JOINT APPRENTICESHIP TRAINING COMMITTEE
NEW YORK CITY DISTRICT COUNCIL OF CARPENTERS
UNITED BROTHERHOOD OF CARPENTERS AND JOINERS OF AMERICA

CARPENTERS TRAINING CENTER
APPRENTICE HANDBOOK

395 Hudson Street, 2nd Floor
Clarkson Street Entrance
New York, NY 10014

Phone: 212-727-2224
Fax: 212-727-9776
Email: ctc@nycdcctc.org
Website: www.nyccarpenterstrainingcenter.org

James R. Hayes
Director of Training

Richard Wong
Assistant Director

Revised: July 11, 2022

TABLE OF CONTENTS

INTRODUCTION	4
The Carpenters Training Center	4
Skill Training Through Apprenticeship	4
This Handbook	4
THE NYCDC OF CARPENTERS TRAINING PROGRAM	5
Term of Apprenticeship	5
CLASSROOM AND ON-THE-JOB TRAINING REQUIREMENTS	5-8
Classroom– Related Instruction	5-6
Rescheduling Training	6
Attendance and Lateness Policies	6
Class Makeup Policy	7
Extensions and Terminations	7
A Personal Leave of Absence	7
Military Leave	7
College Full Time	7
Transfers	8
APPRENTICE MEDICAL LEAVE POLICY	8
Requesting Medical Leave	8
Return from Medical Leave Requirements	8
ON-THE-JOB TRAINING	9-11
OJT Requirement to Register, Accept & Show up for Work Assignments	10-11
APPRENTICE ADVANCEMENT PROCEDURES	12
EXAMINATIONS AND COMPLETION OF THE PROGRAM	13
Examinations	13
Completion of the CTC Program	13
APPEALS OF TERMINATION DECISIONS	13
APPRENTICE UPGRADE PROCEDURES	14
Upgrading to an Advanced Apprenticeship Status	14
Upgrading to Journey-Level Status	14
CODE OF CONDUCT FOR APPRENTICES	15-16
Violation of Policy	16
DRUG TESTING FOR APPRENTICES	17-22
Drug Policy	17-20
MEND	21-22
ADMINISTRATIVE POLICIES	23-24
Safety Requirements and Being Prepared for Class	23
Good Housekeeping	23
Job Site Personal Protective Equipment	23
Dress Code	23
Safety Helmets	23
Safety Glasses	23
Tape Measure and Pencil	24
Identification	24

Change of Address 24
Change of Email Address 24
Non-CTC Courses/Journey-level Classes 24
INTERNET USE POLICY 25-26
Appropriate Use 25
Privacy/Loss or Disclosure of Information 26
Passwords/Logging In 26
Violation of Policy 26
POLICY PROHIBITING DISCRIMINATION AND HARASSMENT 27-30
Overview 27
Definition of Harassment 27-28
Procedures for Reporting Complaints 28
Report Harassment by Apprentices 29
Reporting Harassment by CTC Employees 29
Investigations 29
Discipline 29
Training 29
Retaliation is Prohibited 29
HUMAN RESOURCES DIRECTOR & CHIEF COMPLIANCE OFFICER CONTACT INFORMATION 30
TRADE ETHICS 31
LIST OF PERSONAL TOOLS RECOMMENDED FOR APPRENTICES 32
GUIDELINES & PROCEDURES FOR RECEIVING COLLEGE CREDITS 33-36
Building and Construction Carpentry Program 33
Millwright Program 33
Cabinetmaking Program 33
Floor Covering Program 33
Dock Builder/Pile Driver Program/Timbermen 34
High-Rise Concrete Carpenter Program 34
Transcript Issuance 34
Credit Banking 34
SUNY Empire State College Program 35
Dock Builder/Pile Driver Apprentices 35
Journey-Level Workers 35
Available Degree Options 35
Educational Requirements for the Associate Degree 35
National College Credit Recommendation Service (National CCRS) 36
Contact 36
AUTHORIZATION FOR RELEASE OF ALCOHOL AND DRUG TREATMENT INFORMATION AND APPRENTICESHIP RECORDS 38-39
ACKNOWLEDGEMENT OF RECEIPT – DRUG TESTING POLICY 40
APPRENTICESHIP INFORMATION AGREEMENT 41
UNITED BROTHERHOOD OF CARPENTERS AND JOINERS OF AMERICA APPRENTICE AGREEMENT 42-43

THE CARPENTERS TRAINING CENTER

The New York City District Council of Carpenters Training Center (the “CTC") is proud to welcome you to the CTC's Apprenticeship Program, which is one of the country's most advanced programs designed to train apprentices to become skilled journey-level carpenters.

Pursuant to collective bargaining agreements (“CBAs”) between participating employers and the New York City District Council of Carpenters (the "District Council"), participating employers contribute to the New York City District Council of Carpenters Apprenticeship, Journeyman Retraining, Educational and Industry Fund (the "AJREI Fund" or the “Fund”). The Board of Trustees of the Fund is responsible for the operation of the CTC. The Trustees have appointed representatives of signatory employers and the District Council to the New York City District Council of Carpenters Joint Apprenticeship Training Committee (the "JATC") to work with the CTC's Director of Training to make recommendations about the CTC’s operations.

The CTC also offers journey-level training classes.

SKILL TRAINING THROUGH APPRENTICESHIP

Labor and management strongly believe that "tomorrow belongs to persons of skill." In keeping with this philosophy, the CTC’s training environment allows apprentices and journey-people to develop skills and knowledge which reflect state-of-the-art construction methods. The CTC's training program strives to bring these skills and knowledge to its students.

In addition to developing general skills and applying them to specific subdivisions of the trade, apprentices will receive information about organized labor and the union that has made this training possible. Apprentices will be ready to stand up and defend the "dignity of labor" and to proudly state "I am a professional journey-level carpenter."

THIS HANDBOOK

This Handbook sets forth the rules and regulations, policies, procedures, and responsibilities of apprentices training at the CTC. Please read and keep a copy of this handbook for the duration of your apprenticeship.

Apprentices are bound by the terms and conditions of apprenticeship established by the JATC or the Board of Trustees of the ARJEI Fund, including the policies in this Handbook. The JATC and/or the Board of Trustees, as applicable, have the sole discretion to make final and binding decisions relating to the rules and policies in this Handbook.

KEEP THIS HANDBOOK ON FILE AT HOME FOR REFERENCE

THE NYCDC OF CARPENTERS TRAINING CENTER PROGRAM

The CTC offers apprenticeship training for six trades: Carpenters, Dock Builders/Pile Driver/Timbermen, Floor Coverers, Millwrights, Cabinet Makers, and High-Rise Concrete Carpenters. Timbermen follow a modified Dock Builder program. For each of these trades, the CTC's apprenticeship training program has two components: classroom-related instruction and on-the-job training ("OJT"). Apprentices must complete minimum requirements in each component to graduate and attain journey-level status. The OJT component requires the submission of the New York State Department of Labor ("NYSDOL") Record Book (commonly referred to as the "**Blue Book"**) to record field training and required hours for advancement.

TERM OF APPRENTICESHIP

Except as provided below, the term of apprenticeship for Carpenters, Dock Builders/Pile Driver/Timbermen, Floor Coverers, Millwrights and High-Rise Concrete Carpenters shall be no less than four (4) school years consisting of eight (8) semesters. The term of apprenticeship for Cabinet Makers shall be no less than five (5) years consisting of ten (10) semesters.

All first-year apprentices are on probation until they upgrade to their second-year status. All transfer apprentices are on probation for the first 12 months of their apprenticeship from their transfer date. Any violation of the CTC Apprenticeship Handbook may result in termination from the apprenticeship program.

Apprentices who miss any scheduled training in the first year of apprenticeship may be terminated immediately.

Apprentices must be, and remain in good standing, with their Local Union at all times throughout their apprenticeship.

Any apprentice who is found to be working for a non-union contractor/company by the District Council and/or Inspector General's Office will be immediately terminated from the Apprenticeship Program.

Attendance and participation are mandatory for all required academic curriculum.

Apprentices must register with the New York City District Council of Carpenters Out-of-Work List ("OWL") and be ready, willing, and able to work at all times when unemployed and accept all work assignments when referred.

CLASSROOM AND ON-THE-JOB TRAINING REQUIREMENTS

CLASSROOM- RELATED INSTRUCTION

Apprentices must follow and attend Classroom-Related Instruction and Work Processes of the trade for which they are registered. This entails a minimum of four (4) thirty-five (35) hour weeks plus mandatory evening training classes for a minimum of 144 hours per year as required by Article 23 of the New York State Labor Law and the UBC Constitution. The apprentice agrees to perform diligently and faithfully the work of the trade or craft as presented in the terms and conditions of this program and as outlined in

the Work Processes, which is trade specific and issued to apprentices along with their NYSDOL Blue Book.

Deviations from the Classroom-Related Instruction and Work Processes are not permitted.

Newly indentured apprentices must attend additional instruction for certifications required to work on construction sites in New York City for a minimum of five (5) weeks of training in their first and second years in the apprenticeship program.

