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SOUTHEASTERN AREA JOINT APPRENTICESHIP COMMITTEE
(SAJAC)
New Apprentice Information

On behalf of SAJAC, we would like to take this opportunity to welcome you to the Boilermakers Apprenticeship Program. We are an organization that takes pride in having top skilled craftsmen. You will have the opportunity as an apprentice to learn the skills that have been passed down from generations of boilermakers.

When employed on the job site, please act in a responsible manner. Ensure that you follow all contractor or owner’s safety rules, this is for your own protection. Remember to always perform all work with pride, and follow instructions to the best of your ability.

Below are some facts and general information to help answer some or your questions about our many programs. This is general information only. For specifics refer to the proper text, which may be obtained from your local union hall’s office.

**INSURANCE:** - Eligibility is acquired by hours worked. It takes 350 hours in a quarter to acquire initial coverage. The contractor pays these benefits on your behalf to the fund office. Coverage will begin in the quarter after the 350 hours required. You will receive an insurance card from the fund office as soon as you are eligible. Refer to Health and Welfare booklet for specific information.

**PENSION:** - Benefits are being contributed to your pension fund currently. (Each contract area will vary on the amount). Vesting will occur after you work 1000 hours per year for 5 years. Refer to pension booklet for specific information.

**ANNUITY:** - Benefits are being contributed to this fund. (Each contract area will vary on the amount). You may borrow up to 50% of your vested balance to a maximum loan amount of $50,000.00 and only for circumstances outlined in the annuity booklet, and must be paid back under the guidelines of the Annuity Trust Fund. Refer to Annuity booklet for specific information.

**NATIONAL REFERRAL STANDARDS:** - Each local is required to have in place a referral system. You should request from your local a copy of the referral rules that you are under. You should speak with your Local Business Manager and/or Local Dispatcher to better understand how the system works and what your responsibilities are.

The following attached pages are the Apprentice Special Rules and Regulations. Please read and familiar yourself with what will be expected from you through this office. Penalties could lead to cancellation from the program.

**REMEMBER ALWAYS WORK SAFE**
GENERAL INFORMATION
Southeastern Area Joint Apprenticeship Committee

1. **MONTHLY JOB REPORTS:** Job reports are to be filled out at the end of every job and or the end of every month. Monthly Job reports must be signed by the foreman or company representative and the apprentice or they will be returned to the apprentice to get the required signatures. If an apprentice is unable to get the job report signed before he or she leaves the job the business manager may sign the report. Job reports must be mailed SAJAC will not accept faxed job reports. It’s a good practice to keep a job report in your lunch box, you never know when the lay-off may be coming and make a copy of all reports sent to SAJAC as a back-up. SAJAC sends two Progress reports a year, if you are behind on job reports and don’t get caught up during the thirty-day cycle of the progress report you will be suspended, for thirty days, from the Apprenticeship program and suspended from work. Once the delinquent job reports are received AND processed the suspension will be lifted immediately. If you do not get the job reports in before the end of the thirty-day suspension period, you will be cancelled from the Apprenticeship Program.

2. **RELATED STUDIES LESSONS:** during the term of your Apprenticeship you will need complete these lessons prior to attending Apprentice Classroom Training. You will be expected to complete and pass one chapter test per month, failure to do so will result in disciplinary action.

3. **OJT's:** After making your payment of $125, you will receive a complete set of On the Job Training Modules. To graduate from the Boilermakers National Apprenticeship Program, you MUST complete all twenty-one Modules. To be promoted from one period to the next you must complete OJT’s according to the attached “Schedule A. If your OJT module set is lost, replacements are available for $50.00 from the SAJAC office or you may download the sign-off sheets from https://sajac-boilermakers.org.

4. **PROMOTIONS:** Your progress in the program (promotion) depends on the number of hours you accumulate by working or hours granted you through “credit hours”, OJT’s completed and Related Studies lessons paid for. No apprentice will be promoted past 95% until he or she has completed the Apprenticeship Program.

5. **APPRENTICES** All apprentices will serve a probationary period of the lesser of 1,500 actual work hours or one year.

6. **VETERANS:** Enrollment in the Boilermakers National Apprenticeship Programs qualifies any veteran, who is still eligible, to receive VA benefits while enrolled in the BNAP. The SAJAC office has been certified to sign up veterans nationwide and will do so upon request of any veteran.
7. **APPRENTICE CLASSROOM TRAINING:** Each apprentice will attend a minimum of 144 hours of classroom training for four years of the Apprenticeship Program. Where you attend this classroom, training varies from Local Lodge to Local Lodge, some Locals hold their own training, SAJAC provides local training for several Locals and the remainder will go to Regional Training Centers. The main thing is that when you are notified that you are to attend class that you go, if you don’t show up, a mandatory thirty-day suspension from the Apprenticeship Program as well as from work will be imposed; two such suspensions will result in termination from the Boilermakers National Apprenticeship Program. An apprentice may be excused from class for the following reasons: 1. a personal illness or illness in the immediate family, 2. a death in the family, 3. a court date that cannot be rescheduled, These are the only excuses that will be accepted. Any apprentice who misses two days of class, comes in late two days or misses one day and comes in late another will be sent home and given a mandatory thirty-day suspension from the Apprenticeship Program as well as from work. It is SAJAC policy that all apprentices attending local classroom training be screened for drugs and alcohol. These are just a few of the rules, you will receive a complete attendance policy when you are sent to class,

8. **DISCIPLINARY POLICY:** You must be at least 18 years of age to apply to the Apprenticeship Program, therefore, you are an adult. You have been given a set of Apprentice rules to read and keep as well as a page to sign stating that you have received and read them. We don’t have that many rules but we are very serious about the rules that we do have. You have the opportunity to learn a trade that will earn you a very good living until you retire. Getting suspended or even cancelled from this program for a violation of the rules would be a waste and very foolish on your part, there are literally thousands of people that would give most anything to be in your position right now, don’t waste this opportunity.
The following special rules and regulations have been adopted by the Boilermakers National Joint Apprenticeship Board Program in conformity with Article 10 of the National Apprenticeship Standards. These rules represent the minimum levels of performance, which are acceptable to the National and Area Joint Apprenticeship Committee. While it is expected that all apprentices will exceed these minimums, those who do not will be subject to the below listed penalties.

**Probationary Period**

Apprentices employed under the program shall be subject to a tryout or probationary period of 1,500 hours of employment or one year, whichever is shorter. Full credit for time spent in the probationary period will be granted toward completion of the apprenticeship.

During this probationary period, the termination or cancellation of the Apprenticeship Agreement shall be made by the Area Joint Apprenticeship Committee at the request of either party. After the probationary period, the Area Joint Committee may cancel the agreement for due cause, such as lack of progress, lack of interest or a failure to comply with the Area Special Rules.

**BNAP POLICY: AGENDA ITEM #17 (9/16/99) REVISED 04/30/003: READMITTED APPRENTICES:** If an apprentice is cancelled for any reason, the cancelled apprentice may reapply using the regular application process a maximum of one time only and only with the recommendation of a Union Representative or Contractor Representative. If admitted through the normal application process, the readmission will require the readmitted apprentice to serve a 1,500 hours on-the-job training Probationary Period.

**SAJAC Policy 5/23/2017:**

Cancelled apprentices may be reinstated into the program upon the area office receiving a letter of recommendation from the Local Business Manager.

- Reinstated apprentices must pass a MOST Drug Screening within 48 hours of reinstatement.
- Reinstated apprentices shall resume the program from the period in which they were cancelled.
- Reinstated apprentices will serve a probationary period of the lesser of 1,500 work hours or one year. During the probationary period either the apprentice or the AJAC may terminate the Apprenticeship Agreement in accordance with Section IX of the National Standards without right to appeal.
- An apprentice may only be reinstated into the program one time under this policy.

**Program Requirements**

1. **Related Studies** (Online Course)
   
   1.1 Forty-eight (48) lessons, each having an online examination, constitutes the required studies program for Boilermaker Apprentices.

   1.2 Apprentices are required to submit tests and receive passing grades for all forty-eight (48) lessons. The related studies will be accessible online apprentices will be required to study the related study materials at home. If an apprentice fails a lesson, he/she will be required to complete the applicable related study lesson and then retest.

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1 Any time that apprentice is used it means Mechanic Trainee if the person is in the NTD Mechanic Trainee Program.
1.3 **SAJAC Policy: 5/17/2013:** All apprentices indentured on or after January 1, 2014 are required to submit and pass one Related Studies chapter test per month. An apprentice who has met all the requirements to be promoted to their next period or graduated from the Program who has not completed the Related Studies for their current period shall be held in their current period until completion of required Related Studies. Any apprentice who does not complete and pass the required Related Studies tests they are behind within the 30 days of their semiannual progress report shall be subject to disciplinary Action. (Refer to DISCIPLINARY ACTION).

2. **Classroom Requirements**

2.1 Apprentices are to receive a minimum of one hundred forty-four (144) hours of classroom training per year, for a total of 576 hours during the program. It is mandatory that all apprentices attend the required classes, which are conducted at an approved Local Training Center prior to being promoted to Mechanic. Misconduct during classes or failure to attend scheduled classes without a legitimate reason (e.g. personal sickness or a death in your family) that is acceptable to the Program Coordinators shall result in disciplinary action (Refer to DISCIPLINARY ACTION). Rules of conduct shall be posted at the training centers.

BNAP POLICY: 10/21/1992: No apprentice is to graduate from the program until he/she has completed the required hours (of training).

BNAP POLICY: 04/12/1995: The area will be advised when an apprentice attending LTC requires disciplinary action. The Training Center will advise the Area Coordinator of each incident with a recommendation. It will then be the Area’s responsibility to impose the penalty as recommended or adjusted.

BNAP POLICY: 01/29/2001: All absences (excused or unexcused) must be made up at a recognized Local Training Center. You must check with your Area Coordinator to schedule make-ups for missed time.

2.2 Apprentices who have completed the probationary period shall receive classroom and hands-on training for welding. Classroom training for welding is required during the second (2nd) and third (3rd) years. Hands-on welding will be emphasized during the fourth (4th) year.

2.3 Apprentices who have not received a welding certification from an employer or from the Common Arc Program shall not be promoted to journeyman until one of the following has been determined by the Joint Committee.

2.3.1 Receive additional training in welding sufficient to pass the required welding test to qualify for referral as a qualified welder. Hands-on training shall not exceed two hundred and seventy (270) hours.

2.3.2 All additional training in welding must be conducted at either a Local Training Center, Mobile Training Trailer or a Vo-Tec School. If it is more cost effective to send an apprentice to Vo-Tec Tec for additional training, the cost shall be paid by the area funds.

2.3.3 If it is determined at any time during the additional training that an apprentice is not capable of accomplishing the skills of a qualified welder, the apprentice may
be promoted to journeyman status with the following qualifications for job referral General Boilermaker Mechanic and Rigger.

2.4 If an apprentice fails a subject in classroom training, he/she will be required to complete the applicable related study lesson and retest, at a local classroom training facility or, at the local lodge.

BNAP POLICY FALL: 2000: The BNAP Full Board approved to require all apprentices receive the 10-hour OSHA/MOST Safety/Health Course within (6) months after an apprentice has been indentured into the program.

BNAP POLICY: Local Apprenticeship Committees that approve training credit will be required to complete the apprentice’s curriculum training at the Local Training Facility as the National Training Curriculum is a set curriculum and cannot be adjusted.

3. Monthly Job Reports

3.1 Apprentices shall submit Monthly Job Reports covering each month, whether working or not. Such reports shall be submitted in a timely manner, but in no event, more than thirty (30) days following the last day of the month covered by the report. The information required in the report shall be filled in by the apprentice including activities on the job and number of hours spent on each activity. Apprentices will then submit the completed report to the Job Supervisor (foreman or superintendent) at the end of the job or the end of the month, whichever first occurs. The Job Supervisor will check the report for accuracy, rate the Apprentice’s job performance, and sign the report as proof of accuracy and rating of performance.

3.2 Apprentices out of work during a calendar month shall submit a Report for that month stating they were out of work.

3.3 Apprentices, not a supervisor or anyone else, are responsible for completion of the Reports.

3.4 Filing an incomplete Report, failure to file a Report within thirty (30) days of the end of the month, providing false information, forging or causing to be forged a signature or name on the Report shall result in disciplinary action (Refer to DISCIPLINARY ACTION).

4. On-The-Job Training

4.1 SAJAC POLICY: 07/01/2002: In addition to all other requirements, each apprentice must complete:
Five (5) On the Job (OJT) modules before being promoted to the second year of training and pay.
Five (5) additional On the Job (OJT) training modules before being promoted to the third year of training and pay.
Five (5) additional On the Job (OJT) training modules before being promoted to the fourth year of training and pay.
Six (6) additional On the Job training modules to complete Apprenticeship Training and graduate from the Program.

This requirement only applies to the promotions from any given year in the program to the next (for example year 1 to year 2), NOT to promotions from period to period.
(for example period 1A to 1B, where applicable). Failure to complete the required On the Job training modules will delay promotion to journeyman until required OJT’s are completed.

5. **Apprenticeship Fees (revised 7/2/2015)**

5.1 Apprentices are required to pay a program fee of $125. The purpose of the payments is to offset the cost of the OJT modules and shipping.

5.2 Failure to pay fees in a timely manner shall result in disciplinary action (Refer to DISCIPLINARY ACTION).

6. **Competency/Performance Evaluation**

6.1 When apprentices are indentured into the Boilermakers National Apprenticeship Program they will be required to furnish the area committee with a self-assessment of their Boilermaker related skills using the Suggested Work Processes of the National Standards as a guide [See Exhibit #1]. The individuals must compile a portfolio of knowledge, skills and past work experience that will demonstrate competency. The portfolio must contain references from past employers, welding certificates/certifications, and past training such as vocational/technical schools. If apprentices have worked for boilermaker contractors and have had contributions paid into the Boilermakers National Pension Fund, a copy of the reported pension hours must be included in the portfolio.

