



IRONWORKERS LOCAL 387 APPRENTICE HANDBOOK

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ATLANTA IRONWORKERS LOCAL 387 J.A.T.C.

GOVERNING GUIDELINES FOR APPRENTICESHIP

1. The Local 387 Training Facility is a **SMOKE FREE** Facility. Smoking will only be allowed in our designated area at the back of the building. This includes vaping and e-cigarettes.
2. Each Apprentice will be required to furnish his/her own classroom supplies.
3. It is the duty of all Apprentices to see that the classrooms, **restrooms**, and shop area are kept clean. Apprentices are required to perform certain clean-up tasks of the work area, classrooms, restrooms, and school grounds as determined by the Coordinator and Instructors.
4. No Apprentice will be allowed to leave the school premises during class unless an emergency exists. **The emergency number of the J.A.T.F. is 404-505-8644.** In the event of an emergency the instructor will forward the information to the Apprentice and make a report to be put in the Apprentice's file.
5. Books and workbooks for most classes are electronic, meaning that internet access and a computer, laptop or tablet is required. For the classes that do not have electronic books, the apprentice will be responsible for his/her books. If books are lost or stolen, it is the **responsibility of the Apprentice** to replace these books before next class period. **Books are mandatory, whether electronic or not!**
6. Each Apprentice must purchase the recommended tools at such time as indicated by the Instructor. Accordingly, each Apprentice must purchase tools as they are needed on the job. It is **required** that each Apprentice have a complete set of tools before completion of his/her Apprenticeship. A list of required tools will be given to each Apprentice; it can be found on page 13 of this document.
7. Cell phone use **will not be tolerated during any training class.** Refusal to cooperate will result in disciplinary action. Cell phone use is a distraction and could result in injury to yourself or another person.
8. **Refusing** to cooperate with any instructor will be cause for **immediate dismissal** from the Local 387 J.A.C. Training Program. Making threats or committing acts of violence toward an Instructor, Coordinator, Union Official, Employer Representative or other employees, or a Brother Ironworker **will not be tolerated** and will be cause for **immediate dismissal** from the Local 387 J.A.C. Training Program.
9. Any Apprentice who is caught gambling, willfully destroying or defacing any school property including tools, equipment, chalkboards, bulletin boards, etc., will be **immediately dismissed** from the Apprenticeship program.
10. The use of alcoholic beverages, narcotics or any illegal substance is prohibited on school premises, union hall premises, and job sites. Any Apprentice who is caught using drugs or consuming alcohol on school property or job site will be **immediately dismissed** from the Apprenticeship Program. Testing for alcohol and drugs is a requirement of the Employers and the Apprenticeship Program. Random testing can and will be administered during work hours, school hours, or any time alcohol or

drug use is suspected. Any Apprentice who refuses to take a drug screen, suddenly disappears, or tests positive on ANY drug screen will be **immediately dismissed** from the Apprenticeship Program. **There are no exceptions.** Failure to take a randomly scheduled drug test during the allotted time frame is considered a positive drug test.