The CTC schedules Classroom-Related Instruction. The CTC notifies apprentices of their class schedule by phone, text, or email approximately two (2) weeks prior to the class start date. Apprentice schedules are also available at www.nyccarpenterstrainingcenter.org. Apprentices are scheduled for a ***minimum*** of two (2) weeks of classroom training in each semester of the Apprenticeship Program. Apprentices may not participate in a class for which they are not registered. **Apprentices are responsible for knowing their classroom training schedule**. Apprentices who do not receive notification of their class schedule must call the CTC to find out training schedule.

Apprentices are solely responsible for ensuring their contact information (e.g., phone number, mailing address, email) is up-to-date with the CTC and the Local Union.

Apprentices may register for Journey-level classes after completing their first year. **First-year Dock Builder/Pile Driver/Timbermen & Millwright apprentices may register for Journey-level welding classes (tool of their trade).** Apprentices may substitute Journey-level skill classes under certain conditions, subject to the approval of the Director of Training.

RESCHEDULING TRAINING

Once scheduled, apprentices may only reschedule classroom training in cases of extreme hardship, which are limited to illness, injury, death in family, or other compelling personal reasons a determined in the sole discretion of the CTC. Apprentices must provide appropriate documentation of their inability to participate in classroom training ***prior*** to the start of their class. If the CTC agrees to reschedule classroom training, it will attempt to reschedule the training during the same semester. If unable to do so, apprentice courses may be doubled up during the next semester, if possible. Apprentices remain at current status until required courses are complete. If apprentices do not complete the required courses in the next semester, their term will be extended by six (6) months and their record will reflect an "Extension."

ATTENDANCE AND LATENESS POLICIES

Apprentices are solely responsible for knowing their class schedules and start times. Attendance is mandatory for all training classes. Like any job, apprentices must report to classes **on time and ready to work**. Apprentices who report late to class will not be allowed to enter class, and instead will be marked absent for the day and required to leave the premises.

Certain classes end prior to the end of a scheduled semester. Classes scheduled at or near the end of the semester do not have make-up dates and require 100% attendance.

CLASS MAKEUP POLICY

Apprentices who miss class on a Tuesday, Wednesday, Thursday, or a Friday must make-up the class on the same day of the week missed within the following ***two weeks*** of training. If the class is **not** made up within the following two training weeks, the apprentice will get an "Extension" and will be required to repeat the week(s) of training. **There are no makeups for a missed Monday class**.

EXTENSIONS AND TERMINATIONS

Apprentices who receive two academic or disciplinary extensions must sign a "104 Compliance Letter." Apprentices are provided only one opportunity to sign a 104 Compliance Letter during their apprenticeship. Failure to sign or comply with the 104 Compliance Letter may result in the apprentice's termination from the Apprenticeship Program. Regardless of whether there is a 104 Compliance Letter in effect, apprentices who receive a third extension are immediately terminated from the Apprenticeship Program.

Apprentices who fail a course (i.e., fail the final examination or have multiple absences within one week which were not made up) must repeat the class and will have their apprenticeship term extended for six (6) months (an "Academic Extension").

All first-year apprentices are on probation until they upgrade to their second-year status. All transfer apprentices are on probation for the first 12 months of their apprenticeship from their transfer date and may be terminated for any violation of the CTC's policies. Apprentices who miss scheduled training in their first year of apprenticeship may be terminated immediately.

PERSONAL LEAVE OF ABSENCE EXTENSION

Apprentices may request one (1) personal leave of absence during their Apprenticeship Program. The request must be in writing and provided to the Director of Training prior to the start of training for that semester. If the request is granted, the personal leave of absence will be for a full semester, thereby requiring an additional six (6) months of training. Personal Leave of Absence forms are available at the Main Office of the CTC.

MILITARY LEAVE EXTENSION

Apprentices called for military duty must notify the CTC of their leave date. Upon return, apprentices must notify the CTC and be scheduled for classes. Regardless of the length of deployment, apprentices must complete all required Classroom-Related Instruction and On-the-Job Training.

COLLEGE FULL-TIME EXTENSION

Apprentices who attend college on a full-time basis during the day must notify the CTC prior to the start of the semester and must submit a PAID Bursar's receipt and a copy of their current semester schedule. Apprentices must provide the CTC with this documentation every semester that they attend college full-time.

TRANSFERS FROM OTHER JURISDICTIONS

Individuals who enter or transfer to the CTC as a 2nd, 3rd, 4th or 5th year apprentice receive credit for classes that are of equal or greater equivalence to that of CTC classes. Such apprentices are subject to a probationary period of 12 months. During the first six (6) months of this probationary period, the CTC will elevate the skill level to determine whether the skill level is up to the standard of the applicable year. If an apprentice is determined not to have the necessary skill level, the apprentice will not be approved, and will be placed in the appropriate level of the Apprenticeship Program.

APPRENTICE MEDICAL LEAVE POLICY

Apprentices may apply to take a leave of absence due to a medical condition. Medical leave, if approved, is for a complete semester. If the medical issue extends longer than one semester, apprentices must request (a) a medical leave for every semester that they will not be attending classes, and (b) that the OWL place a "freeze" on their name. Failure to request a medical leave or continuation of a medical leave beyond one semester without approval may result in termination. Medical information provided by an apprentice is held confidential as required by applicable law.

REQUESTING MEDICAL LEAVE

Apprentices who seek to take a foreseeable medical leave of absence must notify the CTC in writing at least fourteen (14) days in advance of the requested leave date. Failure to give prior written notice may result in denial of the leave. Medical leave requests, with the *Certification by Healthcare Provider Form and HIPAA Form,* must be signed, stamped, and submitted to the Director of Training for approval. **Original documents must be provided.**

Apprentices who become ill during a week of training must submit a *Certification by Healthcare Provider Form and HIPAA Form* to the Director of Training within **14 days** of missed class or a Medical Leave will not be granted. **Original documents must be hand-delivered or mailed to the below address:**

Carpenters Training Center
395 Hudson Street, 2nd Floor
New York, NY 10014

The *Certification by Health Care Provider Form* must set forth **(a)** the date the condition commenced; **(b)** its expected duration; **(c)** appropriate medical facts regarding the condition; and **(d)** a statement that the apprentice is unable to participate in the CTC's training program, including on-site work.

Apprentices found to be working in covered employment while on a medical leave will be terminated from the CTC.

RETURN FROM MEDICAL LEAVE REQUIREMENTS

Apprentices returning from a medical leave of absence must submit a *Certification by Health Care Provider Form* from their treating health care provider at least fourteen (14) days prior to the beginning of the semester. The Form must state that they are able to resume training at the CTC, including on-site work, with no restrictions. Apprentices may not attend training at the CTC without written documentation. The

CTC will notify the OWL of the apprentices' ability to resume on-the-job training. **Apprentices are responsible for putting their name back on the OWL**.

ON-THE-JOB TRAINING

In addition to classroom training, each apprentice is required to work in covered employment (work within the jurisdiction of NYCDCC for signatory employers) to fulfill the on-the-job training ("OJT") component of the Apprenticeship Program.

Apprentices must complete a minimum of 1,300 hours of OJT per year, for a total of 5,200 hours in a four-year apprenticeship program and 6,500 hours in a five-year apprenticeship program.

To help ensure each apprentice meets the OJT requirement, apprentices must work a minimum of 400 hours per apprenticeship year for a signatory contractor to remain in the Apprenticeship Program. Apprentices must fulfill their minimum work hour requirement of 1,300 hours to advance to the next year of apprenticeship. The CTC Director or the Director's designee reviews apprentices' OJT hours. If an apprentice does not meet the minimum number of OJT hours, the Director may schedule a meeting with the apprentice to review the apprentice's training progress.

The minimum of 400 hours of OJT hours each year is only a **minimum** to remain enrolled in the Apprenticeship Program. Apprentices are expected to work more than 400 hours within the previous twelve (12) months.

Unemployed apprentices must register with the New York City District Council of Carpenters Job Referral Department/Out of Work List ("OWL") and must accept work assignments when referred. The OWL has a separate apprentice list. Apprentices are referred under separate job referral lists for each craft/trade which indicate apprentice year, and which cover the District Council's entire geographic jurisdiction for the particular craft/trade. Apprentices are not permitted to reject a referral or to avail themselves of OWL Rule 19 which *does not apply* to Apprentices.

Failure to accept a work assignment or to show up for work when directed by the OWL may result in termination from the program. The OJT component requires the submission of Blue Books to account for field training and required hours for advancement. Failure to do so on a timely basis may result in termination.

****** Graduating apprentices are merged onto the journey person OWL based on their percentile position on the apprentice OWL. **Example**: A graduating apprentice who is at the halfway position on the apprentice OWL is placed at the halfway position on the journey person OWL.

NEW YORK STATE DEPARTMENT OF LABOR ("NYSDOL")

The NYSDOL requires the Apprenticeship Program to have a process for apprentices to document their OJT hours. The NYSDOL requires registered apprentices to follow the Work Process, which outlines the OJT training requirements for their trade to ensure that they are receiving the correct number of hours of OJT in each skill area within their trade. Because the document is specific to the trade, the Work Process is distributed in class to each apprentice.

In order to comply with NYSDOL requirements for documenting OJT training, apprentices must track work hours and tasks on a daily basis and complete their Blue Book each day, identifying the hours worked at each identified skill. Apprentices must record every hour worked, including overtime hours.

Apprentices must have their Supervisor and the Shop Steward print and sign their names to the Blue Book at the end of each week.