6.1.1 If the self-assessment shows skills and job related competence as shown on the Suggested Work Processes of the National Standards, [See Exhibit #1] the individual will be issued the forty-eight [48] Related Studies and twenty-one [21] On-The-Job Training Modules.

6.1.2 Each Area will administer the competency test(s) as needed for apprentices that qualify between Period 1-B and Period 3-A of the program. Apprentices that qualify for the competency test will be tested no later than thirty [30] days after being promoted to Period 3- A of the program. The Test will be administered by a qualified instructor and an employer representative. It shall be the discretion of the area committee to determine at what period of the program the test will be administered.

6.1.3 Apprentices that pass the competency test(s) for any skill or group of skills listed on the Suggested Work Processes will be awarded credit hours as listed under each of the group(s), and be given credit for classroom related subjects. Related studies for the suggested Work Process Group will be waived.

6.2 The Competency/Performance Test has been developed by the BNAP consisting of Suggested Work Processes. [See Exhibit #1]

6.2.1 Forty [40] written multiple-choice items will be selected at random from a bank of multiple-choice items about each specific subtitle of the Suggested Work Progress.

6.2.2 Twenty-five [25] discussion steps will be administered to the apprentice by asking them the appropriate questions relative to the specific subtitle of the Suggested Work Progress. The questions will be selected at random from a bank of discussion items.
about each specific subtitle of the Suggested Work Progress.

6.2.3 Fifteen [15] performance steps will be administered to the apprentice by having the apprentice actually perform the steps using the necessary tools and equipment. The performance steps will be selected at random from a bank of performance items about each specific subtitle of the Suggested Work Progress.

7. Local Joint Referral Rules

7.1 A copy of the Local Joint Referral Rules will be included in the Apprentice indenture package and presented at the time Apprentices sign the apprenticeship agreement.

7.2 Apprentices shall comply with the Local Joint Referral Rules. Violations of the Referral Rules will result in disciplinary action under Articles 8 and 9 of the Rules.

7.3 Apprentice removed from the referral out of work list under article 8.5 of the rules (serious or chronic misconduct) shall be terminated from the apprenticeship program.

BNAP POLICY: 04/07/1994: INDENTURED APPRENTICES SIGNING OUT-OF-WORK LISTS (REVISION #1) Each apprentice will be indentured in the geographical area of the Local Lodge in which he/she applied for admission to the program. The apprentice shall be eligible to sign the out-of-work list of that Local Lodge only. Referrals to job sites outside the geographical area of the Local Lodge must come through the Business Manager of the Local Lodge in which the apprentice is indentured. Any reasonable request made by an apprentice to work in another Local will not be withheld. All Business Managers are to notify MOST when apprentices are available to travel and MOST, by circular letter, will notify the locals of availability of apprentices. Apprentices are to be notified of this policy and informed that failure to comply with this policy can result in discipline, and including, cancellation from the program.


7.4 Any violation of Section 8 of the Uniform Referral Standards during the probationary period shall result in automatic cancellation of the apprenticeship agreement absent any grievance or dispute.

7.5 Any violation of Section 8 of the Uniform Referral Standards, other than during the probationary period, shall result in a suspension of the apprentice from the Apprenticeship Program for the term of the referral suspension absent any grievance or dispute.

7.6 Three violations of Section 8 of the Uniform Referral Standards in any twelve-month period shall result in automatic cancellation of the apprenticeship agreement absent any grievance or dispute.

BNAP POLICY 10/29/1998: REFERRAL: All apprentices are required to comply with the applicable provisions of the Local Joint Referral Rules (copy must be given to each
apprentice when indentured) and a copy of which must be on file at the area coordinator’s office. Apprentices will be suspended or terminated from the program under the National Program for:

A. When an apprentice is disciplined for violations of the Local Joint Referral Rules, the local Business Manager will immediately file a report with the Area Apprenticeship Office along with supporting documents advising of the reason(s) and what referral suspension was applied.

Apprentices may not refuse a work referral except for compelling reason. Each refusal shall be so noted and the Local Business Manager will immediately file a report with the Area Apprenticeship Office along with supporting documents advising of reason(s) for refusal.

B. An apprentice that is refused employment for just cause (subject to different employers within a one (1) year period is cause for termination from the program. It will be the responsibility of the Business Manager to immediately send a report to the Area Coordinator’s Office along with supporting documents advising of the reason(s) for the refusal(s).

C. Chronic violations of the Local Joint Referral Rules are cause for termination from the program. All reports will be filed immediately as the infractions occur. Apprentices have the right to submit a referral dispute to the Local Joint Referral Disputes Committee in keeping within the Rules. The Area Apprenticeship Committee should refer all apprentices’ referral dispute back to the Local Business Manager unless (C and/or D) of the above rules have occurred.

Upon being re-admitted to the Apprenticeship Program after a cancellation, the re-admitted apprentice shall serve the first 90 (ninety) days of his/her one year probation at Period 1 for wage purposes. Thereafter the apprentice shall be placed at the highest period for which he/she is otherwise eligible. The apprentice may establish his/her hours by supplying a detailed statement from the Boilermakers Blacksmiths National Pension Trust.

8. **BNAP Drug Testing**

8.1 Apprentice applicants selected for indenture will be given a copy of the MOST Drug & Alcohol Policy & Procedures.

8.1.1 The Area/National Coordinator shall notify the MOST office by FAX or E-mail the name, social security number, address, home phone number, local number, date indentured, date graduated and date terminated of all apprentices and mechanic trainees.

8.1.2 Apprentice applicants selected for indenture, probationary apprentices, and non-probationary apprentices will be required to comply with Article 5.1 and Article 7.8 of the Exclusive Referral Procedures. A probationary apprentice will be automatically terminated if he/she tests positive and the probationary apprentice will not be eligible to reapply for admission to the program for a period of two years except the terminated probationary apprentice may reapply after a period of 6 months from the date of termination if he/she has completed a bona fide rehabilitation program and/or otherwise complied with the recommendation or instructions of the [MOST Programs] MRO. The Area Coordinator will be responsible for advising the apprentice of his/her termination and his/her options with respect to his/her termination and his/her options.
with respect to reapplying.

8.1.3 The Local Business Manager is required to file a referral suspension with the area apprenticeship office each time an apprentice fails to comply with Article 5.1 and Article 7.8 of the Exclusive Referral Procedures.

8.1.4 Apprentices may be drug/alcohol tested while attending the National or Local Training Centers for Post-Accident, Incident, Reasonable Suspicion or cause.

8.1.5 The drug/alcohol screening shall be conducted using the procedures, vendor, independent testing laboratory and/or the medical review officer of the MOST Drug Screening Program.

8.1.6 Apprentices shall be drug/alcohol tested while attending Local Training Centers using procedures, vendor, independent testing laboratory and/or the medical review officer of the MOST Drug Screening Program. All drug/alcohol testing shall be viewed testing.

8.2 Post-Accident/Incident

8.2.1 When a drug/alcohol test is required due to a Post-Accident/Incident that occurs while attending the National or a Local Training Center, the national or local instructor will notify the national or area coordinator and the national or area coordinator will notify the MOST office with the required information, such as name, address, etc.

8.3 Cause

8.3.1 Any indentured apprentice shall be subject to drug or alcohol testing, for cause, for any of the following reasons.

8.3.2 Involvement in, or causing, an incident or accident while attending class at the National Training Center or local training center, while using a Transportation Service to and from school, or while staying in a Hotel during school attendance which causes or could have caused injury to employees, apprentices, or other individuals, or which causes or could have caused destruction or damage to property.

8.3.3 Observed behavior, which is unusual under the circumstances, or different from the individual’s normal behavior, which indicates or could indicate impairment or drug/alcohol abuse.

8.3.4 Observed behavior must be witnessed by at least two [2] individuals.

8.4 Alcohol Testing

8.4.1 Alcohol testing shall be conducted in keeping with the Health and Human Services Guide dated January 1, 1995.

8.5 Suspension/Termination

8.5.1 Apprentices testing positive for Post-Accident/Incident or Cause while attending the National or a Local Training Center shall result in disciplinary action as determined by the National or Area Committee.
8.5.2 In the event an apprentice appeals a suspension/termination from the program due to a positive result, the MOST office shall release the apprentice(s) record(s) in question to the Area Committee and National Board. The Area Coordinator and/or the National Coordinator shall request the Records in writing with a copy of the signed (BNAP DRUG TEST CONSENT FORM) attached.

8.5.3 The information released from the MOST office shall be kept separately, stamped confidential and protected from disclosure to the fullest extent allowed by law. It shall be filed as confidential medical records protected by law.

8.6 Policy Changes

8.6.1 All BNAP Policy changes that relate to drug/alcohol testing procedures must be reviewed and approved by the MOST Board of Trustees to insure there is no conflict in administering the program exists.

8.7 Consent and Information Release Form:

8.7.1 All apprentices indentured into the program must sign the BNAP Consent and Release Form at the time they sign the Apprenticeship Agreement.

8.7.2 Apprentices that refuse to sign the BNAP Consent and Release Form at the time they sign the Apprenticeship Agreement shall be terminated.

8.7.2.1 BNAP Drug Test Consent and Information Release Form

I understand that one of the requirements for remaining indentured in the Boilermakers National Apprenticeship Program by and through one of its area committees is to submit to alcohol and drug testing under the Drug Testing Policy of the National Program. I acknowledge having received a copy of the Drug Testing Policy of the National Program.

I further understand that failure to consent to drug testing when requested to do so will result in cancellation of my apprenticeship agreement with the National Program and any of its area committees.

I further understand that the drug testing will be conducted under the Boilermaker MOST Drug and Alcohol Policy and Procedures through an independent testing laboratory selected by MOST. I acknowledge having received a copy of the Drug and Alcohol Policy and Procedures of the Boilermakers’ MOST Program.

I authorize the independent testing laboratory to release the test results to a contact person selected by the Administrator of the MOST Program and/or the medical review officer. I further authorize the contact person and/or medical review officer to release the test results to the National or Area coordinator. I understand that the National or Area coordinator will use the information in accordance with the drug testing policy of the National Program, including the release of test results to individuals who need to know in order to carry out the drug testing policy of the National Program, and I authorize him/her to do so.

8.8 Cost of Treatment
Cost of treatment and/or entry into a drug/alcohol rehabilitation program is the sole responsibility of the apprentice. The cost to the apprentice may be reduced to the extent the Boilermakers Health & Welfare Plan or the apprentice’s own health plan provides coverage, assuming eligibility. Neither the Boilermakers National Joint Apprenticeship Program nor any of its area committees, officers, agents, employees or representatives be responsible for any cost of treatment or rehabilitation.

8.9 Area Apprenticeship Rules

8.9.1 The BNAP Drug/Alcohol Policy, Procedures and any amendments or changes approved by the BNAP Board is recognized as a part of the Apprenticeship Rules.

BNAP POLICY: 08/07/1997: DRUG TESTING: Newly indentured apprentices will not be referred for employment until results of drug test are received by Area Coordinator.

BNAP POLICY 12/01/1997: MOST/MRO PROCEDURES FOR POSITIVE SUBSTANCE ABUSE DONOR: REQUIRED RETURN TO DUTY DECISIONS: If a non-probationary apprentice is cleared for a re-test and the re-test is positive the apprentice is dropped from the program.

BNAP POLICY 10/17/1998: DRUG TESTING (APPRENTICES) INTERPRETATION: When an apprentice is rejected or terminated from a job for receiving a positive result on a contractor drug test (not MOST) the following is to take place immediately:

1. The Business Manager is to notify (in writing) the Area Coordinator.

2. The Area Coordinator is to advise the MOST office and request a new C. O. C. to be sent.

3. If the apprentice tests positive, he/she is terminated from the program if probationary period.

4. If he/she is out of the probationary period, they must comply with the MRO requirements if it their first positive. If it is the second positive they are terminated from the program.

BNAP POLICY: 04/24/2000: DRUG TESTING OF PROBATIONARY APPRENTICES:
(1) A probationary apprentice will be automatically terminated if he/she tests positive and (2) the probationary apprentice will not be eligible to reapply for admission to the program for a period of two years except the terminated probationary apprentice may reapply after a period of six months from the date of termination if he/she has completed a bona fide rehabilitation program and/or otherwise complied with the recommendation or instructions of the (MOST program MRO). The Area Coordinator will be responsible for advising the apprentice of/her termination and his/her positions with respect to reapplying.

9. CREDIT HOURS

9.1 If the Area Joint Committee finds, upon examining the records of apprentices, that they have had previous practical or theoretical experience in the trade, it shall grant them advanced standing on the term of apprenticeship, subject to review. Apprentices who receive credit for previous experience shall be paid the wage rate for the period to which
such credit advances them.

9.1.1 **Revised: 05/04/2009:** Apprentices may receive up to three thousand (3,000) for previous Boilermaker, Boilermaker Sub-Journeyman, related craft or shop experience. These hours must be verified by the Boilermakers Funds Office for Boilermaker, Boilermaker Sub-Journeyman experience, the related craft pension statement or in the case of a shop, verification of hours and duties on Company letterhead with a contact phone number.

9.1.2 Apprentices may receive up to one thousand hours (1,000) for Vo-Technical school training in the metal trades if the training is post high school and accompanied by the student’s transcript.

9.1.3 Apprentices may receive up to one thousand hours (1,000) for training in a formal welding school (Hobart, Lincoln, Tulsa etc.)

