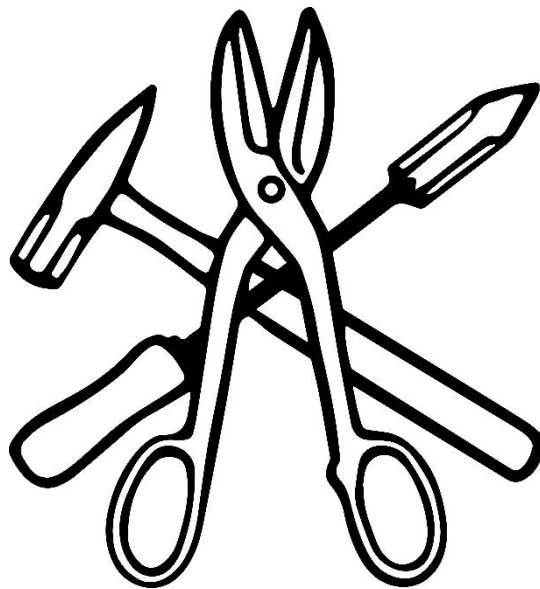


**SOUTHERN CALIFORNIA  
SHEET METAL  
APPRENTICESHIP  
HANDBOOK**

**SPRING 2024**



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**Director of Training: Cody Neighbors**

**Training Coordinator: Ralph Aguiar**

**Training Coordinator: Max Lai**

**Daytime Training Classes**

**[www.socalisma.org](http://www.socalisma.org)**

# SOUTHERN CALIFORNIA SHEET METAL JOINT APPRENTICESHIP & TRAINING COMMITTEE

## PREFACE

The Southern California Sheet Metal Joint Apprenticeship Committee prepared this **APPRENTICE HANDBOOK** for your information and guidance.

Read the contents carefully.

If you cannot find, or you do not understand an item herein, you can get the answer by calling the J.A.T.C. Office (626) 968-3340. Many Sheet Metal Workers, Apprentices, and others will give you their answer to almost any question, **BUT** you can be sure of getting the correct answer from the J.A.T.C. Office.

You have voluntarily chosen this trade as your vocation. If at any time you find the direction, rules or regulations of the J.A.T.C. to be a gross violation of your conscience or principles, you are free, if you choose to **resign** from your chosen craft without prejudice.

If you follow the directions and let this information, be your guide, your course through the Sheet Metal Apprenticeship will be smooth and productive.

**Southern California Sheet Metal  
Joint Apprenticeship Training Committee**

## MISSION STATEMENT

The Southern California Sheet Metal Joint Apprenticeship and Training Committee is dedicated to providing the men and women of the Sheet Metal Industry the highest level of skills and knowledge of our Trade. We provide opportunities for advancement and a decent living for journeypersons and apprentices. We provide our contractors with a highly skilled workforce.

The S.M.A.R.T. Sheet Metal Workers' Local Union 105, SMACNA Southern California, ACSMA, Industrial Employers Labor Relations Council and the Southern California Sheet Metal JATC sponsor this Facility with the cooperation that is known within our Industry as, ***“Together we do it better”***.

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## **APPRENTICESHIP OFFICE HOURS**

The J.A.T.C. Office is open from 7:00 A.M. to 4:00 P.M., closed for lunch from 12:00 Noon to 1:00 P.M., Monday through Friday except holidays stipulated in the current agreement between the Employers and Local Union No. 105.

## **MAILING ADDRESS FOR APPRENTICESHIP OFFICE**

Southern California Sheet Metal JATC  
633 N. Baldwin Park Blvd.  
City of Industry, CA 91746  
(626) 968-3340 Fax (626) 968-3379

Mail the following to the address shown above: Change of address/telephone number, disability statements, return of forms when requested, or any other correspondence pertaining to the Apprenticeship.

## **APPRENTICE INTERVIEWS AND APPOINTMENTS**

Apprentices may obtain individual guidance and counseling regarding related training, on-the-job training, personal problems, or any other problems. Appointments can be scheduled by telephone.

**PLEASE NOTE THAT THE ONLY PLACE TO GET CORRECT INFORMATION ON ANY AND ALL PHASES OF THE APPRENTICESHIP UNDER OUR PROGRAM IS AT THIS J.A.T.C. OFFICE.**

We have a personal interest in the welfare of each Apprentice with respect to his/her progress in the trade and to other items that may reflect on his/her progress in life. We may not be able to give an answer on all problems, but we do know where to go to get a good answer for you. Please feel free to call upon us at any time to help solve your problems.

## **LENGTH OF APPRENTICESHIP**

The period of Apprenticeship is five (5) years which consists of ten (10) six-month periods. Each Apprentice, after completing one (1) semester of school, is eligible to receive a rate increase every six months providing he/she has qualified according to the Rules and Regulations of the J.A.T.C. Please note that your first year, twelve months (12), of Apprenticeship, as well as the first year classroom instruction are a probationary period.

The period of Apprenticeship may be lengthened as required by the J.A.T.C. for cause.

## **APPLICATION FOR APPRENTICESHIP**

Selection of Apprentices shall be made on the basis of qualifications alone. All applicants will be afforded equal opportunity under these standards and the Southern California Sheet Metal Joint Apprenticeship & Training Committee will not discriminate against apprenticeship applicants or apprentices based on race, color, religion, national origin, sex, (including pregnancy and gender identity or expression), sexual orientation, genetic information or because they are an individual with a disability or a person 40 years or older.

The Southern California Sheet Metal Joint Apprenticeship & Training Committee will take affirmative action to provide equal opportunity in apprenticeship and will operate the apprenticeship program as required under Title 29 of the Code of Federal Regulations, part 30.

## **UNION DUES**

You are required to pay the Local Union monthly dues, as well as working assessments, starting from the month in which you are indentured.

To be paid current, you must have your dues paid on or before the first day of the month.

All Apprentices must have a Union dues receipt (pink slip) for the current month or beyond, in their possession at all times.

Failure to comply with the above regulation can result in being removed from the job until such time as you are in compliance.

We suggest that all Apprentices pay their monthly dues quarterly in advance. This could save lost time and lost income at upgrade time.

The dues are regulated so at the end of your Apprenticeship training your initiation should be paid in full.

**IMPORTANT!** As an Apprentice a portion of your dues payment will be applied toward your initiation. If you go “**Dropped**” with the Local Union for non-payment of your dues, all monies previously paid are forfeited and payment towards your initiation starts over.

### **MAILING ADDRESS FOR MONTHLY DUES (UNION HALL)**

(Do not mail to the J.A.T.C. Office)

**DO NOT MAIL CASH.** Address all mail with the monthly dues payable to:

**Sheet Metal Workers’ Local Union No. 105  
2120 Auto Centre Drive, Suite 105  
Glendora, CA 91740  
Phone (909) 305-2800      Fax (909) 305-2822**

Show your name and address on the envelope. To ensure proper posting of your monies put your complete name, including middle initials and suffixes (Jr./Sr.), and member number on your check, money order or cashiers’ check.

All Apprentices who desire to pay their monthly dues by mail should do so as outlined below in order to save trouble and possible loss of income.

Mail your check, money order or cashiers’ check no later than the 15<sup>th</sup> of the month covering the monthly fee for the following month. Be sure the correct amount is forwarded. This will allow time for the Union to make out the receipt and time for the receipt to be returned to you.

**It is your responsibility to have a pink Union slip in your possession at all times covering the current month.**

No Apprentice will be dispatched to a job if they are suspended on their dues.

## **CHANGE OF ADDRESS**

It is the responsibility of each Apprentice to notify the “**Apprenticeship Office**” immediately when they have a change of address or telephone number.

We want **your address, telephone number and email** at all times. We are not interested in your parents’ or a friend’s address.

If you do not have a telephone, give us a number where they will take and deliver a message to you.

Failure to comply with the above can result in any of the following:

- a) You may lose a job when unemployed. We must dispatch an Apprentice when the employer needs him/her.
- b) You may not receive certain important decisions or J.A.T.C. regulations that are periodically mailed to all Apprentices.
- c) You may be canceled from the program if you cannot be contacted.

## **CLASS HOURS & TARDINESS**

Class hours are from 6:00 a.m. to 2:30 p.m.. All classes begin promptly at 6:00 a.m. Students are expected to be in class and signed in prior to the designated start time or they will be considered tardy (even by a minute).

## **CLASSROOM & SHOP**

1. All apprentices are to be prepared for class; this includes all books, drafting equipment, calculator, shop tools and work boots. All apprentices are to be dressed properly for shop class and/or labs. Cell phones must be on silent/vibrate and may only be used as an Educational Tool with the Instructors permission. Cell phones are not to be used to take pictures of tests. Misuse of a cell phone may result in disciplinary action. Labs require boots, hard hats, vests, gloves, safety glasses and fall protection.

## **CONDUCT OF APPRENTICES AT SCHOOL**

Although the Joint Apprenticeship and Training Committee has no control over the moral conduct of your life, it does have the power to demand that you conduct yourself in a proper manner while you are attending related training classes which are held in our school and while you are engaged in working for an employer.

**Reporting to school or to a job under the influence of drugs or alcohol is enough reason for the J.A.T.C. to drop you from the Apprenticeship Training Program. The J.A.T.C. cannot and will not condone any such actions.**

There are specific State Laws regarding school conduct. Failure on your part to comply with any of these laws will be sufficient reason to expel you from the program. Your instructor will report any, and all violations to the J.A.T.C.

