



## Introduction

Congratulations and Welcome! You have been accepted into the BCA Inner-City Unilateral Apprenticeship Training Program. This Program is comprised of two components:

1. Classroom instruction (required related and/or supplemental instruction)
2. On-the-job training with a participating BCA employer

BCA is a state approved program, first of its kind, based here in San Diego, California representing the small and large contracting community contractors and sponsors who contribute funds on behalf of the apprentice they employ to support the cost of an apprentice's training and health welfare benefits.

You have been indentured as a **Carpenter or Drywall/Lather Apprentice**. This means you have signed an agreement with the State of California and the BCA Inner-City Unilateral Apprenticeship Committee ("the committee"), agreeing to abide by these policies, rules and regulations.

These Rules and Regulations have been established to enable the Program to run smoothly and to assist the Committee in offering the highest quality training to all Apprentices. Each Apprentice must abide by and will be held accountable for these policies, rules and regulations.

Today's skilled craft worker will be the foreman, superintendents, project managers, and company owners of tomorrow. The construction industry offers an exciting career opportunity for young men and women who want to build a future for them and their community. Skilled crafts workers and professionals in construction earn much more than a living; they earn respect and the satisfaction of carrying on a long and honored tradition of service and skill. You have taken the first step toward your future.

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# Rules and Regulations for Apprentices

## Article I – EQUAL OPPORTUNITY

ICUAC's Apprenticeship Training Program is dedicated to providing equal apprenticeship opportunity to all qualified applicants. BCA will provide education and training on a non-discriminatory basis. Apprentices are not employed of ICUAC. ICUAC is responsible for providing apprenticeship training and job placement with employers in a non-discriminatory manner. Discrimination because of race, color, creed, religion, gender, age, disability or veteran status will not be tolerated. It is the policy of the ICUAC Apprenticeship Training Program not to discriminate against any individual with respect to recruitment, testing, screening, selection, hiring, training, advancing and other terms and conditions of apprenticeship, provide the individual is qualified to perform the work available. Further, it is the policy of the ICUAC to comply voluntarily with the concepts and practices of affirmative action. Accordingly, all apprenticeship decisions shall be consistent with the principles of equal opportunity. Furthermore, all other apprenticeship actions or programs such as compensation, benefits, dispatch, layoff, recall, apprenticeship training, education, and other programs will be made available and administered in a non-discriminatory manner. ICUAC voluntarily complies with federal, state and local laws applicable to the administration of its apprenticeship-training program.

## Article II – DEFINITIONS

**Apprentice** – A person at least 18 years of age who has entered into a written agreement, hereinafter referred to as an Apprenticeship Agreement with an employer or program sponsor.

**Apprenticeship Agreement** – A written agreement between the Apprentice and an employer, association of employers, or an apprenticeship program sponsor.

**Apprenticeship Program** – A comprehensive craft-training containing, among other things, apprenticeship program standards, committee rules and regulations, related and supplemental instruction course outlines and policy statements for the effective administration of such a program.

**Black Contractor's Association, Training Division** – A Committee sponsored by the Black Contractor's Association. The Committee is responsible for administering the apprenticeship program.

**Black Contractor's Association Inner-City Unilateral Apprenticeship Committee** – ("the Committee") this Committee is responsible for establishing and enforcing the rules and regulations governing the BCA apprenticeship program. Furthermore, the committee is in charge of holding hearings for and determining whether disciplinary action is warranted.

**Inner-City Executive Director** - Carries out directives of the BCA's ICUAC and administers operations of BCA's Training Division. Furthermore, the Executive Director monitors the progress of the apprenticeship program.

**Dispatch** – the procedure by which apprentices are referred to employers. See "Dispatch Procedure".

**Division of Apprenticeship Standards** – State Division charged with oversight of registered apprenticeship programs such as ICUAC's and agency responsible for certification at the end of your term of apprenticeship.

**Indenture** – A legal contract setting forth terms and conditions to be met by the Apprentice regarding formal education and on-the-job training. Upon the successful completions, the State of California will award a Certificate of Completion in the craft or trade in which the Apprentice completed such formal education and on-the-job training.

