

# MID COAST CONSTRUCTION ACADEMY

## APPRENTICE HANDBOOK

### WHAT IS AN APPRENTICESHIP?

Apprenticeship is career education combining extensive on-the-job training and related classroom instruction. Apprentices are full-time employees and earning a wage while in training. During the term of apprenticeship, the apprentice works under the supervision and guidance of a journey person for 40 hours each week with pay and must attend regular classroom/shop activities generally up to 6 hours a week (up to 9, if you need CORE) without pay during the school term.

The MCA apprenticeship program is registered with the U.S. Dept. of Labor Bureau of Apprenticeship and Training and registered apprentices are eligible to work Davis-Bacon jobs.

### QUALIFICATIONS TO ENTER THE APPRENTICESHIP PROGRAM

To become an apprentice, you must meet the following criteria:

1. 18 years of age or older
2. A high school transcript or GED with grades indicating graduation or program completion. A waiver will be issued to allow time to submit documentation or if necessary complete a GED/High School Equivalency Program during the application process
3. A valid U.S. State Issued Driver's License or Photo ID
4. Able to pass a ten-panel drug test
5. Able to pass a sponsor-approved math test
6. Able to provide eligibility to work in the US

Note - Selective Service Registration will be checked

### PROBATIONARY PERIOD

The first 1,000 hours of your apprenticeship is your probationary period. During this time either you or your sponsor employer may request cancellation of your apprenticeship without cause by notifying the MCA staff in writing. However, your sponsor employer may request you to be prohibited from school for that school year if you have an outstanding reimbursement debt related to apprenticeship training tuition. You must satisfy all debt to continue the program under this situation. Tuition paid is non-refundable.

### EQUAL OPPORTUNITIES PLEDGE

The recruitment, selection, employment and training of apprentices (and/or trainees) shall be without discrimination because of race, color, religion, national origin, veteran status, sex or disability. ABC- Texas Mid Coast Chapter and the Mid Coast Construction Academy Apprenticeship Committee will take affirmative action to provide equal opportunity in apprenticeship and will operate the apprenticeship program as required under Title 29, CFR part 30.

### POLICIES AND PROCEDURES

Following is information and procedures for you to comply with during your apprenticeship program. Study this information carefully as all rules are strictly enforced and ignorance of the rules is not considered an excuse from compliance.

The Apprenticeship Committee is authorized to enforce these Policies and Procedures, including the suspension of an apprentice's employment for a fixed period not to exceed sixty (60) days; or for good and sufficient reason to request the administrator of apprenticeship to cancel an Apprenticeship Agreement.

During the probationary period (1,000 hours OJT) the MCA Apprenticeship Committee is authorized to terminate Apprenticeship Agreements on its own volition.

## GENERAL SAVING CLAUSE

It is the intent of the parties to establish apprenticeship policies which comply with the requirements of Federal and State law, and in the event that any provisions of these Policies are finally held or determined to be illegal, or void as contravening any such laws, rules or regulations, the remainder of the Policies shall remain in full force and effect unless the parts affected are wholly inseparable from the remainder.

Any disciplinary action taken by the Apprenticeship Committee shall be taken on a case by case basis, based on a full review of the facts involved. If and when any provisions of the Policies are held or determined to be illegal or void, the parties will promptly take steps to correct such illegality.

## THE INTENT OF THE CODE

The intent of the Code of Conduct is to create professional unity and pride in the work of the Mid Coast Construction Academy and its students by having some common agreed standards of professionalism. It is a statement of the high standards of behavior, which apply to all staff and students of the Mid Coast Construction Academy, which are rightly demanded of companies by the wider community.

The Code reflects the vision of MCA and its students:

### **TO PROMOTE AND EDUCATE STUDENTS AND UNEMPLOYED INDIVIDUALS ABOUT THE CONSTRUCTION INDUSTRY AND DEVELOP SKILLED LABOR THROUGH PRE-APPRENTICESHIPS AND APPRENTICESHIPS.**

It acts as an effective demonstration of the values of the Mid Coast Construction Academy and its students which are embodied in the Principals of the Code.

All standards contained in this Code are in addition to the general obligations imposed on students including implied duties such as the duty to act with honesty, integrity and in good faith.

## PRINCIPLES

APPRENTICESHIP IS ABOUT PREPARING YOU TO BECOME A JOURNEY CRAFT PROFESSIONAL AND YOU ARE EXPECTED TO CONDUCT YOURSELF AS IF YOU WERE AT WORK SEEKING CONSIDERATION FOR ADVANCEMENT IN YOUR CAREER. SCHOOL PROPERTY IS DEFINED AS ANY SITE IN WHICH TRAINING IS BEING HELD TO INCLUDE FIELD TRIPS, SPONSOR EMPLOYER'S JOBSITES AND ALTERNATE TRAINING FACILITIES. SPONSOR EMPLOYERS' MAY BE NOTIFIED ON ANY MCA/APPRENTICE COMMUNICATIONS.

### 1. Respecting others

When working with others, students are expected to treat students, other staff and students of the wider community with respect for their rights and obligations by:

- being courteous, honest and fair when dealing with others and when making decisions.
- treating all people justly, regardless of gender, sexual orientation, race, disability, religion, marital status, age, political conviction or other attributes.
- acting in ways that support the reputation of staff, students, clients or partners.
- protecting the privacy of others and maintaining appropriate confidentiality regarding personal and commercial matters.
- respecting cultural backgrounds of staff, students, clients and partners and conducting activities sensitive to the cultural context.
- avoiding behavior which might reasonably be perceived as harassment, discrimination, bullying or intimidation (refer to the harassment policy for further clarification).

- respecting property and authority to include, but not limited to the Apprenticeship Director, committee, staff, and instructors.
- following teacher instructions and accepting instructor supervision.
- ensuring cooperative behavior in the classroom and on campus.