9.1.4 Apprentices may receive up to one thousand hours (1,000) for a two-year college degree.

9.1.5 Apprentices may receive an additional one thousand hours (1,000) for a four-year college degree.

9.2 In addition to the previous practical or theoretical experience in the trade, the Area Joint Committee will grant a maximum of fifteen hundred hours (1,500) to an apprentice based on the following:

9.2.1 Welding Test:

9.2.1.1 Plate [SMAW]: 250 hours
9.2.1.2 Tube Backing [SMAW]: 500 hours
9.2.1.3 Tube/ Pipe Open Butt [SMAW]: 750 hours
9.2.1.4 Tube 6G Position [TIG/SMAW]: 1000 hours
9.2.1.5 Maximum hours for a tube welding and Plate (SMAW) tests will not exceed one thousand hours (1,000) and in the case of the Plate test, the apprentice must be certified by a contractor or Common Arc, and in the case of the tube test the apprentice must be certified by Common Arc.

9.2.1.6 An additional five hundred hours (500) may be granted for a GMAW (Gas Metal Arc Welding) or Flux-Core plate test certified by a contractor or Common Arc.

9.2.1.7 In addition to passing the welding test he/she must have completed the OJT Tasks as it relates to the welding process.

9.2.1.8 The OJT modules must be checked off on the job or in a simulated condition at a BNAP approved training center.

9.3 Rigging:

9.3.1 In addition to the previous practical or theoretical experience in the trade the Area Joint Committee will grant a maximum of seven hundred fifty hours (750) maximum to an apprentice based on the following:

9.3.2 The apprentice must have completed and passed all four of the M.O.S.T. Supplementary Rigging Modules.
9.3.3 In no case, shall an apprentice receive more than three thousand (3,000) hours of credit for any reason.

9.3.4 These credit hour rules apply to all apprentices indentured in the Southeastern Area Joint Apprenticeship Committee.

SAJAC Policy 04/04/2014: Apprentices will receive credit hours for welding certifications upon being indentured into the area program.

9.3.5 No credit hours of any kind will be applied unless the apprentice has completed all his/her academic studies (4 years of Apprentice Classroom Training and 21 OJT modules).

9.3.6 No credit hours of any kind will be applied until the apprentice is within the applicable credit hour range of accruing six thousand hours (6,000). For example: if the apprentice has completed his/her academic studies and has applied for seven hundred fifty (750) rigging hours, that apprentice will not receive those hours until he/she reaches five thousand two hundred and fifty hours (5,250) for a total of six thousand hours (6,000).

SAJAC Policy 07/02/2015: Special Advancement for Common Arc Certified Welders. Apprentices with SMAW welding certifications are to be advanced to the period of 80%, apprentices with FCAW or GMAW welding certifications are to be advanced to the period of 85%, apprentices with 6g tube GTAW and SMAW welding certifications are to be advanced to the period of 90%.

10. Disciplinary Action

10.1 When violations occur regarding Classroom Requirements, Monthly Job Reports, and Apprenticeship Fees, the area coordinator shall mail apprentices a semi-annual progress report stating each violation or suspension.

10.1.1 Each offence shall result in a 30-day suspension from work.

10.2 The progress report will advise that the apprentice has thirty (30) days from receipt of the report to comply with the requirements. Failure to comply within thirty (30) days will result in suspension from work.

10.3 The suspension will remain in effect until the requirements are met have the suspension lifted, or until committee action to terminate the apprenticeship agreement.

10.4 A copy of the Progress Report and or suspension notice shall be sent to the Local Business Manager advising of the suspension.

10.4.1 The Business Manager shall have the apprentice removed from the job if employed.

10.4.2 The apprentice shall not be allowed to register on the out-of-work list until the business manager has been notified by the area coordinator that the suspension has been lifted.

10.4.3 If the apprentice is on the out-of-work list his name is to be removed and not allowed to register until the business manager has been notified by the area coordinator that the suspension has been lifted.
10.5 Apprentices that receive four (4) suspensions for violations of apprenticeship program requirements within a two (2) year period will be terminated from the program.

10.6 Apprentices shall be cancelled for any suspension incurred during the probationary period except for suspensions for late or missing monthly job reports incurred during the semi-annual progress report cycle.

10.7 Any apprentice reported to be in violation of the B.N.A.P. policy on hotel conduct shall be suspended pending review of the Committee. Upon review of the apprentice’s violation the Committee will determine the appropriate disciplinary action up to and including the termination of the Apprenticeship Agreement.

11. Notification of Terminations

11.1 All letters of terminations shall be issued by the Area Coordinator at the request of the Area Joint Committee after the review and approval of the Area Joint Committee. The termination notice to the apprentice will contain the reason(s) for the termination and the appeal procedures in case the apprentice should desire to appeal the Area Joint Committee’s action.

11.2 A copy of all terminations will be sent to the current local business manager.

12. Appeal Procedures

12.1 Except for Referral Rules related discipline, an Apprentice may appeal any imposed suspension or termination only in the following manner:

**NOTE:** Probationary Period Apprentices do not have appeal rights regarding Termination (See Area Standards, Article VIII, Probationary Period).

12.1.1 By written appeal to the Area Apprenticeship Committee mailed by registered or certified mail to the Area Coordinator within thirty (30) days of the date of mailing of the notice of the discipline to the Apprentice. Failure to appeal in this manner shall be a waiver of any rights to appeal the discipline imposed.

12.1.2 Within fifteen (15) days of receipt of the Apprentice’s written, mailed appeal, the Area Coordinator shall mail to the Apprentice’s last known address, notice of the date, time and place of a hearing before the Area Apprenticeship Committee. The hearing shall be scheduled no sooner than fifteen (15) days from the date of mailing of the notice of hearing.

12.1.3 At the hearing, the Apprentice will be afforded the opportunity to refute the allegations, which form the basis of the discipline appealed. The Apprentice shall represent him/herself and is responsible for bringing any evidence or witnesses that the Apprentice deems necessary to dispute the discipline.

12.1.4 The Area Apprenticeship Committee shall mail a written decision to the Apprentice at the last known address within fifteen (15) days of the adjournment of the hearing.

*BNAP POLICY: 08/22/2005: Cancelled apprentices may no longer appeal to the Boilermakers National Apprenticeship Program. Effective date: June 01, 2005.*
13. Acknowledgement of Receipt

13.1 By signing the training agreement, I understand that I have access to the latest copy of the Boilermakers Area Apprenticeship Committee Regulations and Disciplinary Action booklet at https://sajac-boilermakers.org/downloads.html. I understand it is important that I read and understand the contents of this booklet because violation of the Regulations set forth in this booklet can result in my suspension and/or termination from the Apprentice Program.

ADDITIONAL POLICIES:

US DEPARTMENT OF LABOR POLICY: No apprentice will be allowed to be signed to (2) Apprenticeship Programs Simultaneously.

BNAP POLICY: Apprentices who have exceeded the 6,000-hour requirement to graduate from the Program will be afforded 6 months to complete the remaining requirements. Failure to complete the remaining requirements within the 6 months will result in the termination from the program.

Leave of Absence Policy for Apprentices

The Boilermakers National Apprenticeship Program (“Program” or “BNAP”) recognizes that apprentices may need to be absent from their training or educational obligations for various reasons. These may include issues related to an apprentice’s own medical condition or that of a family member. It is the position of the Program to accommodate this needed time-off, assuming adherence to the leave and notification obligations in this Leave of Absence Policy (“Policy”).

A request for a leave of absence must be submitted to the Area Coordinator, and must be approved by the Area Committee or the applicable Administrative Committee, if one has been established. Where the need for a leave of absence is foreseeable, the apprentice shall provide written notice at least 30 days prior to the start of the leave period. If the need for leave is the result on an emergency or other unexpected circumstances, notification shall be provided to the Area Coordinator as soon as practicable. In such circumstances, a verbal notification shortly after the onset of the leave of absence shall suffice. Should an apprentice fail to give the required notice without reasonable excuse, the Program shall be entitled to delay or deny the leave of absence request.

A request for leave shall be assessed by the respective Committee on a case-by-case basis according to the needs of the apprentice and the impact of the apprentice’s absence on the Program. In the determination of the respective Committee, the limitations on leave and notification requirements may be subject to adjustment on a case-by-case basis where necessary to reasonably accommodate an apprentice.

This policy shall be distributed to each apprentice upon indenture into the Program.

Basic Leave of Absence

In the interest of protecting the health and well-being of apprentices and their family members, apprentices who have completed their probationary period may be entitled to a leave of absence, not to exceed 12 weeks during any 12-consecutive month. Leave may be taken for any one, or for a combination, of the following reasons:

- For the birth of an apprentice’s child, or to care for the newborn child;
For placement with the apprentice of a child for adoption of foster care, and to care for a newly-
placed child;

To care for the apprentice’s spouse, child under 18, or parent (but not in-law) with a serious
health condition

For the apprentice’s own serious health condition which makes him or her unable to perform one
or more of the essential functions of the on-the-job training or educational requirements.

For any “qualifying exigency” (including attending military events, arranging for alternative
childcare, addressing financial and legal arrangements, and attending counseling sessions)
resulting from the fact that the apprentice’s spouse, son, or parent is a military member on active
duty or is on call-to-active duty status as a member of the military reserves.

For purposes of this policy, a “serious health condition” shall generally mean an absence of more
than three consecutive days caused by a condition requiring treatment and which renders the
individual unable to do his normal activities, or any period of incapacity for a chronic condition or
one requiring inpatient care.

Where requested by the Area Coordinator or Director, an apprentice seeking leave for a serious
medical condition must provide, within fifteen (15) days of the request, a certification to the Area
Coordinator supporting the need for such leave. The certification must be executed by the
apprentice’s health care provider or, if applicable, the health care provider of the apprentice’s
spouse, child, or parent. All costs for obtaining certification shall be the exclusive responsibility of
the apprentice. An apprentice requesting a leave beyond one month may be asked to submit an
additional certification for each thirty (30) days of absence if, in the discretion of the Area
Coordinator, it is necessary to establish grounds for continued leave from the Program.

Once it has been determined that the requested leave is for an approved reason, the Program will
immediately submit written notice to the apprentice of the approval and the procedures for
reinstatement into the Program. If leave is not granted, the Program shall provide written notice of
the reasons why.

Upon a return to work at the end of a leave taken because of a serious health condition, an
apprentice must provide medical certification to the Area Coordinator confirming that he or she is
able to return to work. The fitness-for-duty certification must specifically address the health
condition upon which the leave was initially granted. The employee is responsible for any costs
involved in obtaining a fitness-for-duty certification. The Program shall not require any second or
third opinions for a fitness-for-duty certification.

Extended Leave of Absence Policy

Where the length of an apprentice’s anticipated leave of absence will exceed that provided by the
FMLA, or where an apprentice has already exhausted FMLA leave, he or she may be eligible to
request an additional period of job-protected medical leave as a reasonable accommodation under
the Americans with Disabilities Act (“ADA”). Where requested by the Area Coordinator, the
apprentice must submit documentation from a health care provider sufficient to establish that the
apprentice is disabled, the functional limitations of that disability, and that he or she is qualified for a
reasonable accommodation under the ADA.

If an absence is requested as a reasonable accommodation, the apprentice must provide at least an
approximation of the date anticipated for the apprentice’s return to the Program. A request for a
leave of absence without a reasonably-approximate return date may be denied. A request for
indefinite leave with no end date may not be a reasonable accommodation, as it could cause undue
hardship to the Program and prevent the apprentice from performing the essential functions of the
Program, including on-the-job training and classroom education.

The request must be provided to the Area Coordinator, and shall be assessed by the respective Committee to determine whether the grounds for leave are appropriate. Among the grounds for requesting leave from the Program as a reasonable accommodation under the ADA are the following:

- Obtaining medical treatment or therapy
- Recuperation from medical treatment, therapy, or surgery
- Obtaining repairs on an assistive device

Adjustments to this Policy may be made if, in the exclusive discretion of the Committee, they are necessary to provide a reasonable accommodation to a disabled apprentice. A request for leave may be denied if, after discussions between the Area Coordinator and the apprentice, it is determined that another effective accommodation can be provided that eliminates the need for leave.

An apprentice who wishes to continue a leave of absence for a period beyond that made in his or her initial estimate shall communicate, in writing, the reasons for continuing such leave of absence as a reasonable accommodation.

Military Leave of Absence

In compliance with the Uninformed Services Employment and Reemployment Rights Act of 1994, a leave of absence for military service shall be granted for the voluntary or involuntary performance of active duty, training, military fitness examinations, funeral honors duty, and other military obligations associated with service in the uniformed services. In most cases, an apprentice is entitled to a leave of absence not to exceed five (5) years.

The apprentice shall submit reasonable notice to the Area Coordinator detailing the military service, with start and return dates where possible. A military service order, or equivalent, must be provided. Failure to provide reasonable notice may affect your rights to return to the Program.

An apprentice returning from military service shall be reinstated to the Program at a level reflecting the experience and training the apprentice received before the onset of military service.
EXHIBIT #1

SUGGESTED WORK PROCESSES

The following are the major phases of our trade in the field erection and repair industry, and the work processes will be the application of these operations on tank and water tower construction and repair, refinery construction and repair, boiler erection and repair, nuclear reactors and reactor/boiler components erection and repair, and such work as related to our trade.

