

**UTAH CAREER CENTER
STANDARDS OF APPRENTICESHIP**

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Experience has demonstrated that the most practical and sound method of preparing workers for employment in skilled occupations is through planned apprenticeship. Apprenticeship is a training concept which provides for employment and training under actual job conditions, supervised by skilled craft-workers and at wages commensurate with the Apprentice's skill. In addition, the Apprentice's knowledge and understanding of the occupation is enhanced through participation in approved courses of related and supplemental instruction.

The Sponsor recognizes this need for continuous training to maintain the high level of skill and competence demanded by the Piping Industry. Further, recognizing that the responsibility for training rests with those in industry who are the benefactors of a skilled workforce, the Sponsor has formulated and adopted these Apprenticeship Standards for the training of Apprentices in the Plumbing, Pipe Fitting, and Heating and Cooling Service Technician Industry.

Definitions

Registered Apprenticeship Information System: (RAIS) The Federal System which provides for the automated collection, retention, updating, retrieval and summarization of information related to apprentices and apprenticeship programs.

Apprentice: An individual meeting the qualifications described in these Standards of Apprenticeship who has signed an Apprenticeship Agreement providing for on-the-job and related instruction under the Standards, and who is registered with the Registration Agency.

Apprenticeship Agreement: The written agreement between the Plumber/Pipe Fitter JATC or Service JATC and the Apprentice setting forth the responsibilities and obligations of all parties to the agreement with respect to the Apprentice's employment and training under the Standards. Each Apprenticeship Agreement must be registered with the Registration Agency.

Apprenticeship Program: An organized written plan containing all terms and conditions of employment, training, and supervision of one or more apprentices in an apprenticeable occupation.

Completion Certificate: The Certificate of Completion issued by the Registration Agency to those registered apprentices successfully completing the apprentice training requirements outlined in these Standards of Apprenticeship.

Gender Clause: Any reference to either the male or female gender in these Standards of Apprenticeship is intended to include both genders and is not to be considered as a limitation on either sex. The term "journeyman/men" within these Standards of Apprenticeship shall be considered as a performance level and not a term denoting gender.

Employer Association: For the purposes of these Standards the employer associations are the "Utah Mechanical Contractors Association", and the "Mechanical Service Contractors Association".

International Pipe Trades Joint Training Committee: (IPTJTC) Comprised of an equal number of labor and management representatives, responsible for developing policy and guidance with regard to apprenticeship and journeyman training. Representation on the IPTJTC will come from both management and labor representing the three crafts.

Plumber/Pipe Fitter or Service Joint Apprenticeship and Training Committee are Sub Committees of the Local 140 JATC and shall be made up of equal representatives of the local Employer Association and the Local Union.

Registration Agency: Shall mean the Office of Apprenticeship Training, U. S. Department of Labor.

Sponsor: The Utah Pipe Trades Joint Apprenticeship and Training Committee, 900 N. 400 W. Suite #4, North Salt Lake, Utah 84054-2636.

Standards or Standards of Apprenticeship: Shall mean this entire document, including the attached "Trade Schedule(s)", Appendices, and other documents attached hereto.

Local 140 Joint Apprenticeship and Training Committee: (Local 140 JATC) Is a Committee made of equal representatives of the Employer Association and the Union charged with developing and managing the training for the Utah Pipe Trades Education Program.

Supervisor of Apprentices: The person or persons designated by the contractor/employer who is responsible for ensuring the integrity of training and record keeping requirements on the job.

Utah Pipe Trades Educational Program: Is a jointly sponsored training program between the Union and the Employer Association for the purpose of training apprentices and journeymen members of the United Association.

Union: Shall mean The United Association of Journeymen and Apprentices of the Plumbing and Pipe Fitting Industry of the United States and Canada; hereafter known as the Local Union 140.

Standards of Apprenticeship Utah Pipe Trades Educational Program

Section I: Definition of the Utah Pipe Trades Educational Program

The Utah Pipe Trades Educational Program is sponsored jointly by the Utah Mechanical Contractors Association and Local Union 140 of the United Association (hereafter known as Local 140 JATC), and is a Pipe Trades training program for apprentices and journeymen members of the aforementioned Local Union.

Section II: Definition of Local 140 Joint Apprenticeship & Training Committee

- A. The Local 140 JATC is composed of an equal number of representatives appointed by the Utah Mechanical Contractor's Association and by United Association Local Union 140.
- B. The Local 140 JATC shall be responsible for the administration and operation of the apprenticeship program, including maintaining all records for five years after the apprentice has completed or separated from the program.
- C. The Local 140 JATC is responsible for the administration and operation of a training program for journeymen.
- D. Members of the Local 140 JATC are the Trustees of the Utah Pipe Trades Training Trust Fund, and have sole discretion concerning the expenditure of funds collected by the Utah Pipe Trades Training Trust Fund or other such funds that may be derived through grants or donations or any other means.
- E. The Local 140 JATC may at its discretion create such subcommittees as necessary to share the burden of administrating the journeyman or apprenticeship training program.
- F. The Local 140 JATC has created two subcommittees. They shall be known as "Plumber/Pipe Fitter JATC" and "Service JATC"
- G. The Local 140 JATC will make such rules and regulations as necessary to administer the program and such rules and regulations shall be binding on the Plumber/Pipe Fitter JATC or Service JATC and the apprentices.

Section III: Definition of Plumber/Pipe Fitter and Service JATC

- A. The Plumber/Pipe Fitter JATC or Service JATC are composed of an equal number of representatives appointed by the Utah Mechanical Contractor's Association and by Local Union 140 of the United Association.
- B. The Plumber/Pipe Fitter JATC or Service JATC are sub committees of the Local 140 JATC and shall be responsible for the administration and operation of the Local apprenticeship program subject to the limitations set forth in Section II of this document.
- C. The Plumber/Pipe Fitter JATC or Service JATC will also be responsible for the administration and operation of a training program for journeymen subject to the limitations set forth in Section II of this document.

Section IV: Registration of Apprentice Standards

It shall be the responsibility of the Local 140 JATC to register these standards with the Registration Agency. Any necessary additions to these standards shall be registered with the Registration Agency.

Section V: Definition of an Apprentice

An apprentice in the plumbing, pipe fitting and refrigeration fitting industry is a person who is engaged in learning a trade by working with and assisting a qualified journeyman in all phases of the piping industry. This person must meet the qualifications outlined in Section 6 of these standards and sign an Apprenticeship Agreement with the Utah Pipe Trades Educational Program. This agreement must be registered with the Registration Agency.

Section VI: Qualifications of Applicants For Apprenticeship

A. Age

1. All applicants shall be at least eighteen (18) years of age at the time of interview.
2. Applicants shall submit reliable proof of birth date with the complete application (Form #1)

B. Education

1. Applicants shall be high school graduates or provide proof of equivalent educational attainment such as an official report of successful results of the G.E.D. test (test of General Educational Development).
2. Each applicant shall accompany the completed application (Form #1) with a high school transcript or an official report of G.E.D. test results.
3. If an applicant provides a G.E.D. report, they shall also be required to provide transcripts for that portion of high school that they did attend.

C. Additional Requirements

1. Applicants will be required to take and pass a Drug and Alcohol screening prior to entering the program.
2. In order to determine the classes that are necessary for the Associate of Applied Science Degree, all applicants will be required to take the College Course Placement Test at Salt Lake Community College and provide the results of said test prior to their interview. This information is used only for placement into proper academic courses once the applicant has been selected into the apprenticeship program.
3. Applicants will be required to attend an orientation on a date specified during the application process. Failure to attend the orientation will result in termination of the application.
4. Applicants will be required to provide proof of citizenship or proper legal work permits from the local employment service.
5. Applicants will be required to attend an oral interview with the Plumber/Pipe Fitter JATC or Service JATC. Failure to attend the interview will result in termination of the application.

Section VII: Affirmative Action and Equal Opportunity

The recruitment, selection, employment, and training of apprentices shall be without discrimination because of race, color, religion, national origin, or sex. The Utah Pipe Trades Educational Program shall take affirmative action to provide equal opportunity in apprenticeship and shall operate this apprenticeship program as required under applicable law and lawful regulations issued thereunder (see Affirmative Action Plan attached).

Section VIII: Apprentice Application Procedures

- A. The Local 140 JATC will use the Pipe Trades Apprenticeship Forms #1 and #2 supplied by the IPTJTC. Form #1 will be furnished to each applicant who will complete, sign, and return the completed form to the Local 140 JATC (see Selection Procedure attached).
 1. Form #1 consists of:
 - a. Application for admission into the apprenticeship program
 - b. Requirements for admission into the apprenticeship program; and prime responsibilities of applicants after acceptance into the program as a probationary apprentice.
 - c. Sample apprenticeship agreement.
 2. Form #2 consists of:
 - a. Space for recording the name of the applicant and the date on which Form #1 was completed and received by the Local 140 JATC.
 - b. Step-by-step procedures for carrying out the application process.
 - c. Space for a summary of the official interview of the applicant.
 - d. Space for recording applicant's progress through the selection process from the date of receipt of Form #1 by the applicant to the date of final disposition of the application.
- B. The Local 140 JATC shall maintain a file for each applicant a copy of Forms #1 and #2 and all other records, for a period of not less than five (5) years from date of final disposition of the application.

Section IX: Apprenticeship Agreement

- A. After an applicant for apprenticeship has been selected and before employment as an apprentice or enrollment in related instruction classes begins, the apprentice shall sign an apprenticeship agreement which shall be registered with the Registration Agency. Likewise, these standards shall be considered a part of the Apprenticeship Agreement as though expressly written herein.
- B. Each selected applicant shall be given an opportunity to study these standards, the Local 140 and Plumber/Pipe Fitter JATC or Service JATC policies, and the Apprenticeship Agreement before signing the agreement.
- C. At least four (4) copies of the agreement shall be made: one for the apprentice, one for the Local 140 JATC; one for the Registration Agency; and when applicable, one for the Veterans Administration.