## 2. Behaving professionally

Students are expected to carry out their work duties in a professional and conscientious manner at all times by:

- behaving in accordance with the Mid Coast Construction Academy's values.
- behaving in accordance with relevant group training organizations policies, contractual obligations/ agreements and government legislation.
- seeking to attain the highest possible standards of performance and providing accurate, timely and useful information to all stakeholders.
- ensuring any public comments made in the Mid Coast Construction Academy's name are authorized by MCA.
- reporting fraud or corrupt conduct to appropriate internal or external authorities.
- conducting activities in a manner that supports health, safety and wellbeing for all affected students of the community
- developing safe work habits, and conducting themselves in such a manner as to insure their own safety, as well as that of their fellow workers.
- conducting themselves at all times in a creditable, ethical and moral manner, realizing that much time, money and effort will be spent in affording them an opportunity to become a competent journey worker. This is expected while in the classroom, with the instructor and on the job.
- using appropriate language and communications with others.
- adhering to the attendance policies within the Apprentice Handbook.
- being prepared to BEGIN classroom work at 6pm. Instructors may lock doors on tardy apprentices.
- using training time and break time efficiently; you cannot learn if you are not in class.
- placing cell phones on silent and use only during break times.

## 3. Avoiding any conflict of interest

Students must take reasonable steps to avoid any actual or potential conflict of interest and act appropriately by:

- disclosing actual or potential conflict of interest and withdrawing themselves immediately from the situation giving rise to the conflict.
- not misusing the influence of their position to pursue personal, sexual or financial relationships with other staff, students or students of the community.
- not accepting gifts which go beyond common courtesies consistent with ethical and accepted business practices.

## 4. Recognizing and respecting intellectual property

Intellectual property (IP) can be an invention, trademark, original design or the practical application or expression of a good idea that has commercial value. All students must work to safeguard the IP of the group training industry.

- Cheating of any form is not tolerated and will be penalized to the fullest allowable extent.

## 5. Equality in employment and training

MCA and our students are committed to developing and maintaining a diverse workforce and to providing a work environment in which every employee is treated fairly and with respect, and has the opportunity to contribute to business success and to realize their potential.

## 6. Information and privacy

MCA and our students will only collect and retain personal information that is necessary to meet business / government requirements, and as permitted by law by:

- Only collecting personal information in a lawful and fair manner, and in a way which is not unreasonably intrusive.
- It will not use or disclose such information for any purpose other than the purpose for which it is collected.

## 7. Workplace Health and Safety (WHS)

Health and safety, social responsibility and environmental sustainability are crucial to business. Our students will support WHS by ensuring:

- safe operations are followed not only on technically sound plant and equipment, but also on every person working within the industry taking responsibility for preventing workplace-related injuries and illnesses and using the tools and procedures in place. (Please also refer to policies for dress & safety, alcohol and drug use, and weapons.)
- health and safety practices governed by mandatory policies, standards and procedures are applied to all employees/students.
- managers are accountable for the implementation and review of these standards and procedures and for supporting WHS systems that are in place.

### DRESS & SAFETY

YOU CAN BE SENT HOME FOR INCORRECT PPE AND IT WILL COUNT AS AN UNEXCUSED ABSENCE.

- It shall be the responsibility of the apprentice/pre-apprentice to wear shoes and clothing suitable for construction work, so as not to create a hazard.
- It shall be the responsibility of the apprentice/pre-apprentice to wear appropriate safety glasses or goggles as needed. Shaded safety glasses are prohibited for all shop activities.
- Apprentices/Pre-Apprentices shall familiarize themselves with applicable construction safety orders.
- Apprentices/Pre-Apprentices shall wear appropriate clothing while attending classroom instruction. Bare feet, tank tops and swimwear, shorts, short pants, skirts, dresses, sandals, heels, and any attire that would be inappropriate for a normal day at a construction work site while operating equipment, power tools, and activities as defined by manufacturer or regulatory safety agencies or building/electrical/plumbing codes, etc., are prohibited. If any of these prohibited items are worn or the feet are bare, the student will be asked to leave class, which will then count as an absence.
- No loose fitting or baggy clothing indoors—this is acceptable attire only during outdoor activities that fall under the water, rest and shade provisions setup by OSHA.
- Muddy footwear and unsafe, torn or damaged clothing is strictly prohibited.
- Children will not be permitted in the classroom during school instruction.
- Apprentices must follow the MCA's safety requirements while in the classroom, on field trips, in the lab areas and while inside or outside the training facilities as well as following their employer's job site safety requirements and policies, including, but not limited to, attendance at company safety meetings, following safe work practices, and wearing required safety gear.
- The use of cell phones or other electronic devices in the classroom or the lab is prohibited unless permitted by the instructor. Due to safety regulations, the use of such devices will result in disciplinary action and possibly termination.

### ALCOHOL AND DRUG USE

In line with our commitment to providing a safe and healthy work environment, while at work or when conducting company business, students, employees, and instructors must be able to function at an acceptable level of performance and not be impaired by illegal or legal drugs, including alcohol.

It is the policy of the Mid Coast Construction Academy that apprentices who report for class or work under the influence of alcohol, drugs or other controlled substances or at any time during their classroom or work hours, or at times incidental thereto, come under the influence of alcohol, drugs or other controlled substances, or who possess alcoholic beverages, drugs or other controlled substances while on the school property or employer work sites, or at any time or place incidental to their classroom or related on-

the-job training activities, shall be subject to discipline up to and including suspension and/or termination from the apprenticeship program.

Apprentices apprehended selling alcohol, drugs or other controlled substance either on school property or employer work sites, or at any time or place incidental to their classroom or related on-the-job training activities, will be disciplined by the Mid Coast Construction Academy to the fullest extent permitted by the rules and regulations thereof.

Apprentices are subject to random drug testing without notice at any time during their apprenticeship. If an apprentice/pre-apprentice tests positive for drugs he/she will be subject to discipline by the MCA to the fullest extent permitted by the rules and regulations thereof.

