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GENERAL POLICIES AND PROCEDURES MANUAL

This General Policies and Procedures Manual (the "Manual") establishes the policies and procedures for the Apprenticeship Training Program (the "Apprenticeship Program") established by the Teamsters Local 631 Convention Industry Joint Apprenticeship Training Committee (the "Committee") offered through the Teamsters Convention Industry Local 631 Apprenticeship Training Center (the "Training Center"). Every individual accepted into the Apprenticeship Program (each an "Apprentice" and collectively the "Apprentices") shall receive a copy of this Manual. Each Apprentice will sign an acknowledgement confirming receipt of the Manual. Questions concerning the content of this Manual should be addressed to either of the Co-Chairs of the Committee or to the Training Director. This Manual updates and supersedes all policies and procedures appearing in prior manuals and incorporates all requirements established by the State of Nevada.

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INTRODUCTION

The recent push by many cities across the United States to build new convention centers and to become competitive in recruiting tradeshow to their perspective venues, as well as the changing methods of the convention industry, challenges the established skills of the convention trade in Las Vegas.

In order to meet these challenges, management and labor recognize the need for highly trained craft workers who possess technical knowledge, skills, and the initiative to perform more efficient and professional work.

Members of labor and management in the convention industry have joined together through their respective organizations to formulate and operate the apprenticeship system as the most sound and practical method of developing the high skills demanded of craft workers in the industry today.

The primary goals of the Apprenticeship Program include:

1. outreach that encourages the best prospective workers to join the Apprenticeship Program;
2. the design and offering an approved program that trains Apprentices for careers as skilled craftspersons;
3. maintaining and providing up to date and cutting edge training that meets and anticipates the changing needs of employers;
4. communicating with employers to maintain professional training
5. providing the public with the highest standard of craftsmanship.

1. DEFINITIONS

A. "Standards" shall collectively mean all policies, procedures and practices set forth in this Manual.

B. "Joint Apprenticeship and Training Committee" or the "Committee" shall mean the trustees who are members of the Southern Nevada Teamsters Convention Industry Training Trust, which is comprised of equal representatives of Teamsters Local 631 and employers in the Convention Industry.

C. "Employer" shall mean any person, firm, corporation or other legally recognized entity that is signatory to the Collective Bargaining Agreement between the Teamsters Local 631 and that person, firm, corporation or other legally recognized entity.

D. "Journey person" shall mean a qualified craft worker in the skilled trade classification covered in the Collective Bargaining Agreement.

E. "Union" shall mean the Teamsters Local Union No. 631.

F. "Apprentice" shall mean a person who has entered into a written "Apprenticeship Agreement" with the Committee.

G. "Apprenticeship Agreement" shall be synonymous with the word "indentured" and shall mean the written document between the Apprentice and the Committee stating the responsibilities and obligations of the parties in connection with the Apprentice's employment by Employers and training under the Apprenticeship Program.

H. "Registration Agency" shall mean the Nevada State Apprenticeship Council.

2. APPRENTICESHIP AND TRAINING COMMITTEE

A. Authority and Scope: The Committee establishes and administers the rules and procedures governing the selection, training and transfer of apprentices and the training of journeypersons.

B. Composition: The Committee shall be composed of not less than three Employer representatives and three Union representatives, each selected by the groups they represent. The Employers and the Union shall be equally represented on the Committee. Individuals named to fill any Committee vacancy shall be selected in the same manner as those used in the original selection. Employer and Union representatives serve at the will of the organization that appointed them and may be retained or replaced by the appointing organizations.