Section X: Term of Apprenticeship

- A. The term of apprenticeship, including the probationary period, shall consist of (5) years of training. This training shall be divided into five (5) one-year segments. Each one-year segment will consist of 1,700 to 2,000 hours of reasonably continuous on-the-job training and a minimum of 252 hours of related instruction
- B. During the fifth year of training, the apprentice may be allowed to perform work of the trade without the direct supervision of a journeyman if consistent with the local collective bargaining agreement and Utah State licensing laws. The fifth year apprentice will remain under the jurisdiction of the Local 140 and Plumber/Pipe Fitter JATC or Service JATC .
- C. Apprentices are required to attend related training classes until they successfully pass their completion exam. This applies even if it exceeds the five (5) years specified above. Such apprentices will remain under the jurisdiction of the Local 140 and Plumber/Pipe Fitter JATC or Service JATC .

Section XI: Probationary Period

- A. Each applicant selected for apprenticeship shall serve a probationary period of one (1) year (1,700-2,000 hours on the job).
- B. The Local 140 JATC and Plumber/Pipe Fitter JATC or Service JATC shall set standards for performance for on-the-job training and related classroom instruction.
 - 1. The probationary apprentice shall conform to the training standards of the Local 140 JATC and Plumber/Pipe Fitter JATC or Service JATC .
 - 2. Any probationary apprentice who does not conform to the Standards of Apprenticeship shall have his or her apprenticeship agreement canceled.
- C. The records for each probationary apprentice shall be reviewed at the end of the probationary period. Records shall consist of:
 - 1. Periodic reports from the apprentice's employer or employers.
 - 2. A complete record of attendance, grades, and any disciplinary action connected with related instruction during the probationary period.
- D. Any probationary apprentice considered to be unsatisfactory after a review of the probationary records shall have his or her apprenticeship agreement canceled.
- E. Each probationary apprentice considered to be satisfactory after a review of the records, shall be considered an apprentice and be initiated into the local union with credit for the probationary period.

Section XII: Credit for Previous Experience

- A. An applicant may request credit for previous experience. **The request for previous experience must be submitted in writing to the Director of Training prior to the end of their first year of apprenticeship. Requests for credit for previous experience received after this date will not be considered.**
- B. An apprentice who requests credit for previous experience shall be started at the beginning wage rate.
- C. Requests for credit for previous experience shall be evaluated and a determination made by the Plumber/Pipe Fitter JATC or Service JATC at the next regularly scheduled Plumber/Pipe Fitter JATC or Service JATC meeting **after the apprentice has completed the first full year of their**

apprenticeship. All records, affidavits, or other **bona-fide** evidence of previous experience shall be provided to the Plumber/Pipe Fitter JATC or Service JATC at that time.

- D. Upon Approval by the Plumber/Pipe Fitter JATC or Service JATC an apprentice granted credit shall be advanced to the period designated and the corresponding wage rate, on the date set by the Plumber/Pipe Fitter JATC or Service JATC.

Section XIII: Related Instruction

- A. During each year of training, each apprentice shall be required to attend classes in subjects related to the trade, and such academic classes as needed to complete a course of training for an Associate of Applied Science Degree. Hours of related and academic training shall be no less than 252 hours per year with a minimum of 1260 hours for the five-year term of training.
- B. Any apprentice who is absent from related instruction class sessions, unless officially excused, shall satisfactorily complete all class work missed before being advanced to the next period of training
- C. Related instruction shall be closely correlated with the practical experience and training received on the job. The Local 140 JATC and Plumber/Pipe Fitter JATC or Service JATC may request the assistance of local schools in establishing classroom space for related instruction.
- D. Policy with respect to hours spent in related instruction by apprentices other than regular working hours: Apprentices will not be paid for attending related instruction classes.
- E. In cases of failure of an apprentice to fulfill the obligations regarding classroom or on-the-job training without due cause, the prescribed penalties listed in the Supplementary rules shall be applied or the Plumber/Pipe Fitter JATC or Service JATC shall take necessary action.
- F. The instructional materials recommended by the IPTJTC and other instructional materials as prescribed by the Local 140 JATC shall be adopted as the basic course of study. **Each apprentice shall purchase the necessary texts and materials for personal study during the training and for reference after completion of apprenticeship (see Trade Schedule for each occupation attached).**

Section XIV: Work Experience

- A. To enable the apprentice to qualify at the end of training as a skilled journeyman, the apprentice shall during the first four years of training, be given opportunity to install and assist in installing piping material, as their skill permits under the direct supervision of a journeyman.
- B. Fifth year apprentices may be allowed to make pipe installations and do related work as their skills permit without the direct supervision of a journeyman so long as it is consistent with **applicable Federal, State and Local licensure laws.**
- C. For the protection of the individual consumer and the general public, all work done by apprentices as indicated above shall conform in every respect with the requirements prescribed in all applicable local, state, and national codes and ordinances.
- D. The Plumber/Pipe Fitter JATC or Service JATC may rotate or shift apprentices from one employer to another as necessary to assure complete training in all branches of the pipe trades.
- E. The Trade Work Experience Schedule shall be appended to these standards when they are registered by the Local 140 JATC. The schedule shall be used as a guide to the various types of work to be performed and the basic skills to be learned during apprenticeship (see Trade Schedule for each occupation attached).

Section XV: Hours of Work:

- A. Apprentices shall work the same hours as the journeyman.
- B. Apprentices who do not complete the required hours of on-the-job training during a given step shall have the term of that step extended until the required number of hours are accrued.

Section XVI: Wages and Advancement

- A. The progressively increasing schedule of wages for apprentices as specified in the collective bargaining agreement between the Utah Mechanical Contractors Association and Local Union 140; shall be included in these standards and that schedule shall be established as a percentage of the journeyman wage rate in said agreement (see Trade Schedule for each occupation attached).
- B. Before an apprentice is advanced to the next period of training or journeyman status, the Plumber/Pipe Fitter JATC or Service JATC shall evaluate all progress to determine whether advancement has been earned by satisfactory work on-the-job and in related training classes. In determining whether satisfactory progress has been made, the JATC shall be guided by the records of work experience and related instruction.

Section XVII: Supervision of Apprentices

- A. The employer or the designated person such as superintendent, general foreman, foreman, or journeyman shall be responsible for the training of the apprentice on the job. The supervisor of the apprentice, with the advice and assistance of the Plumber/Pipe Fitter JATC or Service JATC, shall be responsible for the apprentice's work experience and shall complete and return the record forms and progress reports provided by the Local 140 JATC.
- B. The Local 140 JATC or Plumber/Pipe Fitter JATC or Service JATC or designated person shall be responsible for the apprentice's progress in related instruction classes.

Section XVIII: Responsibilities of Apprentices

The apprentice shall:

- A. Perform diligently and faithfully the work of the trades, and perform such other pertinent duties as may be assigned in accordance with the provisions of the registered standards.
- B. Respect the property of the contractor and abide by the working rules and regulations of the Contractor, the Local Union, Local 140 JATC, Plumber/Pipe Fitter JATC or Service JATC and these Standards.
- C. Attend regularly and complete satisfactorily the required hours of instruction in subjects related to the trade, as provided under the registered standards.
- D. Maintain such records of on-the-job training and related instruction as may be required by the State or Plumber/Pipe Fitter JATC or Service JATC.
- E. Develop safe working habits, and work in such a manner as to assure their safety and that of other workers.
- F. Conduct themselves at all times in a creditable, ethical and moral manner.

Section XIX: Disciplinary Action

- A. The Plumber/Pipe Fitter JATC or Service JATC may take disciplinary action against any apprentice for failure to comply with the apprenticeship agreement, supplemental agreements, apprenticeship standards including appendices.
- B. Before invoking disciplinary action, the Plumber/Pipe Fitter JATC or Service JATC shall notify the apprentice of the infraction and provide reasonable opportunity for corrective action by the apprentice. **Disciplinary action for minor infractions as specified in the Supplementary Rules for Plumbing Pipe Fitting, and Refrigeration Apprentices shall be applied administratively, however the apprentice shall have the right to appeal these actions to the Plumber/Pipe Fitter JATC or Service JATC. The Plumber/Pipe Fitter JATC or Service JATC shall have final jurisdiction on all disciplinary actions.**
- C. Before invoking disciplinary action, the Plumber/Pipe Fitter JATC or Service JATC shall notify the apprentice by certified mail to the last known address to appear before the Plumber/Pipe Fitter JATC or Service JATC for a hearing, except as noted in Section XIX (B). If the apprentice fails to appear before the Plumber/Pipe Fitter JATC or Service JATC after due notice, such disciplinary action may be invoked without the apprentices attendance at the hearing.
- D. At the hearing the Plumber/Pipe Fitter JATC or Service JATC may discipline an apprentice by postponing advancement from one period of training to the next or by temporarily removing the apprentice from the job, causing loss of employment, or by setting the apprentice back one or more steps in his/her apprenticeship, or other action at the sole discretion of the Plumber/Pipe Fitter JATC or Service JATC, that they may deem appropriate for the infraction.
- E. The Plumber/Pipe Fitter JATC or Service JATC may cancel the Apprenticeship Agreement and remove the apprentice from the training program. Such removal by the Plumber/Pipe Fitter JATC or Service JATC shall cancel the classification of the apprentice and the opportunity to complete their training. The Registration Agency shall be notified of such cancellations.

Section XX: Adjusting Differences

- A. If an apprentice believes an issue exists that adversely affects his/her participation in the apprenticeship program or violates the provisions of the Apprenticeship Agreement or Standards, relief may be sought through one or more of the following avenues, based on the nature of the issue:
 - 1. For issues regarding wages, hours, working conditions, and other issues covered by the collective bargaining agreement, apprentices may seek resolution through the applicable Grievance and Arbitration Articles of the collective bargaining agreement.
 - 2. For apprenticeship program administrative issues or issues concerning provisions of the Apprenticeship Agreement or these Standards not addressed in the collective bargaining agreement, the apprentice may choose to have the issue reviewed by the Plumber/Pipe Fitter JATC or Service JATC. The Plumber/Pipe Fitter JATC or Service JATC shall hear and consider all complaints of violations concerning the Apprenticeship Agreement and the registered Standards. The Plumber/Pipe Fitter JATC or Service JATC shall make such rulings as it deems necessary in each individual case. Either party to the Apprenticeship Agreement may consult with the Registration Agency for an interpretation of any provision of the Standards over which differences occur.
 - 3. The Plumber/Pipe Fitter JATC or Service JATC shall have full authority to supervise the enforcement of the provisions of these standards. Its' decision shall be final and binding upon the employer, the local union, and the apprentice, subject to the provisions of article "B" of this section.

