

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 BOTH THE UNION AND APPRENTICESHIP OF CHANGES OF
ADDRESS AND OR PHONE NUMBER!!!**
5. **BE PREPARED TO TAKE MONTHLY TESTS. IF YOU NEED HELP CONTACT
YOUR INSTRUCTOR**
6. **MAKE UP MISSED CLASSES AT THE NEXT SCHEDULED MAKE-UP CLASS,**
(Failure to do so will result in an additional unexcused absence; See pg. 7, # 9, Rules & Regs.)
7. **IF YOU MISS CLASS, IT IS YOUR RESPONSIBILITY TO CONTACT YOUR
INSTRUCTOR 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" page 8, #1)
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 agent)**
13. **ATTEND UNION MEETINGS, (Minimum of 4)**
(Failure to attend the required meetings, you will be subject to fines!!)
14. **MAKE SURE YOU RECEIVE FAVORABLE EVALUATIONS FROM YOUR
FOREMAN/SUPERINTENDENT**
15. **TURN IN YOUR YELLOW WORK EXPERIENCE CARDS ON TIME!!! (Monthly)**
16. **ENJOY YOUR FIVE YEARS OF APPRENTICESHIP!!!**

UNION PHONE NUMBER – (800) 826-1286

APPRENTICESHIP PHONE NUMBER – (707) 748-0160 (office), (916) 947-0636 (cell)



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: billy@local16.us Cell: (916) 947-0636

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 are an organized member the 1st fee is waived but you will be responsible to pay the \$260.00 upon graduating from the program. For those not organized, if you have not paid this fee as of this letter you need to plan on sending Local 16 this fee soon. **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.

In the packet you will receive there are 4 cards you need to fill out. Fill out the 4 cards and return to me by mail or at the orientation class. These are important. You can print them off this site and mail them in or bring them with you to the orientation meeting. Because there is sensitive information I suggest sending by US mail or bring them to orientation.

Please read the following as they are very important:

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

School will start in for you in July, 2016. You will attend school generally 1 weekend per month. You will receive a schedule for each semester. The JATC may go to quarterly classes. This is being discussed to aid the apprentices in their training. Plan vacations wisely!! **Do not miss school!!** Feel free to call me at any time with questions.

Sincerely & Fraternaly,

Billy E. Hodges Jr.
Coordinator/President

HEAT AND FROST INSULATORS POLITICAL ACTION COMMITTEE

AUTHORIZATION FOR POLITICAL CONTRIBUTION

I hereby authorize my employer to deduct 1 cent(s) per hour from my wages and forward that amount to the Heat and Frost Insulators Political Action Committee. This authorization is signed voluntarily and not out of any fear of reprisal and with the understanding that the International Association of Heat and Frost Insulators and Allied Workers will use the money to make political contributions and expenditures connected with federal, state and local elections and that this voluntary authorization can be revoked at any time by notifying my employer and the Heat and Frost Insulators Political Action Committee of my desire to do so. Contributions or gifts to the Heat and Frost Insulators Political Action Committee are not deductible as charitable contributions for federal income tax purposes.

Date: _____ Signature: _____

Local Union: _____ Name (Print) _____



INSULATORS AND ALLIED WORKERS UNION LOCAL 16

3801 Park Road, Benicia, CA 94510
(707) 748-1616

MORTUARY INSURANCE

BENEFICIARY DESIGNATION

Member's Last Name _____ First _____ M. I. _____ Phone No. _____

Member's Social Security Number _____ Date of Birth _____

Last Name of Beneficiary _____ First _____ M. I. _____

Address of Beneficiary _____

Phone Number of Beneficiary _____ SS# of Beneficiary _____

Relationship _____ New Enrollment _____ Beneficiary Change _____

Signed _____ Date _____

WHITE - FILE COPY CANARY - FILE COPY PINK - EMPLOYEE COPY



LOCAL 16, INTERNATIONAL ASSOCIATION OF HEAT
AND FROST INSULATORS AND ALLIED WORKERS
- San Francisco Charter -



AUTHORIZATION FOR REPRESENTATION

I authorize Local 16 of the International Association of Heat and Frost Insulators and Allied Workers to represent me in collective bargaining with my present and future employers on all present and future jobsites within the jurisdiction of the Union. This authorization is nonexpiring, binding, and valid until such times as I submit a written revocation.

Name _____ Soc. Sec. No. _____

Home Address _____

City _____ State _____ Zip Code _____

Telephone (_____) _____
(AREA CODE)

_____ Date of Authorization _____ Signature _____



**LOCAL 16, INTERNATIONAL ASSOCIATION OF
HEAT AND FROST INSULATORS AND ALLIED WORKERS
San Francisco Charter**

**UNION DUES OR SERVICE CHARGE
CHECK-OFF AUTHORIZATION**

This is to authorize my Employer who is signatory to an agreement with Local 16, International Association of Heat and Frost Insulators and Allied Workers, including any renewal thereof, and by whom I may be employed under, and during the term of such agreement or any renewal thereof, to deduct from my wages and transmit to the Union the appropriate amount which I am required to pay as dues or service charges or any greater amount due and owing from me as Union dues or service charges under the Union's Constitution or Bylaws, as amended from time to time.

