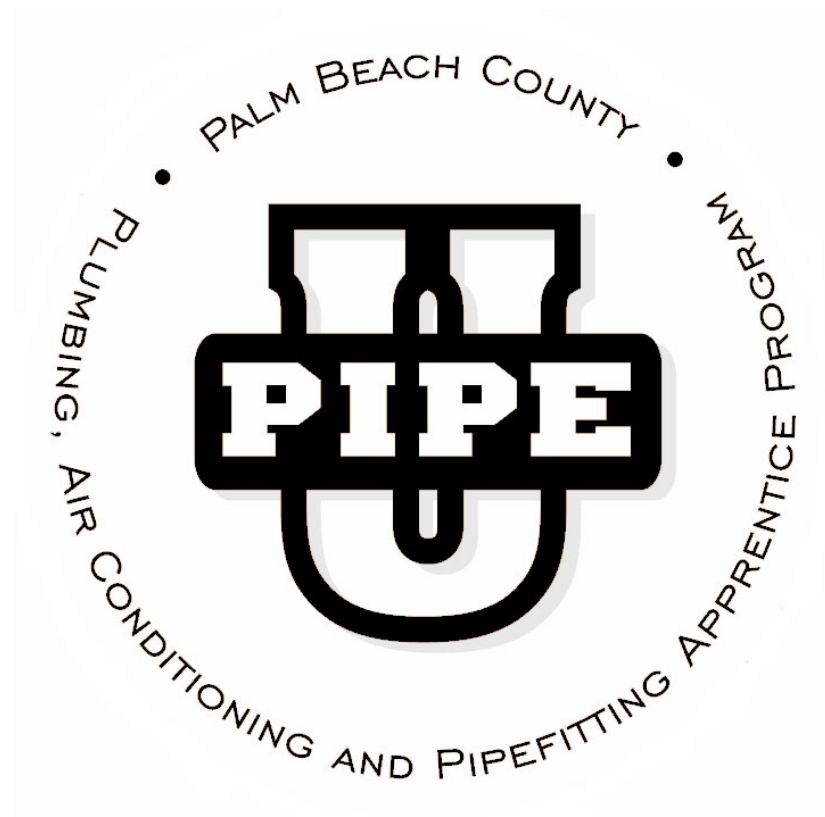


PIPE U

STUDENT HANDBOOK



REVISED
7/1/23

Pipe U
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www.pipeu.com

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Rules of Apprenticeship: At School

- No food permitted in classrooms.
- No tobacco products or chew permitted on premises, except on break in designated areas. The designated area shall be located at the west end of the A/C shop building. All cigarette butts shall be discarded in approved containers located in designated areas.
- No alcoholic beverages or drugs on school premises.
- Use proper receptacles for trash in buildings and parking lot.
- No parking in instructor designated parking spaces or on the grass. Vehicles parked in unauthorized spaces will be towed at owner's expense.
- Any person responsible for destruction of school property will be responsible in full for the cost of replacement or repair.
- A suggestion box for constructive suggestions is located in the lobby area.
- No textbooks other than school curriculum will be permitted in the classroom and shops.
- Students shall come to school prepared to learn. All students shall furnish paper, pencils and pens. Students who do not bring all required training materials and textbooks for class will be sent home and it will count as an absence.
- **No cell phones permitted in the classroom/shop during class.**
- No apprentices are to be in the parking lot during class or break unless accompanied by an instructor. Any apprentice found in the parking lot without an instructor will face immediate disciplinary action (no exceptions).
- Any apprentice terminated from the program cannot reapply for a minimum of 1 year from the date of termination.

Cumulative Final Examination Policy

In order to advance to the next year of the curriculum and pay rate, all students must:

- Achieve an overall average of 75% for all tests, quizzes, correspondence work, etc.
- Achieve a 75% on the final exam
- Pass all required certifications and qualifications (i.e. Backflow, Medical Gas, Rigging & Signaling class)
- Meet school hours and OJT hours requirements.

Failure to achieve a 75% for the year overall or on the final exam will result in a Committee appearance. The apprentice will be subject to disciplinary action which includes, but is not limited to, repeating the entire year of training or termination from the program.

CORRESPONDENCE WORK:

The curriculum includes a correspondence portion for each trade. Correspondence nights can only be used for an approved absence (i.e. work, sick or leave). Correspondence work is to be completed at home and then turned in to the instructor by the scheduled deadline. Those who do not turn in the completed correspondence work on the scheduled date will receive a grade of zero and be sent home with an absence.