- B. If the apprentice believes the JATC did not resolve the issue to his/her satisfaction, the apprentice may appeal to the Office of Apprenticeship, U.S. Department of Labor and exercise its complaint procedure.
1. Any apprentice or applicant for apprenticeship who believes he/she has been discriminated against on the basis of race, color, religion, national origin, or sex with regard to apprenticeship, or that the equal opportunity standards with respect to his/her selection have not been followed in the operation of the apprenticeship program, may contact directly the Federal Equal Employment Opportunity Commission (EEOC), and/or the U.S. Department of Labor, Bureau of Apprenticeship and Training.
 2. Complaints to the U.S. Department of Labor, which may be filed by the apprentice or through an authorized representative of the apprentice, must be filed not later than 180 days from the date of the alleged discrimination or specified failure to follow the equal opportunity standards. The complaint shall be in writing and shall be signed by the complainant. It must include the name, address, and telephone number of the person allegedly discriminated against, the Program Sponsor involved, and a brief description of the circumstances of the failure to apply the equal opportunity standards.
 3. The JATC shall provide each applicant and apprentice with this complaint procedure and the names and addresses of the local, state and federal contacts for receiving complaints (see Section XXVII: Non Discrimination and Harassment Policy).

Section XXI: Certification of Completion of Training

The apprentice who successfully completes training shall be awarded a certificate by the Plumber/Pipe Fitter JATC or Service JATC, attesting to satisfactory completion. Such certificate shall be issued by the Registration Agency and may be issued by the Local 140 JATC.

Section XXII: Ratio of Apprentice to Journeyman

The ratio of apprentice to journeymen shall be as specified in the most current collective bargaining agreement under which the apprentice is working.

Section XXIII: Safety and Health Training

All apprentices shall receive instruction in safe and healthful work practices and shall be trained in facilities and other environments that are in compliance with either the Occupational Safety and Health Standards promulgated by the Secretary of Labor under Public Law 91-596, dated December 29, 1970, or State Standards that have been found to be at least as effective as the Federal Standards. Wherever possible, first aid training should be included.

Section XXIV: Qualifications of Employers

All employers of apprentices must satisfy to the State and Plumber/Pipe Fitter JATC or Service JATC that they can meet the following minimum qualifications:

- A. Be financially responsible.
- B. Have the necessary facilities to assure effective training.
- C. Employ one or more journeymen steadily.

- D. Agree to adhere to the program as administered by the Local 140 JATC and Plumber/Pipe Fitter JATC or Service JATC.
- E. Have signed a collective bargaining agreement with the Local Union having jurisdiction.

Section XXV: Transfer of Training Obligation

The Plumber/Pipe Fitter JATC or Service JATC at its' sole discretion may transfer the training obligation of an apprentice to another JATC when the apprentice moves to the jurisdiction of the JATC accepting the training obligation.

Section XXVI: Approval

- A. The approval of these Apprenticeship Standards by the Office of Apprenticeship certifies that they conform to the labor standards which the U.S. Department of Labor believes are necessary to safeguard the welfare of apprentices.
- B. The apprenticeship programs may be amended, subject to the requirements and approval of the appropriate Registration Agency.
- C. No modification or changes shall affect executed apprenticeship agreements without the written consent of all parties to the agreement. This program may be canceled upon voluntary action by requesting cancellation of the approval. The program may also be de-registered for reasonable cause by the Office of Apprenticeship of the U.S. Department of Labor when the Office initiates formal cancellation proceedings in accordance with the provisions of Title 29 CFR Part 29.
- D. Upon cancellation (voluntary or involuntary) of the program, the sponsor will inform each apprentice, within 15 days of the cancellation and the effect of such action. This notification will conform to the requirements of Title 29 CFR Part 29.7.

NOTE: The U.S. Department of Labor's general labor standards for apprenticeship programs set forth in Title 29 CFR of the Federal Regulations Part 29.

Section XXVII: Amendments or Modifications

These Standards of Apprenticeship may be amended at any time by the Local 140 JATC, provided that no amendment or modification adopted shall alter any Apprenticeship Agreement in force at the time without the consent of all parties to the agreement, and provided further that such amendment shall be submitted to the Registration Agency for approval and registration prior to being placed in effect. A copy of each amendment adopted will be furnished to each apprentice to whom the amendment applies.

Section XXVIII: Non-Discrimination and Harassment Policy

Policy:

The Utah Pipe Trades Educational Program recognizes the right of all apprentices to work in an environment where individual dignity is respected. Discrimination against or harassment of apprentices by employers, supervisors, journeymen, or any other employees on the job site will not be tolerated. This also includes sexual harassment as well as discrimination or harassment on the basis of race, color, religion, national origin, age, disability, or sex.

Sexual Harassment:

- A. Sexual harassment includes such conduct as sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature where:

1. Submission to such advances, requests or conduct is made a condition of employment or job status, either explicitly or implicitly; or
 2. Such conduct has the purpose or effect of unreasonably interfering with an apprentice's work performance because it creates an intimidation, hostile or offensive environment.
- B. Examples of conduct that may constitute sexual harassment include, but are not limited to:
1. Lewd or sexually suggestive touching or other physical contact.
 2. Any display of sexually explicit pictures, magazines, cartoons or other graphic material.

Harassment:

- A. Harassment includes verbal or physical conduct that denigrates or displays hostility toward an individual because of his/her race, color, religion, gender, national origin, age, or disability, or that of his or her friends, associates or relations, and that has the purpose of creating an intimidating, hostile, or offensive working environment or unreasonably interfering with a person's work performance, or otherwise adversely affects an apprentice's employment opportunities.
- B. Harassing conduct may include, but is not limited to:
1. Epithets, slurs or negative stereotyping.
 2. Threatening, intimidating or hostile acts.
 3. Written or graphic material in the workplace that denigrates or displays hostility toward another because of his/her race, color, religion, gender, national origin, age or disability.

Recourse:

- A. Any apprentice who believes he or she has been discriminated against or harassed may report the incident immediately to:

Larry Facer, Local 140 JATC
 U.A. Local 140
 2261 S. Redwood Rd.
 SLC, UT 84119

Frank Moss
 Moss Industries
 1462 West 1500 South
 Woods Cross, UT 84087

Robert Bergman, Local 140 JATC
 Director, UMCA
 669 South 200 East.
 SLC, UT 84111-3800
 801-364-7768

Rick Cowley, Local 140 JATC
 Mechanical Service & Systems Inc.
 6906 South 300 West
 Midvale, UT 84047-1032
 801-255-9333

Will Nickell, Director of Training
 Utah Pipe Trades Educational Program
 900 N. 400 W. Suite #4
 North Salt Lake, UT 84054-2636
 801-295-6198

Ed Gongaware, Asst. Director
 Utah Pipe Trades Educational Program
 900 N. 400 W. Suite #4
 North Salt Lake, UT 84054-2636
 801-295-6198

Dave Katsanevas
 C.C.I.
 P.O. BOX 25788
 SLC, UT 84125-0788

Kreg Crofts
 U. A. Local 140
 2261 S. Redwood Rd.
 SLC, UT 84119

- B. All apprentices have the right to file charges of discrimination with the appropriate State and Federal anti-discrimination agencies.
- C. State and Federal law requires that the JATC investigate claims of discrimination or harassment on the job. The Union and the Employer will cooperate in the JATC's investigation consistent with their obligations under State and Federal law. Efforts will be made to ensure confidentiality, but absolute confidentiality cannot be guaranteed. Confidentiality will be safeguarded to the extent possible consistent with conducting a full investigation and the obligation to protect the rights of all involved.

Section XXIX: Conformation with State and Federal Laws and Applicable Collective Bargaining Agreements

- A. No provisions in these Standards of Apprenticeship shall be construed as permitting violation of any applicable Local, State or Federal laws or regulations.
- B. Nothing in these Standards of Apprenticeship shall be interpreted as being inconsistent with existing or subsequent Collective Bargaining Agreements. In the event of a conflict, the Collective Bargaining Agreement shall prevail if it identifies higher standards.

Section XXX: Cooperating Organizations and Agencies

Advice and assistance in the successful operation of this Apprenticeship Program will be available at any time, upon request by the Local 140 JATC from:

- A. The International Pipe Trades Joint Training Committee or the United Association Training Department.
- B. Office of Apprenticeship, U.S. Department of Labor.

Adopted By:

The Utah Pipe Trades Educational Program representing and jointly administered by, United Association Local 140 and The Utah Mechanical Contractors Association, hereby adopts these Standards of Apprenticeship with all Appendices attached hereto.

Larry Facer, Co-Chairman (Labor Trustee)

Date

Robert Bergman, Co-Chairman (Management Trustee)

Date

Trade Schedules and Training Outlines

Plumber - On the Job Training and Related Training	Page 18
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Refrigeration Fitter – On the Job Training and Related Training	Page 24

Related Instruction

Trade Schedule For: Plumber

DOT # 862.381-030

This trade schedule supplement is attached to and a part of the Apprenticeship and Training Standards for the above identified occupation.

Term of Apprenticeship (Section X)

The term of apprenticeship, including the probationary period, shall consist of (5) years of training. This training shall be divided into five (5) one-year segments. Each one-year segment will consist of 1,700 to 2,000 hours of reasonably continuous on-the-job training and a minimum of 252 hours of related instruction.

