



# Heat and Frost and Allied Workers Joint Apprenticeship & Training Committee

Northern California/Northern Nevada Area

3801 Park Rd., Benicia, Ca. 94510

Office: (707) 748-0160      Fax: (707) 748-0161

E-Mail: [jonathan@local16.us](mailto:jonathan@local16.us)      Cell: (925) 300-6743

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Apprentices,

Welcome to the Heat and Frost Insulators Union, Local 16. There is no better time to build on traditions of quality, performance, and superior work habits than during your apprenticeship. Although you have already started in the trade there are a few items to bring to your attention. I have included a schedule for 2026. This schedule is subject to change. If there are any changes you can be notified by text, e-mail, a letter or all three.

**This is a MANDATORY ORIENTATION MEETING, from 8:00 AM - 4:30 PM.**

We will be covering several important topics; the following items will be covered:

- Orientation: Rules & Regulations, DAS Standards, DOL Standards, etc.
- PCCC Training (Professional Craftsman Code of Conduct)
- COMET Training (Construction Organizing membership Education Training)
- Pickets and Handbills
- Meet with the Executive Board
- Meet with the Business Manager & Agents

You **must** report all on-the-job training (O.J.T.) work experience hours to the Apprenticeship Coordinator monthly, using the ISAQR App. 1600 O.J.T. hours per year is one of the conditions for advancement. Make sure all hours are accurate. **Previously indentured apprentices can help you with this requirement.**

**APPRENTICES ARE OBLIGATED TO NOTIFY BOTH THE COORDINATOR AND THE UNION OFFICE IN WRITING OF ANY CHANGES TO YOUR ADDRESS OR PHONE NUMBER OR E-MAIL ADDRESS.**

You will need to start planning time carefully, as for the next 5 years you will have classes scheduled to attend. Missing classes is not an option. Classes are **MANDATORY!!!** Make up days will be during the week. If you miss a day of class, you will have to miss a day of work to make it up.

Please read the notice on the initiation fee. You will need to take care of this ASAP. If you have any questions regarding the fee, please ask.

Please read the "Rules & Regulations". These are of the utmost importance to you being a successful apprentice, along with the Standards for the State of California and the Standards for the Federal Department of Apprenticeship.

Please see the Union meeting schedule, along with the Local 16 officer contact list. It is important to note that you must attend at least 4 meetings each calendar year or you will be fined.

Safety is very important to us. Please, always work in a safe manner following ALL safety rules. It is our goal to have no one injured on the job. If you feel unsafe, stop and get the journeyman to help you and work safely.

The JATC expects you to work safely as well as conduct yourself in a professional manner. Be sure to follow the instructions of your employer and always represent your Union with pride.

Information regarding UNION business can be requested from the Union office at:  
(800)-826-1286 or (707) 748-1616.

Information regarding the Apprenticeship may be requested by contacting me at:  
(707) 748-0160 (office), or (925) 300-6743. You may also contact me at the above address or by e-mail at [jonathan@local16.us](mailto:jonathan@local16.us)

Sincerely,



Jonathan G. Blaine

Apprenticeship Coordinator

## **THE 16 THINGS YOU NEED TO DO TO GET THROUGH THE APPRENTICESHIP PROGRAM**

- 1. GET TO WORK ON TIME, NO EXCUSES.**
- 2. GET TO SCHOOL ON TIME, NO EXCUSES.**
- 3. DRESS APPROPRIATELY.**  
(Work pants, work shirt, work boots) (Hard hat & safety glasses will be provided by the employers)
- 4. NOTIFY THE UNION AND APPRENTICESHIP OF CHANGES OF  
ADDRESS AND OR PHONE NUMBER ON THE APP!!! (Also change with  
Benesys (800) 320-0184.**
- 5. BE PREPARED FOR HOMEWORK AND PERIODIC TESTS. IF YOU NEED HELP,  
CONTACT YOUR LEAD INSTRUCTORS.**
- 6. MAKE UP MISSED CLASSES WITHIN 30 DAYS, SCHEDULE MAKE-UP CLASSES  
WITH LEAD INSTRUCTORS. (FOLLOW YOUR RULES AND REGULATIONS.)**
- 7. IF YOU MISS CLASS, IT IS YOUR RESPONSIBILITY TO CONTACT YOUR LEAD  
INSTRUCTORS AND GET THE ASSIGNMENTS YOU NEED TO MAKE UP.**
- 8. IMMEDIATELY NOTIFY THE UNION DISPATCHER IF YOU ARE LAID OFF OR  
QUIT. (800) 826-1286 DO NOT RETURN TO A PREVIOUS EMPLOYER BY RECALL WITHOUT  
GOING THROUGH THE DISPATCHER!!!**
- 9. YOU ARE RESPONSIBLE FOR PAYING OUT-OF WORK DUES. THE AMOUNT  
FOR OUT-OF-WORK DUES IS \$25 PER MONTH NOT WORKED.  
(Payment is due within 30 days of any month where you did not work for the entire month)**
- 10. APPRENTICES CANNOT TURN DOWN MORE THAN 2 JOBS PER YEAR.  
(See "Rules and Regulations")**
- 11. SHOW UP TO BOTH WORK AND SCHOOL WITH THE REQUIRED TOOLS.**
- 12. UNDER NO CIRCUMSTANCE SHOULD AN APPRENTICE WORK WITHOUT A  
JOURNEYMAN ON THE JOBSITE!! (Unless approved by the Business Manager or a Business agents.)**
- 13. ATTEND UNION MEETINGS, (Minimum of 4 per year).  
(Failure to attend the required meetings will result in you being fined!!)**
- 14. MAKE SURE YOU RECEIVE FAVORABLE EVALUATIONS FROM YOUR  
FOREMAN/SUPERINTENDENT(S).**
- 15. TURN IN YOUR WORK EXPERIENCE HOURS (OJT) ON TIME, ON THE ISAQR  
APP!!! (DAILY)**
- 16. ENJOY YOUR FIVE YEARS OF APPRENTICESHIP!!!**

