



**NORTHERN CALIFORNIA TILE INDUSTRY  
JOINT APPRENTICESHIP TRAINING COMMITTEE**

600 Pinnacle Place  
Livermore, CA 94550  
(510) 632-8453 Office - (510) 632-8456 Fax

**NCTI J.A.T.C. APPRENTICESHIP PROGRAM**  
**RULES & REGULATIONS**

Effective September 27<sup>th</sup>, 2021  
[www.nctijatc.org](http://www.nctijatc.org)

The following document provides a sole source reference for all Northern California Tile Industry JATC Trustee approved rules and regulations governing the administration of Northern California Tile Industry JATC Apprenticeship program as established by the State of California Division of Apprenticeship Standards (DAS), the US Department of Labor Bureau of Apprenticeship Training and the current BAC3/TTRMCA collective bargaining agreement.

The Joint Apprentice Training Committee JATC has the power, in accordance with apprentice training standards approved by the State of California and these Rules, Regulations and Policies, to take disciplinary action against apprentices for violations of the following. Discipline may include suspension or expulsion from the training center or cancellation from the program.

To remain in this training program, an apprentice must be a “member in good standing”, as stated in the Constitution and By-Laws of Local 3 California of the International Union of Bricklayers and Allied Craftworkers (Article VI, Section 6). Violations pertaining to conduct at the training center are to be reported immediately to the Coordinator or Instructor, who will promptly investigate and take appropriate corrective action on behalf of the JATC.

**Communications with the JATC shall be directed to:**

NCTI JATC  
600 Pinnacle Place  
Livermore, CA 94550

Telephone: (510) 632-8453  
Fax: (510) 632-8456  
Website: [www.nctijatc.org](http://www.nctijatc.org)

Coordinator: Mark Ansell - e-mail: [mansell@bac3tilejatc.com](mailto:mansell@bac3tilejatc.com)  
Secretary: Monique Sanchez - e-mail: [msanchez@bac3tilejatc.com](mailto:msanchez@bac3tilejatc.com)

***Important!*** The JATC and BAC Local 3 are separate organizations - notice to BAC Local 3 does not constitute notice to the JATC. For all matters related to your apprenticeship, i.e., illness, job injury, blue books, etc., contact the Apprenticeship Office.

**1. Duties of an Apprentice:**

- Each apprentice shall conform to the State to California law governing apprentice agreements and shall abide by these Rules and Regulations.
- Each apprentice shall satisfactorily perform all work and learning assignments both on the job and in related supplemental instruction and shall comply with the rules, regulations, and decisions of the apprenticeship committee.

- Contact Information change: It shall be the responsibility of the apprentice to keep the JATC office advised of any change of address or telephone number. The JATC and BAC Local 3 are separate organizations -- notice to BAC Local 3 does not constitute notice to the JATC. For all matters related to your apprenticeship, i.e., illness, job injury, blue books, etc., contact the Apprenticeship Office.
- If you are out of work, you should notify the JATC. You should also call BAC Local 3 every Monday to be on the out of work list.

## **2. Employer Designated and Advanced Indenture Rate:**

When an employer submits a worker for indenture, they can assign them to any mutually agreed upon apprentice rate within the first 30 days of indenture. If an employer sponsors an apprentice to above entry rate (above F- 4 or S- 8), the union or employer may request the apprenticeship Coordinator to test the applicant to confirm the advanced rating with the approval of the JATC. This rule and regulation are based on article III, Section 27, of the current collective bargaining agreement.

## **3. Credit for Previous Experience:**

Credit may be granted by the Committee if it learns of past employment and/or educational experienced that was overlooked during the indenture process.

## **4. Probationary period:**

All apprentices shall serve a probationary period of not less than 1000 OJT hours or 6 months whichever is greater. During the probationary period, the JATC may cancel an apprentice without stated cause. IF CANCELLED BY THE JATC DURING THE PROBATIONARY PERIOD, THERE WILL BE NO RIGHT TO APPEAL. The apprentice and their employer will be notified of their cancellation from the program in writing.

## **5. English Language:**

Apprentices are expected to read, write, and speak the English language to comprehend related supplemental instruction and promote personal and co-worker safety on the job; Apprentices with limited English skills should make their best effort to enroll in an ESL (English as a Second - Language) course of their choice, On-line, Adult School or Community College. The employer may have their own policy regarding language skills.

## **6. Related Supplemental Instruction / Mandatory Attendance:**

To be employable an apprentice must attend Northern California Industry Tile JATC Apprenticeship program classes as required. Attendance, therefore, is mandatory. Attendance

at all related instruction classes is mandatory. Apprentices will arrange employment, routine appointments, vacations, and other interests, so as not to conflict with school attendance. Signatory work may not be performed by an apprentice during a scheduled training week. Failure to attend classes will result in disciplinary action. Make up classes or rescheduling will be available only if the schedule allows and is by discretion of the Coordinator. Classroom attendance is required for eligibility for unemployment benefits under the ca training benefit program

**7. Related Supplemental Instruction / Training schedule:**

Classes will be scheduled year-round Monday through Friday in one (1) week blocks, Tile Finishers and Tile Layers may attend from 2 to 4 classes per year, depending on craft. Apprentices and their contractor of record will be given ample notice prior to the training class start date. Apprentices who do not receive notification within sixty (90) days of indenture or completion of a scheduled class should contact the Apprentice Office.