Apprentices are responsible for ensuring that the Blue Books are completed correctly. An apprentice's failure to complete and submit the Blue Book to the CTC may result in hours not being credited towards apprenticeship requirements and termination from the Apprenticeship Program.

A representative from the NYSDOL reviews and signs off on the Blue Book and compares them to paystubs to ensure accuracy. As such, apprentices should save all pay stubs for work during the Apprenticeship Program.

Any discrepancy between the hours the apprentice submitted, and the hours recorded by the Benefit Funds will require the apprentice to attend a conference with the CTC. Fraudulently reporting OJT hours or any other information will result in termination from the Apprenticeship Program.

Apprentices will receive instructions on correctly completing the Blue Books. The ideal time to obtain a Blue Book is when the apprentice is attending class at the CTC.

Upon request from the New York State Apprentice Representative, apprentices must email their Blue Book images to ctcbluebooks@nycdcctc.org, with the word ***BLUEBOOKS*** in the Subject Line.

Apprentices should contact the NYSDOL apprenticeship representative, Jackson Hom, by phone at (718) 613-3602 or email at Jackson.Hom@labor.ny.gov, with any further questions.

OJT REQUIREMENT TO REGISTER, ACCEPT & SHOW UP FOR WORK ASSIGNMENTS

Apprentices are required to:

1. Put their name on the OWL whenever they are unemployed and not on medical leave.
2. Complete 1,300 hours of OJT per year.
3. Perform the work of the trade for which they are registered with the NYSDOL. Work tasks must coincide with the Work Processes Outline for their registered trade.
4. Accept all employment opportunities offered, including but not limited to, Project Labor Agreement jobs, Market Recovery Addendum jobs, or any other Collective Bargaining Agreement Modifications.
5. Show up on time for all job assignments every day.
6. Fill out and email Blue Books to the CTC quarterly.
7. Respond to all CTC questionnaires and surveys.

Unemployed apprentices on the OWL must complete a *Job Referral List Freeze Number Form* on the first day of training. The instructor will have these forms on the first day of classroom training. By completing this form, the apprentice's name will remain "frozen" on the OWL. Apprentices should choose Thursday as the freeze end date. At the completion of the week of training, the apprentice's name will be reactivated.

Apprentices who are employed when they are scheduled for a training class may return to work at the completion of training. If no work is available at the former job site, apprentices must sign up on the OWL. Apprentices who were referred fewer than three (3) times prior to leaving work to attend a training class will be placed in their prior position on the OWL after contacting the OWL. Apprentices must check their number when they freeze it at the beginning of the training week.

First-year apprentices must complete the OSHA 30- and 4-Hour Scaffold User courses prior to registering with the OWL.

Apprentices must meet the CTC's attendance and academic requirements in accordance with the NYSDOL and follow all the CTC Apprentice Handbook Rules and Regulations. Failure to do so will result in an extension and/or possible termination from the Apprenticeship Program. All course work requirements in the curriculum must be met.

APPRENTICE ADVANCEMENT PROCEDURES

The following requirements must be met in order to advance to the next level of apprenticeship:

- 1,300 OJT work hours
- Anniversary of the apprentice's Indentured Date
- Two (2) complete semesters (all required classes)

Note: A Complete class can consist of 2 or 3 weeks of training. For example,

- Concrete Forms Part 1 (1 week) and Part 2 (1 week) equal one (1) complete class.
- New Apprentice Training (1 week), 40 Hour Scaffold (1 week), and Introduction to Carpentry Principles (1 week) equal one (1) complete class.

All 3 requirements must be completed in order to advance. Please see chart below.

4-Year Program

Carpenter, Dock Builder/Piledriver/Timbermen, Floor Coverer, High Rise Concrete, and Millwright Programs

	2nd Year Apprentice	3rd Year Apprentice	4th Year Apprentice	Journey Person
Total Work Hours	1,300	2,600	3,900	5,200
Complete Semesters	2	4	6	8
Date	1 Full Year	2 Full Years	3 Full Years	4 Full Years

5-Year Program

Cabinet Maker Program

	2nd Year Apprentice	3rd Year Apprentice	4th Year Apprentice	5th Year Apprentice	Journey Person
Total Work Hours	1,300	2,600	3,900	5,200	6,500
Complete Semesters	2	4	6	8	10
Date	1 Full Year	2 Full Years	3 Full Years	4 Full Years	5 Full Years

Exceptions

The apprentice advancement date for apprentices who receive a six (6) month extension, whether Academic, Medical, Personal, Military Leave, or College Full Time, will be pushed back six (6) months. For example, apprentices who receive two (2) extensions will have their apprentice advancement date extended by one (1) year.

Apprentices who do not have sufficient work hours as of their advancement date must complete the requisite work hours in order to advance to the next level.

Apprentices who do have enough complete classes as of their advancement date must complete the requisite classes in order to advance to the next level.

APPRENTICES ARE RESPONSIBLE FOR CONTACTING THE CTC REGARDING THEIR UPGRADE AND NOTIFYING THEIR EMPLOYER OF THE UPGRADE. THE CTC DOES NOT MAIL, FAX, OR EMAIL UPGRADE LETTERS TO A CONTRACTOR. UPGRADE LETTERS ARE ONLY ISSUED TO APPRENTICES.

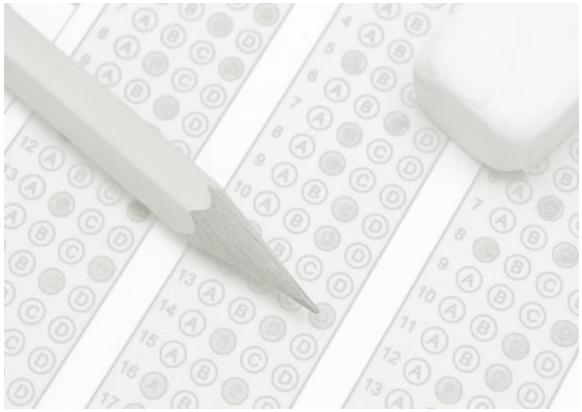
EXAMINATIONS AND COMPLETION OF THE PROGRAM

EXAMINATIONS

1. **Math Evaluation**. Incoming apprentices must pass a math test. Apprentices who do not pass this test must complete and pass a remedial math course by the end of the 2nd year of training or face termination from the Apprenticeship Program. The remedial math class is in addition to the regularly assigned course of study.

2. **4th Year Homeroom.** This class consists of re-certifications of Health & Safety, Shop Steward Training, and any other required certifications for apprentices to succeed as Journey-Level Members.

3. **Final Examinations.** A final examination is given at the end of each class week.



COMPLETION OF THE CTC PROGRAM

Upon an apprentice's completion of the training program, including all Classroom-Related Instruction and OJT, the JATC will recommend to the NYSDOL that the JATC award the apprentice a Certificate of Completion.

APPEALS OF TERMINATION DECISIONS

Apprentices who have been terminated from the Apprenticeship Program have the right to appeal the termination to the JATC. **The appeal must be in writing and addressed to the CTC** and **received within six (6) months of the date of termination.** Appeals received after six (6) months are not considered. The JATC meets at least quarterly; appeals are presented at the next regularly scheduled meeting following receipt of the appeal, provided that it is received at least 15 days in advance of the meeting. Letters of appeal should be sent to the JATC Committee, C/0 The New York City District Council of Carpenters Training Center, 395 Hudson Street, Second Floor, New York, NY 10014.

Apprentices who are terminated during their Probationary Period are not permitted to appeal their termination as such termination decisions are final.

APPRENTICE UPGRADE PROCEDURES

UPGRADING TO AN ADVANCED APPRENTICESHIP STATUS

Apprentices with extensive craft experience who wish to apply for advanced apprenticeship status (upgrade) must:

1. Be in good standing as an apprentice, which means that the apprentice must not have any Academic or Attendance Extensions.
2. Present a letter from their employer stating that they are currently employed by the employer, and that the employer recommends the upgrade.
3. Present six (6) full consecutive weeks of current pay stubs showing that the employer has been paying the apprentice the wage rate for employees of the upgraded level (the letter and pay stubs must be from the same employer).
4. Present a letter from their local union business representative on the local union letterhead accepting the upgrade.

The CTC Director decides upgrade requests upon receipt of the required documentation. Apprentices who are upgraded prior to graduation must schedule practical examinations in advance with the CTC's Assistant Director of Training and successfully complete practical examinations in the skipped skill craft areas.

UPGRADING TO JOURNEY-LEVEL STATUS

Apprentices with extensive craft experience who wish to upgrade to Journey-Level status must:

1. Be in good standing as an apprentice, which means that the apprentice must not have any Academic or Attendance Extensions.
2. Present a letter from their employer stating that they are currently employed by them, and that the employer recommends the upgrade.
3. Present six (6) full consecutive weeks of current pay stubs showing that the employer has been paying the apprentice the wage rate for employees of the upgraded level (the letter and pay stubs must be from the same employer).
4. Present a letter from their local union business representative on the local union letterhead accepting the upgrade.
5. All upgrades must be approved by the Leadership of the District Council of Carpenters.

APPRENTICES ARE RESPONSIBLE FOR CONTACTING THE CTC REGARDING THEIR UPGRADE AND NOTIFYING THEIR EMPLOYER OF THE UPGRADE. THE CTC DOES NOT MAIL, FAX, OR EMAIL UPGRADE LETTERS TO A CONTRACTOR. UPGRADE LETTERS ARE ONLY ISSUED TO THE APPRENTICE.