## ATTENDANCE POLICY

1. All absences are to be made up on the first scheduled Friday (6:00 a.m. to 2:30 p.m.). The apprentice will be scheduled, and the schedule posted on the bulletin board in the cafeteria by the administration.
2. Apprentices must make up their absence on the first scheduled Friday following the missed day.  
**No exceptions.**
3. **The scheduled Friday make-up days will be determined by the JATC. Make-ups will not be scheduled for any day other than Fridays; however, will not include all Fridays. It is the sole responsibility of the apprentice to check the bulletin board in the cafeteria, Total Track, or website for his/her make-up day.**
4. An apprentice that is late and **misses more than one hour of class** will be considered **absent** for the day. That day then requires a make-up day.
5. All absences are to be made up before receiving any upgrade. If an apprentice has to repeat a semester and has not made-up required days prior to the start of the next semester he or she must still make-up those days. If all make-ups are not completed before the deadline for the January or July upgrades your raise will be held for 30 days. If all make-ups are not completed before the deadline for the February or August upgrade your raise will be held additional 5 (five) months.
6. In the first 12 months of apprenticeship (regardless of past credit given), acquiring two make-up days within a semester will result in a 30 day hold on the apprentice's next upgrade. Three make-up days within a semester for apprentices in the first 12 months of their apprenticeship (regardless of past credit given) will result in a 6 month hold on the apprentice's next upgrade and the apprentice being cited to a meeting with the Sub-Committee. The apprentice will be required to show a compelling reason why he or she should not be dropped from the program.
7. Two make-up days within a semester will result in a 30 day hold on the apprentice's next upgrade. Two make-up days within a semester in combination with any violation of the upgrade policy (late OJT/Work Records, failed upgrade, or class, owed make-up day, etc.), will result in a 6 month hold on the apprentice's next upgrade.
8. Three make-up days within a semester will result in a 6 month hold on the apprentice's next upgrade and the apprentice being cited to a meeting with the Sub-Committee. The apprentice will be required to show a compelling reason why he or she should not be dropped from the program or made to complete and repeat that semester.
9. An apprentice is **not allowed to leave early on a make-up day**. If an apprentice leaves early on a make-up day, he/she will be counted absent on that day.
10. If an apprentice is absent on a scheduled make-up day, it will be treated as if the apprentice had missed a regular scheduled school day. **Example:** Instead of one make-up day required, the apprentice will be required to make-up two days. If the apprentice had one absence in the semester, the apprentice now has two absences. These missed make-up days will continue to compound until made up.
11. All Sub-Committee decisions may be appealed to the full Apprenticeship Committee, except probationary apprentices.

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Apprentice Signature

Print Name

Date

## DEMERIT POLICY

1. If an apprentice arrives **1 – 15 minutes** after the appointed start time of the class, he or she will be considered **tardy and will receive a ½ demerit**.
2. If an apprentice arrives **16 – 59 minutes** after the appointed start time of the class, he or she will be considered **late and will receive 1 demerit**.
3. An apprentice who receives a **poor work evaluation from a Signatory contractor** will receive **1 demerit** and may be brought into the office to discuss the evaluation. An apprentice who receives a **poor work evaluation from a Non-Signatory contractor** will receive **½ demerit** and may be brought into the office to discuss the evaluation. **An Employer Evaluation Form** will be sent out each semester and at termination of employment. *During enrollment in the Apprenticeship Program, an apprentice receiving 3 poor work evaluations from a Signatory contractor will be brought into the JATC office to discuss the evaluation. An apprentice receiving 4 poor work evaluations from a Signatory contractor will be cited to a meeting with the Sub- Committee.*
4. Any apprentice who is **not prepared** for class will receive a **½ demerit**. Examples include: Improperly dressed for class, no shop tools, books, calculator, drafting equipment, not having or not wearing safety glasses. **Any apprentice not wearing work boots at school will be sent home and considered absent for the day and will be required to attend the next make up day regardless of the time spent in class before being dismissed.**
5. An apprentice will receive a **½ demerit for sleeping in class**.
6. **Cell phone usage is allowed in school as an Educational Tool with the consent of the instructor only. A ½ demerit will be issued to an apprentice who misuses the cell phone, e.g. making calls during school hours, tending to social media (taking pictures of tests, etc. will result in disciplinary action).**
7. Earbuds, earphones, etc. are not permitted in the class or shop areas. Any apprentice using such devices will receive **1 demerit**. **Receiving a 2<sup>nd</sup> offense will result in the apprentice being dismissed from class and the day will be counted as an absence. In addition, a meeting with the coordinator/administrator will be required before the apprentice is allowed to return to school.**
8. An apprentice will receive **1 demerit** for cutting through a classroom or propping open an **exterior** door. Be respectful and walk around.
9. Any apprentice who is disruptive will be given **1 demerit**. Any apprentice who is **disruptive** and asked by the instructor, coordinator, director, or administrator to leave the class must meet with the Administrator or Director, to be counseled, and will be considered absent. A make-up day will be required regardless of the time served in class that day. The apprentice will not be allowed back into class until after meeting with the J.A.T.C. Administrator /Director and is given permission to return.
10. An apprentice who leaves 60 minutes or earlier on a regular class day (excluding make-up days) must meet with the Administrator or Director prior to leaving, if granted approval **1 demerit** will be given. This is only to be considered for requests to leave at the end of the scheduled class day, not a combination involving lunch or breaks. If approval is not given and the apprentice chooses to leave, the apprentice will be considered absent.
11. Any apprentice late from lunch will receive 1 demerit.
12. All policies that apply to demerits on a regular class day, apply on make-up days as well (excluding leaving early).
13. **Three demerits in one class semester** will be counted as **one class absence** and will result in the actions outlined in attendance policy.

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Apprentice Signature

Print Name

Date



**ETHICS POLICY**

All apprentices are hereby advised that any apprentice, who willfully cheats on classroom assignments, shop project or tests while attending this apprenticeship program, will receive a score of zero on that classroom assignment, shop project or test. No credit will be given whether it is completed or not. The apprentice will not be allowed to make up this assignment, project, or test. The apprentice will also be cited to appear before the Joint Apprenticeship Action Committee and may be dropped from the program at that time.

**I HAVE READ AND UNDERSTAND THE RULES OUTLINED HEREIN**

\_\_\_\_\_  
Apprentice Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

**TEXTBOOK POLICY**

I, \_\_\_\_\_ have received the International Training Institute’s curriculum digital workbooks for \_\_\_\_\_ year apprentices and understand that these books have been loaned to me by the Southern California J.A.T.C. for my use during my Apprenticeship Training. If at any time during my Apprenticeship Training, I decide to withdraw from the Program, I will return the curriculum workbooks along with any other training materials that are loaned to me, or I shall be held responsible for reimbursing the Committee for the total cost of the books. I will be required as a Sheet Metal Apprentice to have these curriculum workbooks in class at all times! I also understand that upon completion of the five years of Apprenticeship Training, the curriculum workbooks are given to me for my time and perseverance in completing this program.

**I HAVE READ AND UNDERSTAND THE APPRENTICE TEXTBOOK POLICY HEREIN**

\_\_\_\_\_  
Apprentice Signature

\_\_\_\_\_  
Date

**IPAD POLICY**

I, \_\_\_\_\_ have received the International Training Institute’s iPad for educational use and understand that this iPad and charger has been loaned to me by the Southern California J.A.T.C. for my use during my Apprenticeship Training. If at any time during my Apprenticeship Training, I decide to withdraw from the program, I will return the iPad and charger, along with any other training materials that are loaned to me, or I shall be held responsible for reimbursing the Committee for the total cost of the iPad.

**I HAVE READ AND UNDERSTAND THE APPRENTICE IPAD POLICY HEREIN**

\_\_\_\_\_  
Apprentice Signature

\_\_\_\_\_  
Date



## **DISABILITY/WORKERS' COMP/PFL POLICY**

The JATC is committed to complying with all laws protecting qualified apprenticeships with disabilities or on-the-job injuries. When requested, the JATC will provide reasonable accommodation for any known physical or mental disability of a qualified individual, provided the requested accommodation does not create an undue hardship for the JATC or pose a direct threat to the health or safety of the apprentice or to others. An apprentice requesting a leave of absence or modified duties because of a disability/Paid Family Leave (including a physical or mental condition arising under California's disability or workers compensation laws) must provide the JATC with a certificate from a health care provider establishing that it is medically necessary for the apprentice to take time off work or for the apprentice to perform duties with restrictions. The apprentice must also provide the JATC with all medical reports and statements from workers compensation physicians. An apprentice suffering from a disability may at any time request reasonable accommodation, and the JATC will respond by engaging in a good faith, interactive process with the apprentice to determine the limitations created by the apprentice's disability and then determine if one or more reasonable accommodations will allow the apprentice to perform essential apprenticeship functions. The JATC is not required to provide a specific accommodation requested and may implement an alternative, effective accommodation. Moreover, the JATC cannot provide an accommodation if doing so would create an undue hardship to the JATC or potentially jeopardize the health or safety of the apprentice or other persons. The JATC may at any time, and from time to time, require an apprentice to provide additional medical documentation showing, first, that the apprentice has a continuing disability or other medical condition protected by California law and, second, that the disability or condition necessitates a reasonable accommodation. In addition, the apprentice may at any time, and from time to time, be required to appear before the Sub-Committee to review the apprentice's participation in the program. Any apprentice placed on disability leave will not be permitted to return to work/school or be dispatched to a job without a health care provider's written release stating that they may return to construction work with or without restrictions. The JATC may also require the apprentice to submit to a fitness-for-duty examination by a health care provider selected by the JATC. Failure to timely submit any requested documentation will be grounds for suspending or dismissing the apprentice from the program. I HAVE READ AND UNDERSTAND THE DISABILITY/WORKERS' COMPENSATION POLICY. I GIVE MY PERMISSION TO THE APPRENTICESHIP ADMINISTRATOR TO CONTACT MY DOCTOR IF ANY CLARIFICATION IS NEEDED.

**I HAVE READ AND UNDERSTAND THE DISABILITY OR WORKERS' COMP POLICY HEREIN AND GIVE PERMISSION TO THE APPRENTICESHIP ADMINISTRATOR TO CONTACT MY DOCTOR IF ANY CLARIFICATION IS NEEDED.**

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Apprentice Signature

Print Name

Date

## **DISABILITY INSURANCE (SDI)**

California State Disability Insurance (SDI) is a partial wage-replacement insurance plan for California workers. The SDI programs are state-mandated and funded through employee payroll deductions. SDI provides affordable, short-term benefits to eligible workers. Workers covered by SDI are covered by two programs: Disability Insurance (DI) and Paid Family Leave (PFL). To learn more about SDI, visit the website at <http://www.edd.ca.gov/disability/>.

