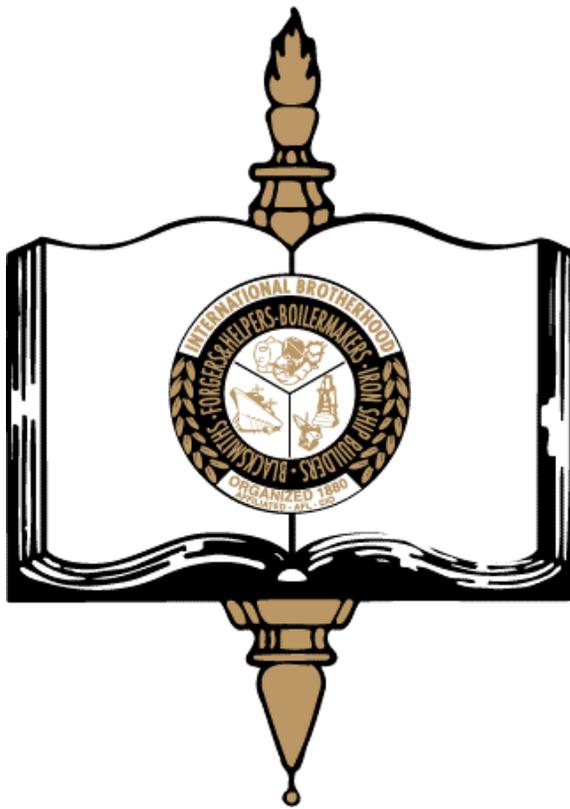


INSTRUCTOR HANDBOOK



Boilermakers Southeastern Area Joint
Apprenticeship Committee

OUR MISSION

Our mission is to educate our members to be the safest, highly skilled, most productive, and most sought-after craft in the building trades. To practice unity, progress, and brotherhood to provide industry stability for future generations.

Revised
9/8/2022

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1 BNAP MISSION STATEMENT

Our mission is to educate our members to be the safest, highly skilled, most productive, and most sought-after craft in the building trades. To practice unity, progress, and brotherhood to provide industry stability for future generations.

2 PROGRAM GOALS

To fulfill our mission, the Southeastern Area Apprenticeship Program will use the goals below as a guide to assess our current effectiveness and provide for our craft's future needs.

2.1 Learning Environment

Provide our students with a safe and supportive environment that empowers them to develop advanced technical, academic, and professional skills for success as a Boilermaker.

2.2 Facility

Maintain clean, safe, and well-equipped training facilities that meet the needs of the Boilermakers National Apprenticeship Program.

Curriculum & Instruction: Teach current core content, technical skills, and standards to develop students into highly skilled professional Boilermakers.

Assessment: Measure and report student achievement and work habits based on technical vocational and core content standards and use these results to improve instruction.

2.3 Skills

Identify and develop skills that cross all content areas of the trade, such as technical and hands-on skills, critical thinking, problem-solving, collaboration, work ethic, and a sense of personal responsibility.

2.4 Literacy Practices

Identify and develop strategies to build strong content knowledge of the trade by responding to various forms of task, purpose, and discipline demands.

2.5 Equipment & Technology

Utilize current industry-standard equipment and current instructional technology tools and resources for our training programs.

2.6 Student Engagement

Help students develop strong, positive relationships with instructors and peers via programs that shape their intellectual, physical, and professional development and work ethic.

2.7 Instructional Support

Provide a continuum of support services to help all students achieve their academic and technical goals.

2.8 Student Recruitment and Retention

Implement recruitment and retention strategies that lead to sustained enrollment, steady student retention, and preparation for a career as a journeyman Boilermaker.

2.9 Staff Recruitment and Retention

Identify, recruit, develop, and support highly qualified administrators, instructors, and support staff dedicated to fulfilling the B.N.A.P.'s mission.

3 INSTRUCTOR POLICIES

To maintain a fair and productive working environment, the Apprenticeship Program has established rules of conduct consistent with the practices mature people expect from each other. Each Instructor must observe and follow the Apprenticeship Program's policies and maintain proper standards of conduct. When an individual's behavior interferes with the orderly and efficient operation of the Training Center, corrective disciplinary action, up to and including discharge, will be taken.

Disciplinary action may include a verbal warning, written warning, suspension, or discharge. The Board of Trustees will determine the appropriate corrective action. The Apprenticeship Program does not guarantee that one form of action will necessarily precede another.

Examples of conduct that may lead to disciplinary action include:

Excessive absenteeism

Habitual tardiness

Unsatisfactory work performance

Use, possession, sale, or being under the influence of

an illegal substance on company premises or otherwise engaged in

Apprentice Program business

Insubordination

Falsification of records

Negligent or unauthorized use of the Funds' property

Physical or verbal abuse of fellow instructors, visitors, or members of the public

Erratic behavior on the job

Disclosure of confidential information to unauthorized person(s)

Unauthorized possession, use, or sale of weapons, firearms, or explosives on work premises

Theft or dishonesty

Disrespect toward fellow instructors, visitors, or other members of the public

Use of Apprentice Program property, equipment, or

facilities in connection with outside work or for personal use

Violation of The Funds rules or policies

Note: This list is not intended to be all-inclusive. Nothing in this Policy modifies the Apprenticeship Program's employment-at-will policy.

3.1 ATTENDANCE AND PUNCTUALITY

Attendance and punctuality are essential factors for your success within the Apprenticeship Program. We work as a team, requiring each person to be in the right place at the right time.

As an instructor of the Apprenticeship Program, we expect you to:

- Report to work regularly and on time;
- Schedule personal commitments around the workday whenever possible;
- Notify the Local Business Manager if you cannot report to work, will be late, or need to leave early as soon as reasonably possible. Reporting to a co-worker or leaving a message on the voicemail system is not acceptable; and
- If an instructor is tardy, missed time must always be made up.
- Excessive absence or tardiness will result in disciplinary action.
- If you are absent for three days without notifying the Local Business Manager or Area Director, you have voluntarily abandoned your position with the Apprenticeship Program and will be removed from the payroll.

3.2 PERSONAL APPEARANCE

In general, all instructors must present a neat and professional appearance.

3.3 WORKWEEK

Because of the nature of the Apprenticeship Program, instructor work schedules may vary depending on the class schedule. S.A.J.A.C.'s pay week begins on Monday and ends on Sunday.

3.4 RECORDING YOUR TIME

Instructors must record their hours on time sheets and fax them to S.A.J.A.C. each week by 10:00 a.m. (eastern time) on the Monday following the end of the workweek, along with all class sign-in sheets. If Monday is a bank holiday, time sheets must be submitted by 10:00 a.m. (eastern time) the Friday before.

All instructors are required to record all time worked accurately.

3.5 PAYDAY

Instructors (on S.A.J.A.C.'s payroll) will be paid weekly on Wednesday.

Please review your paycheck for errors. If you find a mistake, report it to the Area Director in addition to the Business Manager immediately.

3.6 PAYCHECK DEDUCTIONS

The Apprenticeship Program is required by law to make certain deductions from your paycheck each pay period. Such deductions typically include federal and state taxes and Social Security.

Depending on the state in which you are employed, additional deductions may exist. All deductions and the amount of the deductions are listed on your pay stub. These deductions are totaled each year for you on your Form W-2, Wage and Tax Statement.

3.7 OVERTIME

There will be times when instructors will need to work overtime so that we may meet the needs of our apprentices/journey workers. The Area Director must approve all overtime in advance.

Instructors will be paid at a rate of time and one-half their regular hourly rate for hours worked over 40 hours weekly.

Only actual hours worked count toward computing weekly overtime.

If you have any questions concerning overtime pay, check with the Area Director.

3.8 UNEMPLOYMENT INSURANCE

You may be entitled to state and federal unemployment insurance benefits upon separation from employment. Information about unemployment insurance can be obtained from your local unemployment office.

3.9 WORKERS' COMPENSATION

On-the-job injuries are covered by The Apprenticeship Program's Workers' Compensation insurance policy. If you are injured on the job, no matter how slightly, report the incident immediately to the Area Director. Consistent with applicable state law, failure to report an injury within a reasonable time could jeopardize your claim. We ask for your assistance in alerting the Area Director to any condition that could lead to or contribute to an employee accident. Additionally, upon request, the Apprentice Program will attempt to accommodate you by providing accommodation for a disabling condition provided the accommodation is medically necessary, feasible, and does not impose an undue hardship on the Apprenticeship Program, as prescribed by applicable federal, state, or local law.

3.10 CONFLICT OF INTEREST/ETHICAL BEHAVIOR

An Apprenticeship Program's reputation for integrity is one of its most valuable assets. It is directly related to the conduct of its officers and instructors. Therefore, instructors must never use their positions with the Apprenticeship Program or any apprentices or journey workers for private gain, to advance personal

interests, or to obtain favors or benefits for themselves, members of their families, or any other individuals, corporations, or business entities.

Instructors shall conduct their personal affairs not to jeopardize their duties and responsibilities to the Program, nor have legal questions arise concerning their work with the Apprenticeship Program.

