

**Air Conditioning & Refrigeration  
Joint Journeyman and Apprentice  
Training Center**

**Joint Apprenticeship Committee**

**APPRENTICE POLICY MANUAL**

**UA LOCAL 250**



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**Effective July 2024**

**Air Conditioning & Refrigeration  
JJATC TRAINING CENTER  
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**JOINT APPRENTICESHIP COMMITTEE**

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## INTRODUCTION

Welcome to the Joint Journeymen and Apprentice Training Center's Apprenticeship Program. This **Apprentice Policy Manual** details the policies and procedures outlined by the Joint Apprentice Committee, the Committee residing over the apprenticeship program. For your entire apprenticeship you should refer to and follow these rules. Any questions that are not covered under this manual should be directed to the Director of Training. The following two items are not directly associated with the Training Center but are vital to your success in the apprenticeship program.

1. Failure to keep current with your financial obligation (dues) with Local Union 250 may result in being expelled from the union and could affect your indenture agreement.
2. Entrance into the apprenticeship program **DOES NOT** guarantee an individual a forty (40) hour work week.

## JJATT Pledge

"JJATT will not discriminate against apprenticeship applicants or apprentices based on race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age for individuals over 40 years of age, military or veteran status, or sexual orientation. JJATT will take affirmative steps to provide equal opportunity in apprenticeship."

**POLICY #1**  
**Probationary Apprentice Policy**

An apprentice is in a PROBATIONARY status for a period of one year, or 1,000 work hours, whichever is longer. Every apprentice who is indentured into the Apprenticeship Program, regardless of any meritorious or previous experience credit, will be in a probationary status for this time period. The probationary period of an apprentice begins on the date of indenture.

Apprentices indentured after the last calendar week in September (Fall Semester) or the first calendar week in February (Spring Semester) will not start a regularly assigned apprenticeship class until the following semester. It is therefore possible in the probationary period for an apprentice to obtain the required work hours before the required class hours are obtained. Until both classes and work hours requirements are met, an apprentice will not be advanced.

When a probationary apprentice receives an "F" grade in a class and/or a poor or unsatisfactory Employer Evaluation, he/she shall be subject to removal from the Apprenticeship Program by the Joint Apprenticeship Committee.

The Training Center Office will send a monthly evaluation to the apprentice's employer for each month during his/her 1,000 hour probationary period.

**POLICY #2**  
**Apprentice Evaluation Form**

The Joint Apprentice Committee uses the Apprentice Contractor Evaluation Form to monitor an apprentice's progress and ability to perform the work required in the Air Conditioning and Refrigeration trade.

The Apprentice Contractor Evaluation form will be emailed and/or mailed monthly to the apprentice's employer during the apprentice's probationary period (the longer of one year or 1,000 work hours). The JAC will monitor the apprentice's monthly evaluations. If a poor or unsatisfactory grade or comments are received on a monthly evaluation form, the JAC will determine the disciplinary action taken, up to and including dropping the probationary apprentice from the Apprenticeship Program.

After the probationary period is completed by an apprentice, the Apprentice Contractor Evaluation Forms will be distributed to his/her employer once every six months. If an apprentice received a poor or unsatisfactory Apprentice Contractor Evaluation Form, the

## **Policy #2, Apprentice Evaluation Form, continued:**

apprentice will be required to appear before the Joint Apprenticeship Committee to discuss the reason. If repeated poor or unsatisfactory Apprentice Contractor Evaluation Forms are received on the apprentice, it will subject the apprentice to Joint Apprenticeship Committee disciplinary action that could cause the apprentice to be dropped from the Apprenticeship Program.

### **POLICY #3 Credit for Previous Experience**

The Joint Apprentice Committee allows for a maximum of 24 months (two years) to be granted for prior work related experience.

To apply for any previous experience credit, an apprentice must submit a "Request for Prior Experience" form and take a written exam. Below are the minimum grades that must be achieved by the applicant on the written examination to qualify for a period advancement. All advancements are contingent upon the recommendation of the JAC.

