ONLY!

"Anyone not following or violating these safety rules will be sent home without credit for the day and may be subject to disciplinary actions by the JAC Board of Trustees"

These rules are for your safety and ours, so remember "SAFETY FIRST!"

Name _____ Date _____ Score _____

General Construction Safety Test

1. Safety glasses or face shields are worn any time work operations can cause foreign objects to get in the eye True/ False

2. Construction workers do not need work shoes or boots with slip-resistant and puncture-resistant soles. True/ False

3. Safety-toed footwear is worn to prevent crushed toes when working around heavy equipment or falling objects. True/ False

4. Workers should wear the right gloves for the job and the gloves should fit snugly True/ False

5. You should wear a hard hat where there is a potential for objects falling from above, bumps to the head from fixed objects, or of accidental head contact with electrical hazards. True/False

6. You do not need to routinely inspect Hard hats for dents, cracks or deterioration; replace after a heavy blow or electrical shock; maintain in good condition. True/ False

7. Earplugs/earmuffs are not needed in high noise work areas where chainsaws or heavy equipment are used. True/ False

8. In order to prevent falls you should do which of the following?
 - A. Wear and use personal fall arrest equipment.
 - B. Install and maintain perimeter protection.
 - C. Cover and secure floor openings and label floor opening covers.
 - D. Use ladders and scaffolds safely.
 - E. All of the above.

9. It is OK to position yourself between moving and fixed objects. True/ False

10. It is best to wear high-visibility clothes near equipment/vehicles. True/ False

11. Circle the letter of the following statements that are true:
 - A. You should never enter an unprotected trench or excavation 5 feet or deeper without an adequate protective system in place.

 - B. Trenches under 5 feet deep do not need such a system.

 - C. Make sure the trench or excavation is protected either by sloping, shoring, benching or trench shield systems.

12. Circle the letter of the following statements that are true
It is always best to:
 - A. Locate and identify utilities before starting work.
 - B. Look for overhead power lines when operating any equipment.
 - C. Maintain a safe distance away from power lines; learn the safe distance requirements.
 - D. Do not operate portable electric tools unless they are grounded or double insulated.
 - E. Use ground-fault circuit interrupters for protection.
 - F. Be alert to electrical hazards when working with ladders, scaffolds or other platforms.
 - G. All of the above.



OSHA-10 ONLINE TRAINING



To sign-up for OSHA-10 Online Training:

DATE _____

NAME _____

E-Mail: _____

Phone # _____

Address: _____

Fill out this form and scan/email it to: marcbjac@gmail.com

Or, FAX to: 626-329-0854

Or, Mail to:

JAC

Attn: Marc Blackledge

2679 Sierra Way Ste E

La Verne, CA 91750

- **Once you have received confirmation proceed to site listed below**
- **Online Testing will be done through Careersafeonline.com**
- **Pay \$59 for the course yourself and be reimbursed with proof of purchase and Completion Certificate**

Joint Apprenticeship Committee Tile, Marble & Terrazzo Harassment, Discrimination and Retaliation Policy



JOINT APPRENTICESHIP COMMITTEE EQUAL EMPLOYMENT OPPORTUNITY (EEO) POLICY

Policy: Discrimination, Harassment, and Retaliation Prevention Policy

POLICY

The Joint Apprenticeship Committee is committed to providing a professional work environment free from discrimination and harassment, including discrimination and harassment based on a protected category, and an environment free from retaliation for participating in any protected activity covered by this policy. **The Joint Apprenticeship Committee** is committed to providing equal employment opportunities to all employees and applicants for employment. Accordingly, we have adopted and maintain this antidiscrimination policy designed to encourage professional and respectful behavior and prevent discriminatory and harassing conduct in our workplace. We will implement appropriate corrective action(s), up to and including formal discipline, in response to misconduct--including violations of **The Joint Apprenticeship Committee's** anti-discrimination policy--even if the violation does not rise to the level of unlawful conduct.

The Joint Apprenticeship Committee prohibits discrimination or harassment based on the following categories: race, color, religion, religious creed (including religious dress and grooming practices), national origin, ancestry, citizenship, physical or mental disability,¹ medical condition (including cancer and genetic characteristics), genetic information, marital status, sex (including pregnancy, childbirth, breastfeeding, or related medical conditions), gender, gender identity, gender expression, age (40 years and over), sexual orientation, veteran and/or military status, protected medical leaves

(requesting or approved for leave under the Family and Medical Leave Act or the California Family Rights Act), domestic violence victim status, political affiliation, and any other status protected by state or federal law. In addition, **The Joint Apprenticeship Committee** prohibits retaliation against a person who engages in activities protected under this policy. Reporting, or assisting in reporting, suspected violations of this policy and cooperating in investigations or proceedings arising out of a violation of this policy are protected activities under this policy.

All employees are expected to assume responsibility for maintaining a work environment that is free from discrimination, harassment and retaliation. Employees are encouraged to promptly report conduct that they believe violates this policy so that we have an opportunity to address and resolve any concerns. Managers and supervisors are required to promptly report conduct that they believe violates this policy. We are committed to responding to alleged violations of this policy in a timely and fair manner and to taking appropriate action aimed at ending the prohibited conduct.

¹ **The Joint Apprenticeship Committee** recognizes and supports the obligation to reasonably accommodate employees with disabilities or religious beliefs or practices in order to allow those employees to perform the essential functions of their jobs. If an employee believes they need a reasonable accommodation based on disability or a religious belief or practice, the employee should discuss the matter with their supervisor or the human resources unit.

Scope of Protection

This policy applies to **The Joint Apprenticeship Committee** applicants and employees (co-workers, supervisors and managers). As used in this policy, the term “employee” includes apprentices, Journeyman, contractors and volunteers in our workplace. In addition, this policy extends to conduct with a connection to an employee’s work, even when the conduct takes place away from **The Joint Apprenticeship Committee** premises, such as a business trip or business related social function.

Applicant/Employee Rights

- The right to a discrimination, harassment, and retaliation-free work environment.
- The right to file a complaint of discrimination, harassment, or retaliation. Employees are encouraged to report inappropriate conduct immediately and, whenever possible, to put the complaint or concern in writing.
- The right to a full, impartial and prompt investigation by a **Joint Apprenticeship Committee** representative or designee into allegations of conduct that would violate this policy.
- The right to be timely informed of appropriate information related to the outcome of an investigation either as a complainant or a respondent in the investigation.
- The right to be represented by a person of the complainant’s choosing at each and all steps of the complaint process.
- The right to be free from retaliation or reprisal after filing a complaint or participating in the complaint process.
- The right to file a complaint directly with the California Department of Fair Employment and Housing, the federal Equal Employment Opportunity Commission or other appropriate state or federal agencies, or to file a civil action in the appropriate court.

CONDUCT PROHIBITED BY THIS POLICY / DEFINITIONS

Discrimination:

As used in this policy, discrimination is defined as the unequal treatment of an employee or applicant in any aspect of employment, including discrimination based solely or in part on the employee’s, or applicant’s, protected category. Protected categories include: race, color, religion, religious creed (including religious dress and grooming practices), national origin, ancestry, citizenship, physical or mental disability, medical condition (including cancer and genetic characteristics), genetic information, marital status, sex (including pregnancy, childbirth, breastfeeding, or related medical conditions), gender, gender identity, gender expression, age (40 years and over), sexual orientation, veteran and/or military status, protected medical leaves (requesting or approved for leave under the Family and Medical Leave Act or the California Family Rights Act), domestic violence victim status, political affiliation, and any other status protected by state or federal law. Discrimination includes unequal treatment based upon the employee or applicant’s association with a member of these protected classes.