3.11 EMPLOYEE BENEFITS

As employees of the Apprenticeship Program, instructors also participate in the Boilermakers National Health and Welfare, Pension, and Annuity Funds. These Plans are subject to change at any time. Please refer to the actual plan documents and summary plan descriptions if you have specific questions regarding the benefit plans. Those documents are controlling.

Please refer to the Boilermaker National Funds Summary Plan Description (S.P.D.) for details of the Plan of Benefits.

3.12 CODE OF CONDUCT

Instructors of the Apprenticeship Program shall adhere to the following principles in conducting themselves at all times in the field, school, and professional settings.

Instructors of the Apprenticeship Program are at-will instructors who serve at the Trustees' discretion. Instructors shall adhere at all times to the directives, policies, and procedures set forth by the Trustees under the direction of the area director.

Instructors of the Apprenticeship Program shall give their best effort at all times to their duties. They shall strive for excellence in teaching and training.

Instructors shall treat one another, the Trustees, the apprentices, recruits, and journey workers courteously and respectfully. Including, but not limited to, full compliance with the Apprenticeship and Training Program EEO, Non-discrimination and Harassment Policy.

Instructors shall remain neutral in all matters involving Boilermaker and Employer Association politics. The training facility is intended for technical and skills training and shall not be used for political purposes.

Instructors shall respect program confidentiality. An instructor shall not disclose confidential information to any person (within or outside the Program) unless specifically authorized to do so by the Director. While frank exchanges of views may be expressed among staff concerning program matters, those views must remain "in-house." They shall not be discussed or disclosed to apprentices, journey workers, union officials, employers, or any other person without the express permission of the Director.

Violation of this Code of Conduct may result in discipline, up to and including discharge.

3.13 SEXUAL HARASSMENT POLICY (EMPLOYEES)

BOILERMAKERS NATIONAL APPRENTICESHIP PROGRAM

NOTICE TO ALL EMPLOYEES:

THE BOILERMAKERS NATIONAL APPRENTICESHIP PROGRAM AND THE AREA APPRENTICESHIP PROGRAMS WILL NOT TOLERATE ANY SEXUAL HARASSMENT AS PROHIBITED BY TITLE VII OF THE CIVIL RIGHTS ACT.

The Boilermakers National Joint Apprenticeship Board and the Area Apprenticeship Programs have a Sexual Harassment Policy & Complaint Procedure ("Policy"). This Policy strictly prohibits sexual harassment and sets forth a complaint procedure for any employee who believes they have been subjected to or witnessed sexual harassment. Each employee shall be provided a copy of the Policy upon beginning employment. A record of each employee's receipt and acknowledgment shall be maintained in each employee's personnel file. **The Area Coordinator or Director is responsible for seeing all employees sign the "Acknowledgment and Agreement to Be Bound" on the last page of the Policy.**

This Policy shall be posted at the B.N.A.P. offices and each Area Apprenticeship Program office. Additional copies of the Policy are available upon request.

You are encouraged to review the Policy and submit any questions or suggestions you may have regarding it to any member of the Boilermakers National Joint Apprenticeship Board or the Area Apprenticeship Committees. You may also submit questions and suggestions to the National Coordinator or your Area Coordinator/Director. In addition to utilizing the complaint procedure set forth in the Policy, you also have the right to file a complaint of sexual harassment with the Equal Employment Opportunity Commission ("E.E.O.C."). To obtain additional information about filing an E.E.O.C. complaint, or to locate the E.E.O.C. office nearest you, you can visit the E.E.O.C.'s website at www.eeoc.gov

Michael P. Bray
Chairman
Boilermakers National Joint
Apprenticeship Board

Lawrence J. McManamon
Secretary
Boilermakers National Joint
Apprenticeship Board

3.13.1 SEXUAL HARASSMENT POLICY & COMPLAINT PROCEDURE FOR EMPLOYEES

3.13.1.1 PURPOSE

This Policy has been adopted by the Boilermakers National Joint Apprenticeship Board and each of the Area Apprenticeship Programs Committees to:

1. define their Policy regarding sexual harassment directed at, or engaged in by, any of their employees or service providers,
2. to prohibit such sexual harassment in all its forms, and
3. to provide a method of redress for employees who believe they have been victimized by or witnessed such harassment while employed by the Boilermakers National Apprenticeship Program ("B.N.A.P.") and/or any of the Area Apprenticeship Programs.

3.13.1.2 COVERAGE

This Policy applies to all employees of B.N.A.P. and/or any Area Apprenticeship Programs. For the purposes of this Policy, "employees" shall include all supervisory and non-supervisory employees, officers, and trustees of B.N.A.P. and the Area Apprenticeship Programs.

3.13.1.3 SEXUAL HARASSMENT DEFINED

Under Title VII of the Civil Rights Act of 1964, there are two types of sexual harassment, both of which are prohibited by this Policy. The first is when an employee is required to submit to unwelcomed sexual advances (either verbal or physical) as an explicit or implicit term or condition of employment or when such submission is used as a basis for making decisions affecting the employee. The second type of harassment occurs when an individual is subjected to sufficiently severe or pervasive verbal or physical deprecation, explicit derogatory statements, or discriminatory remarks based on that person's sex such that a reasonable person in the circumstances would find the environment to be hostile or abusive. This includes harassment by co-workers.

3.13.1.4 PROHIBITION OF SEXUAL HARASSMENT

BNAP and the Area Apprenticeship Programs believe that sexual harassment is a form of misconduct that undermines the integrity of the employment relationship, debilitates morale, and, therefore, interferes with effectiveness. B.N.A.P. and the Area Apprenticeship Programs will not tolerate any sexual harassment of their employees. B.N.A.P. and the Area Apprenticeship Programs will not tolerate any adverse treatment of its employees because they reported sexual harassment or provided information relating to an investigation into alleged sexual harassment. It is the Policy of the B.N.A.P. and the Area Apprenticeship Programs to prevent and promptly correct any instance of sexual harassment of or by its apprentices, employees, or service providers.

3.13.1.5 COMPLAINT PROCEDURE

A. Filing a Complaint

B.N.A.P. and the Area Apprenticeship Programs cannot effectively prevent or remedy sexual harassment without knowledge of its occurrence. Employees who believe they or another employee have been subjected to sexual harassment should immediately report such conduct through the Complaint Procedure described in Section V of this Policy. B.N.A.P. and the Area Apprenticeship Programs strongly encourage anyone who believes that they suffered or witnessed sexual harassment to report such harassment before it becomes severe or pervasive.

Complaints of sexual harassment should be submitted in writing to one or more of the individuals identified in Appendix A of this Policy. Such complaints may be hand-delivered to any of these individuals or mailed to their address in an envelope marked "Personal." The Coordinator or Director of each respective Area should ensure that any changes to the appointed individuals or contact information in Appendix A are communicated in a timely manner. Individuals who believe they have been subject to or witnessed sexual harassment by the Chairman and/or Secretary of B.N.A.P. should submit their allegations in writing, in an envelope marked "Personal," to B.N.A.P.'s legal counsel Bill Ferguson or Michael J. Stapp (or B.N.A.P.'s successor legal counsel) at the following address: Blake & Uhlig, P.A., 753 State Avenue, Ste. 475, Kansas City, KS 66101.

All such complaints should include the following information:

the identity of alleged offender(s);

the behavior that the employee believes constitutes harassment, including the date(s), location(s), and the presence of any witnesses; and

any other information the complainant believes to be relevant.

In the event the employee is covered by a collective bargaining agreement, they must pursue the matter through the grievance procedure if the conduct complained of violates the collective bargaining agreement.

B. Investigation of the Complaint

Immediately upon receipt of the complaint of sexual harassment, the individual who receives the complaint shall contact and promptly forward a copy of the complaint to the B.N.A.P. Chairman and Secretary and, if applicable, the equivalent trustees of the Area Apprenticeship Program and the Area Coordinator(s) or Director. In cases involving alleged harassment by the Chairman and/or Secretary of B.N.A.P., B.N.A.P.'s legal counsel will forward such complaints to the remaining members of the B.N.A.P. Board of Trustees who are not alleged to have involvement in the alleged harassment. An individual or a committee shall then be appointed to conduct a prompt, thorough, and impartial investigation of the complaint and recommend remedial action, if warranted and available under the circumstances. In no event shall the appointed investigator(s) include the alleged offender(s), nor shall the appointed investigator(s) be related to the alleged offender(s) by blood or by marriage

The investigation of the complaint will include, but will not necessarily be limited to, interviews with the complainant and/or victim(s), offender(s), and witnesses.

Upon completion of the investigation, the appointed investigator or investigatory committee shall submit its findings and recommended remedial action, if any, to B.N.A.P. and/or the applicable Area Apprenticeship Committee.

C. Determinations of Sexual Harassment and Corrective Action

B.N.A.P. and/or the Area Apprenticeship Committee shall review the investigation's findings, and recommendations and (with the aid of legal counsel, if necessary): (1) make a determination as to whether sexual harassment has occurred; and, if so, (2) take any action it believes to be available and appropriate to correct such harassment and to prevent its reoccurrence. B.N.A.P. and/or the Area Apprenticeship Committee shall issue a written determination of its findings, which shall be mailed to the complainant's last known address.