## **DISPATCH PROCEDURES**

1. Apprentices will be dispatched in the order in which they are listed on the out-of-work list.
2. Apprentices that are unemployed or have not been given a specific day to return to work (within 3 days for a signatory contractor or 1 day for a non-signatory contractor) must inform the Apprenticeship office to be placed on the out-of- work list.
3. Only apprentices are allowed to accept work; wives, husbands, family members or friends will not be allowed to accept work on behalf of an apprentice.
4. Any apprentice returning to the out-of-work list after a “short job” (a job which only lasts 30 days or less), will lose three (3) places on the out-of-work list for every calendar day on the “short job”. The number of days will be calculated from the first day of work to the day the apprentice calls to be placed on the out-of-work list. This is subject to change in accordance with the dispatch procedures and policies of Local 105.
5. Apprentices are required to list “one” telephone number (two if possible) where they may be contacted. Dispatchers will only call the number listed. It is the responsibility of the apprentice to be available for the telephone/cell phone call. Messages for dispatch of work cannot be left on answering machines, etc.
6. The apprentice may be sent back to the last employer within 30 days, providing the employer contacts the Apprenticeship Office requesting that apprentice to return and the employer is in ratio and eligible to have the apprentice. If the employer contacts the apprentice at home to return to work, the apprentice must contact the Apprenticeship Office in order to be properly dispatched.
7. Apprentices in their 5<sup>th</sup> year are eligible to solicit work only to signatory contractors of Local 105 and possibly signatory contractors of other sheet metal locals working in our area but cannot start working as the contractor must first call the Apprenticeship to get approval for the dispatch. The apprentice will then be contacted by the Apprenticeship Office with the dispatch information.
8. Apprentices in their 1<sup>st</sup> through 4<sup>th</sup> years will have the opportunity to solicit work only to signatory contractors of Local 105, and possibly signatory contractors of other sheet metal locals working in our area, when ten (10) or more apprentices are available for dispatch on the out-of-work list. This opportunity is at the discretion of the Apprenticeship Administrator and the Union Hall. Contractors must first call the Apprenticeship to get approval for the dispatch. The apprentice will then be contacted by the Apprenticeship Office with the dispatch information.
9. **DO NOT REPORT TO WORK UNTIL GIVEN PERMISSION BY THE APPRENTICESHIP OFFICE.**
10. Apprentices will follow the normal dispatching procedures of Local 105 without exception to the above conditions. The Apprenticeship Administrator may overrule conditions or procedures to comply with the Division of Apprenticeship Standards.
11. Apprentices will only be dispatched Monday through Friday from 6:00 a.m. to 6:00 p.m., except Holidays. Apprentices are not permitted to call any representative of the company they are dispatched to prior to the start date unless otherwise directed by the Dispatcher. Apprentices may call the morning of the dispatch date if they are having trouble making it to the jobsite.
12. Apprentices must provide a valid California Driver’s License and Social Security Card to the contactor upon hire.

13. If an apprentice turns down three jobs or is not available by phone and does not call back, within 1 hour on three occasions, or any combination totaling three of the aforementioned he/she will be placed at the bottom of the out-of- work list, and will be cited to report to the Sub-Committee to show a compelling reason why he or she should not be dropped from the program.

14. Apprentices in their 1<sup>st</sup> through 4<sup>th</sup> years are not allowed to quit an employer, this includes asking to be laid off (for any reason) and performing at a lesser level to get laid off.

15. No Apprentice will be dispatched to a job if suspended for failure to pay dues, or suspended from work/school pending his/her Sub-Committee meeting.

16. Any apprentice who accepts and is dispatched to a job with a contractor and does not show to work will be cited to a Sub-Committee meeting and will not be eligible for dispatch until after the meeting with the Sub-Committee.

**17. The Administrator has the authority to deny an employer's request for an apprentice, or may remove an apprentice from an employer's employment for just cause, including the on the job development of well-rounded skills for their career path. The Administrator also has the authority to require an Apprentice to report to work for an employer to fulfill dispatch requests.**

### **I HAVE READ AND UNDERSTAND THE RULES OUTLINED HEREIN**

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Apprentice Signature

Print Name

Date

### **UNEMPLOYED APPRENTICES**

When an Apprentice is **unemployed** for any reason, he/she **must** notify the **JATC Office immediately** @ 626/968-3340. This is to place your name on the **Apprentice out-of-work list**. If no jobs are available, the Apprentice should file for unemployment benefits.

An Apprentice reporting out of work from a Non-Signatory contractor is required to submit, in writing, to the JATC, within 24 hours of being laid-off, the dates and hours per day they worked, the jobsite name, the contractor name and the amount they were paid per hour. Apprentices may use the calendar (see pg. 34) provided by the local union (the JATC also has them available in the front office and on the website), on paper, or in an email to fulfil this obligation.

If you do not hear from the apprenticeship office within a week, you may want to call and find out what number you are on the out of work list and if your phone number is correct.

**Make sure the Apprenticeship Office has your correct telephone number.**

When an employer calls for an Apprentice, he/she wants him/her immediately. Many jobs have been given to Apprentices further down the list when the Apprenticeship Office is unable to contact an apprentice due to an incorrect phone number or the apprentice is not home to take the call, we cannot wait for an apprentice to call back.

When an Apprentice does not report out of work as required above, or is not in compliance with the procedures set forth by the Local Union 105, any of the following may occur:

1. You may lose out on getting a job if you haven't reported out of work, or if we are unable to reach you.
2. You could lose some unemployment benefits if the State of California Employment Development Department calls to verify unemployment.
3. You may be cited before the Committee for non-compliance of J.A.T.C. rules and regulations.
4. If we are unable to locate you, you are not attending school, and your employer tells us you are no longer working for him, you will be cited to the Sub-Committee and possibly cancelled from the program.
5. You may be removed from your position on the Out of Work List and moved to the bottom.

**NOTE: 1<sup>ST</sup> THROUGH 4<sup>TH</sup> YEAR APPRENTICES MAY ONLY SOLICIT WORK WHEN TEN (10) OR MORE APPRENTICES ARE ON THE OUT-OF-WORK LIST! AND PERMISSION IS GIVEN BY THE APPRENTICESHIP OFFICE.**

**NOTE: REMEMBER TO INFORM THE E.D.D. THAT YOU ATTEND SCHOOL ONE DAY A WEEK EVERY OTHER WEEK, AND THAT SCHOOL IS A CONDITION OF EMPLOYMENT.**

### **REGULAR OR OVERTIME**

Working regular or overtime will not be considered a valid excuse for an absence from school. Apprentices **will not be permitted** to work on days that related classes are conducted.

## RATE INCREASES

Rate increases are due after every six (6) month period. These increases are not automatic; but must be earned by the Apprentice.

You must be in compliance with the following Rules and Regulations in addition to the policy on the following pages.

- A. You must have all schoolbooks, IPADS, tools and supplies as needed.
- B. Your OJT/Work Records must be properly submitted in the TotalTrack database by midnight on **December 14<sup>th</sup> for a January upgrade or by June 16<sup>th</sup> for a July upgrade.** You must have a minimum of 800 hours of on-the-job training.
- C. Your dues must be current.
- D. You must pass the semester classroom and shop assignments with an average score of not less than 70%.
- E. You must pass the semester final exam with a score of not less than 70%.
  - 1. Apprentices failing the classroom and shop work for a semester may be allowed to retake 1 (one) of the assignments. Apprentices who retake an assignment will not be granted their upgrade for at least 30 (thirty) days past the original upgrade date. Apprentices failing the classroom & shop retake will be called before the Joint Apprenticeship Committee to consider their future in the program. Apprentices failing the final semester exam may, based on a determination by the Administrator, be re-tested. Persons who are re-tested and pass the exam on the second try will not be granted their upgrade for at least 30 days past the original upgrade date. **NO ONE MAY TAKE A FINAL EXAM RE-TEST MORE THAN ONCE!** Apprentices failing a re-take exam will be called before the Joint Apprenticeship Committee to consider their future in the Program.
- F. You must attend classes regularly.
  - 1. In the first 12 months of apprenticeship (regardless of past credit given), acquiring two make-up days within a semester will result in a 30 day hold on the apprentice's next upgrade. Three make-up days within a semester for apprentices in the first 12 months of their apprenticeship (regardless of past credit given) will result in a 6 month hold on the apprentice's next upgrade and the apprentice being cited to a meeting with the Sub-Committee. The apprentice will be required to show a compelling reason why he or she should not be dropped from the program.
  - 2. Two make-up days within a semester will result in a 30 day hold on the apprentice's next upgrade. Two make-up days within a semester in combination with any violation of the upgrade policy (late OJT/work records, failed upgrade or class, owed make-up day, etc.), will result in a 6 month hold on the apprentice's next upgrade.
  - 3. Three make-up days within a semester will result in a 6 month hold on the apprentice's next upgrade and the apprentice being cited to a meeting with the Sub-Committee. The apprentice will be required to show a compelling reason why he or she should not be dropped from the program or made to complete and repeat that semester.
- G. Apprentices must obtain an OSHA 30 certification before he/she is turned out to Journey person status.

YOUR RATE INCREASE **IS NOT** RETROACTIVE, IF YOU COME INTO COMPLIANCE **AFTER** THE FIRST DAY OF THE MONTH THAT YOU ARE TO RECEIVE YOUR RATE CHANGE, YOUR RATE INCREASE WILL BECOME EFFECTIVE ON THE FIRST DAY OF THE NEXT MONTH.