**Job Shopping** – Job hunting or self-placement by the Apprentice is permissible by BCA, as long as that employer is a sponsored contractor and an appropriate dispatch from BCA.

**OJT Record Book** – A logbook issued to Apprentices upon indenture, in which related supplemental instruction hours and on-the-job hours are recorded. Apprentices must keep accurate records as documentation of the completion of hours necessary for upgrading. A new completed Record Book is necessary for each upgrade. Maintenance of a Record Book is mandatory.

**Program Sponsor** – BCA is the Sponsor for this apprenticeship training program.

**Remote Site** – A remote site is a location outside BCA San Diego's jurisdiction and is typically greater than 90 miles away. Both required related instruction is mandatory under Apprenticeship Agreement.

**Review Hearing** - Mandatory hearing before the Committee for determination of possible course of disciplinary action.

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**Senior Director of Education** – Person responsible for operations and administration of the ICUAC's Executive Director, and is responsible for oversight of all BCA ICUAC Employees.

**Show Cause Hearing** – A mandatory secondary hearing before the Committee upon failure to appear at the scheduled Review Hearing or because of recurring action subsequent to Review Hearing.

**Terms of Apprenticeship** – An Apprentice's term of apprenticeship shall provide for no less than 8 – hours of on-the-job training and 112 hours of class room related and/or supplemental instruction.

**Termination of Apprenticeship Agreement** – The cancellation of the Apprenticeship Agreement by either the Committee and/or Apprentice.

### ARTICLE III – GENERAL INFORMATION

1. All Apprentices will be indentured into the BCA Apprenticeship program and dispatched to a participation BCA employer.
2. The Apprentice shall provide necessary hand tools expected of a beginning Apprentice, and shall add to those supplies as needed. See Tool List (Exhibit 5)
3. Apprentices summoned (cited) to appear before the Committee shall appear as requested.
4. The term of Apprenticeship is a minimum of 3 or 4 years for Drywall in duration. Each year consist of a minimum number of on-the-job hours, (depending upon training period) and 180 hours of related instruction per year.
5. All apprentices must maintain a current address and telephone number with BCA staff and the community. **Failure to receive mail due to a change of address will not be considered an excuse for failing to appear before the committee or failing to attend class.**
6. All Apprentices, when out of work or released by their employer, must notify the BCA Training Division within **24 hours or by the next business day** so they are released from an employer for any reason within **24 hours of release**. Please see Article VI, subparagraph 2, (Layoff/Release).
7. For work on a job site outside of San Diego County, apprentices must first contact the BCA Executive Director or Apprentice Education Coordinator prior to leaving town.

### ARTICLE IV – RIGHTS AND RESPONSIBILITIES AS AN APPRENTICE

As an Apprentice, you have several rights and responsibility to the Committee, the BCA Apprenticeship Training Program, your employer, as well as yourself.

Apprentices' **rights** include, but are not limited to the following:

- The right to be free from harassment and/or discrimination of any kind in all training and employment. Such harassment or discrimination includes that based on sex, color, religion, national origin, age, disability, or veteran status. Other forms of harassment and discrimination, although not listed, will not be tolerated and should be brought to the attention of your immediate supervisor or BCA. (see ARTICLE XIII – CHAIN OF COMMAND FOR COMPLAINT PROCEDURES)
- The rights to document any instance of harassment and/or discrimination and bring it to the attention or your immediate supervisor. (see ARTICLE XIII – CHAIN OF COMMAND FOR COMPLAINT PROCEDURES)
- The right to properly supervised and trained in accordance with the standards established by the Committee. This includes the right to be paid in accordance with applicable laws and standards.
- The right to have grievance adequately addressed.

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Apprentices also have responsibilities, which include, but are not limited to:

- Ensuring your behavior does not violate the rules and policies governing harassment or discrimination against other Apprentices, your employer, or other employees.
- It is the responsibility of the Apprentice to bring problems or grievances to the attention of the supervisor in charge or BCA directly. (See ARTICLE XIII – CHAIN OF COMMAND FOR COMPLAINT PROCEDURES)
- As an Apprentice, it is your responsibility to conduct yourself in a mature and appropriate manner both in the classroom as well as on the job site.
- Continuing employment with an employer unless the Committee or the Senior Director of Education determines in writing there is good cause for resignation from the employer. If the Apprentice quits without proper release from the employer, the Apprentice will be subject to disciplinary action.
- Attend the required related and supplemental classroom instruction.
- Maintaining a current and accurate Record Book at all times.
- Comply with the rules, regulations, and policies contained herein.
- Being prepared for related instruction with books and necessary materials.