I. Care and Maintenance of tools and equipment .............................................. Hours…………. 100
   A. Learning names of tools and equipment
   B. Learning the use of tools and equipment
   C. Care and Maintenance
   D. Handing out tools and inventory

II. Rigging and Bull Gang ..................................................................................... Hours…………1,000
   A. Unloading and handling
   B. Use of Hoisting Equipment
      1. Come-along
      2. Chain falls
      3. Erecting and dismantling derricks and cranes
      4. Working with derricks and cranes
      5. Use of signals and safety
   C. Use of Tackle
      1. Block and tackle
      2. Chokers, cables and slings
      3. Proper use of knots and splicing
      4. Proper use of clamps
      5. Safety
   D. Moving pieces
      1. Rollers
      2. Levers
      3. Use of tackle, come-alongs and chain falls
      4. Safety

III. General Erection ............................................................................................. Hours.............1,000
   A. Steel Erection in our jurisdiction
      1. Designating location of members
      2. Raising in place
      3. Use of spud-wrench, bull, and drift-pins, jacks, wedges, clips and saddles
      4. Alignment
         a. Use of level, plumb, tape and rule
      5. Connecting
         a. Drilling, reaming, chipping, caulking & grinding
         b. Bolting up
         c. Welding (tack)
         d. Riveting
B. Setting drums and headers
   1. Use of hoisting equipment and tackle
   2. Use of water level, plumb and measuring devices

IV. Tube Installations ................................................................................................ Hours ................... 400

A. Entering
   1. Use of come-alongs and entering devices
   2. Lipping

B. Setting and Aligning
   1. Use of spacers
   2. Use of strong-backs

C. Getting proper stock
   1. Signals (sound and lights)
   2. Come-alongs
   3. Piece of stock
   4. Boiler code

D. Rolling
   1. Use of erectors' guides, or
   2. Proper selection of the following:
      a. Expanders, rollers, pins and mandrels
   3. Use of rolling machines
      a. Pneumatic, electric and ratchet
      b. Lubricants
   4. Use of gauges and signals
   5. Heavy tube sheets
   6. Entering and connecting baffles
   7. Testing
      a. Visual
      b. Water (use of hydrostatic pump)
      c. Air
      d. Use of gauges

V. Use of Blue-print and lay-out ............................................................................ Hours ............... 400

A. Use of prints to designate the following:
   1. Locating parts at unloading
   2. Moving parts to job location
   3. Parts to be hoisted into position
   4. Use of benchmark
   5. Symbols

B. Layout
   1. Use of precision measuring devices
   2. Marking for correction, re-cutting and fitting
   3. Directing, cutting and fitting of parts
   4. Geometric measuring of parts, tube holes, etc.
VI. Welding and Burning ........................................................................................................ Hours ...............3,000

A. Electric welding, heli-arc or other methods of machine welding..............
   1. Proper adjustment of machines
   2. Application and use of electrodes on all metals,
      Ferrous and Non-Ferrous
   3. Metal Spraying and hard facing

B. Acetylene
   1. Proper adjustment, gauges & torch
   2. Selection of tips
   3. Handling of torch and application
      a. Ferrous and Non-Ferrous metals

C. Burning
   1. Acetylene
   2. Arc (cutting and gouging)
   3. Machine Methods
   4. Adjusting and operating of equipment
      a. Ferrous
      b. Non-Ferrous

VII. Nuclear Plant Construction - Reactors ................................................................. Hours ...............100

A. Theory - Types
   1. Power
   2. Propulsion
   3. Heating

B. Research

C. Problems peculiar to Atomic Energy
   1. Those elements, which would not be covered in other sections, i.e., Radiation, Radiation Protection,
      Requirements for joints of high integrity.

VIII. Miscellaneous ........................................................................................................ Hours ...............0

A. Drilling tube holes

B. Bending and straightening tubes

C. Scaffolding

D. Other duties outside of trade

Total Hours 6,000
Section 8 of the Uniform Referral Standards

8. SUSPENSION AND REMOVAL FROM OUT-OF-WORK LISTS AND REFERRAL REGISTRATION POOLS

Any Boilermaker employee or referral applicant who receives a referral suspension shall not be referred during the suspension period by any Local nationwide except as provided in 5.8. The Local imposing the suspension shall apply it immediately by electronic posting on the Boilermaker Manpower Delivery System which will serve as notification to all locals nationwide of the individual’s name and the duration of the suspension.

Applicants referred to projects being performed under the National Transient Division Articles of Agreement, the National Transient Division Articles of Agreement covering Tank Repair and Related Work, or other agreements administered by the National Transient Division shall not be subject to referral penalties.

Boilermaker applicants serving a referral suspension shall inform any Local where they are seeking work of the suspension and in what Local it occurred. An applicant circumventing this policy by withholding the information from any Local may be found to have interfered with the exclusive referral procedures and be subject to a ninety (90) day suspension.

8.1 Twenty-One (21) Day Suspension

An individual shall be suspended from the out-of-work list or referral registration pool and ineligible to be referred for employment for a twenty-one (21) day period for any of the following:

8.1.1 Not Reporting to Job

Accepting a referral and not reporting to the job ready for work at the appointed time unless the individual has a reasonable excuse approved by the employer and Business Manager.

8.1.2 Just Cause Discharge

Discharge from employment for just cause, including absenteeism. The employer will have cause to discharge for absenteeism any employee who is excessively absent or who is absent from work for two consecutive days without prior approval or who on the second day fails to call in and notify the employer within two hours of the start of their regularly scheduled shift. In addition to the referral penalty specified herein, an employer will have cause to reject for up to six months any applicant, which it has previously discharged for excessive or habitual absenteeism as defined by the employer’s attendance policy. The employer must provide written notification of all such action to the appropriate referral facilities pursuant to Sections 11 and 12 of these referral procedures.

8.1.3 Unauthorized Quit

Quitting or leaving a job without approval from the employer and Business Manager. Such approval shall not be unreasonably withheld if the individual can be replaced by
Section 8 of the Uniform Referral Standards

another with similar skills or otherwise without undue hardship to the employer. If requested, the employer shall timely notify the individual in writing of the reason that such approval was withheld. Approval by the employer shall be reduced to writing and forwarded to the Local for its records. An employer may regard an employee who is absent from work as described in 8.1.3 above as having constructively quit employment without approval. The employer must provide written notification of all such action to the appropriate referral facilities pursuant to Sections 11 and 12 of these referral procedures.

8.1.4 Failed Drug / Alcohol Test

Referral applicants refused employment or employees discharged by employers for failing a drug/ alcohol test on any job where testing is required or discharged for failing an initial/ annual MOST drug test shall be suspended from the applicable out-of-work list/pool for a minimum of twenty-one (21) days and shall not be allowed to re-register until passing a drug/ alcohol test within five (5) days prior to the date of registration. Such test shall meet the requirements of the MOST drug screening procedure.

8.1.5 Imposition and Appeal of Twenty-One (21) Day Suspension

All suspensions imposed pursuant to Section 8.1 of these Rules shall be immediately imposed and applied against the individual in question. It shall be the responsibility of the referral agent to advise any registrant or applicant for registration on the out-of-work list of any such suspension. The individual shall have the right to file a timely dispute or grievance, whichever procedure is applicable, challenging the propriety of the suspension imposed. However, such suspension will not be held in abeyance pending exhaustion of the grievance and/or dispute procedure. The time period for invoking the applicable procedure shall begin to run when the affected individual is reasonably notified of the suspension or circumstances requiring a suspension pursuant to 8.1 of these Rules.

8.2 Thirty (30) Day Suspension:

An individual shall be suspended from the out-of-work list or referral registration pool and ineligible to be referred for employment for a thirty (30) day period for a second discharge from employment for just cause within a six (6) month period.

8.3 Ninety (90) Day Suspension:

An individual shall be suspended from the out-of-work list or referral registration pools and ineligible to be referred for employment for a ninety (90) day period for the following:

8.3.1 False Referral Information

Intentionally supplying the Local referral agency with false data, records, or other information used to establish qualification for registration and/or referral.

8.3.2 Three (3) Discharges in A Year
Section 8 of the Uniform Referral Standards

Three (3) discharges from employment for just cause within any twelve-month period.

8.3.3 Assault and / Or Battery

Discharge from employment obtained under the auspice of the exclusive referral procedures for unlawful assault and/or battery.

8.3.4 Interference with Hiring Hall

Intentional interference with proper operation of the exclusive referral procedures by obtaining or seeking to obtain bargaining unit employment with a signatory employer directly, in circumvention of the exclusive referral procedures, or by any other act calculated to circumvent and/or disrupt efficient, fair and equitable operation of the exclusive referral procedures.

8.3.5 Illegal Strike Activity

Involvement in any illegal strike or any work stoppage, slowdown, or other misconduct intended to effect a curtailment of work in violation of the no strike obligation of the Collective Bargaining Agreement. Insistence upon recognition of any picket when such is in violation of a no strike obligation in the applicable Collective Bargaining Agreement.

8.3.6 Placement On Secondary List

In addition to the ninety (90) day suspension set forth herein, Primary list applicants receiving a suspension under Article 8.3 shall be reduced to Secondary list status for a period of twelve (12) months.

8.4 Imposition and Appeal of Thirty (30) and Ninety (90) Day Suspensions:

8.4.1 Notice

Any individual against whom a suspension is prospectively to be applied pursuant to the foregoing provisions of 8.2 and 8.3 shall be first given notice and opportunity to have the propriety of such suspension considered through timely invocation of the appropriate grievance and/or dispute procedure. The time period for invoking the applicable procedure shall begin to run when the affected individual is reasonably notified of the suspension or circumstances requiring a suspension pursuant to 8.2 or 8.3 of these Rules. No such suspension will be implemented against any individual except upon a final determination as to the propriety of such suspension in accordance with the appropriate grievance or dispute procedure or upon default or waiver by the individual of his right to grieve or dispute the matter in a timely fashion.
Section 8 of the Uniform Referral Standards

8.4.2 Appeal

It shall be the responsibility of the referral agent to advise a registrant or an applicant for registration on the out-of-work list or referral registration pool of any prospective suspension then outstanding. Assuming that applicable time limits have not yet expired, the registrant or applicant for registration must, at that time, make an election either to initiate the appropriate procedure or waive any right to do so. Failure to invoke the applicable procedure in a timely fashion will, in any event, constitute default. If the appropriate procedure is initiated in a timely fashion, imposition of any suspension will be held in abeyance pending a final determination pursuant to 8.4.4 below.

8.4.3 Waiver of Appeal

If the registrant or applicant for registration waives invocation of the appropriate grievance or dispute procedure, or defaults, the suspension will become effective and will be applied immediately to one who is then registered and applied against any other upon registration or termination of current employment.

8.4.4 Referral Pending Appeal

Should a registrant or applicant for registration elect to contest in a timely fashion any action which may lead to a suspension pursuant to 8.2 or 8.3, then such individual will be registered on the out-of-work list or referral registration pool and be considered eligible for employment during the pendency of such grievance or dispute. Should any suspension be ultimately determined appropriate as against that individual by virtue of a final decision achieved through either the appropriate grievance or dispute procedure, then such suspension will be applied immediately against that individual if then registered, or upon registration or termination of current employment.

8.5 Imposition of and Appeal from Sanctions for Serious or Chronic Misconduct:

8.5.1 Nature of Penalty

Misconduct demonstrating an individual’s unsuitability for further employment as a field construction Boilermaker (e.g. acts of violence, sabotage, job site theft, serious and chronic violations of referral rules) will be referred to the National Joint Rules and Standards Committee for consideration and recommendation. Such misconduct may be cause for more serious disciplinary action up to and including permanent removal from all out-of-work lists and referral registration pools in conformance with the Uniform Referral Standards.

8.5.2 Notice

Should the National Joint Rules and Standards Committee be caused to believe that an individual has in accordance with the preceding paragraph, demonstrated himself unsuitable for further employment as a field construction Boilermaker, the committee shall advise the individual in question in writing of its tentative conclusions and provide a reasonable opportunity for such individual to show cause why serious disciplinary action up to and including permanent removal from all out-of-work lists

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and referral registration pools in conformance with the Uniform Referral Standard should not be imposed.

8.6  **Grievances and Referral Disputes:**

In the operation of these exclusive referral procedures, referral suspensions may be imposed either as a direct result of employer action or by ministerial action of the referral agent in the course of administrating the provisions of exclusive referral procedure.

8.6.1  **Grieve Employer Action:**

If the suspension would not be imposed but for action taken by an employer, such employer action and related suspension must be grieved through the basic grievance procedure of the applicable collective bargaining agreement. (e.g. a discharge for asserted just cause and related twenty-one (21) day suspension).

8.6.2  **Dispute Hiring Hall Action:**

If the suspension is otherwise imposed as the result of ministerial action of the referral agent, such is properly the subject of the referral disputes procedures (e.g. Failure to properly offer referral) as are all complaints concerning fair, equitable, and nondiscriminatory operation of the referral procedures.

8.6.3  **Cumulative Suspensions:**

If an individual grieves an employer action, the consequences of which could include a suspension of cumulative duration (thirty (30) and ninety (90) day suspensions for repeated discharge for just cause), such circumstances will be reviewed by the Local Joint Referral Disputes Committee upon exhaustion of the basic grievance procedure and prior to imposition of any cumulative suspension.

8.6.4  **Rescission or Modification of Suspensions:**

Both the employer and union representatives to the basic grievance procedure and/or the Local Joint Referral Disputes procedure, as to all matters properly presented, shall be empowered to rescind or modify any suspension as they see fit.
SEXUAL HARASSMENT POLICY

I. PURPOSE

This policy has been adopted by the Boilermakers National Joint Apprenticeship Program and each of its Area Apprenticeship Programs (“National Apprenticeship Program”) to define the policy of the National Apprenticeship Program regarding sexual harassment directed at, or engaged in by, any of their employees or indentured apprentices and to provide a method of redress for employees and apprentices who believe that they have been victimized by such harassment while employed by, or indentured in, the National Apprenticeship Program.

II. COVERAGE

This policy applies to all employees employed by, and apprentices indentured in, the National Apprenticeship Program.

III. POLICY

The National Apprenticeship Program believes that sexual harassment is a form of misconduct that undermines the integrity of the employment relationship and of the apprenticeship and training relationship, debilitates morale and, therefore, interferes with work effectiveness and effective apprenticeship and training. Sexual harassment of employees and/or indentured apprentices will not be tolerated and the National Apprenticeship Program will attempt to effectively deal with any complaints of alleged sexual harassment of, and by, employees and indentured apprentices.