UNION PHONE NUMBER – (800) 826-1286 or (707) 748-1616

APPRENTICESHIP PHONE NUMBER – (707) 748-0160 (office), (925) 300-6743 (cell)



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## Instruction Letter

### **IMPORTANT READ THIS!!!**

Dear Apprentice,

You have probably already been informed by Local 16 there is an initiation fee. If not the fee is \$520.00.

**Only half of this is due now, \$260.00.** The second half will be due when you complete your apprenticeship training. This fee is due within 60 days of starting work according to Local 16's Constitution & By-laws. If you have not paid this fee and you are at or beyond working 60 days, you need to plan on sending Local 16 this fee ASAP. **This is important as you can be removed from work for failure to follow these instructions.** At least call Local 16 and discuss paying this fee with the Business Manager.

**If you are an organized member the 1<sup>st</sup> fee may be waived but you will be responsible for paying the \$260.00 upon graduating from the program.**

In this packet you find there are 4 cards you need to fill out. Fill out the 4 cards and return to me at the orientation class. If you already filled these cards out and turned in, please disregard.

Please read the following as they are very important:

- Read the "Rules and Regulations".
- Read the ANTI-HARASSMENT POLICY.

Quarterly School will start for you as shown on the schedule. You can also find the schedule on our website anytime: [www.insulators16.org](http://www.insulators16.org). You will attend 4-5-day sessions per year. Plan vacations wisely!! **Do not miss school!!** Feel free to call me at any time with questions.

Sincerely & Fraternally,

Jonathan G. Blaine

Apprenticeship Coordinator

# HEAT AND FROST INSULATORS OF NORTHERN CALIFORNIA-LOCAL UNION NO. 16 APPRENTICESHIP TRAINING FUND

## ANTI-HARASSMENT POLICY STATEMENT

A. The purpose of this Policy Statement is to inform all employees, contractors, vendors, agents and consultants, the Local Union, journeypersons, instructors, apprentices and employers that the Heat and Frost Insulators of Northern California-Local Union No. 16 Apprenticeship Training Fund (“Fund”) has a policy prohibiting harassment and discrimination based on race, color, religion, sex, national origin, age, handicap, marital status, sexual orientation, or political affiliation in the workplace and in the classroom.

B. Sexual harassment has been defined by Federal and State law as a form of sex discrimination. Sexual harassment is defined by the Equal Employment Opportunity Commission Guidelines as “unwelcome sexual advances, requests for sexual favors, other verbal or physical conduct of a sexual nature.” When:

1. submission to such conduct is made either explicitly or implicitly a term or condition of employment [including hiring, compensation, promotion or retention] or advancement through an apprenticeship program;

2. submission to or rejection of such conduct by an individual is used as a basis for employment or school decisions affecting such individual; or

3. such conduct has the purpose or effect of unreasonably interfering with an individual’s work or school performance or creating an intimidating, hostile, or offensive work or educational environment.

C. Any violation of this policy by an employee of the Fund shall constitute grounds for discipline up to and including immediate discharge.

D. A non-employee who subjects an employee, apprentice, or trainee to harassment/sexual harassment in the workplace or the school will be informed of the Fund’s harassment policy and appropriate action, within the authority of the Fund to take, will be taken.

E. An employee or student who feels that he or she has been sexually harassed as defined above is strongly encouraged to immediately bring the subject to the attention of his or her immediate supervisor or, in the case of an apprentice, to the immediate attention of the Apprenticeship Coordinator. If an employee believes that he or she has been harassed as defined above by his or her immediate supervisor, he or she should immediately bring this matter directly to the attention of the Chairman of the Fund.

F. Inquiries and/or complaints will be investigated immediately by the Coordinator (or other impartial designee). Investigations will be conducted in as confidential a manner as is compatible with a thorough investigation of the complaint.

G. All complaints will be investigated expeditiously by the Coordinator or individual(s) designated by the Fund. The Investigative Officer will produce a written report, which will be shown to the complainant on request within a reasonable period of time. The Coordinator is empowered to take remedial measures based on the results of the investigation.