<b><u>UPGRADE</u></b>	<b><u>TEST SCORE REQUIRED</u></b>
6 months	75%
12 months	80%
18 months	85%
24 months	90%

Proof of at least two years field experience, verified by letter or W-2 forms, must be submitted to the JAC to be considered for advancement. The JAC will evaluate the request and recommend the amount of credit, if any, that will apply to the apprentice.

Regardless of the test score achieved, the apprentice will only be eligible for the level of advancement recommended by the committee. Once the advancement is awarded, the Director of Training will determine which courses will be deleted from the Apprentice's curriculum.

### **POLICY #4 Credit for Meritorious Upgrade**

Any apprentice indentured into the five-year program may be eligible to receive a meritorious upgrade from the Joint Apprenticeship Committee under special and exceptional circumstances. An apprentice may only apply for a meritorious upgrade once the probationary period had been completed.

#### **Policy #4, Credit for Meritorious Upgrade, continued:**

To apply for a meritorious upgrade, the employer and apprentice must submit a request in writing to the Committee requesting the advancement. Each request will be considered on an individual basis and will be decided upon only after an oral interview with the apprentice.

An apprentice may receive a maximum upgrade of 12 months (one year) for meritorious reasons. An apprentice who has received an upgrade for previous experience more than 6 months will not be eligible to request a meritorious upgrade.

Once a meritorious upgrade has been awarded, the Director of Training will determine which classes will be deleted from the apprentice's curriculum.

#### **POLICY #5 Advancement and Upgrade Procedures**

There are three requirements for an apprentice to advance which must be ***satisfied individually*** but not necessarily concurrently. The three advancement criteria are as follows:

1. **School** – A student must complete his/her classes with a passing grade as outlined in this policy manual while maintaining an attendance record within the guidelines.
2. **Work** – A minimum of 800 work hours every 6 months must be timely and properly submitted for each advancement.
3. **Apprentice Evaluation Form** – A minimum score of 21 must be achieved on this form.
  - A. When an apprentice has been out of work, the most recent evaluation grade will be used.
  - B. During the six month evaluation period, if multiple evaluations are received, the average will be used.

While work hours are cumulative, all three of the criteria must be satisfied to be considered for advancement.

## **Policy #5, Advancement and Upgrade Procedures, continued:**

Grades, absences, work hours, and Apprentice Evaluations will be recorded in the apprentice file in the Training Center Office. This information will be submitted to the

JAC for their upgrade recommendation. Letters are mailed to the employers notifying them of the upgrade status on their apprentices.

If the JAC holds an apprentice for any reason, he/she has the option to appear before the Committee to discuss the reason.

**8.03 of the Service Master Labor Agreement, The JJATC shall administer the Apprentice turn-out test and the UA Star Certification test to determine if the apprentice has the skills to be classified as a journeyman. The apprentice will be required to pass both tests to become a journeyman.**

## **POLICY #6 Work Records**

A Work Record is a record of the hours an apprentice has worked on-the-job. This record is the sole responsibility of the apprentice to be properly filled in, kept up to date, signed by the apprentice and turned in on time.

For every month an apprentice is in the program, he/she must turn a work record into the Training Center Office. Work records are due on the first day of each month for the prior month's hours. There is no exception made if an apprentice is out of work, on disability, or simply not working, **the work record must still be turned in on time.**

The guidelines below should be followed regarding work records:

1. **Due** on the first of the month for the prior month's hours.
2. Work records are late on the eighth day of the month. (A USPS postmark on or prior to the seventh day will be considered on time) If sent via email to [workrecords@jjatc.com](mailto:workrecords@jjatc.com) the date/time stamp received will be used.
3. An improperly filled out record will be considered missing until a correct one is submitted.
4. Questionable work records will be checked with employer submitted hours on record at the Trust Funds Office. Discrepancies will be reviewed by the JAC.
5. An apprentice will be held if any work records are missing.

