



# Student Handbook & Course Catalog

7193 Jonestown Road  
Harrisburg, PA

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## **Introduction**

Welcome to the Plumbers and Pipefitters LU520 Apprentice School! We have been training Union pipe trades apprentices since 1953.

Are you ready to apply what you have learned to a job? We're ready to help you get to work. Our School puts on-the-job training and schoolwork hand-in-hand, so you'll be putting what you've learned in the classroom into action on a job site.

We will be providing you with state-of-the art training opportunities that employ the most current trends in educational technology and in our industries. You will learn the attitude, skills, and knowledge needed to have a successful career.

This program has led the way for the more than 65 years, pushing the standards in our industry. We welcome you into our industry and our organization and expect you to pursue excellence in the same manner as those who came before you. This program was created to provide the tools you need to reach your full potential. We hope you enjoy and appreciate the opportunity to be part of this program.

Don Eldridge  
Training Coordinator

***The procedures and policies set forth in this Handbook are subject to revision from time to time. The most up-to-date available versions of the policies and procedures are contained in the electronic version of this document, which may be accessed online at our website: [www.local520.com](http://www.local520.com)***

## **Mission Statement**

The mission of the Local 520 Training Department is to provide the building trades with a highly skilled, certified when applicable, workforce through current and relevant classroom, shop, and on the job training for apprentice and journeyman plumbers, pipefitters, pipe welders, and HVAC service technicians.

## **Our Campus**

The Plumbers and Pipefitters LU520 Apprentice School has a main campus and three instructional service centers. Each of these is described below:  
The LU520 Training Center is 15,065 square feet of which 6,737 square feet is devoted to shop or laboratory space. There are four classrooms. There are three offices for the Training Coordinator, office manager and instructors. There are two restrooms. Restrooms include shower areas. There is a breakroom for students and staff. There is ample parking with 115 spaces for students, faculty, and staff. There are computer stations, projectors, and televisions in each classroom.

## **Accreditation and Licensure**

The Plumbers and Pipefitters LU520 Apprenticeship School has standards of apprenticeship on file with the U.S. Department of Labor. Inquiries regarding this registration should be addressed to:

U.S. Department of Labor, Bureau of Apprenticeship and Training  
170 S. Independence Mall West, Suite 820 East  
Philadelphia, PA 19106

The Plumbers and Pipefitters LU520 Apprentice School is currently seeking candidacy for accreditation with the Council on Occupational Education. Inquiries regarding candidacy status should be addressed to:

The Council on Occupational Education  
7840 Roswell Road  
Building 300, Suite 325  
Atlanta, GA 30350

## Hours of Operation

The school administrative offices are open Monday through Friday from 7:30 am to 3:30 pm. Classes are scheduled in the evenings and sometimes on weekends.

## Board of Trustees

Roy Thoman, Chairman  
Josh Grove, Secretary  
Dave Flowers, Trustee  
Jim Enders, Trustee  
Michael DeSanto, Trustee

## Calendar 2020-2021

September 6	Plumbing & Pipefitting Fall Semester Begins
September 7	MES (HVAC/R) Fall Semester Begins
November 24-25	Thanksgiving Holiday
December 26-January 6	Christmas / New Year Holidays
January 9	Spring Semester Begins
May 17	MES (HVAC/R) Spring Semester Ends
August 4	Plumbing & Pipefitting Spring Semester Ends
September 1	Graduation Day

## Emergency Procedures/Closing

**Fires:** All Students are urged to acquaint themselves with the location of the exits, fire escapes, and available fire extinguishers throughout the school. In case of fire, dial 911 immediately. Give the operator the precise location of the fire and he or she will alert the fire department.

**Emergency Evacuation:** When an alarm sounds, please proceed to the closest exit, and assemble on Jonestown Road for a head count.

**Police:** To summon the police, dial 911, and the operator will alert the police department.

**Theft:** If a theft has taken place, please report it immediately to an instructor or the Training Coordinator.

**Accidents and Illness:** When there is doubt as to procedure in the case of medical emergency, immediate medical advice should be secured by dialing 911.

In the event anyone becomes injured or ill at the school, emergency response should be contacted. Emergency personnel will make determinations as to the needed medical attention and transportation.

**Incident Reports:** A complete report of every incident, no matter how minor, should be made to the Training Coordinator within 48 hours of the incident. Copies of incident reports can be obtained from the administrative office. For non-emergencies related to police, fire, and rescue, please contact the Training Coordinator, and then file an incident report. Any incident involving severe injury should be reported at any time during the day or night to emergency response by dialing 911 and then filing an incident report. In instances where there is doubt as to whether the incident is serious enough to require a report, it is better to report it immediately.

**Inclement Weather Policy:** If the campus is closed, students will be responsible for all assigned work, and classes will be rescheduled. To avoid confusion on school closing because of inclement weather, the Training Office will send a text alert to all classes affected. You may also call the JATC Office at (717) 652-3294; there will be a recorded message.

## **Student Safety**

Student safety is a top priority for the Plumbers and Pipefitters LU520 Apprentice School. Students are expected to wear appropriate Personal Protective Equipment (PPE), as determined by OSHA and best work practices, when working in the lab areas. When working in the lab areas, students shall at all times wear appropriate work boots, long pants, and safety glasses.

Any accidents that result in personal injury shall be reported to the Training Coordinator within 48 hours. An investigation will occur to determine the cause and appropriate actions will be taken.

It is the policy of the school that all accidents and incidents which results in personal injury or illness, and/or damage to School property, shall be properly reported and investigated. This operating procedure establishes a process to ensure that all injuries, illnesses, incidents, and accidents are properly managed in a timely fashion, and that all causes, direct and contributory, are thoroughly identified and that the appropriate actions are taken.

## **Incident/Injury Reporting & Investigation**

A student, employee or visitor who is a victim of an injury or who has suffered an illness or disease shall:

- Immediately report the injury to the authorized representative
- Complete and sign the Injury, Illness or Accident Report as soon as possible following the occurrence.

All Reports are located in the administrative offices.

An instructor or administrator shall:

- Ensure that the victim gets immediate medical attention if required
- Call 911 for Emergency Medical Services if necessary
- Obtain the names of any witnesses
- Ensure that anyone who is a victim of an injury, illness or accident completes and signs the appropriate reporting form
- Investigate the injury.

## **Student Services**

The Plumbers and Pipefitters LU520 Apprentice School is dedicated to providing each student the support and resources needed for success in the program and beyond. Tutoring and counseling are available at the student's request. For non-academic counseling, outside services are available through the health insurance program provided by the union. The services listed below were developed to assist the student in meeting their educational goals. Questions regarding these services should be sent to the Training Coordinator.

## **Rules and Regulations**

As an apprentice at the Plumbers and Pipefitters LU520 Apprentice School, you have been offered one of the most meaningful opportunities in your life: to develop the knowledge and skills that will enable you to perform at the highest levels of the professional trades represented by the United Association (UA).

The opportunity that you have been given is unique and valuable. Not only will you have the opportunity to develop and/or expand a career in your trade, but you have been admitted to participate into the Plumbers and Pipefitters LU520 Apprentice School outstanding, accomplished programs. It is the sincere hope of

the Trustees, Training Coordinator, Instructors and staff of the school that you strive every day to make the most of this opportunity that you have been awarded. While the programs are demanding and rigorous, the benefits of your dedication will be enormous.

During your time at the school, you should always bear in mind that your education is primarily funded by the work of the men and women represented by Local Union 520, through direct contributions from their pay package. Every member of Local Union 520 has committed to your education, as a way to ensure the high standards and excellence of the trades represented by the Union, and to ensure our ever-unrivaled ability to provide the highest quality of work to our participating and valued employers. To respect the investment of the union members, and to achieve the objectives for which this School was developed, nothing short of your **complete commitment, focus, and dedication** is expected – or accepted. In working for you, so that you can have this opportunity, Local Union 520's members also expect that you will work for them – in dedicating yourself to the excellence of the union and our trades.

Bearing this in mind, these Rules and Regulations have been adopted in order to:

- Administer the Apprentice and Training Program
- Develop uniform policies and procedures that are applicable to all participants
- Clearly set forth the obligations and requirements that are applicable to every student.

These Rules have been developed so that every apprentice at the school has the opportunity to know and understand what is required of him or her in order to successfully participate. **Every student at the school is responsible for knowing and following the Rules of the School, at all times.**

As a student at the school, you are expected to thoroughly read and follow these rules. If you do not understand a Rule, or how it applies to you, you can contact the Training Coordinator or another school official. You should not rely on information given to you by another apprentice or journeyman -- even if other students in the school tell you what a Rule means, the only correct application of these Rules are the interpretation of the school. Do not make the mistake of relying on anyone else, because your misplaced reliance **will not** excuse your failure to comply with the Rules, as they are interpreted and applied by the school.



These Rules may be changed from time to time by the School and its Trustees. As they are amended or otherwise changed, it is your responsibility to know and comply with the Rules.

A complete set of the rules can be found in Appendix B.

## **Complaint Procedure**

**A. Informal Resolution of Disputes.** Apprentices are encouraged to informally discuss issues or problems that may arise, whether in the school or on the job, with the Training Coordinator or instructors, in an effort to obtain assistance or resolution. The purposes and objectives of the school can be most effectively achieved through the process of cooperative problem solving.

**B. Procedure.** All apprentices have the right to present grievances regarding terms and conditions of their apprentice training, discipline, wages determinations, attendance determinations, assessments or evaluations, and any other matter or concern related to their enrollment and participation in the program, using the following procedure:

**Step 1:** The apprentice shall prepare a written grievance stating the specific facts and issues that are the subject of the grievance to the JATC and present the written grievance to the Training Coordinator. The JATC shall notify the apprentice of a date and time to appear before the committee for a hearing regarding the grievance. At the committee hearing the apprentice must present any documents or witnesses that are relevant to the grievance. The committee will issue a written decision regarding the grievance within 15 days after the hearing.

**Step 2:** If the apprentice is dissatisfied with the decision of the committee regarding the grievance, the apprentice can, within 10 days after receiving the decision, appeal the decision in writing to the union by presenting the written appeal to the Training Coordinator. The appeal shall fully state the basis for the appeal. The union shall notify the apprentice of a date and time to appear before them for a hearing regarding the grievance. At the hearing, the apprentice must present any documents or witnesses that are relevant. The union will issue a written decision regarding the appeal within 15 days after the hearing. The union's decision shall be the final decision in all matters.

In matters where the student believes that the Plumbers and Pipefitters LU520 Apprentice School has violated its enrollment agreement or for other administrative issues, students may register a final appeal with the:

The Council on Occupational Education  
7840 Roswell Road  
Building 300, Suite 325  
Atlanta, GA 30350  
[www.council.org](http://www.council.org)

## **Campus Security**

In addition to the health of our students, the safety and security of our students, their property and campus property is of primary concern. The following policies are in effect to ensure this security.