CODE OF CONDUCT FOR APPRENTICES

Apprentices must comply at all times with the CTC's policies, including its Code of Conduct. A violation of the Code of Conduct may result in suspension from class or termination from the Apprenticeship Program. A suspension will result in having to make up the class(es) in accordance with the CTC Absence Policy. If it is not possible to make up the day based on CTC scheduling, apprentices may receive an extension of 6 months to their apprenticeship. Suspensions and extensions are recorded in an apprentice's permanent record.

Apprentices must conduct themselves in a mature and professional manner.

1. Apprentices are required to comply with the directions and safety instructions announced by instructors.

2. Apprentices may not leave the school building while class is in session without permission from the instructor.

3. Smoking of any substance (cigarettes, cigars, electronic cigarettes, etc.) is absolutely prohibited in the school building, including restrooms. Use of smokeless tobacco products (chewing tobacco, dipping tobacco, snuff, etc.) is also prohibited in the school building.
FIRST OFFENSE: Apprentices found smoking or using smokeless tobacco products in the school building are sent home for the day.
SECOND OFFENSE: Apprentices found smoking or using smokeless tobacco products in the school building a second time are sent home for the remainder of the week.

Apprentices must make up any missed class time.

4. The consumption of alcoholic beverages is absolutely prohibited. Apprentices in possession of an alcoholic beverage or who are deemed intoxicated may not participate in class, will be sent home and immediately suspended from the Apprenticeship Program for that day. All missed time must be made up. Apprentices with alcohol in their possession or who are intoxicated while on CTC property are referred to the Chief Compliance Officer ("CCO") for further review.

5. ***The use of illegal drugs is absolutely prohibited. Any person who is or is deemed to be under the influence of drugs may not participate in class and may be sent for drug testing. The offense will be entered into the apprentice's permanent file as a Disciplinary File Note. If scheduling cannot be accommodated, it may result in an extension/termination.*** Apprentices with illegal drugs in their possession or who are impaired while on CTC property are referred to the CCO for further review.

6. Apprentices who are caught vandalizing school property will be terminated from the Apprenticeship Program.

7. Removal of tools, materials and equipment from the school premises is absolutely prohibited. If tools are missing from the tool crib at the end of a session, the class will not be dismissed. If the tools are not found in a reasonable time, the entire class may receive

an absence for that day. Apprentices must not remove finished projects from the CTC without the permission of the instructor.

8. Apprentices must behave maturely in class and while on the CTC premises. Disruptive apprentices may be suspended from the Apprenticeship Program for the remainder of the semester.

9. Cell phones are absolutely prohibited at all times during class sessions. Cell phones may only be used during break time.
FIRST OFFENSE: Apprentices discovered using their cell phones during class must leave the building and are given an absence for that day.
SECOND OFFENSE: Apprentices discovered a second time using cell phones during class are given an extension.

10. Physical Violence of any sort is absolutely prohibited at the CTC. Apprentices involved in any incident involving physical violence will be terminated from the Apprenticeship Program immediately. **THERE ARE NO EXCEPTIONS**.

11. Harassment and/or Discrimination is absolutely prohibited. Refer to the *Policy Prohibiting Discrimination and Harassment* on page 27 of this Handbook for more information.

11. Creating and/or submitting fraudulent documents, including but not limited to, falsified court documents, falsified letters on CTC, Benefit Funds, District Council, or any other organization's letterhead will result in immediate termination from the Apprenticeship Program.

The use of electronic devices, which includes but is not limited to phones, MP3 players, iPod, electronic game devices, video, and audio recording devices, etc., is prohibited at the CTC except when required for instruction. All devices must be stored, not worn.

VIOLATION OF THE CODE OF CONDUCT POLICY

Apprentices who violate any of the above-described policies and rules are subject to discipline, up to and including suspension or termination. Demonstrated intent to violate the policy is considered the same as an actual policy violation. Demonstrated intent means evidence of actions that, if successful or carried out as intended, would result in a policy violation.

New York City District Council of Carpenters Training Center
Apprentice Drug Testing Policy

The CTC recognizes the critical importance of promoting the health and safety of apprentices and the need to provide quality workers to signatory employers. In furtherance of these goals, the CTC has adopted this Apprentice Drug Testing Policy (the "Policy"), effective September 1, 2019 and clarified as of June 1, 2020.

DRUG TESTING METHODS

Drug testing methods include but are not limited to:

- oral fluid,
- urine,
- hair follicle and
- breathalyzer.

Drug tests shall be conducted by Clarity Testing Service, Inc. ("Clarity") or any other entity selected by the CTC to conduct testing which will ensure that the proper chain of custody is maintained. Clarity will test for Tetrahydrocannabinol ("THC"), Phencyclidine ("PCP"), Opiates (inclusive of synthetic opioids), Cocaine and Amphetamines/Methamphetamines, and Benzodiazepines. The test results will be considered final. However, apprentices who receive positive readings may, at their own expense, have the split of their original sample retested for accuracy by Clarity or another certified laboratory approved in advance by the CTC. Such request must be made to the CTC within five (5) days of the positive test result. If the split specimen comes back negative, then the apprentice shall be reimbursed for the expense of the exam and permitted to make up any missed classes; no other expenses shall be reimbursed to the apprentice.

FREQUENCY

Pre-Enrollment Testing: Each applicant to the CTC shall be drug tested during orientation. If the applicant fails the drug test, the applicant shall be disqualified from admission to the CTC but may reapply after one year from the date of disqualification.

Random Testing: Apprentices, regardless of status year, shall be drug tested at random by Clarity using its random selection software program. Drug testing will be performed on the CTC's premises via Clarity's mobile drug unit. The CTC and Clarity will maintain confidential records of test results and any relevant documentation.

For Cause: The CTC may test any apprentice at any time where it has a reasonable suspicion that the apprentice is under the influence of alcohol and/or drugs and such testing shall take place the same day. Reasonable suspicion includes, without limitation, the following:

- Abnormal or erratic behavior (*e.g.*, hostility, violent or threatening behavior, sleeping in class or on the job, uncontrolled laughing or crying, altered attention span, mood changes, constricted pupils);
- Causing or contributing to an accident;
- Evidence that an apprentice is in possession of illegal or unauthorized drugs, drug paraphernalia or alcohol;
- The odor of alcohol or drugs on clothing or breath;

- Physical symptoms of drug or alcohol use (*e.g.*, slurred speech, drowsiness. confusion, bloodshot eyes, sensory or motor-skill malfunctions); and
- Direct observation of drug or alcohol use.

Post-Accident Testing: The CTC may drug test any apprentice involved in an accident that results in death, injury, medical attention or damage to CTC property. Testing shall be conducted within thirty-two (32) hours of the event. For purposes of this Policy, medical attention shall be defined as treatment beyond first aid.

ADULTERATED OR SUBSTITUTED SPECIMENS

An adulterated or substituted specimen will be regarded as an automatic fail, resulting in immediate termination from the CTC at any level of the Apprenticeship Program. If it is determined that a fellow apprentice supplied the substituted specimen, the fellow apprentice shall be terminated from the CTC effective immediately. Dilute negatives, applicable only to urine specimens, will be handled in accordance with federal DOT guidelines.

Any apprentice who produces a urine specimen outside of the acceptable temperature range as set forth in the DOT protocols will have to provide another specimen and will be observed while doing so. The failure to provide the second specimen will be treated as a refusal.

REFUSALS

Refusal to submit to a drug test and failure to complete mandated treatment will result in automatic termination from the CTC.

VOLUNTARY SELF-IDENTIFICATION

Apprentices may come forward and voluntarily self-identify as having a substance abuse problem. Such identification may not occur on the day on which an apprentice has been notified that the apprentice is scheduled for a drug test. Following a voluntary admission of illegal drug or alcohol use, the apprentice will be evaluated by a clinician from the Members Education & Network for Dependency program ("MEND") who will determine the level of care/treatment needed and work with the treating facility on a treatment plan. Apprentices who voluntarily self-identify will not be subject to repercussions under this Policy because of the self-identification. However, the procedures specified below will apply if the apprentice fails any drug test during the course of the treatment plan.

COST OF TREATMENT

Cost of treatment and/or entry into a drug/alcohol rehabilitation program shall be the sole responsibility of the apprentice. The cost to the apprentice may be reduced to the extent the NYCDCC Welfare Fund or the apprentice's other health plan provides coverage, assuming eligibility. Neither the NYCDCC Welfare Fund nor the CTC will be responsible for any cost of treatment or rehabilitation, except to the extent that benefits are available to the apprentice as an eligible participant in the NYCDCC Welfare Fund.

PROCEDURES

First-Year Apprentices who fail a drug test shall be immediately terminated from the CTC.