11. Apprentice dues must be paid to the month prior to the month classes are held in order to attend classes. (Example: if the class session is in February, dues must be paid through January.)
12. Union Meetings are held Monthly at Ironworkers Local 387. During these meetings, various business and upcoming job information is discussed with the membership. All Apprentices are encouraged to attend. These meetings are held the second Thursday each month at 7PM. Food is provided starting at 4:30pm for those arriving prior to meeting time. **A paid up dues receipt is required to enter the meeting.**
13. Prior to each new year of class sessions, there will be a Registration meeting. **ATTENDANCE OF THIS MEETING IS MANDATORY.** During this meeting you will be registered for the classes you will be attending, informed of any changes in the program, set or correct passwords, etc. We will also verify your employer and get the name of your foreman so that we can place you in a specific week of classes. Please keep your personal schedule in mind so that you can notify us of any conflicting appointments, court dates, etc. This will help us in scheduling your class week.
14. All Apprentices shall be **appropriately dressed** for class. This includes sleeved shirts (cotton, no polyester), **work boots and work pants**. All Apprentices involved in a hands-on activity or are required to be in the shop must have on safety glasses. **You will be sent home and expelled from classes if not appropriately dressed.**
15. Each Apprentice must attend class for the required hours for his/her respective class. Classes are one week during each quarter. Classes for that week are Monday through Friday from 7:00am to 3:30pm. There is online self-study coursework that must be completed prior to the beginning of class. You will be notified by email of these assignments 3 to 4 weeks before your class starts. These assignments must be completed before you arrive Monday morning for class. You may be expelled from class if these assignments are not completed.
16. You will have a 30-minute lunch break daily. You are not allowed to leave the premises for lunch or for any reason from the time of arrival until you have been released for the day. Please bring a box lunch with you. Breaks are to be taken in the areas provided. Food and drinks are allowed in the break areas only. No food and/or drinks are allowed in the shop or class room areas. **NO EXCEPTIONS.**
17. **Rules regarding absences and tardiness:**
 - a) **Attendance is MANDATORY for the duration of each day of training.**
 - b) Classroom instructions begin at 7:00 AM. Each Apprentice must be on time, prepared for class and present for the duration of the class. Roll call will be

conducted at 8:05. If you are not here, you will be marked as tardy. If you are not present by 9:00 AM, you will be expelled from class and your pay rate will be frozen. **You can only be expelled from classes once. You will be terminated from the program if it happens a second time.**

- c) For your first tardy, you will have to attend one Journeyman Upgrade night from 5:00 pm thru 8:00 pm. These nights are held on the first and third Thursdays of every month. The instructors will have tasks for you to complete on these nights. This tardy must be made up prior to the next set of classes. **IF YOU ARE TARDY A SECOND TIME, YOU WILL BE EXPELLED FROM THAT CLASS SESSION. REMEMBER THAT YOU ARE ONLY ALLOWED ONE EXPULSION DURING THE LENGTH OF YOUR APPRENTICESHIP. YOU WILL BE TERMINATED FROM THE PROGRAM IF YOU ARE EXPELLED A SECOND TIME.**

18. **The following requirements must be met before each Apprentice receives any raises due:**

- a) **Apprentices must be attending classes.**
- b) **Apprentices must maintain a passing grade average (70 or above).**
- c) **Good work reports and positive evaluations.**
- d) **You must be a member in good standing**
- e) **Must turn in Monthly O-J-T Training Reports**

19. An Apprentice will only be allowed to take a job with the written approval of the Coordinator in accordance with Local 387's Referral System. Apprentices **will not** be allowed to "Drag-up" (quit) a job without written permission from the Coordinator. Failure to follow this procedure will result in an explanation and evaluation or possible dismissal from Local 387 J.A.C. Training Program.

20. **Per the international Constitution Article 22 Section 8: "After completing the required term of the apprenticeship in accordance with the IACP and the local Union Apprenticeship and Training Standards, all apprentices shall appear before the Local Union Examining Committee and take the examination based on the IACP core and Local Union curricula for Journeyman membership. Apprentices failing to pass the examination, after completing their term of apprenticeship shall serve an additional 1,000 hours or six months' apprenticeship and then again be examined."**

Apprentices may do this by either:

- Participating in the Annual Outstanding Ironworker Apprentice Competition during their 3rd or 4th year of the program and scoring a minimum of 50 points overall.
- Take a written "Topping Out" test as prescribed by the JATC and Examining Committee covering all aspects of the Ironworking Trade.

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Atlanta Ironworkers JAC Cell Phone Policy

Due to the blatant abuse of cell phone usage in the classroom and on the job sites, we have been forced to implement the following policy regarding cell phones while in our facility.

Cell Phone usage is not allowed during training, class or shop. You will turn your phone in to your instructor prior to the beginning of class. He will label it as yours and place it in a secure location. It will be returned to you at lunch. The same procedures will be followed when you return from your lunch break. It will be returned to you at the end of the day. If you are caught with your cell phone anytime other than lunch or after the end of the training day, in use or not, you will be expelled from that week of training.