If B.N.A.P. and/or the Area Apprenticeship Committee determine from the investigation that no harassment has occurred, and/or that B.N.A.P. and/or the Area Apprenticeship Committee is not the appropriate entity to take steps to remedy the alleged harassment, the results of the investigation will be reduced to writing and the complainant shall be so notified. The investigatory file shall be closed, and no notation shall be made in the personnel files of either the complainant or the alleged offender.

Should B.N.A.P. and/or the Area Apprenticeship Committee determine from the investigation that sexual harassment has occurred, it shall, if appropriate under the circumstances, take any action it believes to be available and appropriate to correct such harassment and to prevent its reoccurrence, including actions that may differ from the investigator's (s) recommendations. The complainant shall be informed of the determination and the remedial action(s) taken against the offender. Additionally, a notation regarding the harassment and the remedial action taken shall be placed in the offender's file.

D. Appeals

If a complainant or an alleged offender feels that B.N.A.P.'s and/or the Area Apprenticeship Committee's determinations and/or corrective actions are incorrect, inappropriate, or otherwise not satisfactory or sufficient, that person may appeal the determination and/or action at the next full meeting of the National Board and/or Area Apprenticeship Committee, by filing a written "Appeal" addressed to the National Board and/or Area Apprenticeship Committee, as appropriate. The "Appeal" must be received within 30 days of the written determination as set forth in Article V(c) of this Policy and Procedure.

E. Confidentiality & Prohibition against Retaliation

All complaints and testimony provided by individuals during the course of an investigation into allegations of sexual harassment shall be kept as confidential as possible and shall be held in a file separate from other personnel and apprentice files. It should be noted, however, that the identity of the complainant is usually revealed to the alleged offender and witnesses during the course of an investigation into alleged sexual harassment. Nonetheless, retaliation against any employee or apprentice for bringing a sexual harassment complaint or assisting in the investigation of such a complaint is strictly prohibited. Any employee or apprentice who believes that they are a victim of or have knowledge of such retaliation should report such conduct through this Complaint Procedure. Such a complaint shall be investigated and addressed in the same manner as a sexual harassment complaint.

Acknowledgment and Agreement to Be Bound

I have read the attached "Notice to All Employees," the Sexual Harassment Policy & Complaint Procedure, and Appendix A. I agree to be bound by and comply with the terms of the Sexual Harassment Policy & Complaint Procedure. I acknowledge that failure to abide by the Sexual Harassment Policy could result in discipline up to and including discharge from employment.

Print Name

Signature

Date

PERSONS WITH WHOM COMPLAINTS MAY BE FILED

TITLE	NAME	ADDRESS
BNAP		
National Board Chairman	Michael P. Bray	1009 Broad Street Cinnaminson, NJ 08077
National Board Secretary	Lawrence J. McManamon	18500 Lake Rd., Ste. 210 Rocky River, OH 44116-1744
National Coordinator	Martin Spencer	753 State Ave., Ste. 754 Kansas City, KS 66101
SOUTHEAST AREA		
Co-Chairman	Warren Fairley	77 Vilcom Center Dr., Suite 101 Chapel Hill, NC 27514
Secretary	Mark Vandiver	100 Country Club Drive, Suite 203 Hendersonville, TN 37075
Director	Eric S. Olson	3715 Upper Creek Dr. Ruskin, FL 33573-6840

3.15 INSTRUCTOR DRUG, ALCOHOL, AND JOB PERFORMANCE POLICY

The Trustees of the Apprenticeship Program realize that substance abuse problems may exist in our training program and the trade. The Trustees have adopted the following Policy:

- 3.15.1 Drug and alcohol use will not be tolerated on the job.
- 3.15.2 Total abstinence is required before and during work. Instructors must not be under the influence of drugs or alcohol at work. (This also includes any breaks.)
- 3.15.3 Any instructor found using, distributing, selling, or possessing alcoholic beverages and/or drugs on any training site or at the workplace may be immediately terminated from employment.
- 3.15.4 An instructor shall be referred to the Director if in violation of this section.
- 3.15.5 Instructors will be required to have a current MOST drug test before beginning employment. The Apprentice Program reserves the right to test instructors to the extent permitted by law.
- 3.15.6 All tests shall be conducted in accordance with MOST policies.
- 3.15.7 A violation of this Policy is grounds for immediate discharge. When appropriate, and in their sole discretion, the Director and/or the Trustees will afford the affected Instructor one opportunity to be referred to a substance abuse assistance professional.
- 3.15.8 The Trustees may take disciplinary action up to and including termination for failure to fulfill the requirements of this Policy.

4 SAJAC LOCAL/REGIONAL CLASSROOM TRAINING GUIDELINES

4.1 Apprentice Classroom Training

- 4.1.1 All classroom/shop instructors must have completed B.N.A.P. instructor training before instructing our students. The Area Director must approve any exceptions to this requirement must before the start of class. The Director will make determinations on an individual case-by-case basis.
- 4.1.2 All students must have a current MOST drug screening before participating in classroom or shop training. Note: Testing may be scheduled for the first day of any class.
- 4.1.3 On the first day of class, prior to any training exercises, all students are required to complete the medical information form, read and sign the policies on sexual harassment and impaired apprentices, and review the shop/classroom rules (this applies to all students participating in SAJAC-funded training including Journeyworkers). Original signed documents are to be maintained at the training facility.

- 4.1.4 Apprentices with incomplete online course work (excluding first-year apprentices) and suspended apprentices will immediately receive a violation report and be dismissed from class as a no-show without any mileage reimbursement, fuel assistance, or per-diem.
- 4.1.5 For first-year apprentices with incomplete online coursework or tests, the Instructor is to assign them to complete their coursework and testing. The Instructor must advise them to complete all required online coursework and tests before attending future classes or face disciplinary action, including suspension or termination from the Program.
- 4.1.6 All apprentices attending a class must ensure their work hours/out-of-work reporting on the S.A.J.A.C. Student Website is Current.
- 4.1.7 Apprentices shall be assigned training tasks appropriate to their period in the Program following the B.N.A.P. guidelines and period-specific task sheets.
- 4.1.8 Apprentices shall be assigned to complete all performance-based tests for which they have met the requirements. PBTs shall be proctored following B.N.A.P./area procedure.
- 4.1.9 Instructors will assign any remedial training necessary to bring an apprentice's skills to the appropriate level for their period.
- 4.1.10 Instructors shall use the individual attendance sheets to document the apprentice's training hours and subjects covered.
- 4.1.11 All class violation reports must be emailed or faxed to S.A.J.A.C. within 24 hours of the violation.

Upon Completion of a class, the local training facility must forward to S.A.J.A.C.: all attendance sheets, original class violation reports, work reports, per diem / mileage vouchers, original instructor time sheets, receipts for class supplies, and any other required documents with the completed reimbursement request form. The Local Lodge is to maintain copies of the documents along with the completed task sheets for their records.

4.2 Apprentice Classroom/Shop Training

- 4.2.1 Determine dates for class, start time, and number of students
- 4.2.2 Review students' class history reports determining which students to schedule for the course.
- 4.2.3 Apprentices must complete all online coursework for their period before attending class (excluding year one).
- 4.2.4 Secure a block of rooms at the selected hotel for students that will require lodging.
- 4.2.5 Send class notification forms and rosters to S.A.J.A.C. at least 30 days in advance for approval.

- 4.2.6 Notify S.A.J.A.C. whether or not the Local Lodge will send notice of the class to the apprentices. If the Local sends out information, copies must be sent to S.A.J.A.C. for the apprentices' records. S.A.J.A.C. requires a minimum of 30 days' notice to send out class notification letters to apprentices.
- 4.2.7 The recommended ratio of instructors to trainees is one Instructor per 4 to 9 students. A minimum of four students must be present to hold a class, and a minimum of 10 students must attend to have a second instructor.

4.3 APPRENTICE REQUIREMENTS FOR BACK-TO-BACK TRAINING:

- 4.3.1 Probationary apprentices may not attend back-to-back training.
- 4.3.2 Apprentices who lack only class time to graduate may be scheduled for back-to-back classes. (must have completed all other requirements. OJTs, Online courses, Work hours.).
- 4.3.3 An apprentice who has missed a previously scheduled class and needs to catch up may be scheduled for back-to-back classes. Under this circumstance, the apprentice does not have the option to decline the second class and will be subject to disciplinary action if they do not attend.
- 4.3.4 All other back-to-back training must be approved by the Area Director before the start of class and will be determined on a case-by-case basis.