IV. DEFINITIONS AND GUIDELINES

The courts generally recognize two types of sexual harassment. The first is when an employee or an apprentice is required to submit to unwelcome sexual advance (either verbal or physical) as an explicit or implicit term or condition of employment, or apprenticeship, or when such submission is used as a basis for making decisions affecting the employee or the indentured apprentice. The second type of harassment occurs when an individual is subject to repeated and unwarranted verbal or physical deprecation, explicit derogatory statement, or discriminatory remarks based on that person’s sex, and these actions and remarks are so pervasive that a reasonable person in the circumstances would find the employment environment, or the apprenticeship and training environment, hostile or abusive. This applies to harassment by co-workers and fellow apprentices.
V. COMPLAINT PROCEDURE

The National Apprenticeship Program cannot effectively prevent or remedy sexual harassment without knowledge of its occurrence. Employees employed by, or apprentices indentured in, the National and/or Area Program who believe they have been subjected to sexual harassment are requested to state their allegations in writing to one or more of the following: (SEE ATTACHED TITLES, NAMES AND ADDRESSES).

Such complaints may be hand-delivered to any of these individual, sent to their address, or may be sent the offices of the National Training Center, 1017 N. 9th Street, Kansas City, Kansas 66101, with the envelope marked “Personal.” All such complaints shall identify the alleged offender(s) and the behavior that the employee, or indentured apprentice, believes constitutes harassment.

Immediately upon receipt of the complaint of sexual harassment, the individual who receives the complaint shall contact the National Board Chairman and Chairman of the applicable Area Committee and promptly forward a copy of the complaint to them. They shall then appoint an individual or a committee to investigate the complaint and recommend remedial action, if warranted. The investigator(s) shall not include the alleged offender.

The investigator or investigatory committee shall immediately begin the investigation. The investigation conducted will include, but will not necessarily be limited, to interviews with the complainant, offender, witnesses and peers of the offender and complainant. In the case of a complaint by an indentured apprentice alleging sexual harassment on the job site, the investigator(s) may enlist the assistance of Local or International union representatives(s) and employer representatives(s) in investigating and resolving the complaint, including taking appropriate disciplinary action against the offender(s) not employed by, or indentured into the National Apprenticeship Program.

The testimony provide by all individuals in the course of the investigation shall be kept confidential and held in a file separate from all individuals’ personnel and/or indentured apprentices file. Any employee, or indentured apprentice, bringing a sexual harassment complaint or assisting in the investigation of such complaint will not be adversely affected in terms and conditions of employment, or apprenticeship and training, nor discriminated against in any fashion because of the complaint or assistance in the investigation thereof.

Following the committee’s investigation, a determination shall be made by the National Apprenticeship Board and/or Area Apprenticeship Committee, with the aid of legal consultation, if necessary, whether sexual harassment has occurred. If the National Board and/or Area Apprenticeship Committee determines that no harassment has occurred, the results of the investigation will be reduced to writing and presented to the full Apprentice Board and/or Area Apprenticeship Committee. The complainant shall be so notified and the
investigatory file and report from the investigating committee shall be closed, with no notation in the personnel files of either the complainant or the alleged offender.

Should the investigatory committee conclude that sexual harassment has occurred, it shall so report to the National Board and/or the Area Apprenticeship Committee and shall recommend appropriate remedial action to the National Board or the Area Apprenticeship Committee, which may adopt or alter the remedial action taken. If sexual harassment is found, a notation regarding the harassment and the remedial action taken shall be placed in the offender’s file. If the complainant feels that the remedial action taken is not satisfactory or sufficient, the complainant may appeal the final action taken to the next full meeting of the National Board and/or Area Apprenticeship Committee.

All individuals employed by, or indentured in, the National Apprenticeship Program who are alleged to have participated in harassing behavior, whether the charges are substantiated or not, and no matter what remedial action is taken, shall be counseled by the investigator(s) as to further interactions between the complainant and the alleged offender as well as the type of behavior that constitutes sexual harassment. Disciplinary action against an employee of the Apprenticeship Program, or an indentured apprentice, who is found to have engaged in sexual harassment may include immediate termination from employment with, or expulsion from, the Apprenticeship Program. If an offender is disciplined, but not terminated or expelled, and further charges of sexual harassment are later substantiated against the same individual, that individual shall be terminated from employment with the National or Area Program, or expelled from the Apprenticeship Program, as applicable.
Notice to All Employees and Apprentices

This National Board and Southeastern Area Committee Will Not Tolerate Sexual Harassment as Prohibited by Title VII of Civil Rights Act

The Boilermakers National Joint Apprenticeship Board has a policy prohibiting sexual harassment, including a written complaint procedure, which applies if an employee or indentured Apprentice believes that he/she is being subjected to harassment. Each employee and apprentice has been provided a copy of the written policy and procedure. An additional copy is available upon request.

You are encouraged to review the National Boards Policy and submit any questions or suggestions you may have. This policy or the complaint procedures set forth therein to any member of the National Board or the National Coordinator. 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. Please see attached sheet for location of the EEOC’s local office nearest you.
### PERSONS WITH WHOM COMPLAINTS MAY BE FILED

<table>
<thead>
<tr>
<th>AREA</th>
<th>CHAIRMAN</th>
<th>SECRETARY</th>
<th>COORDINATOR</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>BNAP</strong></td>
<td>Michael P. Bray</td>
<td>Lawrence McManamon</td>
<td>Mark Wertz</td>
</tr>
<tr>
<td></td>
<td>Shelby Mechanical</td>
<td>IBB</td>
<td>BNAP</td>
</tr>
<tr>
<td></td>
<td>1009 Broad Street</td>
<td>18500 Lake Rd Ste 210</td>
<td>753 State Ave Ste. 151</td>
</tr>
<tr>
<td></td>
<td>Cinnaminson, NJ 08077</td>
<td>Rocky River OH 44116</td>
<td>Kansas City KS 66101</td>
</tr>
<tr>
<td><strong>WESTERN STATES</strong></td>
<td>Larry Jansen</td>
<td>J. Tom Baca</td>
<td>Collin M Keisling</td>
</tr>
<tr>
<td></td>
<td>ARB Inc.</td>
<td>IBB</td>
<td>WSJAC</td>
</tr>
<tr>
<td></td>
<td>26000 Commercenter Dr</td>
<td>1850 Gateway Blvd Ste 185</td>
<td>PO Box 162</td>
</tr>
<tr>
<td></td>
<td>Lake Forest CA 92630</td>
<td>Concord CA 94520</td>
<td>Page AZ 86040</td>
</tr>
<tr>
<td><strong>GREAT LAKES</strong></td>
<td>John D Mooney</td>
<td>Lawrence McManamon</td>
<td>Lawrence McManamon Jr</td>
</tr>
<tr>
<td></td>
<td>Hayes Mechanical</td>
<td>IBB</td>
<td>Mark J Gustafson</td>
</tr>
<tr>
<td></td>
<td>5959 S. Harlem Ave.</td>
<td>18500 Lake Rd Ste 210</td>
<td>5666 W 95th St</td>
</tr>
<tr>
<td></td>
<td>Chicago IL 60638</td>
<td>Rocky River OH 44116</td>
<td>Oaklawn IL 60453</td>
</tr>
<tr>
<td><strong>SOUTHEAST</strong></td>
<td>Ronnie L. Traxler</td>
<td>Mark Vandiver</td>
<td>Eris S Olson</td>
</tr>
<tr>
<td></td>
<td>CBI Services</td>
<td>IBB</td>
<td>3715 Upper Creek Dr</td>
</tr>
<tr>
<td></td>
<td>14107 South Route 59</td>
<td>100 Country Club Drive, Ste 203</td>
<td>Ruskin, FL 33573</td>
</tr>
<tr>
<td></td>
<td>Plainfield, IL 60544-8984</td>
<td>Hendersonville, TN 37075</td>
<td></td>
</tr>
<tr>
<td><strong>NORTHEAST</strong></td>
<td>D. David Haggerty Jr</td>
<td>John Cammuso</td>
<td>Jason E Dupis</td>
</tr>
<tr>
<td></td>
<td>IBB</td>
<td>Babcock Power Inc</td>
<td>Stephen P Murphy</td>
</tr>
<tr>
<td></td>
<td>3201 McKnight East Dr</td>
<td>30 Stoneleigh Rd</td>
<td>297 Burnside Ave</td>
</tr>
<tr>
<td></td>
<td>Pittsburgh PA 15237</td>
<td>Worchester PA 01606</td>
<td>East Hartford CT 06108</td>
</tr>
</tbody>
</table>
The signatory parties recognize that drug abuse is an illness that creates serious problems for workers, their families, the workplace and the community; that this illness acknowledges no boundaries of age, race or socioeconomic status; that punishing the victim will not eradicate the problem; and that efforts must focus on treatment of the illness and restoration of the victim to a meaningful productive life.

The signatory parties recognize that a cooperative and constructive effort is needed to overcome the impact of drug abuse on safety, productivity, quality of work, and morale.

Also, the signatory parties recognize the keys to this effort will be the providing of education, assistance to the employees and families, encouraging the employees to receive treatment as needed, fostering and encouraging an environment which produces a high skill quality product that is “drug free”. Therefore, in implementing the principles stated above, the parties agree as follows:

1. Pre-Employment / Post Offer Testing

   The parties to this program will cooperate to accomplish a drug free environment and a safe work place. After receiving an offer of employment, but prior to assignment of such employment, all candidates for hire are required to submit to drug screening as a condition of employment. All referrals should be advised of this requirement prior to reporting to a designated location. Quick or Instant drug testing may be utilized for pre-employment testing. Refusal to submit to the drug test or a failed drug test will result in the revocation of the job offer. For onsite testing a minimum of six (6) applicants is required.

2. The substance abuse program will be conducted in keeping with the established testing procedures developed by the Department of Health and Human Services Scientific (HHS) and Technical Guidelines dated April 11, 1988, and any subsequent amendments thereto. The Laboratory shall be licensed or certified, as the case may be, by the Substance Abuse and Mental Health Services Administration (SAMHSA), the College of American Pathologists and the Department of Defense shall participate in the proficiency testing programs required by each of those respective organizations.

Drug screening and Gas Chromatography/Mass Spectrometry (GC/MS) confirmation for eleven (11) categories of drugs will be required with the following cut-off limits:
<table>
<thead>
<tr>
<th>Drug Class</th>
<th>Screening Cut-Off Limit (ng/ml)</th>
<th>Confirmation Cut-Off Limit (ng/ml)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Amphetamines – Extended – Includes Ecstasy</td>
<td>500*</td>
<td>250*</td>
</tr>
<tr>
<td>(Includes, but not limited to: Amphetamine, Methamphetamine, MDA, MDEA)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Barbiturates</td>
<td>300</td>
<td>200</td>
</tr>
<tr>
<td>Benzodiazepines</td>
<td>300</td>
<td>300</td>
</tr>
<tr>
<td>(Includes but not limited to: Valium, Librium)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Benzoylecgonine</td>
<td>150*</td>
<td>100*</td>
</tr>
<tr>
<td>(Cocaine Metabolite)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tetrahydrocannabinol / Cannabinoids***</td>
<td>50*</td>
<td>15*</td>
</tr>
<tr>
<td>(THC – marijuana metabolite)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Methadone</td>
<td>300</td>
<td>300</td>
</tr>
<tr>
<td>Opiates – Extended ****</td>
<td>300*</td>
<td>300*</td>
</tr>
<tr>
<td>(Includes, but not limited to: Vicodin, Oxycontin, Dilaudid, Darvon, Demerol, Hydrocodone)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Phencyclidine (PCP)</td>
<td>25*</td>
<td>25*</td>
</tr>
<tr>
<td>Propoxyphene</td>
<td>300</td>
<td>300</td>
</tr>
<tr>
<td>6-Acetylmorphine (6AM)</td>
<td>10*</td>
<td>10*</td>
</tr>
<tr>
<td>Creatinine</td>
<td>20mg/dl</td>
<td>20mg/dl</td>
</tr>
<tr>
<td>Alcohol, Ethyl</td>
<td>0%**</td>
<td></td>
</tr>
</tbody>
</table>

*Cut-off limits meet or exceed those established by the Department of Health and Human Services in their mandatory Guidelines for Federal Workplace Drug Testing Programs. Effective October 1, 2010 cutoff levels were modified in accordance with DOT guidelines, Federal Register 40 CFR part 40, and the US Dept. of Health and Human Services (HHS) Substance Abuse and Mental Health Services Administration (SAMHSA). In addition, MDMA testing was incorporated to be in accordance with those recommended guidelines.

**MOST considers a 0% breath alcohol as normal. Any report in excess of .02% shall be considered above the impairment level. Refer to section 12 for alcohol testing.

***MOST will NOT recognize ingestion of over the counter hemp products, or codeine products, as an acceptable medical explanation for THC positive urinalysis, or opiate positive urinalysis.

****MOST modified the opiates testing parameters September 27, 2006 to include all reactive testing for all synthetic opiates – ie: oxycontin, oxycodone, vicodin, hydrocodone, hydromorphone etc.

3. MOST has modified its policy and procedures effective November 29, 1993, in keeping with DOT guidelines and will consider all adulterated specimens as a positive drug screen. Before consideration for testing again, MOST will require a donor with an adulterated specimen to have a chemical dependency evaluation performed with a written report from the clinic or hospital sent to the MRO. In addition, all costs incurred for laboratory examination of the adulterated sample and the cost of a second test will be the responsibility of the donor.

4. Except as specified in sections 3 and 11, the MOST Drug Screening Program will pay all costs for an annual (once per 12 month period) drug screen. Annual testing will be performed on a mandatory basis. Records of such tests shall be maintained by the Independent Testing Laboratory and/or the Medical Review Officer (MRO). For all participants covered by the
appropriate collective bargaining agreement, all costs for collection, analysis, reporting, maintenance of records, and notifications shall be borne by MOST, except as specified in Sections 3 and 9. Securing the drug screen test shall be the applicant’s responsibility and shall be performed on his/her time, and at his/her expense.