## **INFRACTIONS OF THIS POLICY WILL RESULT IN THE FOLLOWING DISCIPLINARY ACTION:**

**First Offense** – Warning

**Subsequent Offenses** – The apprentice will be held in period for one month for every month not submitted or submitted late.

**POLICY #7**  
**Attendance Policy**

All apprentices are assigned classes two nights a week for the entire apprenticeship program by the Director of Training. **ADDITIONAL CLASSES OR SEMINARS MAY BE ASSIGNED BY THE JAC.** *Attendance required.* The State of California Division of Apprenticeship Standards California Apprenticeship Council directs "Overtime shall not interfere with or impair the training and shall not be detrimental to the health and safety of apprentices."

Each class meets for three hours per night from the hours of 6:00-9:00 p.m. Attendance is recorded on the sign-in roll sheet. All apprentices must sign in on the roll sheet to be counted present. *If an apprentice signature does not appear on the roll sheet, it will be counted as an absence for that night, even if the apprentice was present.*

For online/hybrid classes, attendance is recorded one of three ways: signature on the roll sheet for in-person class, sign-in on computer on a specific day and time for Wimba classes, and submission of required online assignment. Failure to record the appropriate action for the week will be considered an absence.

- **There are no excuses allowed for absences. The only exceptions are verified military reserve duty and Local 250 E-board appearances.**

Any apprentice who leaves class prior to dismissal (9:00 p.m.) will be marked ABSENT. An apprentice who arrives after 6:00 p.m. will be marked ABSENT. The class is 3 hours per night and tardies are not allowed. .

Signing the name of another apprentice is considered forgery and will not be tolerated, nor will writing on the roll sheet other than your signature be accepted. Apprentices in violation will receive an "F" for the course and will be summoned before the JAC to "show cause" why he/she should not be dropped from the Apprenticeship Program.

**Dress Code** – Due to the nature of the classes being taught and for the safety of all involved, apprentices are required to dress in a manner consistent with work apparel while on JJATC premises. Apprentices shall use personal protective equipment while in lab classes. Any student who is not dressed appropriately will be asked to leave class.

The student will receive an absence if he/she cannot return to class wearing proper attire.



**POLICY #8**  
**Absence Violation Procedure**

The Joint Apprenticeship Committee has established a zero tolerance policy. Every absence will be recorded regardless of the reason.

**INDEPENDENT STUDY SESSION**

For each absence the apprentice must attend an independent study session which is available Monday through Thursday and will begin at 6:00 p.m. sharp. The session may only be completed on a night the apprentice does not have school. An instructor will teach a lesson for the evening and students will be dismissed at 9:00 p.m. Students will not be given credit if they do not attend the complete session.

Any apprentice who does not attend their study session within 30 calendar days of their absence will be required to complete a daytime session on a day assigned by the Training Center. All independent study sessions must be completed before the end of the school year.

Failure to attend, or arriving late to, the daytime session will cause a subsequent daytime session to be assigned. Any apprentice requiring more than two daytime sessions in one school year **will be dropped** from the apprenticeship program.

**THREE ABSENCE RULE**

Any apprentice who has more than two absences in a class will be required to repeat the class.

The apprentice will be scheduled to repeat the class in the next semester, or upon space availability. The apprentice will be held until the class is completed successfully.

**POLICY #9**  
**Transfer of Apprentices**

An apprentice may not quit any job and may not solicit their own work. An apprentice may however request a transfer to another contractor (to be determined by the union hall). The request should be made by obtaining and submitting an Apprentice Contractor Transfer Request Form to the Training Center office.

Once a request has been made, the Director of Training will review the form and consult with the apprentice and contractor if necessary. If it becomes apparent that the two are not in agreement, the matter will be deferred to the next JAC meeting. The JAC will

## **Policy #9, Transfer of Apprentices, continued:**

evaluate the request and if the contractor cannot satisfy the needs of the apprentice as acknowledged by the Committee, his/her request will be granted.