Students will be tested on the correspondence work. Those who do not pass the test given will not be allowed to proceed with any hands-on course work that would accompany that section.

DRIVERS LICENSE:

All HVAC and Plumbing Service students must maintain an acceptable driving record of no more than 6 current points.

Rules of Apprenticeship: On the Job

ATTENDANCE AT WORK:

If you are unable to get to work, be sure to notify your employer before your shift starts. If you must take time off, be sure to notify your employer in advance.

WORK RULES:

Apprentices MAY NOT QUIT the job which they have been placed.

Apprentices MAY NOT REFUSE WORK.

Employers may LAY OFF apprentices for lack of work, job completion, etc.

If you are laid off or terminated, you MUST report to the Hiring Hall with a termination slip from the employer. Your name will then be placed on the out-of-work list. Per Hiring Hall rules, you **MUST HAVE** a termination slip from your employer.

Any apprentice who fails to provide their termination to the hiring hall or takes another job while on the road will be recalled home and lose the right to work outside Local 630's jurisdiction. The Business Agent must be contacted prior to accepting work in another jurisdiction.

Terminations must be processed in this manner before the apprentice can be referred out to work again – **NO EXCEPTIONS**. Apprentices who are granted permission to work outside of Local 630's jurisdiction are required to complete all Local 630 apprenticeship's welding qualifications.

Apprentices are to bring all job-related problems to the attention of the Training Director **AS SOON AS POSSIBLE**.

Books & Supplies

BOOK FEES:

All textbook fees shall be paid by the first night of class each school year. New books shall be purchased. Used books are prohibited.

Apprentices who fail to pay all required textbook fees by the scheduled date will not be issued books or be allowed to start classes. These apprentices will appear before the Committee for disciplinary action including termination from the program and enforcement of the Scholarship Loan Agreements.

PAYMENT METHODS ACCEPTED:

- Cash
- Check
- Money Order
- Debit/Credit

Safety Code

All students are required to act and dress in a safe manner to help ensure a safe learning environment. The following standards have been set and must be adhered to:

- Welding students shall wear the proper long sleeve shirts when cutting or welding.
- Anyone working or walking in any shop shall wear safety glasses at all times. Any apprentices cutting or grinding shall wear safety glasses, an approved face shield and gloves. Gloves are to be worn when moving any materials.
- Anyone working or walking in any shop shall wear hearing protection when required.
- All welding curtains must be maintained in a down position while welding is taking place.
- The following is the dress code for students working in the classroom: long pants, shirts with sleeves, hard sole shoes or tennis shoes (all footwears shall fully cover the entire foot, including top of foot and heel). Hats are optional.
- The following is the dress code for students working in any of the shops or on projects outside the classroom: long pants, shirts with sleeves, work boots and any specific trade related Personal Protective Equipment as mandated by Pipe U.
- The following clothing is prohibited for both classroom and shop areas: shorts, tank tops and any kind of open-toed shoes. Shoes with large perforations in the uppers (such as “croc” style shoes) are not permissible, as they will not prevent spilled chemicals from reaching your foot.
- Students will be informed in advance of shop work and shall dress accordingly.
- Any accident or injury, however slight, must be reported to your Instructor.

Absentee Policy

The Absentee Policy for the Apprentice Program as established by the Joint Apprenticeship Training Committee is as follows:

- A total of two (2) non work-related absences per semester will be the maximum allowed without a mandatory Committee appearance. These are to be used for EMERGENCY AND SICK LEAVE ONLY. A 3rd absence from class will result in a Committee appearance. Apprentices appearing before the Committee for disciplinary action may be subject to termination from the program.
- Work-related absences will only be permitted or excused with a written email/letter from the contractor on a company letterhead. Letters **MUST** come from upper management.

Accepted: Owner, Service Manager, Operations Manager, Project Manager, General Superintendent

NOT Accepted: Journeymen, Foremen, Dispatch
- Contractor letters for overtime must be turned in within 10 business days of the date missed or the absence will be considered unexcused. The apprentice is responsible for confirming the contractor letter was received by the Pipe U office. If no letter is received within 10 days, the absence will count against the apprentice.
- If the apprentice does not get a letter from his Contractor submitted to the school per the parameters above, and this absence triggers a Committee appearance, the apprentice will no longer be excused from school due to working overtime on any night of class or Saturday class for the remainder of the school year.