## ARTICLE V - HEALTH BENEFITS

Apprentices are provided with health coverage as a benefit of their apprenticeship. This health coverage is mandatory. The cost of coverage is paid for by contributions from the participating BCA employers on behalf of the apprentices they employ.

## ARTICLE VI - DISPATCH OF APPRENTICES TO EMPLOYERS

### 1. Initial Dispatch to Employer

Before an Apprentice can be dispatched to an employer, the Apprentice must take a drug test. Furthermore, the Apprentice must comply with the employer's new employee processing procedures (including interviewing, etc), in addition to BCA's policies and procedures. (See, ARTICLE VII – DRUG POLICY)

### 2. Layoff / Release / Etc.

If for some reason the Apprentice is released or laid off, the Apprentice must return to BCA for a new dispatch or to be placed on the waiting list. In order for an Apprentice to change employers for any reason, the Apprentice must obtain an appropriate written release from the employer. The release must be in writing and conform to the rules and regulations governing release. The apprentice is required to Drug Test within 24 hours of any layoff or release for any reason. Failure to do so will result in mandatory Committee Appearance. Please refer to Exhibit 7 for a list of Health South locations, which you may utilize to take your drug test.

**NOTE** – Apprentices **MUST NOT – “JOB SHOP”** in any case! Some BCA employers perform private work; others do prevailing wage work; and some both. The Apprentice without appropriate dispatch from BCA defines Job shopping as unauthorized job hunting/placement. It is not fair to employers and is a violation of the Apprenticeship Agreement. If this is not clear, contact BCA directly to answer any questions before taking any action inconsistent with these rules.

### 3. Subsequent Dispatches

Once an Apprentice asks for and receives a written release from their current employer, they must contact BCA within 24 hours or by the next business day for a new dispatch, so they can be placed on the out of work list. When an apprentice is placed on the waiting list, they will be dispatch in the order they were place on the List. When an Apprentice is called upon from the List, they are referred to one (1) employer, If the Apprentice refuses this dispatch, the

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Apprentice will be placed at the bottom of the List and be cited for such refusal. Should the Apprentice refuse a second employer, the Apprentice will be summoned before the Committee and subject to disciplinary action.

**Apprentices may not make their own employment arrangements for dispatch.** This is a violation of the Rules and Regulations for Apprentices and will subject the Apprentice to discipline by the Committee. Such discipline may include, but is not limited to, loss of hours-accrued in violation of the dispatch rules, or termination of the Apprenticeship Agreement.

Prior to a subsequent dispatch, the Apprentice must take and pass a drug test before being dispatched to the new employer. (See ARTICLE VII – DRUG POLICY)

## ARTICLE VII – DRUG POLICY

BCA has a Drug Testing Policy designed to ensure the health and safety of all Apprentices while on a job site. As an Apprentice in the BCA Apprenticeship Program, you are required to take and pass a drug test prior to placement with a BCA employer. Furthermore, numerous employers within the Program require employees and employee applicants to take drug tests. Participating Program employers share the results of a positive drug test with the BCA. Furthermore, numerous employers within the Program require employees and employee applicants to take drug tests. Participating Program employers share the results of a positive drug test with the BCA. You will be required to sign an “BCA Apprentice Drug Testing Acknowledgement” consenting to take a drug test. **A positive result on any drug test will disqualify you from placement and participation in the program.** Drug test must be taken prior to any dispatch to an employer from BCA. The apprentice is required to Drug Test within 24 hours of any layoff or release for any reason. Failure to do so will result in a mandatory Committee Appearance. Please refer to Exhibit 7 for a list of Health South locations, which you may utilize to take your drug test. Any Apprentice failing their drug test, both from the employer or from BCA, will be immediately dropped from the Apprenticeship Program and will not be allowed to reapply to the program for a period of six months. If upon re-application the Apprentice fails the drug test for a second time, they will be dropped from the program permanently.