Ratio of Apprentices to Journeymen (As per attached Collective Bargaining Agreement)

The ratio of apprentice to journeyman shall be as specified in the most current collective bargaining agreement under which the apprentice is working. (See attached Collective Bargaining Agreement)

Apprentice Wage Schedule (Section XVI)

The progressively increasing schedule of wages for apprentices as specified in the collective bargaining agreement between the Utah Mechanical Contractors Association and U.A. Local 140, shall be included in these standards and that schedule shall be established as a percentage of the journeyman wage rate in said agreement.

SCHEDULE OF WAGES

Period	Percentage
First	55%
Second	55%
Third	60%
Fourth	65%
Fifth	70%
Sixth	75%
Seventh	80%
Eighth	85%
Ninth	90%
Tenth	95%

Current Journeyman Wage Rate as specified on attached Collective Bargaining Agreement.

Schedule of Related Instruction (Section XIII)

(See attached Course Schedule)

Schedule of Work Experience (Section XIV)

(See attached Trade Schedule.)

**Utah Pipe Trades Educational Program
Related Training Schedule
Plumber Apprentices**

Grp	Course Number	Cr Hrs	Course Title	Clk Hrs	Semester	Yr
PFA	1150001 or 1151001	2	Heritage, Job Safety and Health	45	Fall	1
PFA	1160001 or 1161001	2	Use & Care, Pipe & Materials, Rigging	45	Fall	1
PFA		3	Communications (degree class)	30	Fall	1
PFA	1100001 or 1101001	2	Pipe Trades Math (counts towards degree)	45	Spring	1
PFA	1110001 or 1111001	2	Soldering & Brazing, Plastic, Oxy/Act Cutting	45	Spring	1
PFA		3	Personal Finance (degree class)	50	Spring	1
PFA	1260001 or 1261001	2	Drawing Interpretation & Building Plans	45	Fall	2
PFA	1250001 or 1251001	2	Basic Electricity	45	Fall	2
PFA		3	English 1010 (degree class)	50	Fall	2
PFA	1200001 or 1201001	2	Gas Installations	45	Spring	2
PFA	1210001 or 1211001	2	Hydronic Systems	45	Spring	2
PFA		3	Principles of Technology (degree class)	50	Spring	2
PFA	2350001 or 2351001	2	Drainage	45	Fall	3
PFA	2360001 or 2361001	2	Water Supply	45	Fall	3
		3	English 1010 or Welding		Fall	3
PFA	2300001 or 2301001	2	Welding	45	Fall	3
PFA	2350001 or 2351001	2	Drainage	45	Spring	3
PFA	2360001 or 2361001	2	Water Supply	45	Spring	3
PFA	2300001 or 2301001	2	Welding	45	Spring	3
PFA	2450001 or 2451001	2	Medical Gas Certification	45	Fall	4
PFA	2470001 or 2471001	2	International Plumbing Code	45	Fall	4
PFA	2300001 or 2301001	2	Welding or Pipefitting	45	Fall	4
PFA	2440001 or 2441001	2	Advanced Plan Reading	45	Spring	4
PFA	2310001 or 2311001	2	Plumbing Fixtures and Appliances	45	Spring	4
PFA	2300001 or 2301001	2	Welding or Pipefitting	45	Spring	4
PFA	2540001 or 2541001	2	Guide Service, Special Purpose, Bldrs Level	45	Fall	5
PFA	2560001 or 2561001	2	General Pipefitting	45	Fall	5
PFA	2300001 or 2301001	2	Welding or Pipefitting	45	Fall	5
PFA	2570001 or 2571001	2	Test Prep - International Plumbing Code	45	Spring	5
PFA	2580001 or 2581001	2	Test Prep - Pipe Sizing Math	45	Spring	5
PFA	2590001 or 2591001	2	Test Prep - Shop	45	Spring	5
Total Clock Hours for Years 1 through 5				1350		

Schedule of Work Experience and Training

Plumber

Work Processes	Target Minimum Hrs	Target Maximum Hrs
Use of hand tools and equipment	1000	1100
Operation and care of pipe machinery	500	600
Installation of piping for waste, soil sewerage, vent and leader lines	1500	1600
Installation of hot and cold water for domestic purposes	1500	1600
Installation of copper and plastic piping systems	1000	1100
Installations and setting of plumbing appliances and fixtures	1000	1100
Welding as it applies to the trade	400	800
Maintenance and repair of plumbing systems	200	400
Gas piping and installation of gas appliances	1000	1100
Operation and maintenance of complete repair service kits and trucks	200	300
Services and maintenance of gas controls and equipment	200	300
Total: 8,500 to 10,000 Hours	8500	10000

Related Instruction

Trade Schedule For: Pipefitter

DOT # 862.281-022

This trade schedule supplement is attached to and a part of the Apprenticeship and Training Standards for the above identified occupation.

Term of Apprenticeship (Section X)

The term of apprenticeship, including the probationary period, shall consist of (5) years of training. This training shall be divided into five (5) one-year segments. Each one-year segment will consist of 1,700 to 2,000 hours of reasonably continuous on-the-job training and a minimum of 252 hours of related instruction.

Ratio of Apprentices to Journeymen (As per attached Collective Bargaining Agreement)

The ratio of apprentice to journeyman shall be as specified in the most current collective bargaining agreement under which the apprentice is working. (See attached Collective Bargaining Agreement)

Apprentice Wage Schedule (Section XVI)

The progressively increasing schedule of wages for apprentices as specified in the collective bargaining agreement between the Utah Mechanical Contractors Association and U.A. Local 140, shall be included in these standards and that schedule shall be established as a percentage of the journeyman wage rate in said agreement.

SCHEDULE OF WAGES

Period	Percentage
First	55%
Second	55%
Third	60%
Fourth	65%
Fifth	70%
Sixth	75%
Seventh	80%
Eighth	85%
Ninth	90%
Tenth	95%

Current Journeyman Wage Rate as specified on attached Collective Bargaining Agreement.

Schedule of Related Instruction (Section XIII)

(See attached Course Schedule)

Schedule of Work Experience (Section XIV)

(See attached Trade Schedule.)

**Utah Pipe Trades Educational Program
Related Training Schedule
Pipefitter Apprentices**

Grp	Course Number	Cr Hrs	Course Title	Clk Hrs	Semester	Yr
PFA	1150001 or 1151001	2	Heritage, Job Safety and Health	45	Fall	1
PFA	1160001 or 1161001	2	Use & Care, Pipe & Materials, Rigging	45	Fall	1
PFA		3	Communications (degree class)	30	Fall	1
PFA	1100001 or 1101001	2	Pipe Trades Math (counts towards degree)	45	Spring	1
PFA	1110001 or 1111001	2	Soldering & Brazing, Plastic, Oxy/Act Cutting	45	Spring	1
PFA		3	Personal Finance (degree class)	50	Spring	1
PFA	1260001 or 1261001	2	Drawing Interpretation & Building Plans	45	Fall	2
PFA	1250001 or 1251001	2	Basic Electricity	45	Fall	2
PFA		3	English 1010 (degree class)	50	Fall	2
PFA	1200001 or 1201001	2	Gas Installations	45	Spring	2
PFA	1210001 or 1211001	2	Hydronic Systems	45	Spring	2
PFA		3	Principles of Technology (degree class)	50	Spring	2
RFA	2310001 or 2311001	2	Pneumatic Controls	45	Fall	3
PFA	2310001 or 2311001	2	Pumps and Steam Systems	45	Fall	3
PFA	2300001 or 2301001	2	English 1010 or Welding	45	Fall	3
RFA	2300001 or 2301001	2	Electric Controls	45	Spring	3
RFA	2350001 or 2351001	2	Refrigeration	45	Spring	3
PFA	2300001 or 2301001	2	Welding	45	Spring	3
PFA	2440001 or 2441001	2	Advanced Plan Reading	45	Fall	4
PFA	2430001 or 2431001	2	Piping Layout	45	Fall	4
PFA	2300001 or 2301001	2	Welding	45	Fall	4
PFA	2420001 or 2421001	2	Medical Gas Certification	45	Spring	4
RFA	2460001 or 2461001	2	Instrumentation and Process Controls	45	Spring	4
PFA	2300001 or 2301001	2	Welding	45	Spring	4
PFA	2540001 or 2541001	2	Pipe Bending	45	Fall	5
PFA	2500001 or 2501001	2	Orbital Welding	45	Fall	5
PFA	2300001 or 2301001	2	Welding	45	Fall	5
PFA	2530001 or 2531001	2	Mechanical Code, Boiler Code, CSD-1	45	Spring	5
PFA	2520001 or 2521001	2	Steamfitter Test Prep - Class room	45	Spring	5
PFA	2300001 or 2301001	2	Welding	45	Spring	5

Total Clock Hours for Years 1 through 5

1350

Schedule of Work Experience and Training

Pipefitter

Work Processes	Target Minimum Hrs	Target Maximum Hrs
Use of hand tools and equipment	750	850
Operating and care of pipe machinery	750	850
Erection and dismantling of scaffolding and use of ladders and rigging	300	400
Welding as it applies to the trade	750	950
Installation and maintenance of heat control equipment, thermostats, etc.	500	600
Installation of recessed floor and wall radiators, heating and ventilating units and testing of all such installations	500	600
Installation of pipe lines and fittings, copper tubing and connections used in heating and ventilating, including the cutting of openings in walls for pipes, installation of pipe hangers, cutting and threading of pipe assembly and testing the system under pressure for leaks.	750	850
Installation of piping for refrigeration and other devices used in cooling and air conditioning and testing of leaks	500	600
Installation and maintenance of steam and hot water heating systems	750	850
Air condition, ventilation and refrigeration systems	500	600
Industrial process piping	750	850
High and low pressure boilers, gas fired equipment	750	850
Pneumatic piping, hydraulic power piping, oil piping, etc.	750	850
Safety code and devices	200	300
Total 8,500 to10,000 Hours	8500	10000

Related Instruction

Trade Schedule For: Refrigeration Fitter DOT # 637.261-026

This trade schedule supplement is attached to and a part of the Apprenticeship and Training Standards for the above identified occupation.