After the request has been granted, the apprentice should report to the Training Center and then to the Union Hall to sign the out of work list, unless otherwise directed. The apprentice will then be available for dispatch to a new contractor.

## **POLICY #10 Dispatch Procedure**

All dispatching is handled through Local Union 250, Refrigeration Division located at 18355 South Figueroa Street, Gardena, California (310) 660-0048.

**When an apprentice is terminated from his/her job, the apprentice is required to report immediately to the Training Center Office and the Union Hall between the hours of 8:00 a.m. and 4:00 p.m.** If the apprentice is unable to make it to both the Training Center and Union Hall prior to 4:00 p.m. on the day that he/she must report no later than 10:00 a.m. the following day.

The apprentice must leave a telephone number for where he/she can be contacted during the hours of 8:00 a.m. and 4:00 p.m. and be available for dispatch. An apprentice referred to a job **may not** refuse dispatch. **Refer to policy #9 – Transfer of Apprentices.**

Any violation of the Apprenticeship Dispatch Procedure may subject the apprentice to disciplinary action by the JAC.

## **POLICY #11 Leave of Absence Policy**

### **MEDICAL LEAVE OF ABSENCE**

An apprentice may request a leave of absence when he or she becomes aware that he or she is, or will become, temporarily disabled from working for any medical reason. The apprentice must promptly advise the Training Center via email ([andrea@jjatc.com](mailto:andrea@jjatc.com)) who will notify the Joint Apprenticeship Committee the reason, the anticipated commencement date, and the duration of the disability.

Upon verification, the JAC may grant a medical leave of absence for the period of bona fide disability, not to exceed six months. The proof of apprentice's disability must be

### **Policy #11, Leave of Absence Policy, continued:**

submitted by way of a doctor's note. Any misrepresentation in a leave request is grounds for the JAC to drop the apprentice from the program.

This leave applies to all temporary medical disabilities including pregnancy, childbirth, and related medical conditions.

### **VOLUNTARY LEAVE OF ABSENCE**

An apprentice may request, **in writing via email** ([andrea@jjatc.com](mailto:andrea@jjatc.com)) to the Training Center who will notify the JAC, a leave of absence request of up to six months **only after the completion of the probationary period.** The apprentice must contact the Training Center Office at the end of the leave of absence regarding his/her desire to continue the apprenticeship program or show cause why the JAC should not drop the apprentice from the program.

### **POLICY #12**

#### **Resignation of Apprentices**

Any apprentice who wishes to resign from the apprenticeship program should submit a request in writing to the Training Center via email ([andrea@jjatc.com](mailto:andrea@jjatc.com)) who will notify the JAC. An apprentice who voluntarily resigns from the program and then wants to re-enter the apprenticeship will follow the same application procedures as any new applicant to the program, with no special consideration shown by the Joint Apprenticeship Committee.

Any apprentice dropped from the program, may request in writing to “**The Division of Apprenticeship Standards (See Policy #17).**”

### **POLICY #13**

#### **Textbook and Materials**

Textbooks and related class materials are given to the apprentice for each class. If the books and materials are lost, the apprentice must pay the replacement cost.

All apprentices must have the required textbooks and materials to attend class.

**POLICY #14**  
**Change of Address**

It is the sole responsibility of each apprentice to notify the Training Center Office, **in writing**, each time there is an address, email and/or telephone number change as well as the effective date of such change.

Updates to the changes above are accepted on the change of address forms, on the back of the apprentice monthly work record slip, or by submitting the change(s) to the Training Center Office via email ([jjatc@jjatc.com](mailto:jjatc@jjatc.com)) and/or by mail.

Any letter or documentation of any variety sent by the Training Center Office and not received by the apprentice due to lack of current contact information will result in disciplinary action by the Joint Apprenticeship Committee.