Don't let your inability to stay off your phone jeopardize your career as an ironworker.

Each classroom is equipped with a clock. You may use it to tell the time instead of your phone.

Our emergency contact number is 404-505-8644. This number is manned during class times and will be answered. Please give this number to your family. If an emergency arises, they are to call this number and you will be notified immediately.

Direct any excuses or arguments to Chris Tobiasson or Nicole Bruce, as the instructors will not listen to them.

This is your only warning.

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FOR ALL APPRENTICES

CLASSROOM INSTRUCTION BEGINS AT 7:00 AM. EACH APPRENTICE MUST BE ON TIME, PREPARED FOR CLASS AND PRESENT FOR THE DURATION OF THE CLASS. ROLL CALL WILL BE CONDUCTED AT 7:05 AM. IF YOU ARE NOT HERE, YOU WILL BE MARKED AS TARDY. IF YOU ARE NOT PRESENT BY 8:00 AM, YOU WILL BE EXPELLED FROM CLASS AND YOUR PAY RATE WILL BE FROZEN. YOU CAN ONLY BE EXPELLED FROM CLASSES ONCE. YOU WILL BE TERMINATED FROM THE PROGRAM IF IT HAPPENS A SECOND TIME.

ANY APPRENTICE THAT FAILS TWO (2) COURSES WILL BE DISMISSED FROM THIS APPRENTICESHIP TRAINING PROGRAM. ASSISTANCE IS AVAILABLE TO ANY APPRENTICE HAVING TROUBLE WITH ANY SUBJECT DURING THE DURATION OF THE COURSE.

WITH REGARDS TO WORK

IN THE EVENT OF DISMISSAL FROM AN ASSIGNED CONTRACTOR (IE: LAYOFF, REDUCTION IN FORCE, ETC.) YOU MUST CONTACT THE BUSINESS AGENT WITHIN 48 HOURS OF JOB DISMISSAL AND UPDATE YOUR WORK STATUS. THE BUSINESS AGENT MAY BE REACHED AT 404-505-0022. THE BUSINESS AGENT WILL GIVE YOU FURTHER INSTRUCTIONS TO FOLLOW. THE APPRENTICESHIP WILL ALSO BE INFORMED OF YOUR WORKING STATUS.

YOU MUST MAINTAIN A "LOOKING FOR WORK" STATUS UNTIL ANOTHER POSITION IS FOUND.

WHEN A POSITION IS MADE AVAILABLE, THE APPRENTICE HAS THE RIGHT TO REFUSE ONE (1) POSITION. SHOULD THEY CHOOSE TO REFUSE A POSITION, THEY MUST ACCEPT THE NEXT POSITION THEY ARE OFFERED, OR THEY WILL BE TERMINATED FROM THE APPRENTICE PROGRAM.

APPRENTICESHIP AGREEMENT

_____, SSN _____ agree that I will
(Print Full Name)

Pay the appropriate work assessment, determined by my current period of apprenticeship, deducted from my check on a weekly basis, administrative fees as long as I have employment or seek employment through the Ironworkers Local #387 Hiring Hall, 114 Selig Dr S.W., Atlanta, GA as a Trial Apprentice.

I understand that a Trial Apprentice is subject to the Collective Bargaining Agreement and after six months, wages can be reviewed. After 180 days (six months), I am eligible to be considered for classification as a regular Apprentice.