## ARTICLE VIII - PROBATIONARY PERIOD

The first 1000 hours (approximately 6 months) of on-the-job training shall be a trial and probationary period. During the probationary period, the Apprentice agreement may be canceled at the written request of either the Committee and/or Apprentice.

## ARTICLE IX - REQUIRED RELATED AND/OR SUPPLEMENTAL INSTRUCTION; TRADENESS, GRADING; RECORD BOOK MAINTENANCE; CLASSROOM CONDUCT

### A – Required Related and/or Supplemental Instruction:

1. Each Apprentice is required to attend classes in related supplemental instruction for a minimum of 180 hours per year, each year of the Term of Apprenticeship.
2. **Each Apprentice is required to purchase specified books and materials by the 3<sup>rd</sup> school night.**
3. All Apprentices shall attend all required related instruction classes, including field trips, class projects and/or other projects, as required by the instructor and/or Committee.
4. The following school attendance rules will be rigidly enforced;

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- a) Three (3) unexcused absences in one semester – pay increase will be held back one pay upgrade for the duration of the apprenticeship program.
- b) Four (4) unexcused absences in one semester – you will be given an incomplete for your school semester and must take the course again.
- c) Five (5) unexcused absences in one semester – you will be dropped from the program.

## **B – Tardiness, Leaving Early and Absences**

If you arrive more than 10 minutes late to class, it is a tardy. If you leave class early, it is considered a tardy. Two tardies constitutes an absence. The following examples will affect your classroom attendance:

- 1. Failure to sign one of the attendance sheets is considered a tardy.
- 2. Failure to sign both attendance sheets for a single session will be considered an absence.
- 3. Absence for more than ½ hour during a single classroom session will be considered an absence.
- 4. Being asked to leave the classroom by an instructor will be considered an absence and you will be cited before the Committee for a Review hearing as to why you should not be dropped from the Program.
- 5. Failure to have books and materials will constitute an absence.

All absences, excused and not excused, must be made up on a Saturday. You will receive a letter stating when you are required to make up your missed class hours.

**NOTE: Classroom time make-up is mandatory. Failure to attend such classroom time make up will result in disciplinary action.** The Committee shall be the sole determinate of excused absences (absences which do not count towards penalties.)

## **C – Grading of related and/or Supplemental Instruction:**

- 1. All class work, field trips, projects, final examinations and other scheduled activities will be graded and a score of “C” or above must be achieved to be considered as making satisfactory progress.

## **D – OJT Record Book Maintenance**

Apprentices will be required to keep a log of their on the job training work processes and related class instruction during the entire length of their apprenticeship. The work processes involved in the trade are to be written in the front of the Apprentice Record Book (DAS 103-A). At the end of each month, the apprentice must show the book to his/her immediate supervisor/superior for comments and their signature, enter the monthly totals and sign it. The totals for the month should be placed in the appropriate blocks on the Monthly Progress Record section of the book. A copy of that month's page, along with copies of pay stubs must be returned to the BCA by the 5<sup>th</sup> of each month. If the apprentice cannot get the supervisor's signature, at the end of the month, he/she should go ahead and submit the hours without signature. Then send a copy later when his or her supervisor has signed the page, so that the BCA Coordinator on the 5<sup>th</sup> of the month receives the hours. Documentation not received by the 10<sup>th</sup> of the month may generate a committee appearance letter for disciplinary action. Advancements are dependent upon timely receipt of your hours. Please see Exhibit 6 for a list of Carpenter & Drywall Lather Processes.



## E – Class Conduct

Disruptive behavior includes behavior, which interferes with the legitimate instructional, administrative, or service functions of the class. However, at the point behavior threatens the personal safety of a student, faculty member, or staff person, such behavior is classified as a crisis and will necessitate a call to San Diego Police Dispatch.

Disruptive behavior should not be confused with the student's right to express their differing opinions or a right to his/her academic freedom when expressed in a mature manner. The instructor must take into account the severity if the occurrence/disruption and the number of occasions on which such disruption has occurred. The instructor must be receptive and sensitive to both the non-verbal and verbal cues exhibited by a student in identifying what behavior is disruptive to the class.