5. MOST will pay all costs for an initial drug test for all individuals who do not meet the conditions set forth in paragraph 4. Initial drug testing will be performed on a mandatory basis. Records of such tests shall be maintained by the independent testing laboratory and/or Medical Review Officer (MRO). For all participants covered by an appropriate collective bargaining agreement, all costs for collections, analysis, reporting, maintenance of records, and notification shall be borne by MOST. Taking and securing the chain of custody for the drug screen test shall be the applicant’s responsibility and shall be performed on his/her time, and at his/her expense.

6. In order to reduce travel and inconvenience to the participants, the Certified Laboratory will prepare a list of approved collection stations in the jurisdiction of each participating Local Lodge. Such lists will be distributed to all appropriate parties by the MOST Program. The test will not be processed unless one of the approved collection sites is used, and the cost of the test and recollection will be the responsibility of the participant.

7. In the case of a “positive” result of any MOST test, the participant:

   a) Shall have the right to have the original sample independently retested at their expense, by a laboratory of their choice, which must meet the qualifications of the program as outlined in Section 2. If the independent retest is “negative”, the donor will be reimbursed for the cost of the independent test.
   b) If the independent retest is “positive”, the donor will be notified by the MRO, and will be required to comply with the recommendations for further evaluation or rehabilitation as directed. All expenses related to the retesting of the original sample will be forfeited.
   c) Shall have the right to secure a copy of all data relating to the test procedures and results, providing the costs of same are paid in advance to the initial testing laboratory by the participant.
   d) Will be given, with the assistance of the Medical Review Officer, support and guidance with the recommendations for further evaluation or rehabilitation upon the occurrence of the first and second not-current drug tests. A participant testing not-current for a third time must subsequently secure a negative drug screen test from a laboratory meeting the qualifications of the program as outlined in Section 2 at his or her expense, must be participating in, or have successfully completed, a supervised drug rehabilitation program and agree to take random tests as directed by the MOST Program and/or in accordance with Section 12 and 13 herein.

8. The Medical Review Officer shall be responsible for the following:

   a) Notify the tested individual of a positive result.
   b) Review and verify a confirmed positive test result.
   c) Provide the tested individual with an opportunity to discuss the reasons why their test result might be positive.
   d) Review the individual’s medical record as provided by or at the arrangement of the tested individual as appropriate.
   e) Verify the laboratory result.
f) Notify the employer’s contact person of all test results, positive and negative, if required by the Employer’s Policy and Procedures.

g) In keeping with the Boilermakers’ National Referral Rules, notify the local lodges’ contact person of all test results, positive and negative, if required by the local or area referral rules.

h) Process request for retest of original sample.

i) Participate in return to duty decisions as required. The MRO will fax/email a release form to the MOST office declaring the donor fit for retesting. The donor will then be required to pay for the retest. Upon receipt of the return to duty clearance release form the MOST office will send the donor a chain of custody form, however the donor will not be updated until payment has been received.

j) Refer individuals testing positive to the appropriate medical evaluation. The cost of the evaluation or services shall be the responsibility of the individual, reduced to the extent the Boilermaker’s Health and Welfare Plan provides coverage, assuming eligibility.

9. The MOST Trustees shall select a Certified Laboratory which meets the requirements of item (2,) and shall be responsible for implementing the drug screening tests.

10. Participants will be notified by the MOST office when they are to renew their certification. This notice will be sent by regular mail approximately one month before certification expires. It is the participant’s responsibility to return the renewal form to the MOST office to be issued proper paperwork for testing. Participants are responsible for maintaining their current status and eligibility to sign the out of work list. Failure to receive notification due to postal errors or incorrect addresses does not release an individual of their responsibility to test.

11. Random Drug Screening

a) Contractors may perform on-site specific random drug testing. Contractors will be required to notify MOST five (5) business days in advance of all random testing, so technicians can be provided at the designated time and place of the testing. Each contractor will also be required to submit a list of their employees for the computer-generated random selection process by MOST. The list must include the following; full name, social security number, craft, local, address, and phone number. In addition MOST will also test all other out of craft employees of the contractor, if so desired by the contractor, at a cost of $38.00 per test. It will be the responsibility of the contractor and Boilermaker Local Union Halls to notify MOST of any Boilermaker project which has a job duration of two (2) weeks or longer, so as to perform random testing. A minimum of six (6) applicants or eight percent (8%) of the total workforce (whichever is larger) is required, but higher percentages are recommended.

b) MOST may from time-to-time conduct random testing of applicants for referral through the MOST Boilermaker Delivery System (MBDS). MOST shall test a percentage of applicants for referral through MBDS. The percentage of applicants to be tested shall be determined by the Administrator, subject to approval by the Trustees. The particular applicants to be tested shall be selected through a computer-generated random selection process selected by the Administrator, subject to approval by the Trustees.

c) Local Lodges may from time-to-time request that MOST perform random testing of applicants for referral through the MBDS System. MOST may at its discretion test a percentage of applicants for referral through MBDS. The percentage of applicants to be tested shall be determined by the Administrator, subject to approval by the
Trustees. The particular applicants to be tested shall be selected through a computer-generated random selection process selected by the Administrator, subject to approval by the Trustees.

d) Local Lodges may from time-to-time request that MOST perform random testing of apprentices who are attending a BNAP or MOST training class. MOST may at its discretion test apprentices who are attending a BNAP or MOST training class. The percentage of apprentices to be tested shall be determined by the Administrator, subject to approval by the Trustees. The particular apprentices to be tested shall be selected through a computer-generated random selection process selected by the Administrator, subject to approval by the Trustees.

e) The employee’s copy of the chain of custody form from the random test will be proof of the donor’s test. The contractor, owners, or local may verify that a test was negative by calling the MOST Employee Verification System (EVS) at 1-800-432-5765, or by checking the website: www.mostprograms.com. The renewal date for those testing negative would be one (1) year from the date of the random test. Non-current donors must comply with the existing provisions of the MOST Policy and Procedures before being allowed to retest.

f) MOST will consider a donor’s refusal to participate in a random drug screen the same as a positive drug screen. The donor will be required to have a chemical dependency evaluation performed with a written report from the professional counselor to the MRO. In addition all expenses incurred will be the donor’s responsibility.

g) Randoms conducted at the request of an Owner, Contractor, Local, or Area Apprenticeship may be monitored if it is requested with prior approval of the MOST office.

12. Post Accident / Incident Testing – In an effort to support a contractor/owners policy for Post Accident/Incident testing, MOST will support these needs as follows:

   a) Contractors must have a MOST prepared Post Accident/Incident package. Each package will contain five (5) MOST Post Accident/Incident chain of custody forms, specimen cups, and lab packs. Only one post accident package per job site.

   b) MOST will consider a donor’s refusal to participate in a post accident/incident testing the same as a positive drug screen. The donor will be required to have a chemical dependency evaluation performed with a written report from the professional counselor to the MRO. In addition all expenses incurred will be the donor’s responsibility.

   c) If you have any questions regarding the implementation of the Random or Post Accident/Incident procedures please call 1-800-395-1089.

13. Alcohol testing – It is recommended that alcohol screening be conducted in keeping with DOT Regulations Part II, 2120 through 2127, dated February 15, 1994. MOST only recognizes Breath Alcohol Testing (BAT), with BAT Confirmations as a positive result for alcohol. Breath Alcohol Testing must be performed in conjunction with the drug testing.

14. For Cause Testing – MOST will support a contractor/owners policy in regards to “For Cause” testing. An employee shall be subject to drug or alcohol testing, for cause, for any of the following reasons:

   a) Involvement in, or cause of, an incident or an accident during contract work assignment while on owner/contractor premises, which causes or could have
caused injury to the employee or which causes or could have caused destruction or damage to owner/contractor property.

b) Based on observed behavior, which is unusual to the circumstances, or the individual’s normal behavior, which indicates or could indicate impairment or drug abuse.

c) For cause testing will be based on the contractor/owners policy, and is the responsibility of the contractor/owner.

15. Procedures for drug screening are as follows:

   a) MOST will provide the participant the proper chain of custody form for screening at an approved collection facility.
   
   b) A qualified health professional at the collection facility will require all participants to have picture identification and a completed chain of custody form issued by the MOST office.
   
   c) The qualified health professional at the collection facility will furnish the participant a receipt showing the drug screen test has been performed and is being processed.

   d) MOST will consider a donor’s refusal to provide a specimen the same as a positive drug screen.

16. Donor’s Responsibilities / Conduct

   a) It is the donor’s responsibility to update their drug free certification on an annual basis. The MOST office will notify the participants approximately thirty (30) days before expiration, but it is the participants responsibility to notify MOST of their desire to continue in the program.

   b) If a member relocates, or has a phone number change it is his/her responsibility to notify the MOST office, so that all mailings will be received by the participant in a timely manner.

   c) A donor is expected to act professionally and responsibly at the clinics when providing a specimen for testing. Any misbehavior or wrong doing will NOT be tolerated and will result in the participants record being “flagged” in the computer and the participant will not be allowed to retest until an apology is accepted by the clinic.

   d) The participant is expected to bring the chain of custody form, with all donor information typed, and photo identification with him/her to the collection site to be tested. If a donor does not have photo identification and the typed chain of custody form the donor will not be tested.

   e) MOST will consider a donor’s refusal to provide a specimen the same as a positive drug screen. The donor will be required to have a chemical dependency evaluation performed with a written report form the professional counselor to the MRO. In addition all expenses incurred will be the donor’s responsibility.

17. Employee Verification System (EVS) 1-800-432-5765 / www.mostprograms.com

   MOST has provided a service to all Construction Local Lodges and Contractors to verify a participant’s Drug Free Certification at any time, 24 hours a day, 7 days a week. This service is the Employee Verification System (EVS). All Local Lodges and Contractors contributing to the MOST Program have been given an identification number to access this system, and can verify that a participant has tested “negative” by calling the EVS number. The Local or Contractors can also get faxed verification for their records of several members or just one. The number for the EVS is 1-800-432-5765. Local Lodges
and Contractors may also verify a member’s information via the internet at www.mostprograms.com. This system is to be used to check the participant’s status prior to issuing a chain of custody to an individual. If an individual comes up “not current” a follow up call needs to be made to MOST before any paperwork can be issued. If paperwork is issued to a “not current” applicant MOST reserves the right to refuse payment for any testing administered.

18. MOST will administer drug/alcohol tests, which are necessary for an applicant for referral to register or re-register on any referral list, operated in accordance with the Uniform Referral Standards and Joint Referral Rules, applicable to the Boilermaker Exclusive Referral System.

19. The participating contractor’s in the MOST Drug and Alcohol program, in keeping with the Federal laws, must have a written company policy and procedure guide. The policy and procedure should outline things such as:
   a) The company’s participation and acceptance of the services provided to them by MOST.
   b) The company’s policy for handling a positive drug report from MOST on a current employee.
   c) The company’s random screening policy requirements, as follows:
      1) Frequency of the random drug and alcohol screenings
      2) Percentage of workforce to be tested each time.
      3) Name of company representative approved to receive drug-screening results, both negative and positive.
   d) The company’s post accident/incident policy requirements
   e) The company’s policy for handling for cause testing. Each contractor/owner must have a documented training program in place for supervisors to use to determine a need for “for cause” testing.
BOILERMAKERS SAJAC

REQUEST FOR CREDIT HOURS FORM

APPRENTICE FULL NAME  HOME LOCAL  Student ID #

Before applying you must confirm with the SAJAC Office the following:

- Completed all four (4) years of Classroom Training including all four (4) MOST Supplemental Rigging Modules
- Paid Program Fee
- Have completed all required 21 OJT’s
- Credit hours requested will equal or exceed 6,000 hours.

After all the above have been confirmed you may request credit hours. Please complete the rest of this form by checking all documents enclosed.

☐ Original Detailed Pension Statement (Previous Boilermaker experience) see 9.1.1

☐ Original Company/Contractor Letterhead (Related Shop Hrs.) see 9.1.1

☐ Vo-tech, Welding School, Two (2) year Four (4) year college degree see 9.1.2 thru 9.1.5

☐ Original Contractor’s Welding Certification see 9.2.1 thru 9.2.16

☐ Rigging Credit; completed and passed all four MOST Supplemental Rigging Modules.

Please attach all documents to this form and submit to the SAJAC Office.

SAJAC COORDINATOR ONLY BELOW THIS LINE

RECEIVED REQUEST DATE: ____________________

CREDIT HOURS GRANTED ___________  CREDIT HOURS RETURNED: ___________
PROGRESS REPORTS

Progress reports are issued twice a year. They are mailed out first week of June and December. It is the apprentice’s responsibility to contact the SAJAC office if unable to pick up their mail. All business managers are sent a copy of apprentice’s progress reports as well.

June progress report requires that NOVEMBER, DECEMBER, (previous year) JANUARY, FEBRUARY, MARCH AND APRIL (current year) must all be turned in.

December progress report requires that MAY, JUNE, JULY, AUGUST, SEPTEMBER AND OCTOBER must all be turned in.

Your General Progress is (Grade):

Excellent: 0 behind job reports or online tests
Good: 1 late job report or online test
Fair: 2 late job reports or online tests
Poor: 3 or more late job reports or online tests

Apprentices will have 30-days to get late job reports into the SAJAC Office or complete and pass all delinquent online tests. Failure to do so will cause a suspension to be issued. (You will be removed from class and/or the job site when suspended.)

Suspension notice will grant an additional 30-days to comply or they will be “cancelled” from the program.

The suspension will be on the apprentice’s permanent record. Many apprentices are cancelled each year for not sending late job reports or completing online tests before the due date.

Please check your total hours, payments and OJT tasks we have on progress report are the same as your records.

If your hours show you should be at a higher wage rate, then you are behind on either a payment and/or OJT’S. Please call the SAJAC office to confirm.
S.A.J.A.C.
Progress Report

This report is sent to inform you of your progress. A copy also goes to your Business Manager. Unsatisfactory progress will delay your promotion and if not corrected, will cause suspension or cancellation from the program. If this report shows you to be behind in job reports, payments, etc.,

YOU MUST GET IN THE DELINQUENT ITEMS LISTED AT ONCE!