The authorization and assignment shall be irrevocable for the period of one year following the date it was signed or until the current bargaining agreement expires, whichever occurs sooner, and shall automatically renew itself for successive yearly or applicable contracts thereafter, whichever is the lesser, unless within fifteen days, prior to any periodic renewal date, I revoke this authorization by written notice to the Union and to the Employer by whom I am then employed.

_____ DATE _____ SIGNATURE _____



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 an 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.

LOG BOOKS & WORK EXPERIENCE CARDS

YEARLY POCKET PLANNERS

Each year you will receive a yearly planner to keep records of where you work, with whom you work, and what you work with. I have enclosed one in this packet. It is important to keep good records for future reference. These records are legal documents and could be very important in the future. I will cover the log books during school but until you start school ask fellow members on how they keep their records.

WORK EXPERIENCE CARDS

You are required to fill out the DAS Form 103-A cards and turn in monthly. I will go over the proper method to fill these cards out once you start school but until then I am showing an example of how to fill them out. I have enclosed one in this packet. They are due within 10 days of the end of each month. I will give you up to 30 days to mail them in. Once school has started they can be turned in at school. If you are unsure of what to do ask a fellow apprentice or journeyman to give you guidance until school begins. These cards need to be filled out and turned in even if you are not working, simply write not working where the hours go and turn in. You can always call me to ask questions. My cell is 916-947-0636.

- A - 30 - Fiberglass Pipe Covering (1000 hrs)
- B - 19 - Calcium Silicate Pipe Covering (600 hrs)
- C - 2 - Cellular Pipe Covering (600 hrs)
- (Foam Glass, Urethane, Polyfoams & Rubber)
- D - 22 - Metal Finishes (1000 hrs)
- E - 49 - PVC Finishes (800 hrs)
- F - 53 - Fabric Finishes (500 hrs)
- (Fab & Mastic, Canvas, Pads)
- G - 29 - Fiberglass Duct Wrap (1000 hrs)
- H - 28 - Fiberglass Board (500 hrs)
- I - 12 - Calcium Silicate Block (300 hrs)
- J - 33 - Cellular Board (400 hrs)
- (Flat Sheet Rubber, Polyfoam & Urethane Board)
- K - 54 - Fabrication, All Materials (800 hrs)
- L - 34 - Firestopping (400 hrs)

MONTH WORKED ↓ year ↓ year in school ↓
 Month _____ APPRENTICE DAILY RECORD 1ST Trade **Insulators**

LINE OUT CALENDAR DATES NOT INCLUDED IN THIS TRAINING PERIOD IN FIRST AND LAST MONTHS

DATE	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	MONTH TOTAL	
A																																	
B																																	
C																																	
D																																	
E																																	
F																																	
G																																	
H																																	
I																																	
J																																	
K																																	
L																																	
M																																	
ON-JOB HRS.																																	
CLASS HRS.																																	

COMMENTS BY ON-JOB SUPERVISOR MONTHLY RECORD CHECKED AND VERIFIED (SUPV. ALSO INITIAL RECORD BOOK)
 _____ **Journeyman's signature**
 _____ your signature
 _____ SIGNATURE OF APPRENTICE

Letter for each CATEGORY for each Day worked

Total School Hours for the month
 Total School Hours for the month



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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 he/she has accumulated at least 390 hours in his/her 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 ATPA after you have work 390 hours which is approximately 3 months.

Once you have reached the required hours you will need to call Benesys. Benesys is the administration of our **Health & Welfare Fund**. The number to call is [\(844\) 685-6409](tel:8446856409) or you can visit the website: www.insulators16benefits.org.

First year apprentice are covered under a different plan. His/hers dependents are not covered. You can purchase coverage for your dependents. 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 you benefits call one of your three Trustees or Benesys. They should be able to guide you through your benefits. Your Union Trustees are as follows:

1. Mel Breshears: Business Manager (800) 826-1286
2. Chris Greaney: Business Agent (800) 826-1286
3. Bill Hodges: President (707) 748-0160

Billy E. Hodges Jr.
Coordinator/President



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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 and injuries.

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?!"

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 for, 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!!

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



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Vacation Account

As a member of Local 16 you will need to open an account through the Operating Engineers Credit Union. There are several locations so you can go on-line to find the one nearest to you. It will require a minimum of \$5.00 to open the account. You will need this account to receive Vacation Funds and Strike Fund monies. 1st year apprentices do not have monies taken out of their pay until they reach 2nd year status for vacation. Once you become a 2nd year apprentice \$1.50 per hour will be deducted from your weekly paycheck and will be deposited into this account monthly. But 1st years do pay into the strike fund and you will need to have this account opened to receive this money when the strike fund ends on July 31st 2016.

When you open your account simply inform the credit union that you are a member of the Heat & Frost Insulators, Local 16.

Billy E. Hodges Jr.

Coordinator/President

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 2ND 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!!!