Mission Statement

The New England Carpenters Training Fund delivers cutting-edge training and curriculum in state-of-the-art facilities to apprentice and journey level union carpenters seeking a strong competitive advantage in today’s construction industry.

By recruiting and training those who strive for excellence, we provide our union and our contractors with highly skilled, productive carpenters who exemplify the drive for excellence.
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Welcome to the New England Carpenters Training Fund

The New England Carpenters Training Fund is jointly sponsored by the Carpenters unions and signatory building contractors. The New England Carpenters Training Fund, through its programs, offers training in residential and commercial construction skills for apprentices and journey level carpenters throughout New England and New York State.

We have sixteen (16) training centers throughout New England and New York. Skill Enhancement classes are conducted at all of our training centers.

The collective bargaining agreements between the New England Regional Council of Carpenters (and its affiliated local unions) and the employers’ associations specify the procedure and the amount contributed by the employers on the Union members behalf to support the program.

The New England Carpenters Training Fund is administered by the New England Carpenters Training Fund’s twenty-eight (28) member Board of Trustees; fourteen (14) Trustees represent contributing employers (Contractors) and fourteen (14) Trustees represent the Union. The Trustees determine the subject matter of the courses and the frequency with which they are offered in a cooperative effort with the various Joint Apprenticeship Advisory Committees throughout New England. The goals of the Trustees are to increase safety, skills and encourage work advancement.

US Department of Labor - Division of Apprenticeship and Training, has expressed to the New England Carpenters Training Fund’s Board of Trustees, enthusiastic support and encourages its partnership in the training of apprentices.

The New England Carpenters Training Center Facilities

The NECTF has sixteen (16) training centers throughout New England and New York.

- Millbury, MA – 13 Holman Road
- Yalesville, CT – 500 Main Street
- Boston, MA – 750 Dorchester Avenue
- Manchester, NH – 920 Candia Road
- Springfield, MA – 29 Oakland Street
- Portland, ME – 65 Rainmaker Drive
- Burlington, VT – 5 Gregory Drive
- Warwick, RI – 14 Jefferson Park Road
- Albany, NY – 16 Corporate Circle
- Binghamton, NY – 23 Market Street
- Elma, NY – 1000 N. Blossom Road
- Horseheads, NY – 181 Industrial Park Road
- Rock Tavern, NY – 52 Stone Castle Road
- Hauppauge, NY – 270 Motor Parkway
- Rochester, NY – 21 Jetview Drive
- Syracuse, NY – 6920 Princeton Court
Mandatory Apprenticeship Requirements

Indenturing:
- Attend Indenture session to fill out all necessary paperwork, e.g. Apprentice Agreement, sign off on school policies, pay applicable state ID fees, drug test fees, etc.
- Complete an OSHA 10 for Construction class.
- Complete initiation with Local Union hall prior to first training session.

Union Dues, Union Membership & State IDs:
- Apprentices must maintain good standing with their Local Unions to receive training and be eligible to work.
- Apprentices must have a valid state issued Apprentice ID to be eligible to work.

Contact Information:
- Apprentices must maintain a current mailing address, telephone number(s) and email address with their local union office and the benefits office. Failure to report change of address is not an excuse for failing to appear for class, committee hearing etc.

Training Requirements:
- New England Apprentices must attend 16 weeks (640 hours) of training at the New England Carpenters Training Center (NECTC). -- 1 week once every three months over a 48 month-period.
- New York Apprentices must attend 18 weeks (720 hours) of training at the New England Carpenters Training Center (NECTC). -- 1 week once every three months over a 60 month-period. **Apprentices may be required to attend training sessions outside of their local training center.** Failure to complete scheduled training courses will result in the apprentice’s wages being frozen until the requirement is completed.

School Attendance Policy:
- Apprentices are allowed one un-excused absence during their initial 12-month probationary period. Two un-excused absences during their initial probationary period will result in termination from the Apprenticeship Program.
  - For an absence to be considered excused, you must submit proper documentation by the Friday before your scheduled school date. The Apprenticeship will then review the documentation and determine if it will be considered an excused absence.
- Once the probationary period has been completed, an apprentice is allowed one excused and one un-excused absence within a 12-month period. Two unexcused absences within a 12-month period will result in the apprentice being placed on probation.
- The following rules apply to rescheduling of school sessions:
  - Unexcused absences will automatically be rescheduled into the next regularly scheduled session of their appropriate level which will result in extending their apprenticeship by three (3) months.
  - If an apprentice is late on the first day of training, they will be considered “rescheduled” and moved to the next available training session. Apprentices are allowed to be “rescheduled” one time during a 12-month period.
  - Excused absences will be rescheduled during the next available training session based on apprenticeship requirements.
- If an apprentice is suspended with their local union, they are not allowed to attend their training session and, therefore, will be considered a “no show”.

On the Job Training (OJT) Work Reports:
- New England Apprentices must complete a minimum of 4,000 on-the-job training (OJT) hours; 1,000 hours between each 12-month upgrade.
- New York Apprentices must complete a minimum of 5,200 on-the-job training (OJT) hours; 1,040 hours between each 12-month upgrade.
- Apprentices must maintain contact with their Local when un-employed and be available for work as per dispatch policies.
- Work reports must be completed each month (even if unemployed). They must be signed by the apprentice, the apprentice’s foreman, E-Board member and/or Business Agent. Failure to complete work reports will result in the apprentice’s upgrade(s) being frozen until the requirement is completed.
**Wages/Upgrades:**

- During the term of their apprenticeship, apprentices work at established apprenticeship wage scales as defined by the Collective Bargaining Agreements (CBA).
- If ALL mandatory requirements have been met, apprentices are eligible for an upgrade every twelve (12) months. Requirements include successful completion of four training sessions at NECTC, up to date work reports/blue books; and a minimum of 1,000 hours in New England and 1,040 completed OJT hours in New York.