Training will consist of hands-on and classroom training, eight (8) hours per day, five (5) days per week. The timetable below will be followed: The Apprenticeship Coordinator may change this schedule for training needs.

Class starts	6:00	am	Begin morning session
Start lunch	11:00	am	Lunch
End lunch	11:30	pm	Begin afternoon session
Class ends	2:30	pm	Class dismissed

**8. Tardiness:**

- Class starts at 6:00 am. Apprentices who are late to class must sign in with the Instructor at the Instructor’s convenience.
- Apprentices that are more than 30 minutes late may not be permitted to attend on that day.
- Apprentices who are consistently late will be cited before the Committee. The Committee reserves the right to assign additional schoolwork to apprentices who are consistently late, as well as take any disciplinary action cited in these rules and regulations.

**9. School Absences:**

The Committee does not excuse just any absence. In emergencies, attendance may be deferred upon presentation of written evidence of one of the following. Such evidence must be submitted to the Coordinator within five (5) days of the absence.

- Hospital confinement of apprentice, spouse, or child
- Doctor's advice not to attend school
- Death in the immediate family (parent, grandparent, sister, brother)
- Vehicle breakdown, accompanied by tow truck, repair or parts bills for appropriate date
- Obligation to a higher authority such as the State of California, accompanied by a copy of the order and a letter from the apprentice explaining the circumstances

## **10. Class Attendance Rescheduling Requests:**

Employers or the apprentice may request a change in scheduled classroom attendance for an apprentice. Requests must be in writing and must be submitted to the Training Coordinator 14 days prior to the date of the class. The number of times an apprentice's attendance can be rescheduled is limited to one time per year per apprentice and is further restricted by the makeup classes available at the time of the request and as required to ensure that apprentices satisfy the mandatory annual class participation required for tile finishers and tile layers.

## **11. Unemployed Apprentices:**

An Apprentice in good standing who become unemployed, may remain in the apprenticeship program. The State of California requires every apprentice to fill out a Blue Book or the WorkHands app, even if they are unemployed. If the apprentice has not worked the previous month, zero "0" hours should be logged on their Blue Book or WorkHands app. If the apprentice is out of work, he or she should immediately call the Union Hall to be put on the out of work list.

## **12. CPR and First Aid Certification Reimbursement:**

Apprentices will be reimbursed up to \$75 for the cost of obtaining their CPR and First Aid certificates. A receipt must be presented to be eligible for the reimbursement.

## **13. Blue Book Procedures:**

- Blue Books are required to be submitted monthly for the prior month worked.
- Blue Books are due by the 1<sup>st</sup> of each month; if a Blue Book is received after the 15<sup>th</sup>, then it is considered late.
- Apprentices that are Out of Work are required to continue submitting monthly Blue Books. BLUE BOOKS MUST BE SUBMITTED WHETHER HOURS ARE WORKED OR NOT.  
APPRENTICES CAN SUBMIT THEIR BLUE BOOKS VIA: WEBSITE/ APP: [www.workhands.us](http://www.workhands.us)  
EMAIL: [msanchez@bac3tilejatc.com](mailto:msanchez@bac3tilejatc.com) (Apprentices are to confirm receipt of email)  
MAIL: 600 PINNACLE PLACE, LIVERMORE, CA 94550/ FAX: 510-632-8456

## **14. Early Warning of Late Blue Books:**

The Tile JATC office will send a "Reminder" notice to an apprentice and their employer when they are late submitting their Blue Book OJT records. Blue Books are due by the 1<sup>st</sup> of the following month. The number of Reminder notices will be limited to (2). A 3<sup>rd</sup> late Blue Book will be followed by a notice of intent to cancel.

## **15. Blue Books-Probationary Apprentices:**

Apprentices under a Probationary status will be limited to (1) late Blue Book Reminder notice. The notice will include a reminder that Probationary apprentices if cancelled will be cancelled without the ability to file an appeal and it will be final. The Reminder notice will go to both the apprentice and their employer of record. A 2<sup>nd</sup> late Blue Book shall be cause for cancellation

## **16. Cancellation:**

The cancellation of an apprentice will result in them being dropped from the apprenticeship program as an “active apprentice” and termination of their apprentice agreement with the California Department of Industrial Relations (DIR) Division of Apprenticeship Standards (DAS) and DOL ETA program.

An apprentice whose agreement has been canceled may file a request for reinstatement not less than 6 months from the date their apprenticeship was previously canceled; the 6-month requirement may be waived by the JATC.