C. Procedures: The Committee shall elect one Union and one Employer trustee each to serve as the Co-Chairs, each of whom retains the right of vote on all matters. A meeting quorum shall consist of at least one (1) member representing the Employers and one (1) member representing the Union. Each group shall have a total vote equal to their total number of designated Committee members. The Committee shall select and hire an individual to run the Apprentice Program at the Training Center (the "Training Director"). The Committee shall also (i) schedule regular meetings and shall establish the time and place of such meetings; (ii) schedule special meetings when necessary; and (iii) establish rules and regulations governing the administration of the Apprenticeship Program as necessary. The Committee Co-Chairs will (i) establish a regular order of business and conduct Committee meetings in a business-like manner; (ii) establish regular or special committees as needed; and (iii) either keep meeting minutes or designate another to keep meeting minutes of all Committee meetings. The Committee designates the Training Director to keep and maintain all (i) Apprentice files; (ii) Apprenticeship Agreements, and (iii) all other records and reports relating to the Training Center Apprenticeship Program. The Training Director shall also maintain appropriate communication with the Registration Agencies and provide, and request, all appropriate information and documentation to that Agency.

D. Duties: The Committee or its designee shall:

(i) conduct surveys and studies to determine industry training needs and skill requirements;

(ii) collect and develop other data necessary to establishing adequate and effective plans and programs of training;

(iii) periodically review these Standards to keep them consistent with national standards and changes within the industry;

(iv) establish minimum qualifications for Apprentice applicants;

(v) devise a system of non-discriminatory, equal opportunity apprentice selection that will assure the industry of competent workers;

(vi) ensure that each Apprentice enters into an Apprenticeship Agreement and obtains a copy of this Manual;

(vii) determine the kind and amount of on-the-job training and experience to be required of Apprentices and to arrange for such experience and training through the participating Employers;

(viii) determine the kind and amount of supplemental instruction to be required of Apprentices and to arrange for such instruction to be provided (a minimum of 144 hours per year.)

(ix) evaluate employers regarding their ability to provide adequate and reasonable job training and supervision for Apprentices and to regulate the number of Apprentices allowed an Employer within the established ratio of Apprentices to Journeypersons.

(x) establish a record keeping system that will track the progress of each Apprentices throughout his/her Apprenticeship.

(xi) provide dispute resolution procedures for disputes between the Apprentices and the Committee as those disputes pertain to the scope of these Standards.

(xii) establish standards for determining when Apprentices have satisfactorily met all requirements of their Apprenticeship, recommending when Apprentices should be accepted as Journeyperson and receive a "Certificate of Completion of Apprenticeship."

(xiii) register all Apprenticeship Agreements with the Registration Agency within 10 days of signature and notify the Registration Agency of all subsequent actions taken by the Committee affecting these agreements (including such things as suspensions, cancellations, terminations and completions of Apprenticeship).

(xiv) be responsible for the successful operation of this Training Center and Apprenticeship Program.

(xiv) provide adequate and safe equipment and facilities for training and supervision, of Apprentices in compliance with the Occupational Safety and Health Standards.

(xv) supervise the Training Director to whom the Committee may delegate any and all of the above responsibilities from time to time.

3. TRAINING PROGRAM PRINCIPLES

A. Vocational Education Principle: The Apprenticeship Program principles work in conjunction with the State of Nevada Vocational Education Principles. The Committee responds to the needs of the total person indentured to the Committee as needed. If an Apprentice cannot meet Apprenticeship Program Standards, with supplemental help as appropriate, the Committee is obligated to terminate the Apprentice's Apprenticeship Agreement. During the probationary period (discussed below), the Apprentice does not have the right to meet with the Committee and present his/her case regarding why termination should not occur. Once an Apprentice has completed his/her probationary period, the Apprentice will meet with the Committee before termination of his/her Apprenticeship Agreement is cancelled.

B. Vocational Education Policies: The Apprenticeship Program consists of both on the job and classroom training. Substandard effort, motivation, or skills developments are indications that an Apprentice may not belong in the Apprenticeship Program. In addition to the successful completion of Apprenticeship training, Apprentices must be employed in the trade for a number of years in order to fully develop the vocational skills and competency levels required by the convention industry.

C. Personal Conduct: As may be stated elsewhere or further clarified within this Manual, all Apprentices are required to adhere to the following personal conduct policies:

(i) Apprentices must attend all hours and all classes that are determined by the Committee to be the minimum hours and classes necessary for the particular course of instruction.