Second-Fourth Year Apprentices who fail a drug test are required to meet with MEND within seventy-two (72) hours of notification of a failed drug test for an evaluation and must successfully complete a mandatory course of treatment. A MEND clinician shall evaluate the apprentice and make a clinical determination of the requisite level of care/treatment and assist in the development of a treatment plan with the treating facility. In addition, the apprentice shall attend monthly peer support meetings and check-in on a weekly basis, either in person or via phone, with MEND. Successful completion of treatment requires abstaining from all substances, passing all drug tests issued during treatment and attending all scheduled treatment sessions. Attendance will vary based on the level of care. It shall be the sole responsibility of the apprentice to notify the treating facility/provider and the MEND clinician of any instances in which the apprentice is unable to attend a scheduled session (inclusive of the intake session) (the intake session is the first session with the clinician who will gather all pertinent information to make a diagnosis). If the treating facility deems the apprentice to be non-compliant with the treatment program, the apprentice will be terminated from the CTC. Additionally, any failure of a drug test during treatment will result in termination from the CTC.

Medical Necessity: If an apprentice fails a drug test because of a medically necessary prescribed medication, Clarity shall obtain and review all the necessary documentation and report its findings to the CTC. If the test reveals any substances other than those lawfully prescribed, the test shall be considered a fail. Marijuana, even if lawfully prescribed under a state medical marijuana law, remains illegal under federal law. Apprentices who participate in training or perform work on a job site while under the influence of marijuana pose a serious safety risk to themselves and others, in light of the safety-sensitive nature of such training and work. The fact that an apprentice holds a prescription for medical marijuana under state law will therefore not excuse the apprentice's positive drug test for marijuana.

TREATMENT, TERMINATION AND READMISSION

Apprentices who are terminated from the CTC due to a positive drug test may be re- admitted after one year from the date of termination subject to documentation and verification of completion of an authorized treatment program approved by MEND. Re-admitted apprentices will be required to start as first-year apprentices. New York Department of Labor regulations require removal of apprentices from the list of registered apprentices after six months from the date of termination. Such terminated apprentices must re-apply as first year apprentices.

CONFIDENTIALITY

All apprentice information regarding drug and alcohol testing and treatment pursuant to this Policy shall remain confidential and will be handled and maintained accordingly. Drug testing and related records will only be released upon written consent of the apprentice. However, such information will be released, regardless of the apprentice's consent upon issuance of a subpoena compelling release of such information or as otherwise required by law. Clarity's standard retention period for documentation related to test results is as follows:

- One (1) year for verified negative results

- Five (5) years for verified positive results

All chain of custody lab forms and related test results are kept confidentially and securely at the Clarity Testing Office located at 150 White Plains Road, Tarrytown, NY 10591. Electronic data pertaining to test results will be stored for an indefinite time frame.

QUESTIONS

Questions concerning this Policy should be directed to the Director of Training**.** It is the responsibility of every apprentice to understand and abide by this Policy.

POLICY REVISIONS

The CTC reserves the right to modify this Policy at any time. Apprentices shall be notified in writing in the event of any modifications.

Acknowledging and abiding by all policies of the CTC is a condition of participating in the Apprenticeship Program. Any apprentice who refuses to sign this Policy will be terminated from the CTC.

The CTC admits to the CTC students of any race, creed, color, national and ethnic origin, gender, age, marital status, military or veteran status, sexual orientation, or any other characteristic protected by applicable law to all the rights, privileges, programs, and activities generally accorded or made available to students at the CTC. It does not discriminate on any of the aforementioned bases in the administration of its educational or admissions policies, or other CTC-administered programs.

MEND

Members Education and Network for Dependency & Wellness

212-366-7590 | MEND@nyccbf.org
395 Hudson Street - 5th Floor
New York, New York 10014

MEND provides assistance to participants and their dependents in addressing mental health and substance abuse issues. Services are confidential and include:

- Assessment
- Referrals
  - Inpatient and Outpatient treatment for mental health and/or substance abuse
  - Therapy
  - Psychiatry
- Case Management and Coordination of Services with outside providers
- Support Services
- Education

SCAN ME

MEND

Members Education and Network for Dependency & Wellness

Frequently Asked Questions

Who is eligible for MEND services?
MEND services are available for participants and their dependents, including those employees who participate via a participation agreement.

What type of problems does MEND address?
MEND services help address all mental health problems including stress, anxiety and depression; alcohol and substance abuse.

How can MEND help me?
A MEND counselor can speak with you in person or by phone to help you decide what next steps need to be taken to address your concerns. Working with your health plan, MEND can help you receive inpatient or outpatient treatment for mental health or substance abuse issues.

Who provides MEND services?
MEND counselors are licensed clinicians who specialize in mental health and/or substance abuse treatment.

Is there a cost for this program?
No. MEND services are provided at no cost. If a referral is needed and made, every effort will be made to assist members in obtaining in-network services to help keep out-of-pocket costs low. In all cases, MEND will work with you until you receive assistance that is affordable and effective.

Is MEND confidential?
Personal information discussed with MEND is protected by confidentiality laws and regulations. However, there are exceptions when there is a threat of possible harm to self and/or others. Participation is voluntary and your right to privacy and confidentiality are respected.

How can MEND help supervisors?
MEND counselors provide consultation and education to management, supervisors, and union leaders about mental health and substance abuse issues.

ADMINISTRATIVE POLICIES

SAFETY REQUIREMENTS AND BEING PREPARED FOR CLASS

Apprentices must thoroughly understand and practice the safety rules discussed in classroom training and in the Safety Unit Apprentice and Journey-Level Worker Safety Pledge. Safe working habits may prevent accidents and injuries. Apprentices should pay special attention to the following:

GOOD HOUSEKEEPING

Good housekeeping will help prevent accidents. Keeping materials neatly piled, aisles free from obstruction, and scrap material placed in the provided containers will help create a safe working environment. Apprentices must keep the work area clean and the tool cage neat as directed by instructors.

JOB SITE PERSONAL PROTECTIVE EQUIPMENT

Personal safety equipment can prevent many injuries that occur on construction job sites. Apprentices should become acquainted with the different types of special safety equipment available and wear and/or use them appropriately for their protection.

DRESS CODE

Apprentices represent the CTC and must dress appropriately on the work site and while attending classes. Proper work attire must be worn in all classes. Clothing must be fitted, per construction standards, and work boots or work shoes must be worn at all times. Apprentices may not wear loose-fitting clothes, tank tops, shorts, sandals or sneakers. Apprentices may not wear caps or hats while attending classes. Apprentices who wear religiously mandated headwear may ask the Director prior to the start of training for an accommodation to wear such headwear while attending classes.

SAFETY HELMETS

Apprentices must wear safety helmets in shop classes. Apprentices are assigned a safety helmet in their first skills class and must maintain their safety helmets throughout training. Apprentices may take helmets home but are required to return to all shop classes with their assigned helmet for all training. Apprentices may not participate in class and will be marked absent for the day if they do not have their safety helmet. Apprentices who lose safety helmets may purchase a new one at the CTC. Payment must be by money order only payable to the AJREI Fund (no cash or checks accepted) and must be submitted prior to the start of class. The current price, which is subject to change, is $15.00.

SAFETY GLASSES

Apprentices in shop classes must wear safety glasses at all times when engaged in hands-on projects. Safety glasses are available in every shop class.

TAPE MEASURE AND PENCIL

Apprentices must have in their possession a **25' - 0"** tape measure. Failure to attend class with a 25' - 0" tape measure will result in being sent home and marked absent for the day. A Monday absence generates a six-month extension.

IDENTIFICATION

Apprentices must carry their current CTC identification card with them at all times. Failure to produce this card at work sites may prevent apprentices from working at that work site.

Apprentices must have their Local Union Work Card with them to register for the CTC and must show it at the beginning of every week of scheduled training.

Apprentices should memorize their Social Security and UBC Numbers.

CHANGE OF ADDRESS

To change a mailing address or phone number, apprentices must contact the NYCDCC Member Services Department at 212-366-7300 or their Local Union. No changes to an address or phone number can be made by the CTC. Apprentices are solely responsible for ensuring that their contact information is correct.

CHANGE OF EMAIL ADDRESS

To change an email address, apprentices must email the CTC at ctc@nycdcctc.org with their name, UBC number and correct email address. Apprentices are solely responsible for ensuring that their contact information is correct.

NON-CTC COURSES/ JOURNEY-LEVEL CLASSES

Credit for courses from other training programs or institutions will not be accepted in lieu of the CTC's program. Health and Safety Training from approved NYCDOB Course Providers may be accepted in lieu of CTC Training. (Please be advised that some of this Training may not be recognized by the CITF). Journey-level classes may not be substituted for any similarly named courses in the apprentice curriculum without the Director of Trainings prior approval.

INTERNET USE POLICY

Internet access on CTC computers is only available to apprentices during computer classes. Access to CTC's computer systems and networks, including, but not limited to, computer hardware and software, electronic mail ("email") and the Internet (collectively, "Computer Resources"), imposes responsibilities and obligations on users. Access is granted solely at the CTC's discretion, and is subject to CTC policies and applicable law. The CTC has the right to deny access to a user of Computer Resources at any time, and to read and/or remove any files on the system without prior notification to system users.