An apprentice/pre-apprentice may also be subject to drug testing at any time during their apprenticeship for cause. Cause is defined as: Any suspicious behavior such as, but not limited to, habitual absences or continual tardiness when reporting to work or classes, continued unsafe practices on the job site that may endanger themselves or others, evidence of poor morale and reduced productivity.

Any apprentice/pre-apprentice who tests positive for either alcohol, drug or other controlled substances, will be automatically removed from the apprenticeship training program.

## WEAPONS

Possession or use of guns, knives, or other weapons on any school property or during any activity is strictly prohibited and will result in disciplinary action and may result in termination from the apprenticeship program.

## DISABILITY/WORKER'S COMP.

Immediately report any on-the-job injury to your Foreman.

An apprentice who is placed on disability by their physician must provide the Education Director written authorization releasing him/her to attend school.

## CONTACT INFORMATION

- The apprentice is responsible for maintaining current contact information on file with the Mid Coast Construction Academy (MCA) office and instructors, and with the sponsor employer at all times. Notification of only your instructor does not remove your responsibility to update the office.
- The apprentice must update the MCA of any changes to your address/phone information. The following methods will be accepted: Address/Phone Update Form, or by calling the MCA directly.
- A change of address/phone notification at your sponsor employer's office is required.
- Correspondence via mail is the primary method used to contact the apprentice particularly for orientation, graduation, etc. Calls, texts, emails, or the remind app may be used for last minute cancellation of class due to weather or instructor issues. The apprenticeship program does not accept responsibility for any returned or lost mail due to the failure of an apprentice to maintain updated contact information with the office.

## DRIVER'S LICENSE & PARKING

- Pre-apprentices will only drive and park themselves based on policies lined out within their respective districts.
- An apprentice is required to notify the Training Director immediately if their license is suspended.
- An apprentice without a valid driver's license or insurance will not be allowed to operate a contractor's vehicle.
- An apprentice without insurance will not be allowed to park in the school/training facility parking lot.
- All vehicles parked on the MCA property must be parked in a designated parking space. Vehicles that are not parked appropriately may be subjected to towing at the owners' expense.

## ETHICS VIOLATIONS

Ethics violations are grounds for disciplinary action and possibly termination from the program. Ethics violations include but are not limited to:

- Stealing
- Signing in for another apprentice
- Complete or intentional disregard for safety policies and procedures to include tool/equipment modifications, horseplay, dismantling safety devices or failure to immediately adhere instructor safety guidelines
- CHEATING—Unauthorized use of notes, formulas, books or other reference material during testing, quizzes or examinations and/or any other form of cheating may subject the apprentice to immediate removal from class and repeating the year in its entirety or the cancellation of his/her apprenticeship agreement.
- Any obscene or profane act to include language, sexual humor on any school property or during any activity.
- Any attire, activity or communication appearing to be gang related on any school property to include field trips, etc.
- False reporting of hours on monthly work process reports.

## HARASSMENT

MCA does not tolerate any form of harassment. People are the foundation of our success, and all our people must be treated fairly, respectfully and with dignity. Verbal/physical harassment or threat of bodily injury to any fellow apprentice, instructor, staff member on any school property during any activity is strictly prohibited and will result in being called before the committee and possibly termination from the apprenticeship program.

## TIME COMMITMENTS

While enrolled in this program, apprenticeship program students agree to maintain employment and work at least 40 hours a week with an MCA approved sponsor employee while committing to up to 180 contact hours of learning. Classes are held Monday and Wednesday evenings from 6:00-9:00 pm. If an apprentice/pre-apprentice student has not completed the NCCER Core class, he/she will be required to also complete that class on Tuesday evenings from 6:00-9:00pm concurrent with the Monday and Wednesday evening classes until it is completed (approximately 14 weeks).

All students must:

- Attend work and training as agreed as long as fit to do so.
- Advise the instructor and/or employer of sickness or absence.

## CLASS ATTENDANCE

- Each apprentice must attend all classes of related instruction as required by the committee. Apprentices must sign in THEMSELVES on the attendance sheet. If you do not sign the attendance sheet you are considered absent regardless of circumstances. You are responsible for signing into class yourself. It is essentially like clocking in for a job.
- Apprentices must notify their instructor prior to any missed class day. If it is a last-minute emergency, then they need to contact the instructor the next day.
- Any absence, caused by a notification not reaching the apprentice because of incorrect address or phone number information, will be considered as an unexcused absence. Refer to change of address policy.
- No apprentice shall be allowed to work overtime or in any manner which would preclude or interfere with class attendance.
- Should an apprentice transfer work shift or jobsites, it is his/her responsibility to make up any missed class.
- Four (4) unexcused absences (or 12 contact hours) are permitted per school year. It is the responsibility of the apprentice/pre-apprentice to track his/her own absences.
- Consideration for excusing an absence will be given ONLY if the following conditions exist:
  - The apprentice/pre-apprentices hospitalized.

- Death in the immediate family. If either one of these exceptions apply, the apprentice must provide legible and specific documentation to the MCA immediately for approval. The MCA is solely authorized to excuse absences. The documentation must pertain to the date(s) in question.
- Documentation received over 30 days after the absence will not be accepted.
- If an absence is excused it will not count against you for disciplinary action, however, it will remain an absence on your record.
- If the apprentice has accrued more than four (4) unexcused absences during the school year, he/she and the sponsor employer will be called before the committee and may be terminated from the apprenticeship program. If this occurs, the apprentice has the right to appeal and may continue to work and attend school.
- If an apprentice has approved documentation for his/her absence, the documentation along with the Absence Excusal Request Form must be completed and submitted to the MCA.
- No phone calls will be accepted for any excusals.

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## MAKEUP TIME

Makeup time will reduce absence hour totals. Warnings will be issued for 12 hours absent and 20 hours absent. The latter will require the apprentice to appear before the committee to explain their absences and continue program enrollment with a sponsor employer representative.