- 1) All Faculty, staff and students are to report the loss or damage of school equipment to the Training Coordinator. An incident report form should be used for this purpose.
- 2) No guns, knives or other weapons are permitted on the campuses or in the parking lots at any time. Any student found to possess these items on campus or at their assigned work place would be immediately dismissed from the School.
- 3) Students are to report any threats or attacks made by fellow students to the Training Coordinator. A full investigation will be conducted. If these reports are substantiated, the offending student will be immediately dismissed from the School.
- 4) Any other incidents or actions will threaten the harmony or the security of the campus, should be reported immediately to the Training Coordinator.

## **Counseling Services**

The Plumbers and Pipefitters LU520 Apprentice School does not provide any direct counseling services but does encourage students to seek any assistance that they require. To this end, a list of community counseling resources is available through the LU520 Benefits Offices. The student should consult the Benefits Office regarding potential coverage for counseling services.

## **Drug Free Workplace and Campus**

The unlawful sale, purchase, distribution, possession or use of any controlled substance or the possession and/or use of alcohol is prohibited in or on school owned or controlled property, or within a 200 feet perimeter of school property. No staff member or student is to report to work or class or any school activity while under the influence of alcohol or illegal drugs. Violation of these policies by a staff member or student shall be reason for referral for treatment for a drug/alcohol use disorder and/or for disciplinary action up to and including termination of employment or expulsion from the school and/or referral for prosecution consistent with local, state, and federal law. Such actions will be in accordance with the applicable collective bargaining agreements and other policies and procedures. To comply with the federal Drug Free Schools/Campuses Act, the School will provide an annual notice regarding its drug prevention program to students and staff and conduct a biennial review of the program.

## **Active Shooter Protocol**

An active shooter is an individual actively engaged in killing or attempting to kill people in a confined and populated area; in most cases active shooters use firearms and there is no pattern or method to their selection of victims. Active shooter situations are unpredictable and evolve quickly. Typically, the immediate deployment of law enforcement is required to stop the shooting and mitigate harm to victims. Because active shooter situations are often over within 10 to 15 minutes – before law enforcement arrives on the scene – individuals must be prepared both physically and mentally to deal with an active shooter situation. When an active shooter is in your vicinity, quickly determine the most reasonable way to protect your own life.

### 1. Evacuate

If there is an accessible escape path, attempt to evacuate the premises. Be sure to:

- Have an escape route and plan in mind
- Evacuate regardless of whether others agree to follow
- Leave your belongings behind
- Help others escape, if possible
- Warn other individuals against entering an area where an active shooter may be
- Keep your hands visible
- Follow the instructions of any law enforcement officers

- Do not attempt to move wounded people
- Call 911 when you are safe

## 2. Hide Out

If evacuation is not possible, find a hiding place where the active shooter is less likely to find you. Your hiding place should:

- Be out of the active shooter's view
- Provide protection if shots are fired in your direction
- Not trap you or restrict your options for movement

To prevent an active shooter from entering your hiding place:

- Lock the door
- Blockade the door with heavy furniture
- Silence your cell phone and/or pager
- Turn off any source of noise
- Remain quiet
- Hide behind any large items of furniture or equipment

## 3. Alternatives

If neither evacuation nor hiding out are possible:

- Remain calm
- Dial 911, if possible, to alert law enforcement to the active shooter's presence. If you cannot speak, leave the line open to allow for the dispatcher to listen

As a last resort, and only when your life is in imminent danger, attempt to disrupt and/or incapacitate the active shooter by:

- Acting as aggressively as possible
- Throwing items and improvising weapons
- Yelling
- Committing to your actions

## 4. When Law Enforcement Arrives

Remember the following guidelines:

- Remain calm and follow instructions
- Put down any items in your hands
- Immediately raise hands and spread fingers
- Keep hands visible at all times
- Avoid making quick movements toward officers
- Avoid pointing, yelling, and screaming
- Do not stop to ask for help or directions while evacuating

## **The Family Education Rights and Privacy Act of 1974**

The Federal Family Educational Rights and Privacy Act (FERPA) of 1974 regulates a wide range of privacy related activities including:

- Management of student records maintained by the school
- Regulations regarding who has access to student records
- For which purposes access to student records is granted

School officials will release educational information upon receipt of a signed, dated, written consent of the student which must specify the records that may be disclosed and identify the party to whom the disclosure may be made, including:

- Parents of a dependent student, as defined by the Internal Revenue Code of 1954, section 152 and who supply supporting documentation, may be granted access to a student's educational record under some circumstances
- In connection with Financial Aid, to organizations who are conducting studies that are on behalf of educational agencies
- To Federal or State educational authorities
- To accrediting organizations
- In compliance with a lawfully issued subpoena
- In connection with a health or safety emergency

Non-School individuals (including parents except as described above) *may not have access* to educational records other than Directory Information unless authorization from the student is obtained or a lawful subpoena/court order is issued to the school. Examples of records not released are: grades, grade point average, Social Security Number, student ID number, name of parents or next of kin, residency status, and the specific number of hours/credits which a student enrolled for, passed, or failed.

Students may complete a form authorizing the Administrative Office to permit non-School individuals to view the student's academic record

## **Tuition & Fees; Refunds**

All students receive a full scholarship that covers the entire cost of instruction, tools, and materials. In the event that a student departs voluntarily prior to completing the program the amount they are charged to pay back is adjusted in accordance with the portion of the program completed as per the scholarship loan agreement.

## **Veterans Benefits**

The school is pleased to participate in the Veterans Benefits program. The Training Coordinator can assist you in the certification of your benefits agreement. For further information, students should contact the Veterans Administration at [https://www.benefits.va.gov/gibill/post911\\_gibill.asp](https://www.benefits.va.gov/gibill/post911_gibill.asp)

## **Academic Services**

The Plumbers and Pipefitters LU520 Apprentice School has developed unique programs and curriculum designed to achieve the highest standards of performance in our industries. The successful completion of these programs will enable the student to have a successful career and multiple opportunities within the industry.

## **Admissions**

In order to be admitted to one of our programs you must:

1. Be 18 years of age at the time of application, or if you are a High School senior who will be 18 at the time of graduation, we need a letter of intent from your high school.
2. Possess a High School diploma or GED
3. Pass a drug screen
4. Have a valid photo driver's license

Apprenticeship applications are available online at [www.Local520.com](http://www.Local520.com) or can be picked up at Local 520 Training Center, Monday through Friday between the hours of 7:00am and 3:30pm.

Completed applications and all necessary paperwork will be processed at Local 520 Joint Apprenticeship Training Center. There are 3 ways to submit applications:

- 1) In person at Local 520 Training Center located at 7193 Jonestown Road, Harrisburg, PA. 17112.

- 2) By mailing your application and all necessary paperwork to the address above.
- 3) Scan and email application and all necessary paperwork to [trainingoffice@local520.com](mailto:trainingoffice@local520.com)

Completed applications include the following:

- 1) Application
- 2) Two (2) Reference Forms (submitted by someone not related to the applicant).
- 3) COPY of Birth Certificate. Must be in English, or applicant will be required have to have the document translated at their own expense.
- 4) COPY of your High School Diploma or Equivalent (GED) with Test Results.  
Note: If the applicant's High School Diploma is lost or misplaced. We will accept your high school transcripts with Graduation date listed. If Graduation date is not listed on transcripts, applicant must get a letter from the School or school district on its letterhead, certifying the year and date the applicant did graduate. Note: If the applicant is a senior in High School, you must be at least seventeen (17) years of age and eighteen (18) years of age before being eligible to be assigned to a contractor for work. Seniors MUST supply a letter of intent to graduate. All High School Transcripts, to date, must also be included.
- 5) COPY of High School Transcripts (non-official) for the applicants final 3 years of High School. Must be in English or applicant will be required to have the documents translated at their own expense.
- 6) Drug Screen Results (Must be negative to any illegal, un-prescribed medication. Presence of prescription medications must be revealed, with copy of physician's prescription, prior to undergoing drug screening. Scheduling, Obtaining and cost of Drug Screening will be the responsibility of the applicant. This may be done at the location of the applicant's choice. The test that you are to have done should be requested as: 5 panel, NON-DOT, Rapid Urinalysis.  
\*Cost may vary. Cost of Drug Screening will be reimbursed if applicant becomes a registered apprentice. -MUST submit receipt with application for reimbursement.
- 7) Application Fee \$10.00 (non-refundable) – Check or Money Order Payable to Local 520 JATC.
- 8) VALID Driver's License-Please include a copy if you are sending in your information.
- 9) COPY of DD 214, Military transfer or Discharge form (if Applicable). If you were not in the military, you MUST provide a copy of your selective service registration (males only).

Proficiency test date will be given when COMPLETED application is processed. The testing is held at the Local 520 Training Center, and administered by a third

party. Proficiency testing is held the LAST Monday of September and January. DEADLINES are ONE (1) week prior to the test date. All application items are due by the end of day that day - NO EXCEPTIONS!

Proficiency test results with a minimum proficiency grade level of 7.5 in ALL three categories Math, Reading, and Mechanical Reasoning, will qualify for an interview. Any person that DOES NOT meet the minimum proficiency level may RETEST failed sections on the next test date scheduled.

Once a student has completed the interview, all applications are ranked and students are accepted from highest score until all class spaces are filled. Students are permitted to reapply if they are not accepted to the program.

### **Enrollment**

Once a student has been notified of their acceptance to the program they must complete the apprenticeship agreement document. Until this document has been completed, no student may start the program.

### **Registration**

Students enrolled in the apprenticeship programs are automatically registered for technical classes each term. Anyone who wishes to take Continuing Education classes must register by the published deadlines listed on the website.

### **Job Placement**

Students in the apprenticeship program are automatically placed on a job. Once they have graduated, journey workers receive placement assistance from the union. Work placement from the union is continuous until retirement.

### **Graduation Requirements**

Students who have completed the core curriculum in their program and have completed the requisite number of hours of on-the-job internship are eligible for graduation from the apprenticeship program. They receive an apprenticeship completion certificate from the U.S. Department of Labor. Graduation ceremonies are held once a year in the spring.



## **Certificates and Diplomas**

Students who complete all of their coursework will receive a diploma from the Plumbers and Pipefitters LU520 Apprentice School.

## **Transfer Policies**

The transfer policies are described below.

- **Transfer from Outside the School**

There are three types of exceptions to the regular admissions process: 1) Students transferring from other apprenticeship schools; 2) Students who are experienced service tradesmen; 3) Students who have completed the UA-sponsored VIP program. Students who transfer from another apprenticeship school are tested by the examination board and placed accordingly. Students may transfer general studies and safety classes from other colleges and institutions upon receipt of transcript and evidence of a passing grade. Students who transfer as service tradesmen do so in accordance with the service tradesmen guidelines appended hereto. Students who transfer as graduates of a VIP program do so in accordance with the VIP guidelines appended hereto.

- **Transfer Between Programs**

Students who wish to transfer to another trade program must go through the admissions process for that program. If they are accepted, only general studies and safety classes can be transferred to the other program.