## **17. Step One - Violations and Letters:**

**Minor Violations:** 3 Minor Violations shall be cause for cancellation.

1. Unexcused absence on any day during a week of school training in which apprentice is scheduled to attend. (Includes being late by 30 minutes or more on any school day for unacceptable reasons).
2. Failure to submit a Blue Book OJT record by the 15<sup>th</sup> of the month. Blue Books must be submitted even for periods when the apprentice is not working. Blue Books are due every month. (see 13,14,15 above)
3. Failure to complete required RSI courses, OJT activity and certificates in the time frame as specified by the Northern California Tile Industry JATC and the Department of Apprenticeship Standards (DAS).

**Major Violations:** 1 Major Violation shall be cause for immediate dismissal from school and/or cancellation from the program.

1. Failure to appear before the JATC board of Trustees if cited to appear.
2. Falsification of records or other proven dishonesty is cause for immediate cancellation.
3. Not a Union member in good standing of the BAC Local 3.
4. Violation of in-class conduct/Lab Rules.
5. Failure to complete an approved overdue plan.
6. Harassment of any form by an apprentice against another individual

7. Insubordination by defying authority, disobedience, or bad behavior
8. Inappropriate language includes the use of lewd or vulgar language
9. Theft or damage to the to the property of the tile JATC
10. Safety/clothing: Apprentices must follow all safety policies including the use of PPE
11. Cell phones & electronic devices are not allowed for personal use during school hours and will be collected by the instructor every morning. Devices may be used at break and lunch times.
12. Substance abuse: Being under the influence of alcohol, drugs, or narcotics at the training center or on the job.
13. Criminal act including, but not limited to possession of alcohol, drugs, or weapons; vandalism, threatening behavior toward a Committee member, NCTI staff or any Apprentice.
14. The JATC reserves the right to accept or deny the validity of all violations whenever presented. The JATC will consider these findings when applying disciplinary action.

### **1<sup>st</sup> violation = First Letter**

- A “**Notice of Violation of the Apprenticeship Agreement**” letter will be sent to the apprentice and their Employer. This letter will advise them that because they have not complied (the specific violation will be listed in the letter) with the terms of their apprenticeship agreement.
- Probationary Apprentices may be canceled for any violation

### **2<sup>nd</sup> violation = Second Letter**

- Second Notice of Violation letter and Apprentice must appear at next scheduled JATC meeting.

### **3<sup>rd</sup> violation – Third Letter “Notice of Cancellation”**

The apprentice has the right to make a written appeal to the Committee and explain why the reason for the non-compliant action, and why the Joint Committee should allow them to remain an apprentice. The written appeal must be signed by the apprentice and mailed to the JATC office within thirty (30) days of the date of the notice of cancellation letter.

**18. If you are canceled from the apprenticeship program:**

- A notice of cancelation will be sent to you and your employer
- You may have the right to appeal. The committee authorizes the training coordinator to send notices of intent prior to the next board meeting.
- The NCTI Tile JATC office will present their written appeal to the Committee. The Committee has the authority to grant their appeal or deny it. The Committee will advise them in writing of its decision on their appeal.

**19. Cancellation Process Step Two:**

- The apprentice will be sent a **“Notice of Cancellation of Apprenticeship”** letter if their appeal is denied, or the apprentice failed to file a timely appeal. This letter is their official notification that the Joint Apprenticeship Committee has canceled their apprenticeship. This cancellation is effective immediately. Both their employer and the BAC Local 3 are being given a copy of this notification.
- On determination that the apprentice is cancelled, the NCTI JATC office will notify the DAS and DOL via electronic notification of the committee’s decision to cancel and the agreement(s). The letter will list cause and the effective date of the cancellation. The status of the apprentice in their student record in ATS will be set to “Dropped” the effective date set to the day the committee made it decision to cancel the apprentice.
- A copy of the letter to the DAS will be filed in the apprentice’s physical folder and sent to the apprentice. The apprentice is notified in the cancellation letter that he/she has 30 days to file an appeal with DAS. The DAS will not consider an appeal until all Tile JATC provided options are exhausted. A copy of the cancellation letter will also be mailed to their employer.



## **20. Terms of Reinstatement:**

- Actions of the JATC, including cancellation of the apprentice agreement, may be appealed. Persons wishing to file an appeal may do so on writing or email in care of the Coordinator within 30 days of the action taken. The Coordinator will notify the appellant of the date, time, and location of the next JATC meeting. All appeals must be made in person before the committee.
- The JATC committee may waive or shorten the required 6 months waiting period of a cancelled apprentice before they can apply for reinstatement
- When an appeal is granted, it will be effective the date of reinstatement.
- All apprentices allowed to reinstate will be probationary for 1000 hour or 6 months, whichever is greater

## **21. Resignation**

- Apprentices who are unable to complete the program for personal reasons, have the option to resign their apprenticeship, by submitting a written letter or email to the Apprenticeship office.
- Apprentices who resign their apprenticeship will require JATC approval prior to reinstatement.