- If the absence is work related (EXCUSED) the apprentice must notify their company apprenticeship contact to have a work-related excuse issued to the ABC- Texas Mid Coast Chapter Office AND arrange makeup of time missed with an instructor as soon as they return to class. **Out of town workers should always make arrangements with the instructor to check out books or get necessary copies and stay up with the curricula through communication with the instructor.** If absences were due to after hours or out of town work as verified by company letterhead or email to the instructor and submitted to the ABC-Texas Mid Coast Chapter office the apprentice is NOT responsible for paying the instructor and makeup times unless the apprentice fails to attend the day of the scheduled makeup, at which time the apprentice will pay the instructor for 1 hour of pay not to exceed \$30.00 at the next scheduled class date. (Late entry is treated as a work-related absence).
- If the absence is NOT work related (UNEXCUSED) the apprentice must makeup ALL missed time with their current trade instructor during the school year **if possible**. Makeups will be arranged by the instructor and scheduled at their convenience. All makeup fees not to exceed \$30.00 per hour if scheduled on a Friday or Saturday, outside the normal school year or through an instructor other than their current instructor will be payable to the instructor unless arranged by the MCA staff.
- Any NCCER instructor certified for the appropriate curricula may provide makeup instruction to an apprentice. Module written tests may be proctored by any certified NCCER proctor, coordinator, administrator, or ATS representative as per NCCER guidelines. Makeups will include homework assignments, quizzes, module written and performance tests, midterms and final exams.
- Makeup classes should be completed BEFORE the end of the year particularly if an apprentice sponsor employer has a reimbursement policy which requires full completion each year or you the apprentice are a fourth-year student expecting to graduate.
- Full completion of curricula, OJT hours and submittal of all required documentation is necessary to fully graduate the MCA Apprenticeship Program and be submitted for a Department of Labor Apprenticeship Completion Certificate. **AN APPRENTICE MAY NOT BE ALLOWED INTO THE NEXT TRAINING LEVEL IF:**
  - 1 missed module for curricula levels containing 6 modules or less outstanding
  - 2 missed modules for curricula levels 7-10 modules is outstanding
  - 3 missed modules for curricula levels containing 11 or more modules outstanding
- All modules MUST be made up prior to completing the next year. Apprentices failing to complete all modules per level by the following school year end MAY NOT BE ALLOWED TO MOVE TO THE NEXT TRAINING LEVEL. If this occurs an apprentice must makeup time with a certified NCCER Craft Instructor for their trade to return to active enrollment status in the normal school year session. The apprentice will remain eligible with the DOL as long as makeup tests are being provided to the

MCA and/or ABC – Texas Mid Coast Chapter Office in a timely fashion from a certified NCCER craft instructor. A sponsor employer can request a concession.

- If the apprentice/pre-apprentices absent from class on a test day, the test must be made up and completed BEFORE the next scheduled class meeting (make up tests shall not interfere with on the job training or class time). Missed exam make-ups must be taken either at the MCA or the ABC office and completed by 4:30 p.m. the next business day OR completed by 4:30 p.m. the next scheduled class night. If the apprentice/pre-apprentice fails to make up the test BEFORE the next scheduled class, he/she will receive a zero (0) grade for the test missed.
- Quiz and homework make ups are at the discretion of the assigned instructor.
- Class participation points are not permitted to be made up.

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#### CLASS CANCELLATION OR INSTRUCTOR NO SHOW:

- If an instructor cancels class, they will contact you by cell or home phone number and set a rescheduled date at the next class meeting. If you are not notified by the instructor, please contact the MCA and/or ABC-Texas Mid Coast office and leave a message on the answering machine if a staff member does not answer.
- If the instructor is late to class apprentices are required to wait 20 minutes and place your name on a makeshift sign in roster with legibly printed names, signatures, and date of class. Then, a reliable person needs to be selected to deliver the sign in roster by fax, in person to the ABC-Texas Mid Coast Chapter office, or email a clear photo of the sign in roster to [admin@mccademy.org](mailto:admin@mccademy.org). If an apprentices name appears on the sign in roster, the 20 minutes will be credited towards their overall absentee hours.

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#### TARDINESS

- An apprentice/pre-apprentice who is tardy more than 30 minutes or who leaves class without permission before class is excused will be considered absent for the class.
- If you acquire more than six (6) tardies during the school year, may be summoned before the MCA Apprenticeship Committee.

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#### ORIENTATION

- All apprentices must attend at the beginning of every new school year of any currently offered program.
- Failure to attend can cause the apprentice to be removed from enrollment, deregistered from Department of Labor, and ineligible to attend the current school year.

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#### GENERAL WORK POLICY

- All apprentices shall be indentured to the MCA Committee
- Apprentices shall not work out of the jurisdiction of the Apprenticeship and Training Committee without prior permission from his/her assigned committee.
- Tardiness and/or absenteeism at the job site will not be permitted. An apprentice may be terminated or released from the jobsite at which he/she is employed and is grounds for appearance before the Apprenticeship Committee. (Reference Appearance before the Joint Apprenticeship Committee, section 1, for additional information).
- Overtime work will be allowed under the supervision of a journeyman provided it does not interfere in any way with any related classes and also provided the apprentice maintains a “C” average in classroom and lab studies. It is the responsibility of the individual apprentice to ensure his/her grades are not suffering during his/her current work situation.
- When assigned to a new employer, apprentices shall obtain the telephone number of the shop and job supervisor so they may notify the employer in case of emergency.
- Every apprentice shall immediately report any termination in employment to the MCA office and the Training Director. An apprentice is required to sign the out of work book at the referral office the day of, or the day immediately following a layoff from work. In addition, the Training Director must be notified of any temporary layoff of 5 days or more.