## **Withdrawal Policy**

Students who wish to withdraw from the program should send a request in writing to the Training Coordinator. A leave of absence may be granted for personal or medical reasons at the discretion of the Training Coordinator. If the Training Coordinator believes that the student should be granted a leave of absence, the student will be notified in writing.

## **Continuing Education Programs**

The Plumbers and Pipefitters LU520 Apprentice School is pleased to offer a number of courses and certificate programs for the journey person in the field. Whether you are interested in updating your skills, learning something new or working towards advancement, these courses are designed with you in mind. A schedule of classes is posted on the website.

## **Grading**

Student grades are recorded numerically except in a few cases where a course is graded solely on a pass/fail basis. A numerical grade of 70 or above is required in order to pass a course. If a required course is failed, the course must be repeated or an equivalent one taken. When a student repeats **course or takes an equivalent after failure, both grades will be recorded on the permanent record.**

## **Satisfactory Academic Progress**

When your grade average falls below 76%, you will be requested to appear before the JATC Committee and your raise will be held until your average reaches 76% or greater. If at the end of the school year your average is between 70 to 75% you will not receive a raise until the next school year when your average reaches above 76%. Final grade averages below 70% will result in disciplinary action from a repeat of the school year up to and including termination.

All students must obtain a passing score (70%) on each section test in order to receive the assigned credits for that section. The test grade from the first attempt will become the official grade for that section and will be recorded and used to calculate the overall grade. Any section test resulting in a grade below 70% must be retaken and a passing score of 70% must be obtained to receive credits assigned to that section.

Test re-takes must be scheduled by the apprentice for a time outside of regular classroom hours and the student must achieve a passing score within two months of the original test date. A minimum of 48 hours study time must be observed between re-take attempts. Students will be given two chances to re-take the failed section within the two-month time period. Any student unable to obtain a passing score after two retakes will fail the school year.

## **Remedial Assistance**

Students who enter the program are required to read at the 11<sup>th</sup> grade level. Approximately, 90-95% of all reading material is at that level. Some texts and manuals have higher reading levels because of the technical nature of the industry. Students who have difficulty comprehending these materials or are having problems with writing or math have two options for remedial assistance as described below:

- **Peer-to-peer assistance**  
Through the faculty, students who need assistance in technical subject areas may be assigned a peer counselor, who will work with them to master a particular skill or reading requirement.
- **Tutoring programs are available in reading, writing and mathematics.**  
Students with specific difficulties will be assigned to this intensive program. After they complete the program, they may sign up for follow-up tutoring or the peer-to-peer assistance program,

Additionally, because we have a small student-teacher ratio, many of our students are given the opportunity to work with instructors on remedial issues.

## **Advisement**

The Training Coordinator and faculty are available for consultation on student progress, professional development and remediation requirements. Please check posted office hours to meet with a faculty member or call to schedule an appointment.

The Training Coordinator and faculty are available to provide general advisement on available services, partnership programs and continuing education opportunities. Schedule an appointment to discuss these services.

## **Transcripts and Student Records**

Students may request a copy of their transcript at any time. Official copies of their transcripts are available at a cost of \$5.

Students wishing to obtain a copy of their student records can do so by filling out an appropriate “record request form”. Once the form is completed and turned in with a \$5 processing fee, the record will be made available to the student.

## **Computer Services**

The Plumbers and Pipefitters LU520 Apprentice School has a computer lab which is open to students according to the hours posted. Whether using this service on your own time or during class, the following rules apply:

1. Electronic media cannot be used for knowingly transmitting, retrieving, or storing any communication that is:
  - Discriminatory or harassing
  - Derogatory to any individual or group
  - Obscene, sexually explicit or pornographic
  - Defamatory or threatening
  - In violation of any license governing the use of software
  - For any purpose that is illegal or contrary to the school's policy or business interests
  
2. Generally, electronic information created and/or communicated by a student using e-mail, word processing, utility programs, spreadsheets, voicemail, telephones, Internet and bulletin board system access, and similar electronic media is not reviewed by the Plumbers and Pipefitters LU520 Apprentice School. However, the Plumbers and Pipefitters LU520 Apprentice School reserves the right, at its discretion, to review any student's electronic files and messages to the extent necessary to ensure electronic media and services are being used in compliance with the law, this policy, and other Plumbers and Pipefitters LU520 Apprentice School policies. Students should not assume electronic communications are completely private. Accordingly, if students have sensitive information to transmit, they should use other means.

## **Library/Media Services**

The Plumbers and Pipefitters LU520 Apprentice School participates in Blackboard, as well as the learning management system (LMS), provided by the International Union and Washtenaw Community College. This system houses an abundance of educational materials related to the technical fields taught by the school. The school also has access to a number of online databases in the construction field and research databases.

## Program Requirements

### Plumber/Pipefitter Outline

CIP Code 46.0502

Although plumbers, pipefitters, and steamfitters perform three distinct and specialized roles, their duties are often similar. For example, they all install pipes and fittings that carry water, steam, air, or other liquids or gases. They determine the necessary materials for a job, connect pipes, and perform pressure tests to ensure that a pipe system is airtight and watertight. Their tools include drills, saws, welding torches, and wrenches.

Plumbers, pipefitters, and steamfitters may use many different materials and construction techniques, depending on the type of project. Residential water systems, for example, use copper, steel, and plastic pipe that one or two plumbers can install. Power plant water systems, by contrast, are made of large steel pipes that usually take a crew of pipefitters to install. Some workers install stainless steel pipes on dairy farms and in factories, mainly to prevent contamination.

Specific requirements for the program include:

***Communication skills.*** Plumbers/pipefitters must be able to direct workers, bid on jobs, and plan work schedules. Plumbers/pipefitters talk to customers on a regular basis and need to understand and communicate problems and directions.

***Dexterity.*** Plumbers/pipefitters must be able to maneuver parts and tools precisely, often in tight spaces.

***Mechanical skills.*** Plumbers/pipefitters use a variety of tools to assemble and repair pipe systems. Choosing the right tool and successfully installing, repairing, or maintaining a system is crucial to their work.

***Physical strength.*** Plumbers/pipefitters must be strong enough to lift and move heavy tools and materials.

***Troubleshooting skills.*** Plumbers/pipefitters find, diagnose, and repair problems. For example, pipefitters must be able to perform pressure tests to pinpoint the location of a leak.

**The Plumber/Pipefitter Program takes 5 years to complete with a total 1,110 hours of class time and lab time and 7,830 hours of internship as follows:**

**YEAR ONE**

<b>Course Number</b>	<b>Course Name</b>	<b>Class Hours</b>	<b>Internship Hours</b>
1A,1B-SCI	Science	25.50	
1A,1B-MAT	Materials	29.75	
1A,1B-MAH	Mathematics	89.25	
1A,1B-RIG	Introduction to Rigging	25.50	
1A,1B-COP	Copper	8.50	
1A,1B-PVC	PVC	8.50	
1A,1B-HER	Heritage	12.00	
1A,1B-ORI	Orientation	8.50	
1A,1B-OSH	OSHA30	30.00	
1A,1B-STE	Standards for Excellence & UA Heritage	8.50	
	<b>TOTALS</b>	246.00	1566

**YEAR TWO**

<b>Course Number</b>	<b>Course Name</b>	<b>Class Hours</b>	<b>Internship Hours</b>
2A,2B-FGS	Food Grade Stainless Weld	17.00	
2A,2B-WEL	Welding & Fab #2	17.00	
2A,2B-DRA	Drawing	42.50	
2A,2B-GAS	Gas Installations	25.50	
2A,2B-HYD	Hydronics	25.50	
2A,2B-PUM	Pumps	42.50	
2A,2B-HER	Heritage	12.00	
2A,2B-ORI	Orientation	8.50	
2A,2B-VIC	Victaulic	8.50	
2A,2B-TEC	Tech in the Trade	17.00	
	<b>TOTALS</b>	216.00	1566

**YEAR THREE**

<b>Course Number</b>	<b>Course Name</b>	<b>Class Hours</b>	<b>Internship Hours</b>
3A,3B-AIR	Air Conditioning	25.50	
3A,3B-AQU	Aquatherm	8.50	
3A,3B-DRA	Drainage	29.75	
3A,3B-CPR	First Aid/CPR	8.50	
3A,3B-PLU	Plumbing Fixture & Water Supply	25.50	
3A,3B-STE	Steam	59.50	
3A,3B-HER	Heritage	12.00	
3A,3B-ORI	Orientation	8.50	
3A,3B-TUB	Tube Bending	8.50	
3A,3B-WEL	Welding & Fab #3	29.75	
	<b>TOTALS</b>	216.00	1566

**YEAR FOUR**

<b>Course Number</b>	<b>Course Name</b>	<b>Class Hours</b>	<b>Internship Hours</b>
4A,4B-AQU	Aquatherm	8.50	
4A,4B-CRA	Crane Signaling	34.00	
4A,4B-SWA	Swadgelok	8.50	
4A,4B-WEL	Welding & Fab #4	85.00	
4A,4B-HER	Heritage	12.00	
4A,4B-ORI	Orientation	8.50	
4A,4B-PLU	Plumbing Code	42.50	
4A,4B-FGS	Food Grade Stainless Weld	17.00	
	<b>TOTALS</b>	216.00	1566

**YEAR FIVE**

<b>Course Number</b>	<b>Course Name</b>	<b>Class Hours</b>	<b>Internship Hours</b>
5A,5B-TUB	Tube Bending	4.25	
5A,5B-MED	Medical Gas	68.00	
5A,5B-RIG	Rigging	85.00	
5A,5B-WEL	Welding & Fab #5	38.25	
5A,5B-HER	Heritage	12.00	
5A-5B-ORI	Orientation	8.50	
	<b>TOTALS</b>	216.00	1566

## **HVACR Outline**

**CIP Code 47.0201**

A program that prepares individuals to apply technical knowledge and skills to repair, install, service and maintain the operating condition of heating, air conditioning, and refrigeration systems. Includes instruction in diagnostic techniques, the use of testing equipment and the principles of mechanics, electricity, and electronics as they relate to the repair of heating, air conditioning and refrigeration systems.

Specific requirements for the program include:

***Customer-service skills.*** HVACR technicians often work in customers' homes or business offices, so it is important that they be friendly, polite, and punctual. Repair technicians sometimes deal with unhappy customers whose heating or air conditioning is not working.

***Detail oriented.*** HVACR technicians must carefully maintain records of all work performed. The records must include the nature of the work performed and the time it took, as well as a list of specific parts and equipment that were used.

***Math skills.*** HVACR technicians need to calculate the correct load requirements to ensure that the HVACR equipment properly heats or cools the space required.

***Mechanical skills.*** HVACR technicians install and work on complicated climate-control systems, so they must understand the HVAC components and be able to properly assemble, disassemble, and, if needed, program them.

***Physical stamina.*** HVACR technicians may spend many hours walking and standing. The constant physical activity can be tiring.