4.4 S.A.J.A.C. Welder Training (Structured):

- 4.4.1 Class Set-Up for Welder Training
 - 4.4.1.1 Classes are to be set up on a forty (40) hour week (5-8's or 4-10's)
 - 4.4.1.2 One Instructor per 4 – 9 students. A minimum of four students must be present to hold a class, and a minimum of 10 students must attend to have a second instructor.
 - 4.4.1.3 Local Lodges requesting S.A.J.A.C. Welder Training must submit a class notification to S.A.J.A.C. at least 30 days before the class start date for approval.
 - 4.4.1.4 B.N.A.P. Welder Tracking Forms for each process to be utilized and dates for each learning goal must be submitted with the training notification form. Blank Welder Tracking Forms are available in the attachments.
 - 4.4.1.5 All students must have a current MOST Drug Screen and be signed to a local lodge's out-of-work list to qualify for any SAJAC-funded training.
 - 4.4.1.6 Instructors must complete an initial evaluation of each student on their skill in the welding process(es) the class will cover. Evaluations may take anywhere from a couple of hours to a full day, depending upon the process(es). The Instructor will evaluate the student's ability to follow directions and perform the assigned tasks. The Instructor will

use a B.N.A.P. Welder Tracking Form for each process to determine how much training the student will require and schedule them for the appropriate class. Students will not receive travel, per-diem, or lodging for their initial evaluation.

- 4.4.1.7 Students will be assigned to classes per their skill level. They must reach predetermined learning goals following the training schedule to continue participation in the class. For example, a student training on SMAW 7018 (1/8") may be assigned this week's goal of successfully running Vertical Position: 3G EN: P.G. (down), P.F. (up). When students complete the task, they will continue to the next assignment. If a student is unsuccessful, they will not be allowed to continue in the class. However, they may return for another class after learning the process on their own time. Note: If space is available, a student dismissed for failure to meet their benchmark may be allowed to continue practicing without reimbursement.
- 4.4.1.8 Provided funds are available and approved by the S.A.J.A.C. Director, Students participating in S.A.J.A.C. welder training may receive up to forty (40) dollars per-diem for each full day (8 hours minimum) of training. Students over fifty (50) miles from the training center may be provided lodging. S.A.J.A.C. will not reimburse mileage or offer fuel assistance to students attending these welding classes.
- 4.4.1.9 Students who are tardy, leave before scheduled quit-time, or are absent will receive an attendance violation and no per-diem.
- 4.4.1.10 Any student receiving two attendance violations over the course of a class shall be dismissed and sent home at their own expense.
- 4.4.1.11 Provided booth space and an instructor(s) are available, students removed from a class for failure to meet training goals may receive additional instruction without lodging or per-diem.
- 4.4.1.12 Students are required to abide by all S.A.J.A.C. rules, policies, and guidelines during all classes.

4.5 Supplemental Welder Training:

- 4.5.1 Only one Instructor.
- 4.5.2 Unstructured. Anyone may attend (provided they are signed to a Local Lodge's Out-of-Work List).
- 4.5.3 Students are permitted to come & go as they please.
- 4.5.4 No mileage reimbursement, lodging, or per-diem will be provided to Students.

5 REGULATIONS FOR ALL CLASSES

1. All students must have a current MOST drug screening before participating in classroom or shop training. Students without a current MOST drug screening may not participate in any SAJAC-funded training or evaluation.
2. All students must keep their work area in good order, free of trash and safety hazards.
3. Sexual or any other type of harassment will not be tolerated.
4. Proper attire per the dress code must be worn at all times while at the training facility.
5. The use of tobacco products, including electronic cigarettes, is only permitted in designated areas.
6. Any student involved in violence or vandalism, as well as anyone who is non-compliant, will be subject to appropriate disciplinary action.
7. Students are not permitted in the Local Lodge administrative and lobby area without the Instructor's permission.
8. Students are prohibited from opening files or file cabinets as they may contain personal and confidential information.
9. Room thermostats are only to be adjusted by authorized personnel.
10. No littering in the training center or on the property.
11. No food or drinks are allowed in the classrooms or hallways.
12. No eating in the shop area.
13. Phones are for staff use only, and permission must be requested before use.
14. Cell phone use is only permitted during breaks and lunch.
15. Water coolers are for drinking water "Not to wash hands, spit in or wash tobacco products down."
16. Room thermostats are preset and are to be adjusted by authorized personnel only.
17. Do not attempt to operate equipment unless authorized by the Instructor.
18. No personal equipment/tools are to be used.
19. We will not tolerate the destruction of property and equipment in the training center or hotel/motel. Students violating hotel policy are to be dismissed from class and sent home at their own expense.
20. Do not play or tamper with the fire extinguisher, first aid box, or the lights.
21. Gambling of any type is not permitted.
22. Drugs and alcohol are prohibited (including before class and during lunch). Any student determined to be under the influence of or in possession of alcohol or drugs while at the training facility will be subject to disciplinary action
23. Students may check out reference books while attending classes at the training center with the Instructor's permission. Students must return all checked-out materials at the end of the class. Any loss or destruction of books will be charged to the student at the cost of replacement.
24. Students will receive one (1) 10-minute break every two hours.
25. Students are not permitted to leave the training center during class hours without the Instructor's permission.
26. Lunchtime is at the discretion of the Instructor. All students must be in their designated area at the start time determined by the Instructor.

5.1 STUDENTS' EXPECTATIONS AND OBLIGATIONS

Our students are active learners in meeting our Program's goals of excellence. The following are our student's expectations of their training facility and its staff. It also lists our students' responsibilities toward their training facility, staff, Union, and community.

Students' Expectations	Student's Obligations
The best possible educational and training opportunities in the Boilermaker trade.	Diligence and sustained effort in their work and training activities through hard work and daily attendance.
A staff that is sensitive and responsive to their individual needs.	Respect for themselves, other students, instructors, staff, employer, owner, personnel, Local Lodge, and S.A.J.A.C. property.
Fair and just treatment from other students, employers, and staff.	To behave in a manner that will be a credit to themselves, their family, their Union, and the community.

We expect our students to abide by all the provisions in the student handbook.

With the limited time available for training, we expect our students to work from start time to quitting time and make the most of every learning opportunity.

Safety is a priority for everyone involved in the apprenticeship program. Students are obligated to immediately report any recognized safety hazards or dangerous behaviors at our training facilities to the Instructor.

5.2 RESPECTFUL BEHAVIOR

5.2.1 We insist that, at all times, students conduct themselves in a manner that respects the rights of other students and staff. These include:

5.2.2 The right to a safe, non-threatening environment

5.2.3 The right to courtesy at all times

5.2.4 The right to protection of private property

5.2.5 The right to have a clean environment

5.2.6 The right to hear only acceptable language

5.3 DRESS CODE

Appropriate dress is a matter of safety and reflects positively on the Program. Students should consider the training center as their place of employment and dress accordingly. We expect students to be neat, well-groomed, and respectful of themselves and others. Employers and owner representatives often visit our training facilities. What they see may affect employment opportunities for our entire membership.

5.3.1 Students violating the training center's dress code will receive a violation report, be dismissed from class, and have to make up the missed day at their own expense. Continued non-compliance will result in further disciplinary action.

5.3.2 Clothing and accessories containing messages which display violence, drugs, illegal behavior, sexually explicit messages, or vulgarity are prohibited.

5.3.3 Students with long hair must keep it up to not pose a safety hazard.

5.3.4 Students should not wear Jewelry that may pose a safety hazard to the Classroom or Hands-On Operations.

5.3.5 Proper Attire

5.3.5.1 Durable shoes or boots are required—no athletic, running, tennis, open-toed, open-backed, or high heel shoes or sandals.

5.3.5.2 Long pants made from cotton or other non-flammable material.

5.3.5.3 Shirt with sleeves made from cotton or non-flammable material (no nylon, polyester, or synthetic materials that may pose a fire or burn hazard).

5.3.5.4 Safety glasses and appropriate P.P.E. is to be worn at all times while in the shop area.

5.3.5.5 Face shields are required for all grinding operations.

5.3.5.6 Welding shields with the correct filter lens and welding jackets or shirts with long sleeves made from cotton or other non-flammable material are required for all welding operations.

5.4 ACADEMIC HONESTY

Students are responsible for the honest completion and representation of their work. By placing their name on their work, students certify the originality of all work not otherwise identified by appropriate acknowledgments.

Cheating is a form of academic dishonesty in which an individual undermines the integrity of an assignment or exam.

5.4.1 Any student who cheats on an assignment shall receive a zero (0), be dismissed from class, and be suspended or terminated.

5.5 ATTENDANCE POLICY

Philosophy- Regular attendance is an essential practice that students must continually demonstrate at work and the training facility. Students need to attend all scheduled classes, and absences should be rare. To that end, S.A.J.A.C.'s attendance policy places high expectations for attendance.

5.5.1 UNEXCUSED TARDY, EARLY LEAVE, OR ABSENCE

SAJAC is responsible for educating our students in behaviors that will ensure their success on the job. One of the most critical behaviors is punctuality, especially at your place of employment. Although S.A.J.A.C. is not employing our students, we recognize that continual student tardiness or early quits only deprive them of a complete educational experience. An employer would not accept habitual tardiness or leaving early, nor does the apprenticeship program.