Term of Apprenticeship (Section X)

The term of apprenticeship, including the probationary period, shall consist of (5) years of training. This training shall be divided into five (5) one-year segments. Each one-year segment will consist of 1,700 to 2,000 hours of reasonably continuous on-the-job training and a minimum of 252 hours of related instruction.

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Apprentice Wage Schedule (Section XVI)

The progressively increasing schedule of wages for apprentices as specified in the collective bargaining agreement between the Utah Mechanical Contractors Association and U.A. Local 140, shall be included in these standards and that schedule shall be established as a percentage of the journeyman wage rate in said agreement.

SCHEDULE OF WAGES

Period	Percentage
First	55%
Second	55%
Third	60%
Fourth	65%
Fifth	70%
Sixth	75%
Seventh	80%
Eighth	85%
Ninth	90%
Tenth	95%

Current Journeyman Wage Rate as specified on attached Collective Bargaining Agreement.

Schedule of Related Instruction (Section XIII)

(See attached Course Schedule)

Schedule of Work Experience (Section XIV)

(See attached Trade Schedule.)

**Utah Pipe Trades Educational Program
Related Training Schedule
Refrigeration Apprentices**

Grp	Course Number	Cr Hrs	Course Title	Clk Hrs	Semester	Yr
RFA	2350001 or 2351001	4	Refrigeration 1 & 2	90	Fall & Spring	1
PFA	1160001 or 1161001	2	Use & Care, Pipe & Materials, Rigging	45	Fall	1
PFA	1150001 or 1151001	2	Heritage, Job Safety and Health	45	Fall	1
PFA	1100001 or 1101001	2	Pipe Trades Math (counts towards degree)	45	Spring	1
PFA	1110001 or 1111001	2	Soldering & Brazing, Plastic, Oxy/Act Cutting	45	Spring	1
RFA	2400001 or 2401001	4	Air Conditioning 1 & 2	90	Fall & Spring	2
PFA		3	Principles of Technology (degree class)	45	Fall	2
PFA	1250001 or 1251001	2	Basic Electricity	45	Fall	2
RFA		2	Introduction to Computer	45		2
RFA	2520001 or 2521001	2	Advanced Electricity and Electronics	45	Spring	2
RFA	2330001 or 2331001	2	Brazing Certification & Control Projects	45	Fall	3
RFA	2310001 or 2311001	2	Pneumatic Controls	45	Fall	3
RFA	2320001 or 2321001	2	Refrigerant Controls	45	Fall	3
RFA	2550001 or 2551001	2	Chillers Including Centrifugals	45	Spring	3
RFA	2510001 or 2511001	2	Evaporators, Compressors, & Condensers	45	Spring	3
PFA	2530001 or 2531001	2	Mechanical Code	45	Spring	3
RFA		2	Utah Boiler Code & CSD1	45		4
RFA	2300001 or 2301001	2	Electric Controls	45	Fall	4
PFA		3	Communications 1010 (degree class)	45	Fall	4
RFA	2410001 or 2411001	2	Trouble Shooting Systems	45	Spring	4
PFA	1260001 or 1261001	2	Drawing Interpretation & Building Plans	45	Spring	4
PFA		3	Personal Finance (degree class)	45	Spring	4
RFA	2540001 or 2541001	4	Start Test & Balance	90	Fall/Spring	5
PFA	2310001 or 2311001	2	Pumps and Steam Systems	45	Fall	5
PFA	1210001 or 1211001	2	Hydronic Systems	45	Spring	5
PFA		3	English 1010 (degree class)	45	Spring	5
PFA	1200001 or 1201001	2	Gas Installations	45	Spring	5

Total Clock Hours for Years 1 through 5

1350

Schedule of Work Experience and Training

Refrigeration Fitter

Work Processes	Target Minimum Hrs	Target Maximum Hrs
Use and care of tools and equipment	500	600
Welding, soldering and brazing	300	400
Installation and service (compression systems)	500	600
Refrigerant controls	600	700
Motor controls (installation and service)	600	700
Electric Motors (installation and service)	600	700
Installation and service (absorption system)	600	700
Installation and service (Hermetic; Semi-hermetic)	600	700
Commercial Refrigeration (various applications)	600	700
Installation and service (air conditioning systems)	600	700
Installation and service (heating equipment)	600	700
Installation and service (fuel burning equipment)	600	700
Boiler Room Piping (service and installation)	600	700
Installation (heating systems)	600	700
Total energy management (installation and service)	600	700
Total 8,500 to10,000 Hours	8500	10000

Affirmative Action Plan

Section I: Preamble

- A. In order to conform with Title 29, Code of Federal Regulations (CFR) Part 30 - Equal Employment Opportunity in Apprenticeship, the Utah Pipe Trades Educational Program (sponsor), hereinafter referred to as the Local 140 JATC, hereby adopts the following nondiscriminatory pledge and Affirmative Action Plan. The Local 140 JATC enters this Plan with good faith for the purpose of promoting equality of opportunity into its registered apprenticeship program.
- B. This Plan is a supplement to the Apprenticeship Standards. It may be amended at a later date as experience dictates. Any changes made by the Local 140 JATC shall become part of this written Plan, once approved by the Registration Agency.

Section II: Equal Opportunity Pledge

In compliance with Section 30.3(b) of Title 29 CFR Part 30, as amended May 12, 1978, the Local 140 JATC commits to the following Equal Opportunity Pledge:

"The recruitment, selection, employment, and training of apprentices during their term of training, shall be without discrimination because of race, color, religion, national origin, or sex." The Local 140 JATC will take affirmative action to provide equal opportunity in training and will operate the apprenticeship program as required under Title 29, CFR, Part 30, as amended.

Section III: Affirmative Action Plan

In order to allow positive recruitment and full utilization of minorities and women in the apprenticeship program, the Local 140 JATC pledges to the procedures and methods covered in Section IV. Affirmative Action also includes an analysis of the workforce in the areas in which this plan operates at the time the Plan is executed. The purpose of the analysis is to determine the minority and female labor force in the Local 140 JATC's labor market area as provided by the U.S. Department of Labor. Once the labor force is determined, the Local 140 JATC can determine if deficiencies exist in terms of underutilization of minorities and/or women in the occupations registered with the Registration Agency. If underutilization exists, the Local 140 JATC will attach goals and timetable for the selection of minority and/or women (minority and non-minority) applicants into the apprenticeship program.

Section IV: Outreach and Positive Recruitment

The Local 140 JATC pledges to engage in various outreach and positive recruitment activities by employing the following approach:

- A. When programs customarily receive applications throughout the year, application information shall be regularly disseminated, but not less than semi-annually. The announcement will include the place of application, the minimum qualifications and documentation required and the equal opportunity policy of the Local JATC.

B: Examples of organizations that will be notified are as follows:

- Utah State Office of Apprenticeship
- Minority Organizations
- Women's Organizations
- Job Cops Centers
- Local School Districts
- One Stop Centers
- Vocational Education Schools
- Veterans Organizations

B. The Local 140 JATC will also undertake positive recruitment activities such as:

1. Participate in high school career days and job fairs that are sponsored by local school districts, Job Service Centers, and any other community based organizations.
2. Internally communicate the sponsor's equal opportunity policy in order to foster understanding, acceptance, and support among supervisors and employees in order to aid the Local 140 JATC in meeting it's positive recruitment obligations.
3. Engage in outreach with women and minority organizations for the positive recruitment and preparation of potential applicants.
4. Utilize journeymen to assist in the implementation of the sponsor's affirmative action program.
5. Cooperate and counsel with secondary and vocational school administrators concerning needs of the industry and how transition of women and minority students from school to the pipe trades apprenticeship can best be accomplished.
6. Attempt to secure public service time on radio and/or TV stations.
7. Sponsor informational activities with area guidance counselors, identifying requirements for entrance into apprenticeship and successful completion of apprenticeship.
8. Post public announcements of the Apprenticeship Opportunity in area newspapers.

Section V: Complaint Procedure

Any apprentice or applicant for apprenticeship who believes that he or she has been discriminated against on the basis of race, color, religion, national origin, or sex with regard to apprenticeship, or that equal opportunity standards have not been followed, has 180 days from the date of the alleged discrimination to register a complaint. The complaint shall be in writing and shall be signed by the complainant. It must include the name, address and telephone number of the person allegedly discriminated against, the JATC involved, and a brief description of the circumstances of the failure to apply the equal opportunity standards. Complaints may be registered with the Registration Agency if other than Office of Apprenticeship, or the Equal Employment Opportunity Commission (EEOC). Written complaints can be filed with:

- A. Utah Pipe Trades Educational Program (Local 140 JATC)
900 North 400 West, Suite #4
North Salt Lake, UT 84054-2636
801-29a5-6198

- B. U.S. Department of Labor, Office of Apprenticeship
1600 West 2200 South
Salt Lake City, UT 84119
801-975-3650

- C. U.S. Department of Labor, Employment Standards Administration (OFCCP)
Gateway Towers East
10 East South Temple, Suite 1690
Salt Lake City, UT 84133

Section VI: Annual Review of Affirmative Action Plan

The Local 140 JATC will make an annual review of its current Affirmative Action Plan and its overall effectiveness and institute any revisions or modifications warranted. Said review shall analyze the affirmative action steps taken by the Local 140 JATC; evaluating for positive impact, as well as, adverse impact and the areas of outreach, selection, and retention. The Local 140 JATC will work diligently to identify the cause and effect that results from their affirmative action measures. The Local 140 JATC will continually monitor recruitment, selection, and attrition as it tries to identify the need for new affirmative action efforts and/or deletion of ineffective existing activity. All changes to the Local 140 JATC's Affirmative Action Plan must be submitted to the Registration Agency for approval before implementation.