***Physical strength.*** HVACR technicians may have to lift and support heavy equipment and components, often without help.

***Time-management skills.*** HVACR technicians frequently have a set number of daily maintenance calls. They should be able to keep a schedule and complete all necessary repairs or tasks.

***Troubleshooting skills.*** HVACR technicians must be able to identify problems on malfunctioning heating, air conditioning, and refrigeration systems and then determine the best way to repair them.



**The HVACR Equipment Service Program takes 5 years to complete with a total 8,234 hours which includes 1121 hours of combined classroom and lab time as follows:**

**YEAR ONE<sup>1</sup>**

Course Number	Course Name	Class Hours	Total Hours
1TOOL	Tools & Equipment	9.00	
1SOL	Soldering and Brazing	9.00	
1ADR	Drawing	39.00	
1MATH	Mathematics	90.00	
1RIG	Introduction to Rigging	27.00	
1OSH	OSHA30	30.00	
1HER	Heritage 1	12.00	
1ORI	Orientation 1	9.00	
	<b>TOTALS</b>	<b>225.00</b>	<b>1423</b>

**YEAR TWO**

Course Number	Course Name	Class Hours	Total Hours
2SREF	Refrigeration 1	54.00	
2SELE	Electricity 1	36.00	
2SCUS	Customer Service	9.00	
2SCOM	Combustion 1	30.00	
2SLOC	Lockout/Tagout	9.00	
2SPLU	Plumbing Service	39.00	
2STUB	Speed Tube Bending	6.00	
2SHER	Heritage	12.00	
2SORI	Orientation	9.00	
2SARC	ARC Flash	9.00	
	<b>TOTALS</b>	<b>213.00</b>	<b>1423</b>

**YEAR THREE**

Course Number	Course Name	Class Hours	Total Hours
3SREF	Refrigeration 2	42.00	
3SELE	Electricity 2	36.00	
3SPMD	Precision Measuring Devices	6.00	
3SSTB	Start, Test and Balance 1	48.00	
3SPRM	Preventative Maintenance	39.00	
3SEPA	EPA/CFC	21.00	
3SWEL	Intro to Welding	12.00	
3SHER	Heritage	12.00	
3SORI	Orientation	9.00	
	<b>TOTALS</b>	<b>225.00</b>	<b>1423</b>

<sup>1</sup> First year students can take these classes, or they can take the first year of the Plumbers and Pipefitters Program or they can complete year one competencies and move into the second year of the program.

**YEAR FOUR**

Course Number	Course Name	Class Hours	Total Hours
4SSTB	Start, Test and Balance 2	45.00	
4SALI	Alignment	39.00	
4SELE	Electricity 3	36.00	
4SVFD	VFD Controls	27.00	
4SDDC	DDC Controls	30.00	
4SCOM	Combustion 2	27.00	
4SHER	Heritage	12.00	
4SORI	Orientation	9.00	
	TOTALS	225.00	1423

**YEAR FIVE**

Course Number	Course Name	Class Hours	Total Hours
5SPNE	Pneumatics	24.00	
5SREF	Refrigeration 3	27.00	
5SBFP	Back Flow	40.00	
5SPLU	Plumbing Code	30.00	
5SSTE	Steam	24.00	
5SRIG	EPRI Rigging	55.00	
5SHER	Heritage	12.00	
5SORI	Orientation	9.00	
	TOTALS	221.00	1423

## Course Descriptions

**1ADR/2ADR: Drawing** Basic architectural and mechanical drawing skills are introduced. Basic drafting skills are emphasized. Topics Include: Use and identification of Light construction lines, Use and identification of Dark permanent Object lines, Use and Identification of projection lines to complete 1 of 3 views. Identify the relations between the Plan view, Front elevation view and the right end elevation view. How to read a ruler to full scale. 3 view orthographic drawings are drawn.

**2ADR Advanced Drawing:** Templates for Mitered Fittings. Concentration on 2 and 3-piece mitered 90. Full size Mitered tee's, Reducing Mitered tee's and 45 degree mitered laterals.

**3A,3B-AIR Air Conditioning:** Topics include Air Conditioning Calculations, Pneumatic Controls, Air Pressure, Direct acting and Reverse acting Thermostats, Dry-Bulb and Wet-Bulb, humidity, Ventilation, Chemical Humidifiers, R-Factors, U-Factors and External Restrictors.

**4SALI Alignment:** Students study tools and instruments for measurements and tolerances and complete exercises demonstrating this skill. Shaft alignment as pertains to pumps and/or compressors is presented. Students complete shaft alignment lab exercises.

**2AQU1: Aquatherm 1:** The course focuses heavily on socket fusion with hand irons, installing fusion outlets, repairs for small holes, and includes some practice with an assisted fusion machine. Important safety measures with the heating irons is also covered to ensure worker safety.

**3AQU2: Aquatherm 2:** The course covers a general fusion process that can be adapted to the different types of butt welding machines that are available from Aquatherm-approved tool manufacturers.

**4AQU3: Aquatherm 3:** Electrofusion is less common than socket or butt fusion due to the specialized machines and fittings involved, but can be very useful in certain applications where space or mobility are limited such as refurbishment projects, where tight spaces are very common.

**2SARC Arc Flash:** The Standard for Electrical Safety in the Workplace or simply known as the NFPA 70E is the National Fire Protection Association (NFPA) regulation regarding electrical safety requirements in the workplace. The NFPA 70E features guidelines and practices that aim to reduce the exposure of workers to major electrical hazards like shock, arc flash, arc blast, and fire ignition.

**5SBFP Backflow:** This course will help students understand cross connection control and provide them with the knowledge to test backflow prevention devices.

**2SCOM Combustion 1 Burners Gas and Oil:** The theory and fundamentals of atomizing and combustion of fossil fuels in burners for heating equipment is presented.

**4SCOM Combustion 2:** The theory and adjustments required for adjusting the fuel and air ratios of combustion equipment is presented.

**1COP Copper:** The installation of long-lasting copper pipes is discussed in terms of materials and requirements.

**3A,3B,3S-CPR First Aid/CPR:** The purpose of this course is to help participants identify and eliminate potentially hazardous conditions in their environment, recognize emergencies, and make appropriate decisions for first aid care. It teaches skills that participants need to know in order to provide immediate care for a suddenly ill or injured person until more advanced medical care arrives to take over

**4A,4B-CRA Crane Signaling:** This Crane Signal Person training course will cover everything a signal person needs to know to work effectively on a job site where crane work is being done. The signal person has many responsibilities and plays an integral part in the safety of a crane operation. This course, built from, and adhering to, the OSHA standard for Cranes and Derricks in construction – CFR 1926.1400, Subpart CC – will help to properly prepare a signal person (via 1926.1419) to do their job safely and correctly.

**2SCUS Customer Service:** Students are presented with customer service skills and enhancement products & services for customers.

**4SDDC DDC Controls:** Expands knowledge of direct digital control (DDC) for HVAC building systems. Learn how to plan the system architecture, evaluate open protocols, and follow best practices for a variety of HVAC applications.

**3A,3B-DRA Drainage:** This course provides an understanding of the drain, waste, vent and water distribution systems.

**2SELE Electricity 1:** Fundamental Electrical theory is introduced including and introduction into ohms law, types of electrical motors, etc.

**3SELE Electricity 2:** Electrical theory is expanded to include exercises in ohms law, series and parallel circuits, AC\DC and meters for HVAC&R.

**4SELE Electricity 3:** Electric Control Systems, Essential Parts, Types of Control Action and Fundamentals of Measurement are studied.

**2A,2B-GAS Gas Installations:** An in-depth study of propane and natural gas piping from the point of delivery to the gas appliance or utilization equipment. Basic gas theory involving a thorough understanding of the physical properties and characteristics of propane and natural gas will be covered

**1A,1B-HER Heritage:** This class is designed to acquaint students with the labor movement, unions, apprenticeship, the school, the program, the requirements of apprenticeship and their job requirements and benefits.

**2A,2B,2S-HER Heritage:** Union Heritage and Labor History are both expanded upon and studied.

**3A,3B,3S-HER Heritage:** Union Heritage and Labor History are both expanded upon and studied.

**4A,4B,4S-HER Heritage:** Union Heritage and Labor History are both expanded upon and studied.

**5A,5B,5S-HER Heritage:** Union Heritage and Labor History are both expanded upon and studied.

**2A,2B-HYD Hydronics:** Topics include Gravity Hot Water Systems, Forced Flow Hot Water Systems, One-Pipe Systems, two pipe Systems, Series-Loop Systems, and Required Equipment for each system, Safety Devices, and Sizing of Systems using BTUH's.

**2SLOT Lockout Tagout:** This course covers the OSHA Control of Hazardous Energy (Lockout/Tagout) standard. This course is targeted to work around energized machines or equipment.

**1A,1B-MAT Materials:**An introduction to construction materials and methods and their applications.

**1A,1B-MAH Mathematics:** Basic mathematical and algebraic equations are taught. These equations and theories are in conjunction with the theories taught in 1<sup>st</sup> period science. Topics Include: Square Roots, Algebraic Equations, and Basic Mathematic Equations such as addition, subtraction, multiplication and division of Whole numbers, Mixed Numbers, Fractions, and Decimals, Volumes, Densities, and Pressures. Continuation of First Period Math with the addition of Piping Schemes and Geometric Theories. Pipe fittings, take-offs, Face to Centers, Step a heads and Rolling Offsets. Basic Trigonometry and angle functions. Introduction to Odd angle fitting and offsets. Problems are solved with use of Trigonometric Functions.

**5A,5B-MED Medical Gas:** A training course for medical gas system installers which includes both a written and a practical brazing test.

**1A,1B-ORI: Orientation:** UA Standard of Excellence, work ethics, personal skills, and apprentice responsibilities at the training center and on the job are presented.

**2A,2B,2S-ORI: Orientation:** Work ethics, personal skills, and apprentice responsibilities are expanded upon.

**3A,3B,3S-ORI: Orientation:** Work ethics, personal skills, and apprentice responsibilities are expanded upon.

**4A,4B,4S-ORI: Orientation:** Work ethics, personal skills, and apprentice responsibilities are expanded upon.

**5A,5B,5S-ORI Orientation:** Work ethics, personal skills, and apprentice responsibilities are expanded upon.

**1A,1B,ST-OSH OSHA30:** The OSHA 30-hour Construction Industry Outreach Training course is a comprehensive safety program designed for anyone involved in the construction industry. Specifically devised for safety Training Coordinators, foremen, and field supervisors; the program provides complete information on OSHA compliance issues.

**3A,3B-PLU Plumbing Fixtures:** This course takes students through an inspection of the plumbing fixtures and components.

**5SPLU Plumbing Codes:** In this course, students learn the terminology, components and tools used in plumbing. This course provides an overview of inspecting plumbing and looking at blueprints.