(ii) Apprentices must conduct themselves in a proper, cooperative, dignified, and-respectful manner toward all others at all times. No harassment or discrimination on the basis of race, religion, sex, sexual orientation, color, age, disability, national origin, military status or immigration status will be tolerated by the Committee.

(iii) Apprentices must exhibit the minimal required level of competence, skill, comprehension, and communications, as well as an attitude of cooperation, teamwork, and good interpersonal relations with fellow Apprentices and instructors.

(iv) Willful destruction of property, theft of Training Center property or the property of another Apprentice, employee, guest or patron, or violence or falsification of records is strictly prohibited.

(v) Apprentices may not bring onto Training Center property or vehicles, or to any course of instruction, any weapons or explosives of any kind for any reason.

(vi) Disruption of classroom or other instruction will not be tolerated. Sleeping during classroom discussions is strictly prohibited.

(v) Horseplay, scuffling, fighting or the use of physical force against another person except for self-defense is strictly prohibited.

D. Anti-Harassment and Discrimination Policy: The Committee through the Training Center provides equal opportunity in all of our practices without regard to race, color, religion, gender, national origin, age, sex, sexual orientation, disability, marital status, military status, or any other category protected by federal, state, and local laws. The Committee through the Training Center strives to maintain an environment free from discrimination and harassment, where individuals treat each other with respect, dignity, and courtesy. The Committee does not and will not tolerate any type of harassment of employees, Apprentices or its customers.

The term harassment includes, but is not limited to, slurs, jokes, and other verbal, nonverbal or physical conduct relating to a person's gender, ethnicity, race, color, creed, religion, sexual orientation, national origin, age, disability (as this term is defined by the Americans with Disabilities Act), marital status, military status, or any other protected classification, which unreasonably interferes with a person's apprenticeship or creates an intimidating, hostile work environment.

Sexually harassing behavior in particular includes unwelcomed conduct such as sexual advances, requests for sexual favors, offensive touching, or other verbal, nonverbal or physical conduct of a sexual nature. Prohibited sexual behavior includes, but is not limited to:

1. unwelcomed sexual flirtations, advances or propositions,
2. verbal abuse of a sexual nature,
3. sexually related comments and joking, graphic or degrading comments about a person's appearance,
4. displaying sexually suggestive objects or pictures, including cartoons and vulgar email messages, and
5. any uninvited physical contact or touching, such as patting, pinching, or brushing against another's body.

While the focus of the above pertains to harassment based on sex, these prohibitions against harassment and discrimination applies equally to race, color, religion, national origin, age, sexual orientation, marital status, military status or any other classification protected by law.

Employee or Apprentices in the Apprenticeship Program are encouraged to promptly report a complaint of harassment or discrimination of any kind to the Training Director or either

member of the Committee Co-Chairs. The Committee will conduct or appoint someone to conduct a prompt investigation as confidentially as possible. Individuals who raise concerns and make reports in good faith can do so without fear of reprisal. Retaliation is strictly prohibited. At the same time employees and Apprentices have an obligation to cooperate with the Committee in enforcing this policy and investigating and remedying complaints.

Any employee or Apprentice who becomes aware of possible harassment or other illegal discrimination against others must promptly advise the Director of Training or either of the Committee Co-Chairs. **If an Apprentice violates this policy, discipline will be issued and the Apprentice will be suspended from the Apprenticeship Program until he/she meets with the Committee who will determine if the Apprentice may be reinstated or will be terminated from the program.**

Any Apprentice or employee who files a complaint of harassment or discrimination in good faith will not be adversely affected in terms and conditions of employment or Apprenticeship and will not be retaliated against or discharged because of the complaint. In addition, the Committee does not tolerate retaliation against any employee or Apprentice who, in good faith, cooperates in the investigation of a complaint. Anyone who engages in such retaliatory behavior will be subject to appropriate discipline, up to and including termination.

4. PROBATIONARY PERIOD POLICY:

A. Each Apprenticeship starts with a probationary period which begins upon the acceptance of an Apprentice into the Apprenticeship Program (the signing of an Apprenticeship Agreement) and ends when the Apprentice has completed his/her first 500 hours of on the job training and mandatory initial course work. The probationary period is registered with the Nevada State Apprenticeship Council.