Section VII: Maintenance of Records

The Local 140 JATC will maintain, for a period of five (5) years from the date of the last action, all records relating to:

1. Apprentice applications regardless of outcome.

2. The employment and training of apprentices and information relevant to the operation of the program; including but not limited to, records on the recruitment application and selection of apprentices, periodic advancements, disciplinary action, promotion, demotion, layoffs, terminations, rates of pay, hours of on-the-job training and related instruction, evaluations and other pertinent data.

3. The records pertaining to individual applicants, selected or rejected, shall be maintained in such manner as to permit identification of minorities and women (minority and non-minority).

Adopted By:

The Utah Pipe Trades Educational Program representing and jointly administered by, United Association Local Union 140, and The Utah Mechanical Contractors Association, hereby adopts these Standards of Apprenticeship with all Appendices attached hereto.

Larry Facer, Co-Chairman (Labor Trustee)

Date

Robert Bergman, Co-Chairman (Management Trustee)

Date

Selection Procedure

Section I: Purpose

These selection procedures have been prepared by the International Pipe Trades Joint Training Committee. The procedures have been approved by the Office of Apprenticeship, U.S. Department of Labor, for adoption by United Association Apprenticeship Training Committees (hereafter known as JATC(s), to assist them in complying with applicable law and lawful regulations issued thereunder.

Section II: General Selection Procedures

- A. Applications will be available to anyone who is interested.
- B. The fact that applications and apprenticeship opportunities are available shall be made known as outlined in the Affirmative Action Plan.
- C. Applications will be available at any time during regular office hours, at the offices of the Utah Pipe Trades Educational Program, 900 N. 400 W. Suite #4, North Salt Lake, UT 84054.
- D. Records shall be maintained and kept for at least (5) years to show the progress, by dates, including final disposition of each application.
- E. Applications will be available and accepted on a year-round basis, and notice of such shall be disseminated not less than semi-annually.
- F. Interviews will be held at intervals designated by the Plumber/Pipe Fitter or Service JATC. All applications for apprenticeship accepted since the last series of interviews shall be processed to final disposition before any individual is selected. Interviews will be granted to all who meet the qualifications in *Section VI: Qualifications of Applicants for Apprenticeship*, of the Standards of Apprenticeship.
- G. The number of new apprentices to be accepted shall be determined before starting interviews.
- H. Eligible applicants (applicants accepted after interview) not chosen for entrance into apprenticeship will be held in the pool of eligibles for a minimum of two (2) years.
- I. Applicants not interviewed because they lack the minimum qualifications will not be reconsidered until they correct any deficiencies they may have and reapply.
- J. Selected candidates shall be registered as probationary apprentices for a period of one (1) year. Each probationary apprentice shall be evaluated at the end of the probationary period in regard to on-the-job performance, and related training.

Section III: Step-By-Step Procedures for Each Applicant

- A. Each applicant shall be given Pipe Trades Apprenticeship Form #1 to complete and return.
- B. Form #1 contains the following:
 - 1. Apprentice qualifications as listed in the Apprenticeship Standards.

2. Apprentice obligations after acceptance.
 3. Application for Apprenticeship.
 4. Sample Apprenticeship Agreement.
- C. The date of application shall be the date of receipt by the Local 140 JATC of the completed Form #1, accompanied by high school transcript and/or official report of the General Education Development (GED) test results or their equivalent, reliable proof of birth date, results of college placement & English placement test, military discharge form DD214 if applicable, and transcripts of any college or vocational schools attended if applicable.
 - D. A complete record of the applicant's progress will be entered into the applicant's file (Pipe Trades Apprenticeship Form #1) at this time.
 - E. Form #1, will be checked for deficiencies in basic requirements. If there are any deficiencies, the applicant's record shall be marked "not interviewed" to show that the interview process of selection was not necessary.
 - F. The applicant shall be notified of the rejection and the reason why by surface mail.
 - G. When an applicant is notified that there will not be an interview because of certain basic deficiencies, the notification shall be entered on applicants Form #2 as final disposition.
 - H. If Form #1 meets the basic requirements, the applicant shall be considered qualified for an Orientation Seminar.
 - I. An applicant who attends the Orientation Seminar shall be considered qualified for an interview.
 - J. An applicant qualified for interview shall be notified of the date, time, and place for the interview by surface mail. The date of notification shall be entered into the record.

Section IV: Procedure for Scheduling an Interview

- A. All qualified applicants shall be listed in the order of dates of completions of application (Form #1, oldest date first).
- B. This list shall be divided into groups of an appropriate size for each interview session according to the order of completion dates of the applications (date application was completed and returned to State JATC).
- C. Each interview session shall be scheduled to provide enough time to interview each applicant notified to be present at the given session.
- D. Applicants shall be notified to appear for interview by surface mail. Notification will specify a time and place to appear. An appropriate number of applicants will be scheduled for each interview session.

Section V: The Interview Session

- A. The interview committee shall have in its possession for review with regard to each applicant, their high school transcript and/or official report of the General Education Development (GED) test results or their equivalent, reliable proof of birth date, results of college placement & English placement test,

military discharge form DD214 if applicable, and transcripts of any college or vocational schools attended if applicable.

- B. Each applicant shall be interviewed by members of the committee.
- C. After a brief introduction, the committee will ask questions of the applicant with the purpose of finding out as much as possible about the individual and about the capacity to participate in apprenticeship.
- D. Questions for the interview and for purposes of evaluation will be on topics related to job performance such as: work experience, school records, mechanical abilities, motivation, and vocational training.
- E. Evaluation must be based on a standard of industry needs, and not by a comparison with other applicants.
- F. Evaluation of the interview will be based on Excellent, Good, Fair, Poor, and Unacceptable responses on each topic.
- G. Excellent will be given a numerical range of 16 to 20; Good will be given a numerical range of 11 to 15; Fair will be given a numerical range of 6 to 10; Poor will be given a numerical range of 1 to 5; Unacceptable will be given a zero value.
- H. A review or summary of the answers to questions from the interview session must be entered in each applicant's file folder (Form #2).
- I. The same questions should be asked of each applicant.

Section VI: Selection From Committee Evaluation

- A. The number of new apprentices to be accepted shall be determined before starting interviews. The number will be based on the needs of the industry.
- B. Selection of individuals from the list of interviewed applicants shall not be made until all interview sessions are complete and all applicants have been evaluated.
- C. Selection of applicants for apprenticeship after the interview will be done by the committee or its designated representative(s) on the basis of the numerical rating obtained from the interview evaluation.
- D. All applicants interviewed will be notified of the results by surface mail.
- E. All eligible candidates not selected for entry into apprenticeship after the interview will be placed in an eligibility pool according to their rating. They will remain in this pool for a period of two (2) years from the time of interview and will be included in all subsequent selection procedures during the two (2) year period.

Section VII: Alternative Selection Method

Direct entry into the Utah Pipe Trades Educational Program of Job Corps; Approved Technical Training School Graduates; Military Veterans with Technical Training, including the Veterans in Piping (VIP); and Organizational Efforts and Areas of the country where there is a recognized shortage of Certified Welders, including our Accelerated Welding Program.

- A. The Utah Pipe Trades Educational Program (State JATC) encourages preparatory/pre-apprenticeship craft training to facilitate entry into apprenticeship. Consequently, those who complete the Job Corps training program in the plumbing/pipefitting/sprinkler fitter craft areas may be given direct entry into the apprenticeship program. The Plumber/Pipe Fitter or Service JATC shall evaluate the Job Corps training received for granting appropriate credit on the term of apprenticeship. Entry of Job Corps graduates shall be done without regard to race, color, religion, national origin, or sex.
- B. Those who graduate from an accredited technical training school that has been reviewed and approved by the International Pipe Trades Joint Training Committee (IPTJTC), in recognition of the critical training they have already received for occupations registered in the plumbing and pipefitting industry, may be given direct entry into the apprenticeship program. With the approval Plumber/Pipe Fitter or Service JATC, such a new apprentice may start at the apprentice wage rate recommended by the IPTJTC for graduates of that particular program. The Plumber/Pipe Fitter or Service JATC will determine as to those new apprentices what training requirements they need to meet to ensure that they receive all the necessary training for completion of the apprenticeship program. Entry of technical training school graduates shall be done without regard to race, color, religion, national origin, or sex.
- C. Veterans:

There are two methods by which a veteran may enter the Utah Pipe Trades Apprenticeship Program.

- 1. Military and veterans that have completed military technical training school and participated in a registered apprenticeship program, or completed military technical training schooling a recognized apprenticeable occupation, during their military service, may be given direct entry into the apprenticeship.

Military and Veterans who successfully complete all requirements and graduate from an UA VIP accelerated training program can be directly entered into an apprenticeship program.

The Program Sponsor will evaluate the military training and on-the-job learning experience received for granting of credit on the terms of apprenticeship and appropriate wage rate.

Credit will be granted in accordance with that section identified in the Registered Apprenticeship Program Standards as “Credit for Previous Experience”. The request for credit will be evaluated and a determination made by the Program Sponsor during the probationary period when actual on-the-job learning and related instruction performance can be examined. Prior to completion of the probationary period, the amount of credit to be awarded will be determined after review of the apprentice’s previous work and training/education record and evaluation of the apprentice’s performance, skills and knowledge demonstrated during the probationary period. An apprentice granted credit shall be advanced to the wage rate designated for the period which such credit accrues.

Apprentice applicants seeking credit for previous experience gained outside the supervision of the program sponsor must submit such request at the time of application and furnish such records and affidavits to substantiate the claim.

Entry of veterans will be done without regard to race, color, religion, national origin or sex.

- 2. Veterans that have completed military service and have not completed Military technical school in a recognized apprenticeable occupation must complete an application and apply using our regular application process. The Program Sponsor may give veterans special consideration for entry into the apprenticeship program.