**2SPLU Plumbing Service:** This class focuses on plumbing services such as; drain cleaning, Sewer repair, water heaters, venting, pipe repair, customer service and much more.

**3SPRM Preventative Maintenance:** Covers maintaining plumbing systems in a factory, plant, or other industrial or commercial site. Describes the structure and function of on-site plumbing systems (water supply, sanitary waste, and storm water), and explains how the major fixtures in these systems work.

**3SPMD Precision Measuring Devices:** The fundamentals of flow measurement and associated devices along with circuit balancing valves and software utilized in the field are presented. Exercises include selection of valves for specific applications and utilizing software for friction loss preset and flow meter gauge readings.

**5SPNE Pneumatics:** This course is a study of fluid power technology using fluids or compressed air as the transfer media. Complete pneumatic systems are studied including power sources, reservoirs, pumps, compressors, lines, valves and actuators.

**2A,2B-PUM Pumps:** Centrifugal pump types and applications are examined. Pump law calculations, pump curves, pump measurements and analysis is presented including student calculation exercises and

student lab time measuring pump performance.

**1PVC: PVC:** Course objectives include: Exercise proper pipefitting safety procedures; Compare the types of plastic piping and assess the advantages and disadvantages of each; and Install, maintain, and troubleshoot plastic and fiberglass-reinforced piping.

**5PVC: ASME PVC:** This course is intended to provide an understanding of the requirements for compliance and the trends of Code changes for piping design and analysis, fabrication, examination, and testing. Participants should have at least two years of piping experience

**2SREF Refrigeration 1:** Refrigeration theory and the refrigeration cycle is expanded upon, including exercises and calculations utilizing the Pressure Enthalpy charts and Pressure enthalpy tables.

**3SREF Refrigeration 2:** Students review and enhance their abilities to plot the refrigerant cycle and use the PE diagram as a service & troubleshooting tool along with a more thorough understanding of de-superheating, superheat, sub-cooling utilizing the p/t tables.

**5SREF Refrigeration 3:** The specifics of refrigeration such as low temperatures, defrost, compression ratios, oil management, supermarket racks, evaporator control, head pressure control are presented and studied.

**1A,1B-RIG Introduction to Rigging:** Identification and inspection of correct equipment is stressed.

**5A,5B,5S-RIG Rigging:** The fundamentals of hoisting, rigging, and knots are presented and studied.

**1A,1B-SCI Science:** Basic physical science theories are taught. These theories are presented in conjunction with skills, which are being taught in the field. Topics include: Pressure, Force, Density, Specific Weight, Volume, Area, PSI, Properties of Matter, States of Matter, Energy, Gas Laws (Boyle's law) hydraulics, Mechanical Advantage, Buoyancy, Liquid displacement, Distance, Work, Atmospheric Pressure, Barometers, and Absolute Pressure. Topics Include; Temperature, Specific Heat, BTU, Expansion and Contraction of Solids and Liquids, Evaporation and Transfer of Heat.

**1SOL Soldering and Brazing:** The fundamentals of working with copper including, cutting, swedging, flaring, preparation and soldering, brazing are introduced along with the safe handling and use of torches and compressed gases, etc.

**2STUB Speed Tube Pending:** This course will optimize tube installations by learning practical tube bending techniques.

**3SSTB: Start, Test and Balance 1:** This course helps equip HVAC professionals with the knowledge and tools they need to balance commercial HVAC systems.

**4SSTB Start, Test and Balance 2:** This class is designed to test and balance systems within plants and commercial facilities.

**1A,1B-STE Standards for Excellence:** The course is designed to promote UA members' world-class skills and safe, efficient work practices on the jobs performed by our signatory contractors and their customers.

**3A,3B-STE Steam:** Topics include Steam Separators, Pressure Reducing Stations, Vacuum Breakers, Vacuum heating Pumps, Expansion joints, Water Hammer, and Safety Devices.

**5SSTE Steam Training:** The fundamentals of steam properties at various pressures and temperatures are studied. Lab time with Steam and condensate trainer trailer is included.

**4A,4B-SWA Swadgelok:** Learn how to choose the right corrosion-resistant materials to keep fluid systems leak tight and operating efficiently.

**1A,1B-TOO Tools & Equipment:** Tools and equipment required for the HVAC trade are introduced including specialty equipment required to handle and recovery refrigerants.

**3A,3B-TUB Tube Bending:** The course will consist of mastering the foundations of tube bending, designing and creating various projects, and learning how to have continuous bending improvement. Students will learn the bending basics such as splicing, attaching electrodes, double-back bends, right angle bends, and more.

**4SVFD VFD Training:** Variable Frequency Drives as pertains to fans, pumps and compressors are presented. Theory and fundamental operation along with setup and start-up parameters and basic troubleshooting is studied.

**2A,2B-VIC Victaulic:** The Victaulic Fire Protection class provides an introduction to Victaulic fire protection products, their applications in fire protection systems, and requirements for maintenance in accordance with applicable codes and standards.

**3A,3B-WAT Water Supply:** Planning and design for potable water supply and distribution. Topics include the civil engineering design process, pressurized pipe networks, pump selection, water demand estimation, surface- and groundwater resources, and reservoir operation. Design project and field trip required.

**3SWEL: Intro to Welding:** Safety and Knowledge of Oxygen and acetylene torch cutting for both plate and pipe are taught. Soldering, Brazing, Screwed Pipe, Victaulic processes are taught.

**3A,3B-WEL Welding 1:** Topics include: Arc welding basics, Ground clamp, Stinger, welding machine knowledge heat settings, Polarity, and Plate Welding.

**4A,4B-WEL Welding 2:** Continuation of Pipe Welding. Concentration in the 5G and 2G position

**5A,5B-WEL: Welding 3:** Continuation of 5G, 6G and 2G welding positions. Introduction to Orbital Welding, Certification in Butt Fusion welding and Saddles.

## Administration and Faculty

Don Eldridge - Training Coordinator  
Rita Thoman - Office Manager

Nate Beck - Full-time, Plumber/Pipefitter  
Ben Horst - Full-time, Plumber/Pipefitter

Andrew Bernhardt – Part-time, Plumber/Pipefitter  
Andy Mateer - Part-time, Plumber/Pipefitter  
Brad Redmond -Part-time, Plumber/Pipefitter  
Bud Herman - Part-time, Plumber/Pipefitter  
Carl/Terry Peiffer – Part-time, Service  
Chris Edenbo - Part-time, Both Plumber/Pipefitter & Service  
Chris Thompson - Part-time, Plumber/Pipefitter  
Cody Woollett – Part-time, Service  
Dakota Tome - Part-time, Service  
Dave Eisenhart -Part-time, Plumber/Pipefitter & Service  
Dave Inmon - Part-time, Plumber/Pipefitter  
Derek Mease - Part-time, Plumber/Pipefitter  
Fernando Gonzalez - Part-time, Plumber/Pipefitter  
Jason Abbott, Part-time, Plumber/Pipefitter  
Jay Wills – Part-time, Service  
Jim Rapp - Part-time, Plumber/Pipefitter  
Jim Six - Part-time, Plumber/Pipefitter  
John Simpson - Part-time, Both Plumber/Pipefitter & Service  
Josh Miller - Part-time, Service  
Kevin Sigler - Part-time, Service  
Matt Grove – Part-time, Service  
Matt Heckert - Part-time, Plumber/Pipefitter  
Matt Panas – Part-time, Plumber/Pipefitter  
Mike Boyer - Part-time, Plumber/Pipefitter  
Nate Zook – Part-time, Service  
Pat Jones – Part-time, Plumber/Pipefitter  
Rick Kann - Part-time, Service  
Rob Harper - Part-time, Plumber/Pipefitter  
Thom Hammaker - Part-time, Service  
Tim Sinner - Part-time, Plumber/Pipefitter  
Tim Waszmer -Part-time, Plumber/Pipefitter  
Todd Yeakel - Part-time, Service  
Tom Whitmyer - Part-time, Service

**Appendix A**

**APPRENTICE AGREEMENT**



**APPRENTICE  
SCHOLARSHIP AGREEMENT  
BETWEEN  
APPRENTICE AND JOINT APPRENTICESHIP COMMITTEE**

**WHEREAS**, the Joint Apprenticeship Committee of United Association Local Union No. 520 (hereinafter "Committee"), and «First Name» «Last Name», «Year» (hereinafter "Apprentice") understand and agree that the Committee will expend significant sums of money for the training of the Apprentice in the specialized skills necessary for employment in the Plumbing and Pipefitting Industry; and

**WHEREAS**, those sums of money will result in a substantial direct benefit, as well as a substantial indirect and intangible benefit, to the Apprentice from this training, which is valued, at a minimum, in the amount set forth in Paragraph 1 hereof for the **2022-2023** year of the Apprentice's training; and

**WHEREAS**, the Scholarship Loan amount for the Apprentice's subsequent years of training will be calculated on or before the anniversary date of this Agreement and a new Agreement and Promissory Note for that amount will be sent to the Apprentice and the Apprentice agrees to promptly execute such new Agreement and Promissory Note; and

**WHEREAS**, the Apprentice hereby understands and agrees that the Apprentice assumes certain obligations arising out of the training provided by the Committee, including the obligation to repay the total Scholarship Loan made to the Apprentice by the Committee for all years of training; and

**WHEREAS**, the apprentice will repay the Scholarship Loan to the Committee pursuant to the terms set forth herein by either cash payments or in-kind credits received by working in the Plumbing and Pipefitting Industry for Employers under collective bargaining agreements whereby those Employers make contributions to the Committee;

**NOW, THEREFORE**, the Committee and Apprentice on this **14<sup>th</sup> day of September 2022** hereby Agree and Covenant, for the good and valuable consideration set forth herein, as follows:

**1. Scholarship Loan:** The Committee and the Apprentice hereby agree that the cost of the training, necessary equipment, maintenance and cost of operation the training facility, instructors' salaries (where applicable), and related materials, and the amount of the Scholarship Loan for the **2022-2023** year of training covered by this Agreement is **\$9767.84** and that the Apprentice will execute this Agreement and the Promissory Note in that amount attached hereto as Exhibit 1, and deliver such executed Agreement and Promissory Note to the Committee.

**2. Subsequent Years of Training:** The Committee and the Apprentice hereby agree that the cost of the training, necessary equipment, maintenance and cost of operating the training facility, instructors' salaries (where applicable), and related materials for each subsequent year of training shall be calculated

by the Committee on or before the anniversary date of this agreement. That calculation shall be the amount of a new Agreement and Promissory Note that the Apprentice shall execute for that year of training. A separate Agreement and Promissory Note shall be signed for each year of training.

**3. Term of Training:** The Committee will provide training worth at least the amount loaned to the Apprentice hereby during the period from **September 1, 2022 to August 31, 2023**.

**4. Repayment of Scholarship Loan:** The Scholarship may be repaid by the Apprentice in full either in cash as set forth in Exhibit 1 hereto, or by in-kind credits, as set forth in Paragraph 7 hereof.