5.5.1.1 First Violation:

Apprentices arriving late to scheduled training at the Local/Regional Training Center will be recorded as absent. They will not be allowed to attend the class for the entire day. The apprentice must call the Training Facility no later than 9:30 a.m. if they cannot participate in class. Late or absent apprentices will not receive per diem or credit for the day's hours.

5.5.1.2 Second Violation within 30 days or third violation within one year:

Upon a second unexcused tardy or absence (in 30 days or third within one year), the apprentice will be dismissed from class, sent home at their own expense, and receive a mandatory 30-day suspension or be canceled from the Program. In addition, a second no-show to a scheduled training class will result in termination from the Program. Students dismissed from class are to be sent home at their own expense.

5.5.2 EXCUSED TARDY, EARLY LEAVE, OR ABSENCE

Must be approved by the Lead Instructor or Business Manager in advance. The decision of whether an absence is excused will be determined on a case-by-case basis (depending on the circumstances).

Examples of excused absences include:

- Doctor/Medical Health Professional Visits: A Doctor's note must be submitted to the Instructor within three days of the absence. Notes not turned in within this timeline will not be accepted, and the absences will be deemed unexcused.
- Funeral
- Court Appearance
- Incarceration, dismissal from class, or suspension are not acceptable reasons for an absence to be excused.

Each excused absence must be accompanied by documentation. Violation of the attendance policy can lead to termination from the Program by the Area Committee.

Students attending a Local/Regional Training Center will NOT receive credited hours toward the Boilermakers National Health & Welfare Fund.

All absences (excused or unexcused) must be made up at a recognized Local/Regional Training Center. The Apprentice must check with their Local Lodge to schedule makeups for missed time.

All apprentices are required to receive a minimum of 144 hours of classroom/shop training per year. Apprentices must receive at least 576 classroom/shop training hours to graduate.

6 MEDICAL SCREENING POLICY

It is a requirement that all students complete a medical information form before being allowed to attend Classroom or Shop Training. This screening is required to assure S.A.J.A.C. that students are not taking prescription drugs that could impair their performance or create an unsafe training/work environment.

Should the student answer "YES," they must supply a document from their health care provider stating (without naming the drugs) that they are able to safely perform the tasks required by the given Classroom/Shop Training curriculum according to the drugs side effects or they will not be allowed to attend class.

S.A.J.A.C. will deal with students on a case-by-case basis for refusing to fill out the Medical Screening forms, falsifying the forms, or are found to be on prescription drugs through drug testing after having responded negatively to the prescription drug question.

7 ACCIDENT POLICY

Whenever a student is injured in or during classroom/shop training, the Instructor shall see that the apprentice or journeyman receives immediate and appropriate medical treatment. If the injury requires the attention of a medical professional, the Instructor will be provided a list of P.P.O. providers in the area where the training is being conducted.

Payment of any medical treatment for an injury to an apprentice or journeyman is, first and foremost, the injured person's responsibility. All apprentices and journeymen with an up-to-date "Plan G" card should carry it during all classroom training. However, S.A.J.A.C. and the local training center maintain insurance policies that provide supplemental medical coverage for all participants and journeymen participating in approved training. These policies will coordinate with Plan G or other coverage for payment of medical treatment. In some circumstances, these policies may pay some, or even all of the cost of treatment to the injured apprentice or journeyman. LACK OF "PLAN G" COVERAGE IS NOT AN EXCUSE FOR NOT PROVIDING APPROPRIATE MEDICAL ATTENTION TO AN INJURED APPRENTICE OR JOURNEYMAN.

Whenever any injury occurs, the Instructor shall:

See that the injured apprentice or journeyman receives immediate and appropriate medical attention.

- Contact the S.A.J.A.C. office concerning the incident as soon as possible.
- Fills out a written accident report as soon as possible (provided by S.A.J.A.C.).
- Fully cooperates with S.A.J.A.C., the local training center, and all insurers in reporting and investigating the matter.

8 REQUIRED COURSE LISTING

8.1 Required M.O.S.T. Classes:

- Boilermaker apprentices must complete a M.O.S.T. O.S.H.A.-10 class within six (6) months of being indentured.
- Before graduation, apprentices must complete all four (4) M.O.S.T. Supplementary Rigging Modules.

8.2 Apprenticeship Online Courses and Tests:

EEO Anti-Harassment (Required Annually)

2-OC-01 Fractions Decimals

Period 1

2-OC-02 Force Friction Mechanical Advantage

1-OC-01 Introduction (Movie)

2-OC-03 Basic Rigging System Components

1-OC-02 Substance Abuse Awareness

2-OC-04 Crane Signals

1-OC-03 Add-Subtract-Multiply-Divide

2-OC-05 Industry Scope Fundamentals of Steam

1-OC-04 Simple Tools

2-OC-06 Heat Transfer Boiler Design

1-OC-05 Hand Power Tools

2-OC-07 Boilers the Steam Cycle

1-OC-06 Cutting Burning Safety

2-OC-08 Fuels Combustions Environmental Protection

1-OC-07 Burning Setup

2-OC-09 Environmental Protection

1-OC-08 Oxy-fuel Burning Application

2-OC-10 Drawings Line Construction

1-OC-09 Welding Safety

2-OC-11 Blueprint Components

1-OC-10 Welding Currents Power Sources

2-OC-12 Blueprint Dimensioning

1-OC-11 Electrodes

2-OC-13 Structural Steel Piping Symbols

1-OC-12 Shielded Metal Arc Welding Application

2-RS-01 Test Applied Math II

1-RS-01 Test Boilermaker Safety

2-RS-02 Test Rigging: Basic Principles

1-RS-02 Test Applied Math 1

2-RS-03 Test Boilermaker Power Tools

1-RS-03 Test Boilermaker Hand Tools

2-RS-04 Test Construction Materials I

1-RS-04 Test Welding Cutting Basics

2-RS-05 Test S.M.A.W. Part II

1-RS-05 Test Arc Welding Equipment

2-RS-06 Test Cutting Oxyfuel I

1-RS-06 Test S.M.A.W. Part 1

Period 1 PBT

Period 2 PBT

Period 2

Period 3

3-OC-01 Ratio Percent Prime Exponents Radicals
 3-OC-02 Fiber Ropes
 3-OC-03 Wire Ropes
 3-OC-04 Formulating a Rigging Plan J.S.A.
 3-OC-05 Hoist Design Trade Application
 3-OC-06 Hoist Mounting Setup
 3-OC-07 Wire Rope Block Block Installation
 3-OC-08 Hoist Rigging Implements
 3-OC-09 Basic Welding Symbols Review
 3-OC-10 Welding Symbols Joint Identification
 3-OC-11 Weld Positions Joint Preparation
 3-OC-12 Mechanical Drawing Tools
 3-OC-13 Basic Layout Tools
 3-RS-01 Test Applied Math III
 3-RS-02 Test Rigging Ropes
 3-RS-03 Test Mechanical Drafting Tools
 3-RS-04 Test Mechanical Drawing Lines
 3-RS-05 Test Weld Symbols
 3-RS-06 Test Cutting Oxyfuel II

Period 3 PBT

Period 4

4-OC-01 G.M.A.W. Safety Basic Principles
 4-OC-02 G.M.A.W. Equipment Selection Setup
 4-OC-03 Metal Transfer Electrodes Shielding Gas
 4-OC-04 Metal Transfer G.M.A.W. Practice Application
 4-OC-05 Review Trade Technologies
 4-OC-06 Power Generating Boiler Design I
 4-OC-07 Power Generating Boiler Design II
 4-OC-08 Paper Pulping Steel Industries

4-OC-09 G.T.A.W. Introduction to Safety
 4-OC-10 G.T.A.W. Equipment Setup
 4-OC-11 G.T.A.W. Consumables
 4-OC-12 G.T.A.W. Application
 4-OC-13 Mobile Cranes
 4-OC-14 Lifting Devices
 4-OC-15 Field Sketching
 4-OC-16 Fabrication Review
 4-OC-17 Fabrication - Basic Layout
 4-OC-18 Shop Improvements
 4-OC-19 Hopper Fabrication
 4-RS-01 Test Rigging Cranes Equipment
 4-RS-02 Test Field Sketching
 4-RS-03 Test Layout Procedure
 4-RS-04 Test Blueprint Reading Structural
 4-RS-05 Test Boiler Systems Components I
 4-RS-06 Test Gas Metal Arc Welding
 Period 4 PBT

Period 5

5-OC-01 Basics of Plane Geometry-Solid Geometry
 5-OC-02 Introduction to Blueprints
 5-OC-03 Surfing the Blueprints
 5-OC-04 Identify Blueprint Details 1
 5-OC-05 Identify Blueprint Details 2
 5-OC-06 Component Location 1
 5-OC-07 Component Location 2
 5-OC-08 Print Size Information 1
 5-OC-09 Print Size Information 2
 5-OC-10 Weld Information on Components 1