APPROPRIATE USE

The Computer Resources shall be used only for valid educational purposes. The CTC strictly prohibits the use of its Computer Resources, or any other computer hardware, software, electronic mail, or internet resources not owned or otherwise provided by the CTC ("Other Computer Resources"), in any way that may be harassing, disruptive, offensive to others, or harmful to morale. Users shall not display or transmit sexually explicit images, messages, cartoons, or any other transmission that contains ethnic slurs, racial epithets, threats of violence of any sort, or anything that may be construed as harassment or disparagement of others based on their race, national origin, sex, sexual orientation, age, disability, religious or political beliefs or any other personal characteristic protected by law. This prohibition includes but is not limited to information that contains profane language, panders to bigotry, sexism, or other forms of discrimination; use of messaging services or email to harass, intimidate, or otherwise annoy another person, for example, by broadcasting messages or sending unwanted email; transmission or storage of any information that contains obscene, indecent, lewd or lascivious material. The CTC's disciplinary rules and policies prohibiting harassment and discrimination and all other CTC rules regulating conduct apply fully to the use of computer resources.

Use of the Computer Resources or Other Computer Resources shall always reflect academic honesty, high ethical and moral responsibility, respect for the intellectual property, ownership of data, and system security mechanisms. The CTC strictly prohibits creating, modifying, executing, or retransmitting any computer program intended to obscure the true identity of the sender of email, including, but not limited to, forgery of messages and/or alteration of system and/or user data used to identify the sender of messages. Users of Computer Resources or Other Computer Resources must refrain from deliberately engaging in activities intended to hinder another user's ability to work. For example, users may not run programs designed to disrupt another person's display.

Deliberate alteration of system files is vandalism and is strictly prohibited. Accessing any restricted CTC files and computer "hacking" of any sort are prohibited. The CTC's Computer Resources or Other Computer Resources may not be used to create or propagate computer viruses, cause damage to files or any component of the Computer Resources or disrupt computer services.

Users of Computer Resources must exhibit restraint in the consumption of scarce resources. Playing games, experimenting with graphics tools, reading electronic news and other activities may be restricted. Users must comply with CTC's priority rules regarding the use of Computer Resources.

Computer Resources shall not be used for financial gain and/or profit.

PRIVACY/LOSS OR DISCLOSURE OF INFORMATION

The CTC may regulate the content of any information contained on the Computer Resources and may restrict access to Computer Resources at any time. The CTC has the right to review and disclose all electronic documents, messages, and other information stored or processed on the Computer Resources. The CTC may review such information for any purpose, including, but not limited to, retrieving CTC information, trouble-shooting hardware and software problems, preventing system misuse, investigating alleged misconduct, assuring compliance with software distribution polices and legal requirements, and complying with information requests.

An individual's Computer Resources may be accessed by others inadvertently. Retrieval may be possible, including retrieval of electronic documents that have been "deleted" by individual users. The CTC does not in any way guarantee the privacy of Computer Resources, and it has the right to read and/or remove any information from the system without prior notification to users. Apprentices should have NO EXPECTATION OF PRIVACY when using Computer Resources.

The CTC has no responsibility for the loss of data, files, or other information.

PASSWORDS/LOGGING IN

Users of Computer Resources must use their computer identification and/or password to log on to the CTC's computing system. Users are strictly prohibited from allowing others to use a computer password and identification other than their own. The owner of the password and identification is responsible for all activity initiated in or on any CTC system by that account. Passwords must be kept confidential, and should not be common phrases or words, as they are insecure. The CTC's system administrator may change insecure passwords without notice to the user.

VIOLATION OF THE POLICY

Users who violate any of the above-described policies and rules may be subject to discipline, up to and including suspension or removal from the CTC. Demonstrated intent to violate the policy will be considered the same as an actual policy violation. Demonstrated intent means evidence of actions that, if successful or carried out as intended, would result in a policy violation.

POLICY PROHIBITING DISCRIMINATION AND HARASSMENT

OVERVIEW

Apprentices have the right to feel safe and respected, and to work and learn in an environment that is free from discrimination and sexual and other types of harassment. This policy applies to CTC training, CTC-sponsored and affiliated events, and transportation provided by the CTC. It applies to discrimination or harassment (a) between apprentices, (b) between CTC employees and apprentices, and (c) between apprentices and third-parties in a CTC-related setting.

The CTC admits apprentices of any race, creed, religion, color, national and ethnic origin, gender, age, marital status, military or veteran status, sexual orientation, gender identity or expression, citizenship, arrest records, genetic predisposition, disability, or any other characteristic protected by applicable local, state or federal law, to all the rights, privileges, programs, and activities generally accorded or made available to apprentices. The CTC does not discriminate on the basis of race, creed, religion, color, national and ethnic origin, gender, age, marital status, military or veteran status, sexual orientation, gender identity or expression, citizenship, arrest records, genetic predisposition, disability, or any other characteristic protected by applicable local, state or federal law, in administration of its educational policies, admissions, policies, and other CTC-administered programs. The CTC expressly prohibits romantic or sexual relationships between CTC employees and apprentices.

DEFINITION OF HARASSMENT

Prohibited harassment can take many forms, but generally includes any unwelcome conduct based on a person's membership in a protected class that:

- Has the purpose or effect of creating an intimidating, hostile or offensive educational environment;
- Has the purpose or effect of unreasonably interfering with an apprentice's training or CTC-related performance; or
- Otherwise adversely affects the apprentice's educational opportunities.

Prohibited conduct includes, but is not limited to:

1. **Verbal harassment**, such as making a joke or comment or using epithets, derogatory comments, vulgar or profane words and expressions or slurs that refer to gender, race, color, citizenship status, national origin, ancestry, sexual orientation, age, religion, creed, marital status, veteran status, or any other basis protected by applicable local, state or federal law.
2. **Physical harassment**, such as unwelcome touching, assault, blocking, impairing, or otherwise physically interfering with an individual's normal activities or movement.
3. **Visual forms of harassment**, such as derogatory posters, cartoons, drawings, email, computer screen savers, graffiti, or photographs.
4. **Sexual harassment**. Examples of sexual harassment include, but are not limited to:

- Unwelcome or unwanted sexual advances. This includes physical contact and verbal contact of a sexual nature which is considered unacceptable or unwelcome by another individual.
- Requests or demands for sexual favors. This includes expressed and implied, subtle, or blatant, pressure or requests for sexual favors accompanied by any implied or expressed promise of preferential treatment or negative consequences.
- Sexually oriented verbal abuse or comments, including comments or compliments which extend beyond mere courtesy, jokes which are clearly unwelcome or considered offensive, and other comments, innuendo or actions of a sexual nature which are offensive to others.
- Sexually oriented conduct, including, but not limited to, unwanted sexual attention which interferes with an apprentice's CTC-related performance or educational environment.
- Creating an educational environment which is intimidating, hostile or offensive because of unwelcome or unwanted sexually oriented conversation, suggestions, requests, demands, physical contact or attention.
- Harassing conduct which is targeted at an individual because of that person's gender but is not necessarily sexual in nature.

Prohibited harassment includes harassment directed at the targeted individual and harassment which takes place within the individual's hearing. Harassment does not include normal, courteous, respectful, pleasant, and non-coercive interaction between individuals which conforms to this policy and is acceptable to both individuals.

PROCEDURES FOR REPORTING COMPLAINTS OF DISCRIMINATION AND HARASSMENT

The CTC encourages reporting of all incidents of discrimination or harassment, regardless of who the offender may be. The CTC will act promptly to prevent, investigate, and remedy harassment.

The CTC has designated the Human Resources Director (the "HR Director") of the New York District Council of Carpenters Benefit Funds as the "Point Person" who is primarily responsible for receiving, responding to, and investigating harassment complaints. If, for any reason, an individual is uncomfortable filing a complaint with the HR Director, the individual may report harassment complaints to the Funds' Chief Compliance Officer ("CCO").

Complaints will be kept confidential, to the extent possible, consistent with the need to conduct a thorough investigation. Related information will be disclosed only on a "need to know" basis as necessary to investigate.

False accusations of harassment cause serious harm to innocent persons. The CTC encourages complaints made in good faith. However, if an investigation reveals that an apprentice knowingly or maliciously accused another person falsely of harassment, the CTC will take appropriate action.

ON-THE-JOB COMPLAINTS

If the complaint originated on a work site and involves a co-worker (another member, supervisor, etc.), the apprentice should follow the Employer's Reporting Policy and, if applicable file Member Charges. If the complaint involves a violation of the CBA (e.g., pay issues, unfair layoff, etc.), the apprentice should

file a grievance. Member charges and Grievance Procedures are available on the District Council's website at www.nycdistrictcouncil.com.

REPORTING DISCRIMINATION OR HARASSMENT BY APPRENTICES

Apprentices who believe that they have been or are being discriminated against or harassed by an apprentice or who have witnessed an incident of discrimination or harassment by a fellow apprentice may report the incident to the Director of the CTC, the HR Director, or the CCO.

REPORTING HARASSMENT BY CTC EMPLOYEES

Apprentices who believe that they have been or are being discriminated against or harassed by a CTC employee, or that they have witnessed an incident of discrimination or harassment by a CTC employee, should report the incident to the Director of the CTC, the HR Director, or the CCO.

INVESTIGATIONS

Following consultation between the apprentice and the applicable parties, a determination will be made regarding whether further investigation is required. Investigation may include interviews of the complainant, the alleged offender, witnesses, and others. The alleged offender may be asked to respond to a complaint in writing.