**Mandatory Requirements for Completion of the Apprenticeship Program**

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<td>Mandatory monthly welding hours (3.00 hours per month)</td>
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<td>OSHA 30 (to be completed as a skill enhancement training)</td>
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<td>PITO Class</td>
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Apprentice Rules and Regulations

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

1. School Time:
   a. A full school day is 7:00 AM to 5:30 PM. Breaks are as follows: 9:00am – 9:20am, 12:00pm – 12:45pm and 3:00pm – 3:15pm.
   b. A regular training session consists of four (4) days (Monday through Thursday). Should a holiday or a cancellation due to inclement weather fall during a regularly scheduled training session, that day will be made up on Friday of the scheduled week.
   c. Two unexcused absences or incomplete sessions during the initial 12-month probationary period will result in the apprentice being dropped from the program.
   d. Two “no shows” or incomplete sessions within a 12-month period will result in the apprentice’s status being placed under review and the appropriate disciplinary action will follow. Note, this rule applies to apprentices who are outside of the initial 12-month probationary period (please see page 15).
   e. Tardiness – Apprentices MUST be on time every day of their training session. Arriving late on the first day of training for any reason will result in the apprentice being dismissed and considered a “reschedule”. Apprentices will be rescheduled based on the availability of classes. Apprentices are allowed one reschedule in a 12-month period.
      • Except for the first day of training, apprentices are allowed a one-time, up to one-hour late arrival. If an apprentice arrives over an hour late more than once during their training session they will be rescheduled and will not receive credit for the training session. *Note: If an apprentice is staying in the dorms and is late they will receive an incomplete for their training session and will be rescheduled.
   f. Dismissal from school for discipline and/or missed time will result in an incident report being generated and forwarded to the apprentice’s local union. The apprentice’s status will then be placed under review and the appropriate disciplinary action will follow (please see page 15).

2. Inclement Weather:
   If there is a delay due to inclement weather, apprentices must arrive by the announced delayed start time. If an apprentice arrives after the delayed start time, they will be rescheduled and receive an incomplete session for the week.

3. Dress Code:
   Apprentices MUST wear the school uniform: High vis yellow/green top and brown work pants. No Jeans. The first two shirts will be issued during the first week of training at no cost. All apprentices must wear the appropriate PPE and are responsible for any additional PPE needed. Proper construction work shoes/boots and clothing must be worn during class. Apprentices will not be allowed to attend training wearing improper shoes and/or clothing such as gym shoes, soft rubber soled casual shoes, shirts with less than a of four (4) inch sleeve, torn clothing, etc. Shirts with objectionable sayings/photos are NOT allowed.
4. **Safety:**
To ensure the safety of all participants in this program, apprentices MUST comply with all safety rules and regulations of the NECTF. Any violations of the following safety rules will result in disciplinary action including/up to dismissal:

   a. Clear safety glasses (shaded glasses will only be permitted on exterior hands-on projects) and hard hat.
   b. Hearing protection.
   c. Gloves must be worn.
   d. Careful and proper use of tools/equipment.
   e. Careful and proper use and/or handling of materials.

5. **Conduct:**
Apprentices in violation of the following may be dismissed from the training session:

   • Repeated violation of the cell phone policy
   • Damaging school property
   • Smoking in restricted areas
   • Disrespect toward instructor, school personnel and/or classmates
   • Disrupting class
   • Sleeping in class
   • Fighting (all parties involved will be dismissed from the training session)

6. **Tobacco Use:**
There is NO SMOKING in the building, including lounges and dorms. This includes vapor/electronic cigarettes. Smoking is allowed only in designated areas. State law requires smoking areas be a minimum of 50 feet from all entrances/exits of a building.

7. **Grades:**
Apprentices MUST receive a passing grade for their training in order to advance in the apprenticeship.

8. **Injuries:**
Apprentices injured on school property must report immediately to the instructor and appropriate treatment will be given. The New England Carpenters Training Fund has a Post-Accident Drug Testing Policy (Appendix B) and any apprentice that is injured during his/her training session can, at the discretion of the Director, be sent to the clinic for Post-Accident Drug Testing.

   *Reminder: There is no Light Duty. An apprentice must be 100% fit to resume training and must supply a Doctors release note before he/she will be scheduled for training.*

9. **School Equipment:**
Apprentices are responsible for tools, books and other school equipment issued to them. Tool requirements are subject to change throughout the apprenticeship.

10. **Required Materials:**
Apprentices will be provided all UBC training manuals. Apprentices are responsible for these manuals, if the manual is lost or destroyed the apprentice will be responsible for paying a $15.00 re-issue fee out of pocket. Apprentices are required to purchase the Construction Master Pro calculator during their first school session (piledriver and diver apprentices exempt). Apprentices may purchase their own Construction Master Pro Calculator if it is model number #4065.
**Required Service time in the Apprentice Program:**

To complete the program, apprentices are required (unless credit is given for previous experience) to attend the program four (4) full weeks per year for the duration of their apprenticeship. This training is divided into quarters of forty (40) hours of instruction every three (3) months. In addition to each session of hands on training, apprentices are required to work for participating contractors for the number of hours required by the Joint Apprentice Committee program.

**Career Path for Carpenter Apprentices:**

During the first year, all apprentices will be scheduled to meet with one of the New England Carpenters Training Fund Technical Coordinators. During this meeting a “Career Path” (Interior or Exterior Systems) will be discussed and agreed upon to be followed during the next three years of apprenticeship.

**Completion of the Apprenticeship Program:**

Upon satisfactory completion of the Apprenticeship Program, a recommendation will be made by the Approving Agency that a State Certificate of Completion is awarded by the New England Carpenters Training Fund.

**Zero Tolerance Policy:**

The New England Carpenters Training Fund has a ZERO Tolerance Policy on FIREARMS, WEAPONS, AEROSOL SELF DEFENSE SPRAY, DRUGS and ALCOHOL.