Discrimination may include, but is not necessarily limited to: hostile or demeaning behavior towards applicants or employees because of their protected category; allowing the applicant’s or employee’s protected category to be a factor in hiring, promotion, compensation or other employment related decisions unless otherwise permitted by applicable law¹, and providing unwarranted assistance or withholding work-related assistance, cooperation, and/or information to applicants or employees because of their protected category.

Harassment:

As used in this policy, harassment is defined as disrespectful or unprofessional conduct, including disrespectful or unprofessional conduct based on any of the protected categories listed above. Harassment can be verbal (such as slurs, jokes, insults, epithets, gestures, or teasing), visual (such as the posting or distribution of offensive posters, symbols, cartoons, drawings, computer displays, or emails), or physical conduct (such as physically threatening another person, blocking someone’s way, making physical contact in an unwelcome manner, etc.).

Sexual Harassment:

As used in this policy sexual harassment is defined as harassment based on sex or conduct of a sexual nature, and includes harassment based on sex (including pregnancy, childbirth, breastfeeding, or related medical conditions), gender, gender identity or gender expression. It may include all of the actions described above as harassment, as well as other unwelcome sex-based conduct, such as unwelcome or unsolicited sexual advances, requests for sexual favors, conversations regarding sexual activities, or other verbal or physical conduct of a sexual nature. Sexually harassing conduct need not be motivated by sexual desire and may include situations that began as reciprocal relationships, but that later cease to be reciprocal.

Sexual harassment is generally categorized into two types:

1. Quid Pro Quo Sexual Harassment (“this for that”)
 - Submission to sexual conduct is made explicitly or implicitly a term or condition of an individual's employment.
 - Submission to or rejection of the conduct by an employee is used as the basis for employment decisions affecting the employee.

2. Hostile Work Environment Sexual Harassment

Conduct of a sexual nature or on the basis of sex by any person in the workplace that unreasonably interferes with an employee’s work performance and/or creates an intimidating, hostile or otherwise offensive working environment. Examples include:

 - Unwelcome sexual advances, flirtation, teasing, sexually suggestive or obscene letters, invitations, notes, emails, voicemails or gifts.
 - Sex, gender or sexual orientation-related comments, slurs, jokes, remarks or epithets.
 - Leering, obscene or vulgar gestures or making sexual gestures.
 - Displaying or distributing sexually suggestive or derogatory objects, pictures, cartoons, or posters or any such items.

¹ For example veterans preference as permitted under [Government Code 18973.1](#).

- Impeding or blocking movement, unwelcome touching or assaulting others.
- Any sexual advances that are unwelcome as well as reprisals or threats after a negative response to sexual advances.
- Conduct or comments consistently targeted at one gender, even if the content is not sexual.

Retaliation:

As used in this policy retaliation is defined as any adverse employment action taken against an employee because the employee engaged in activity protected under this policy. Protected activities may include, but are not limited to, reporting or assisting in reporting suspected violations of this policy and/or cooperating in investigations or proceedings arising out of a violation of this policy.

Adverse employment action is conduct or an action that materially affects the terms and conditions of the employee’s employment status or is reasonably likely to deter the employee from engaging in protected activity. Even actions that do not result in a direct loss of compensation may be regarded as an adverse employment action when considered in the totality of the circumstances.

Examples of retaliation under this policy include but are not limited to: demotion; suspension; reduction in pay; denial of a merit salary increase; failure to hire or consider for hire; refusing to promote or consider for promotion because of reporting a violation of this policy; harassing another employee for filing a complaint; denying employment opportunities because of making a complaint or for cooperating in an investigation; changing someone’s work assignments for identifying harassment or other forms of discrimination in the workplace; treating people differently such as denying an accommodation; or not talking to an employee when otherwise required by job duties, or otherwise excluding the employee from job-related activities because of engagement in activities protected under this policy.

TRAINING REQUIREMENTS

Every two years, all supervisory employees must attend Sexual Harassment Prevention and Workplace Civility training aimed at increasing their understanding of and preventing workplace sexual harassment (including harassment on the basis of sexual orientation, gender identity, and gender expression) and their role in creating an underlying culture of mutual respect in our workplace. Specific components of the training will include how to promptly and effectively respond to sexual harassment when it occurs, the effects of abusive conduct in the workplace, and ways to appropriately intervene if one witnesses behavior that is not in keeping with this policy. The training must be provided by trainers who, in addition to the other requirements set forth in [2 CCR 11024](#), have the ability through training or experience to train supervisors on how to identify, investigate, report, and respond to unlawful harassment, discrimination, and retaliation in the workplace.

ADDRESSING AND REPORTING VIOLATIONS OF THIS POLICY

Any employee or applicant who experiences or witnesses behavior that they believe violates this policy is encouraged to immediately tell the offending individual that the behavior is inappropriate and, if they feel comfortable doing so, to tell the offending individual to stop the behavior. The applicant or employee should also immediately report the alleged violation to his/her supervisor, manager or the EEO Officer. There is no chain of command when contacting the EEO Officer; an individual does not need supervisor or manager approval to do this. If the alleged offender is the employee's supervisor or manager, the employee should report the conduct to any other supervisor, manager or the EEO Officer. A complaint may be brought forward verbally or in writing. Written complaints can be made using the EEO Complaint Form (attached to this policy).

Supervisors or managers who learn of any potential violation of this policy are required to immediately report the matter to the EEO Officer, and must follow that officer's instructions as to how best to proceed.

The Joint Apprenticeship Committee will promptly look into the facts and circumstances of any alleged violation, as appropriate. Even in the absence of a formal complaint, **The Joint Apprenticeship Committee** may initiate an investigation where it has reason to believe that conduct that violates this policy has occurred. Moreover, even where a complainant conveys a request to withdraw their initial formal complaint, **The Joint Apprenticeship Committee** may continue the investigation to ensure that the workplace is free from discrimination, harassment and retaliation. Anonymous complaints will also be investigated. The method will depend on the details provided in the anonymous complaint. If the complaint is sufficiently detailed, the investigation may be able to proceed in the same manner as any other complaint. If the information is more general, **The Joint Apprenticeship Committee** may need to do an environmental assessment or survey to try to determine if misconduct has occurred. All investigations will be fair, impartial, timely, and completed by qualified personnel. To the extent possible, **The Joint Apprenticeship Committee** will endeavor to keep the reporting of the applicant or employee's concerns confidential; however, complete confidentiality cannot be guaranteed when it interferes with **The Joint Apprenticeship Committee's** ability to fulfill its obligations under this policy. All employees are required to cooperate fully with any investigation. This includes, but is not limited to, maintaining an appropriate level of discretion regarding the investigation and disclosing any and all information that may be pertinent to the investigation. Upon completion of the investigation, if misconduct is substantiated, **The Joint Apprenticeship Committee** will take appropriate corrective and preventive action calculated to end the conduct up to and including formal discipline where warranted.

Contact information for **The Joint Apprenticeship Committee's** EEO Officer is:

Marc Blackledge

626-329-0850

marcbjac@gmail.com

FILING OF COMPLAINTS OUTSIDE OUR COMPANY

Employees and applicants may file formal complaints of discrimination, harassment, or retaliation with the agencies listed below. Individuals who wish to pursue filing with these agencies should contact them directly to obtain further information about their processes and time limits.