## **POLICY & PROCEDURES FOR SEXUAL HARASSMENT COMPLAINTS**

The Southern California Sheet Metal Joint Apprenticeship and Training Committee (“JATC”) is committed to providing a work and learning environment that is free of harassment and discrimination. In keeping with this commitment, we will not tolerate any form of sexual harassment or other unlawful harassment or discrimination. Harassment and discrimination based on race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex sexual orientation, gender, garner characteristic, is a violation of state and federal law. Our commitment to providing a training program and workplace free of harassment and discrimination extends not just to employees and apprentices, but also to applicants, unpaid interns, volunteers, and individuals providing services pursuant to a contract.

***Any person who commits such a violation may be personally subject to liability for damages in a civil suit or administrative proceeding, as well as to discharge or other discipline by the JATC.***

Unlawful harassment by faculty members, supervisors, coworkers, apprentices, contractors and vendors is strictly prohibited. State and federal laws define sexual harassment to include unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature, including harassment of a person of the same sex. Sexual harassment is a form of gender discrimination in that it constitutes differential treatment on the basis of sex, sexual orientation, or gender, and for that reason is a violation of State and federal laws and this policy. The JATC considers sexual harassment to be a major offense that can result in the harasser’s immediate discharge or other disciplinary action.

Sexual harassment is defined as any unwelcome sexual advances, requests for sexual favors, or other verbal, visual, or physical conduct of a sexual nature made by someone from or in the work or educational setting, under any of the following conditions:

- Submission to the conduct is made a term or condition of employment, explicitly or implicitly.
- Submission to or rejection of the conduct is used, or threatened to be used, as the basis for an employment decision affecting an employee or a training advancement decision regarding an apprentice.
- The conduct has the purpose or effect of unreasonably interfering with an employee’s work performance, or creating an intimidating, hostile, or offensive work environment.
- Submission to, or rejection of, the conduct by the individual is used as the basis for any decision affecting the individual regarding benefits and services, honors, programs, or activities available at or through the JATC.



Sexual harassment may include, but is not limited to:

- Unwelcome verbal conduct such as suggestive or derogatory comments, sexual innuendos, slurs; unwanted sexual advances, invitations, or comments; pestering for dates; making threats; or spreading rumors about or rating others as to sexual activity or performance.
- Unwelcome visual conduct such as displays of sexually suggestive objects, pictures, posters, written material, cartoons, or drawings; graffiti of a sexual nature; or use of obscene gestures.
- Unwelcome physical conduct such as unwanted touching, pinching, kissing, patting, hugging, blocking of normal movement, or assault; or interference with work or study directed at an individual because of the individual's sex, sexual orientation, or gender identity or expression.
- Threats, demands, or pressure to submit to sexual requests in order to keep a job, enrollment in the JATC or academic standing, or to avoid other loss, and offers of benefits in return for sexual favors.

Examples of sexual harassment include unwelcome sexual flirtations, advances, or propositions; verbal abuse of a sexual nature; subtle pressure or requests for sexual favors; unnecessary touching of an individual; a display in the workplace of sexually suggestive objects or pictures; sexually explicit or offensive jokes; or a physical assault. Stories, cartoons, nicknames, and comments of a sexual nature may be offensive to others and will not be tolerated. As stated above, violation of this policy may result in disciplinary action, up to and possibly including immediate termination.

Retaliation is taking materially adverse actions against someone because the individual has engaged in legally protected activities. For instance, terminating or expelling an individual because the individual has in good faith complained of conduct raised under this policy could be an example of retaliation. The JATC will not tolerate members of its community taking adverse actions towards anyone who, in good faith, alleges discrimination or harassment. Nor will the JATC tolerate retaliation against individuals for cooperating with an investigation related to the individual's complaint or another individual's discrimination complaint. Just as if an individual is determined to have violated this policy by engaging in discrimination or harassment, if the JATC determines that any individual has engaged in retaliation in violation of this policy, that individual may be subject to disciplinary action up to and including immediate termination of employment or association with the JATC.

If you believe that you are being or have been harassed or retaliated against in any way, please report the facts of the incident or incidents to the JATC's Administrator. If the alleged actions involve the Administrator, you should report the incident or incidents to Apprenticeship Director. Your complaint will be immediately investigated in a confidential, objective manner, including interviewing those with information regarding your complaint. Appropriate preventive or corrective action will be taken in response to a complaint.

Employees and apprentices who believe that they are the victim of sexual or other unlawful harassment or retaliation may also file a complaint with the local office of the California Department of Fair Employment and Housing (DFEH) and the Equal Employment Opportunities Commission (EEOC). The DFEH and the EEOC have authority to remedy violations and can award limited monetary damages and fines. The DFEH and EEOC can also order an employer to hire, reinstate, or promote a victim of discrimination and make changes in company policies. The address and phone number of the local DFEH and EEOC offices can be found in the Government section of your local phone directory.

Employees, apprentices, supervisors, and managers who become aware of any violation of this policy must immediately advise the JATC's Administrator (or, in appropriate instances, the Apprenticeship Director). In this way, we can ensure that such conduct does not recur, and that appropriate action can be taken immediately.

Complaints of discrimination, harassment and retaliation are handled in a confidential manner to respect the privacy of all parties to the fullest extent possible. Every effort shall be made to limit the distribution of information to those persons who need to know within the confines of the JATC's reporting procedures and investigative processes. No employee or apprentice will be retaliated against for making a complaint or bringing inappropriate conduct to our attention, for preventing unlawful practices, or for participating in an investigation, proceeding, or hearing conducted by the DFEH or the EEOC. If you believe that you are being or have been retaliated against for making a complaint, please contact the JATC's Administrator, Apprenticeship Director, or any Trustee of the JATC so that an immediate investigation can be conducted.

**I ACKNOWLEDGE THAT I HAVE READ, UNDERSTAND, AND WILL COMPLY WITH THE FOREGOING POLICY AND COMPLAINT PROCEDURES.**

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Apprentice Signature

Print Name

Date

## **OJT HOURS/WORK REPORTS POLICY**

All apprentices will report their in the job training hours (OJT) in the TotalTrack database under work reports. Using their individual account on TotalTrack.org, they will input their hours for each individual day they work and for which company those hours were worked for. They are responsible for assigning each hour worked to a major process in the industry such as HVAC field, Architectural shop, TAB, Svc, etc...

**Work hours can be entered into the TotalTrack database daily, but work reports can only be submitted at the end of the work month.**

**A rate increase will not be given until your Work Report is properly completed and submitted into TotalTrack per the Upgrade Policy. Apprentices who have completed their last semester and are turning out are also required to submit their work report in TotalTrack.org as per the Upgrade Policy. Apprentices who do not comply will not be turned out to Journeyperson status.**

For the Spring 2024 semester, completed work reports are due monthly and are to be submitted no later than midnight on the 16<sup>th</sup> of the following month for which the hours were worked. If you fail to submit your work report into the TotalTrack database within the above timeline it will be considered **late and will receive ½ demerit**. If all work reports for hours worked December 2023 through May 2024 are not submitted in the TotalTrack database by midnight on June 15, 2024, **your next upgrade “raise” will be held 30 days.**

Additionally, if these completed work reports are not submitted into the TotalTrack database by midnight on June 30, 2024, your next upgrade “raise” will be held an additional 5 (five) months and you will be cited to the sub-committee to explain you have not been able to comply with this policy. At this point you may have to repeat the semester.

For the Fall 2024 semester, completed work reports are due monthly and are to be submitted no later than midnight on the 15<sup>th</sup> of the following month for which the hours were worked. If you fail to submit your work report into the TotalTrack database within the above timeline it will be considered **late and will receive ½ demerit**. If all work reports for hours worked June 2024 through November 2024 are not submitted in the TotalTrack database by midnight on December 14, 2024, **your next upgrade “raise” will be held 30 days.**

Additionally, if these completed work reports are not submitted into the TotalTrack database by midnight on December 31, 2024, your next upgrade “raise” will be held an additional 5 (five) months and you will be cited to the sub-committee to explain you have not been able to comply with this policy. At this point you may have to repeat the semester.

**I HAVE READ AND UNDERSTAND THE OJT HOURS/WORK REPORTS POLICY**

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Apprentice Signature

Print Name

Date

**GRADING POLICY**

The following is the semester grading procedure:

For each semester there shall be a certain number of required classroom and shop assignments as established by the instructor and approved by the Administrator.

Each assignment shall have a set value set by the instructor and approved by the Administrator.

These classroom and shop assignments will be averaged by the total required number of assignments for the semester, and since this score reflects the entire semester’s learning experience, the achieved score must be a minimum score of 70% in order to pass the semester. (All 1<sup>st</sup> year 1<sup>st</sup> semester apprentices must complete their OSHA 30 course in order to pass the semester.)

In addition to this classroom and shop grade, a FINAL SEMESTER EXAM will be given. The minimum allowable score on this exam will be 70%.

Apprentices failing the classroom and shop work for a semester may be allowed to retake 1 (one) of the assignments. Apprentices who retake an assignment will not be granted their upgrade for at least 30 (thirty) days past the original upgrade date. Apprentices failing the classroom & shop retake will be called before the Joint Apprenticeship Committee to consider their future in the program. Apprentices failing the final semester exam may, based on a determination by the Administrator, be re-tested. Persons who are re-tested and pass the exam on the second try will not be granted their upgrade for at least 30 days past the original upgrade date. **NO ONE MAY TAKE A FINAL EXAM RE-TEST MORE THAN ONCE!** Apprentices failing a re-take exam will be called before the Joint Apprenticeship Committee to consider their future in the Program.

**SCORING SCALE**

0% - 59%	=	F
60% - 69%	=	D
70% - 79%	=	C
80% - 89%	=	B
90% - 100%	=	A

I, \_\_\_\_\_ (print name), have read the above stated Grading Policy, I understand it, and agree to abide by all its terms and conditions.

\_\_\_\_\_  
Apprentice Signature

\_\_\_\_\_  
Date

## **UPGRADE POLICY**

The dates for **upgrades** or **pay increases** normally occur on July 1<sup>st</sup> and January 1<sup>st</sup> after completion of each semester.