5-OC-11 Weld Information on Components 2

5-OC-12 Block Reeving Purpose Inspection

5-OC-13 Safety Block Inspection

5-OC-14 Reeving Lacing Systems

5-OC-15 Reeving Lacing Application

5-OC-16 Tank Classification Design

5-OC-17 Tank Drawings Layout

5-OC-18 Tank Preparation

5-OC-19 Tank Fit-up Welding

5-RS-01 Test Applied Math IV

5-RS-02 Test Rigging Tools

5-RS-03 Test Blueprint Reading

5-RS-04 Test Tanks Vessels Components

5-RS-05 Test Boiler Systems Components II

5-RS-06 Test Arc Welding Other Processes

Period 5 PBT

Period 6

6-OC-01 Air Carbon Gouging Plasma Cutting

6-OC-02 The Physics of Bolted Flange Connections

6-OC-03 The Function of Bolts Studs

6-OC-04 Flanged Connections

6-OC-05 Bolted Connection Maintenance

6-OC-06 Tube Rolling Equipment Safety

6-OC-07 Install Roll Tubes

6-OC-08 Finishing Tube Ends Troubleshooting

6-OC-09 Tube Removal

6-OC-10 Principles of Nuclear Energy

6-OC-11 Reactor Design

6-OC-12 Industry Scope

6-OC-13 F.R.P. Safety

6-OC-14 F.R.P. Materials

6-OC-15 F.R.P. Application

6-RS-01 Test Construction Materials I

6-RS-02 Test Boiler Installation

6-RS-03 Test Metallurgy Welding

6-RS-04 Test Nuclear I

6-RS-05 Test Variables in Welding

6-RS-06 Test Cutting Arc

Period 6 PBT

Period 7

7-OC-01 Basics of Trigonometry

7-OC-02 Review Field Drawing

7-OC-03 Drawing Tools Templets

7-OC-04 Calculating Surface Area of Complex Shapes

7-OC-05 Rigging Drawings

7-OC-06 Blueprint Review

7-OC-07 Fabrication Drawings

7-OC-08 Drawings from an Object

7-OC-09 Creating a Fabrication Plan

7-OC-10 Review- Safety Rigging Plans

7-OC-11 Calculating Material Weights

7-OC-12 Load Weight Calculation

7-OC-13 Sling Angles Spreader Beams

7-OC-14 Equalizer Beams Multiple Lifting Devices

7-OC-15 Petrochemical Refineries

7-OC-16 Rigging Review

7-OC-17 Specialty Rigging Equipment

7-OC-18 Fiberglass Reinforced Plastic Rigging
7-OC-19 Introduction to Rigging Prints
7-OC-20 Rigging Print Skills
7-RS-01 Test Applied Math V
7-RS-02 Test Rigging Equalizing Distributing Loads
7-RS-03 Test Dimensioning
7-RS-04 Test Metallurgy Weldability
7-RS-05 Test Boiler Repair Maintenance
7-RS-06 Test Petro Chemical Steel Production
Period 7 PBT

Period 8

8-OC-01 Area of Complex Shapes
8-OC-02 Volume of Complex Shapes
8-OC-03 Weight Capacity of Complex Shapes
8-OC-04 Micrometers
8-OC-05 Metric Measurement
8-OC-06 Special Weld Process Testing Symbols
8-OC-07 Alloy Welding Hazard Awareness I
8-OC-08 Alloy Welding Hazard Awareness II
8-OC-09 High Alloy Steel
8-OC-10 Window Welding
8-OC-11 Overlay Cladding
8-OC-12 Stud Welding
8-OC-13 Welding Qualifications
8-OC-14 Stress Relief
8-OC-15 Orbital Welding Quality Control
8-OC-16 Setting Up the Fabrication Table
8-OC-17 Fabrication Techniques
8-OC-18 Drafting Techniques Used in Layout

8-OC-19 Triangulation Layout Techniques
8-OC-20 Pattern Template Development
8-OC-21 Nuclear Power Industries
8-RS-01 Test Applied Metric Math
8-RS-02 Test Environmental Controls
8-RS-03 Test Nuclear Power II
8-RS-04 Test Welding Special Applications
8-RS-05 Test Welding Design Testing Inspection
8-RS-06 Test Welding Performance Qualifications
Period 8 PBT

8.3 Performance Based Testing (PBT) Requirements

Apprentices must complete all coursework in a period (as listed above) to unlock the PBT.

8.4 S.A.J.A.C. Related Studies-Performance Base Test Procedure

The Performance Base Test (PBT) procedure shall be conducted according to the following protocol:

After completing a Period's coursework, the Area Coordinator, local coordinator, or Instructor shall conduct PBT Testing at the local or area site.

This test will be computer generated, and the testing process shall be proctored at all times.

- The students are not permitted to bring any paperwork or materials into the testing area.
- The area must be free of any materials that a student could use as a reference during the test.
- The Instructor will give out blank scrap paper if the student chooses to do hand calculations.
- All papers will be collected at the end of the test and properly discarded.

Calculators are allowed; phones shall not be used during testing.

- The testing administrator/instructor shall register the apprentices for the testing process with the area office.
- The student will have a maximum (2) hour time limit to complete the test.
- The students will have the testing procedure explained before taking the test.
- The test will only be loaded in the system for (1) attempt.
- If a student earns a passing grade of 70%, they will advance to the next period.
- If a student earns less than a 70% passing grade, they must do remedial training before retaking the test later.
- Should the apprentice fail the test a second time, the apprentice will be required to study and re-test within 90 days.
- If the apprentice fails the third attempt at the PBT, the apprentice will be canceled from the apprenticeship program.

8.5 Local Training Center (L.T.C.) Requirements:

	Hours
8.5.1 Year One	
Rigging Practical Application (Basic)	20
Red Cross C.P.R. and First Aid	8
Burning and Gouging Shop	8
S.M.A.W. Welding Shop	80
Performance Based Tests A&B	4
Local Curriculum (classroom/shop)	24
Total Hours	144
8.5.2 Year Two	Hours
S.M.A.W. Welding Shop	40
GMAW/FCAW Shop	40
Rigging Practical Application	20
Layout and Fabrication Practical Application	20
Performance Based Tests A&B	4
Local Curriculum (classroom/shop)	10
Total Hours	134
8.5.3 Year Three	Hours
Blueprint and Layout Practical Application	16
Tube Installation Practical Application (Rolling)	8
Rigging Practical Application	20
Tank Erection Practical Application	8
SMAW/GTAW Welding Shop	80
Performance Based Tests A&B	4
Local Curriculum (classroom/shop)	8
Total Hours	144

8.5.4 Year Four	Hours
Fiberglass Reinforced Plastics Practical Application	10
Weld Shop (Including Stud Welding)	80
Rigging Practical Application	20
Fabrication Practical Application	20
Performance Based Tests A&B	4
Local Curriculum (classroom/shop)	10
Total Hours	144

Apprentices are required to receive a minimum of 144 hours per year and 576 total classroom/shop training hours to be eligible for graduation.

8.6 On the Job Training Modules (OJTs):

On-the-job training modules are intended to be completed on the job. However, instructors have the authority to sign off OJTs for tasks completed at the local training facility.

101	Set up and Operate an Air Tugger
102	Utilize Come-a-longs and Chain Hoists
103	Utilize Pneumatic and Electric Hoists
104	Set Up and Operate Cable Climbers
105	Set up Scaffolds
106	Inspect and Care for Rigging Accessories
107	Tie Knots
108	Reeve Blocks
110	Change Crane Booms
111	Use Hand Signals to Control Crane and Hoist Operations
201	Shielded Metal Arc Welding
202	Weld Using Gas Tungsten Arc
203	Weld Using Gas Metal Arc
205	Cut and Gouge

207	Weld Using Flux-Core Arc
208	Stud Arc Welding
301	Align and Fit Field Components
401	Remove Tubes
402	Bevel Tubes
403	Replace Tubes
404	Roll Tubes

9 POLICY ON IMPAIRED APPRENTICES

Local Instructors, Employees, and Apprentices:

It is the Policy of the Boilermakers' S.E. Area Apprenticeship Program ("Program" or "S.A.J.A.C.") to protect the safety of individuals taking part in instruction at training centers by safely and efficiently removing an individual who is suspected of being under the influence of alcohol and/or drugs from the training center.

The Area Director shall provide a copy of this Policy to all instructors and other employees of training centers within their geographic jurisdiction. Upon selection to the Program, an apprentice shall be provided with a copy of this Policy and the confirmation of receipt and acknowledgment form.

By signing the attached confirmation and receipt of acknowledgment, an apprentice agrees to be bound by the terms of this Policy and shall hold harmless the S.E. Area Apprenticeship Program and the Boilermakers National Apprenticeship Program from any liability which may arise from adherence to this Policy.

1. An apprentice suspected of being under the influence of drugs and/or alcohol while attending the training center shall be ordered immediately removed from the facility.
2. A minimum of two (2) witnesses shall provide written statements regarding their observations of the individual's alleged intoxication, including details of the apprentice's behavior, appearance, and/or odor. In cases where there are at least two individual representatives of the Program on-site at the facility, witness statements shall be taken from those individuals. In locations where only one representative of the Program is on-site, a member of the apprenticeship class may serve as a witness to meet the requirement of two (2) witness statements.
3. A minimum of two (2) witnesses shall monitor the apprentice at all times prior to the ultimate departure or removal of the apprentice from the grounds of the training center. In cases where there are at least two representatives of the Program on-site at the facility, those individuals shall be obligated to monitor the apprentice. In locations where only one

representative of the Program is on-site, a member of the apprenticeship class may be used to monitor the individual to meet this requirement.