- An apprentice may not refuse a job referral. If the apprentice does not agree with the job referral he/she shall report as assigned and request an appearance before the Joint Apprenticeship Committee. He/she shall continue to work as assigned until directed by Committee action or terminated by the employer. Violation of this policy will result in no further training assignments until the apprentice appears before JAC for disciplinary action.
- An apprentice shall not quit his employer voluntarily without making every effort to resolve any conflicts with the immediate supervisor. Should this fail, you must notify the MCA staff in writing and state the reason why you wish to leave your sponsor employer. You must do this **PRIOR TO TERMINATING YOUR EMPLOYMENT**. A request by an apprentice to be laid off shall be considered a quit. Violation of this policy will result in no further training assignments until the apprentice appears before the Apprenticeship Committee for disciplinary action.
  - During the “Clearance to Transfer” process you must continue attending classes and resolve any outstanding tuition and/or book payroll deductions. Your request will be reviewed by the Apprenticeship Committee. If approved, the MCA will document the official transfer.
  - **FAILURE TO COMPLY WITH THE “CLEARANCE TO TRANSFER” POLICIES MEANS YOUR SPONSOR EMPLOYER CAN REQUEST YOUR REMOVAL FROM THE MCA APPRENTICESHIP PROGRAM AND SEEK REIMBURSEMENT OF THE OUTSTANDING TUITION AND/OR BOOK DEBTS AS ALLOWED BY THEIR AGREEMENTS WITH YOU.**
- A request for rotation form (Addendum A, attached) may be obtained at the Mid Coast Construction Academy (MCA) office and submitted to the Apprenticeship Committee at their monthly meeting.
- If an apprentice must take time off from work due to an injury, formal documentation must be provided to the Training Director.
- No 1st or 2nd period apprentice is allowed to work ANY energized circuits of 50V and above. An apprentice will normally be assigned to work with the journeyman on the job. However, on occasion, an apprentice may be assigned to work with a working foreman.
- If you have been laid off, you are required to notify the MCA Staff immediately at 361-572-0299. The ABC Office will provide you a list of employers that have sponsored apprentices in the past. **YOU MUST CONTINUE ATTENDING SCHOOL AND KEEP AN UPDATED PHONE NUMBER WHILE IN LAYOFF STATUS.** The sponsor employer loses the right to have you removed from class due to outstanding tuition payroll deductions since the separation was on their part. **THIS DOES NOT MEAN THE SPONSOR EMPLOYER WAIVES THE RIGHT TO SEEK REIMBURSEMENT OF THE OUTSTANDING TUITION AND/OR BOOK DEBT AS ALLOWED BY THEIR AGREEMENT WITH YOU.**
- If you are terminated for cause, you will be allowed to remain in school if your terminating sponsor doesn’t request your removal, you continue to attend class, you find your own replacement sponsor before the next enrollment sponsor verification process. If you believe you have been unjustly terminated, you have the right to appeal to the Apprenticeship Committee.

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#### WHO PAYS FOR APPRENTICESHIP TRAINING?

The fee for the apprenticeship program is an **all-inclusive yearly rate of \$1500.00 for member sponsor employers and \$2000.00 for non-member sponsor employers**. The student is required to pay all tuition to the MCA Apprenticeship program for the apprentice upon enrollment. **The sponsor employer may offer a loan or reimbursement policy for the training by the apprentice.** Payroll deductions, reimbursement and bonus incentives should always be in writing with a copy for the Apprentice and Sponsor Employer since any disputes are between the Sponsor Employer and Apprentice and have NO connection to the MCA Apprenticeship Program.

- Requires an employer in your trade to start school
- \$1,500 **all-inclusive** fee for apprentices employed by ABC member companies per year
- \$2,000 **all-inclusive** fee for apprentices employed by non-member companies per year
  - \$200.00 is required upon your registration and is non-refundable. The remaining tuition balance is billed to you through your sponsor employer prior to the first day of class. No refunds are available after the first day of class.
  - The employer may **or may not** pay tuition, offer reimbursement/incentives
  - Payroll deduction, reimbursement or incentive plan may be **worked out between the employer and apprentice** and should be in writing with copies for both the employer and you

- Mid Coast Construction Academy apprenticeship program bills the employer for tuition and **is not a part of any payroll deduction, reimbursement or incentive plan.** Ensure you keep your copy for your records – if any dispute arises you will need your copy of the agreement.

**SPONSOR EMPLOYERS CAN REQUEST REMOVAL OF ANY APPRENTICE BASED UPON A PAYROLL DEDUCTION AGREEMENT IN WHICH THE EMPLOYER IS LEFT WITH A TUITION DEBT FOR ANY APPRENTICE THAT VOLUNTARILY LEAVES THE SPONSOR EMPLOYER BEFORE COMPLETING THE LEVEL OF TRAINING FOR WHICH THE APPRENTICE ENROLLED.**

*Note: the apprenticeship program is not registered under the Texas Education Agency and may not be eligible for submittal upon Federal IRS tax forms. Please, consult a tax advisor.*

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**HOW MUCH ARE APPRENTICES PAID?**

Apprentices are full time paid employees who work a regular 40-hour week and earn while learning. The more they learn the more they earn. Apprentices are paid a minimum of 50% of a journey person’s wages to start (generally between \$10.50 and \$11.00 per hour) not including any company fringe benefits. Pay increases occur in percentage increments upon completion of each 1000 hours of documented work and the required classroom curricula however a wage increase may not be done if a sponsor employer is paying above the School Wage Scale. The School Wage Scale is updated each year and becomes effective on September 1 usually. Otherwise, the School Wage Scale will be issued with an effective date.