California Department of Fair Employment and Housing

2218 Kausen Drive, Suite 100

Elk Grove, CA 95758

800-884-1684 (voice), 800-700-2320 (TTY) or California's Relay Service at 711
contact.center@dfeh.ca.gov <https://www.dfeh.ca.gov>

U.S. Equal Employment Opportunity Commission

450 Golden Gate Avenue 5 West,

P.O Box 36025

San Francisco, CA 94102-3661

1-800-669-4000 or 510-735-8909 (Deaf/hard-of-hearing callers only)
<http://www.eeoc.gov/employees>

CALIFORNIA STATE AGENCIES ONLY: State Personnel Board Appeals Division

801 Capitol Mall

Sacramento, CA 95814

(916) 653-0799 or TDD Line (916) 653-1498 www.spb.ca.gov

CORRECTIVE ACTION GUIDELINES

The Joint Apprenticeship Committee will take appropriate corrective action(s) up to and including formal discipline against any employee(s) when an investigation has found that misconduct occurred. Such corrective action(s) may include, but are not limited to, letters of reprimand, suspension, demotion, or termination. Additionally, depending on the nature of the violation, civil liability could be imposed on the violator as well as **The Joint Apprenticeship Committee**.

The Joint Apprenticeship Committee

DISCRIMINATION, HARASSMENT, AND RETALIATION PREVENTION POLICY

COMPLAINT FORM

COMPLAINANT INFORMATION

NAME:

DIVISION / UNIT:

OFFICE LOCATION:

WORK PHONE:

IMMEDIATE SUPERVISOR:

Please describe the conduct that you believe violates the Discrimination, Harassment or Retaliation Prevention Policy. In your narrative, describe: (1) What happened to you; (2) Why you believe you are being discriminated, harassed, or retaliated against, including the reason or evidence you have to support your belief, and; (3) When the acts of discrimination, harassment, or retaliation occur (attach additional pages if needed). If you require assistance with completing this form as a reasonable accommodation, please contact the EEO officer.

PERSON(S) ALLEGED TO HAVE VIOLATED THE POLICY

Person #1 - Name: Position: Work Location:

Person #2 - Name: Position: Work Location:

Person #3 - Name: Position: Work Location:

PERSON(S) WITH INFORMATION/KNOWLEDGE OF THE ALLEGED INCIDENTS

Witness Name: Position: Work Location:

Witness Name: Position: Work Location:

Witness Name: Position: Work Location:

HAVE YOU COMPLAINED TO ANYONE AT The Joint Apprenticeship Committee ABOUT THIS MATTER?

If yes, explain the situation. When did you complain, to whom, and what was the result?

Please submit to the Equal Employment Opportunity Officer:

Confirmation of Receipt of Harassment, Discrimination and Retaliation Prevention Policy and Anti-Harassment Training: PowerPoint Discussion, Online Video, & Quiz

I have received my copy of The Joint Apprenticeship Committee's Harassment, Discrimination and Retaliation Prevention Policy. I understand and agree that it is my responsibility to read and familiarize myself with this policy. I have also received Anti-Harassment Training through a PowerPoint discussion, Online Video, and a Quiz. I understand my rights and the consequences of un-lawful Harassment, Discrimination, or Retaliation.

I understand that the Joint Apprenticeship Committee is committed to providing a work environment that is free from harassment, discrimination, and retaliation. My signature certifies that I understand that I must conform to and abide by the rules and requirements described in this policy.

Apprentice's Signature _____

Apprentice's Printed Name _____

Date _____

Copy to File and to Apprentice



**Joint
Apprenticeship
Committee**

UNION INFORMATION

UNION INFORMATION

BAC Local # 4

2679 Sierra Way

La Verne, Ca 91750

(626) 739 – 5600

bac4ca.org

1. INITIATION AND DUES:

- A) Initiation is **\$ 400.00** total. You will need to pay **\$ 200.00** within **30 days** of the date you start working. If not paid in full you will be removed from the job. When you become a Journeyman (Graduate from Apprenticeship program) you will be required to pay the **Remaining \$200.00**. This will finalize your **\$400.00** Initiation fee.
- B) Monthly Dues are \$28.00 a month for apprentices. Check off dues are separate.
- C) **NON- PAYMENT of dues = 2 months behind will result in termination from the UNION and JAC Program. You will owe \$56.00 plus a reinstatement fee of \$80.00 for a total of \$136.00**

2. OVERTIME :

0 – 40 HOURS = Straight Time

41 – 50 HOURS = Time and a Half

51 or more Hours = Double Time

3. Show up Time:

Any Worker ordered to report to work for whom no work is provided shall be paid (4) hours pay. If work cannot be performed due to rain or inclement weather or any act of GOD, you will not be paid.

4. HOLIDAY PAY:

Any work performed on the following holidays shall be paid at the Rate of DOUBLE TIME (Must be on the actual Calendar date, not the Observed day.)

New Year's Day - Memorial Day - Independence Day – Martin Luther King Day

Labor Day - Veterans Day - Thanksgiving Day – Friday after Thanksgiving 1 ½ time

Christmas Day

5. SUBSISTANCE:

When jobs are beyond **90** miles from the Employees Residence as measured by **Map Quest**, Contractors shall pay a subsistence allowance of \$ 120.00 per day for each day worked.

6. AVAILABLE TO WORK LIST:

If you get laid off or are not working. You must call the Union Hall to register on the Available to Work List. You must then continue to **check in Every Other Monday** in order to remain on the list. "DO NOT FORGET TO CALL!!!! (626) 739 – 5600

*****You can also call the Contractor list to look for work at any Signatory Company*****

REMEMBER that YOU are RESPONSIBLE for letting the JAC &

The UNION Hall know what Company you are working for.

This will affect YOUR Raise!!!!

7. BENEFITS:

BeneSys (Trust Fund)

1050 Lakes Drive #120

West Covina, Ca 91790

(626) 646 – 1075

REMEMBER TO ALWAYS DO THE BEST THAT YOU CAN. TAKE PRIDE IN YOUR WORK AND IN YOUR APPEARANCE. THE REASON WE EARN MORE THAN THE NON-UNION WORKER IS BECAUSE WE ARE TRAINED CRAFTWORKERS. WE MUST PROVE THAT EVERYDAY IN THE QUALITY AND QUANTITY OF WORK WE PERFORM DAILY AS WELL AS OUR CONDUCT ON AND OF THE JOB.

THANK YOU,

The Joint Apprenticeship Committee and BAC Local # 4

I HAVE RECEIVED AND UNDERSTAND FULLY THE UNION INFORMATION PRESENTED TO ME.

I WILL CALL THE JAC AND THE UNION HALL EVERYTIME I CHANGE COMPANIES, CHANGE MAILING OR E-MAIL ADDRESS, AND PHONE NUMBER.

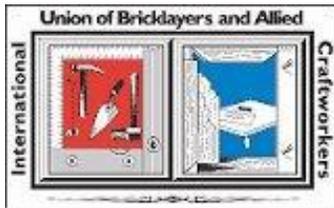
I UNDERSTAND THAT BEING PROFICIENT IN ENGLISH IS IMPORTANT FOR COMMUNICATION AND FOR SAFETY ON THE JOB.

DATE -----

PRINT NAME ----- SS # (last four) -----

SIGNATURE-----

Copy to File and to Apprentice



Name:

Date:

The normal initiation fee for Journeyman Local 4 is: **\$400.00**

The 1st month dues is also required which is \$32.00

The initiation fee for an apprentice to start is: **\$200.00**

The 1st month dues is also required which is \$28.00

An additional **\$200.00** is due when the apprentice graduates to **Journeyman status.**

- The initiation fee must be paid off within **30 days** from the time you start working.
- If the fees are not paid you will also be terminated by your employer for being non-union.
- Until the initiation fee is paid in full, you will not be a member of the union and will not be eligible for any benefits.