4. The Instructor of the training center shall notify the Area Director of the events occurring at the facility and shall submit a written report within ten (10) days, including witness statements, to the Area Director for review and potential disciplinary action.
5. The Instructor of the training center shall make all reasonable efforts to remove the apprentice from the facility grounds. The Instructor may, within their discretion, reasonably assist in arranging transportation for the apprentice by taking any of the following actions:
 - a. The Instructor may first make attempts to contact the emergency contact indicated on the apprentice's confirmation of receipt and acknowledgment form or another responsible party to transport the apprentice from the facility.
 - b. The Instructor may arrange a taxicab or other transportation to drive the apprentice to their residence or a medical facility at the apprentice's expense. In no event shall funds of the S.A.J.A.C., any subordinate body thereof, or a training center be used to transport an impaired apprentice.
 - c. Should the distance between the training center and the apprentice's residence be determined too far so as to make transportation efforts unreasonable, the Instructor is authorized to contact local authorities to remove the apprentice from the facility.
6. Should an impaired apprentice leave the facility by operating a motor vehicle while suspected of being under the influence of drugs and/or alcohol, the Instructor of the training center shall contact the local police department and provide a description of the make, model, and license plate of the vehicle being operated by the apprentice.

10 S.A.J.A.C. Reimbursement Policy for Local Lodge Training

These policies apply to Apprentice Classroom Training, Journeyman Upgrade Training, and Sub-Journeyman/Helper Training. You must know which type of training you are supplying and which reimbursement policy applies.

10.1 Apprentice Classroom Training:

All apprentices must attend annual classroom training (144 hours) as part of the regular curriculum at either the Local Lodge Training Center or a facility approved by S.A.J.A.C.

10.1.1 Apprentices:

Apprentices who attend this training and live 50 miles from the training center will receive mileage at the current applicable rate from their home to the training center and back on the first and last day of class. The Local Lodge must verify this mileage on one of the available internet map sites. Apprentices living over 50 miles from the training center are eligible for lodging. Rooms are single-occupancy (until further notice). Apprentices living over 50 miles from the training center who elect to drive to and from

their home can receive \$25 (twenty-five) per day for fuel assistance instead of lodging, excluding the first and last day of class. All Apprentices are eligible to receive \$40.00 (forty dollars) per-diem for each full day they attend classes. Signed vouchers MUST accompany all requests for reimbursement.

10.1.2 Local Lodge and Instructors:

The Local Lodge will be reimbursed for expenses incurred by the training, including but not limited to welding supplies (e.g., gasses, welding rod, safety equipment), classroom supplies (e.g., paper, pencils), and equipment (e.g., projector, drawing board.). If you doubt the item you wish to purchase is reimbursable, contact S.A.J.A.C. before purchasing. Invoices or receipts MUST accompany all requests for reimbursement.

Instructors are to be paid by the Local or District Lodge. Overtime pay will be reimbursed at time and one half for all hours over 40 (forty) per week. The Instructor living more than 50 miles from the training center is also eligible for a motel room (single occupancy) and mileage at the current rate from home to the training center and back, one time. Instructors living over 50 miles from the training center who elect to drive to and from their home are eligible to receive \$25 (twenty-five) per day for fuel assistance instead of lodging (excluding the first and last days of class). All Instructors are eligible to receive \$40.00 (forty dollars) per-diem for each full day of training.

The recommended ratio of instructors to trainees is one Instructor per 4 to 9 students. A minimum of four students must be present to hold a class, and a minimum of 10 students must attend to have a second instructor.

S.A.J.A.C. will reimburse the Local Lodge for wages at the prescribed instructor pay rate and per-diem, mileage, benefits, and employment taxes. Signed timesheets, attendance sheets, and vouchers MUST accompany all requests for reimbursement

All welding instruction must be by an instructor qualified by the IBB National Director of Training Services.

10.2 Journeyman Upgrade Classes:

Supplemental Welding, Specialty Welding Training (job-specific, new welding process or needed welding skills), Asbestos Abatement or Update Training, Site Specific safety training, and other courses approved by the Area Committee are reimbursable. Apprentices, Helpers as well as Journeymen may be eligible for this training.

MOST OSHA, Rigging Modules, Field Leadership Training, and Code Training are not reimbursable by S.A.J.A.C. as they are paid by MOST.

10.2.1 Attendees or Students:

The attendees or students of these classes do not receive any monies for taking training unless requested by the Local Lodge and approved by the S.A.J.A.C. Trustees in advance.

10.2.2 Local Lodge and Instructor:

All Locals covered under S.A.J.A.C. are allowed \$16,000 annually for Supplemental Welding Training. The Local Lodge receives reimbursement for materials used (e.g., welding and burning gasses, welding rod and wire) and the Instructors' hourly pay. Instructors are ineligible for additional expenses (e.g., mileage and meals). In cases of training performed by an outside entity (Red Cross, American Heart Assoc.) S.A.J.A.C. will reimburse the cost of training. In all cases, contact the S.A.J.A.C. office to ensure that the activity is eligible for reimbursement. Signed vouchers, attendance sheets, and weld test reports (where applicable) MUST accompany all requests for reimbursement.

10.3 S.A.J.A.C. Structured Supplemental Welder Training Policy 1/16/2020:

- Students participating in structured supplemental welder training may receive up to twenty-five (25) dollars per-diem for each full day (8 hours minimum) of training.
 - Students over fifty (50) miles from the training center are eligible for lodging at single occupancy.
 - Students must attend all scheduled training days for the week to receive any per-diem or lodging.
 - There is no mileage reimbursement or fuel assistance for students.
 - Classes must be structured, and students must show progression to continue training.
 - Students dismissed from class for lack of progression, attendance issues, or disciplinary reasons shall not receive per-diem.
 - All classes must be approved in advance by the S.A.J.A.C. Director.
-

10.4 Equipment Purchases:

All requests for equipment costing over \$1,000 (one thousand dollars) must be submitted to S.A.J.A.C. (in writing) for approval. Once the request is approved and the equipment is purchased, the Local Lodge must send receipts for reimbursement and the serial numbers and photos of the equipment so S.A.J.A.C. can update the Local Lodges equipment inventory.

11 SEXUAL HARASSMENT POLICY (STUDENTS)

NOTICE TO ALL APPRENTICES:

THE BOILERMAKERS NATIONAL APPRENTICESHIP PROGRAM AND THE AREA APPRENTICESHIP PROGRAMS WILL NOT TOLERATE ANY SEXUAL HARASSMENT AS PROHIBITED BY TITLE VII OF THE CIVIL RIGHTS ACT.

The Boilermakers National Joint Apprenticeship Board and the Area Apprenticeship Programs have a Sexual Harassment Policy & Complaint Procedure ("Policy"). This Policy strictly prohibits sexual harassment and sets forth a complaint procedure for any apprentice who believes they have been subjected to or witnessed sexual harassment. Each apprentice shall be provided a copy of the Policy upon beginning their apprenticeship. The Area Coordinator or Director is responsible for ensuring that a copy of the Policy is made available to each apprentice. A record of receipt and acknowledgment shall be maintained in offices of the Area Program. **The Area Coordinator or Director is responsible for seeing all apprentices sign the "Acknowledgement and Agreement to Be Bound" on the last page of the Policy.**

This Policy shall be posted at the B.N.A.P. offices and each Area Apprenticeship Program office. A copy of the Policy shall also be posted at each training facility and classroom space operated or utilized by the B.N.A.P. and/or the Area Programs. To the extent, the facility is owned by an entity other than the Area Apprenticeship Program, permission to post this Policy shall be requested from the owner. Additional copies of the Policy are available upon request.

You are encouraged to review the Policy and submit any questions or suggestions you may have regarding it to any member of the Boilermakers National Joint Apprenticeship Board or the Area Apprenticeship Committees. You may also submit questions and suggestions to the National Coordinator or your Area Coordinator/Director. In addition to utilizing the complaint procedure set forth in the Policy, you also have the right to file a complaint of sexual harassment with the Equal Employment Opportunity Commission ("E.E.O.C."). To obtain additional information about filing an E.E.O.C. complaint, or to locate the E.E.O.C. office nearest you, you can visit the E.E.O.C.'s website at www.eeoc.gov.

Michael P. Bray
Chairman
Boilermakers National Joint
Apprenticeship Board

Lawrence J. McManamon
Secretary
Boilermakers National Joint
Apprenticeship Board

SEXUAL HARASSMENT POLICY & COMPLAINT PROCEDURE

I. PURPOSE

This Policy has been adopted by the Boilermakers National Joint Apprenticeship Board and each of the Area Apprenticeship Programs Committees to:

- (1) define their Policy regarding sexual harassment directed at, or engaged in by, any of their apprentices, or service providers,
- (2) to prohibit such sexual harassment in all its forms, and
- (3) to provide a method of redress for apprentices who believe that they have been victimized by or witnessed such harassment while apprenticing in the Boilermakers National Apprenticeship Program ("B.N.A.P.") and/or any of the Area Apprenticeship Programs.