DISCIPLINE

If it is determined that the CTC's policy prohibiting discrimination and harassment was violated, the CTC will take disciplinary action against the offender appropriate to the circumstances. Such action may include, but is not limited to counseling, a verbal warning to the offender with a notation on the apprentice's permanent file and/or referral of the case to the JATC, the Executive Director of the Benefit Funds and/or the Board of Trustees for disciplinary action. Discipline may include, but is not limited to, counseling, suspension, or expulsion for apprentices, and, for CTC employees, discipline may include but is not limited to counseling, warnings, probation, suspension, or termination of employment.

TRAINING

The CTC offers instruction and training to apprentices and employees on issues of discrimination and harassment and the CTC's related policies. Training generally occurs through meetings, workshops, and videos. The CTC also notifies incoming apprentices and employees of this policy.

RETALIATION IS PROHIBITED

The CTC prohibits retaliation against any individual who reports discrimination or harassment or participates in investigation of complaints. Retaliation against an individual for reporting harassment or discrimination or for participating in an investigation of a claim of harassment or discrimination is a serious violation of this policy and, like harassment or discrimination itself, is subject to disciplinary action, up to and including suspension or expulsion for apprentices, and, for CTC employees, suspension without pay or termination. If apprentices believe they have been subject to retaliation, they may report such alleged retaliation to the HR Director or the CCO.

HUMAN RESOURCES DIRECTOR & CHIEF COMPLIANCE OFFICER CONTACT INFORMATION

Director of HR *
212-366-7519

Allan Bahn, CCO
Phone Number: 212-366-7533
Email Address: complianceandethics@nyccbf.org

***** As of the date of the issuance of this handbook, the HR Director position is currently vacant. Contact information for the HR Director position will be provided as soon as the position is filled.

TRADE ETHICS

An important aspect of training is the understanding and acceptance of a high standard of trade ethics, resulting in the formation of a craftsperson instilled with pride and professionalism for the trade. Apprentices must behave in a professional manner and exhibit the following:

1. ***Craft Excellence***- Pride in our craft leads to the successful completion of a job.

2. ***Cooperation***- Cooperation with co-workers is essential. Lack of cooperation shows insufficient interest towards the final objective. A sincere interest in learning the work paves the way to final success.

3. ***Punctuality***- Punctuality is a "must" for apprentices and other employees. Employers, at a minimum, demand that you arrive to work on time and ready to work. Anything less than that will mark you as irresponsible.

4. ***Loyalty***- Loyalty to one's co-workers and to the employer is in everyone's interests and is important to success as an apprentice and later as a journeyperson.

5. ***Honesty***- Honesty in all dealings with co-workers and supervisors is essential.

6. ***Attention***- Attention to instructions will avoid many errors. The employer has a reason for the instructions and the employee should pay attention to those instructions.

7. ***Diligence***- Attention and care are expected in the performance of all assignments and will result in a job well done.

8. ***Proficiency***- CTC training is designed to give apprentices an opportunity to work on hands-on projects and be accountable for their work. Proficiency requires careful application, continuous study, and perseverance.

9. ***Productivity***- Skilled professional carpenters must demonstrate competence to prove that they are better trained and more skillful than workers in the non-union sector. They must work smarter and out-produce their non-union competition.

LIST OF PERSONAL TOOLS RECOMMENDED FOR CARPENTER APPRENTICES

BASIC TOOLBOX

- Tool apron
- Hammer – 16 or 20 oz. claw
- Measuring tape – 25 ft.
- Folding wood ruler – 6 ft.
- Plumb bob/Laser
- Combination square
- 2' Magnetic level
- Keyhole saw
- Aviation snips – left, right & straight
- Slotted screwdriver – ¼" tip
- Phillips head screwdriver - #2 and #3 tip
- Utility knife
- Pliers with side cutters
- 8" Adjustable wrench
- Wonder bar
- Chalk box
- Safety glasses
- Pencils

INTERIOR SYSTEMS

- Punch keyhole saw
- Drywall "meat" saw
- Fixed blade utility knife & blades
- C - clamp vice grips

HOUSE FRAMING/PROTECTION

- Framing hammer – 20 oz.
- 8 or 10 point crosscut saws
- Cat's paw

CONCRETE WORK

- 8 Point crosscut saw

CEILINGS

- 8 Small spring clamps

INTERIOR TRIM & CABINETMAKING

- Cabinet scrape
- Smooth plane – 9"/Block plane
- Rabbet plane – Stanley #92
- Dovetail saw
- Coping saw w/ extra blades
- Stiff putty knife – 1 ¼" wide
- Mill file – 10" bastard cut
- Half round rasp – Nicolson #50
- Rat tail file
- Countersink bit w/ ¼" shank
- 2 Quick action clamps
- 2 C-clamps – 3"3/16" bits

LIST OF PERSONAL TOOLS RECOMMENDED FOR SPECIALTY APPRENTICES

Personal tool list for specialty trades can be supplied at your local union hall or by your CTC Instructors.

APPRENTICE GUIDELINES AND PROCEDURES FOR RECEIVING COLLEGE CREDITS

In order to assist apprentices and members in furthering their educational goals, the CTC has worked with the National College Credit Recommendation Service ("National CCRS") to have its apprenticeship courses evaluated and recommended for transferable college-level credit.

College credit recommendations are based upon completed coursework. No credit can be recommended for courses that have not been fully completed or for which a failing grade has been issued.

Credit is given per the recommendations of the National CCRS. These credit recommendations are publicly available and may be found on www.nationalccrs.org.

Building and Construction Carpentry Program

Apprentices in the Building and Construction Carpentry programs (including Locals 157, 45, 20 and 926) may earn up to 39 credits during the Apprenticeship Program, including the completion of all required work hours. Two (2) additional credits each may be earned by successfully completing and passing the following journey-level courses: OSHA 30, ICRA Best Practices in Health-Care Construction, Rigging and Basic Arc Welding.

Total possible credits: 47

Credit can be issued to apprentices who began apprenticeship in the fall of 2002 or later.

Millwright Program

Apprentices in the Millwright program may earn up to 46 college credits during the Apprenticeship Program, including the completion of all required work hours.

Total possible credits: 46

Credit can be issued to apprentices who began apprenticeship in the fall of 2003 or later.

Cabinetmaking Program

Apprentices in the Cabinetmaking program may earn up to 33 credits during the Apprenticeship Program including the completion of all required work hours. Two additional credits may be earned by apprentices who complete and pass the Advanced AutoCAD journey-level course.

Total possible credits: 35

Credit can be issued to apprentices who began apprenticeship in the fall of 2004 or later.

Floor Covering Program

Apprentices in the Floorcovering program may earn up to 25 credits during the Apprenticeship Program including the completion of all required work hours.

Total possible credits: 25

Credit can be issued to apprentices who began apprenticeship in the fall of 2005 or later.
Dock Builder/Piledriver/Timbermen Program

The Dock Builder/Pile Driver/Timbermen credit recommendations.

Dock Builder Total Recommended Credit: 44
Timbermen Total Recommended Credit: 41

High-Rise Concrete Carpenter Program

The High-Rise Concrete Carpenter program is currently under review for credit recommendation; no determination has yet been made.

Apprentices may be entitled to credits for NCCRS approved coursework from our other approved programs.

Transcript Issuance

National CCRS recommendations are accepted at colleges and universities throughout the country. The CTC can issue a transcript directly to you or to the school of your choice upon request. To request a transcript, please call 212-727-2224.

Please note: The CTC is NOT an accredited college or university. If your college or university asks you to provide your credits via a transcript from an accredited college or university, you may want to consider the "Credit Banking" option described below.

Credit Banking

Some colleges and universities will accept credit recommendations from National CCRS without the need for an accredited college transcript; others will not. For colleges (and/or employers) that request a transcript from an accredited college, you may use the Credit Bank through Excelsior College.

Designed for non-enrolled Excelsior College students, and subject to a fee payable by you, the **Credit Bank service** consolidates accumulated college-level credit onto a single master transcript for employment or educational purposes.

Excelsior College will consolidate your credits from a variety of sources:

- Credits from Excelsior College and other accredited colleges and universities.
- Military training and experience evaluated and recommended for college-level credit by the American Council on Education (ACE).
- Corporate training and criminal justice training evaluated and recommended for college-level credit by Excelsior College, American Council on Education (ACE) or the National CCRS.
- IT certifications from Microsoft, Novell, Cisco, SAS, Oracle, CompTia, Sun Microsystems and others approved for credit by Excelsior College.

- Examination programs including Excelsior College Examinations, College Level Exam Program (CLEP), and DSST Exam Program.
- Credits appearing on international credentials evaluated by an Excelsior College approved agency.

Official copies of transcripts and score reports you would like considered for consolidation are required along with the Credit Bank fee. The current fees are outlined in the applications above.

To learn more:

- Call 888-647-2388 (toll-free) or 518-464-8500 (press 1-3-6 at the automated greeting)
- Email: crbank@excelsior.edu

SUNY Empire State College Program

The CTC has established a partnership with The Harry Van Arsdale, Jr. Center for Labor Studies at Empire State College SUNY to enable members and apprentices to earn an Associate in Science degree in Labor Studies. The program combines college credits earned in the Apprenticeship Program with general education and liberal arts courses provided by the Van Arsdale Center. College credits are available for:

- Carpenters who began apprenticeship in the Fall of 2002 or later
- Millwrights who began apprenticeship in the Fall of 2003 or later
- Cabinetmakers who began apprenticeship in the Fall of 2004 or later
- Floor Coverers who began apprenticeship in the Fall of 2005 or later
- Dock Builder/Timbermen who began in the Fall of 2016 or later

Note: Bachelor's Degree options are also available.