- D. Placement into the Apprenticeship Program through Organizing:

1. An employee of a non-signatory employer not qualifying as a journeyman when the employer becomes signatory, shall be evaluated by the Plumber/Pipe Fitter or Service JATC, and indentured at the appropriate period of apprenticeship based on previous work experience and related training. (Note: This is a method of direct entry into the apprenticeship program, whereby all minimum qualifications are waived.)
2. An individual who signs an authorization card during an organizing effort - wherein fifty-one percent (51%) or more of the employees have signed authorizations cards, whether or not the employer becomes signatory, and is an employee of the non-signatory employer and does not qualify as a journeyman, shall be evaluated and indentured by the Plumber/Pipe Fitter or Service JATC at the appropriate period of apprenticeship based on previous work experience and related training. (Note: This is a method of direct entry into the apprenticeship program). For such applicants to be considered they must:
 - a. Be employed in the Plumber/Pipe Fitter or Service JATC's jurisdiction when the authorization card was signed.
 - b. Have been employed by the employer before the organizational effort commenced.
 - c. All employees of the employer must have been offered the opportunity to sign authorization cards and be evaluated.
 - d. Provide reliable documentation to the Plumber/Pipe Fitter or Service JATC to show they were an employee performing plumbing/pipefitting work prior to signing the authorization card.
3. When an employee of a non-signatory employer who signs an authorization card during an organizing effort, and who is fired or caused to quit for concerted activities that are protected under Section 7 of the National Labor Relations Act (NLRA) and does not qualify as a journeyman, shall be evaluated and indentured by the Plumber/Pipe Fitter or Service JATC at the appropriate period of apprenticeship based on previous work experience and related training. (Note: This is a method of direct entry into the apprenticeship program). For such applicants to be considered the following conditions must be met:
 - a. Must have been employed in the Plumber/Pipe Fitter or Service JATC's jurisdiction when the authorization card was signed.
 - b. Must have been employed by the employer before the organizational effort commenced.
 - c. Must provide reliable documentation to the Plumber/Pipe Fitter or Service JATC to show they were an employee performing plumbing/pipefitting work prior to signing the authorization card.
 - d. Must provide reliable documentation to the Plumber/Pipe Fitter or Service JATC to show they were fired or caused to quit for their concerted activities that are protected under Section 7 of the National Labor Relations Act (NLRA), during an organizational drive conducted by the Local Union.
 - e. All other employees of the employer who were fired or caused to quit for their concerted activities that are protected under Section 7 of the National Labor Relations Act (NLRA), must have been offered entrance into the apprenticeship program.
4. When a person is taken into the apprenticeship program through organizing, they must be admitted without regard to race, color, religion, national origin, or sex.
5. All individuals shall receive equal consideration.

6. Such individuals shall be admitted directly into the apprenticeship program without regard to present minimum qualifications or procedures, eligibility list, or the necessity of passing written apprenticeship entrance tests.

E. Skill Shortages – Certified Welders

In areas of the country where there is a recognized shortage of certified welders, upon agreement with the Registration Agency, individuals may be given direct entry into the apprenticeship program under the following conditions. Applicants must have been enrolled in a twelve-month welder training program provided by the program sponsor and during such enrollment successfully passed the UA's welding certification test and completed a basic four-week pre-job training course, sponsored by the UA, which will consist of the OSHA ten-hour safety class and all other Safety / Haz-Com training required for the local area as well as training in other basic related subjects related to an individual's successful performance on the job site.

Apprentices obtaining direct entry into the apprenticeship program will serve a probationary period of at least six months during which time; apprentices will be evaluated in writing by their employer and the union. The written evaluations will be submitted to the JATC, which through objective non-discriminatory criteria will determine whether the apprentice will continue in the program of education and at which level of the apprenticeship program.

Apprentices successfully completing the probationary period, who have demonstrated the skill and knowledge to receive credit for previous experience shall at the conclusion of the probationary period be placed at the appropriate level of the apprenticeship program or recommended to the union for journeyman status, with commensurate wages to be paid based upon the amount of credit granted.

In order to attract the participation of qualified minorities and women, the JATC will engage in documented outreach activities and will make the records of such activities available for inspection by the Registration Agency.

Section VIII: Apprentice Applicant Appeals Procedure

- A. An Appeals Committee composed of the Labor, Management, and a Public Member appointed by the Local 140 JATC. No member of the Local 140 JATC or Plumber/Pipe Fitter or Service JATC's may serve on the Appeals Committee.
- B. Management and Labor shall mutually agree on and select the Public Member of the Appeals Committee.
- C. The authority of the Appeals Committee shall be limited to the rendering of decision on cases involving unjust treatment of applicants for the apprentice program in the matter of selection.
- D. Any appeal must be submitted in writing to the Local 140 JATC within fifteen (15) days of the date of receipt of notification (as evidence by return receipt) of the applicant as to the decision of the Plumber/Pipe Fitter or Service JATC regarding the application.
- E. A copy of the appeals shall be kept on file by the Local 140 JATC, for a period of at least five (5) years.
- F. The Local 140 shall submit the appeal and the disposition of the applicant in the apprenticeship process to the Appeals Committee.

- G. The Appeals Committee shall consider the written evidence and a hearing shall be granted to all interested parties at a designated date, time, and place.
- H. A final decision shall be rendered with thirty (30) days of the hearing, and all parties concerned shall be notified in writing by the Appeal Committee.
- I. Decisions of the Appeals Committee shall be final and binding upon the Joint Apprenticeship Training Committee and the applicant.

Adopted By:

The Utah Pipe Trades Educational Program representing and jointly administered by, United Association Local Union 140 and The Utah Mechanical Contractors Association, hereby adopts these Standards of Apprenticeship with all Appendices attached hereto.

Larry Facer, Co-Chairman (Labor Trustee)

Date

Robert Bergman, Co-Chairman (Management Trustee)

Date

Appendices:
JATC Rules & Policies

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Appendix A: Supplementary Rules

SUPPLEMENTARY RULES FOR PLUMBING, PIPEFITTING AND REFRIGERATION APPRENTICES STATE OF UTAH

1. Failure on the part of an apprentice to abide by the apprenticeship agreement, the apprenticeship standards and/or these supplementary rules shall be sufficient cause for the Plumber/Pipe Fitter or Service JATC to take any disciplinary action they may deem necessary, including but not limited to: suspension or cancellation from the apprenticeship program, withholding of advancement, repeat of related training class, temporary removal from his/her job, etc.
2. Related training classes will be held three nights each week, or nine hours Saturday or equivalent. Each apprentice shall be advised of the place, date and time of such classes by the Director of Training.
3. All apprentices of the plumbing, pipefitting, and refrigeration industry must attend related training classes at the specified educational institutions where such training is presently in effect and/or any of the recognized educational institutions where similar classes may be established.
4. Apprentices are excused from (9) nine hours of related training for any reason each semester. Apprentices are excused from an additional (9) nine hours of related training each semester with a proper excuse, for working overtime, births & deaths in the immediate family, union meetings, and National Guard.
5. Proper excuse is defined as follows: Work excuse, must be signed by the foreman or employer and on company letterhead; births, copy of birth certificate; deaths, copy of obituary; union meetings, roll taken by recording secretary or other designee; national guard, letter from company commander. Excuses from immediate family members are not acceptable.
6. Any apprentice who is absent without an acceptable excuse more than listed above in any one semester will be delayed in his/her next advancement one calendar month for each unexcused/excessive absence up to a maximum of six months. This will not affect the original advancement date.
7. Apprentices with more than (6) six **unexcused** absences in any one semester will meet with the committee for disciplinary action.
8. Apprentices working "out of town" (not sleeping in their own bed) are required to provide an excuse signed by the foreman or employer stating dates and place of out of town work. Apprentices working "out of town" are to arrange for correspondence with all of their instructors prior to leaving town. Correspondence work will not be accepted after the last day of school each semester.
9. Except as mentioned above, apprentices shall attend related training classes regularly and satisfactorily complete the required hours of instruction in subjects related to the trade.
10. Failure to abide by the above stated attendance policy can result in cancellation from the Utah Pipe Trades Apprenticeship Program.
11. Any apprentice that is duly indentured to a Plumber/Pipe Fitter or Service JATC, who is unable to register for related training classes due to the lack of funds because of unemployment, may request temporary assistance from the Local 140 JATC through the Director of Training.
12. Apprentices must comply rigidly with rules and regulations adopted by the school institution and show respect to all personnel and their instructors. When attending school, as an apprentices of the Utah Pipe

Trades Educational Program, your conduct is expected to be mature, courteous, and professional at all times. If this is not the case, you will be excused from the class, no credit will be given for that class period, and the matter will be referred to the Joint Apprenticeship and Training Committee for disciplinary action.

13. Tardiness habits will not be tolerated. An apprentice that is more than fifteen (15) minutes late from the regular starting time will be marked "tardy". Three tardy marks will be considered as an unexcused absence.

14. An apprentice is required to pay his or her own registration/tuition and book fees established by the Utah Pipe Trades Educational Program.

15. An apprentice must keep and maintain his/her apprenticeship workbook (blue book) up to date. Failure to do so will result in his/her step raise being withheld until he/she complies.

16. Apprentices must respect the property of the school institution and the contractor, as well as others; develop safe working habits; and conduct themselves in their work in such a manner as to assure their own safety as well as that of their fellow workers.

17. An apprentice shall be required to work for the contractor or employer to whom assigned until the completion of his/her apprenticeship unless the Business Manager of the local union reassigns him to another employer. An apprentice does not have the right to terminate or change employers without prior approval of the Business Manager of Local 140.

18. Apprentices are requested to bring any matters pertaining to related training, on-the-job training, or other grievances to the attention of the Director of Training. If deemed advisable, the Director of Training will arrange for the apprentice to appear before the appropriate Plumber/Pipe Fitter or Service JATC to discuss the matter. The Plumber/Pipe Fitter or Service JATC meets, usually in the evenings, at a time and place announced by the Director of Training.

19. An apprentice leaving the jurisdiction of Local 140 for work must receive prior permission from the Business Manager or his/her apprenticeship agreement is subject to cancellation.

20. Apprentices are not allowed to work for any contractor who refuses to comply with the established apprenticeship standards or pay wages and fringes benefits as set forth in the collective bargaining agreement.

21. An apprentice will be required to fill out and sign an apprenticeship agreement, which is to be registered with the Registration Agency.