H. The law prohibits any retaliation against an employee, apprentice, or trainee for opposing the practices described above, or for registering a complaint against sexual harassment, or for filing a complaint with, or otherwise participating in an investigation, proceeding, or hearing conducted by the Equal Employment Opportunity Commission and/or the Department of Fair Employment and Housing and no such retaliation will be permitted or countenanced by the Fund.

I. An employee or apprentice who believes that he or she has been subjected to sexual harassment has the right to file a complaint with the Equal Employment Opportunity Commission and/or the State Department of Fair Employment and Housing. These agencies may be contacted at the following addresses and telephone numbers:

Equal Employment Opportunity Commission  
San Francisco Field Office  
1301 Clay Street, Suite 1170-N  
Oakland, California 94612  
Telephone: 1-800-669-4000

Department of Fair Employment & Housing  
1515 Clay Street, Suite 701  
Oakland, California 94612  
Telephone: 1-800-884-1684

J. The Coordinator shall provide every employee, apprentice, and trainee with a copy of this Policy Statement.

All employees and trainees should keep this Policy Statement with all other important documents pertaining to the Apprenticeship Program. The attached signature page must be completed and returned to the Coordinator and will become part of the employee's personnel records or part of the trainee's or apprentice's training records, whichever applies.



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### **RE: Online OJT Log In Information**

Please find your “User Name” and “Password” to the Online On-the-Job Training (OJT) work process hours webpage below. Please go to the website <https://m.gotomyunion.com> and click on “Login / Login Request”, enter your user name and password, click on Sign-in, then click on “Enter OJT Hours” and follow the steps on the screen.

- USER NAME: **ISAWeb\_User**
- PASSWORD: **ISAWeb\_Pass**

Once you are logged in, you may change your “User Name” and “Password”. Please review your personal information and make sure everything is current. You may update your records at any time (address / phone numbers / email address, etc.) under the Contact Info tab.

As required by the Department of Labor, you must submit your “On-the-Job Training” hours online each month, even if you are not working (see Apprentice Handbook). Failure to do so may result in JATC disciplinary action. Instructions are enclosed.

If you do not have access to a computer or have trouble logging in, please contact your training coordinator or the school office at (707) 748-0160 or email: [jonathan@local16.us](mailto:jonathan@local16.us) for further assistance.

Sincerely,

Jonathan G. Blaine  
Apprenticeship Coordinator

## **HOW TO SUBMIT ONLINE ON-THE-JOB TRAINING HOURS**

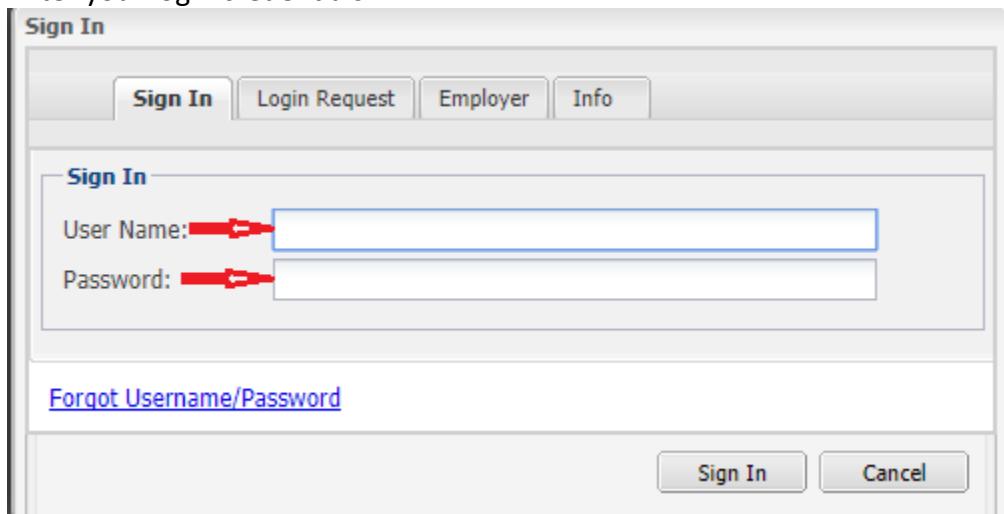
You can enter your OJT hours on the web or by downloading the ISA QR App on your cell phone, iPad or Tablet and scanning your Certification Card. To enter via the web:

- 1) Go to: <https://m.gotomyunion.com> and click on Login / Login Request



The image shows a web page titled "Login/Login Request". Below the title is a section titled "General Requirements" containing a text box with the following text: "I certify that I am authorized to submit information for the member I am logging into for purpose of updating the Local Union and/or JATC with valid and current information." At the bottom of this section is a button labeled "Login / Login Request", which is highlighted with a red box and a red arrow pointing to it. To the right of the button is a link "Privacy policy".