B. An Apprentice may be terminated from the Apprenticeship Program and released from his/her Apprenticeship Agreement during the probationary period without cause and without the formality of a hearing.

C. The Committee shall review the Apprentice's progress periodically during the probationary period. If an Apprentice fails to maintain active participation in the Training Program during the probationary period, the Committee will take appropriate steps to determine if continued participation in the Training Program is appropriate. Termination during the first six months or 500 hours in the Apprenticeship Program is not appealable.

5. RECORDING OF HOURS WORKED ON THE JOB

A. All Apprentice hours will be reported monthly to the Committee for review and possible audit.

B. All Apprentices are required to keep accurate records of hours worked and provide such information, with documentation (including your time cards and the print out of hours received from Southwest Administrators), to the Training Director upon accumulation of 100, 300 and 500.

C. Timely and accurate submission of earned on-the-job hours is the sole responsibility of each Apprentice.

D. If the Apprentice fails to maintain and report accurate hours, this will result in no credit for hours worked.

E. The optimal targeted time period for completing accumulating the necessary on the job training hours under the Apprenticeship Program is: (i) 500 within the first six months of participation (the probationary period); (ii) 1000 by twelve months of participation; (iii) 1500 by eighteen months of participation; and (iv) 2000 by twenty-four months of participation by the Committee. Absent good cause, failure to maintain this schedule may result in suspension and termination from the Apprenticeship Program. If an Apprentice has completed his/her probationary period and fails thereafter to maintain active participation in the Apprenticeship Program, such Apprentice shall be required to meet with the Training Director who will then recommend to the Committee what, if any, action should be taken. If termination of a post-probationary Apprentice is recommended, that Apprentice will have an opportunity to meet with the Committee prior to such termination to state his/her case. The Committee shall have ultimate authority to terminate or reinstate an Apprentice.

F. After completion of the probationary period, there will be quarterly reviews of hours worked and reported provided by Southwest Administrators.

6. DISPATCHING

A. The Committee, through the Training Center, seeks to provide the best training possible so that each Apprentice has a successful career as a Teamster Convention Industry Journeyperson. To ensure that each Apprentice receives adequate on the job training, and that the work is dispersed in a fair manner among all Apprentices, the Training Center dispatches Apprentices on a 100% rotational basis (except as stated below).

B. Within forty-eight (48) hours of the completion of each job to which an Apprentice has been dispatched, each Apprentice must sign in at the Training Center and provide a copy of his/her layoff slip and an evaluation completed by a supervisor or lead person.

C. Apprentices must return all calls made by the Training Center regarding dispatch to work.

D. Because it is important that all Apprentices receive training in warehouse work, Apprentices without warehouse job experience will be dispatched first in rotation. Only when there are no Apprentices who lack warehouse hours, will those who have had time in the warehouse be dispatched to a warehouse in a rotational basis. There is **no** guarantee of warehouse work.

E. An Apprentice may work a maximum of six weeks for one employer, with a possible two week extension at the request from the employer.

7. CLASS INSTRUCTION - ABSENCE AND TARDINESS POLICY

A. Classroom instruction and on the job training are equally vital educational tools in the Apprenticeship Program. **On time attendance at all class sessions is mandatory. On time attendance means arriving and being ready for instruction when class commences.**

B. **If an Apprentice arrives to class more than 15 minutes after it begins, the Apprentice is tardy. If an Apprentice is tardy twice for one class (whether on different days or twice in the same day), the Apprentice is considered absent and the Apprentice must make up (retake) the entire class.**

C. **An Apprentice is absent from a class if he or she arrives more than 30 minutes after the class is commenced. An Apprentice who is absent from a class must make up the entire class (retake the class) to obtain credit for attending.**

D. An Apprentice who is absent must contact the Training Director or her designee to arrange to make up a class as soon after his/her absence as possible.