*Typical Electrical Four-Year Apprenticeship Wage Progression*

*Apprentice Wage Scale—Curricula periods & total 8,000 On-the-Job Training Hours required to complete OJT requirement*

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|---|--|
| • 1 <sup>st</sup> period curricula & 1,000 hours = 50% of JPR | • 5 <sup>th</sup> period curricula & 5,000 hours = 70% of JPR  |
| • 2 <sup>nd</sup> period curricula & 2,000 hours = 55% of JPR | • 6 <sup>th</sup> period curricula & 6,000 hours = 75% of JPR  |
| • 3 <sup>rd</sup> period curricula & 3,000 hours = 60% of JPR | • 7 <sup>th</sup> period curricula & 7,000 hours = 80% of JPR  |
| • 4 <sup>th</sup> period curricula & 4,000 hours = 65% of JPR | • 8 <sup>th</sup> period curricula & 8,000 hours = 90 % of JPR |

*JPR=Journey Person Rate*

*Typical Plumbing Four-Year Apprenticeship Wage Progression*

*Apprentice Wage Scale—Curricula periods & total 8,000 On-the-Job Training Hours required to complete OJT requirement*

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|---|--|
| • 1 <sup>st</sup> period curricula & 1,000 hours = 50% of JPR | • 5 <sup>th</sup> period curricula & 5,000 hours = 80% of JPR  |
| • 2 <sup>nd</sup> period curricula & 2,000 hours = 65% of JPR | • 6 <sup>th</sup> period curricula & 6,000 hours = 85% of JPR  |
| • 3 <sup>rd</sup> period curricula & 3,000 hours = 70% of JPR | • 7 <sup>th</sup> period curricula & 7,000 hours = 90% of JPR  |
| • 4 <sup>th</sup> period curricula & 4,000 hours = 75% of JPR | • 8 <sup>th</sup> period curricula & 8,000 hours = 95 % of JPR |

*JPR=Journey Person Rate*

**MONTHLY WORK PROCESS REPORTS**

- The MCA provides these reports at student orientation before each new school year begins. If forms are lost replacements can be acquired at the ABC-Texas Mid Coast Chapter office.
- Monthly Work Process Reports are different from a company report since these sheets breakdown the monthly on-the-job training hours according to the specific work processes the apprentice was trained on during that month AND ARE REQUIRED for full completion of the program.
- The work process report must be verified and signed by the apprentice, a company representative (foreman, superintendent, administrative staff) and submitted by the 10th day of each month. Apprentices are required to print their

full name and current school level on each work process sheet and ALL calculations need to be done. Incomplete or inaccurate work process records are not acceptable. **THE APPRENTICE SHOULD ALWAYS KEEP A COPY OF ALL SUBMITTED WORK PROCESS SHEETS AND ALL SPONSOR EMPLOYER PAYCHECK STUBS FOR THEIR ENTIRE APPRENTICESHIP PERIOD IN CASE THEY ARE NEEDED BY THE ABC—TEXAS MID COAST CHAPTER OFFICE OR MCA STAFF FOR ANY REASON.**

- Work process sheets submitted to the apprentice’s current instructor will be forwarded to the ABC – Texas Mid Coast Office, faxed to the ABC – Texas Mid Coast Office at 361.572.4653, mailed by United States Postal Service, or dropped in the overnight slot on the ABC Office front door. Apprentices can also scan or take a clear photo of their work process report and email it to [admin@mcacademy.org](mailto:admin@mcacademy.org).
- These methods can cause delays in the updating of the work process hour totals and therefore will be effective upon the ABC-Texas Mid Coast office’s receipt or envelope post mark. You can also choose to present your hours in person at the ABC – Texas Mid Coast office. This is the speediest and most accurate method.

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#### ON-THE-JOB TRAINING WORK HOUR AND WAGE PERCENTAGE ADJUSTMENTS:

- A positive or negative adjustment of OJT hours may occur if a sponsor employer sends a company report with a different total from the apprentice. The adjustment will be noted on the Work Process Report and sent to the apprentice. Negative adjustments may be disputed as noted below.

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#### ON-THE-JOB TRAINING WORK HOUR AND WAGE ADJUSTMENTS AND DISPUTES:

- Before contacting the ABC-Texas Mid Coast office or MCA staff – an apprentice must first contact their company representative when an alleged discrepancy is noticed and provide the sponsor employer with an opportunity to resolve the situation. Failure to notify the sponsor employer regarding discrepancies in a timely manner may affect any claim regarding future wage disputes. If the situation is unable to be resolved by the sponsor employer, **please provide the ABC-Texas Mid Coast office with a copy of all company payroll stubs and a line by line tabulation of the monthly hours.** If hours are verified by the ABC office the sponsor employer will be notified and provided 30 days to explain the discrepancy. Thereafter, the ABC office verified hours will become the effective hours on file and reported for any auditor and the apprentice may choose to make use of any legal means necessary to resolve the issue.

#### TESTING PROCEDURES

- A written and performance test will be given at the end of each module.
- A score of 75% is required to pass any written test, mid-term or final exam.
- Performance tests are scored as pass or fail and scored as a 0 or 100 if assigned a numerical value.
- Both the Written and Performance test of a module must be completed to receive NCCER credit for that module.
- All core modules must be complete to receive a Core completion certification.
- A Core completion certificate and all Trade Level 1 modules must be complete to receive a Trade Level 1 completion certificate.
- Written re-tests are to be scheduled with the instructor, and **SHOULD BE GIVEN NO SOONER THAN, 48 HOURS AFTER THE INITIAL TEST AND NO LATER THAN 4 CLASS MEETINGS** following the initial test.
- Performance retests will be given at the discretion of the craft instructor after the written test has been passed successfully.

#### GRADING POLICY

- Semester grades are issued according to the following scale:
  - A: 90 - 100
  - B: 80 - 89
  - C: 75 - 79
  - Scores of 74 and below for the entire school year are considered failing and will subject the apprentice to repeating the year or to the cancellation of his/her apprenticeship agreement.