The requirements to qualify for an upgrade are as follows:

**FOR ALL JANUARY 1<sup>st</sup> UPGRADES – By 4:00 p.m. on the 2<sup>nd</sup> Thursday of December**, you must comply with the following:

1. You must pass the **semester classroom and shop assignments with an average score** of not less than **70%**.
2. You must pass the **semester final exam with a score** of not less than **70%**.
3. Work reports submitted through November 30<sup>th</sup>
4. Dues paid through **DECEMBER**. Payment must be made to the Local Union by **November 30<sup>th</sup>, 2024**.
5. You must have worked a minimum of 800 hours of on-the-job training certified by the on-the-job supervisor or have the approval of the Administrator.
6. Poor work evaluations, demerits or absences may effect advancement.

**FOR ALL JULY 1<sup>st</sup> UPGRADES–By 4:00 p.m. on the 2<sup>nd</sup> Thursday of June**, you must comply with the following:

1. You must pass the **semester classroom and shop assignments with an average score** of not less than **70%**.
2. You must pass the **semester final exam with a score** of not less than **70%**.
3. Work reports submitted through May 31<sup>st</sup>.
4. Dues paid through **JUNE**. Payment must be made to the Local Union by **May 31<sup>st</sup>, 2024**.
5. You must have worked a minimum of 800 hours of on-the-job training certified by the on-the-job supervisor or have the approval of the Administrator.
6. Poor work evaluations, demerits or absences may effect advancement.

**FAILURE TO COMPLY WITH THE ABOVE STATED POLICY MAY CAUSE YOU TO BE SUSPENDED FROM THE APPRENTICESHIP PROGRAM, INCLUDING WORK, UNTIL ALL UPGRADE REQUIREMENTS ARE MET!**

I, \_\_\_\_\_ (PRINT NAME), have read the above stated Upgrade Policy, I understand it and agree to abide by all its' terms and conditions.

\_\_\_\_\_  
Apprentice Signature

\_\_\_\_\_  
Date

## APPRENTICE EVALUATIONS

When deemed necessary by the Apprenticeship Administrator, an evaluation form will be forwarded to your employer. This is also done when changing employers, at time of Sub-Committee, upgrades or pay increases.

We ask that your immediate supervisor or his representative grade and sign the form. We ask that the employer grade each Apprentice on interest in learning the trade, on regularity in reporting to work (both late and total absences), physical fitness for performing duties, attitude, initiative, understanding and following instructions, the quality of work performed, the quantity of work performed, training in shop work, training in the installation of sheet metal, and we ask them their opinion of the Apprentice's potential to eventually become a qualified Sheet Metal Journeyman.

The grade according to the following: KEY TO PROPER EVALUATION

A = OUTSTANDING	Learns very rapidly; has shown rapid progress; has attained a high degree of proficiency.
B = ABOVE AVERAGE	Learns more quickly than average; not satisfied with knowing minimum; does expected tasks with speed and accuracy.
C = AVERAGE	A competent worker; has shown normal or average progress; has attained a reasonable or expected degree of proficiency.
D = BELOW AVERAGE	Learns slowly; has not shown an expected degree of proficiency.
F = UNSATISFACTORY	A low ability worker; has made little or no progress; has shown little or no proficiency.

These forms are forwarded to the J.A.T.C. prior to rate increases, and for other reasons as may be required.

A minimum grade of "C" must be obtained by the Apprentice on the evaluation form in order to receive the rate increase.

Any "D" or "F" received on the form will result in **1 demerit if received from a Signatory contractor and a ½ demerit if received from a Non-Signatory contractor.**

**During enrollment in the Apprenticeship program, an apprentice receiving 3 poor work evaluations from a Signatory contractor will be brought into the office to discuss the evaluation. An apprentice receiving 4 poor work evaluations from a Signatory contractor will be cited to a meeting with the Sub-Committee.**

**YOU** should be able to control these evaluations. Report to work regularly and on time, with the proper attitude, a willingness to accept orders and always do a good day's work for your employer. You will be given many unpleasant jobs; but remember that the job at hand is of utmost importance to the employer. Do all jobs willingly and try to improve. You will finish it easier and will get recognition as one who wants to improve. This will lead to better assignments with more future value. If you are unable to control these evaluations, your future as a Sheet Metal Worker will be in jeopardy.

## APPRENTICE EVALUATION FORM

Date: \_\_\_\_\_

Name of contractor: \_\_\_\_\_

Apprentice: \_\_\_\_\_ is being reviewed

for: Following Termination       Probationary Period

Evaluation

Upgrade       Other

Each evaluation must be as comprehensive as possible. Be objective; do not let personalities sway your judgment.

The committee will not accept re-evaluation, whether by letter or otherwise, after an apprentice has been cited to appear at the JATC Committee meeting. Be correct the first time.

### KEY TO PROPER EVALUATION

**A – Outstanding** - Learns very rapidly; has shown rapid progress; attained a high degree of proficiency.

**B – Above Average** - Learns more quickly than average; not just satisfied with knowing the minimum; does expected tasks with speed and accuracy.

**C – Average** - A competent worker; has shown a normal or average progress; has attained a reasonable or expected degree of proficiency.

**D – Below Average** - Has learned slowly; has not shown an expected degree of proficiency.

**F – Unsatisfactory** - A low ability worker; has made little or no progress; has shown little or no proficiency.

ON THE JOB TRAINING	A	B	C	D	F
Interest in learning the trade					
Regularity in reporting to work					
Physical fitness for performing duties					
Attitude					
Initiative					
Understands and follows directions					
Quality of work performed					
Quantity of work performed					
Eventual potential as a Journeyperson					

Comments:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## **DISCIPLINARY ACTION**

(REFER TO ATTENDANCE, DEMERIT, ETHICS, FALSIFICATION, UPGRADE AND OJT/WORK REPORT)

## **SAFETY**

In case of emergency, apprentices are to exit the building in a calm and orderly fashion, using the nearest exit. Exit away from rooms with Hazardous Materials and/or Hazardous Situations. Once out of the building, all apprentices are to report to the Evacuation Site (see page 35) so that they may be accounted for. NEVER re-enter an evacuated area until declared safe by a Safety Official.

### **Read, Study, Know and Practice Safe Working Habits**

It is better to be safe than sorry. Think about safety at the beginning of each workday. Many bad accidents occur during the start of a days' work. Learn to recognize unsafe conditions. Study each task you do as to the hazards involved. Remember – **Constant vigilance is the best safeguard!!!**

The Sheet Metal Trade is one of the most hazardous of the various building trades. To prevent accidents and to observe the State Safety Laws and Orders of the Division of Industrial Safety applying to the industry, each employer will provide necessary safety training to each Apprentice prior to the Apprentice's use or operation of any equipment and to his/her performance of any job operation. This on-the-job training in safe practices will be supplemented in the related instruction.

The following rules shall apply to all Apprentices that are currently indentured in the Apprenticeship Program. Due to the fact that many signatory contractors work directly with the public, it is important that their employee create a good impression as far as an individual employer is concerned and also due to the fact that many Apprentices may have more than one employer during any current year:

1. All Apprentices during the course of their Apprenticeship must be reasonably neat in appearance as the work being performed permits.
2. Hair shall be cut to a length that will not create a safety hazard when the Apprentice is performing his/her duties.
3. Suitable work shoes for Sheet Metal Construction. Must wear leather boots (steel toe optional).
4. School Safety
  - a. Safety glasses will be required in the shop at all times regardless of task being performed.
  - b. Shorts will not be permitted.
  - c. Stools and chairs will not be permitted in the shop areas.
  - d. Food and beverages are not allowed in the classrooms.

**No Seed Shells of Any Kind – No Chewing Tobacco**  
**No Smoking - Which includes E-Cigarettes/Vape Pens**



**CONDUCT POLICY**

I, \_\_\_\_\_ (print name), agree to abide by the rules and regulations set forth by the joint apprenticeship training committee. I understand there will be **no smoking (which includes e-cigarettes/vape pens), eating, or drinking** in classroom, no leaving the premises during class sessions, except during lunch. No seed shells of any kind will be eaten on school premises, **safety glasses will be worn at all times when working in the shop**, and the use of **drugs or alcohol** on the premises including the parking lot and grounds are prohibited. Fighting, verbal threats, or physical threats towards anyone is prohibited on the premises including the parking lot. I further agree to abide by the safety guidelines and the school attendance policies.

**I understand that violations of these rules and regulations will result in action by the joint apprenticeship training committee and possible dismissal from the apprenticeship program.**

\_\_\_\_\_  
Apprentice Signature

\_\_\_\_\_  
Date

**WEAPONS AND DANGEROUS INSTRUMENTS POLICY**

The JATC recognizes that students and staff have the right to a safe and secure campus free from physical and psychological harm and desires to protect them from the dangers presented by firearms and other weapons.

The JATC prohibits any person other than authorized law enforcement or security personnel from possessing weapons, imitation firearms or dangerous instruments of any kind in the school building, on school premises and at school related or school sponsored activities away from school.

To maintain order and discipline in the apprenticeship and to protect the safety of students, staff and the public, any JATC employee is authorized to confiscate a weapon, dangerous instrument or imitation firearm from any person on school grounds.

Students possessing or threatening others with a weapon, dangerous instrument or imitation firearm are subject to immediate suspension and/or expulsion from the apprenticeship in accordance with law, JATC policy and administrative regulations.

The Administrator or designee shall notify law enforcement authorities when any student possesses a firearm, explosive, other prohibited weapon, dangerous instrument or commits any act of assault with a firearm or other weapon on school grounds.

The JATC encourages students to promptly report the presence of weapons, injurious objects, or other suspicious activity to school authorities. The identity of a student who reports such activity shall remain confidential to the extent permitted by law.