To: Boilermaker, Joe T
3715 Upper Creek Dr
Ruskin, FL 33573

Report Hours

Indenture Date: 2/1/2015

You have now reported a total of 360 hours which includes 0 hours credit

Our records indicate that you are missing job reports and online courses listed below.

No Delinquent Items Listed

PROMOTIONS: You are currently a period 1 apprentice at a wage rate of 75%
You currently have completed 0 of the 21 required on the job tasks (or modules)

PAYMENTS: You have made 0 of 4 payment(s).

Your General Progress:

Excellent ☑ Good ☐ Fair ☐ Poor ☐

TO AVOID SUSPENSION or possible CANCELLATION, you MUST get the above listed delinquent item(s) in before 6/30/2015
S.A.J.A.C.
Progress Report

This report is sent to inform you of your progress. A copy also goes to your Business Manager. Unsatisfactory progress will delay your promotion and if not corrected, will cause suspension or cancellation from the program. If this report shows you to be behind in job reports, payments, etc.,

YOU MUST GET IN THE DELINQUENT ITEMS LISTED AT ONCE!

To: Boilermaker, Joe T
3715 Upper Creek Dr
Ruskin, FL 33573

<table>
<thead>
<tr>
<th>Report Hours</th>
<th>Indenture Date: 2/1/2015</th>
</tr>
</thead>
<tbody>
<tr>
<td>You have now reported a total of 0 hours which includes 0 hours credit</td>
<td></td>
</tr>
</tbody>
</table>

Our records indicate that you are missing job reports and online courses listed below:

**Delinquent Job Reports**

<table>
<thead>
<tr>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>02/2015</td>
</tr>
<tr>
<td>03/2015</td>
</tr>
<tr>
<td>04/2015</td>
</tr>
<tr>
<td>05/2015</td>
</tr>
</tbody>
</table>

**Delinquent Online Courses:**

<table>
<thead>
<tr>
<th>Course</th>
</tr>
</thead>
<tbody>
<tr>
<td>yr1-01 test</td>
</tr>
<tr>
<td>yr1-02 test</td>
</tr>
</tbody>
</table>

**PROMOTIONS:** You are currently a period apprentice at a wage rate of: %
You currently have completed 0 of the 21 required on the job tasks (or modules)

**PAYMENTS:** You have made 0 of 4 payment(s).

Your General Progress:

<table>
<thead>
<tr>
<th>Excellent</th>
<th>Good</th>
<th>Fair</th>
<th>Poor</th>
</tr>
</thead>
<tbody>
<tr>
<td>□</td>
<td>□</td>
<td>□</td>
<td>□</td>
</tr>
</tbody>
</table>

**Delinquent Online Tests**

TO AVOID SUSPENSION or possible CANCELLATION, you MUST get the above listed delinquent item(s) in before 6/30/2015
The next 6 pages are copies of the contract agreements signed by you on your indenture day.

(For your records)
APPRENTICESHIP AGREEMENT
BOILERMAKER NATIONAL APPRENTICESHIP PROGRAM

The program sponsors and the Boilermaker National Joint Apprenticeship Program agree to indenture into Boilermaker National Joint Apprenticeship Program the below-signed individual as an apprentice in the Boilermaker Field Construction and Repair Industry in accordance with the terms of the National and Area Standards of Apprenticeship of the Boilermakers National Joint Apprenticeship Program. The program sponsors agree to use their best efforts to provide placement and on-the-job training of the apprentice in the trade of Boilermaker, as work is available. In consideration therefore, the apprentice agrees as follows:

1. To diligently and faithfully attend all required classroom instruction, training and studies.

2. To diligently and faithfully pursue to completion all required on-the-job training modules.

3. To diligently and faithfully perform all work incidentals to said training during the period of apprenticeship.

4. To submit, upon request, to drug/alcohol testing and to otherwise comply with the National Program's Drug Testing Policy. (Rejection or termination from a job site is considered reasonable cause for drug/alcohol testing)

5. To cancellation of this Apprenticeship Agreement if he/she refuses to submit to drug/alcohol testing under the National Program's Drug/Alcohol Testing Policy.

6. To cancellation of this Apprenticeship Agreement if found to be medically unable to perform the essential duties and functions required by the program, subject to the provisions of American's with Disability Act.

7. To diligently and faithfully comply with the rules, regulations and standards promulgated by the Boilermaker National Joint Apprenticeship Board, the Boilermaker Area Joint Apprenticeship Committees and the Boilermakers National Joint Referral Committee and/or Local Joint Referral Rule Committees, all of which rules, regulations and standards existing at the time of the execution of this agreement and as they from time to time may be amended are incorporated herein reference.

8. That this agreement may be terminated by the Boilermaker National Joint Apprenticeship Program upon notice to the apprentice setting forth the cause(s) of the cancellation and upon notification to the registration agency and may be terminated by the apprentice upon notice to the representative of the Area Joint Apprenticeship Committee in the area in which he/she is indentured.

9. That should the apprentice become at any time suspended from the apprenticeship program and/or should this agreement be at any time terminated by the Boilermaker Joint Apprenticeship Program or the apprentice, no hours worked by the apprentice while serving his/her apprenticeship will be credited as hours as a "qualified field construction boilermaker" as referred to in the applicable Boilermaker National Referral Standards or Local Referral Rules governing registration of applicants for referral from the out of work list.

10. That this Agreement shall not create an employer-employee relationship between the Boilermaker National Joint Apprenticeship Program or any of the Boilermaker Area Joint Apprenticeship Committees and the apprentice.

It is understood and agreed that the work performed by the apprentice during the period of apprenticeship will be under the immediate direction and sole control of the employer sponsor for whom the work is performed and by whom the apprentice is employed. It is further understood and agreed that the related studies performed by the apprentice will be under the immediate direction and control of the Boilermaker National Joint Apprenticeship Board and/or Boilermaker Area Joint Apprenticeship Committee furnishing the related studies. The Boilermaker Area Joint Apprenticeship Committee in the area in which the apprentice is indentured shall have its responsibility limited solely to determining whether the apprentice so as to become eligible for retention in has satisfactorily completed the training, studies and requisite hours of work, and completion of, the Boilermaker National Joint Apprenticeship Program. It is specifically understood and agreed that the Boilermaker National Joint Apprenticeship Program, the Boilermaker National Joint Apprenticeship Board, and the Boilermaker Area Joint Apprenticeship Committees shall have no liability for any injury or illness sustained or suffered by the apprentice in connection with any training or work performed while he/she is indentured in the apprenticeship program or otherwise.
TO BE COMPLETED BY APPRENTICE:

All areas are to be completed and signed by the apprentice, the parent/guardian if a minor and the Area Committee's Representative. This agreement is to be signed by both parties before the apprentice is drug tested, medically screened and referred to a job.

X  X  X  X  X X  X
Name of Apprentice (Last, first, middle):  Local Lodge No:

X  X  X
Social Security Number:  Area Code and Telephone Number  Date of Birth:(Month, Day, Year)

X
Correct/Current Mailing Address: (Street, Route or Box Number):

X
City, State and Zip Code):

X  X  X
Signature of Apprentice:  Date Signed:

Signature of Parent/Guardian (if minor):  Date Signed:

TO BE COMPLETED BY COMMITTEE'S REPRESENTATIVE:

Place Employers Chain of Custody Bar Code Here:

Area Committee's Address: Boilermakers SAJAC  3715 Upper Creek Drive Ruskin, Florida 33573

Signature of Committee's Representative: (Area Coordinator)  Date Signed:

REVISED: August 4, 2005
Date: June 1, 2000

To: All Probationary Apprentices

From: Southeastern Area Joint Apprenticeship Committee

Subject: Drug testing of Probationary Apprentices

BNAP POLICY: Effective April 12, 2000

1. A probationary apprentice will be automatically terminated if he/she tests positive and;

2. The probationary apprentice will not be eligible to reapply for admission to the program for a period of two years; except the terminated probationary apprentice may reapply after a period of 6 months from the date of termination if he/she has completed a bona fide rehabilitation program and/or otherwise complied with the recommendation or instructions of the MOST PROGRAMS Medical Review Officer. The Area Coordinator will be responsible for advising the apprentice of the termination and their options with respect to the termination and their options for reapplying.

NOTE:

1. All other procedures as outlined in the BNAP DRUG/ALCOHOL POLICY previously approved by the BNAP Board remains the same (see apprentice Rules)

2. All Area Coordinators are required to advise probationary apprentices of the policy.

3. The MOST office is to notify the Area and National Coordinator of all positives.

NAME: X ___________________ DATE: X ________________ LOCAL: X ________

Effective Date of Policy  April 12, 2000 Revision #8
BNAP DRUG TEST/MEDICAL SCREENING CONSENT AND INFORMATION RELEASE FORM

Name: X  SS No: X  Local No: X

I understand that one of the requirements for remaining indentured in the Boilermakers National Joint Apprenticeship Program by and through one of its area committees is to:

1. Submit to alcohol and drug testing under the Drug Testing Policy of the National Program. I acknowledge having received a copy of the Drug Testing Policy of the National Program.

2. Submit to medical screening under the Medical Screening Policy of the National Program. I acknowledge having received a copy of the Medical Screening Policy of the National Program.

I further understand that failure to consent to drug testing when requested to do so and/or failure to consent to the Medical Screening Policy will result in cancellation of my apprenticeship agreement with the National Program and any of its area committees.

I further understand that the drug testing and medical screening will be conducted under the Boilermakers’ MOST Program’s Drug and Medical Screening Policy/Procedures through an independent testing laboratory and occupational clinic selected by them. I acknowledge having received a copy of the Drug and Medical Screening Policy/Procedures of the Boilermakers’ MOST Program.

I authorize the independent testing laboratory and occupational clinic to release the results of the drug test and medical screening to a contact person selected by the Administrator of the MOST Program and/or the medical review officer. I further authorize the contact person and/or the medical review officer to release the test results to the National/Area coordinator employed by the National Program. I understand that the National/Area coordinator will use the information in accordance with the drug testing and medical screening policy of the National Program, including releasing the drug test and medical screening results to individuals who need to know in order to carry out the drug testing and medical screening policies of the National Program, and I authorize him/her to do so.

X  Applicant  Witness

X  Date  Date
MEMORANDUM

Date: November 22, 1999

To: All Southeastern Area Apprentices

From: Southeastern Area Joint Apprenticeship Committee Office

Re: Revised Related Study Requirement & Apprentice Special Rules and Regulations

13. ACKNOWLEDGEMENT OF RECEIPT

13.1 I have received a copy of the Boilermakers Area Apprentice Committee Regulations and Disciplinary Action booklet on this date, and understand that these regulations are subject to change. I understand it is important that I read and understand the contents of this booklet because violation of the Regulations set forth in this booklet can result in my suspension and termination from the Apprentice Program. If I have any questions concerning the booklet, I understand I am invited to direct those questions to the area or national coordinator.

13.1.2 Signed by: X

13.1.3 Print Name: X

13.1.4 Date: X Local No: X

This replaces page 12 in the Apprenticeship Rules Booklet
It no longer needs to be torn out and returned
Request for Detail Information
On Hours Worked from 1977 to Present Date
By Plan Year

ALL ITEMS (X) ON THIS FORM MUST BE COMPLETED

1. Name:X______________________________ Social Security No: x_____ ____

2. Address: x______________________________ Street
               x_________________________ City x_________ State x Zip

3. Birth Date: x______________________________ Home Local: x_________

4. Date Joined Union or Date First Worked at Trade: x__________________________

5. Marital Status: Married Separated Divorced Single

6. If Married, Spouse’s Full Name: ________________________________

7. Spouse’s Social Security Number: ________________________________

8. Spouse’s Date of Birth: ________________________________

9. Number of Dependent Children Under 19 Years of Age: ___________________

10. Is there a Beneficiary Card on File? YES NO

X______________________________ x______________________________
Signature Date

The above signed authorizes the Pension Office to fax a copy of this detailed information to the following:

FAX TO: 813-633-5508
BOILERMAKERS S.A.J.A.C
3715 UPPER CREEK DR
RUSKIN FL 33573

THIS REQUEST FOR INFORMATION WILL NOT BE COMPLIED WITH UNLESS ALL THE ABOVE ITEMS ARE COMPLETED
MONTHLY JOB REPORT INSTRUCTIONS

Job Reports must be filled out and sent to the S.A.J.A.C. Office at the end of each month or at the end of each job, whichever occurs first. If a job is completed during the middle of a month or you are laid off, a report is to be submitted for that portion of the month. A report is to be submitted each month regardless of the length of the job. If an apprentice is out of work for an entire month, check the “OUT OF WORK” Box. The report must be sent to the Area Office no later than thirty (30) days following the last day of the month in which work was preformed or unemployed.

Section 1: The Apprentice is to use only Job reports supplied to them from SAJAC. Employer name, job site, location, and the Month, Day and Year (MM DD YYYY) of the report inserted in the boxes printed on the report. If using the .pdf form, be sure to enter your SAJAC ID# in the upper left space. If you don’t know your SAJAC ID# call or email the SAJAC Office. DO NOT USE YOUR SOCIAL SECURITY NUMBER.

Section 2: The Apprentice is to insert the hours worked in each of the respective phases of work listed under “Work Preformed Information” in the boxes printed in that section.

Section 3: The Apprentice is to present the report to his/her foreman or supervisor at the job site. AN AUTHORIZED REPRESENTATIVE OF THE COMPANY, IMMEDIATE SUPERVISOR must complete Section 3, sign and insert the date in Section 4.

Section 4: The Apprentice is to review the report and insure that all sections are complete. If complete the Apprentice is to sign and date the report and send the original report to the area office. It is recommended you make a copy of the report for your records.