START DATE:

30 DAYS DUE DATE:

Local 4 Monthly Dues are due on the 1st of each month.

Journeyman Dues: \$32.00 per month

Apprentice Dues: \$28.00 per month

There is no notice sent out informing you of your obligation for payments to the union. If initiations are not paid or if you fall behind 2 months in your dues payments, you will be dropped from membership in Local 4 and will not be eligible for any Health and Welfare. There is a reinstatement fee of \$80.00 that will be assessed to you if you are dropped for non-payment of dues. If you have been dropped for over 6 months, the reinstatement fee will become \$160.00.

You may pay by Debit/Credit Card or make all checks or money order payable to BAC Local 4

Mail to: 2679 Sierra Way, La Verne CA 91750

If you have any further questions, please contact us at (626) 739-5600.

SAVE THIS AS A REMINDER!!!

BAC Code

Officers

Contractors

I will come to work on time prepared to give my employer a fair day's work for a fair wage, and to work to the highest standards.

Be **U**nion through and through - loyal to, and respectful of, my brothers and sisters in the trade and the labor movement.

Work **B**etter because I have received the finest, most comprehensive masonry-trowel trades training in North America.

Willingly **A**ccept responsibility for the quality of my work and behavior on the job.

And always be **C**ommitted to growing the unionized masonry-trowel trades industry for current and future generations.

Members of Conduct



**BAC Code of Conduct:
A Commitment to Quality, Dependability, and Value**

The International Union of Bricklayers and Allied Craftworkers 2005 Convention passed a resolution endorsing the following BAC Code of Conduct:

As a member of the International Union of Bricklayers and Allied Craftworkers, I will uphold the code of conduct embedded in our Union's name – IUBAC:

I will come to work on time prepared to give my employer a fair day's work for a fair wage, and to work to the highest standards.

Be Union through and through – loyal to, and respectful of, my brothers and sisters in the trade and the labor movement.

Work Better because I have received the finest, most comprehensive masonry trowel trades training in North America.

Willingly Accept responsibility for the quality of my work and behavior on the job. And always be Committed to growing the unionized masonry-trowel trades industry for current and future generations.

The BAC Code of Conduct recognizes that our Union is composed of individuals who represent the best in the masonry-trowel trades industry, as well as in the labor movement. This Code represents a commitment by our Union, members, and signatory contractors to produce work of the highest quality, to be the most productive, to advance our Union's causes, and to promote the unionized masonry-trowel trades industry.

For BAC members, the Code is a commitment to look out for their fellow members, and to work to the highest standard. It is an acknowledgement that as professional craftworkers they take pride in their work, and that doing less than their best work could jeopardize the work or safety of others on the job.

For BAC signatory contractors, the Code recognizes their responsibility to provide a work environment for craftworkers conducive to producing the highest quality work, productively, by delivering the proper materials and tools on schedule, and by ensuring a safe work environment. Equally as important is their recognition that these craftworkers – BAC members – deserve to be treated with the respect their skills merit.

For BAC officers and leaders, the Code represents an obligation to make sure promises on both sides are kept. This is done by providing members with the best training, by committing to supplying signatory contractors with a quality workforce made up of individuals who understand the important role they play in making sure that projects are completed on time and within budget, by ensuring that members are treated with respect, provided safe working conditions, and paid wages and benefits commensurate with their productivity and the quality work they perform, and by setting the example in adhering to the Code of Conduct.

This Code is a recommitment on the part of our members, signatory contractors, and officers to producing quality work, to creating a dependable workforce, and to adding value to all projects in which they are involved. This commitment has distinguished the unionized masonry-trowel trades industry from the rest for more than 140 years and will continue to do so in the future. Each of the Code statements embodies specific actions toward that end.

BAC Code of Conduct – Actions

Statement #1: I will come to work on time prepared to give my employer a fair day's work for a fair wage, and to work to the highest standards.

Members

1. Arrive at work on time, fit for duty and ready to work.
2. Adhere to contractual starting and quitting times, including lunch and break periods.
3. Notify their employer before the start of their shift if they will miss work.
4. Do not use personal electronic equipment (cell phones, iPods, radios, etc.), which can create distractions, lead to unsafe conditions, and reduce productivity, except during lunch or break periods or unless authorized by the employer to use such items for work-related purposes.
5. Do not use illegal drugs or alcohol on the jobsite, follow safe, legitimate employer directives, and do not arrive at work impaired.
6. Always promote the Union by engaging in appropriate behavior and being supportive of the Union.
7. Do not make disparaging comments about the Union or employer.
8. Use the proper tools to perform assigned work, and always take proper care of those tools supplied by the employer.
9. Follow safety requirements, dress in safe clothing, and use appropriate personal protective equipment (PPE).

Contractors

1. Do not engage in activities that will contribute to member tardiness or absenteeism.
2. Staff projects appropriately so that they can be completed on time and within budget.
3. Staff projects with effective leaders who are trained to address problems.
4. Have a clear policy, mutually agreed to by the Local, on the use of personal electronic equipment (cell phones, iPods, radios, etc.) during work hours, and make employees aware of the policy when hired.
5. Make sure members are aware of jobsite hazards, safety requirements, employer expectations, and project objectives.
6. Take responsibility for management decisions that impact the work flow, and correct them in a timely manner.
7. Provide fair, consistent and progressive discipline for absenteeism, or any other company policy violations mutually agreed to by the Local, and make sure the discipline policy is documented, distributed and understood.

Local Officers

1. Educate members on the importance of coming to work on time and fit for duty, and the impact that not doing so has on their employer and fellow members.
2. Encourage all members to adhere to contractual requirements related to starting and quitting times, lunch time and breaks, and to not leave the jobsite without proper approval. Supervisors should contact the Local officer with regard to members who leave early or are frequently late or absent.
3. Make sure that members meet contractual safety requirements on all jobsites.
4. Make sure that all members understand their responsibility to have the proper tools to perform their work, and to take care of those tools supplied by the employer.
5. Do not tolerate work slowdowns.

6. Alert members that drugs or alcohol on the jobsite will not be tolerated by the Union.

Statement #2: Be Union through and through – loyal to, and respectful of, my brothers and sisters in the trade and the labor movement.

Members

1. Dress in a professional and safe manner, in clothing that will not in any way create unsafe conditions (i.e., loose clothes that can get caught in equipment, etc.) or offend others (i.e., offensive words or symbols) on the jobsite.
2. Always behave appropriately toward other members and workers, and the public, and be respectful of others' race, national origin, age, religion, sexual orientation and/or gender.
3. Do not make disparaging comments about the Union.

Contractors

1. Adhere to the collective bargaining agreement.
2. Provide foremen and other supervisory personnel with training on how to treat employees, and act decisively to replace or discipline ineffective or abusive supervisory personnel.
3. Promote mutual respect by making sure no one is abused on the job, and by recognizing that labor is a valued resource required for the completion of the work.
4. Prevent and/or remedy any jobsite discrimination and/or harassment on the basis of race, national origin, age, religion, sexual orientation and/or gender.
5. Cooperate and communicate with the job steward and the Local officer, and use them to help resolve any workplace issues immediately and effectively.
6. Do not make disparaging comments about the Union.
7. Work with the Union through, for example, the Joint Apprenticeship & Training Committee, to accommodate the entry of new workers into the trades and jobsite.