- 2) Enter your login credentials

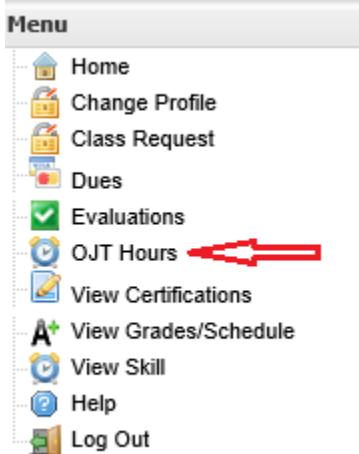


The image shows a "Sign In" page. At the top, there are four tabs: "Sign In" (which is selected and highlighted in blue), "Login Request", "Employer", and "Info". Below the tabs is a "Sign In" section with two input fields: "User Name:" and "Password:", both of which have red redaction marks over them. Below this section is a link "Forgot Username/Password". At the bottom of the page are two buttons: "Sign In" and "Cancel".

You can also use the ISAQR mobile app:

- Scan your Student ID Card QR Code or enter your QR number and Proceed
- Click on the menu icon

3) Click on the OJT Hours button



4) Click on the month you are submitting hours for

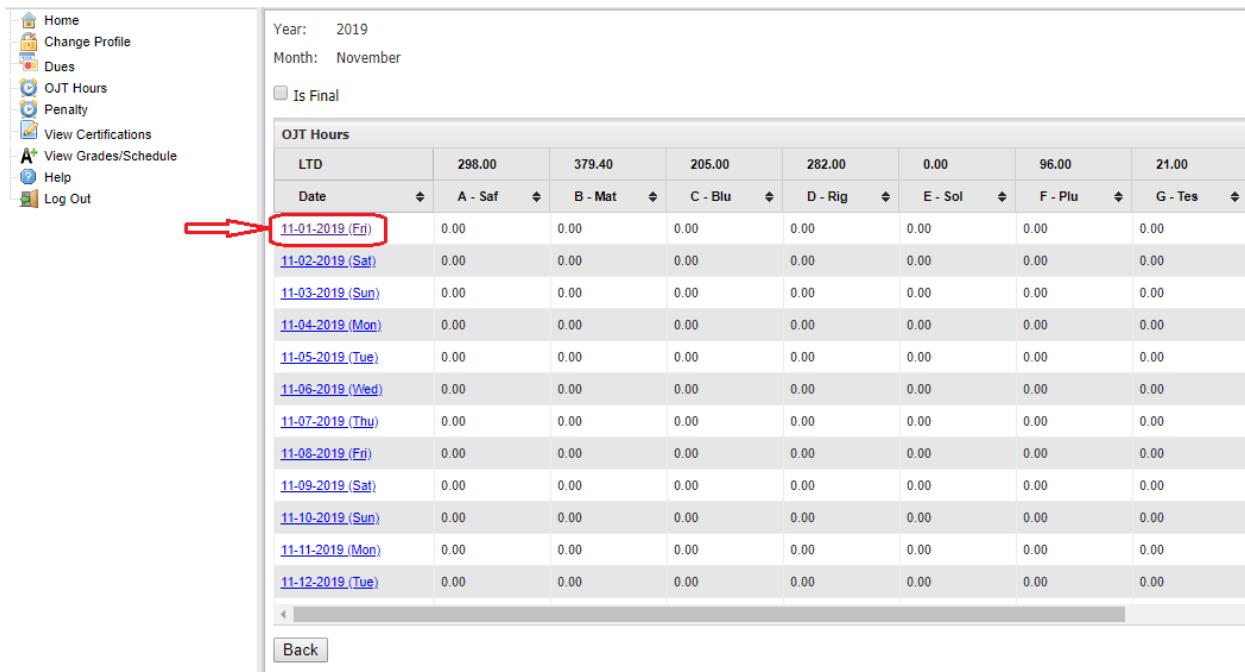
A screenshot of the 'OJT Hours' submission page for the year 2019. The page shows a table with columns for LTD and months A-Saf, B-Mat, C-Blu, D-Rig, E-Sol, F-Plu, and G-Tes. The 'Month' column lists months from January to December, with 'November (Not Finalized)' highlighted with a red box and a red arrow pointing to it. The 'LTD' column shows values: 298.00, 379.40, 205.00, 282.00, 0.00, 96.00, and 21.00 respectively.

LTD	A - Saf	B - Mat	C - Blu	D - Rig	E - Sol	F - Plu	G - Tes
298.00	379.40	205.00	282.00	0.00	96.00	21.00	
Month	♦ A - Saf	♦ B - Mat	♦ C - Blu	♦ D - Rig	♦ E - Sol	♦ F - Plu	♦ G - Tes
<a href="#">January</a> (Finalized)	0.00	0.00	0.00	0.00	0.00	52.00	0.00
<a href="#">February</a> (Finalized)	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<a href="#">March</a> (Finalized)	4.00	4.00	1.00	4.00	0.00	0.00	0.00
<a href="#">April</a> (Not Finalized)	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<a href="#">May</a> (Not Finalized)	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<a href="#">June</a> (Not Finalized)	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<a href="#">July</a> (Not Finalized)	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<a href="#">August</a> (Not Finalized)	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<a href="#">September</a> (Not Finalized)	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<a href="#">October</a> (Not Finalized)	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<a href="#">November</a> (Not Finalized)	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<a href="#">December</a> (Not Finalized)	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Print