E. At the discretion of the Committee or Training Director, an Apprentice may receive credit for a class absence when that absence is in exchange for the Apprentice performing volunteer work for the Committee.

F. Any Apprentice who arrives to class without tools and/or training materials will be told to leave and marked absent. The Apprentice will then have to retake the class.

G. An Apprentice who accumulates three absences over a (1) one year period shall be **suspended** from the Training Program until he or she makes an appearance before the Committee to explain his/her absences and provides adequate explanation for such absences. An Apprentice who is reinstated after three absences will be terminated from the Apprenticeship Program, upon review by the Committee, if such Apprentice is absent for any reason from the next class taken.

H. Absences from classroom or field instruction will be excused if caused by a death of an immediate family member, serious illness/injury of student, or other extraordinary circumstances upon presentation of reasonable documentation when requested.

I. Before an Apprentice is eligible to be upgraded to a Teamster Convention Journeyperson, he/she must complete and documents that he/she has met all classroom and hour requirements.

J. Injured apprentices will be exempt from attending scheduled classroom training in appropriate circumstances. All classes missed must be rescheduled, without penalty, upon receipt of a Doctor's release indicating the Apprentice is available for work.

8. AVAILABILITY TO WORK

A. Apprentices must be available for job assignments during normal dispatch hours, which are 7 a.m. to 4 p.m. If an Apprentice is unable to work due to illness, vacation, or emergency, he or she must notify the Training Center immediately so that failures to return calls do not result in discipline.

B. The Committee does not guarantee work 52 weeks of the year or 40 hours per week.

C. An Apprentice under formal disciplinary actions will not be dispatched without the Committee or Training Director's written approval.

D. Apprentices may not turn down a work assignment, ask for a layoff from a work assignment, or resign from work. Turning down a work assignment, asking to be laid off from a work assignment, or resigning from a work assignment, will result in discipline as follows:

(i) first offence: the Apprentice will be placed on suspension and must appear before the Committee before he or she will be eligible for dispatch to a new job;

(ii) second offense: termination from the Apprenticeship Program upon appearance before the Committee.

E. If an Apprentice experiences unlawful harassment, discrimination or other intolerable conduct at a place of employment, the Apprentice must contact the Training Director immediately for assistance. Failure to timely report harassment, discrimination or other intolerable conduct will impair the ability of the Training Director and the Committee to resolve any problems. Walking off a job because of alleged harassment, discrimination or other intolerable conduct, without immediately reporting the same to the Training Director or the Committee, may call into question the legitimacy of such a complaint.

F. When an employer marks an Apprentice's discharge papers (called a layoff notice) as eligible for re-hire, and the Apprentice signs in at the Training Center within 48 hours of layoff with his/her layoff notice, the Apprentice is automatically placed in the dispatch rotation for another job. *See* Section 13 below for discussion of procedures applicable to layoff notices indicating that an Apprentice's performance was unacceptable or poor.

9. WAGES

Hourly wage rates are established by contract and are based on the Apprentice's accumulation of on the job training hours and participation in class based training.

10. MILITARY LEAVE

The Committee and Apprenticeship Program complies, to the extent required, with the Uniformed Services Employment Rights and Reemployment Rights Act.

11. ADDRESS/PHONE INFORMATION

Each Apprentice is personally responsible for ensuring that his/her current address and telephone number are provided to the Apprenticeship Program. The failure to maintain current information, absent good cause, may result in discipline or termination from the Apprenticeship Program.

12. COMPLETION OF APPRENTICESHIP PROGRAM

To receive a change in classification from Apprentice to Journeyman, each Apprentice must have completed the necessary on the job hours and classroom instruction. It is the Apprentice's responsibility to ensure that the Training Center and Committee have all documentation needed for the change in classification. Upon completing the Apprenticeship Program and being approved to journey out, it shall be the Apprentice's responsibility to complete necessary paperwork at the Local 631 Union Hall so that he/she may be placed on the journeyperson list.