Local Officers

1. Educate members on what it means to be Union, how the Union is run, the value of Union membership, and the collective bargaining agreement.
2. Encourage members to respect their employer and others on the jobsite by not wearing offensive or potentially hazardous clothing, pins, etc.
3. Provide steward training and assign trained stewards to jobsites.
4. Alert members that they are expected to display appropriate behavior toward other members and workers, and the public, and to be respectful of others' race, national origin, age, religion, sexual orientation and/or gender.
5. Alert members that they must not engage in activities that cast the Union in a bad light.
6. Always uphold the image and standing of the Union.

Statement #3: Work Better because I have received the finest, most comprehensive masonry-trowel trades training in North America.

Members

1. Participate in training programs offered through the Union and IMI to upgrade or increase skills, including upgrade programs, safety training, and special certifications.
2. Follow work and safety practices learned through apprentice, safety, and upgrade training.
3. Journey-level workers are obligated to mentor apprentices in order to transfer knowledge and skills.
4. Encourage apprentices to take advantage of all training and to learn from senior craftworkers.

Contractors

1. Provide foremen and other supervisory personnel with proper training and encourage them to take advantage of training programs offered through IMI.
2. Use apprentices on jobs as provided in the collective bargaining agreement, adhere to apprentice ratios, and ensure that all apprentices receive adequate hands-on experience in the craft they are learning.
3. Encourage senior craftworkers to work with and mentor apprentices, and apprentices to take advantage of training and be receptive to advice from more experienced craftworkers.
4. Enable the workforce to take advantage of opportunities to upgrade their skills.
5. Utilize the Union's apprenticeship and training system to ensure a qualified supply of skilled craftworkers, and to grow the unionized masonry-trowel trades industry.
6. Assign more experienced craftworkers to mentor apprentices.

Local Officers

1. Encourage members to take advantage of training opportunities, including becoming certified in new products and upgrading skills.
2. Make sure that all members have the opportunity to receive appropriate safety training, as provided by IMI, and adhere to safe work practices.
3. Notify members of training opportunities available through the Union through mailings, notices, meetings, etc.
4. Enforce apprentice ratios in the collective bargaining agreements.
5. Direct the Local Joint Apprenticeship & Training Committee to adopt rules to discourage any form of "hazing" by one group of members toward another (ie., journey-level workers toward apprentices).

Statement #4: Willingly Accept responsibility for the quality of my work and behavior on the job.

Members

1. Work to the best of their ability with regard to quality and productivity at all times.
2. Actively observe jobsite conditions and abide by all safety requirements.
3. Always use the proper tools for the job at hand.
4. Proactively seek to resolve any potential problems by contacting the foreman or supervisor, and if that doesn't work, the job steward or Local officer.
5. Refuse to engage in any job disruption, slowdown, or action detrimental to efficiency and productivity, unless authorized by the proper representative of the Union or unless there is imminent danger.

Contractors

1. Create an environment conducive to producing quality work, recognizing the negative impact of trying to *fast-track* work.
2. Optimize efficiency and effectiveness through front-end planning, making sure that the necessary materials, tools and equipment are available close to the jobsite, and ensuring that job plans are understood.
3. Establish safety as a core value of the company's culture by meeting or exceeding all recommended and/or legal requirements.
4. Communicate regularly, and when feasible participate in meetings such as pre-job conferences, with the Union while planning and executing projects.

Local Officers

1. Make sure that members understand that Union craftworkers are expected to perform work right the first time.
2. Actively work to resolve any issues before disputes occur by advising the contractor of jobsite concerns that could impact quality or productivity, and work with members and the contractor to correct such problems.
3. Promote safety with members and make it clear that they are expected to follow jobsite safety standards and work safely.
4. Enforce the collective bargaining agreement provisions related to working conditions.
5. Regularly communicate member concerns related to job progress, work schedules, and work process to the employer.
6. Educate members that walk-offs will not be tolerated without the approval of the proper representative of the Union unless to protect members from imminent danger.
7. Promote the use of labor-management meetings, including pre-job conferences.

Statement #5: And always be Committed to growing the unionized masonry trowel trades industry for current and future generations.

Members

1. Promote the positive aspects of a career in the unionized masonry-trowel trades industry to potential members and non-union workers.
2. Assist and support their Local's organizing initiatives.
3. Become informed of the many benefits available through the Union by taking part in Local/Chapter meetings and activities, and by reading Union communications and publications.

Contractors

1. Be willing to sell the union-advantage to non-union contractors to help increase the unionized masonry-trowel trades industry's share of the market.
2. Participate in labor-management committee meetings to promote the growth of the unionized masonry-trowel trades industry.
3. Work with the Local's Joint Apprenticeship & Training Committee to match recruitment targets to projected workforce needs.
4. Be willing to bid on new types of masonry and other trowel trades work to secure more work for the unionized masonry-trowel trades industry.

Local Officers

1. Develop and implement an organizing plan that includes steps to promote the advantages of using materials installed by BAC members and their signatory contractors.
2. Educate members on the importance of growing the unionized masonry-trowel trades industry's share of the market.
3. Work with the Local Joint Apprenticeship & Training Committee to match recruitment targets to projected workforce needs.
4. Encourage signatory contractors to bid on new types of masonry and other trowel trades work, and members to participate in training programs on new materials and equipment, in order to secure more work for the unionized masonry-trowel trades industry.
5. Educate members on the numerous benefits they receive through the Union, for example, training, good wages, pensions and health & welfare benefits.

By Signing below, I signify that I have attended the **Joint Apprenticeship Committee Orientation**. I have been advised of my obligations to the Apprenticeship and understand them completely.

1. I understand it is my responsibility to show up on time to school with all necessary tools and safety equipment and PPE. I will be dressed in proper clothing and not under the influence of any drugs or alcohol. I understand that I will be sent home if I fail to follow these rules.
2. I understand it is my responsibility to complete my On the Job Training sheets and have them signed by my supervisor and turn them in on a monthly basis and/or the Monday morning I have school. I realize that I may be cited to the Board for failure to comply.
3. I understand that it is my responsibility to notify the JAC if I am unable to attend school on a scheduled school day and that this notification does not always signify an excused absence. I realize that I may be cited to the Board for absences in excess of one (1) during my probation period of 6 months. I understand that after my probation period I may be cited for absences in excess of two (2).
4. I understand that it is my responsibility to notify the JAC and LOCAL 4 of any change to my mailing/email address and that failure to provide this information could result in my being dropped from the program, due to the inability of the JAC to notify me of my required presence at a JAC cite meeting.
5. I understand that it is my responsibility to notify the JAC and LOCAL 4 of a change of employer so that they process my advancements in a timely manner by corresponding with my employer regarding my evaluation for advancement. I also understand that this may delay my raise.
6. I understand that I must **sign in and sign out** to receive credit for attending a school day.
7. I understand that Harassment, Discrimination, and Retaliation will not be tolerated or practiced by anyone associated with the JAC.
8. I understand I am always to follow the BAC Code of Conduct .