**Emails should be sent to:
info@pipeu.com**

Absentee Policy (Continued)

- Apprentices missing class due to overtime work must still maintain a 75% average on all tests and overall GPA.
- All classes will begin promptly at 6:00pm and will end no sooner than 9:00pm. Students arriving after 6:00pm and before 6:15pm will be considered tardy. Two (2) tardies per semester will count as one absence.

Any student arriving in class after 6:15pm will be considered absent and will not receive credit for the class. Some classes will be held on Saturdays. For those classes, tardy will be 15 minutes or less after the start time.

**If you are absent for any reason, contact the
Apprenticeship Office at:**

(561) 686-4233

**If no answer, leave a message on the voicemail.
Leave your name and reason for absence.**

Hours Requirement for Completion:

You are required to complete a total of 1,080 hours of class time and a total of 8,500 hours of on-the-job training during your 5-year apprenticeship, as per the Standards.

Drug Policy

ZERO TOLERANCE

Per Article 16 of the agreement entered into by/between Local 630 journeymen/apprentices and signatory contractors, the Apprenticeship Committee has directed that:

Any apprentice terminated by a signatory contractor for failure to pass the drug test will be suspended from class until he/she has submitted a “negative” drug test approved by the Committee. The apprentice will not be referred to the hall for job referral until he/she has tested drug free.

The apprentice will be set back to a class that he/she was in when the apprentice left.

Apprentice suspension for testing drug positive shall not exceed 60 days. If terminated for failure to pass a drug test, he/she will be notified to appear before the Committee for disciplinary action.

Any apprentice injured while at school will be required to submit a “negative” drug test before returning to class.

Break Period

When: Classes and shops – 7:15 pm to 7:30 pm

Location: Walkways in front of the shop area

Main lobby sitting area

Break time for all classes will begin promptly at 7:15pm and end promptly at 7:30pm. All students and instructors will be back in class no later than 7:35pm

No one will be allowed in the main parking lot during class hours or break time unless accompanied by an instructor. Class hours are 6:00pm – 9:00pm. Students found in the parking lot during class hours will face disciplinary action.

Work Cards

Pay advancements will be considered during the last week of each month. In order to receive a scheduled pay raise, students must meet the following criteria:

- All work cards must be turned in
- School hours requirement must be met
- OJT hours requirement must be met

The policy for submitting work cards is as follows:

Work cards are due no later than the 1st FULL week of the following month. By the 2nd week, those with delinquent work cards will be sent home with an unexcused absence. If sent home for delinquent work cards, the apprentice may choose to stay and accept the absence. It will be notated on their record as such.

Work card status may be viewed online and is updated daily during the week due, then weekly afterwards. The list does not update automatically once submitted.

Work cards must be completed correctly, for example:

- Only 1 month per card
- Correct dates

Work cards turned in on time, but incorrect must be redone.

WORK CARDS ARE TO BE SUBMITTED ONLINE AT:

www.pipeu.com

Pipe U offers our computer lab Monday thru Friday for students to complete work cards. This leaves zero excuse for work cards not being complete. If you would like to use a Pipe U computer for work cards, please call the school ahead of time for scheduling.

Hiring Hall Rules

JOB REFERRAL:

The Business Agent will contact you when being sent to work. When you get a call to come into the hiring hall to pick up a referral, make sure you ask questions, directions to the job or shop, about drug testing, etc.

Hiring Hall phone: (561) 689-8400, extension 18

JOB TERMINATION:

According to hiring hall rules you need a termination slip from your employer before you can sign the out-of-work list.

Any apprentice who is terminated from his/her job assignment will need to report to the hiring hall with a copy of the termination slip. The apprentice will then be permitted to sign the out-of-work list.

Local Union 630 Info

HEALTH & WELFARE:

Insurance benefits are part of the fringe package paid by the employer. Direct any questions regarding fringe benefits to:

Terry Stinson
561-689-8400 x11

LOCAL 630 INITIATION:

Following orientation, you will be notified by the Training Director regarding initiation. All new apprentices will be initiated as soon as possible after orientation.

PAYMENT OF UNION DUES:

Union dues are to be paid directly to Local Union 630. Direct any questions regarding union dues to:

Tanya Johnson
561-689-8400 x10

LOCAL UNION 630 CONTACT INFO:

UA Local Union 630
1900 N. Florida Mango Road
West Palm Beach, FL 33409
P: (561) 689-8400 F: (561) 687-7743
www.lu630.org

LOCAL UNION 630 OFFICERS:

- **Mark Woodard, Business Manager**
- **Steve Stripling, Business Agent**
- **Dustin Hall, Organizer**