13. APPRENTICE EVALUATION FORM COMPLETED BY EMPLOYERS

- A. Evaluations of Apprentice on-the-job training provide the Committee, the Training Center, and Apprentice with feedback on 10 measurable traits that indicate progress towards a successful Apprenticeship and a potentially rewarding career as a skilled craftsperson.
- B. Blank evaluations are available at the Training Center during normal business hours.
- C. The individual who is directly supervising an Apprentice should fill out the evaluations. After the evaluation is scored, the supervising individual must return the form to the Apprentice or fax it directly to the Training Center.
- D. Apprentices must hand deliver completed evaluation forms to the Training Center when signing back in from an assignment, unless such forms have been faxed directly by the Employer to the Training Center.
- E. If an Apprentice receives an unacceptable or poor on-the-job evaluation from a participating employer, the Training Director or her designee shall take the following action:
 - i. First unacceptable evaluation: The Training Director or her designee will discuss the evaluation with the employer and/or the supervising foreman, and will discuss the evaluation with the Apprentice. If circumstances warrant, documentation of action will be taken and placed in the Apprentice's file.

- ii. Second unacceptable evaluation: The Training Director or her designee will discuss the evaluation with the employer and/or supervising foreman, as well as the Apprentice. Documentation of the action taken shall be placed in the Apprentice's file. The apprentice may also be directed to appear before the Subcommittee (defined below) for possible disciplinary action.
 - iii. Third unacceptable evaluation: The Training Director or her designee shall discuss the evaluation with the employer and/or supervising foreman, as well as the Apprentice. Documentation of action taken shall be filed in the Apprentice's file. The Apprentice shall be required to appear before the subcommittee for possible disciplinary action.
- F. At the Committee meeting preceding the end of an Apprentice's probationary period, an evaluation on the apprentice should be presented for review. The evaluation will allow the Committee to determine whether to allow the Apprentice to continue in the program, extend the probation, or terminate the Apprenticeship Agreement.

14. SUBCOMMITTEE TO HEAR ALL SUSPENSIONS, TERMINATIONS OR OTHER MATTERS PERTAINING TO APPRENTICE DISCIPLINE

The Committee has formed a subcommittee on discipline (the "Subcommittee") consisting of the co-chairs of the Teamsters Convention Industry Training Trust, which will meet on the second Wednesday of each month at the offices of Southwest Administrators to address all suspensions or other disciplines of Apprentices who wish to appeal such suspensions of discipline and be reinstated to the Apprenticeship Program.

15. DRUG/ALCOHOL FREE PROGRAM AND TESTING PROCEDURE

- A. All Apprentices are required to be free from use of illegal drugs, alcohol and abuse of prescription medication at the time of application and through participation in the Apprenticeship Program.
- B. All Apprentices are required to take a drug test before being admitted into the Apprenticeship Program.
- C. All Apprentices are required to consent to drug testing, whether random or for cause by any Employer, and at any time deemed necessary during employment.
- D. All apprentices are required to consent to drug testing, whether random or for cause, at the request of the Committee through the Training Director at any time during participation in the Apprenticeship Program (whether in a class, in field training, on the job site, while using Training Center property or while traveling on Training Center business).

E. An Apprentice who fails a drug test, will be disciplined as follows: First Positive Test – Suspension from the program and must complete the MAP program within 60 days. The Apprentice will be subjected to take up to 3 random tests, without advance notice. Second Positive Test - Immediate termination from the Apprenticeship Program upon appearance before the Committee. In the event that this is a POST-ACCIDENT DRUG AND/OR ALCOHOL TEST and the apprentice refuses the test, it will result in immediate termination from the Apprenticeship Program upon appearance before the Committee and will not be able to reapply in the future for the Apprenticeship Program.

F. Testing methods may be through analysis of blood, urine or hair.

16. DISCIPLINARY GUIDELINES:

In addition to any disciplinary actions described above, Apprentices are subject to the following disciplinary procedures:

A. Failure to return messages left by Training Program Dispatch:

- (i) third time within 6 months - a return to probationary status for 500 hours of work;
- (ii) fourth failure within any 12-month rolling period - the Apprentice will be suspended until he/she makes an appearance before the Subcommittee, which will determine whether the Apprentice should be reinstated or terminated.