All students are required to use the [jjatc.org](mailto:jjatc.org) email address provided by the JJATC/JJATT for all school related communications and activities.

**POLICY #15**  
**Apprentice Grading**

The Joint Apprenticeship Committee has established the following Grading Scale for all apprentice classes. This is a numerical grading scale, there is no curve.

<b>90 – 100</b>	<b>= A</b>
<b>80 – 89</b>	<b>= B</b>
<b>70 – 79</b>	<b>= C</b>
<b>69 – Below</b>	<b>= F</b>

All apprentices must receive a “C” grade or better to pass each class. An apprentice who receives an “F” grade will be subject to the following disciplinary action:

1. Must repeat the class achieving a “C” grade or better.
2. The apprentice will be held until successful completion.
3. The apprentice will be placed in “Academic Probation” for two years; during this time the apprentice must not receive any grade below a “C” or he/she will be dropped from the program.

If the apprentice does not earn a minimum of a “C” grade in the repeated class, the apprentice will be dropped from the apprenticeship program. Any apprentice in probationary status who receives an “F” grade will be subject to disciplinary action and may be dropped from the apprenticeship program.

## **Policy #15, Apprentice Grading, continued:**

***Any apprentice receiving two “F” grades in one semester may be dropped from the apprenticeship program, regardless of prior academic standing.***

**The JAC does not tolerate any cheating or forgery.** An apprentice caught **cheating** (not doing his/her own work) will be removed from the class and referred to the Director of Training. Cheating will result in an automatic “F” and subject the apprentice to be dropped from the program.

Further, **forgery** or signing another apprentice’s name will also result in an automatic “F” grade for the course. Any apprentice who is caught forging another apprentice’s signature will be asked to appear before the JAC to “Show Cause” as to why he/she should not be dropped from the program.

## **POLICY #16**

### **Request to Appear Before the Committee**

At any time, an apprentice may request, in writing to the Training Center Office, to appear before the Joint Apprenticeship Committee as he/she feels appropriate. The JAC welcomes any apprentice to come before them if the circumstance necessitates an appearance.

When in doubt, the Director of Training should be consulted if the apprentice feels an appearance would benefit his/her particular circumstance.

## **POLICY #17**

### **Appeal Process**

If an apprentice is dropped from the program and he/she feels unjustly treated, the apprentice may appeal to the Administrator of Apprenticeship at the Division of Apprenticeship Standards. The appeal must be filed in writing within thirty (30) days of notice of a decision, an order, or action of the JAC. The appeal of the Committee’s decision is to be sent to:

**The Division of Apprenticeship Standards  
1515 Clay Street, Suite 301  
Oakland CA 94612**

**Print Complaint form at: <http://www.dir.ca-gov/das/complaintform.pdf>**

### **Policy #17, Appeal Process, continued:**

Any apprentice who is dropped from the apprenticeship program shall automatically have his/her membership on the United Association and the Local Union cancelled.

**(A probationary apprentice dropped from the apprenticeship program has no rights of appeal.)**

### **POLICY #18 JAC Appearance**

Failure to appear at a JAC Meeting when requested to do so, will be grounds for disciplinary action which may include being dropped from the program.

Any apprentice who requests, in writing, an appearance before the JAC, will have the request read at the JAC meeting. In most cases, the apprentice will be scheduled for an appearance at the next JAC meeting.

### **POLICY #19 Chemical Substance Abuse**

Drugs and chemical substance abuse is not compatible with the proper training and safety requirements of the Air Conditioning and Refrigeration Industry Apprenticeship Program. I hereby agree, as an apprentice, that for my own safety and the safety of those I work with, I will present myself for a proper drug (chemical substance) testing upon the request of the JJATT, JJATC staff and/or the JAC Committee.

This policy is enforceable during work hours and during supplemental and related training hours.

