



SOUTHWEST CARPENTERS TRAINING FUND

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TRAINING CENTER RULES

The following rules and have been set forth by the board of trustees. All apprentices shall abide by all training center rules.

Training Schedule:

1. A regular training session consists of four (4) days (Monday through Thursday). Should an apprentice fail to attend the first day of training they will be dismissed for the rest of the training session.
2. Apprentices are tardy if arriving after 6:01 AM. After 6:10 AM, or 10 minutes after the start time, the apprentice will only be allowed to attend class at the discretion of the instructor and coordinator.
3. Tardy apprentices must go directly to apprenticeship office. Tardiness is cumulative - after 3, a make-up day is required.

Dress Code:

All apprentices must wear appropriate PPE and are responsible for any additional PPE needed. The appropriate PPE consists of the following:

- Hard Hat
- Hearing protection
- Leather work boots
- Shirts with sleeves
- Clear safety glasses
- Work gloves
- Long pants/Jeans (cannot be ripped or have any openings)

Clothing and hard hat stickers should be free of derogative and offensive images and profanities

Safety:

To ensure the safety of all participants in this program, apprentices MUST comply with all safety rules and regulations of the SWCTF.

1. Careful and proper use of tools/equipment.
2. Careful and proper use and/or handling of materials.
3. Personal power tools and equipment are **not** permitted.

Conduct:

Apprentices in violation of the following may be dismissed from the training session:

1. Apprentices who violate the authority of the Coordinator, Instructors and JATC staff during training will be suspended immediately and cited to the Committee for disciplinary action.
 - Disrupting Class
 - Profanity
 - Fighting (all parties involved will be dismissed from the training session and cited to the committee)
 - Sleeping in class
 - Leaving school premises during class hours
2. Cell phones are not allowed during training sessions except when required for instruction.
3. Ear buds / Music headphones are strictly forbidden at any time during your training.
4. Damaging or defacing school property, including placing your feet on walls, chairs, or tables
5. Threatening behavior of any kind is prohibited and will not be tolerated – law enforcement will be contacted
6. Possession of firearms is prohibited.

7. This is a non-smoking facility. Use the designated smoking areas or your vehicle. No smoking allowed near any entrance to the building. (*California Labor Code Section 6404.5*). All tobacco products are not permitted in classrooms, this rule includes any electronic cigarettes/vaping.
8. Being under the influence of any controlled substances, alcohol, or drugs on the premises, including the parking lot, is strictly forbidden.
9. Office visits are limited to break time, lunch time or after class.
10. All students must have their tools and books with them daily.
11. Tools are not allowed in the classroom or hallways.
12. Speeding in the parking lot is not allowed – Speed limit is 5mph
13. Apprentices are not allowed to leave the premises during training hours.
14. In case of an emergency – All students will assemble at the designated muster point.

Upgrade Requirements:

Apprentices **MUST** receive a passing grade for their training to advance in the apprenticeship. Students are not allowed to miss the first day of class. Students cannot miss more than one day per class. Any absence must be made up on the first day of the following week. Missing a day may result in lack of credit needed to pass the class.

If you are expecting an upgrade, dues must be paid current, check stubs and blue books must be turned in, you must have applied and have confirmation number from your partnering community college by Wednesday. Upgrades may not be processed on Thursday if you are missing any of the above documentation. It is the apprentice's responsibility to follow up with their instructor.

Injuries:

Apprentices injured on school property must report immediately to the instructor and appropriate treatment will be given. The SWCTF has a Post-Accident Drug Testing Policy (and any apprentice that is injured during his/her training session can, at the discretion of the Director, be sent to the clinic for Post-Accident Drug Testing. Should an injury occur, the SWCTF does not have any light duty or restricted work assignments. An apprentice must be 100% fit, with no restrictions, to resume training and must supply a doctor's release note before he/she will be scheduled for training.

Should an apprentice be under doctor's care and unable to fully perform their normal duties or on any family/medical leave (FML, Disability) they will not be allowed to attend training. Proper documentation must be submitted to training center for review and reschedule, otherwise your record will reflect an unexcused NO SHOW.

Student injuries will be treated as such, our partnering student accident insurance does not cover illnesses and/or medical conditions

The insurance pays only specified medical expenses through the colleges assigned carrier. This policy is not a worker's compensation claim. The policy will only cover medical expenses. The policy has various coverage limits and is not a substitute for private medical insurance and is not a worker's compensation claim.

The college's insurance will only cover medical expenses through their carrier for unemployed student

Any of the above violations may result in dismissal from class for the day with no credit for attendance or a citation to the subcommittee with a recommendation for dismissal from the program.

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