**I HAVE READ AND UNDERSTAND THE ABOVE STATED WEAPONS AND DANGEROUS INSTRUMENTS POLICY AND AGREE TO COMPLY WITH THE POLICY. FAILURE TO COMPLY WILL RESULT IN IMMEDIATE SUSPENSION AND/OR EXPULSION FROM THE APPRENTICESHIP PROGRAM.**

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Apprentice Signature

Print Name

Date

## **TOOLS**

Each Apprentice should start buying a few tools as soon after he/she is indentured and dispatched to a job, as his/her finances will permit. Your opportunity to actually do certain Sheet Metal work will be hastened if you have the tools to do this work.

A partial list of tools is listed below which you should gather as soon as possible. The tools with an asterisk (\*) should be considered the first primary purchases.

- \* **Aviation snips - Right hand cut-red handled - “rights”.**
- \* **Aviation snips - Left hand cut-green handled - “lefts”.**
- \* Bull Dog snips - Wiss W5.
- \* **Sheet Metal hammer-16 to 20 oz. – setting or riveting head type.**
- \* **Tape measure – 12 ft to 30 ft. – 12’: Shop - 25’ to 30’: Field - 1” wide.**
- \* Vise Grips - assorted sizes and shapes - 10” standard good start: Finger Grip-Vise Grips-Welding Clamps.
- \* **Toolbox - or 5-gallon bucket works well.**
- \* **Screwdrivers (start with a large standard flathead, then purchase other sizes & Phillips type).**
- \* Prick punch - Scratch awl - Center punch.
- \* Hand seamers-plier like tool with jaws approx. 1” x 3”.
- \* Combination Square - 12” blade with 45 & 90 degrees.
- \* Chalk line.
- \* Crescent Wrench - 10” okay size or assorted wrenches.
- \* Allen Wrenches - assorted.
- \* Large pair of pliers-slip lock, standard, lineman’s, etc.
- \* Wire cutters - diagonal, end nipper, or similar.
- \* Tool pouch - “Bags”.
- \* Orange Safety Vest.
- \* Alignment Tool/Drift Pin – 1/4” x 12”.
- \* Duct Knife / Pocketknife / Razor Knife.
- \* 1 ft Level.

## **LEATHER WORK BOOTS (STEEL TOE OPTIONAL)**

Do not purchase or carry large lever punches, 24” steel squares, 3’ and 4’ circumference rules, electric tools, drill bits, hack saw blades or other tools furnished by the employer.

You will find a need for more and other tools as you progress along in your Apprenticeship. Buy them as needed. **IMPORTANT!** The more tools that you have, the more job opportunities your employer can give you. No tools, no work experience. Also, your tools represent you. Bad/lousy tools produce bad/lousy work. We sell our skills. We are paid for quality and productivity. Please learn to take care of your tools.

Suggested places to purchase:

Home Depot

Lowe’s

Sears

Amazon

Western Industrial Supply

W. W. Grainger

Any Air Conditioning tool supply store

## **APPRENTICE EDUCATIONAL EXPENSES**

If you itemize your deductions when preparing your Federal Income Tax Return, refer to the publication on educational expenses published by the U.S. Government Printing Office.

Educational expenses include amounts spent for tuition, registration, student body and material fees, books, supplies, laboratory fees, and similar items. It also includes certain travel and transportation costs.

Union Dues are also Tax Deductible

To get more information related to this subject, we suggest that you contact any Internal Revenue Office or your tax consultant.

## **G.I. BENEFITS**

Apprentices who have completed Military Service are eligible in most cases for G.I. Benefits while in training. In the Apprenticeship Program, on-the-job-training and not school attendance is the time counted for eligibility. The J.A.T.C. Office is the school or training agent and certifies all forms and all training time. The Apprentice is responsible for submitting all forms completed with hours to the J.A.T.C. Office for review and signing off of the hours before the Application can be submitted.

## **G.I. BENEFITS INSTRUCTIONS**

When you send the application in to the Veterans Administration, it is important that you include a copy of your DD-214 Discharge Papers, a copy of your Indentured Agreement, and if you are married, a copy of your marriage certificate; and for dependents, a copy of their birth certificates. Mail application to:

Department of Veterans Affairs Education Services  
8810 Rio San Diego Drive  
San Diego, CA 91108

Phone: (888) 422-4551  
Fax: (619) 400-5447

V.A. Office hours are 8:00 A.M. to 4:00 P.M., Monday through Friday.

Once you mail your application to the Veterans Administration – anything you get from them requiring certification, take to the J.A.T.C. office for review.

Veterans may have additional support for healthcare, housing, legal aid/advocacy and help in other VA Claims. For more information please visit the California Department of Veterans Affairs new website at <https://www.calvet.ca.gov>.

## **CONTRACTUAL AGREEMENT**

Each time the Contractors and the Local Union negotiate a new agreement, certain changes are incorporated therein.

The Local Union prints these agreements in pamphlet form soon after negotiations have been completed. The Local Union mails these pamphlets, to all Journeyperson members and to all indentured Apprentices in the program.

When you filed your application with the Local Union, you should have received a Collective Bargaining Agreement.

Read and become familiar with all provisions of the Collective Bargaining Agreement and particularly the following articles:

- Apprenticeship
- Health Plan
- Pension Plan
- Funds Payment, Posting and Bonding
- Zone Center and Zone Rates
- Holidays
- Working Hours
- Shift Work
- Overtime
- In-Plant Maintenance
- Service Work
- Stewards
- Payment of Wages
- Equipment Rental
- Parking
- Hazardous Conditions
- Lost Time for Medical Treatment
- Power Actuated Tools

***Note: Apprentices shall work on the days covered by the contractual agreement. If you are requested by your employer to work on any day indicated as a holiday, be sure that you are furnished with the permit number for the overtime work from your foreman. This overtime permit number is issued by the Union Hall.***

## **HEALTH PLAN**

New apprentice's most frequently asks, "When will I and my dependents become covered under the medical and dental plans?"

You may call the Trust Office that monitors your work hours to see if you are eligible for benefits. Just call (800) 947-4338 if you feel you are close to eligibility.

## **PENSION PLAN**

Q: Do I get pension credits for the full five (5) years I serve as an Apprentice?

A: All Apprentices will be covered under the National Pension Fund, Local Pension Fund and will receive credits for the years they serve as an Apprentice.

## **SAVINGS PLAN**

For questions regarding your savings plan please contact Financial Partners Credit Union at (800)950-7328.

## **401(a) PLAN**

For questions regarding your 401(a) statement contact Kaufmann & Goble at (800)767-1170.

For questions regarding increasing/decreasing your voluntary contribution rate contact the Local Union at (909)305-2800.

For questions regarding your 401(a) investments contact Mike Mammini at (888)547-6972.

## **Health Reimbursement Account (HRA)**

For questions regarding your Health Reimbursement Account contact Kaufmann & Goble at (800)767-1170.

## **BEAT IT PROGRAM**

As an employee it is your responsibility to be the professional, skilled worker you were trained to be. However, there are a wide range of personal problems that can affect job performance which BEAT IT can help with, including:

- ❖ **Alcohol/Drug Abuse**
- ❖ **Marital/Family Issues**
- ❖ **Job-Related Stress Issues**

Counselors are available anytime day or night. Response is quick, confidential, and professional. Many problems can be solved with short-term counseling. If a more in-depth program is necessary, BEAT IT provides extensive treatment programs such as:

- ❖ **Inpatient Residential**
- ❖ **Day Treatment**
- ❖ **Individual/Family Therapy**

**To speak directly and confidentially with a BEAT IT counselor call 1-800-828-3939.**

# Instructor Evaluation

The intent of this is to evaluate the student's opinion of their instructor, his teaching methods, his student/instructor relationship, curriculum, presentation, etc. Please be honest and candid with your remarks, if there is a problem, we need to correct it immediately, because you, the student, will be the one who suffers!

(Please do not give your name)

COURSE TITLE: \_\_\_\_\_

INSTRUCTOR'S NAME: \_\_\_\_\_

Scale 1 to 4:            *1 = Unsatisfactory*    *2 = Fair*            *3 = Good*            *4 = Excellent*

.....

- \_\_\_\_\_ 1. I feel that the instructor is supportive of the students in the class and shows an interest in my learning.
- \_\_\_\_\_ 2. The instructor has made the course requirements clear.
- \_\_\_\_\_ 3. The instructor is on time and is available to assist.
- \_\_\_\_\_ 4. The instructor knows the subject matter.
- \_\_\_\_\_ 5. The instructor has the lesson well planned.
- \_\_\_\_\_ 6. The instructor brings to class outside materials of interest.
- \_\_\_\_\_ 7. I feel that upon finishing the course my time will have been well spent.
- \_\_\_\_\_ 8. The instructor gives ample time to complete classroom assignments.
- \_\_\_\_\_ 9. The instructor gives ample time to complete shop projects.
- \_\_\_\_\_ 10. The instructor gives instruction/guidance in the shop. (Proper use of tools helps to remedy mistakes, etc.).

I would like to see the following changes made in the class:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

*Thank you for your efforts in answering this evaluation.*

## **COMPLETION DINNER & AWARDS**

Upon the recommendation of the Joint Apprenticeship Training Committee, a Certificate of Completion shall be issued by the State of California, Department of Industrial Relations, Division of Apprenticeship Standards, as well as the United States Department of Labor to each Apprentice upon evidence of satisfactory completion of his/her Apprenticeship.

The Completion Certificate, signed by the Chairman and Secretary of the Joint Apprenticeship Committee and the School Representative, is presented to each new Journeyman.

Each new Journeyman will receive two (2) complimentary tickets for the completion ceremony and banquet, as well as a Sheet Metal Worker's watch and Graduation Pin.

Awards will be given for Perfect Attendance, Academic Excellence and Top Apprentice.

For an apprentice to obtain Perfect Attendance he/she may not have any absences during his/her apprenticeship time. This includes 3 demerits received in one class semester, tardies as well as disability absences.

Academic Excellence Awards are issued to apprentices based on their GPA's.