**Firearms:**

(In accordance with all state and federal Firearms Laws)

If an apprentice is found to have Firearms (THIS INCLUDES BUT NOT LIMITED TO GUNS, TASERS, PEPPER SPRAY, MACE), loaded or unloaded, on the property of the training center, or have made a statement as to having a firearm the police will be alerted immediately to investigate the matter (a threat of a firearm can result in criminal prosecution). Apprentices will not be allowed to resume training until otherwise notified by the training center as proper disciplinary action will follow.

**Alcohol:**

If an apprentice is found to have alcohol on the premises of any training center, they will immediately be removed from the training session. Their local union will be notified, and they will be referred to the Carpenters Assistance Program (CAP)/Members Assistance Program (MAP) for evaluation. Apprentices will not be allowed to resume training until they have completed the CAP/MAP program and proper disciplinary action has been taken.

**Drugs:**

If an apprentice is found to have drugs on the premises of any training center, they will immediately be removed from the training session and their local union will be notified. They will be referred to the Carpenters Assistance Program (CAP)/Members Assistance Program (MAP) for evaluation. They will not be allowed to resume training until they have completed the CAP/MAP program and proper disciplinary action has been taken.

The NECTF does not recognize medical/recreational use of cannabis. If an apprentice is found to have cannabis in his/her possession, they will be dismissed from the training session and proper disciplinary action will follow.

Any apprentice removed from the training session will not receive credit for their training.

*Note:* If an apprentice is staying in the dormitories, and is found with drugs or alcohol, they will lose their dormitory privileges for the next training session.
**Fit for Duty Policy:**
Apprentices are required to be physically, mentally and emotionally capable of performing all duties while training.
Apprentices must notify the Director of any medication prescribed by their doctor that may inhibit their ability to perform assigned tasks.

**Cell Phone Policy:**
Personal use of cell phones during classroom hours are NOT permitted unless related to instruction. If an apprentice must have their cell phone on them for personal reasons it must be kept in their pocket on silent during the day. If an apprentice must make a phone call, he/she will ask their instructor for permission.
Abuse of this policy may result in disciplinary action.

**Disciplinary Procedures/Action**

2 No Shows during 12-month probationary period:
- Apprentice will be dropped

2 No Shows in 12-month period (after probationary period):
- 1st Violation: 6 months-probation, work reports/blue book must be up to date/stay up to date, must attend and complete the next two training sessions.
- 2nd Violation: 12 months-probation, work reports/blue book must be up to date/stay up to date, must attend and complete the next four training sessions.

 Forgery:
- 1st Violation: Lose Stipend (if applicable), 12 months-probation, work reports/blue books must be up to date/stay up to date, must attend and complete the next four training sessions.
- 2nd Violation: Apprentice will be dropped

Defacing School Property
- 1st Violation: Lose stipend (if applicable), 12 months-probation, work reports/blue books must be up to date/stay up to date, must attend and complete the next four training sessions and must complete a service project after school hours (TBD by the Director).
- 2nd Violation: Apprentice will be dropped

Dorm Violation – (i.e. violating curfew, sleeping in car)
- 1st Violation: 6 months-probation, must attend and complete next two training sessions, lose dorm privileges for the next training session.
- 2nd Violation: 12 months-probation, lose dorm privileges for the next four training sessions, must attend and complete the next four training sessions.

Dorm Violation:
- 1st Violation: 6 months-probation, lose dorm privileges for next two training sessions. Must meet with CAP/MAP Program Director before next training session.
- 2nd Violation: Apprentice will be dropped
Fighting:

- 1st Violation: 6 months-probation, work reports/blue book must be up to date/stay up to date, must attend and complete the next two training sessions and must meet with the CAP/MAP Program Director before next training session.
- 2nd Violation: Apprentice will be dropped

Missing 12 months of work reports/blue book:

- 1st Violation: 6 months-probation, work reports/blue book up to date before next school session.
- 2nd Violation: Apprentice will be dropped

*If an apprentice violates their probation in any way they will be dropped from the program with no hearing, and no appeal.
DRUG AND ALCOHOL USE AND TESTING POLICY

To promote a drug and alcohol-free training program and workplace for the safety of apprentices, the New England Carpenters Training Fund hereby adopts the following policies concerning drug and alcohol use and testing.

APPLICANT TESTING (NEW ENGLAND)

1. Acceptance into the Apprenticeship Program is conditioned on the successful completion of an initial drug and alcohol test, at the applicant’s expense.
2. The date of the initial test shall be determined at the sole discretion of the Fund.
3. Initial or subsequent test shall be administered by a NIDA-certified facility designated by the Carpenters Assistance Program. No test shall be considered positive unless it is confirmed by a gas chromatography/mass spectrometry procedure.
4. An applicant must sign a consent form authorizing release of the test results to the CAPS/MAPS Executive Director, Fund Administrator and/or Fund Administrative Assistant of the New England Carpenters Training Fund.
5. An applicant who tests positive on his/her scheduled testing date will not be accepted into the program and may reapply to the program in one year.
6. An applicant failing to appear on his/her scheduled testing date will not be accepted into the program and may reapply to the program in one year.