B. Failure to sign in at the Training Center within 48 hours of a layoff:

- (i) first time - a verbal warning documented in the Apprentice's training file;
- (ii) second time - a two week suspension from the Training Program;
- (iii) third time – a suspension from the Training Program until the Apprentice appears before the Subcommittee which will decide if the Apprentice is to be reinstated or terminated.

C. A determination that an Apprentice has engaged in unlawful harassment or discrimination will result in immediate suspension from the Training Program and require the Apprentice to appear before the Subcommittee who will decide if the Apprentice is to be reinstated or terminated.

D. A determination that an Apprentice has stolen or destroyed Training Center property or the property of another Apprentice or employee will result in immediate suspension from the Training Program and require the Apprentice to appear before the Subcommittee who will decide if the Apprentice is to be reinstated or terminated.

E. An Apprentice that is repeatedly tardy or absent from classroom instruction will be suspended from the Training Program until he/she appears before the Subcommittee who will decide if the Apprentice is to be reinstated or terminated.

F. An Apprentice who is vulgar and abusive to instructors or other students in classroom, other instructional settings or at the Training Center generally will be suspended from the Training Program until he/she appears before the Subcommittee who will decide if the Apprentice is to be reinstated or terminated.

G. Apprentices who use physical force in any altercation with another Apprentice, employee or guest of the Training Center will be suspended from the Training Program until he/she appears before the Subcommittee who will decide if the Apprentice is to be reinstated or terminated.

H. Failure to maintain up to date address and telephone information with the Training Center:

- (i) First offense, two week suspension from the Training Program;
- (ii) Second offense, suspension and appearance before the Subcommittee which will decide reinstatement or termination from the program;
- (iii) Third offense, termination upon appearance before the Subcommittee.

I. Apprentices who engage in mutual horseplay will be initially counseled by the Training Director. Repeated conduct of this nature will result in suspension from the Training Program and require an appearance before the Subcommittee who will decide if the Apprentice or Apprentices involved should be reinstated or terminated from the program.

17. DISCIPLINE PROCEDURES

Offense	Disciplinary Action
Positive on Drug Test 1st Offense	Suspended from Program until completion of MAP. Must be completed within 60 days of suspension or Apprentice will automatically be terminated. Subject to three random drug tests within the next twelve months.
Positive on Drug Test 2 nd Offense	Immediate termination.
Refusal of Post-Accident Drug and/or Alcohol Testing	Immediate termination and unable to reapply for the Apprenticeship Program
Multiple incidents of noncompliance	Written warning and/or suspension or termination.

Refusing to comply with any reasonable directives given by any member of the Training Center staff or a Committee member. Use of profane language when communicating with staff members or Committee members.	Two week suspension and /or return to probation and possible termination.
Repetitive tardiness for work or class, failure to pay attention in class, sloppy appearance and lack of proper hygiene.	Return to probation.
Three or more failures to return dispatch/training center calls.	Return to probation.
Failure to sign in within two working days of a lay-off, 1 st offense.	Verbal warning.
Failure to sign in within two working days of a lay-off, 2nd offense.	2 week suspension.
Failure to sign in within two working days of a lay-off, 3rd offense.	Termination.
Job refusal, resignation, quitting, walking off the job or voluntary layoff.	Automatic requirement that the Apprentice appear before the Subcommittee for possible termination.
Failure to keep up with program requirements	Termination.
Failure to attend classes when assigned, 2 classes	Return to probation.
Failure to attend classes when assigned, 3 classes	Appear before the Subcommittee for possible termination.
Over 2100 OJT hours, but missing multiple classes	Suspension from OJT Dispatches until classes are completed.
Failure to complete classes within four months of completing OJT requirements	Termination.
Failure to journey out six months past journey out date	Termination.
No Call/No Show	1st Offense – written warning; 2nd Offense – return to probation; 3rd Offense – termination.
Leave of Absence for over 1 year	Termination