The Gilbert Rangel Memorial Top Apprentice Award will be awarded to Three (3) apprentices who have excelled in all areas of the apprenticeship program. This includes but is not limited to GPA, attendance, and evaluations. 1<sup>st</sup> place, 2<sup>nd</sup> place, and 3<sup>rd</sup> place will be presented.

Members of Labor, Management, Division of Apprenticeship Standards, and Department of Education, will be on hand to wish the new Journeyman the best success.

We urge each new Journeyman to attend the completion ceremony and banquet and receive the honors they have earned.

Each year the J.A.T.C. will review the Completion Dinner and Awards policy.



## **POLICY FOR THE CANCELLATION OF AN APPRENTICE**

If an Apprentice is requested to appear before the Southern California Sheet Metal Joint Apprenticeship Committee concerning any area of his/her Apprenticeship, and if after meeting with the Apprentice, the Committee decides to cancel the Apprentice from the program, the following procedure will be used:

The Apprentice shall be notified by mail of the decision in a timely manner.

The letter shall state the reason for the cancellation and shall contain the following statement:

“Should you disagree with this decision and are **no longer in your probation period**, you have the right to appeal to the full JATC Committee:

Southern California Sheet Metal J.A.T.C.  
633 N. Baldwin Park Avenue  
City of Industry, CA 91746

All further appeals to the following:

The Division of Apprenticeship Standards  
320 W. 4th Street, Suite #950  
Los Angeles, CA 90013

You have **thirty (30) days** in which to file an appeal.

If an Apprentice fails to appear at a requested hearing with the Apprenticeship Committee, after being properly notified, he/she may be canceled by the Committee.

In all cases the decision of the Committee shall be final, and the effective date of cancellation shall be the date of the meeting at which the action was taken.

## **EMERGENCY EVACUATION PLAN**

### **IN THE EVENT OF FIRE OR SMOKE:**

1. Apprentices will be notified of the evacuation by the sound of the building fire alarm, by verbal instruction from the JATC staff, or by self-evident hazardous conditions.
2. All apprentices **MUST** leave the building immediately if the fire alarm is activated or if directed by staff.
3. All apprentices should exit the building through the nearest **SAFE** exit. Emergency exits are located throughout the building with lighted exit signs.
4. If the nearest exit is obstructed by smoke, fire, or other hazards, proceed to an alternate exit.
5. Once outdoors all apprentices should move to the student parking lot on Temple Street (see location on map). Apprentices are to report to their instructor.
6. Instructors will take roll and report missing apprentices to the Administrative staff. No one should leave the area until instructed to do so.
7. Keep parking lot access open for emergency vehicles.
8. After a serious fire, fire department officials and Administrative staff shall determine whether the building is safe before apprentices and staff may return.

### **IN THE EVENT OF AN EARTHQUAKE:**

1. All apprentices should take protective positions under desks or tables. Staying away from windows, glass, shelves, or other hazards.
2. Stay inside the building until the shaking stops.
3. Leave the building after the earthquake and proceed to the appropriate evacuation area. Special consideration should be given to exit routes. Any obstruction, such as fallen power lines, may necessitate altering the plan for exiting the building.
4. If you are outside when the earthquake occurs move away from the building and utility wires, watch for falling glass, electrical wires, poles, trees, or other falling debris. Stay in the open area until the earthquake is over, and then proceed to the evacuation area.
5. Avoid any contact with electric wires that may have fallen or with the chain link fence if in contact with an electric line.
6. Once outdoors all occupants should move to the student parking lot on Temple Street (see location on map). Apprentices are to report to their instructor.
7. Instructors will take roll and report missing apprentices to the Administrative staff. No one should leave the area until instructed to do so.
8. Administrative staff shall determine whether the building is safe before apprentices and staff may return.

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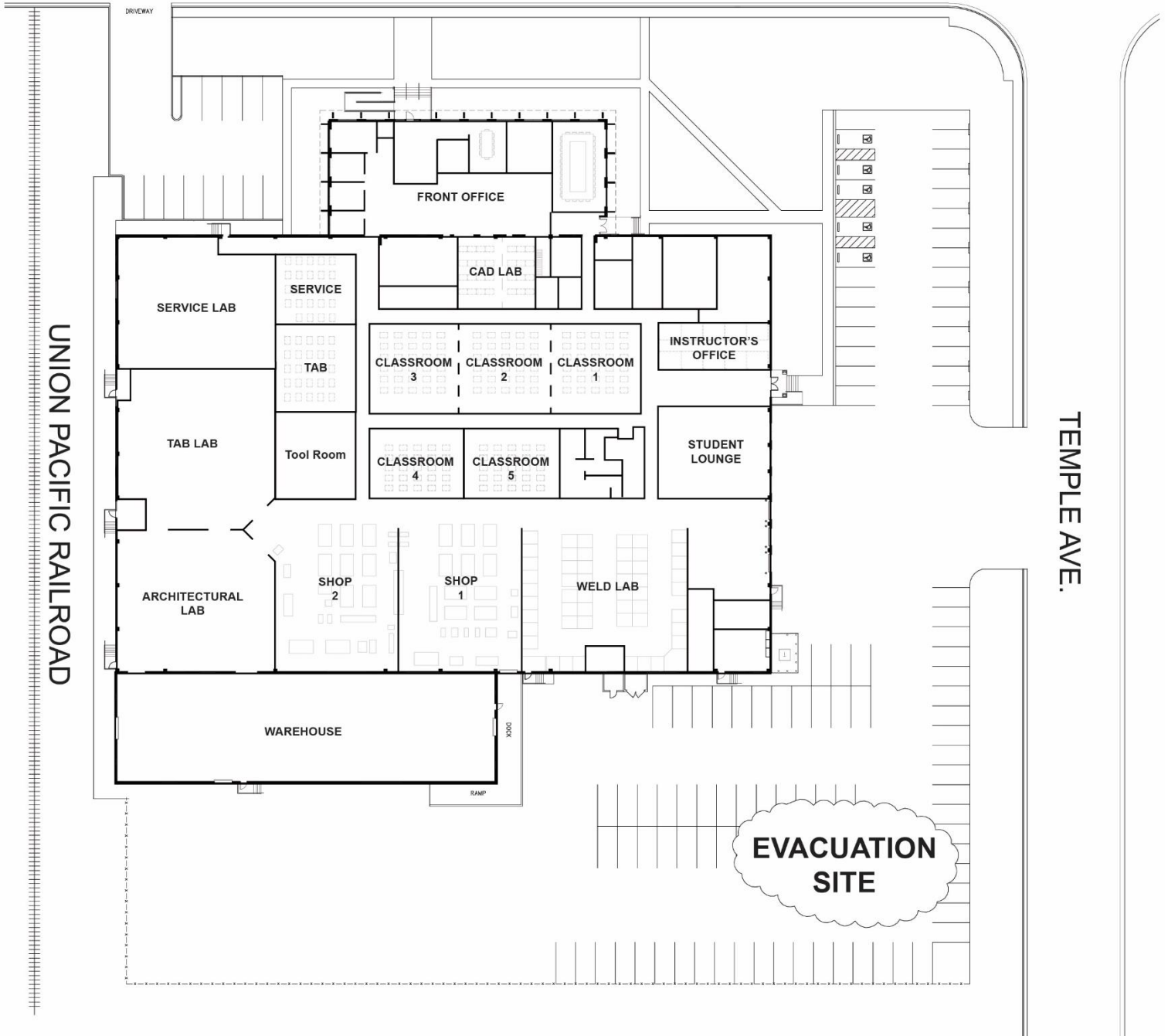
Apprentice Signature

Print Name

Date

# EMERGENCY EVACUATION MAP

NORTH BALDWIN PARK BLVD.



# NON-SIGNATORY CALENDAR

APPRENTICES ARE REQUIRED TO SUBMIT THE FOLLOWING INFORMATION ON A  
MONTHLY BASIS AND WITHIN 24 HOURS OF BEING LAID-OFF

APPRENTICE NAME: \_\_\_\_\_

CONTRACTOR NAME: \_\_\_\_\_

PROJECT NAME: \_\_\_\_\_

EMPLOYMENT START DATE:     \_\_\_\_ / \_\_\_\_ / \_\_\_\_      STILL WORKING

TERMINATION DATE:         \_\_\_\_ / \_\_\_\_ / \_\_\_\_

MONTH: \_\_\_\_\_ YEAR: \_\_\_\_\_

<i>Sunday</i>	<i>Monday</i>	<i>Tuesday</i>	<i>Wednesday</i>	<i>Thursday</i>	<i>Friday</i>	<i>Saturday</i>

TOTAL HOURS PER MONTH: \_\_\_\_\_

- THE HOURLY RATE OF PAY INDICATED ON MY CHECK STUB IS \$ \_\_\_\_\_ PER HOUR.
- I DID NOT RECEIVE A CHECK STUB WHEN I WAS LAID OFF.
- I HAVE NOT BEEN PAID.

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

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

# **HANDBOOK REVISIONS**

I \_\_\_\_\_ (PRINT NAME) understand that this handbook may be revised at any time during this school year, and that I will be required to sign off on any new revisions. I also understand that if I do not sign these new revisions, I may be dropped from the Apprenticeship Program at that time.