- THE FINAL GRADE FOR THE YEAR WILL BE THE AVERAGE OF THE FIRST AND SECOND SEMESTER GRADES
- The grading system is as follows:
  - 50% Performance Evaluations
  - 50% Written Exams

## STUDENT CLASSROOM RESPONSIBILITIES

Teachers are strongly encouraged NOT to teach the test, making the student:

- Responsible for completing all lesson material and homework.
- Responsible for understanding the content of all lesson material, even if it was not covered by your instructor.
- Responsible to ask any questions and to clarify the content of all lesson materials.
- Responsible to present themselves in a professional manner while attending classes.

Cell phones and pagers are not permitted in class.

## COMPLETION OF APPRENTICESHIP/GRADUATION REQUIREMENTS

- Must have received a 75% or higher cumulative G.P.A.
- Must have completed at least 8,000 OJT Hours.
  - Hours earned BEFORE acceptance into the apprenticeship program can be applied with proper documentation.
- Must have successfully completed the craft certification exams. As an apprentice, it is your responsibility to submit a copy of your test result to the MCA immediately following the examination process.
  - Regardless if apprentice has completed his/her 8,000 OJT Hours, successful completion of the exam must be completed by June 30th of the last year of apprenticeship or the apprentice will be removed from the job and will not be permitted to work.
  - If the Exam is not completed within 6 months of the last day of the final semester of the school year, this will result in termination from the apprenticeship program.

## APPRENTICE HANDBOOK VIOLATION FORM

This form may be issued for any of the following apprentice handbook violations:

- Conduct
- Attendance
  - Individual, 1<sup>st</sup> warning (12 hours)
  - Individual and sponsor, 2<sup>nd</sup> warning (20 hours)
  - Tardies
- Failure to submit work process reports/time sheets
- Failure to maintain satisfactory grades

Apprentices will sign and be provided a copy. However, if the apprentice is unavailable for a signature a copy will be maintained by the instructor and the MCA office and sent to the apprentice and sponsor employer.

## APPEARANCE BEFORE THE JOINT APPRENTICESHIP COMMITTEE

- Apprentices will be subject to call before the Apprenticeship Committee for instructions concerning apprenticeship procedure or for disciplinary action.
- If an apprentice is called to appear before the committee (for any reason) and fails to appear as summoned, he/she may incur one (1) absence in addition to any committee action taken which may include termination from work and/or the apprenticeship program.
- Disciplinary action may be taken by the Committee for any, and not limited to, the following infractions:
  - Unnecessary absence from the job or tardiness on the job.

- Failure to perform the work on the job.
- Failure to attend school regularly.
- Failure to maintain satisfactory grades. An apprentice will be summoned to appear when his/her cumulative G.P.A. is below 75% for the entire school year.
- Failure to conduct one's self in a dignified or businesslike manner.
- Failure to appear in response to notification.
- Failure to accept mail sent out by the Committee.
- Failure to adhere to the Industry's Safety and Dress Codes.
- Failure to appear for dispatch when unemployed.
- Working for an electrical contractor during any period of disciplinary suspension from the job.
- Failure to adhere to the Committee's Policies and Procedures.
- Quitting a job, firing or termination from the job.
- Use of alcohol or non-prescription drugs, as outlined under Alcohol and Drug Use herein.
- NOTE: The Joint Apprenticeship Committee will not condone moonlighting in the industry, theft of material, or any violation of the law. Such violations, including the above, may subject the apprentice to discipline up to and including suspension and/or termination from the apprenticeship program.

## DISCIPLINARY ACTION

If an apprentice is in violation of any of the policies contained herein, he/she will be subject to disciplinary action by the Apprenticeship Committee, on a case by case basis. The following is a list of the standard disciplinary actions taken for Policy Guide violations:

- Suspension from work.
- Removal from class for the remainder of the year.
- the apprentice may have to repeat the year in its entirety, and may be suspended from work for up to 60 days. All repeating apprentices must maintain a grade point average of at least 80%.
- Removal from the program. Apprentices should note that repeated appearances before the Apprenticeship Committee for policy violations may result in the cancellation of the Apprenticeship Agreement and removal from the program.

During the probationary period, an apprentice may be terminated from the program at any time with or without cause.

## RIGHT OF APPEAL

An apprentice who has been removed from the program has the right to appeal his/her termination. The appeal process follows.

- The apprentice must submit their written appeal to the MCA within 2 weeks of termination.
- Upon receipt of the written appeal, the termination will be put on hold. The committee will summon the apprentice to appear at the next committee meeting to discuss the appeal.
- If denied by the committee, the apprentice has 30 days to file their written appeal with the Department of Labor.

## COUNSELING

Any concerns about your performance or training should be raised with your instructor, who will help you access whatever resources you need to help you succeed. In the event that your instructor is unable to help, you will be referred to the MCA Apprenticeship Director who may escalate an issue to the Apprenticeship Committee.

## STATE LICENSING AND CONTINUING EDUCATION

MCA Apprenticeship Program operates under the federal system.

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## CONTINUING EDUCATION

- Electrical apprentices are exempt from continuing education classes because the MCA is a registered apprenticeship program with the Texas Department of Licensing and Regulation. However, to be registered as an attending apprentice, you must provide the MCA Apprenticeship Director with your apprentice license number.
- Plumbing apprentices may request an enrollment letter for Texas State Board of Plumbing Examiners.

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## APPLICATION AND RENEWAL OF YOUR APPRENTICE LICENSES

- State licensing authorities set their policies. You could lose the right to use hours obtained inside or out of a federal apprenticeship program towards state licensing if you have not applied for your apprentice license or performed work under an expired license. **YOU ARE RESPONSIBLE FOR KNOWING THE STATE RULES.**
- New laws and regulations take effect every day. The MCA will do our best to notify you of new rules and regulations. However, the best person to keep an eye out for you IS YOU. It is a good practice to ask for a letterhead with the total hours you worked, your job function and the master craft professional's (electrician, plumber, etc.) information that oversaw your work for any craft trade you performed. If you think just because your current trade is not licensable, remember things can always change.