### **POLICY #20 Discrimination and Harassment**

The California Fair Employment and Housing Act and corresponding federal law strictly prohibit discrimination and harassment because of race, religious creed, color, national origin, ancestry, physical handicap, medical condition, marital status, sex or age.

**It is the policy of the Joint Journeyman and Apprentice Training Trust to provide a training and work environment free from all discrimination and harassment.** This policy applies to **all phases** of your apprenticeship including recruitment, testing, hiring, advancement, layoff, termination, rates of pay, benefits, and to treatment while attending classes as well as on the job experience.

## **Policy #20, Discrimination and Harassment, continued:**

Moreover, it's the stated policy of the Joint Journeymen and Apprentice Training Trust to prevent and prohibit such misconduct by its employees or by any fellow apprentices. Any apprentice found to have acted in violation of the foregoing policies shall be subject to appropriate disciplinary action, which could include warnings, letters of reprimand, suspension, demotion, termination, or expulsion from the Apprenticeship Program, as well as the possibility of civil liability for the violator.

**You may have a claim of harassment even if you haven't lost your job or some other tangible job benefit and even if the harassment is directed at others but occurs in your presence.** The law prohibits any form of harassment that impairs your training and working ability or emotional wellbeing.

**UNLAWFUL HARASSMENT** may take many forms including:

**VERBAL CONDUCT** such as epithets, derogatory comments, slurs or unwanted sexual advances, invitations or comments.

**VISUAL CONDUCT** such as derogatory posters, cartoons, drawings or gestures.

**PHYSICAL CONDUCT** such as assault, blocking normal movement, or interference with work directed at you because of your race, religious creed, color, national origin, ancestry, physical handicap, medical condition, marital status, sex or age.

**THREATS and DEMANDS** to submit to sexual requests in order to remain in the apprenticeship program, to keep your job or avoid some other loss and offers of job benefits in return for sexual favors.

**RETALIATION** for having resisted or reported the harassment, or for having assisted in the investigation of a harassment claim.

### **APPRENTICE'S RIGHTS and RESPONSIBILITIES**

Every apprentice has the right to be treated with respect and to work and train in an environment free from harassment and coercion. An apprentice who perceives the

## **Policy #20, Discrimination and Harassment, continued:**

comments, gestures, or actions of an instructor, staff member, co-employee, or supervisor to be offensive should immediately communicate to that person that such behavior is unwelcome. However, if an apprentice is uncomfortable with confronting the harasser, the apprentice should report the violation as described below. The failure to confront the harasser in advance of reporting the violation in no way exonerates the harasser.

An apprentice who believes that he or she has been harassed while on the job should immediately report the incident to his/her immediate supervisor. If the apprentice does not feel that the situation was adequately resolved at this level, he/she should report the incident to higher management. If his/her immediate supervisor is the harasser, the harassment should be immediately reported to higher management.

In addition, an apprentice who believes that he/she has been harassed while on the job should immediately report the incident or conduct to the Director of Training. The Director of Training shall meet and confer with the employee over the complaint and seek appropriate corrective measures to assure against further harassment. If other apprentices have engaged in misconduct prohibited by this policy, the Director of Training shall recommend that appropriate discipline be imposed on the harasser.

An apprentice who believes that he/she has been harassed by an instructor or staff member while at the Training Center should immediately report the incident to the Director of Training. If the apprentice does not feel that the situation was adequately resolved at this level, he/she should report the incident to the Joint Apprenticeship Committee by contacting the current Chairman and/or Secretary.

If the harasser is the Director of Training, the apprentice should immediately report the incident to the JAC by contacting the current Chairman and/or Secretary.

All apprentices can be assured that any incident or complaint brought to the Joint Journeymen and Apprentice Training Trust's attention shall be thoroughly investigated and that appropriate action will be taken in response. All apprentices can be further assured that retaliation for reporting an incident or lodging a complaint will not be tolerated and that appropriate action will be taken against any person that engages in retaliatory conduct.