Example of some areas of the handbook currently under review:

**Attendance Policy**

**Grading Policy**

**Upgrade Policy**

\_\_\_\_\_  
Apprentice Signature

\_\_\_\_\_  
Date

Southern California Sheet Metal Joint Apprenticeship Committee

**I HAVE READ THE 2024 EDITION OF THE EDUCATION GUIDE  
(APPRENTICESHIP HANDBOOK).**

\_\_\_\_\_  
Apprentice Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

# WAGE & FRINGE SHEET

SMART Local Union No. 105  
2120 Auto Centre Drive, Glendora, California 91740-6720  
(909) 305-2800 FAX: (909) 305-2822

## ALL APPRENTICES EFFECTIVE 07/01/20 Wage Rates for Apprentices - Los Angeles / Orange Empire Effective January 1, 2024 through June 30, 2024 Six Month Periods (Five Years)

	Pre-Apprentice	After Six Months Pre-Apprentice	1st Period		2nd Period		3rd Period		4th Period		5th Period		6th Period		7th Period		8th Period		9th Period		10th Period		
			30%	35%	40%	45%	50%	55%	60%	65%	70%	75%	80%	85%	-\$17.09	-\$19.93	-\$22.78	-\$25.63	-\$28.48	-\$31.32	-\$34.17	-\$37.02	-\$39.87
	-10%	-10%	-10%	-10%	-10%	-10%	-10%	-10%	-10%	-10%	-10%	-10%	-10%	-10%	-10%	-10%	-10%	-10%	-10%	-10%	-10%	-10%	
<b>Hourly Taxable Wage (Increase)</b>																							
* Savings Plan (Taxable)																							
* 401(a) Plan - Mandatory																							
* Health Plan	\$5.70	\$5.70	\$5.70	\$5.70	\$5.70	\$5.70	\$5.70	\$5.70	\$5.70	\$5.70	\$5.70	\$5.70	\$5.70	\$5.70	\$5.70	\$5.70	\$5.70	\$5.70	\$5.70	\$5.70	\$5.70	\$5.70	
* Health Reimb. Account (HRA)	\$0.50	\$0.50	\$0.50	\$0.50	\$0.50	\$0.50	\$0.50	\$0.50	\$0.50	\$0.50	\$0.50	\$0.50	\$0.50	\$0.50	\$0.50	\$0.50	\$0.50	\$0.50	\$0.50	\$0.50	\$0.50	\$0.50	
* Local Pension			\$3.00	\$3.00	\$3.00	\$3.00	\$3.00	\$3.00	\$3.00	\$3.00	\$3.00	\$3.00	\$3.00	\$3.00	\$3.00	\$3.00	\$3.00	\$3.00	\$3.00	\$3.00	\$3.00	\$3.00	
** Local Training J.A.T.C.	\$0.20	\$0.20	\$0.20	\$0.20	\$0.20	\$0.20	\$0.20	\$0.20	\$0.20	\$0.20	\$0.20	\$0.20	\$0.20	\$0.20	\$0.20	\$0.20	\$0.20	\$0.20	\$0.20	\$0.20	\$0.20	\$0.20	
*** National Training ITI	\$0.12	\$0.12	\$0.12	\$0.12	\$0.12	\$0.12	\$0.12	\$0.12	\$0.12	\$0.12	\$0.12	\$0.12	\$0.12	\$0.12	\$0.12	\$0.12	\$0.12	\$0.12	\$0.12	\$0.12	\$0.12	\$0.12	
*** National Pension	\$0.22	\$0.22	\$0.22	\$0.22	\$0.22	\$0.22	\$0.22	\$0.22	\$0.22	\$0.22	\$0.22	\$0.22	\$0.22	\$0.22	\$0.22	\$0.22	\$0.22	\$0.22	\$0.22	\$0.22	\$0.22	\$0.22	
*** NEMI	\$0.03	\$0.03	\$0.03	\$0.03	\$0.03	\$0.03	\$0.03	\$0.03	\$0.03	\$0.03	\$0.03	\$0.03	\$0.03	\$0.03	\$0.03	\$0.03	\$0.03	\$0.03	\$0.03	\$0.03	\$0.03	\$0.03	
*** SMOHIT	\$0.02	\$0.02	\$0.02	\$0.02	\$0.02	\$0.02	\$0.02	\$0.02	\$0.02	\$0.02	\$0.02	\$0.02	\$0.02	\$0.02	\$0.02	\$0.02	\$0.02	\$0.02	\$0.02	\$0.02	\$0.02	\$0.02	
**** LMCT/FP-ACC	\$0.09	\$0.09	\$0.09	\$0.09	\$0.09	\$0.09	\$0.09	\$0.09	\$0.09	\$0.09	\$0.09	\$0.09	\$0.09	\$0.09	\$0.09	\$0.09	\$0.09	\$0.09	\$0.09	\$0.09	\$0.09	\$0.09	
<b>Total Wage Package:</b>	<b>\$23.88</b>	<b>\$26.72</b>	<b>\$35.72</b>	<b>\$38.79</b>	<b>\$41.87</b>	<b>\$44.93</b>	<b>\$48.00</b>	<b>\$51.07</b>	<b>\$54.14</b>	<b>\$57.21</b>	<b>\$60.28</b>	<b>\$63.35</b>	<b>\$66.42</b>	<b>\$69.49</b>	<b>\$72.56</b>	<b>\$75.63</b>	<b>\$78.70</b>	<b>\$81.77</b>	<b>\$84.84</b>	<b>\$87.91</b>	<b>\$90.98</b>	<b>\$94.05</b>	
**** Industry Fund	\$0.56	\$0.56	\$0.56	\$0.56	\$0.56	\$0.56	\$0.56	\$0.56	\$0.56	\$0.56	\$0.56	\$0.56	\$0.56	\$0.56	\$0.56	\$0.56	\$0.56	\$0.56	\$0.56	\$0.56	\$0.56	\$0.56	
<b>TOTAL:</b>	<b>\$24.44</b>	<b>\$27.28</b>	<b>\$36.28</b>	<b>\$39.35</b>	<b>\$42.43</b>	<b>\$45.49</b>	<b>\$48.56</b>	<b>\$51.63</b>	<b>\$54.70</b>	<b>\$57.77</b>	<b>\$60.84</b>	<b>\$63.91</b>	<b>\$66.98</b>	<b>\$70.05</b>	<b>\$73.12</b>	<b>\$76.19</b>	<b>\$79.26</b>	<b>\$82.33</b>	<b>\$85.40</b>	<b>\$88.47</b>	<b>\$91.54</b>	<b>\$94.61</b>	
**** Union Dues Check-Off	\$0.70	\$0.82	\$0.94	\$1.05	\$1.17	\$1.29	\$1.40	\$1.52	\$1.64	\$1.76	\$1.87	\$1.99	\$2.10	\$2.22	\$2.34	\$2.46	\$2.58	\$2.70	\$2.82	\$2.94	\$3.06	\$3.18	

◆ After Six (6) months of Employment "A" Health Plan is \$10.85 Per Hour "B" Health Plan is \$5.70 Per Hour

\*\*\*\* Union Dues Check-off for all other classifications including apprentices increases in 5% increments. If the hourly taxable wage rate falls between the wage rates listed above, the employer will deduct the lower percentage union dues check-off rate until the taxable hourly wage rate meets or exceeds the next percentage hourly taxable wage rate. If the taxable hourly wage rate exceeds \$48.41 per hour, refer to the Union Dues Check-Off Reference Chart effective January 1, 2024 to determine the appropriate union dues check-off rate to be deducted.

## SPRING 2024 DAY TRAINING SCHEDULE

<b>Mondays:</b>		
	<b>Dates for Group 1</b>	<b>Dates for Group 2</b>
<b>Jan-24</b>	22	8, 29
<b>Feb-24</b>	5, 26	12
<b>Mar-24</b>	11, 25	4, 18
<b>Apr-24</b>	8, 22	1, 15, 29
<b>May-24</b>	6, 20	13
<b>Jun-24</b>	10	3, 17
<b>Total Hours</b>	<b>80</b>	<b>88</b>

<b>Tuesdays:</b>		
	<b>Dates for Group 3</b>	<b>Dates for Group 4</b>
<b>Jan-24</b>	9, 23	16, 30
<b>Feb-24</b>	6, 20	13, 27
<b>Mar-24</b>	5, 19	12
<b>Apr-24</b>	9, 23	2, 16, 30
<b>May-24</b>	7, 21	14, 28
<b>Jun-24</b>	4	11
<b>Total Hours</b>	<b>88</b>	<b>88</b>

<b>Wednesdays:</b>		
	<b>Dates for Group 5</b>	<b>Dates for Group 6</b>
<b>Jan-24</b>	10, 24	17, 31
<b>Feb-24</b>	7, 21	14, 28
<b>Mar-24</b>	6, 20	13
<b>Apr-24</b>	10, 24	3, 17
<b>May-24</b>	8, 22	1, 15, 29
<b>Jun-24</b>	5	12
<b>Total Hours</b>	<b>88</b>	<b>88</b>

<b>Thursdays:</b>		
	<b>Dates for Group 7</b>	<b>Dates for Group 8</b>
<b>Jan-24</b>	11, 25	18
<b>Feb-24</b>	8, 22	1, 15, 29
<b>Mar-24</b>	7, 21	14
<b>Apr-24</b>	11, 25	4, 18
<b>May-24</b>	9, 23	2, 16, 30
<b>Jun-24</b>	6	13
<b>Total Hours</b>	<b>88</b>	<b>88</b>

<b>Make-Up Days</b>
<b>FRIDAYS</b>
Jan. 26th
Feb. 23rd
Mar. 22nd
Apr. 26th
May 31st
Jun. 14th, Grp 2 on Jun. 21st

Make-Up Days are held on Fridays from  
6:00AM – 2:30PM

<b>Tutor Days</b>
<b>SATURDAYS</b>
Jan. 27th
Feb. 24th
Mar. 23rd
Apr. 27th
Jun. 1st
-

Tutor Days are held on Saturdays from  
7:00AM – 11:00AM

## **LOCAL UNION 105 HOLIDAYS**

New Years Day - Monday, January 2, 2024

Martin Luther King – Monday, January 15, 2024

Presidents Day – Monday, February 19, 2024

Good Friday – Friday, March 29, 2024

Memorial Day – Monday, May 27, 2024

Independence Day – Thursday, July 4, 2024

Day after Independence Day – Friday, July 5, 2024

Labor Day - Monday, September 2, 2024

Veteran’s Day - Monday, November 11, 2024

Thanksgiving Day - Thursday, November 28, 2024

Friday After Thanksgiving - Friday, November 29, 2024

Christmas Eve - Tuesday, December 24, 2024

Christmas – Wednesday, December 25, 2024

New Years Day – Wednesday, January 1, 2025