### Examples of Unacceptable Disruptive Classroom Behavior:

1. Tardiness
2. Profanity
3. Children in Class
4. Making-Out
5. Private Conversations
6. Uncooperativeness
7. Cheating, Plagiarism on Exams and Papers (passing off another's work as your own)
8. Reading other than class materials
9. Personal electronic equipment (walkmans, radios, cellular phones and pagers)
10. Defacing or damaging BCA training equipment or property
11. Failure to obtain and bring required text books and materials to class
12. The use of alcohol and drugs are prohibited on BCA property
13. Possession of any type of weapon is prohibited on BCA property

**Note:** This is not a complete list. Students are expected to conduct themselves in a mature and respectful manner at all times.

## F – Leave of Absence Policy

If you are unable to attend work and/or school for a lengthy period of time, please notify the BCA office immediately. You may request a "Leave of Absence" in writing. A Leave of Absence will only be granted if there are compelling reasons why you are unable to work or attend school. Please bring all documentation to the BCA offices (i.e., doctor's statements, etc.) Your case will be referred to the Committee. Only the Committee may grant a Leave of Absence.

## ARTICLE X – UPGRADING

1. Upgrading occurs at various times because it is dependent upon your training period. An Apprentice must complete the required number of on-the-job training hours as specified in the Apprenticeship Standards for the training period and attend 180 hours of related instruction per year.
2. **Apprentices are responsible for notifying BCA of their eligibility for upgrading.**

3. **The following must be available for upgrade:**

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- A. Record book must be maintained and turned into BCA monthly. All hours must have been turned in to BCA staff with work and school hours section complete. Please refer to IX, subparagraph D, OJT Record Book Maintenance.
  - B. Worked the required minimum number of on the job training hours need to advanced to the next period
  - C. Complete 180 hours of related instruction with a minimum grade of "C".
- 4. Failure to meet any of the above requirements will be justification for denial of upgrading.
  - 5. Any Apprentice who fails to be upgraded for any two (2) consecutive periods, except for on-the-job training hours, shall be recommended for cancellation from the program.

## **ARTICLE XI – DISCIPLINARY ACTION**

- 1. **Cause for:** Disciplinary action against an Apprentice may be taken by the Committee for and including, but not limited to the following:
  - A. Involvement in disturbances in supplemental instruction classes
  - B. Unsatisfactory Employer's Evaluation Reports
  - C. Unsatisfactory School Attendance
  - D. Unsatisfactory Attendance Report from Work
  - E. Unsatisfactory Test Scores
  - F. Failure to complete and submit OJT Record Books
  - G. Failure to be upgraded for two (2) consecutive periods, except on-the-job training hours.
  - H. Failure to keep Committee informed of any changes of status, including change of address
  - I. Failure to follow appropriate dispatch procedures.
  - J. Failing any drug test at any time after indenture to the ICUAC Program.
  - K. Failure to follow the Rules and Regulations and Policies set forth by the Committee
  - L. Failure to follow the directives of the Committee.
- 2. **Disciplinary Actions Which May Be Taken:**

It is up to the sole discretion of the Committee as to what disciplinary action will be taken against the Apprentice, if any disciplinary action(s) which may be taken include, but are not limited to the following;

  - A. Appearance before the Committee for disciplinary hearing
  - B. Delay in wage rate increase
  - C. Cancellation of Apprenticeship Agreement
- 3. **Procedures for Disciplinary Action:**