I understand that I must keep my monthly dues, (\$36.00), paid up to date for the current month we are in as an apprentice or face possible dismissal. _____

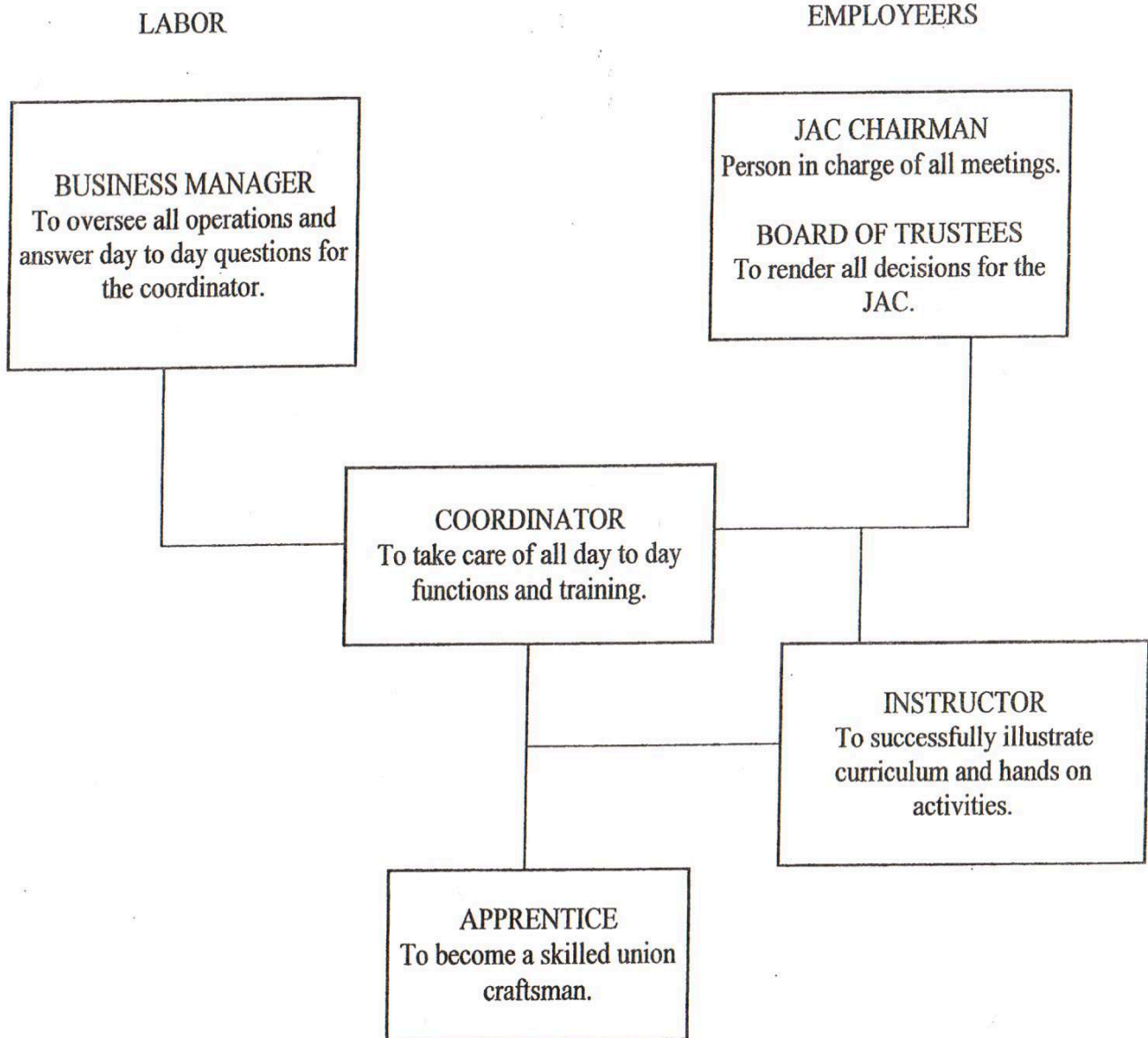
I understand that I am on probation for 180 days as a Trial Apprentice and that I am an applicant for membership in Iron Workers Local #387. I must demonstrate that I will do an honest day's work for the wages I receive. I understand that I must be on time for work and any scheduled training programs. I further understand that if I am late on more than one occasion for work or class, I can be dropped from the program. I understand that use of alcoholic beverages, narcotics or controlled substances at or before work or class is strictly prohibited. I also understand that the employers and/or school may test me as well as random testing for alcohol or drugs and that I will have to submit to the test. If fired for testing positive on any test, I understand that the Joint Apprenticeship Committee may drop me from the program. I also understand that I must have a valid driver's license and dependable transportation to get me to my job to remain in this program.