APPLICANT TESTING (NEW YORK)

1. Acceptance into the Apprenticeship Program is conditioned on the successful completion of an initial drug and alcohol test, at the expense of the New England Carpenters Training Fund.
2. All applicants who are extended a conditional offer for employment, will be required to report to an approved collection site, designated by the organization for a substance abuse screening.
3. Initial or subsequent test shall be administered by a certified SAMHSA (the Substance Abuse and Mental Health Services Administration) Laboratory designated by the New England Carpenters Training Fund.
4. No test shall be considered positive unless it is confirmed by a Medical Review Officer. A specimen result that is reported as dilute, unsuitable, cancelled or invalid, is not a valid test under this policy. When notified, by a text message, the individual must re-test the same day the text notification is sent.
5. An applicant wishing to contest the results of a verified positive drug test may have the original sample independently re-tested at their own expense at a laboratory of their choice. The applicant has 48 hours from the date they receive notification from the Designated Apprenticeship Representative that they have failed to pass the mandatory drug test. The individual must notify the Designated Apprenticeship Representative that a re-test is requested. The Designated Apprenticeship Representative will provide the applicant with the Medical Review Officer’s name and phone number. The laboratory must meet the testing standards developed by the National Institute of Drug Abuse and the Substance Abuse and Mental Health Services Administration (SAMHSA). If the re-test results are not negative, the applicant will be dropped from further consideration. If the retest results are negative, i.e., applicant has passed the substance abuse screening, the retest costs will be returned to the applicant in 30 business days by the Apprenticeship Committee.
6. An applicant must sign a consent form authorizing release of the test results to the Designated Apprenticeship Representative and/or the Organizations Medical Review Officer, as provided by this Policy.
7. An applicant who tests positive on his/her scheduled testing date will not be accepted into the program and may reapply to the program in one year.
8. An applicant failing to appear on his/her scheduled testing date will not be accepted into the program and may reapply to the program in one year.
MISCELLANEOUS

9. An apprentice who tests positive for drug or alcohol use pursuant to an employer’s testing program during the apprenticeship shall be subject to referral to the Carpenters Assistance Program. This paragraph shall apply only to the results of tests administered by the NIDA-certified facility designated by the Carpenters Assistance Program.

10. The results of any drug and alcohol test administered at the direction of the Fund and the fact of referral to the Carpenters Assistance Program by the Fund shall be confidential information.

11. In the event of repeated drug or alcohol use after a referral to the Carpenters Assistance Program, the Trustees of the New England Carpenters Training Fund may take such further action, as they deem necessary.

Carpenters Assistance Program
Paul Greeley, Executive Director
P. O. Box 7075
350 Fordham Road
Wilmington, MA 01887
Tel: (978) 752-1160
(800) 462-6525 (MA, RI, ME, NH & VT)

Connecticut Only (MAP):
Behavioral Health Consultants, LLC
3018 Dixwell Avenue
Hamden, CT 06518
(888) 373-5073

New York:
MHC – Mental Health Consultants
(800) 255-3081
www.mhconsultants.com/northeastcarpenterfunds
clinical@mhconsultants.com

POST ACCIDENT DRUG TESTING

• Any apprentice who is injured during his/her training session, may be subject to Post Accident Drug Testing at the discretion of the Director of the New England Carpenters Training Fund.

• The injured apprentice will be brought to the nearest medical facility, where while undergoing treatment may be subject to a drug test.

• The results of the confidential drug test will be received by the Director.

• If the injured apprentice is found to be under the influence of drugs or alcohol, the apprentice will immediately be removed from his/her training session, and a report will be sent to his/her local, and appropriate disciplinary action will follow.

• The apprentice will not be able to continue his/her training until; but not limited to the following.

1. The apprentice has completed a drug/alcohol program through Carpenters Assistance Program.

2. The apprenticeship has been placed under review, and proper disciplinary action has taken place.

Please note: At any time and at the discretion of the director an apprentice can and will be subject to a mandatory drug/alcohol screening if the Director feels he/she is impaired and not fit for duty.
Dormitory Rules & Regulations (where applicable)

1. If an apprentice needs accommodations during their training session, they must contact the training center NO LATER than the Monday before their scheduled school session to reserve a dorm room. Dorm rooms are double occupancy rooms.
2. No guests allowed in the dormitory area. Guests MUST wait in the waiting areas and the guard will notify the apprentice.
3. Curfew is 11:00pm – the front door will be locked at 11:00pm. Apprentices arriving late will be noted in the guard report and will lose their dormitory privileges for the remainder of the session and the next regular scheduled session.
4. After 5:30pm – Any dormitory apprentice leaving the premises must sign the sign in/out sheet at the security guard’s desk. Apprentices will be issued a written warning should they forget to sign in or out of the dorms during their stay. A second offense will result in losing their dorm privileges for the remainder of the session and their next scheduled session.
5. Falsifying times on the sign in/out sheets or signing another apprentice in or out of the dormitories will result in immediate removal from the training session and loss of dorm privileges during the next scheduled session. Further disciplinary action may follow.
6. Apprentices staying in the dormitory shall keep their rooms neat and orderly. They must report any previous room or furniture damage upon check in or they will be held responsible for the cost of the repair or replacement. On the last day of training all personal belongings will be removed from the rooms prior to 6:30am. Linens must be stripped from bed, placed in a laundry bag and left on top of the bed. Room keys are to be turned into the main office by 9:20am. There is a $15 charge for any lost keys. Rooms will be inspected, and apprentices will be called to the office for any issues.
7. There is NO SMOKING (including electronic and vapor cigarettes) in the building, including lounges and dorm rooms.
8. No Food or Beverages are allowed in the dormitory area. Violators may lose their dormitory privileges.
9. If an apprentice is staying in the dormitories and is late to class, they will receive an incomplete for their training session and will be rescheduled in approximately three months.
10. NO APPRENTICES WILL BE ALLOWED IN DORMITORY AREA DURING SCHOOL HOURS (Including illness/sickness).
11. Dorm apprentices must adhere to the apprentice hand book rules and regulations while on school property.
12. Apprentices are not allowed to sleep in their vehicle even if they sign out “home”. If an apprentice is found sleeping in their vehicle after curfew, they will be asked to come in the building, and they will be subject to the curfew violation penalty.

If dorm rooms are full, apprentice will be sent to a local hotel and asked to sign an acknowledgement form.