Dock builder/Pile Driver/Timbermen Apprentices: This program is under review for college credit evaluation; no determination has yet been made. You may be entitled to credits for identical coursework from our other approved programs.

Journey-Level Workers: The Associates Degree program is open to journey-level workers who wish to pursue higher education and who began their apprenticeship by the above dates.

Available Degree Options
Apprentices completing the Empire State College program are awarded an Associate of Science degree in Labor Studies from Empire State College. This can be the completion of an apprentice's college career, or the beginning. Apprentices can continue with the college for a 4-year bachelor's degree or transfer to another college or university.

Educational Requirements for the Associate Degree*
An Associate in Science degree requires 64 credit hours, of which at least 32 must be in liberal arts and at least 24 must have been earned through Empire State College.

National CCRS has evaluated the Carpenter, Millwright, Cabinetmaking and Floorcovering education programs to be worth 25-35 college credits, which Empire State College will accept toward its 64-credit associate degree when the apprenticeship is complete.

In addition, an apprentice may be able to transfer up to 10 credits in liberal arts from an accredited college and still earn the minimum 24 required from Empire State College for a degree:

Required Credits for Associate Degree	**64**
Carpentry/Millwright/Cabinetmaking/Floorcovering Apprenticeship	25-35
Maximum Additional Transfer Credits	10
Minimum Empire State College Credits	24

Fees do apply to this program*

National College Credit Recommendation Service (National CCRS)
Carpenters, Millwrights, Cabinetmakers , Floor Coverers, Dockbuilder and Timberman may review their college credit recommendations at www.nationalccrs.org.

Contact
For more information about the College Program or about the college credits you may receive from the Apprenticeship Program, please call (212) 727-2224.

THIS PAGE IS INTENTIONALLY LEFT BLANK.

AUTHORIZATION FOR RELEASE OF ALCOHOL AND DRUG TREATMENT INFORMATION AND APPRENTICESHIP RECORDS

Part 1.

I, _____, authorize the Members Education and Network for Dependency ("MEND")**, 395 Hudson Street New York, NY 10014,** to release the following information to the **New York City Carpenters Training Center ("CTC"), 395 Hudson Street New York, NY 10014**.

Designated CTC Recipients of Information from MEND:

- CTC Director; CTC Assistant Director; CTC Executive Assistant; CTC Office Manager

Information to be released from MEND to CTC:

- Attendance
- Abstinence
- Treatment Compliance

Part 2.

I, **_____**, authorize the **CTC** to release the following information to MEND.

Designated MEND Recipients of Information from CTC:

- MEND Staff

Information to be released from CTC to MEND:

- Drug Testing Results

The reason for allowing this request is to facilitate compliance with the CTC Drug Testing Policy.

This consent is valid until my graduation from the CTC or until revoked.

In accordance with New York State Law and the Privacy Rule of the Health Insurance Portability and Accountability Act of 1996 (HIPAA), I understand that:

This authorization includes disclosure of information relating to ALCOHOL and DRUG ABUSE information. By signing this authorization, I authorize MEND to disclose ALCOHOL and DRUG ABUSE information (and additional information specified above) to the CTC, and I authorize CTC to disclose drug testing results to MEND.

I understand that the recipient of information related to alcohol or drug treatment is prohibited from re-disclosing such information without my authorization unless permitted to do so under federal or state law.

I understand that I may revoke this Authorization at any time in writing, except to the extent that CTC and/or MEND has already disclosed the information based on this Authorization. I understand that the above–designated persons authorized to receive this information have the right to inspect and copy the information to be disclosed and to use the information for the purpose outlined above.

I understand that signing this Authorization is voluntary. However, I also understand that I may be denied admission to or be terminated from the CTC if I do not sign this Authorization. My treatment, payment, enrollment in a health plan, or eligibility for benefits will not be conditioned upon my authorization of this disclosure.

All items on this form have been completed and my questions about this form have been answered. In addition, I have been provided a copy of the form.

_____ _____

Print Name of Patient UBC#

_____ _____

Signature of Patient Date

Acknowledgement of Receipt of the New York City District Council of Carpenters Training Center Drug Testing Policy

By signing this statement, I acknowledge that I have received a copy of the New York City District Council of Carpenters Training Center ("CTC") Drug Testing Policy ("the Policy"). I have read and understand the requirements of the Policy.

I understand and agree:

1. that it is my obligation to comply with the Policy as a condition of admission to and remaining enrolled in the Apprenticeship program.

2. that I will be terminated from the Apprenticeship program if I violate the Policy.

3. that the Policy may be amended at any time

_____ _____

Print Name UBC#

_____

Signature

_____

Date

The CTC admits students of any race, creed, religion, color, national and ethnic origin, gender, age, marital status, military or veteran status, sexual orientation, gender identity or expression, citizenship, arrest records, genetic predisposition, disability, or any other characteristic protected by applicable local, state or federal law to all the rights, privileges, programs, and activities generally accorded or made available to students at the CTC. The CTC does not discriminate on any of the above-identified bases in the administration of its educational policies, admissions policies, and other CTC-administered programs.

APPRENTICESHIP INFORMATION AGREEMENT

I have been given the opportunity to read and review the JATC's Apprenticeship Standards and written Rules and Policies, the apprenticeship indenture form, and the sections of the Collective Bargaining Agreement(s) that pertain to apprenticeship. A representative of the New York City District Council of Carpenters Training Center has adequately reviewed this material with me and satisfactorily answered all questions. I understand my responsibilities as outlined in these documents, agree to abide by them, and accept full responsibility for my actions while an apprentice in this program. I understand that my failure to abide by these regulations may result in termination of my apprenticeship indenture.

I understand that the first twelve (12) months of my apprenticeship is a probationary period and that both my related training and on-the-job training will be reviewed. If I am not meeting my apprenticeship requirements during the probationary period, the apprenticeship agreement may be cancelled by either party without stated cause.

I understand my obligation to follow the New York State Department of Labor apprenticeship training requirements for related training and on-the-job training. I understand that my failure to maintain my on-the-job requirements by not registering with the New York City District Council of Carpenters Job Referral Department when unemployed, failure to accept a job when referred, or to not show up for work when directed by the New York City District Council of Carpenters Job Referral Department may result in the termination of my apprenticeship indenture.

My signature below certifies that I have been provided with a copy of the written rules and policies adopted by the New York City District Council of Carpenters JATC and in effect as of this date.

Signature _____ Date _____

Print Full Name _____UBC: _____-_____

UNITED BROTHERHOOD OF CARPENTERS AND JOINERS OF AMERICA
APPRENTICE AGREEMENT

For the trade of _____ in New York City

District Council and Vicinity.

THIS AGREEMENT entered into this _____ day of _____, _____
(Month) (Year)

between the New York City District Council of Carpenters Apprenticeship, Journeyman Retraining, Educational and Industry Fund, hereinafter referred to as the APPRENTICESHIP FUND, and _____ hereinafter referred
(Name of Apprentice)
to as APPRENTICE.

WITNESSETH:

That the APPRENTICESHIP FUND and the APPRENTICE desire to enter into an agreement of apprenticeship in conformity with the standards of the United Brotherhood of Carpenters and Joiners of America ("UBCJA") and the New York City District Council of Carpenters ("NYCDCC") and therefore, in consideration of the premises and of the mutual covenants herein contained, do hereby mutually covenant and agree as follows:

That the APPRENTICE agrees to perform diligently and faithfully the work of said trade or craft during the period of apprenticeship and comply fully with the related training program and Apprentice obligations as defined in the Apprenticeship Standards and Rules and Regulations as they currently exist or may hereafter be promulgated by the NYCDCC and/or the New York City District Council of Carpenters Joint Apprenticeship Training Committee (JATC) acting under the authority of the APPRENTICESHIP FUND.

That this Agreement conforms to and is predicated upon the New York State Department of Labor agreement on apprenticeship labor standards approved by the APPRENTICESHIP FUND.

That this Agreement may be annulled by the APPRENTICE at any time, whereupon the APPRENTICE's participation in the Apprentice Program will immediately cease. The APPRENTICE's participation in the Apprentice Program may be annulled by the Director of Training of the New York City District Council of Carpenters Training Center ("CTC") for violation of the Apprenticeship Standards and Rules and Regulations. In the event of any disagreement or dispute in relation to any matter between the APPRENTICE and the CTC relating to the APPRENTICE's participation in the Apprentice Program or this Agreement, such disagreement or dispute shall be submitted in writing by either party to this Agreement to the New York City District Council of Carpenters Joint Apprenticeship Training Committee ("JATC") for adjustment. The decision of the JATC shall be final and conclusive upon the parties to this Agreement.

That the APPRENTICE understands and agrees that membership in the United Brotherhood of Carpenters and Joiners of America is subject to termination by the District Council having jurisdiction over

this Agreement, if the JATC transmits notice to the Local Union or Council that the apprentice has been terminated from the Apprentice Program for unsatisfactory participation.

IN WITNESS WHEREOF, and evidencing their assent to the terms herein, the parties have signed this Apprentice Agreement on the date set forth above.

_____

(Apprentice's Signature)

New York City District Council of Carpenters Training Center

By _____

Director of Training