**5. Warranty of the Apprentice:** The Apprentice agrees and warrants as a condition of receiving the Scholarship Loan that upon completion of the training provided pursuant to this Agreement, the Apprentice will neither seek nor accept employment from an Employer engaged in nor become an Employer engaged in, any general, mechanical, plumbing or pipefitting work or any other work covered by the Constitution of the United Association of Journeymen and Apprentices of the Plumbing and Pipefitting Industry of the United States and Canada, AFL-CIO, unless such employment is performed under the terms of a collective bargaining agreement that provides for the payment of contributions by such Employer to the Committee or like Joint Apprenticeship of Training Committee.

**6. Breach of this Agreement:** It will constitute and immediate breach of this Agreement if the Apprentice accepts employment in the Plumbing and Pipefitting Industry from an Employer who does not have a collective bargaining agreement which provides for the payment of contributions to the Committee or like Joint Apprenticeship Committee.

**7. Repayment by In-Kind Credits:** An Apprentice, who works pursuant to a collective bargaining agreement for an Employer making payments to the Committee or a like Joint Apprenticeship Committee or Training Committee, will receive a credit for each calendar year of such employment in accordance with the Repayment Schedule set out in the Promissory Note attached hereto as Exhibit 1, and all subsequent Promissory Notes signed by the Apprentice. The amount due the Committee for the Scholarship Loan will be reduced by such amount in accordance therewith.

**8. All Amounts Due and Payable if Breach Occurs:** If the Apprentice breaches this Agreement, all amounts due and owing on the Scholarship Loan, reduced by any credit received by the Apprentice pursuant to Paragraph 7 hereof, or by any cash payments made, will become immediately due and payable, together with interest at the prime interest rate then prevailing at the Manufacturers & Traders Trust Company, 1002 North 7<sup>th</sup> Street, Harrisburg, Pennsylvania, from the date of this Agreement, and all cost of collection hereof, including reasonable attorneys' fees and all court cost. The Apprentice hereby agrees and covenants to accept personal service and jurisdiction of any competent court determined by the Committee by the mailing of a copy of the Complaint brought pursuant to this Agreement to the current address provided in Paragraph 10 hereof.

**9. Waiver of Breach:** An inadvertent breach of this Agreement can be waived in writing by the Committee in its sole discretion, and a waiver such inadvertent breach of this Agreement will not be unreasonably withheld by the Committee.

**10. Notice:** All notices under this Agreement will be sent to the Committee and Apprentice as

follows:

**(PLEASE PRINT)**

**Apprentice:**

NAME

ADDRESS

CITY, STATE & ZIP

**Committee: Plumbers & Pipefitters L.U. 520 J.A.T.C.**

NAME

7193 Jonestown Road

ADDRESS

Harrisburg, PA. 17112

CITY, STATE & ZIP

The Apprentice hereby agrees to notify promptly the Committee of any changes in the Apprentice's Address.

**11. Plumbing and Pipefitting Industry:** As used herein the term "Plumbing and Pipefitting Industry" means any and all types of work covered by collective bargaining agreements to which the United Association of Journeymen and Apprentices of the Plumbing and Pipefitting Industry of the United States and Canada, AFL-CIO (hereinafter "United Association") and/or any affiliated Local Union are a party or under the trade jurisdiction of the United Association's Constitution; or in a related building trade.

Signed and agreed to this \_\_\_\_\_ day of \_\_\_\_\_, 2022.

By \_\_\_\_\_

**Apprentice Signature**

Signed and agreed to this \_\_14\_\_ day of \_\_September\_\_\_\_, 2022.

By \_\_\_\_\_

**Signature and Title Joint Apprenticeship Committee**

**APPRENTICE**

**PROMISSORY DEMAND NOTE FOR  
SCHOLARSHIP LOAN AGREEMENT**

**\$9,767.84**

I **«First Name» «Last Name»** hereinafter known as Apprentice, hereby promise to pay to Plumbers & Pipefitters L.U. 520 Joint Apprenticeship Committee ("the Committee"), on demand a Scholarship Loan of **\$ 9,767.84** (the "Loan Amount") in accordance with the terms and provisions of the Scholarship Loan Agreement between the undersigned and the Committee, dated **September 14, 2022** (the "Agreement"). That Loan Amount represents direct and indirect funds provided by the Committee.

I also understand that the Loan Amount will be reduced, in accordance with Paragraph 7 of the Agreement for every year I work for an Employer within the Plumbing and Pipefitting Industry who makes contributions, pursuant to a collective bargaining agreement, to the Committee or a like Joint Apprenticeship or Training Committee as follows:

Years Worked	Percent of Total Reduced	Annual Amount Reduced	Cumulative Amount Reduced	Net Amount Due
1	10%	\$976.78	\$976.78	\$8,791.06
2	15%	\$1,465.18	\$2,441.96	\$7,325.88
3	20%	\$1,953.57	\$4,395.53	\$5,372.31
4	25%	\$2,441.96	\$6,837.49	\$2,930.35
5	30%	\$2,930.35	\$9,767.84	\$0.00
	100%			

I agree that if legal action is required to collect this demand note that I will pay interest at the prime rate prevailing as determined by the Manufacturers & Traders Trust Company, 1002 North 7<sup>th</sup> Street, Harrisburg, Pennsylvania, from the date of this Note, plus reasonable attorneys' fees and all court costs.

NAME \_\_\_\_\_  
ADDRESS \_\_\_\_\_  
CITY \_\_\_\_\_  
STATE \_\_\_\_\_ ZIP \_\_\_\_\_  
DATE \_\_\_\_\_

\_\_\_\_\_  
**APPRENTICE SIGNATURE**

## **Appendix B**

### **RULES AND REGULATIONS**



**JOINT APPRENTICESHIP & TRAINING COMMITTEE**  
**7193 JONESTOWN ROAD, HARRISBURG, PA. 17112**  
**Telephone (717)652-3294 Fax (717) 541-1033**  
*Representing Plumbers & Pipefitters Local Union 520 of the United Association of Plumbing & Pipefitting and the  
Mechanical Contractors Association of Central Pennsylvania*

# **RULES & REGULATIONS**

Representing

Local 520 of the United Association of Journeymen and Apprentices of the Plumbing and Pipefitting Industry of the United States and Canada, AFL-CIO and The Mechanical Contractors Association of Central Pennsylvania

ADOPTED August 24, 2022

Roy Thoman  
CHAIRPERSON

Joshua Grove  
SECRETARY

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## MISSION STATEMENT

The mission of the Local 520 Training Department is to provide the building trades with a highly skilled, certified when applicable, workforce through current and relevant classroom, shop, and on the job training for apprentice and journeyman plumbers, pipefitters, pipe welders, and HVAC service technicians.

## INTRODUCTION

Welcome to Local 520 Joint Apprenticeship Training Program (JATC). You have been selected from a very large group of men and women who are interested in the plumbing and pipefitting industry. You are to be congratulated on your success at being selected, and we hope you have a sincere interest in completing this program.

You are now indentured as an Apprentice to the Local 520 Joint Apprenticeship Training Committee (JATC) and not to an individual contractor or to Local Union 520. The following policies and procedures are in accordance with the Apprenticeship Standards, as approved by the U.S. Department of Labor, Bureau of Apprenticeship Training. This policy discusses the rules, regulations and procedures with which the Committee requires compliance by all apprentices while in this program. Failure to comply with or adhere to the rules, regulations and the procedures as they are described in this document and as they may be modified from time to time will result in disciplinary action. This Committee has the prerogative to:

- ⇒ place an apprentice in a probationary period
- ⇒ authorize or withhold periodic raises
- ⇒ random drug screening
- ⇒ suspend an apprentice from the program
- ⇒ require an apprentice to repeat a period of his or her apprenticeship
- ⇒ such other disciplinary action as the Committee deems just and proper

The Training Coordinator will act for and under the direction of the Joint Apprenticeship and Training Committee in the administration of all Statements of Policy when the Committee is not in session and the coordinator will conduct all business of the Committee as directed by the Committee.

The following Rules, Regulations and Procedures - Statement of Policy supersedes any previous Rules, Regulations and Procedures and may be modified from time to time by the Committee. This includes class hours and work hours.

### **SELF-ELIMINATION POINT SYSTEM (SEPS)**

This points system will be carried through the **entire length** of the Apprenticeship Agreement. Any apprentice receiving the accumulation of **20 points in any school year beginning in the first year on the first day of dispatch or reaching a total cumulative of 30 points at any time during their term of apprenticeship** will automatically terminate their Apprenticeship Agreement.

#### **OFFENSE:**

Incomplete or late orange timecards	<b>3 Points, then 5 for each occurrence</b>
Absent or tardy without notifying the Training Center Office	<b>5 Points</b>
Tardiness (Starting with 2 <sup>nd</sup> Occurrence)	<b>3 Points, then 5 for each occurrence</b>
Failure to meet obligations (Bringing training materials to class, completing homework, (etc.))	<b>1 Point per Class Session</b>
Non-notification of change of address or contact information	<b>2 Points</b>
Failure to follow instructions or directions	<b>5 Points</b>
Failure to meet with the Committee if scheduled	<b>5 Points</b>
Falsification of any information	<b>5 Points</b>
Failure to respond to a certified letter	<b>5 Points</b>
Willful vandalism of tools, equipment, or school property	<b>15 Points</b>
Quitting an employer	<b>20 Points</b>
Fired by an employer	<b>10 Points, then 15</b>
Testing positive for illegal substances or alcohol at school or on the jobsite	<b>10 Points</b>
Disorderly conduct or fighting	<b>5 Points</b>

Possession of illegal substances on school property	<b>10 Points</b>
Lack of required Union meetings per School Year	<b>5 Points per Missed Meeting</b>
Late evaluation forms	<b>5 Points</b>
No show/no call on first day of dispatch	<b>5 Points</b>
Cell phone use in Training Center or Jobsite	<b>5 Points, then 10 for each occurrence</b>

**Any disciplinary infraction may include multiple offenses as listed above, and additional disciplinary action. All Applicable points will be included in the Apprentice’s record. The JATC may, at any time, alter the list of offenses and their point values. Any change would go into effect at the beginning of the next school year. Any accumulated points prior to the change(s) would not be affected by the change and their values would remain as issued. In the event of termination, the apprentice must submit a request, in writing, for a hearing before the JATC Committee for consideration of reinstatement. (See page 12).**

### **TERM OF APPRENTICESHIP**

The term of apprenticeship shall be not less than but may require more than five (5) years.

This term will be divided into five (5) periods of advancement:

⇒ The First period **50%** will include your start date of work through April 30.

⇒ The Second period **55%** will include May 1 through April 30

⇒ The Third period **60%** will include May 1 through April 30

⇒ The Fourth period **65%** will include May 1 through April 30

⇒ The Fifth period **75%** will include May 1 to August 31 with a total of 7,860 hours of on-the-job training (Construction) and 8,234 hours of on-the-job training (Service) to advance to Journeyman.