When I have completed my Apprenticeship training, I will be eligible to become a Journeyman, having passed all required examinations. Upon successful completion a \$100.00 (class change fee), is due.

I understand that my fees and assessment and obligations are due and payable in conforming to rules established by the Local Union. Failure to make payment of fees and dues for each month and keep my assessment current will result in limiting my right to use the Hiring Hall and termination of my job until monies due by me have been paid and I am current.

Signature: _____ Date: _____

LOCAL 387 J.A.T.C.



Disciplinary Infractions

- Absenteeism from School/Work
- Horse play of any type at School/Work
- Attitude/Initiative – not positively reinforcing
- Breaking parking lot rules: Speeding/Reckless driving/Loud music/Littering/Alcohol or Drug Use
- Cell Phones/games at School/Work
- Disrespect towards Job/School/Individuals
- Drag up or quit job
- Excessively argumentative towards Foreman/ Instructor/ Apprentices/ Officials/ Members
- Failing test score
- Fighting at School/Work
- Fired from job
- Improper apparel at School/Work
- Influence of Alcohol/Drugs
- Not following safety rules/Acting in an unsafe manner
- Stealing from Job/School/Individuals
- Unexcused absence at School/Work
- Unprepared for School/Work
- Unsatisfactory evaluations from School/Work
- Failure to make up missed classes in allotted time frame

LOCAL 387 APPRENTICE TOOL LIST

STRUCTURAL

BELT
PIG EAR
3/4 & 7/8 SPUD WRENCH
3/4 & 7/8 BULLPIN
TWO (2) BOLT BAGS
TORCH STRIKER
12" ADJUSTABLE WRENCH
SLEEVE BAR (PRY BAR)
6 LB BEATER
25' TAPE MEASURE

REINFORCING

7 OR 9 KLIENS
6' FOLDING RULE
4 LB BEATER
WIRE SPOOL & BELT

FINISHING

PLUMB BOB & LINE
HACKSAW
BULLPEN HAMMER
SOCKET SET (1/2" DRIVE)
BOX & OPEN END WRENCH SET
ALLEN WRENCH SET
CHALK BOX
TORPEDO LEVEL
12" ADJUSTABLE WRENCH
25' TAPE MEASURE
SCRIBE
TRI-SQUARE
RAZOR SCRAPER
NUT RUNNER (3/16, 1/4, 5/16, 3/8)
TORCH STRIKER

WELDING

WELDING HOOD
WELDING GLOVES

CHIPPING HAMMER
WIRE BRUSH
ROD POUCH
SLEEVES OR JACKET

LEARNING OF OUR OATH

I hereby solemnly and sincerely pledge my honor that
I will, without equivocation or evasion, and to the best
of my ability, abide by the Constitution and By-Laws,
and the particular scale of wages adopted by it; and that
I will abide by the will of the majority; that I will at all
times, by all honorable means within my power, procure employment
for members of this Union; and that

I will at all times be respectful in word and action to every person,
and be considerate of widows, widowers, orphans and the
weak and defenseless; and that **I will not knowingly wrong**
a member of this Union or see one wronged if it is in my
power to prevent the same.

TO ALL APPRENTICES STARTING TO WORK FOR THE FIRST TIME

You must have the following tools and proper Clothing when reporting to the job site:

- ☐ **Hardhat**
- ☐ **Safety Glasses**
- ☐ **Workboots**
- ☐ **25 ft Tape Measure**
- ☐ **12 inch Adjustable Wrench**
- ☐ **Work Gloves**

**NO CELL PHONES, NO SHORTS, NO SWEATPANTS, NO
CUTOFF SHIRTS, NO TANK TOPS, NO ATTITUDE**

**MUST HAVE A GOOD POSITIVE ATTITUDE AND A
WILLINGNESS TO WORK!**