Any incidents reported by the guard will be handled at the discretion of the director.
**Emergency Evacuation Plan for the Training Center**

*While school is in session*

All instructors and apprentices will leave the building through the nearest exit and meet at the agreed upon muster point of the individual training centers.

*(As part of your Monday morning introduction, please review the muster point of the training center)*

Each instructor is to roll call his designated apprentices for a head count and report the head count to Director or on-site authority (fire or police).

*After school dormitory apprentices and evening classes*

Everyone is to immediately evacuate the building by way of the nearest exit. Everyone is to meet at the nearest exit and meet at the agreed upon muster point of the individual training centers.

The Security guard will take a head count of the dormitory apprentices. The Instructor of evening class/classes will take a head count of his/her class and report results to the onsite authorities (fire, police).
**Introduction**

It is the goal of the New England Carpenters Training Fund to promote a training environment that is free of discriminatory harassment (“harassment”) of any type, including sexual harassment. Discriminatory harassment consists of unwelcome conduct, whether verbal or physical, that is based on a characteristic protected by law, such as gender, race, color, national origin, ancestry, religion, age, disability, genetics, military status, sexual orientation, or participation in discrimination complaint-related activities (retaliation). The New England Carpenters Training Fund will not tolerate harassing conduct that affects training conditions, that interferes unreasonably with an individual’s training, or that creates an intimidating, hostile, or offensive training environment.

Harassment of apprentices occurring in the training program, regarding school-related travel, and/or fund-sponsored events will not be tolerated. Further, any retaliation against an individual who has complained about harassment or retaliation against individuals for cooperating with an investigation of a harassment complaint is similarly unlawful and will not be tolerated.

Because the New England Carpenters Training Fund takes allegations of harassment seriously, we will respond promptly to complaints of harassment. Where it is determined that inappropriate conduct has occurred, we will act promptly to eliminate the conduct and impose such corrective action as is necessary, including disciplinary action where appropriate.

Please note that while this policy sets forth our goals of promoting a workplace that is free of harassment, the policy is not designed or intended to limit our authority to discipline or take remedial action for workplace conduct which we deem unacceptable, regardless of whether that conduct satisfies the definition of harassment.

**Definitions**

“Harassment” means unwelcome conduct, whether verbal or physical, that is based on a characteristic protected by law. Harassment includes, but is not limited to:

Display or circulation of written materials or pictures that are degrading to a person or group as previously described.

Verbal abuse, slurs, derogatory comments, or insults about, directed at, or made in the presence of an individual or group as previously described.

“Sexual harassment” means unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

Submission to such conduct is made either explicitly or implicitly a term or condition of an individual’s training.

Submission to or rejection of such conduct by an individual is used as the basis for Training placement decisions affecting such individual; or

Such conduct has the purpose or effect of unreasonably interfering with an individual’s Training performance or creating an intimidating, hostile or offensive Training environment.

Under these definitions, direct or implied requests by a fund Staff for sexual favors in exchange for actual or promised benefits such as favorable reviews, Wage increases, Advancement in training status, constitutes sexual harassment.

The definition of sexual harassment is broad. In addition to the above examples, other unwelcome sexually oriented conduct, whether intended or not, that has the effect of creating a work environment that is hostile, offensive, intimidating or humiliating to either male or female workers may also constitute sexual harassment.
While it is not possible to list all those additional circumstances that may constitute sexual harassment, the following are some examples of conduct which, if unwelcome, may constitute sexual harassment depending upon the totality of the circumstances including the severity of the conduct and its pervasiveness:

Unwelcome sexual advances – whether they involve physical touching or not;

Sexual epithets, jokes, written or oral references to sexual conduct, gossip regarding one’s sex life; comment on an individual’s body, comment about an individual’s sexual activity, deficiencies, or prowess;

Displaying sexually suggestive objects, pictures, cartoons;

Unwelcome leering, whistling, brushing against the body, sexual gestures, suggestive or insulting comments;

Inquiries into one’s sexual experiences; and,

Discussion of one’s sexual activities.

All apprentices should take special note that, as stated above, retaliation against an individual who has complained about discriminatory harassment, and retaliation against individuals for cooperating with an investigation of a discriminatory harassment complaint is unlawful and will not be tolerated by this organization.

**Complaint Procedures**

All employees, managers, supervisors and students of the New England Carpenters Training Fund share responsibility for avoiding, discouraging and reporting any form of discriminatory harassment.

If any of our students, employees, managers or supervisors believes that he or she has been subjected to discriminatory harassment, the individual has the right to file a complaint with our organization. This may be done in writing or orally. In addition, residents, visitors, applicants, vendors, contractors, their agents and employees or other third parties who believe they have been subjected to discriminatory harassment may also file a complaint with our organization using the procedures described herein. Furthermore, individuals may also file a complaint if they have been subjected to harassment from residents, visitors, applicants, vendors, contractors, their agents and employees or any other third parties in the workplace, while performing work-related duties, or during other work-related activities.

Prompt reporting of harassment is in the best interest of our organization and is essential to a fair, timely, and thorough investigation. Accordingly, complaints should be filed as soon as possible following the incident(s) at issue. If an apprentice would like to file a complaint, they may do so by contacting the office manager at 508-792-5443. Or they may file a complaint with the Executive Director 508-792-5443 except where the Executive Director is being charged or complained about, then the complaint shall be filed with the Executive Secretary/Treasurer of the Council at 617-268-3400. These persons are also available to discuss any concerns an apprentice may have and to provide information to them about our policy on harassment and our complaint process.

**Complaint Investigation**

When we receive the complaint, we will promptly investigate the allegation in a fair and expeditious manner to determine whether there has been a violation of our policy. The investigation will be conducted in such a way as to maintain confidentiality to the extent practicable under the circumstances. Our investigation will include private interviews with the person filing the complaint and with witnesses. We will also interview the person alleged to have committed harassment. The complainant, the person alleged to have committed harassment, and all witnesses are required to fully cooperate with all aspects of an investigation. Attorneys are not permitted to be present or participate in the complaint investigation. When we have completed our investigation, we will, to the extent appropriate, inform the person filing the complaint and the person alleged to have committed the conduct of the results of that investigation.
Notwithstanding any provision of this policy, we reserve the right to investigate and act on our own initiative in response to behavior and conduct which may constitute harassment or otherwise be inappropriate, regardless of whether an actual complaint has been filed.