1. Apprentice will be cited and summoned before the Committee for a "Review Hearing" for the purpose of consultation and determination of a course of possible disciplinary action.
2. The "Notice to Appear" to the Apprentice will be in writing. (see Exhibit 1)
3. The "Notice to Appear" to the Apprentice will specify the reason the Apprentice is being required to appear and the likely result(s) of the "Review Hearing"
4. Apprentice MUST appear on the date scheduled for the "Review Hearing"
5. The "Review Hearing" will be held at the next Committee meeting. The hearing will be conducted in accordance with the "Hearing Rules & Procedures" (See Exhibit 2)
6. If the Apprentice, for good cause, cannot attend the "Review Hearing", a Request for Continuance must be filed no less than five (5) calendar days of the date scheduled for the hearing.
7. Excuses, which constitute good cause, will be determined on a case-by-case basis. A "Review Hearing" may be postponed up to thirty (30) calendar days.
8. If a Request of Continuance is accepted, and is received not less than five (5) calendar days before the scheduled hearing, the Apprentice will be notified by telephone of the Committee's decision and a follow-up letter rescheduling the hearing date and time will be mailed or delivered to you. You MUST appear on the newly scheduled date.
9. If the request is filed less than five (5) calendar days in advanced of the scheduled hearing date and accepted, a letter rescheduling the hearing date and time will be mailed or delivered to the Apprentice.
10. If the request for Committee is denied, the Apprentice MUST appear at the date and time scheduled for the "Show Cause" hearing. No exceptions will be made.
11. If Apprentice fails to appear on the scheduled "Review Hearing" date, a "Show Cause" notice will be issued and the Apprentice MUST appear at the scheduled "Show Cause" hearing.
12. The Apprentice will be notified fifteen (15) calendar days in advance of a "Show Cause" hearing.
13. The "Show Cause" notice to the apprentice will be in writing. (See Exhibit 3)
14. The "Show Cause" notice will specify the reason the apprentice is being required to show cause and the likely result(s) of the "Show Cause" hearing.
15. "Show Cause" hearing will be held at the next Committee meeting. The hearing will be conducted in accordance with the "Hearing Rules & Procedures". (see Exhibit 2)
16. If the Apprentice, for good cause, cannot attend the "Show Cause" hearing, a Request for Continuance must be filed not less than five (5) calendar days of the date scheduled for the hearing.

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17. Excuses, which constitute good cause, will be determined on a case-by-case-basis. A "Show Cause" hearing may be postponed up to thirty (30) calendar days at the discretion of the Committee.
18. If a Request for Committee is accepted, and is received not less than five (5) calendar days before the scheduled hearing, the Apprentice will be notified by telephone of the Committee's decision and a follow-up letter rescheduling the hearing date and time will be mailed or delivered to you. You **MUST** appear at the newly scheduled "Show Cause" hearing.
19. If the Request is filed less than five (5) calendar days in advanced of the scheduled hearing date and accepted, a letter rescheduling the hearing date and time will be mailed or delivered to the Apprentice.
20. If the Request for Continuance is denied, the Apprentice must appear at the date and time scheduled for the "Show Cause" hearing. No exceptions will be made.
21. If summoned Apprentice fails to appear for the "Show Cause" hearing, as scheduled a "Notice of Cancellation" of the Apprentice's Apprenticeship Agreement may be sent, thus terminating the Agreement.
22. Determination of a course of disciplinary action will be sent to the Apprentice in writing, within fifteen (15) calendar days of the hearing at which the determination was made.
23. Should the Apprentice feel there had been an error in the Committee's decision; the Apprentice may file a Request for Appeal **within fifteen (15) calendar days** of the receipt of the Committee's determination.
24. The Request for Appeal **MUST BE IN WRITING**. (See ARTICLE XIII – APPEAL PROCESS)

## **ARTICLE XIII – APPEAL PROCESS**

1. A Request for Appeal must be filed in writing, within fifteen (15) days of the receipt of the Committees' determination of action. Contact the BCA Training Center to place the Request for Appeal.
2. The Request for Appeal must include:
  - Apprentice's name, current address and telephone number
  - Date of Disciplinary Hearing
  - Date of Determination
  - What Determination was?
  - Reason Determination is in error
  - Any supporting documentation of error

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3. The Committee at the next Committee Meeting will review the Request for Appeal and Apprentice will receive written notice of the Committee's determination on the Request for Appeal within fifteen (15) calendar days.
4. A Request for Appeal may not be made before receiving the Committee's official determination of action.