## RELATED DOCUMENTS

- MCA Mission Statement
- MCA Code of Conduct
- Frequently Asked Questions regarding Apprenticeship Programs published by the Department of Labor
- Various MCA Policies
- Briefing Prior to Interview

Pre-Apprenticeship and Apprenticeship programs are required to meet a range of state and federal legal obligations which are presumed in this Code. It is the responsibility of each organization to ensure they are meeting these legal obligations. These obligations may include corporations law, rules of incorporation of Mid Coast Construction Academy's, privacy legislation, equal opportunity, occupational Health and Safety legislation, financial and accounting standards, anti-discrimination legislation and other codes of ethics.

## RAISING A BUSINESS CONDUCT CONCERN

Complaints referred to the MCA Board in connection with the Code will be heard firstly and finally by the Board and no appeals will be considered. Should a matter be before some other jurisdiction the Board will not precede with the matter until it is fully heard in that other jurisdiction.

## POTENTIAL COMPLAINTS

A complainant might include:

- member of the public
- industry stakeholder
- government department
- apprentice, parent/guardian, teacher, school, RTO, GTO
- employer
- an MCA staff member
- another Mid Coast Construction Academy student
- another person or organization

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DAY TO DAY OR OPERATIONAL COMPLAINTS ADDRESSED TO THE MID COAST CONSTRUCTION ACADEMY WILL BE REQUIRED TO:

- be provided in writing;
- identify the complainant and the issue to be addressed;

- where possible contain substantiating information.
- be directed to the Apprenticeship Director who may escalate a matter to the Apprenticeship Committee. Any policy or procedure inquiry will be directed to the Apprenticeship Director **ONLY** and no written or verbal communication to any non-apprenticeship staff can supersede the Apprenticeship Director to ensure the integrity of the policies are being met.

Complaints about the Apprenticeship Director will be submitted in writing, presented to the ABC Texas Mid Coast Chapter President who will then meet with the Apprenticeship Committee and Apprenticeship Director to determine the merits of the complaint and may choose to take corrective action. The Apprenticeship Committee may take action upon a review of the merits of the complaint/inquiry.

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## EQUAL OPPORTUNITY

Any apprentice or applicant for Apprenticeship (or agent on their behalf) who believes that they have been discriminated against on the basis of race, color, religion, national origin or sex with regard to apprenticeship, or that the equal opportunity standards have not been followed, has 180 days from the date of the alleged discrimination to register a complaint. The complaint shall be in writing and shall be signed by the complainant. It must include the name, address, and telephone number of the person allegedly discriminated against, the program sponsor involved, and a brief description of the circumstances of the failure to apply the equal opportunity standards. Complaints may be registered with the ABC-Texas Mid Coast Office, the U.S. Dept. of Labor, Office of Apprenticeship, the Registration Agency if other than the Office of Apprenticeship or the Equal Opportunity Commission (EOC) at the following local, state or federal addresses.

Dept. Of Labor: Office of Apprenticeship  
 Julian Oviedo  
 10127 Morocco  
 San Antonio, TX 78216

Associated Builders & Contractors, Inc. - Texas Mid Coast  
 Kristi Stevenson  
 1408 N Ben Jordan  
 Victoria, TX 77901

Federal Office: Field Office EEOC:  
 U.S. Equal Employment Opportunity Commission  
 131 M Street, NE  
 Washington, DC 20507

U.S. Equal Employment Opportunity Commission  
 Travis Hicks  
 Legacy Oaks, Building A  
 5410 Fredericksburg Road, #200  
 San Antonio TX 78229

## COMPLAINT PROCESS

In every case the complainant will be given written confirmation of receipt of a properly documented complaint.

On receipt of a complaint the Apprenticeship Director will assess the merits of the matter and prepare a report for the next meeting of the Board of Trustees recommending that the complaint be addressed, investigated or dismissed. Where a matter is deemed critical the Executive Director may call an extraordinary meeting of the Board.

Following advice from the Board the Apprenticeship Director will continue with an investigation and/or write to the complainant outlining the Board's decision.

The Apprenticeship Director may be directed to further investigate a matter which could involve interviewing the parties, taking statements from witnesses and conducting enquiries necessary to provide facts for the Board's consideration.

The materials collected will be presented to the Board for consideration. Students against whom complaints are made will be provided with copies of the complaint and invited to address the Board to present their case and answer any questions the Board may have.

The Board may direct the Apprenticeship Director to engage and independent third party with the requisite expertise (particularly in the area of disputes and complaints settlement) to guide and assist the Board.

**WRITTEN COMPLAINTS CAN BE ADDRESSED TO:**

MCA Board  
c/o MCA Apprenticeship Director  
1408 N Ben Jordan  
Victoria, TX 77901  
Tel: 361-572-0299 Fax: 361-572-4653 Email: [admin@mcacademy.org](mailto:admin@mcacademy.org)

**BREACHES OF THE CODE**

Where a breach of the Code or a complaint against a student is upheld the Board may take any of the following actions.

**WARNING:** The Board will contact the member concerned warning them of the deemed inappropriate action/s and provide offers of assistance to improve the problem practice.

**IMPROVEMENT:** As above the Board will contact the member concerning the issue of complaint, offer assistance but also require that evidence of improvement be provided in a set timeframe.

**SUSPENSION:** Where a member fails to act to rectify or improve their practice the Board may suspend the member for a period – suspension would involve loss of all studentship entitlements (for a set period of time)

**EXPULSION & NAMING:** Where the breach of the Code is deemed sufficiently serious the Board may contact the member concerned informing them that as of a certain date they are no longer a member of the Mid Coast Construction Academy and that the MCA website and other publications will note that they are no longer a member of MCA.

**ACKNOWLEDGEMENT AND AGREEMENT**

Student Name Printed		Student Signature	
Date of Birth		Social Security Number	
Craft:		Sponsor Employer (Apprentices only):	