If it is determined that inappropriate conduct has occurred, we will act promptly to eliminate the offending conduct, and where it is appropriate, we will also impose disciplinary action.

**Disciplinary Action**

If it is determined that inappropriate conduct has been committed by one of our students, employees, managers or supervisors, we will take such action as is appropriate under the circumstances. Such action may range from counseling to termination of employment or removal from the apprenticeship program and may include such other forms of disciplinary action as we deem appropriate under the circumstances.

**State and Federal Remedies**

In addition to the above, if an apprentice believes they have been subjected to discriminatory harassment of any type, including sexual harassment, they may file a formal complaint with either or both government agencies set forth below. Using our complaint process does not prohibit any apprentice from filing a complaint with these agencies. Each of the agencies requires that claims be filed within 300 days from the alleged incident of when the complainant became aware of the incident.

**Federal level:**

**The United States Equal Employment Opportunity Commission (”EEOC”)**

One Congress Street, 10th Floor
Boston, MA 02114
(617) 565-3200

**State level:**

1. **Connecticut**
   Commission on Human Right and Opportunities
   450 Columbus Blvd
   Hartford, CT 06103
   (860) 541-3400
   1-800-477-5737
   Deadline for filing a claim: 180 days

2. **Maine**
   Maine Human Rights Commission
   51 State House Station
   Augusta, ME 04333-0051
   Tel. (207) 624-6050
   Fax (207) 624-6063
   TDD (207) 624-6064
   Deadline for filing a claim: 180 days

3. **Massachusetts**
   The Massachusetts Commission Against Discrimination (MCAD)
   One Ashburton Place, Room 601
   Boston, MA 02108
   617-994-6000
   Deadline for filing a claim: 300 days
4. **New Hampshire**  
New Hampshire Commission for Human Rights  
2 Channel Drive  
Concord, NH 03301-8501  
(603) 271-2767  
Deadline for filing a claim: 180 days

5. **Rhode Island**  
Human Rights Commission  
180 Westminster Street, 3rd Floor  
Providence, RI 02903  
(401) 222-2661  
Deadline for filing a claim: 1 year

6. **Vermont**  
Vermont Office of the Attorney General  
Civil Rights Division  
109 State Street  
Montpelier, VT 05609-1001  
802-828-3657  
888-745-9195  
Deadline for filing a claim: 1 year

7. **New York**  
The United States Equal Employment Opportunity Commission  
33 Whitehall Street, 5th Floor  
New York, NY 10004  
Phone: 800-669-4000

NYS Division of Human Rights  
One Fordham Plaza, Fourth Floor  
Bronx, NY 10458  
718-741-8332  
Deadline for filing a claim: 300 days
Tool Lists

Below are the tool lists that apprentices will be required to have for their four years of being an apprentice.

PLEASE NOTE CERTAIN JOBS MAY REQUIRE APPRENTICES TO OBTAIN TOOLS NOT ON THE FOLLOWING LISTS

Hardhat, safety glasses, and gloves will be issued at no charge at the first training session. The construction master pro calculator will be issued during the first training session for $35.00. Apprentices may provide their own however it must be model #4065.

Please scan the QR code for Carpentry class tool lists:

![QR Code]

Floor Layers

**First Year:**
- Tool Box (Lockable)
- Leather Pouches
- Bent Leg Dividers
- Construction Master Pro (Model #4065)
- Knee Pads
- Hammer (16OZ or 20OZ)
- Small Pry Bar
- Knee Kicker (carpet kicker)
- Chalk Line
- Propane Torch Head
- Pliers 6”
- Tin Snips- Aviation
- Wire Brush
- Tape Measure (20’-30’)
- Hand Brush (foxtail)
- Screw drivers (Straight & Phillips)
- Awl-Scratch
- Utility Knife
- Carpet Knife

**Second Year:**
- Hand Scraper
- Sharpening Stone (oil or diamond)
- Hand Sander
- Putty Knife 6”
- Stair Tool
- Framing Square
- 1” Cold Chisel
- Bevel Square
- ¾” Wood Chisel

- Hack Saw
- Tack Strip Cutter
- 10” or 12” Adjustable Wrench
- Napping Sheers
- Top Cutter
- Carpet Trimmer (wall trimmer)
- Vinyl Scriber
- Resilient Seam Roller
- Carpet Seam Rollers
### Third & Fourth Year:
- Hammer Stapler w/staples
- Loop Pile Cutter
- Rubber Mallet
- Bar Scriber
- Extension Handle Roller
- Magnetic Nail Holder
- Flat File
- Ceramic Margin Trowel
- Ceramic End Nippers

### Pile Driver & Divers

#### First Year:
- Hard Hat
- Safety Glasses (Clear)
- Tool Belt
- Tool Box or Alternate
- Gloves
- Hammer 20 to 32oz (waffle head-straight claw recommended)
- Tape Measure 25-30'
- Utility Knife or Folding Knife
- 12”-15” Adjustable wrench (adjustable spud wrench recommended)
- 24” Level & Torpedo level magnetic
- Tip Cleaners\Burning Goggles
- Chalk Line
- Framing Square
- 12” Combination Square
- Speed Square
- 6 in one screwdriver
- Pencils/Markers & Soap Stone
- Striker with flints