## **ARTICLE XIII – CHAIN OF COMMAND FOR COMPLAINING PROCEDURES**

### **A. Chain of Command for Complaint Procedures**

If a problem or concern should arise while in the classroom or on the job site, the Apprentice must utilize the following chain of command to address and seek resolution to the problem or concern:

1. If a problem or concern should arise **while in the classroom**, the following procedure must be used;

- If you have a problem or concern about a person, speak to the person with whom you have a problem or concern.
- If the first is unsuccessful or the problem or concern arises out of the class, then speak directly with your instructor about the situation and try to resolve the situation.
- If the above should be unsuccessful, contact the Dean of the College for a resolution

**NOTE:** If you have questions regarding this procedure, contact the BCA Training Division.

2. If a problem or concern should arise **while on the job site**, the following procedure must be used:

- If you have a problem with or concern about a person, speak to the person with whom you have a problem or concern.
- If this is unsuccessful or the problem arises from conditions on the job site, speak with your immediate supervisor.
- If the problem or concern is not resolved above, the contact your foreman for a resolution.
- If none of the above is successful, then go to the owner or president of your company to discuss the problem or concern.
- If all else fails and you have not received a satisfactory resolution to your problem or concern, contact the BCA Training Division for assistance.
- Speak with the Senior Director of Education at BCA about the problem or concern.
- If Apprentice should need further assistance, a referral may be made to the Committee. Upon such referral, the Apprentice may file an Apprentice

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Grievance with the Committee. (See Method for Filing An Apprentice Grievance).

### **3. Method for Filing an Apprentice Grievance**

Apprentices have the right to have grievances related to their apprenticeship training addressed by the Committee, after referral by the BCA Training Division. If the Apprentice should need to have an issue or problem addressed; the Apprentice should first bring the complaint, issue or problem to the attention of the Black Contractors Association, Inc. Apprenticeship Program. If a satisfactory resolution to the issue or problem is not provided, the Apprentice may file an Apprentice Grievance with the Committee. The Apprentice must demonstrate they have made a good faith attempt to get the issue or problem resolved before filing with the Committee. (See Exhibit 4) An Apprentice Grievance must be filed in writing and must include;

- The Apprentice's name, complete addresses and telephone number.
- A complete statement of the Apprentice's complaint, issue or problem.
- Proof/Documentation of the steps the Apprentice has taken to get complaint, issue or problem resolved.
- A statement of the result or action the Apprentice seeks.
- Finally, a statement declaring that the allegation contained in the Apprentice Grievance are true and accurately stated to the best of the Apprentice's knowledge.
- The Apprentice will be notified of the Committee's determination. Should the Committee call a hearing on the issue; such a hearing will be conducted in accordance with the Hearing Rules & Regulations. (See Exhibit 2)

## **ARTICLE XIV – MISCELLANEOUS**

1. Apprentices desiring to be heard by the Committee for any reason shall so inform the Committee, in writing, prior to the next meeting. All Apprentice shall apprise the Committee of anything which would affect their training (See Exhibit 4)
2. Upon satisfactory completion of the program, each new journey person will receive a State of California, Department of Industrial Relations "Certificate of Completion of Apprenticeship".
3. It shall be the sole responsibility of the Apprentice to notify the Committee of any disability, which prevents him/her from working and/or class attendance.
4. The Apprentice agrees to allow access to and release of those academic records incidental to their related and/or subsequent examination results, which may be required for certification.

**NOTE: The Rules and Regulations contained in this handbook do not relieve the Apprentice from abiding by the rules, regulations and policies of the City College – Continuing Education Program.**

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#### **ARTICLE XV –CHANGES TO THE APPRENTICE RULES & REGULATIONS**

The Committee reserves the right to change these rules, regulations and policies at any time. The Apprentice is responsible for knowledge of these rules, regulations and policies at all times. Any changes will be published in writing and the date such changes are effective will be noted.

#### **ARTICLE XVI – RATIFICATION OF APPRENTICE RULES AND REGULATIONS**

The bellow signed Unilateral Apprenticeship Committee Members, hereby adopts the aforementioned apprenticeship rules and regulations making them effective as of August 1, 2012.

**Note: Please, Sign Attached Acknowledgment Form**

Version

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## **Rules and Regulations ICUAC Apprentice Acknowledgement**

I have received a copy of the revised (2014) "Rules and Regulations: for the ICUAC Apprenticeship, established by the Black Contractors Association, Inc. of San Diego. I understand and agree that I will be held responsible for reading, knowing and understanding the content of these Rules and Regulations. I agree to abide by these Rules and Regulations.

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Apprentice Name

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Date

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Apprentice Signature