Signature _____

Date _____

Print Name _____

Copy to file and to Apprentice



**Joint
Apprenticeship
Committee**

**CONTACT INFO &
RESOURCES**

Contact Information



Joint Apprenticeship Committee

2679 Sierra Way Suite E

La Verne, CA 91750

Ph: 626/329-0850 Fax: 626/329-0854

Office: Perla (nixonperlajac@gmail.com) and Patty (patty1jac@gmail.com)

Local #4

2679 Sierra Way

LaVerne, CA 91750

Ph: 626/739-5600 Fax 626/739-5610

Office: Terry and Heidi

BeneSys (Trust Fund)

1050 Lakes Dr., #120

West Covina, CA 91790

Ph: 626/646-1075 - Eligibility, Cecelia Martinez



Sav-Rx (800) 228-3108 - Prescriptions

Ameritas - (800) 487-5553 - Dental



VSP - (800) 255-4931 - Optical

**For important information, news,
school schedules and more**

Follow the JAC on INSTAGRAM @

tileapprenticelocal4

Check out our Website @

tiletraining.org

**School Schedule E-Mails will come
from**

tmshelp@imtef.org

Bricklayers Allied Craftworkers Local # 4
 Tile Layer, Tile Finisher Marble Finisher
 Wage Benefit Addendum
 June 1, 2022 through December 31, 2022

CLASS	Skill Level	WAGE	H&W	PENSION			TRAINING			OTHER		TOTAL	Vacation/	Report As
				LOCAL PEN	IPF PEN	IPF PPA	APPR	L/M	IMI	COMP	CAF		Less Dues	
App Fin	F1	\$21.09	\$4.69	\$ -	\$ -		\$0.34	\$ -	\$ 0.45	\$ -	\$ 0.12	\$26.69	\$ 1.07	B-24/44
App Fin	F2	\$23.36	\$7.12	\$ -	\$ -		\$0.34	\$ -	\$ 0.45	\$ -	\$ 0.12	\$31.39	\$ 1.07	B-23/43
App Fin	F3	\$27.57	\$8.02	\$2.75	\$ -		\$0.34	\$ -	\$ 0.45	\$ -	\$ 0.12	\$39.25	\$ 1.07	B-22/42
App Fin	F4	\$31.14	\$8.12	\$2.75	\$ -		\$0.34	\$ -	\$ 0.45	\$ -	\$ 0.12	\$42.92	\$ 1.07	B-21/41
Journey Finisher	F5	\$32.44	\$9.00	\$2.75	\$ -		\$0.34	\$ 0.01	\$ 0.45	\$ 0.24	\$ 0.12	\$45.35	\$ 1.38	B-20/40
App Layer	S1	\$20.27	\$9.00	\$ -	\$ -		\$0.34	\$ 0.01	\$ 0.64	\$ 0.34	\$ 0.12	\$30.72	\$ 1.44	A-12
App Layer	S2	\$22.98	\$9.00	\$ -	\$ -		\$0.34	\$ 0.01	\$ 0.64	\$ 0.34	\$ 0.12	\$33.43	\$ 1.44	A-12
App Layer	S3	\$26.13	\$9.00	\$6.00	\$1.30	\$1.05	\$0.34	\$ 0.01	\$ 0.64	\$ 0.34	\$ 0.12	\$44.93	\$ 1.44	A-11
App Layer	S4	\$28.83	\$9.00	\$6.00	\$1.30	\$1.05	\$0.34	\$ 0.01	\$ 0.64	\$ 0.34	\$ 0.12	\$47.63	\$ 1.44	A-11
App Layer	S5	\$31.54	\$9.00	\$6.00	\$1.30	\$1.05	\$0.34	\$ 0.01	\$ 0.64	\$ 0.34	\$ 0.12	\$50.34	\$ 1.44	A-11
App Layer	S6	\$34.24	\$9.00	\$6.00	\$1.30	\$1.05	\$0.34	\$ 0.01	\$ 0.64	\$ 0.34	\$ 0.12	\$53.04	\$ 1.44	A-11
App Layer	S7	\$39.64	\$9.00	\$6.00	\$1.30	\$1.05	\$0.34	\$ 0.01	\$ 0.64	\$ 0.34	\$ 0.12	\$58.44	\$ 1.44	A-11
App Layer	S8	\$42.35	\$9.00	\$6.00	\$1.30	\$1.05	\$0.34	\$ 0.01	\$ 0.64	\$ 0.34	\$ 0.12	\$61.15	\$ 1.44	A-11
Journey Layer	S9	\$45.05	\$9.00	\$6.00	\$1.30	\$1.05	\$0.34	\$ 0.01	\$ 0.64	\$ 0.34	\$ 0.12	\$63.85	\$ 1.94	A-10
Improver B	I2	\$35.03	\$9.00	\$3.79	\$ -		\$0.34	\$ 0.01	\$ 0.49	\$ 0.26	\$ 0.12	\$49.04	\$ 1.49	B-10
Improver A	I1	\$38.29	\$9.00	\$6.00	\$1.30	\$1.05	\$0.34	\$ 0.01	\$ 0.64	\$ 0.34	\$ 0.12	\$57.09	\$ 1.94	A-10
Red Cir Marble Fn		\$37.87	\$9.00	\$4.27	\$ -		\$0.34	\$ 0.01	\$ 0.52	\$ 0.28	\$ 0.12	\$52.41	\$ 1.59	B-30
<i>Effective 1/1/2023 The Following increases will be allocated by labor: Tile Layers \$1.00; Finishers \$0.75; Red Cir Marble Finishers \$0.75; Improver B \$0.75</i>														
<i>Effective 6/1/2023 The Following increases will be allocated by labor: Tile Layers \$3.18; Finishers \$2.78; Red Cir Marble Finishers \$2.78; Improver B \$2.78</i>														
<i>Effective 6/1/2024 The Following increases will be allocated by labor: Tile Layers \$3.78; Finishers \$3.41; Red Cir Marble Finishers \$3.41; Improver B \$3.41</i>														
<i>Effective 6/1/2025 The Following increases will be allocated by labor: Tile Layers \$3.78; Finishers \$3.41; Red Cir Marble Finishers \$3.41; Improver B \$3.41</i>														

Tile Layers, Tile and Marble Finishers: L.A., Orange, Ventura, San Bernardino, Riverside, Kern, Inyo, Mono, San Diego, Santa Barbara, San Luis Obispo and Imperial Counties

Attachment to JAC Policies, Rules, and Regulations

A Journeyman Finisher may crossover to become an apprentice Tile Layer/Setter through either a company sponsor or as self-sponsored.

In this case, the crossover Tile Layer/Setter apprentice will start at S-4 and be paid the same rate as a Journeyman Finisher. The crossover Tile Layer/Setter will not receive a pay increase until S-6.

Language regarding the switching of Tile Finisher to Marble Finisher and vice versa.

Due to the differences in work processes as apprentices advance in their apprenticeship, a Tile Finisher may no longer switch to become a Marble Finisher and Vice Versa during the 2nd year of their apprenticeship (periods 3 & 4). It is recommended that a Finisher in either class becomes a journeyman first prior to switching over to the other program.

Details:

When a **Journeyman Tile Finisher** wishes to switch over to become a *Marble Finisher*, an additional 72 hours of RSI Training (school) and 700 hours of On-the-Job Training must be completed to receive a Journeyman certificate as a *Marble Finisher*.

When a **Journeyman Marble Finisher** wishes to switch over to become a *Tile Finisher*, an additional 700 hours of On-the-Job Training must be completed to receive a Journeyman certificate as a *Tile Finisher*. No RSI (school) hours are required.

TILE INSURANCE TRUST FUND

If you are working under collective bargaining agreements between Tile, Marble & Terrazzo Local 4 and signatory employers, your eligibility for benefits under the Tile Insurance trust Fund shall be determined in the following manner:

I. INITIAL ELIGIBILITY

A. EFFECTIVE JANUARY 1, 1991

Initially when you are credited with 360 or more hours in a “qualifying quarter”, you will be eligible for benefits during the “eligibility quarter” as shown in the chart below:

<u>QUALIFY QTRS</u>	=	<u>ELIGIBLE QTRS.</u>
FEB/MAR/APR	=	JUL/AUG/SEP
MAY/JUN/JUL	=	OCT/NOV/DEC
AUG/SEP/OCT	=	JAN/FEB/MAR
NOV/DEC/JAN	=	APR/MAY/JUN

Any credited hours in excess of 360 per quarter shall be credited to a “bank of hours” said bank not to exceed a total of 720 hours.