#### Second Year:
- Welding Bucket
- Welding Shield
- Chipping Hammer
- Wire Brush
- Flat bar
- Sliding T- Bevel
- Vice Grips
- 10” Adjustable groove-joint pliers (10”) (Channel Locks)
- 3 Corner files, flat file & chainsaw file
- Allen Wrench Set (Jackknife) Standard/Metric
- 6 - 8” Pipe Wrench
- 6’ Wood Ruler w/inside slide (plastic for divers)

#### Third & Fourth Year:
- Weld Fillet Gauge
- Magnet
- Coal Chisel
- Misc. C-Clamps
- Pipe Wrap
- 50’ Tape Measure

#### Divers
- Dive Harness
- Weight Belt
- Wet or Dry Suit
- Boots
- Dive Knife
- Bailout Bottle/Whip (full)
- Snap Shackle
- Dive Helmet (optional)
<table>
<thead>
<tr>
<th>LOCAL #</th>
<th>ADDRESS</th>
<th>PHONE #</th>
</tr>
</thead>
<tbody>
<tr>
<td>Local Union #326</td>
<td>500 Main Street Yalesville, CT 06492</td>
<td>860-352-1130</td>
</tr>
<tr>
<td>Local Union #327</td>
<td>1252 Massachusetts Ave Dorchester, MA 02125</td>
<td>617-379-5600</td>
</tr>
<tr>
<td>Local Union #328</td>
<td>10 Holworthy Street Cambridge, MA 02138</td>
<td>617-401-5300</td>
</tr>
<tr>
<td>Local Union #330</td>
<td>14 Jefferson Park Road Warwick, RI 02888</td>
<td>401-424-1100</td>
</tr>
<tr>
<td>Local Union #336</td>
<td>29 Endicott Street Worcester, MA 01610</td>
<td>508-886-5951</td>
</tr>
<tr>
<td>Local Union #339</td>
<td>350 Fordham Road Wilmington, MA 01887</td>
<td>978-229-5200</td>
</tr>
<tr>
<td>Local Union #346</td>
<td>21 Mazzeo Dr. Ste 201, Randolph, MA 02368</td>
<td>781-353-5530</td>
</tr>
<tr>
<td>Local Union #349</td>
<td>65 Rainmaker Drive Portland, ME 04103</td>
<td>207-358-6675</td>
</tr>
<tr>
<td>Local #352</td>
<td>920 Candia Road Manchester, NH 03109</td>
<td>603-222-3223</td>
</tr>
<tr>
<td>Pile Drivers Local #56</td>
<td>750 Dorchester Ave. Ste 3200 Boston, MA 02125</td>
<td>617-443-1988</td>
</tr>
<tr>
<td>Wood Frame Local #723</td>
<td>750 Dorchester Ave Ste 3400 Boston, MA 02125</td>
<td>617-265-3360</td>
</tr>
<tr>
<td>Floorcoverers Local #2168</td>
<td>750 Dorchester Ave Boston, MA 02125</td>
<td>617-825-6141</td>
</tr>
<tr>
<td>Local Union #276</td>
<td>1159 Maryvale Drive Cheektowaga, NY 14225</td>
<td>716-632-3080</td>
</tr>
<tr>
<td>Local Union #277</td>
<td>6920 Princeton Court Syracuse, NY 13212</td>
<td>315-455-5797</td>
</tr>
<tr>
<td>Local Union #279</td>
<td>10 Corporate Park Drive, Suite A Hopewell Junction, NY 12533</td>
<td>845-440-1024</td>
</tr>
<tr>
<td>Local Union #290</td>
<td>270 Motor Parkway Hauppauge, NY 11788</td>
<td>631-952-9800</td>
</tr>
<tr>
<td>Local Union #291</td>
<td>14 Corporate Circle Albany, NY 12203</td>
<td>518-453-3619</td>
</tr>
</tbody>
</table>
# Monthly Local Union Meeting Schedule