II. COVERAGE

This Policy applies to all apprentices. For the purposes of this Policy, apprentices shall include all pre-apprentices, apprentices, and "helpers" in B.N.A.P. and any of the Area Apprenticeship Programs.

III. SEXUAL HARASSMENT DEFINED

Under Title VII of the Civil Rights Act of 1964, there are two types of sexual harassment, both of which are prohibited by this Policy. The first is when an apprentice is required to submit to unwelcomed sexual advances (either verbal or physical) as an explicit or implicit term or condition of apprenticeship, or when such submission is used as a basis for making decisions affecting the apprentice. The second type of harassment occurs when an individual is subjected to sufficiently severe or pervasive verbal or physical deprecation, explicit derogatory statements, or discriminatory remarks based on that person's sex such that a reasonable person in the circumstances would find the environment to be hostile or abusive. This applies to harassment by fellow apprentices.

IV. PROHIBITION OF SEXUAL HARASSMENT

BNAP and the Area Apprenticeship Programs believe that sexual harassment is a form of misconduct that undermines the integrity of the apprenticeship and training relationship, debilitates morale, and, therefore, interferes with effective apprenticeship and training. B.N.A.P. and the Area Apprenticeship Programs will not tolerate any sexual harassment of their apprentices. B.N.A.P. and the Area Apprenticeship Programs will not tolerate any adverse treatment of its apprentices because they reported sexual harassment or provided information relating to an investigation into alleged sexual harassment. It is the Policy of the B.N.A.P. and the Area Apprenticeship Programs to prevent and promptly correct any instance of sexual harassment of or by its apprentices, its employees, and/or service providers.

V. COMPLAINT PROCEDURE

A. *Filing a Complaint*

B.N.A.P. and the Area Apprenticeship Programs cannot effectively prevent or remedy sexual harassment without knowledge of its occurrence. Apprentices who believe they or another apprentice have been subjected to sexual harassment should immediately report such conduct through the Complaint Procedure described in Section V of this Policy. B.N.A.P. and the Area Apprenticeship Programs strongly encourage anyone who believes that they suffered or witnessed sexual harassment to report such harassment *before* it becomes severe or pervasive.

Complaints of sexual harassment should be submitted in writing to one or more of the individuals identified in Appendix A of this Policy. Such complaints may be hand-delivered to any of these individuals or mailed to their address in an envelope marked "Personal." The Coordinator or Director of each respective Area should ensure that any changes to the appointed individuals or contact information in Appendix A are communicated in a timely manner. Individuals who believe they have been subjected to or witnessed sexual harassment by the Chairman and/or Secretary of B.N.A.P. should submit their allegations in writing, in an envelope marked "Personal," to B.N.A.P.'s legal counsel Bill Ferguson or Michael J. Stapp (or B.N.A.P.'s successor legal counsel) at the following address: Blake & Uhlig, P.A., 753 State Avenue, Ste. 475, Kansas City, KS 66101.

All such complaints should include the following information:

1. the identity of alleged offender(s);
2. the behavior that the apprentice believes constitutes harassment, including the date(s), location(s), and the presence of any witnesses; and
3. any other information the complainant believes to be relevant or important.

In the event the alleged sexual harassment occurs during or in connection with employment with a signatory employer, all resulting claims of sexual harassment must be processed in compliance with the grievance/arbitration procedure as set forth in the applicable collective bargaining agreement (C.B.A.). The complainant should contact his/her union steward or other union representative, if he/she needs assistance in filing a timely grievance. Please note many C.B.A.s may have a short period of time within which to file a grievance. The Union responsible for processing grievances under the applicable C.B.A. shall process such grievance in accordance with the C.B.A. and in accordance with the Union's duty of fair representation.

B. Investigation of the Complaint

Immediately upon receipt of the complaint of sexual harassment, the individual who receives the complaint shall contact and promptly forward a copy of the complaint to the B.N.A.P. Chairman and Secretary and, if applicable, the equivalent trustees of the Area Apprenticeship Program and the Area Coordinator(s) or Director. In cases involving alleged harassment by the Chairman and/or Secretary of B.N.A.P., B.N.A.P.'s legal counsel will forward such complaints to the remaining members of the B.N.A.P. Board of Trustees who are not alleged to have involvement in the alleged harassment.

An individual or a committee shall be appointed to conduct a prompt, thorough, and impartial investigation of the complaint and recommend remedial action, if warranted and available under the circumstances. In no event shall the appointed investigator(s) include the alleged offender(s), nor shall the appointed investigator(s) be related to the alleged offender(s) by blood or by marriage. The investigation will include, but will not necessarily be limited to, interviews with the complainant and/or victim(s), offender(s), and witnesses.

Upon completion of the investigation, the appointed investigator or investigatory committee shall submit its findings and recommended remedial action, if any, to B.N.A.P. and/or the applicable Area Apprenticeship Committee.

C. Determinations of Sexual Harassment and Corrective Action

B.N.A.P. and/or the Area Apprenticeship Committee shall review the investigation's findings and recommendations, and (with the aid of legal counsel, if necessary): (1) make a determination as to whether sexual harassment has occurred; and, if so, (2) take any action it believes to be available and appropriate to correct such harassment and to prevent its reoccurrence. B.N.A.P. and/or the Area Apprenticeship Committee shall issue a written determination of its findings, which shall be mailed to the complainant's last known address.

If B.N.A.P. and/or the Area Apprenticeship Committee determine from the investigation that no harassment has occurred, and/or that B.N.A.P. and/or the Area Apprenticeship Committee is not the appropriate entity to remedy the alleged harassment, the results of the investigation will be reduced to writing and the complainant shall be so notified. The investigatory file shall be closed and no notation shall be made in the personnel files of either the complainant or the alleged offender.

Should B.N.A.P. and/or the Area Apprenticeship Committee determine from the investigation that sexual harassment has occurred, it shall, if appropriate under the circumstances, take any action it believes to be available and appropriate to correct such harassment and to prevent its reoccurrence, including actions that may differ from the investigation's recommendations. The complainant shall be informed of the determination and the remedial actions taken against the offender. Additionally, a notation regarding the harassment and the remedial action taken shall be placed in the offender's file.

In the event an apprentice believes he/she has been sexually harassed on a job site, they shall make their employer immediately aware and follow the employer's harassment policy. They may also file a grievance in accordance with the applicable collective bargaining agreement in effect.

D. Appeals

If a complainant or an alleged offender feels that B.N.A.P.'s and/or the Area Apprenticeship Committee's determinations and/or corrective actions are incorrect, inappropriate, or otherwise not satisfactory or sufficient, he or she may appeal such determination and/or action at the next full meeting of the National Board and/or Area Apprenticeship Committee, by filing a written "Appeal" addressed to the National Board and/or Area Committee, as appropriate. An "Appeal" must be received within 30 days of the written determination as set forth in Article V(c) of this Policy and Procedure.

E. Confidentiality & Prohibition against Retaliation

All complaints and testimony provided by individuals during the course of an investigation into allegations of sexual harassment shall be kept as confidential as possible and shall be held in a file separate from other personnel and apprentice files.

It should be noted, however, that the identity of the complainant is usually revealed to the alleged offender and witnesses during the course of an investigation into alleged sexual harassment. Nonetheless, retaliation against any apprentice for bringing a sexual harassment complaint or assisting in the investigation of such a complaint is strictly prohibited. Any employee or apprentice who believes that they are a victim of or have knowledge of such retaliation should report such conduct through this Complaint Procedure. Such a complaint shall be investigated and addressed in the same manner as a sexual harassment complaint.

Acknowledgment and Agreement to Be Bound

I have read the attached "Notice to All Apprentices," the Sexual Harassment Policy & Complaint Procedure, and Appendix A. I agree to be bound by and comply with the terms of the Sexual Harassment Policy & Complaint Procedure. I acknowledge that failure to abide by the Sexual Harassment Policy could result in discipline up to and including permanent expulsion from the Apprenticeship Program.

Print Name

Signature

Date

PERSONS WITH WHOM COMPLAINTS MAY BE FILED

TITLE

NAME

ADDRESS

BNAP

National Board Chairman	Michael P. Bray	1009 Broad Street Cinnaminson, NJ 08077
National Board Secretary	Lawrence J. McManamon	18500 Lake Rd., Ste. 210 Rocky River, OH 44116-1744
National Coordinator	Mark Wertz	12200 NW Ambassador Dr. Kansas City, MO 64163

SOUTHEAST AREA

Co-Chairman	Warren Fairley	77 Vilcom Center Dr., Suite 101 Chapel Hill, NC 27514
Co-Chairman	Ron Traxler	100 Country Club Drive, Suite 203 Hendersonville, TN 37075
Director	Eric S. Olson	3715 Upper Creek Dr. Ruskin, FL 33573-6840