Records last updated:

5) Click on the appropriate day

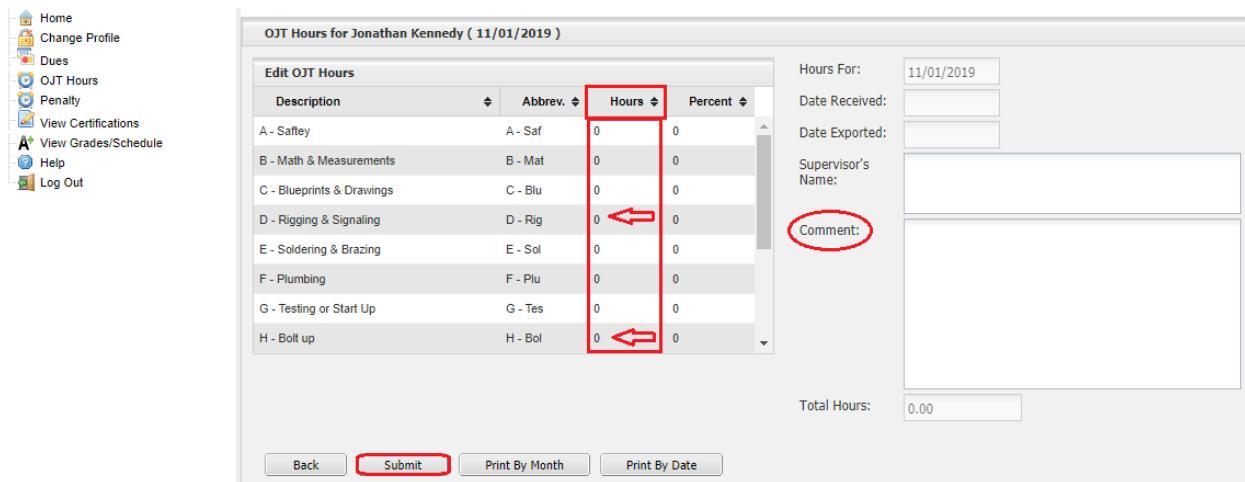


Year: 2019  
Month: November  
 Is Final

LTD	298.00	379.40	205.00	282.00	0.00	96.00	21.00
Date	A - Saf	B - Mat	C - Blu	D - Rig	E - Sol	F - Plu	G - Tes
11-01-2019 (Fri)	0.00	0.00	0.00	0.00	0.00	0.00	0.00
11-02-2019 (Sat)	0.00	0.00	0.00	0.00	0.00	0.00	0.00
11-03-2019 (Sun)	0.00	0.00	0.00	0.00	0.00	0.00	0.00
11-04-2019 (Mon)	0.00	0.00	0.00	0.00	0.00	0.00	0.00
11-05-2019 (Tue)	0.00	0.00	0.00	0.00	0.00	0.00	0.00
11-06-2019 (Wed)	0.00	0.00	0.00	0.00	0.00	0.00	0.00
11-07-2019 (Thu)	0.00	0.00	0.00	0.00	0.00	0.00	0.00
11-08-2019 (Fri)	0.00	0.00	0.00	0.00	0.00	0.00	0.00
11-09-2019 (Sat)	0.00	0.00	0.00	0.00	0.00	0.00	0.00
11-10-2019 (Sun)	0.00	0.00	0.00	0.00	0.00	0.00	0.00
11-11-2019 (Mon)	0.00	0.00	0.00	0.00	0.00	0.00	0.00
11-12-2019 (Tue)	0.00	0.00	0.00	0.00	0.00	0.00	0.00

[Back](#)

6) Enter your hours by work process category



OJT Hours for Jonathan Kennedy ( 11/01/2019 )

Description	Abbrev.	Hours	Percent
A - Safety	A - Saf	0	0
B - Math & Measurements	B - Mat	0	0
C - Blueprints & Drawings	C - Blu	0	0
D - Rigging & Signaling	D - Rig	0	0
E - Soldering & Brazing	E - Sol	0	0
F - Plumbing	F - Plu	0	0
G - Testing or Start Up	G - Tes	0	0
H - Bolt up	H - Bol	0	0

Hours For: 11/01/2019  
Date Received:  
Date Exported:  
Supervisor's Name:  
Comment:

Total Hours: 0.00

[Back](#) [Submit](#) [Print By Month](#) [Print By Date](#)

- 7) If you are not working or you are on approved Leave of Absence, please note it in the Comment section.
- 8) Click on the Print button to print or save a PDF copy of your submission.
- 9) Click on the Submit button to submit your hours.
- 10) Click on the Back button to exit the submittal screen.

Please Note: When submitting your final hours for the month, click on the Is Final checkbox and your OJT hours by work process will automatically be entered into the JATC's Union Manager© software after you confirm and click on OK.