<table>
<thead>
<tr>
<th>LOCAL UNION</th>
<th>MEETING LOCATION</th>
<th>MEETING DAY</th>
<th>MEETING TIME</th>
</tr>
</thead>
<tbody>
<tr>
<td>LU #326</td>
<td>Middletown Elks Crystal Ballroom 44 Maynard Street, Middletown, CT</td>
<td>1&lt;sup&gt;st&lt;/sup&gt; Wednesday of the Month</td>
<td>5:30PM</td>
</tr>
<tr>
<td>LU#327</td>
<td>Florian Hall 55 Hallet Street, Dorchester, MA</td>
<td>Last Wednesday</td>
<td>5:00PM</td>
</tr>
<tr>
<td>LU#328</td>
<td>Medford VFW 114 Mystic Ave, Medford, MA</td>
<td>3&lt;sup&gt;rd&lt;/sup&gt; Thursday</td>
<td>5:00PM</td>
</tr>
<tr>
<td>LU#330</td>
<td>The Clarion Inn Grand Rose Ballroom 940 Fall River Ave, Seekonk MA</td>
<td>3&lt;sup&gt;rd&lt;/sup&gt; Wednesday</td>
<td>6:00PM</td>
</tr>
<tr>
<td>LU#336</td>
<td>Odd Months – 13 Holman Rd, Millbury MA (New England Carpenters Training Center) Even Months – 460 Granby Rd, Chicopee MA (Knights of Columbus)</td>
<td>3&lt;sup&gt;rd&lt;/sup&gt; Thursday</td>
<td>5:00PM</td>
</tr>
<tr>
<td>LU#339</td>
<td>Knights of Columbus 112 Middlesex Ave Wilmington, MA</td>
<td>2&lt;sup&gt;nd&lt;/sup&gt; Thursday</td>
<td>5:00PM</td>
</tr>
<tr>
<td>LU#346</td>
<td>Bridgewater Vets Club, 85 Cottage Street, Bridgewater MA 02324</td>
<td>2&lt;sup&gt;nd&lt;/sup&gt; Monday</td>
<td>6:00PM</td>
</tr>
<tr>
<td>LU#349</td>
<td>Alternating Locations (65 Rainmaker dr. Portland, ME, 5 Gregory Drive, Burlington, VT, 920 Candia Road, Manchester, NH)</td>
<td>2&lt;sup&gt;nd&lt;/sup&gt; Wednesday</td>
<td>6:00PM</td>
</tr>
<tr>
<td>Local#352</td>
<td>Training Center 920 Candia Road, Manchester, NH</td>
<td>3&lt;sup&gt;rd&lt;/sup&gt; Wednesday</td>
<td>5:30PM</td>
</tr>
<tr>
<td>Pile Drivers #56</td>
<td>750 Dorchester Ave. Boston, MA</td>
<td>Last Monday</td>
<td>5:00PM</td>
</tr>
<tr>
<td>Wood Frame #723</td>
<td>750 Dorchester Ave Boston, MA</td>
<td>2nd Tuesday</td>
<td>5:30PM</td>
</tr>
<tr>
<td>Floorcoverers #2168</td>
<td>Florian Hall 55 Hallet Street, Boston, MA</td>
<td>1&lt;sup&gt;st&lt;/sup&gt; Wednesday</td>
<td>5:00PM</td>
</tr>
<tr>
<td>LU#276</td>
<td>Quality Inn - Batavia</td>
<td>3&lt;sup&gt;rd&lt;/sup&gt; Tuesday</td>
<td>6:00PM</td>
</tr>
<tr>
<td>LU#277</td>
<td>Alternates – Syracuse Training Center Even Months and Binghamton, 23 Market Street, Odd Months</td>
<td>3&lt;sup&gt;rd&lt;/sup&gt; Wednesday</td>
<td>6:00PM</td>
</tr>
<tr>
<td>LU#279</td>
<td>Mill Creek Caterers, 17 Rte. 376, Hopewell Junction, NY</td>
<td>4&lt;sup&gt;th&lt;/sup&gt; Monday</td>
<td>5:00PM</td>
</tr>
<tr>
<td>LU#290</td>
<td>IBEW LU25 Hall, Hauppauge, NY</td>
<td>2&lt;sup&gt;nd&lt;/sup&gt; Wednesday</td>
<td>6:00PM</td>
</tr>
<tr>
<td>LU#291</td>
<td>14 Corporate Circle, Albany, NY</td>
<td>2&lt;sup&gt;nd&lt;/sup&gt; Monday</td>
<td>5:00PM</td>
</tr>
</tbody>
</table>
BENEFIT FUNDS

New England Carpenters Benefits Fund
Address: 350 Fordham Road  Phone: 800-344-1515  Website: carpentersfund.org
Wilmington, MA 01887  Fax: 978-657-8619

To reach the New England Carpenters Benefits Fund Office call toll-free at 800-344-1515 and follow the prompts listed below:

- x3 for Automated Benefits
- x4 for Benefit Funds and follow the prompts listed below:
  - x1 for Health Fund
  - x2 for Pension/Annuity Funds
  - x3 for Vacation Fund
  - x4 for Central Collection Agency
  - x5 for Carpenters Assistance Program (CAPs)
  - x1 for Directory of Employee Names
  - x7 for Missing Stamps

- Visit the Funds Office located at 350 Fordham Road, Wilmington, Massachusetts between the hours of 8:30 a.m. and 4:30 p.m. Monday through Friday and meet with representatives from the different departments as needed.

- View your Benefits on-line at www.carpentersfund.org. Your Member Log-in ID is your social security number (no hyphens) or your UBC number (Uxxxxxx). Your PIN is a four-digit number that you create on the phone by calling 800-344-1515 then pressing 3 on the Main Menu or by 800-344-1515 then pressing x1134 and requesting a PIN.

- The Vision Center is located at 750 Dorchester Avenue, Boston, Massachusetts and offers afternoon, evening, and Saturday appointments. Call 617.782.0100 to schedule an appointment.

- Vacation checks: December checks are issued for Floorcoverers, Boston Locals, Local 118 & Local 1996 members who worked April 1st – Sept 30th. December Checks are issued for Eastern Locals and Wood Frame Local that have worked over 40 hours between Oct 1st and September 30th. June checks are issued for the members of Floorcoverers and Boston Locals, Local 118 and 1996 who have worked between Oct 1st – March 31st

Connecticut State Carpenters Benefits Fund
Address: 10 Broadway  Phone: 203-281-5511  Website: www.ctcarpentersfunds.org
Hamden, CT 06518  Fax: 203-288-3235

Rhode Island State Carpenters Benefits Fund
Address: 14 Jefferson Park Road  Phone: 401-467-6813
Warwick, RI 02888  Fax: 401-467-6816

Empire State Carpenters Benefits Fund
Address: 270 Motor Pkwy, Suite 2  Phone: (631) 952-9700
Hauppauge, NY 11788  Fax: (631) 952-9813
I have been given the opportunity to read and review the New England Carpenters Training Fund’s Apprenticeship Standards and the New England Carpenters Training Fund Apprentice handbook. A representative of the New England Carpenters Training Fund has adequately reviewed this material with me and satisfactorily answered all questions.

I have received a copy of the New England Carpenters Training Fund’s Mandatory Requirements, and Apprentice Handbook, which includes the Discriminatory Harassment Policy, Post Accident Drug Testing Policy, Dormitory Rules & Regulations, and the Apprentice Tool List.

I understand that if I do not complete the mandatory requirements it will lead to possible termination of my apprenticeship.

I understand that I will be required to comply with any changes to this document throughout the term of my apprenticeship.

By signing below, I am agreeing that I understand my responsibilities as outlined in these documents and agree to abide by the policies stated in this acknowledgement; furthermore, I understand that if I violate any of these policies my apprenticeship is subject to termination.

Print Name: _________________________________________________

Signature: ____________________________________________________________________

UBC ID: ___________________________________________

Date: ______________________________________________