22. An apprentice shall notify the union and the Director of Training within five (5) days when a change is made of his mailing address and telephone number.

23. Apprentices must perform diligently and faithfully the work of the industry and abide by safety regulations and codes. He/she must, at all times, conduct him/herself in a creditable, ethical, and moral manner and be a willing, conscientious worker, realizing that considerable time, money and effort has, and will be, spent in affording him/her and opportunity to become a competent and qualified journeyman and to advance to positions of leadership and responsibility.

24. Whenever an apprentice is assigned to a new employer, he/she shall notify the Director of Training of the change within 5 days.

25. Before any advancement is made, an apprentice must have his/her dues paid through the month preceding the advancement date.

26. Before any advancement is made, an apprentice must have any tuition or book fees owing to the Utah Pipe Trades Educational Program, paid in full unless other arrangements have been made with the Director of Training.
27. An apprentice must have a minimum of 850 work hours in his/her current pay period before he/she can be considered for advancement.
28. All apprentices are required to attend school until they are turned out as journeymen by the Plumber/Pipe Fitter or Service JATC
29. Apprentices must successfully pass their academic and/or trade related classes to receive their step advancement.

Appendix B: Drug and Alcohol Policy

Section I: Policy Statement

This is to reiterate, and state in a formal way, our policy regarding the use of alcohol and drugs as a pipe trades apprentice in the work place or at the school facility.

Apprentices are expected and required to report to work and school on time and in suitable mental and physical condition for work and/or school. It is our intent and obligation to provide a healthy, safe, and drug-free work and school environment.

The unlawful manufacture, distribution, possession, or use of a controlled substance and/or alcohol at work or on the school premises is prohibited. Violation of this policy will result in disciplinary action, up to and including termination from the apprenticeship program.

Applicants for apprenticeship who have received a job offer are subject to an illegal and controlled substance drug screening. Applicants with a positive screening result and who do not have a valid prescription for use of a controlled substance will not be accepted into the apprenticeship program.

The Utah Pipe Trades Education Trust Fund recognizes alcohol and drug abuse as a potential health and safety issue and encourages apprentices with this problem to seek help. A conscientious effort to seek such help, by itself, will not jeopardize the apprentices' job or apprenticeship status. Apprentices must, as a condition of employment and to maintain their apprenticeship status, abide by the terms of the above policy.

Section II: Definitions

For the purposes of this policy the following definitions shall apply:

Apprentice: means any person indentured to the Utah Pipe Trades Educational Program.

Applicant: means anyone who has applied for an apprenticeship with the Utah Pipe Trades Educational Program or anyone who is organized through the union as an apprentice.

Illegal Drugs: means a controlled substance included in Schedule I or II, as defined by Section 802 (6) of Title 21 of the United States Code, the possession of which is unlawful under Chapter 13 of the Title, the term "Illegal Drugs" does not mean the use of a controlled substance pursuant to a valid prescription or other use authorized by law.

Drug Test: means analysis of a urine sample for the presence of "Illegal Drugs" provided by an "Apprentice" or "Applicant".

Screening Drug Test: means an immunoassay screen to eliminate "negative" urine specimens for further analysis.

Confirmation Drug Test: means a second analytical procedure to identify the presence of a specific drug or metabolite that is independent of the "Screening Drug Test" and that uses a different technique and chemical principle from that of the "Screening Drug Test" in order to ensure reliability and accuracy.

Verified Negative Drug Test: means a drug test result that was negative on an initial FDA-Approved immunoassay test (Screening Drug Test), confirmed by a gas chromatography/mass spectrometry assay, or other confirmatory test approved by the Department of Health and Human Services (Confirmation Drug

Test), and reviewed and verified by the "Medical Review Officer" in accordance with this policy. The "Screening Drug Test" and "Confirmation Drug Test" cutoff levels for the "Illegal Drugs" are listed below:

<u>Drug</u>	<u>Confirmation Cutoff</u>	<u>Method</u>
Amphetamines	500 NG/ML	GC/MS
Barbiturates	200 NG/ML	GC/MS
Benzodiazepines	200 NG/ML	GC/MS
Cocaine Metabolites	150 NG/ML	GC/MS
Marijuana (THC)	20 NG/ML	GC/MS
Opiates	300 NG/ML	GC/MS
Phencyclidine	25 NG/ML	GC/MS
Propoxyphene	200 NG/ML	GC/MS

Pre-Employment Testing: means prior to the first time an "Applicant" performs functions as an apprentice

Medical Review Officer: means the individual responsible for receiving laboratory results generated from the Utah Pipe Trades Education Trust Fund's drug testing program who is a licensed physician with knowledge of substance abuse disorders and the appropriate medical training to interpret and evaluate all positive test results together with an individual's medical history and other relevant biomedical information.

Designated Company Official: means the individual or individuals at the Utah Pipe Trades Education Trust Fund office, responsible for receiving information concerning drug test results from the drug testing laboratory.

Section III: Testing

All applicants will be required to take a pre employment drug test.

The Utah Pipe Trades Education Trust Fund intends to test all applicants for the presence of drugs in accordance with the provisions of this policy. An applicant who refuses to be tested when so required and directed will not be accepted into the apprenticeship program. Attempts to alter or substitute a urine specimen provided will be deemed as a refusal to take the drug test when required.

The responsibility of the Medical Review Officer with respect to a confirmed positive drug test result is to review and interpret the drug test result. In carrying out this responsibility, the Medical Review Officer shall examine alternate medical explanations for any positive test result. This action may include conducting a medical interview and review of the individual's medical history, or review of any other relevant biomedical factors.

The Medical Review Officer shall contact the individual directly, on a confidential basis, to determine whether the applicant wishes to discuss the test result. A staff person under the Medical Review Officer's supervision may make the initial contact, and a medically licensed or certified staff person may gather information from the applicant. The Medical Review Officer shall talk directly with the individual before verifying a test as positive to discuss the test result with him/her.

If, after making all reasonable efforts and documenting them, the Medical Review Officer is unable to contact the individual directly, the Medical Review Officer shall contact the Designated Company Officer, who shall direct the individual to contact the Medical Review Officer.

If the individual provides a legitimate explanation for the confirmed positive drug test, verified by the Medical Review Officer, the Medical Review Officer declares the test to be negative.

Following verification of a positive test result, the Medical Review Officer shall notify the individual that he/she has 72 hours from the time of notification to request a retest of the original sample. If the individual

requests an analysis of the sample within 72 hours of having been informed of a verified positive test, the Medical Review Officer shall direct, in writing, the primary laboratory to forward a portion of the sample to another DHHS-Certified Laboratory for analysis.

A request to retest the original sample does not defer the reporting of the verified positive test result to the Designated Company Official.

Section IV: Release of Controlled Substance Test Information

An applicant is entitled, upon written request, to obtain copies of any records pertaining to his/her controlled substance test. The Utah Pipe Trades Education Trust Fund shall promptly provide the records requested by the applicant.

Section V: Drug Testing Laboratory

The Drug Testing Laboratory used by the Utah Pipe Trades Education Trust Fund shall be:

Work Care Occupational Health Services
2390 S. Redwood Rd.
West Valley City, UT

Section VI: Medical Review Officer

The Medical Review Officer shall be that person or persons designated by the Drug Testing Laboratory who meets the definition of Medical Review Officer as set forth in this document.

Section VII: Designated Company Official

The designated Company Official(s) shall be:

Dan B. Smith
Ed Gongaware
Trudy Bush
Carole Costello

Appendix C: Grading Policy

1. Apprentices are *required* to attend school **the day of their final exams and to turn in all home or correspondence work.** (This applies under all circumstances. If you must return to town from out of town, miss scheduled overtime or any other circumstance except birth or death in the family.)
2. Apprentices must take and **pass** the final exam whenever given each quarter.
3. Apprentices must **turn in** all home work no later than the last day of school each quarter.
4. Apprentices failing to do any of the above will receive a failure for the course.
5. Apprentices failing classes will have their next step raise held up for 6 months, will have six months added to the time they will be an apprentice, must repeat the class, and they will risk cancellation from the apprenticeship program.

Appendix D: Membership in Local Unions

1. Every apprentice registered in the program must be a member of U.A. Local Union 140.
2. Prior to going to work, an apprentice must fill out a local union application form and be referred to a job by the Business Manager of the local union.
3. Membership initiation fees in the union are \$200.00, of which each apprentice will be required to pay \$50.00 on application and another \$50.00 by the end of the first six months. The rest of his/her initiation fee can be paid when he/she completes the apprenticeship training, but prior to attending journeyman status. Apprentices will be required to pay dues and assessments that each local union may require

Appendix E: Duties and Responsibilities of the Director of Training

1. The Director of Training and his Assistant:
2. Shall not be a member of any JATC;
3. Shall accept and review application for apprenticeship;
4. Shall issue work books (if applicable) to apprentices and see that the records thereon are properly filled out; and shall see that the apprentice keeps the book filled out and kept current;
5. Shall maintain a file on each apprentice, send out notices to have apprentices appear before the Plumber/Pipe Fitter or Service JATC, notify employers, apprentices, and union of JATC actions;
6. Shall be responsible for carrying out the policies and procedures as instructed by the Local 140 JATC and Plumber/Pipe Fitter or Service JATC's;
7. Shall work with the local business representatives and contractors regarding the placement of apprentices;
8. Shall make a report to the Local 140 JATC and Plumber/Pipe Fitter or Service JATC's at each meeting on activities since the last meeting;
9. Shall send out advancement notices to employers after proper action of such has been taken by the Plumber/Pipe Fitter or Service JATC stipulating the current wage scale and period of advancement for each apprentice;
10. Shall attempt to visit the apprentice on the job prior to each advancement date, consulting with the Foreman and journeyman as to the apprentice's progress and make a report to the Plumber/Pipe Fitter or Service JATC as to his findings;
11. Shall check with the school instructors to determine the attendance of the apprentices and report the activities to the Plumbers/Pipe Fitter or Service JATC.