 Home  Change Profile  Dues  OJT Hours  Penalty  View Certifications  View Grades/Schedule  Help  Log Out	<p>Year: 2019 Month: November</p> <p><input checked="" type="checkbox"/> Is Final</p> <table border="1"><thead><tr><th colspan="8">OJT Hours</th></tr><tr><th>LTD</th><th>298.00</th><th>379.40</th><th>205.00</th><th>282.00</th><th>0.00</th><th>96.00</th><th>21.00</th></tr><tr><th>Date</th><th>A - Saf</th><th>B - Mat</th><th>C - Blu</th><th>D - Rig</th><th>E - Sol</th><th>F - Plu</th><th>G - Tes</th></tr></thead><tbody><tr><td><a href="#">11-01-2019 (Fri)</a></td><td>0.00</td><td>0.00</td><td>0.00</td><td>0.00</td><td>0.00</td><td>0.00</td><td>0.00</td></tr><tr><td><a href="#">11-02-2019 (Sat)</a></td><td>0.00</td><td>0.00</td><td>0.00</td><td>0.00</td><td>0.00</td><td>0.00</td><td>0.00</td></tr><tr><td><a href="#">11-03-2019 (Sun)</a></td><td>0.00</td><td>0.00</td><td>0.00</td><td>0.00</td><td>0.00</td><td>0.00</td><td>0.00</td></tr><tr><td><a href="#">11-04-2019 (Mon)</a></td><td>0.00</td><td>0.00</td><td>0.00</td><td>0.00</td><td>0.00</td><td>0.00</td><td>0.00</td></tr><tr><td><a href="#">11-05-2019 (Tue)</a></td><td>0.00</td><td>0.00</td><td>0.00</td><td>0.00</td><td>0.00</td><td>0.00</td><td>0.00</td></tr><tr><td><a href="#">11-06-2019 (Wed)</a></td><td>0.00</td><td>0.00</td><td>0.00</td><td>0.00</td><td>0.00</td><td>0.00</td><td>0.00</td></tr><tr><td><a href="#">11-07-2019 (Thu)</a></td><td>0.00</td><td>0.00</td><td>0.00</td><td>0.00</td><td>0.00</td><td>0.00</td><td>0.00</td></tr><tr><td><a href="#">11-08-2019 (Fri)</a></td><td>0.00</td><td>0.00</td><td>0.00</td><td>0.00</td><td>0.00</td><td>0.00</td><td>0.00</td></tr><tr><td><a href="#">11-09-2019 (Sat)</a></td><td>0.00</td><td>0.00</td><td>0.00</td><td>0.00</td><td>0.00</td><td>0.00</td><td>0.00</td></tr><tr><td><a href="#">11-10-2019 (Sun)</a></td><td>0.00</td><td>0.00</td><td>0.00</td><td>0.00</td><td>0.00</td><td>0.00</td><td>0.00</td></tr><tr><td><a href="#">11-11-2019 (Mon)</a></td><td>0.00</td><td>0.00</td><td>0.00</td><td>0.00</td><td>0.00</td><td>0.00</td><td>0.00</td></tr><tr><td><a href="#">11-12-2019 (Tue)</a></td><td>0.00</td><td>0.00</td><td>0.00</td><td>0.00</td><td>0.00</td><td>0.00</td><td>0.00</td></tr></tbody></table> <p><a href="#">Back</a></p>	OJT Hours								LTD	298.00	379.40	205.00	282.00	0.00	96.00	21.00	Date	A - Saf	B - Mat	C - Blu	D - Rig	E - Sol	F - Plu	G - Tes	<a href="#">11-01-2019 (Fri)</a>	0.00	0.00	0.00	0.00	0.00	0.00	0.00	<a href="#">11-02-2019 (Sat)</a>	0.00	0.00	0.00	0.00	0.00	0.00	0.00	<a href="#">11-03-2019 (Sun)</a>	0.00	0.00	0.00	0.00	0.00	0.00	0.00	<a href="#">11-04-2019 (Mon)</a>	0.00	0.00	0.00	0.00	0.00	0.00	0.00	<a href="#">11-05-2019 (Tue)</a>	0.00	0.00	0.00	0.00	0.00	0.00	0.00	<a href="#">11-06-2019 (Wed)</a>	0.00	0.00	0.00	0.00	0.00	0.00	0.00	<a href="#">11-07-2019 (Thu)</a>	0.00	0.00	0.00	0.00	0.00	0.00	0.00	<a href="#">11-08-2019 (Fri)</a>	0.00	0.00	0.00	0.00	0.00	0.00	0.00	<a href="#">11-09-2019 (Sat)</a>	0.00	0.00	0.00	0.00	0.00	0.00	0.00	<a href="#">11-10-2019 (Sun)</a>	0.00	0.00	0.00	0.00	0.00	0.00	0.00	<a href="#">11-11-2019 (Mon)</a>	0.00	0.00	0.00	0.00	0.00	0.00	0.00	<a href="#">11-12-2019 (Tue)</a>	0.00	0.00	0.00	0.00	0.00	0.00	0.00
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<a href="#">11-06-2019 (Wed)</a>	0.00	0.00	0.00	0.00	0.00	0.00	0.00																																																																																																																		
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<a href="#">11-08-2019 (Fri)</a>	0.00	0.00	0.00	0.00	0.00	0.00	0.00																																																																																																																		
<a href="#">11-09-2019 (Sat)</a>	0.00	0.00	0.00	0.00	0.00	0.00	0.00																																																																																																																		
<a href="#">11-10-2019 (Sun)</a>	0.00	0.00	0.00	0.00	0.00	0.00	0.00																																																																																																																		
<a href="#">11-11-2019 (Mon)</a>	0.00	0.00	0.00	0.00	0.00	0.00	0.00																																																																																																																		
<a href="#">11-12-2019 (Tue)</a>	0.00	0.00	0.00	0.00	0.00	0.00	0.00																																																																																																																		