**In order to complete his/her apprenticeship, the individual must have completed and received a passing grade for all classes and certifications as required by Local 520 JATC.**

### **PROBATIONARY PERIOD**

The first twelve (12) months of on-the-job training, along with the related instructional classes, after the signing of the Apprenticeship Agreement, constitutes the initial probationary period. Your Apprenticeship Agreement may be cancelled by the Committee during this period. Before the end of the probationary period, the Committee will make a thorough review of the apprentice's ability and development. At the conclusion of the probationary period, action will be taken on each probationary apprentice to end the probationary period or cancel the Apprenticeship Agreement.

### **PERIOD ADVANCEMENT OF APPRENTICES**

Advancement of the apprentice shall occur as indicated by the Apprenticeship Agreement and on dates designated by the collective bargaining agreement between Local 520 of the United Association of Journeymen and Apprentices of the Plumbing and Pipefitting Industry of the United States and Canada, AFL-CIO (Union or Local 520) and the Mechanical Contractors Association of Central Pennsylvania (MCA). In order to qualify for advancement, the following conditions must be met:

1. The minimum work hours of employment must be completed, for advancement to Journeyman Status.
2. Satisfactory employer reports must have been submitted.
3. Satisfactory attendance at school must be maintained.  
(Refer to School Rules and Regulations)
4. Satisfactory completions of the required related instructional training.
5. **ALL** timecards and evaluation forms **MUST** be turned in.

Deficiency in any one or more of these requirements will cause an appropriate delay of the advancement date. If an apprentice is held back for a period of six (6) months or more, this will extend the five (5) year term of apprenticeship in an appropriate amount.

## APPRENTICE JOB ASSIGNMENT

- A. Employers will advise the Local 520 Union Office of the number of apprentices needed. The referral of apprentices to fill vacancies will be made by the Union pursuant to its procedures for referral.
- B. All assignments of apprentices will be based upon the jobs available and the training needs of the apprentice in conformity with the union's procedures for referral.
- C. The Business Manager will act for and under the policy of the Committee in the administration of this procedure.
- D. Apprentices **DO NOT** have the right to select a particular work assignment, solicit their own employment or to refuse a particular work assignment unless advised differently by the Union Office.
- E. The Joint Apprenticeship Committee has complete authority as provided in the Standards of Apprenticeship to provide diversity of training or work opportunities.

The Committee also has the authority to remove an apprentice from the job, causing loss of employment. The arrangement for any such action will be made by the Training Coordinator.

## PROCEDURE TO FOLLOW IF UNEMPLOYED

When an apprentice becomes unemployed/ terminated for any reason, he/she shall contact a Local 520 Business Agent immediately at 717-652-3135 x83.

## PROCEDURE TO FOLLOW IF FIRED

Apprentices terminated for cause will not be eligible for reassignment to work until an appearance is scheduled and made before the Training Coordinator and Business Manager, unless otherwise instructed by the Committee. A termination of employment for cause will result in a penalty of points according to the SEPS Schedule.

## PROCEDURE TO FOLLOW IF UNABLE TO WORK

If an apprentice is ill, injured, disabled or is otherwise unable to go to work, the employer, foreman, and/or journeyman to whom the apprentice is assigned must be notified as soon as possible and advised that the apprentice will be unable to work that day. If an apprentice is injured, disabled or ill to the extent that he/she cannot report to work and/or school, the Training Office must be notified in addition to the employer. A Doctor's statement indicating the reason for the absence and the date on which the apprentice is able to return to work and to school must be provided to the Training Office. This statement becomes a permanent part of the apprentice's records.

**NOTE:** Temporary disabilities or illnesses including work related injury or any injury for an extended period of time which result in excessive loss of time from work and/or school will cause the apprentice not to advance to the next periodic increase and will extend his/her apprenticeship accordingly. Any apprentice not able to perform on-the-job training will not be allowed to attend class because of safety reason. This will be cause for suspension from the apprenticeship until the individual is approved by their physician to go back to work and be able to perform in class/shop courses. The judgment of the Committee regarding determinations of excessive loss of time from work or school is final. Any person that has their apprenticeship postponed because of injury is required to notify the JATC Office monthly regarding their situation.

## RULES ON QUITTING

Apprentices are not allowed to voluntarily quit any work assignment. There are absolutely **NO** **EXCEPTIONS** to this policy. Violation of this rule will result in a **SEPS Point Penalty (See SEPS Schedule)**, and further disciplinary action, up to and including termination of the Apprenticeship Agreement.

## PERSONAL LEAVES

It is the policy of the JATC that personal leaves will not be granted.

### **MEETING WITH THE COMMITTEE**

Any apprentice who is summoned or makes a written request to meet with the Committee shall make certain that he/she is available at the time that has been assigned to him/her by The Local 520 JATC Office. Failure to meet with the Committee when scheduled will result in a **SEPS Point Penalty (See SEPS Schedule)**.

### **TIMECARDS (Orange Cards)**

Timecards are to be completed by each apprentice and are **due by MIDNIGHT the 15th day of the following month**. If they are not in by this date, they will be considered to be delinquent. Failure to deliver timecards by the above due date will result in a **SEPS Point Penalty (See SEPS Schedule) and suspension from school, until it is received. (DELINQUENT TIMECARDS ARE STILL REQUIRED TO BE TURNED IN)**

### **CONTRACTOR EVALUATION FORMS**

Evaluation forms are to be completed by each apprentice and are **due by the date on the form**. If they are not in by this date, they will be considered to be delinquent. Failure to deliver evaluation forms by the above due date will result in a **SEPS Point Penalty (See SEPS Schedule) and suspension from school, until it is received. (DELINQUENT EVALUATION FORMS ARE STILL REQUIRED TO BE TURNED IN)**

### **RELATED INSTRUCTIONS**

Each apprentice is required to attend classroom related instruction in addition to the required hours of on-the-job training. The minimum classroom hours required in a school year is 216 hours. Classes begin promptly at the time they are scheduled. Classes may be scheduled on Saturday by the JATC Coordinator and the appropriate Instructor.

## UNION MEETINGS

As part of the UA Heritage Course each apprentice is required to attend four (4) Union Meetings, per school year. Failure to attend four (4) union meetings per school year will result in a **SEPS Point Penalty (See SEPS Schedule)**.

**A SEPS Point Penalty (See SEPS Schedule) will be given for failure to attend, and the apprentice will be required to make up missed union meetings during their next school year.**

## SCHOOL RULES AND REGULATIONS

- A. Apprentices must report to class on time and may not leave the class sessions before its completion.
- B. Students not in attendance for the entire session of any scheduled class will be considered absent. No early dismissals or late arrivals will be granted.
- C. Apprentices are expected to and required to attend every class session.
- D. Overtime work does not exempt an apprentice from attending classes, completing home study assignments or maintaining passing grades.
- E. No apprentice will be excused from attending classes because of joining any organization which might conflict with his/her apprenticeship requirements with the exception of service in the U.S. Military.
- F. Possession of, or use of, alcoholic beverages, illegal or illicit drugs including, but not limited to marijuana or of legal substances for other than lawful purpose on the school grounds or while classes are being held or appearing for class while under the influence of any such substance will not be tolerated. Violation of this rule will result in a **SEPS Point Penalty (See SEPS Schedule)**.

### ABSENCES AND/OR TARDINESS FOR SUCH REASON AS:

1. Death or illness in the apprentice's immediate family supported by reasonable documentation.



2. Personal illness of the apprentice acknowledged by a physician, in writing on the physician's professional letterhead and submitted to the JATC office by the next scheduled class.
3. Declared weather emergency.
4. Military obligation.
5. Any other excused absence will be at the discretion of the JATC.

Any construction apprentice who misses **three** scheduled classes or service apprentice who misses **six** scheduled classes in any one school year for any reason, excused or unexcused, will be required to meet with the Training Coordinator at a time and location to be determined by the Training Coordinator. Any construction apprentice who misses **four** scheduled classes or service apprentice who misses **eight** scheduled classes in any one school year for any reason, excused or unexcused, will be required to appear before the JATC committee.

### **PERSONAL ILLNESS WITH A WRITTEN EXCUSE**

Letter from physician on Physicians Letterhead, shall be given to the training office by the next scheduled apprentice class or absence will be considered unexcused.

Any apprentice with a one-time absence from class in any school year with a written Physician's excuse will not be required to attend the JATC Meeting. Any apprentice missing a third excused absence, or any unexcused absence shall be summoned to appear before the coordinator. The Committee reserves the right to impose such discipline for absenteeism as it deems appropriate up to and including termination from the apprenticeship program. Any apprentice receiving oral or written notification to appear before the Training Coordinator or the JATC who fails to timely appear and participate in such a meeting, may be considered to have missed a scheduled class or required apprentice activity and be subject to the appropriate action related to such an absence.

The JATC reserves the right to require any Apprentice to appear before the Committee or its designee for any and all instances of absence in attendance from any class or required activity at any time. The JATC further reserves the right to impose requirements and/or disciplinary measures regarding absences as it deems appropriate in its reasonable discretion.

Decisions of the JATC regarding the imposition of requirements and/or discipline based upon the absence of an apprentice are subject to the JATC Appeals Procedure.

### **TARDINESS**

After the first time an apprentice is tardy, he/she will receive **SEPS Point Penalty (See SEPS Schedule)**. Each period of tardiness is considered a separate event for the purposes of this tardiness policy.

### **MAKE UP PROCEDURE**

One hundred percent (100%) attendance is required of all apprentices.

**Any apprentice absent from his/her scheduled class will make-up the day at the discretion of the Training Coordinator. Apprentices attending evening classes absent from his/her scheduled class make-up will be scheduled by the Training Coordinator.**

**Advancement will not be granted until scheduled make up classes are completed satisfactorily.**

Classes missed through excused absence may be made up upon presentation of an acceptable excuse to the coordinator and if scheduling a makeup class is practical. **Failure to make up missed class sessions by the end of the school year will result in repeating that school year.**

### **DRESS**

In class apprentices are required to be neat, clean, and presentable at all times. Each apprentice is required to wear the proper clothing suitable for class and the shop. Shorts, sneakers and sleeveless clothing are not permitted at any time. The instructor has the prerogative to ask an apprentice to leave his/her class. If an apprentice is asked to leave, he/she will be counted absent for that session and may be required to appear before the JATC.

### **USE OF CELL PHONES, SMOKING AND COFFEE BREAK**

There may be such break or breaks during scheduled class periods at the discretion of the Coordinator of the JATC who may delegate the authority for such scheduling to the classroom Instructor. The use of Cell Phones is prohibited in the Training Facility at any time. Smoking and chewing tobacco is prohibited. Failure to follow these rules will result in dismissal from class for the session without credit for the class.

Shop classes will begin cleaning up the work area 15 minutes prior to the end of the class. All classroom sessions will dismiss at the scheduled time.