B. EFFECTIVE JULY 1, 1995

Tile and Marble Finishers qualifying hours was 360 with a maximum 480 bank. If you have 720 bank hours on July 1, 1994, your maximum bank will remain at 720 until such hours fall below 720, then your maximum bank will be 480. THIS PROVISION IS SUBJECT TO REVIEW BY THE BOARD OF TRUSTEES EVERY SIX MONTHS.

II. SUBSEQUENT ELIGIBILITY

Your subsequent eligibility will be determined by a combination of hours worked in the preceding qualifying quarter and/or the balance in your “bank of hours”. For example, in any qualifying quarter in which you were credited with 360 or more hours, coverage will be purchased in the succeeding eligibility quarter without disturbing the balance in your bank; if you are credited with less than 360 hours in a qualifying quarter, the additional number of hours required to equal 360 will be subtracted from your bank balance.



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TILE CONTRACTORS

CONTRACTOR NAME	CONTACT	ADDRESS	PHONE
A.G.I./S M G SBE	Camir (Cam) Ghejeh cam@agimarble.com (mailto:cam@agimarble.com) www.smgstone.com (http://www.smgstone.com)	8456 San Fernando Road Sun Valley, Ca 91352	Phone (818) 767-0102 Fax (818) 767-0158
(ATBV) American Tile & Brick Veneer SBE	Al Weinstein bardia@americantile.info (mailto:bardia@americantile.info) www.americantile.info (http://www.americantile.info)	1389 E 28th St Signal Hill, Ca 90806	Phone (562) 595-9293 Fax (562) 426-8127
Carnevale & Lohr Inc.	David Carnevale www.carnevaleandlohr.com (http://www.carnevaleandlohr.com)	6521 Clara St. Bell Gardens, Ca 90201 _	Phone (562) 927-8311 Fax (562) 928-6658
Carrara Marble co.	www.carrara.com (http://www.carrara.com)	15939 Phoenix Dr City of Industry, Ca 91716	Phone (626) 961-6010 Fax (626) 961-8192

<p>Cleveland Marble</p>	<p>Elias Ghattas www.clevelandmarblecalifornia (http://www.clevelandmarblecalifornia)</p>	<p>219 E. Bristol Lane Orange, Ca 92665</p>	<p>Phone (714) 998-3280 Fax (714) 998-3281</p>
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Certified Tile and Stone, Inc

14557 Calvert St. Phone (818)
Van Nuys, CA 785-4088
91441

<p>Continental Marble & Tile SBE</p>	<p>George Ballantyne www.cmtc.us/ (http://www.cmtc.us/)</p>	<p>2460 Anselmo Dr Corona, Ca 92876_</p>	<p>Phone (951) 284-1776 Fax (951) 284-2999</p>
<p>Cornerstone Marble & Tile</p>	<p>Greg Barfield gregorybarfield@msn.com (mailto:gregorybarfield@msn.com)</p>	<p>13065 NW Ridgetop St Portland, Oregon 97229_</p>	<p>Phone (503) 730-4424 Fax</p>
<p>DTS Tile & Marble SBE</p>	<p>Anthony DeFrancesca info@dts-co.com (mailto:info@dts-co.com) www.dtsco.com (http://www.dts-co.com)</p>	<p>18345 Sierra Hwy Santa Clarita, Ca 91351</p>	<p>Phone (661) 977-1066 Fax (661) 977-1138</p>
<p>Fiore Marble & Tile</p>	<p>Dave Fiore mastersoftile@yahoo.com (mailto:mastersoftile@yahoo.com)</p>	<p>36106 Leah Ln Yucaipa, Ca 92399</p>	<p>Phone (909) 797-3013 Fax (909)7976362</p>

<p>Griffith Company</p>		<p>12200 Bloomfield Ave Santa Fe Springs, Ca 90670</p>	<p>Phone (562) 929-7116 Fax (562) 929-7116</p>
<p>Inland Pacific Tile SBE</p>	<p>Rich Jacobs, Rob Morby rob@inlandpacifictile.com (mailto:rob@inlandpacifictile.com)</p>	<p>1808 Commerce Ctr West #B San Bernardino, Ca 92408</p>	<p>Phone (909) 890-4526 Fax (909) 890-4676</p>
<p>DJ Floorcovering Inc. SBE-MBE-WRE</p>	<p>Rick Barba (President) rbarba@jjjfloorcovering.com (mailto:rbarba@jjjfloorcovering.com) www.jjjfloorcovering.com (http://www.jjjfloorcovering.com)</p>	<p>4831 -A Passons Blvd Pico Rivera, Ca 90660</p>	<p>Phone (562) 692-9008 Fax (562) 692-5979</p>

<p>J B Marble</p>	<p>Jacques Barlava (President) jacques@jbmarble.com (mailto:jacques@jbmarble.com) www.jbmarble.com (http://www.jbmarble.com) estimating2@jbmarble.com (mailto:estimating2@jbmarble.com)</p>	<p>14654 Keswick St Van Nuys, Ca 91405</p>	<p>Phone (818) 902-1400 Fax (818)9029681</p>
<p>J. Colavin & Son Inc WBE-MBE-SBE</p>	<p>Troy Hamilton troy@colavin.com (mailto:troy@colavin.com) www.colavin.com (http://www.colavin.com)</p>	<p>5323 Alhambra Ave Los Angeles, Ca 90032_</p>	<p>Phone (323) 225-8212 Fax (323) 225-3488</p>

<p>J NJ Tile SBE</p>	<p>Julio Ramirez Julio@jnjtile.com (mailto:Julio@jnjtile.com)</p>	<p>9713 Orange Terrace Pico Rivera, Ca 90660</p>	<p>Phone (562) 942-0519 Fax (562) 949-1976</p>
<p>McCandless Tile co.</p>	<p>Mark McCandless mark@mccandlesstile.com (mailto:mark@mccandlesstile.com)</p>	<p>636 Poinsettia Santa Ana, Ca 92701 _</p>	<p>Phone (714) 542-4433 Fax (714) 542-0628</p>
<p>Paramount Tile SBE</p>	<p>Richard Razook rrazook@paramounttile.com (mailto:rrazook@paramounttile.com) www.paramounttile.com (http://www.paramounttile.com)</p>	<p>2054 Cecilia Circle Corona, Ca 92881 -</p>	<p>Phone (951) 736-4570 Fax (951) 736-4571</p>
<p>Premier Tile & Marble SSE</p>	<p>Greg Games ggames@premiertile.com (mailto:ggames@premiertile.com)</p>	<p>15000 S Main St Gardena, Ca 90248_</p>	<p>Phone (310) 516-1712 Fax (310) 516-1713</p>
<p>Reliable Floor Coverings, Inc SBE</p>	<p>Jon Rumkin reliablefloorcovering@hotmail.com (mailto:reliablefloorcovering@hotmail.com)</p>	<p>2304 Townsgate Rd Westlake Village, Ca 91361</p>	<p>Phone (805) 495-4811 Fax (805) 497-4069</p>