Update your Profile if needed and Log Out.



# Heat and Frost and Allied Workers Joint Apprenticeship & Training Committee

Northern California/Northern Nevada Area

3801 Park Rd., Benicia, Ca. 94510

Office: (707) 748-0160 Fax: (707) 748-0161 E-Mail: [jonathan@local16.us](mailto:jonathan@local16.us) Cell: (925) 300-6743



## Health & Welfare

As a member of Local 16 you will receive health care benefits once you have the required hours in your reserve account. First year apprentices have different coverage than do the rest of the local. You will be eligible for benefits on the first day of the second month following a period of not less than 3 calendar months and not more than six calendar months during which you have accumulated at least 390 hours in your reserve account. Example: If an apprentice starts to work on January 1 and works 130 hours or more each month, said apprentice will start receiving benefits on May 1. This probably sounds confusing. Just call BeneSys after you have worked 390 hours which is approximately 3 months.

Once you are getting close to the required hours, you will need to call BeneSys. BeneSys is the administration of our **Health & Welfare Fund**. **There is paperwork they will need you to fill out and process.** The number to call is (800) 320-0184 or you can visit the website: [www.insulators16benefits.org](http://www.insulators16benefits.org).

First year apprentices are covered under a different plan. A first year's dependents are not covered. You can purchase coverage for your dependents if necessary. Once you are upgraded to second year you are eligible for the full coverage for your dependents. You will need to call BeneSys and re-register for the proper coverage.

Our Health and welfare plan covers medical, dental, vision and more.

Pensions for apprentices do not start until Third year of the program.

If you have any questions about your benefits call one of the three Trustees or BeneSys. They should be able to guide you through your benefits. Your Union Trustees are as follows:

1. Chris Greaney:	Business Manager	(415) 519-1824
2. Mark Plubell:	Member	(925) 437-8965
3. Joshua Pereira:	President	(530) 329-0997
4. BeneSys:	Third Party Administrator	(800) 320-0184

Jonathan Blaine  
Coordinator

Heat and Frost Insulators and Allied Workers  
Joint Apprenticeship & Training Committee

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# **!!! SAFETY !!!**

## **TO ALL NEW APPRENTICES:**

**Safety** is of the utmost importance on any jobsite. We want all apprentices to be aware of the dangers that exist and could potentially cause you harm or even death. It is the goal of the government (OSHA), the contractors, the trades and everyone you will work with to eliminate on the job accidents, injuries, and deaths.

There are many conditions on jobsites that make them dangerous. Studies have been conducted and have identified many of the hazards on construction jobsites. Four types of hazards have been identified as the most dangerous and a training program has been developed to teach to these four. The four are:

- **Fall Hazards**
- **Struck-by Hazards**
- **Electrical Hazards**
- **Caught-in/between Hazards**

Once you start school we will go over these topics in an effort to prevent you from becoming a victim of any of these and other jobsite dangers. When you look at these four the one that is most likely to injure an Insulation worker is **FALLS**, particularly falls from ladders. Always be aware of where you are, what you are doing, and ask yourself the question, “Is what I’m doing safe?!?” If it doesn’t look right, smell right, or feel right, it is likely not a safe working environment.

It is important to pay close attention to your surroundings while working. We do not want anyone to get injured. Your first day on a jobsite is when safety begins. Follow all instructions from your employer, the jobsite, the journeymen you are working with, and instructions given through the apprenticeship school and any other competent person trying to prevent you from being injured. Safety is everyone’s responsibility, but no one but you can be a better judge to protect yourself!! If you have any doubts about safety, ask your supervisor!!

Be sure to go to work, enjoy your job, and go home at the end of the day safely!