Cigarette butts, trash, etc. shall be disposed of in proper containers. Keeping the shop and classrooms clean is everyone's responsibility. If there is a problem keeping these areas clean or someone has to enforce this policy continuously the JATC will have these privileges revoked.

### **SCHOLASTIC ACHIEVEMENT**

Seventy-five percent (75%) shall be the acceptable minimum grade for any course. Any certification course will require achievement of that certification to pass. Scoring a test lower than the acceptable minimum grade will result in the following action:

**Apprentice will be given a second opportunity to retest. Failure of retest will result in appearance before the Committee.**

All homework that is assigned by the instructor must be completed per the instructor's directions (date and time). All answers will be provided in the terminology as designated by the instructor. The apprentices will have in their possession, all the books and material that are required for the course. Failure to have materials or completed homework will result in a **SEPS Point Penalty (See SEPS Schedule)**. The apprentice will be sent home for the day and considered absent.

### **TEXT BOOKS**

One set of textbooks will be given to each apprentice at the beginning of the school year. If textbooks need to be replaced for any reason, purchase of the new textbook will be at the expense of the apprentice.

### **SCHOOL CLOSING**

To avoid confusion on school closing because of inclement weather, the Training Office will send a text alert to all classes affected. You may also call the JATC Office at (717) 652-3294; there will be a recorded message.

### **COURSE FAILURE**

Courses failed must be repeated at the earliest possible opportunity that rescheduling will permit. **ALL courses must be passed, and certifications must be obtained in order to advance.**

### **DISCIPLINARY PROBATION**

Any disciplinary probation imposed upon apprentice will result in automatic withholding of the next pay increase and periodic advancement for a period of time which will be determined by the JATC.

### **COMPLETION OF APPRENTICESHIP**

- A.** All apprentices must work within the apprenticeship classification until he/she has completed the required related instruction and a minimum credited work hour of on-the-job training.
- B.** Each apprentice who completes his/her program is eligible for change of classification from apprentice to journeyman plumber or pipefitter.
- C.** Each apprentice must take and pass the Plumbing Exam and be licensed in the Municipality of their choice **AND/OR** obtain a UA hand-weld Certification before becoming a Journeyman.
- D.** Failure to meet required education or certification requirements in the 5<sup>th</sup> year will result in the apprentice returning to 5<sup>th</sup> year apprentice class sessions until those requirements are met.

### **TOOLS AND EQUIPMENT**

Should any apprentice willfully damage or confiscate any tools, equipment or materials belonging to his/her employer, the UA/MCA Training Trust Fund, Joint Apprenticeship Committee, Local 520 or a fellow worker or student, such apprentice will be given **SEPS Points Penalty (See SEPS Schedule)**

## CHANGE OF ADDRESS

In regard to change of address or telephone, **each apprentice is responsible to notify the Apprenticeship Office immediately.** You will be responsible for information mailed to your address of record. Postal service delivery failures or delays will not be an acceptable excuse for failure to respond to a notice mailed to you. Failure to notify the Apprentice Office of changes or failure to respond to a certified letter will result in a **SEPS Points Penalty (See SEPS Schedule)**

## VETERANS

This program is recognized by the Veteran's Administration as a bona fide Apprenticeship Training Program in plumbing and pipefitting. If you are eligible for a monthly VA allotment you may file an application directly with the Veterans' Administration.

The Training Coordinator is the Certifying Officer for the VA Program, (not your employer). The monthly certification card must be signed and dated by you and turned into the Apprenticeship Office before it can be sent to the Veterans' Administration.

## INSUFFICIENT HOURS

Apprentices that do not have sufficient hours of on-the-job training due to being laid off because of lack of work, personal injury, or illness shall not be entitled to advancement to journeyman status until they have the minimum number of required hours established by "The Apprenticeship Standards."

## NON-DISCRIMINATION CLAUSE

Local 520 Joint Apprenticeship Training Program (JATC) is an equal opportunity employer that is committed to diversity and inclusion in the workplace. We prohibit discrimination and harassment of any kind based on race, color, sex, religion, sexual orientation, federal, state, or local laws.

This policy applies to all employment practices within our organization, including hiring, recruiting, promotion termination, layoff, recall, leave of absence, compensation, benefits, training, and apprenticeship. Local 520 Joint Apprenticeship Training Program (JATC) makes hiring decisions based solely on qualifications, merit, and business needs at the time.

### **SCHOLARSHIP AGREEMENT**

All Apprentices are required to execute a "Scholarship Agreement" in the form provided by the Committee. All apprentices are bound by the terms and conditions of the "Scholarship Agreement."

### **CLASSROOM AND ON-THE-JOB CONDUCT**

Consumption or being under the influence of alcoholic beverages, un-prescribed drugs or controlled substance during class, break time, or on the job will not be tolerated nor will any residual effects of the same. If an apprentice appears to not be fit for class participation, the instructor has the right and the duty to dismiss the apprentice from class. The apprentice will report to the coordinator for disciplinary action, and class from which he/she was dismissed will be treated as an unexcused absence. The apprentice will be given a **SEPS Points Penalty (See SEPS Schedule)**

### **AMENDMENTS**

These Rules and Regulations may be amended by the Joint Apprenticeship Training Committee. Written notice of said changes will be submitted to each indentured apprentice and will be posted at the Local Training Center two (2) weeks before the effective date.

### **COMPLAINTS AND DISPUTES**

The JATC or its Designee will consider all complaints concerning alleged violations of The Apprenticeship Agreement, The Registered Apprenticeship Standards, The Scholarship Agreement and This Statement of Policy, along with any complaint that an individual is aggrieved in any way by any action of the Committee or its Agents. If any such grievance is denied in whole or in part, the aggrieved party will be sent a written notice of denial containing the following information:

- (1) The specific reason or reasons for the denial
- (2) A specific reference to the pertinent section(s) of this document or documents on which the denial is based
- (3) A description of any additional material or information necessary for the aggrieved party to perfect the grievance, if any, and an explanation of why the additional information is necessary
- (4) An explanation of the Apprenticeship Plan's Grievance Procedure.

Any party whose grievance is denied in whole or in part, or who is otherwise adversely affected by any action of the JATC or its agent(s) has a right to a hearing before the JATC to contest the action. To obtain a hearing a written request must be filed within thirty (30) days after he or she receives written notice of the action. A hearing will be held and a decision issued within (60) days from the JATC's receipt of the written hearing request.

These dispute resolution procedures are the sole and exclusive appeal procedures available to one who is dissatisfied with an action of the JATC or its Agent(s) on his/her grievance. The failure to pursue rights of appeal under this Procedure will make the last un-appealed decision final and binding upon the Grievant and the Apprenticeship Plan.

## **GENERAL RULES**

As an Apprentice you have three (3) general areas of responsibility:

1. To the Local Union.
2. To the JATC (school).
3. To the Local Contractor by whom you are employed.

To the Contractor who provides you with employment you owe the responsibility to report to work every day fit for duty and to be as productive as possible. If you must be away from work for any period of time, you should notify the journeyman to whom you are assigned, foreman, and/or employer with as much notice in advance as possible. As an apprentice you are expected to accept and discharge all instructions from your supervisor on the job, as diligently as possible. An apprentice will at all times endeavor to uphold and practice rules of safety and will accept further training when directed by the Joint

Apprenticeship and Training Committee. An apprentice must use all safety equipment provided for him/her by the contractor and inform his/her supervisor of any defect in the equipment.

You owe the Union, The Plumbers and Pipefitters Local 520, the proper discharge of your financial obligations, including but not limited to, initiation fees and dues and allegiance to its Constitution and By-Laws. You are also joining with hundreds of other members to work for the common good of all. In order to maintain our jurisdiction of the plumbing and pipefitting work in the geographical area, you must go to work each day and perform your duties to the best of your ability. The password used by this Union and others in our International Organization, the United Association is "**EIGHT FOR EIGHT**". This means eight (8) hours of productive work for eight (8) hours of decent pay and benefits.

You're Union and elected officers negotiate the wage level and benefits. This is just one of the duties of our Union and officers and you have a moral and ethical obligation to work and earn your pay and benefits. **REMEMBER: THE UNION AND CONTRACTOR EXIST AS ONE TOGETHER.**

You have the responsibility to the JATC to be at school on time and to learn as much of the trade as possible. The JATC expects the apprentice to show the instructors respect and in return he/she will receive the same



## **AUTHORITY**

AUTHORITY FOR ADOPTION OF THESE RULES AND REGULATIONS IS GIVEN TO THE LOCAL 520 JOINT APPRENTICESHIP AND TRAINING COMMITTEE IN THE APPRENTICESHIP STANDARDS.

APPROVED AND ADOPTED August 24, 2022

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**CHAIRMAN**

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**SECRETARY**

## SUMMARY

THE JOINT APPRENTICESHIP TRAINING COMMITTEE RECOGNIZES THE HARDSHIP AND SACRIFICES YOU AND YOUR FAMILY ARE FACED WITH IN ORDER TO TAKE PART IN THIS PROGRAM, BUT WE ALSO REALIZE THAT RULES AND REGULATIONS MUST BE CAREFULLY ADHERED TO IN ORDER THAT THE PROGRAM CAN BE A SUCCESS. OUR OBJECTIVE IN SPONSORING THIS PROGRAM IS TO TRAIN YOU TO BECOME QUALIFIED JOURNEYMAN PLUMBERS AND PIPEFITTERS AND YOUR FUTURE IN THE INDUSTRY DEPENDS ENTIRELY UPON YOUR OWN EFFORTS. IF YOU HAVE ANY PROBLEMS OR NEED ASSISTANCE, WE ENCOURAGE YOU TO CONTACT THE JATC THROUGH THE TRAINING COORDINATOR.

I HEREBY ACKNOWLEDGE THAT I HAVE RECEIVED THE LATEST UPDATED COPY THIS DAY \_\_\_\_\_ OF \_\_\_\_\_ 20\_\_ THE "RULES AND REGULATIONS" COVERING APPRENTICES INDENTURED TO THE PLUMBERS' & PIPEFITTERS' LOCAL 520 JOINT APPRENTICESHIP AND TRAINING COMMITTEE.

I FURTHER ACKNOWLEDGE THAT THE POLICY WAS REVIEWED WITH ME BY THE JOINT APPRENTICESHIP AND TRAINING COMMITTEE AND/ OR IT'S REPRESENTATIVE. I UNDERSTAND ITS CONTENT AND DO HEREBY AGREE TO ABIDE WHOLLY BY SAID POLICY.

FURTHERMORE, I (*PRINT Your Name*) \_\_\_\_\_

S.S.#     XXX-XX- (last 4)     HEREBY GIVE MY CONSENT AND AGREE TO RELEASE ANY OR ALL EMPLOYMENT RECORDS REQUESTED BY THE PLUMBERS' AND PIPEFITTERS' LOCAL 520 JOINT APPRENTICESHIP AND TRAINING COMMITTEE.

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

## Appendix C

### **SERVICE TRADESMEN GUIDELINES**

## Appendix D

### **VIP GUIDELINES**