CHANGE OF ADDRESS: You are responsible for keeping mailing address updated through this office. You may call in.

Do not fill boxes with X’s, O’s or lines.

Send your report by email to: workreports@sajac-boilermakers.org
Send your report by fax to: 813-633-5508
Or mail to:
BOILERMAKERS NATIONAL APPRENTICESHIP PROGRAM
SOUTHEASTERN AREA
3715 Upper Creek Drive
Ruskin, FL 33573-6840
**BOILERMakers National Apprenticeship Work Report**

**SECTION 1: Apprentice must complete all of the information (Print the Information)**

**SAJAC ID#**

**104928**

**Indentured Local**

**199**

**First Name**

**Eric**

**Last Name**

**OLSON**

**Report for the Month of and Year**

**11/30/2013**

**M.I.**

**Employer ID**

**Job Site Location and Name**

<table>
<thead>
<tr>
<th>Employer ID</th>
<th>Job Site Location and Name</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**SECTION 2: Apprentice must complete all of the information as related to the work performed on the job.**

**Work Performed Information**

<table>
<thead>
<tr>
<th>I. Care &amp; Maint of Tools 100 Hrs.</th>
<th>III. General Erection 1,000 Hrs.</th>
<th>IV. Tube Installations 400 Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Learning Names of Tools and Equip</td>
<td>Steel Erection in Our Jurisdiction</td>
<td>Entering</td>
</tr>
<tr>
<td>Learning the Use of Tools and Equip</td>
<td>Setting Drums and Headers</td>
<td>Setting and Aligning</td>
</tr>
<tr>
<td>Care and Maintenance</td>
<td></td>
<td>Getting Proper Stock</td>
</tr>
<tr>
<td>Handing Out Tools and Inventory</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>II. Rigging and Bull Gang 1,000 Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Unloading &amp; Handling</td>
</tr>
<tr>
<td>Use of Hoisting Equipment</td>
</tr>
<tr>
<td>Use of Tackle</td>
</tr>
<tr>
<td>Moving Pieces</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>V. Use of Blueprint and Layout 400 Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Use of Prints to Designate</td>
</tr>
<tr>
<td>Layout</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>VI. Welding and Burning 3,000 Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Electric, Heli-Arc or Other Methods</td>
</tr>
<tr>
<td>Acetylene</td>
</tr>
<tr>
<td>Burning</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>VII. Nuclear Plant Construction-Reactors 100</th>
</tr>
</thead>
<tbody>
<tr>
<td>Theory - Types</td>
</tr>
<tr>
<td>Research</td>
</tr>
<tr>
<td>Problems Peculiar to Atomic Energy</td>
</tr>
</tbody>
</table>

**Total Work Hours Reported on This Form**

**SECTION 3: MUST be completed by an AUTHORIZED EMPLOYER REPRESENTATIVE OF THE COMPANY, IMMEDIATE SUPERVISOR.**

**Job Attendance**

<table>
<thead>
<tr>
<th># of days operated</th>
<th># of days absent</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th># of days present</th>
<th># of days late</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Apprentice Rating System**

<table>
<thead>
<tr>
<th>Apprentice Rating</th>
<th>Categories to be Rated</th>
<th>Rating of Apprentice</th>
</tr>
</thead>
<tbody>
<tr>
<td>09 - 10 = Excellent</td>
<td>Initiative</td>
<td>Ability to Learn</td>
</tr>
<tr>
<td>07 - 08 = Good</td>
<td>Workmanship</td>
<td>Job Conduct</td>
</tr>
<tr>
<td>05 - 06 = Average</td>
<td></td>
<td></td>
</tr>
<tr>
<td>03 - 04 = Fair</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**NOTE TO SUPERVISORS:** An accurate written assessment of the apprentice is vital for their complete evaluation. Place any comments or remarks in the space provided below.

**Correct "Out of Work"**

**SECTION 4: SIGNATURES MUST APPEAR BELOW, UNSIGNED OR INCOMPLETE, REPORTS WILL NOT BE HONORED AND WILL BE RETURNED.**

**Immediate Foreman / Supervisor**

**Date**

**Apprentice**

**Date**

51
BOILERMAKERS NATIONAL APPRENTICESHIP WORK REPORT

SECTION 1: Apprentice must complete all of the information (Print the Information)

[SEE BACK FOR INSTRUCTIONS]

SAJAC ID# 104928

Indentured Local 199

Report for the Month of and Year

OLSON

Eric

Last Name

Crystal River, SJRRP, Seminole Electric

First Name

Employer ID

Job Site Location and Name

"NOT NEEDED"

CHECK THIS BOX IF YOU ARE OUT OF WORK □

CHECK THIS BOX IF YOU NEED MORE FORMS □

SECTION 2: Apprentice must complete all of the information as related to the work performed on the job.

WORK PERFORMED INFORMATION

1. CARE & MAINT OF TOOLS 100 HRS.

LEARNING NAMES OF TOOLS AND EQUIP
LEARNING THE USE OF TOOLS AND EQUIP
CARE AND MAINTENANCE
HANDING OUT TOOLS AND INVENTORY

2. RIGGING AND BULL GANG 1,000 HRS.

UNLOADING / HANDLING
USE OF HOISTING EQUIPMENT
USE OF TACKLE
MOVING PIECES

3. III. GENERAL ERECTION 1,000 HRS.

STEEL ERECTION IN OUR JURISDICTION
SETTING DRUMS AND HEADERS

4. IV. TUBE INSTALLATIONS 400 HRS.

ENTERING
SETTING AND ALIGNING
GETTING PROPER STOCK

5. V. USE OF BLUEPRINT AND LAYOUT 400 HRS.

USE OF PRINTS TO DESIGNATE
LAYOUT

VI. WELDING AND BURING 3,000 HRS.

ELECTRIC, HELI-ARC OR OTHER METHODS
ACETYLENE
BURNING

VII. NUCLEAR PLANT CONSTRUCTION REACTORS 100

THEORY - TYPES
RESEARCH
PROBLEMS PECULIAR TO ATOMIC ENERGY

TOTAL WORK HOURS REPORTED ON THIS FORM 127

SECTION 3: MUST be completed by an AUTHORIZED EMPLOYER REPRESENTATIVE OF THE COMPANY, IMMEDIATE SUPERVISOR.

JOB ATTENDANCE

# Of days operated 16
# Of days absent 1
# Of days present 15
# Of days late 1

Apprentice Rating System

Initiative 7
Workmanship 9
Ability to Learn 7
Job Conduct 10

NOTE TO SUPERVISORS: An accurate written assessment of the apprentice is vital for their complete evaluation. Place any comments or remarks in the space provided below.

"CORRECT"

SECTION 4: SIGNATURES MUST APPEAR BELOW. UNSIGNED OR INCOMPLETE, REPORTS WILL NOT BE HONORED AND WILL BE RETURNED.

x ke Brown X 12/31/13
Immediate Foreman / Supervisor Date

x 12/31/13
Apprentice Date

52
BOILERMAKERS NATIONAL APPRENTICESHIP WORK REPORT

SECTION 1: Apprentice must complete all of the information (Print the Information)

SAJAC ID# 104928

Indentured Local 1997

Last Name OLSON

First Name Eric

S Not Needed

Employer ID

Job Site Location and Name (MISSING)

Day Month Year 3/12/13

CHECK THIS BOX IF YOU ARE OUT OF WORK □

CHECK THIS BOX IF YOU NEED MORE FORMS □

SECTION 2: Apprentice must complete all of the information as related to the work performed on the job.

WORK PERFORMED INFORMATION

CARE & MAINT OF TOOLS 100 HRS.
LEARNING NAMES OF TOOLS AND EQUIP
LEARNING THE USE OF TOOLS AND EQUIP
CARE AND MAINTENANCE
HANDING OUT TOOLS AND INVENTORY

RIGGING AND BULL GANG 1000 HRS.
UNLOADING \ HANDLING
USE OF HOISTING EQUIPMENT
USE OF TACKLE
MOVING PIECES

STEEL ERECTION IN OUR JURISDICTION
SETTING DRUMS AND HEADERS

TUBE INSTALLATIONS 400 HRS.
ENTERING
SETTING AND ALIGNING
GETTING PROPER STOCK

USE OF BLUEPRINT AND LAYOUT 400 HRS.
USE OF PRINTS TO DESIGNATE
LAYOUT

GENERAL ERECTION 1,000 HRS.

WELDING AND BURNING 3,000 HRS.

NUCLEAR PLANT CONSTRUCTION-REACTORS 100

THEORY - TYPES
RESEARCH
PROBLEMS PECULIAR TO ATOMIC ENERGY

TOTAL WORK HOURS REPORTED ON THIS FORM 1270

SECTION 3: MUST be completed by an AUTHORIZED EMPLOYER REPRESENTATIVE OF THE COMPANY, IMMEDIATE SUPERVISOR.

JOB ATTENDANCE

# Of days operated 16
# Of days absent 1
# Of days present 15
# Of days late 0

Apprentice Rating System

09 - 10 = Excellent
07 - 08 = Good
05 - 06 = Average
03 - 04 = Fair

RATING OF APPRENTICE

Initiative 7
Workmanship 9
Ability to Learn 7
Job Conduct 10

NOTE TO SUPERVISORS: An accurate written assessment of the apprentice is vital for their complete evaluation. Place any comments or remarks in the space provided below.

WRONG (Please Compare to Correct Report)

SECTION 4: SIGNATURES MUST APPEAR BELOW. UNSIGNED OR INCOMPLETE REPORTS WILL NOT BE HONORED AND WILL BE RETURNED.

Immediate Foreman / Supervisor Missing Signature Date

Apprentice Missing Signature and Date

Date 53
### SCHEDULE "A"

#### Hours & OJT's Required To Receive Promotions

OJT Modules will be shipped to the apprentice upon receipt of the $125 program fee.

##### Local 083 MR AREA

<table>
<thead>
<tr>
<th>Period</th>
<th>Minimum Hours</th>
<th>Percentage</th>
<th>OJTs's Req</th>
<th>Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>70</td>
<td>0</td>
<td>0</td>
<td>1A</td>
</tr>
<tr>
<td>2</td>
<td>1000</td>
<td>75</td>
<td>0</td>
<td>1B</td>
</tr>
<tr>
<td>3</td>
<td>2000</td>
<td>80</td>
<td>5</td>
<td>2A</td>
</tr>
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**Locals 040, 045, 105, 193, and 667 OV AREA (TVA Rates see SE AREA)**

<table>
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<tr>
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<th>Minimum Hours</th>
<th>Percentage</th>
<th>OJTs's Req</th>
<th>Year</th>
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**Locals 074, 132, 587, and 592 Lone Star District**

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**Locals 026, 037, 069, 108, 110, 263, 433, 454, 455, 456 SE AREA**

<table>
<thead>
<tr>
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<td>100</td>
<td>21</td>
<td>Mechanic</td>
</tr>
</tbody>
</table>

**PLEASE NOTE:** Apprentices will not be promoted to Mechanic until they graduate.

*Special advancement for apprentices with Common Arc welding certifications. Hours and OJT requirements must be met in order to advance to the next period.

SAJAC runs promotions every Wednesday morning effective the following Monday.

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revised 7/2/2015
Listed below are the OJT modules that must be completed before receiving promotion to 100% or Mechanic status. **REPLACEMENT OJT SET $25.00**

**NOTE:** Write your Local number on all “OJT’s” submitted for proper credit.

# 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 Hand Signals

# 201 Shielded Metal Arc Welding “SMAW”
# 202 Weld Using Gas Tungsten Arc “GTAW”
# 203 Weld Using Gas Metal Arc “GMAW”
# 204 Weld Using Plasma Arc (No longer required)
# 205 Cut and Gouge
# 206 Weld Using Submerged Arc (No longer required)
# 207 Weld Using Flux-Core Arc
# 208 Weld Using Stud Arc

# 301 Align and Fit Field Components

# 401 Remove Tubes
# 402 Bevel Tubes
# 403 Replace Tubes
# 404 Roll Tubes

A total of 21 required before promoted to mechanic

Complete each one with your name, social, and at the member number put your home local number. Foreman and/or supervisor at job site complete their part.

Please send OJT’s as soon as you have them completed. you may use the same pre-addressed envelopes supplied for OJT’s, monthly reports, and/or payments.

Only checks or money orders may be sent.

**DO NOT MAIL CASH**
APPLICATION FOR REGISTRATION IN THE BOILERMakers NATIONAL RESERVE CENTER

Please Print:

First___________________ M.I.________ Last______________________________

SSN ________ / ______ / ____________  Date of Birth _________________

Permanent Address______________________________________________________________
RR/Street/PO Box

________________________________/__________________/_________________
City                                                        State                             Zip Code

Phone Number  (________)  ____________________________________

Local #  ___________________  Permit Worker or Member  (Please circle one!)

__________________________________________     _______________________
Signature      Date

Fax or mail to: The MOST Program
753 State Ave., Ste. 800
Kansas City, KS  66101
913-281-5036
Fax - 913-281-0037
IMPORTANT PHONE NUMBERS

NUMBERS YOU WILL NEED

DON’T THROW THIS SHEET AWAY!!

To contact the offices of the Pension Fund, Health and Welfare Fund or Annuity Fund, call toll free: (866) 342-6555

They can answer all your questions about your Pension, Health Insurance and the Annuity program. You can still call SAJAC but we won’t have the right answers to anything but Apprenticeship questions. This doesn’t mean we don’t want you to call us, feel free to contact SAJAC anytime with any question we are here to help.

________________________________________________

Contact the MOST Program to find out about your safety training status or drug screening status, call toll free: (800) 395-1089
To sign up for the Boilermakers National Reserve Center fill out the attached application. Signing up for this program gives you access to the Reserve Center so you can look for work at peak times of the year when manpower is needed in places other than your home Local.

All these Programs and Funds are just SOME of the BENEFITS of being a member of the International Brotherhood of Boilermakers