<p>Saber Industries, Inc</p>		<p>9434 Chesapeake Dr. San Diego CA 92123</p>	<p>Phone (858) 842-7227</p>
<p>Sample Tile & Stone</p>	<p>Curt Sample Curt@sampletileandstone.com (mailto:Curt@sampletileandstone.com)</p>	<p>1410 s. Richardson St San Bernardino, Ca 92408</p>	<p>Phone (951) 776-8562 Fax (951) 776-1557</p>
<p>Silverado Tile & Stone WOSB, WBE,SBE</p>	<p>Barbara Page barbara@silveradotile.com (mailto:barbara@silveradotile.com)</p>	<p>29142 Latigo Canyon Rd <u>Silverado, Ca</u> <u>92676</u></p>	<p>Phone (949) 713-3730 Fax (949) 766-6698</p>
<p>Stonerock Tile SBE</p>	<p>Walt Stonerock</p>	<p>15840 Monte St #101 Sylmar, Ca 91342_</p>	<p>Phone (818) 362-6500 Fax (818) 362-6522</p>
<p>Stoneware Tile SBE</p>	<p>Jon Reese stonewaretile@sbcglobal.net (mailto:stonewaretile@sbcglobal.net)</p>	<p>18827 Napa St Northridge, Ca 91343</p>	<p>Phone (818) 701-2993 Fax (818) 701-2989</p>
<p>The General Floor Prep & Installation Company</p>	<p>Esra Ortega</p>	<p>1142 S Diamond Bar Blvd #929 Diamond Bar, Ca 91765</p>	<p>(323)2701461</p>

T. Nickolas Co	Nick Mamula	3710 W. Sunset Rd Las Vegas, Nev 89118_	Phone (702) 739-1416 Fax (702) 739-3252
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Valley Floor Covering	Dennis Curtis	9945 Prospect Ave Santee, Ca 92071	Phone (619) 449-5222 Fax (619) 449-0540
Versatile And Stoneworks	Gustavo Alvarez versatileandstoneworks@yahoo.com (mailto:versatileandstoneworks@yahoo.com)		(323)2744189
WESTERN SPECIALTIES		50 N. BATAVIA RANGE, CA 2868	PHONE (714)7767746 FAX (714)7765415
Western Tile & Marble		701 S. Cameron s Vegas, Ca 9103	Phone (702) 247-8806 Fax (702) 247-8809

Zeolla Marble & Tile	Mark Zeolla	327 Vanalden Ave Tarzana, Ca 91356	Phone (818) 344-3219 Fax (818) 344-3504
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STONE, MARBLE & GRANITE CONTRACTORS

CONTRACTOR NAME	CONTACT	ADDRESS	PHONE
AGI MARBLE COMPANY www.smgstone.com (http://www.smgstone.com)	CAM GHOJEH cam@agi.com (mailto:cam@agi.com)	8456 SAN FERNANDO RD. SUN VALLEY, CA 91352_	PHONE (818) 767-0102 FAX (818) 767-0159
CARNEVALE & LOHR www.carnevaleandlohr.com (http://www.carnevaleandlohr.com)	DAVID CARNEVALE	6521 CLARA ST. BELL GARDENS, CA 90201	PHONE (562) 927-831 1 FAX (562) 806-2797
CARRARA MARBLE www.carrara.com (http://www.carrara.com)	BILL CORDOVA	15939 PHOENIX DR. INDUSTRY, CA 91745_	PHONE (626) 961-6010 FAX (626) 961-8192
CLEVELAND MARBLE AND MOSAIC COMPANY	ROBERT ZAVAGNO	4595 HINCKLEY PKWY. CLEVELAND, OH 44109_	PHONE (216) 749-2840

<p>CLEVELAND MARBLE AND MOSAIC COMPANY</p> <p>www.clevelandmarblecalifornia.com (http://www.clevelandmarblecalifornia.com)</p>	<p>Elias Ghattas</p>	<p>219 E. BRISTOL LN.</p> <p>ORANGE, CA 92865</p>	<p>F)HONE (714) 9983280</p> <p>FAX (714) 998- 3281</p>
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<p>COLUMBIA STONE</p> <p>http://www.columbiastone.com/ (http://www.columbiastone.com/)</p>		<p>18880 s.w. TETON</p> <p>TUALATIN, OR 97062_</p>	<p>PHONE (503) 612- 9100</p> <p>FAX (503) 691- 8515</p>
<p>CORRADINI CORP.</p>		<p>10940 KALAMA RIVER AVE.</p> <p>FOUNTAIN VALLEY, CA 92708_</p>	<p>PHONE (323) 221- 3191</p> <p>FAX (323) 221-0188</p>
<p>J.B. MARBLE CO.</p>	<p>Jacques Barlava</p> <p>jacques@jbmarble.com (mailto:jacques@jbmarble.com)</p>	<p>14654 KESWICK STREET</p> <p>VAN NUYS, CA 91405</p>	<p>PHONE (818) 902- 1400</p> <p>FAX (818) 902-9681</p>
<p>Saber Industries, Inc</p>		<p>9434 Chesapeake Dr.</p> <p>San Diego CA 92123</p>	<p>Phone (858) 842-7227</p>

<p>SAMPLE TILE & STONE</p>	<p>CURT SAMPLE curt@sampletileandstone.com (mailto:curt@sampletileandstone.com)</p>	<p>1410 RICHARDSON STREET SAN BERNARDINO, CA 92408</p>	<p>PHONE (951) 776-8562 FAX (951) 776-1557</p>
<p>SMG STONE COMPANY www.smgstone.com (http://www.smgstone.com)</p>		<p>8460 SAN FERNANDO ROAD SUN VALLEY, CA 91352</p>	<p>PHONE (818) 767-0000 FAX (818) 767-0158</p>

<p>TECSTONE, INC.</p>	<p>Pietro Mascioni pietromas@tecstone.com (mailto:pietromas@tecstone.com)</p>	<p>12410 FOOTHILL BLVD. UNIT A, SYLMAR, CA 91342</p>	<p>F)HONE (818) 899-4507</p>
<p>WESTERN SPECIALTIES CONTRACTORS http://www.westernspecialtycontractors.com/ (http://www.westernspecialtycontractors.com/)</p>		<p>650 N. BATAVIA ORANGE, CA 92868</p>	<p>PHONE (714)776-7746 FAX (714) 776-5415</p>
<p>WESTERN TILE & MARBLE www.westerntile.com (http://www.westerntile.com)</p>		<p>7140 180TH AVE NE REDMOND, WA 980524967</p>	<p>PHONE (425) 9234 FAX (425) 643-5228</p>

<p>ZEOCCA MARBLE COMPANY</p> <p>www.zeollamarble.com (http://www.zeollamarble.com)</p>	<p>MARK ZEOCCA</p> <p>Mark@zeollamarble.com (mailto:Mark@zeollamarble.com)</p>	<p>5327 VANALDEN AVE.</p> <p>TARZANA, CA 91356_</p>	<p>PHONE (818) 344- 3219</p> <p>FAX (818) 344-3504</p>
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TERRAZZO CONTRACTORS

CONTRACTOR NAME	CONTACT	ADDRESS	PHONE
Mike Payne & Associates (MPA) Terrazzo-Floor Grinding	Mike Payne mike@payneterrazzo.com (mailto:mike@payneterrazzo.com) www.payneterrazzo.com/ (http://www.payneterrazzo.com/)	33370 Mission Trail Wildomar, Ca 92595	Phone (951) 674-8377 Fax (951) 6747828
Top End Constructors Terrazzo-Floor Grinding	Rick Orlando r084@topendconstructors.com (mailto:r084@topendconstructors.com) www.topendconstructors.com/ (http://www.topendconstructors.com/)	10755 Sherman way sun valley, Ca 91352_	Phone (800) 5570833 Fax (818) 5031283
TECHNIQUEX	BARON ADELMANN	9035 E. PIMA CENTER PKY STE #7 SCOTTSDALE, ARI 85258	PHONE (877)376-9935 FAX (480) 4434118