## Out-of-Work List Guidelines

**Below are the rules pertaining to the out of work list. The following sections are in Local 16's Constitution and Bylaws, which have been voted on and passed by the membership.**

68. To place your name on the out of work list, members of Local 16 shall call the Union Office between 7:00 A.M. to 3:30 P.M. or leave a message on the answering machine (at the Union Office) before or after business hours, 24 hours a day, 7 days a week on the 1-800-826-1286 line, not at the Dispatcher's (Business Manager/Business Agents) home or cell phone.
- 68.1 It is the member's responsibility to prove current documentation to the office after obtaining special certifications that relate to our industry, such as: Abatement, DSOP (formerly BATC), TWIC, OSHA, etc., and to inform the Dispatcher of these certs each time they place their name on the out-of-work list.
69. To place your name on the out of work list, members must be laid off. Laid off, meaning end of shift, or released by Employer early.
70. Dispatching for job calls received prior to 12:00 PM (noon), Monday through Friday, must be returned by the member on the out-of-work list by 3:00 PM or the Dispatcher has the authority to call the next available member on the list. Job calls received after 12:00 PM (noon) must be returned by the member prior to 10:00 AM the next working day or the Dispatcher has the authority to call the next available member on the list.
71. It is the responsibility of a Local 16 member traveling to maintain contact with the Business Manager/Agent to know where their place is on the list. Members traveling will not be called for jobs available.
72. Members dispatched to new construction jobs who are laid off prior to working 6 days, and members dispatched to maintenance jobs who are laid off prior to working 11 days, retain their prior positions on the out of work list.
  - 72.1 Members on the out-of-work list will be allowed to accept two (2) short term calls, either 5 or 10 days, after which they will be passed for further short terms calls, so members behind them will have an equal opportunity to accept two (2) short term calls. When the Dispatcher has completed this procedure to the end of the list he will then begin at the front of the list.
  - 72.2 When a member on the out of work list accepts a short call and then returns to the list, their Recall Employer shall remain the Employer stated when they originally placed themselves on the out of work list.
  - 72.3 Members who accept a recall from their Employer shall be removed from the out-of-work list, at the time of dispatch.
  - 72.4 It shall be a chargeable offense for a member registered on the out-of-work list, to be recalled to work by an Employer (per Article VII, Section 93.1 and 93.2 of the Collective Bargaining Agreement) without the direction and authorization of the Local 16 Dispatcher.
  - 72.5 A Retiree, not on the out-of-work list, may be called for dispatch if all members on the out-of-work list have been offered the job.

72. Local 16 shall maintain and have available during normal business hours and at regular membership union meetings, the out of work list. The out of work list shall be available for inspection by members on the list only and for unemployed members to register for employment (appointment preferred to allow Dispatcher to be present).

You must leave the following information when you place yourself on the out of work list:

- Name: (Please speak clearly and slowly when you leave a message on the answering machine.)
- Current Phone Numbers:
- Do you have a current TWIC card?
- Do you have a current 20-hour OSCA certification?
- Are you current with your Abatement certification?

When you find out what number you are on the list, you will be given your number that you are on the list in order of date and time; this is your **“actual number”**. Your actual number may not be the same as your **“available for work”** number. **Example:** Your actual number may be 20, but 19 members ahead of you are on disability, on traveler, JATC administrative hold, or otherwise not accepting, or unable to accept a call. This will make you #1 for work at that point in time.

**Phone Etiquette:** When you call the office or one of the officer’s cell phones, and go to voice mail, please leave a message. **We will not return a call unless you leave a message.** Also, be mindful that our office staff may be retrieving the message; be respectful, inappropriate language is not acceptable, and may be a chargeable offence. When you receive a call from the office, please respond as soon as possible so we can move on to the next dispatch.

**Note: In addition to the Constitution and Bylaws listed above, the following is contained in the Master Agreement.**

98.1. **Recall:** The Individual Employer may recall any Class A employee covered by this Agreement who is registered on the out of work list and available for employment for a period of up to One Hundred Eighty-Two (182) calendar days/Twenty Six (26) weeks, provided:

98.2. The employee was dispatched to their requesting employer in accordance with this agreement.

98.3. Employees who quit, or are terminated for cause, would not be eligible for recall.

Companies have the right to recall a member regardless of their number on the out of work list.

## TOOL REQUIREMENTS

THESE ARE THE MINIMUM TOOLS THAT ARE REQUIRED FOR EACH APPRENTICE.

### FIRST DAY

12' Measuring Tape  
Cutting Knives with Scabbards  
Knife sharpening stone or other  
Nippers  
Shears or Scissors  
Tin Snips (Lefts ,Airplanes)  
Keyhole Saw  
Tool belt & Pouches

### FIRST THREE MONTHS

Circumference Tape Rule  
8-Point Saw  
Pruning Saw  
Dividers  
Awl  
12 Inch Framing Square  
24 Inch Framing Square  
Spring Hand Clamps (Two)  
Six 1/8" Bungee Cords (at least 3' long)

### AT THE BEGINNING OF THE 2<sup>ND</sup> YEAR

Two 1/4" Bungee Cords (at least 6' long)  
Mallet or Beater  
Rubber Gloves  
Rubber Knife  
Tool Box or Bag  
Tin Snips (Rights; Airplanes)  
Flat Trowel  
Bull Nose Trowel  
Palm  
Chalk Box with Chalk  
Cotter Key Puller  
Screw Drivers

This is a minimal list of tools required. You will find that there are many other tools you will need as you progress through the training program and we you acquire the status of Journeyman. You make your living with your tools, BUY GOOD QUALITY TOOLS!!!