



TRAINING STANDARDS OF APPRENTICESHIP

LODGE 359

**BOILERMAKER
APPRENTICESHIP
&
TRADE ADVANCEMENT
COMMITTEE**

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The intent of this Boilermaker Apprentices Booklet is to inform the Apprentice with regard to the function of the following:

- **The Apprenticeship and Trade Advancement Committee**
- **The Coordinator**
- **The Rules and Regulations Governing Boilermaker Apprentices**

Included is a Job Log Diary that must be maintained by the Apprentice as a record book of employment.

Please Note: This Job Log Diary is required to be kept up-to-date for examination by the Training Coordinator or the ATAC upon request.

Also included is a section on "Frequently asked Questions and Answers" that Apprentices most commonly inquire about.

I have read this document in its entirety and am in full agreement with and accept the provisions of the Rules & Regulations of my Apprenticeship.

Coordinator

Apprentice

Date

**Standards of the Apprenticeship
& Trade Advancement
Committee of the
Boilermaker's Union Lodge 359
Governing
The Boilermaker Lodge 359
Apprenticeship Program**

Foreword:

The Apprenticeship & Trade Advancement Committee (A.T.A.C.), selected equally from the Employer groups and the Union, is charged with the administration of this program.

The program is designed to train and produce highly skilled, efficient mechanics in numbers that will adequately supply industry needs.

The purpose of the Apprenticeship Program is to:

1. Carefully select persons coming into the Program.
2. To train these persons and Apprentices who are currently indentured.
3. To assist in providing all around training that will better equip the Apprentice for profitable employment and good citizenship.
4. To assist the Journeyperson in any training necessary for skills upgrading and keeping abreast of technological change.

DEFINITIONS:

- A. APPRENTICE** shall mean a person who has signed a contractual Apprenticeship Agreement with the (Employer's Agent) Boilermaker Lodge 359 Apprenticeship & Trade Advancement Committee (A.T.A.C.) in conjunction with the Industry Training & Apprenticeship Commission (I.T.A.C.) to learn and apply the trade as outlined in these standards.
- B. EMPLOYER** shall mean Contractors who are signatory to any of the Collective Agreements with Lodge 359.
- C. STANDARDS OF APPRENTICESHIP** shall mean this entire document, including these definitions.
- D. COMMITTEE** (Employer's Agent) shall mean the Apprenticeship & Trade Advancement Committee of Boilermakers Lodge 359 of B.C.& Y.T.
- E. INDUSTRY TRAINING & APPRENTICESHIP COMMISSION** (I.T.A.C.) shall mean the British Columbia Provincial Government Registration Agency.
- F. APPRENTICESHIP AGREEMENT** shall mean the written Apprenticeship Agreement between the Committee, ITAC and the Apprentice as provided for in these standards.
- G. CONSULTANT(S)** shall mean a Representative of the Industry Training and Apprenticeship Act (1997) or any other person qualified to act as consultant to the Committee regarding problems that may arise in conjunction with Apprentice training. The consultant cannot vote on any issue.

Boilermakers Apprenticeship & Trade Advancement Committee:

- A. The Committee shall be composed of eight members; four members representing the Employer Group and four members representing the Union. This Committee is charged with the duties mentioned in the forward of this document and they also constitute a Board of Trustees to administer two separate Trust Funds; namely the Apprenticeship Trust Fund and the Trade Advancement Trust Fund. [refer to G(i)(ii)]
- B. Each Committee Member (Trustee) shall serve in office until his/her death, resignation, removal, or inability to participate.
- C. The Committee may delegate any of their administrative powers or duties to the ATAC Coordinator.
- D. Meetings of the Committee shall be held from time to time as required, but not less than two (2) times annually.
- E. The Business Manager of the Union shall be responsible for the supervision of the ATAC Coordinator and any additional staff.
- F. The Committee shall not receive compensation for the performance of their duties as Trustees, but shall be reimbursed for all reasonable and necessary expenses which they incur in the performance of their duties.
- G.(i) **Lodge 359 Apprenticeship Trust Fund:**
To pay or provide for the payment of all or any part of the cost of approved Apprenticeship Training Programs in the Boilermaker Trade.
- (ii) **Lodge 359 Trade Advancement Trust Fund:**
To pay or provide for the payment of all or any part of the cost of approved Journeyperson Upgrading Training Programs in the Boilermaker Trade.

Duties of the Committee:

1. Interview all qualified E.L.T.T. applicants for Apprenticeship.
2. To advise the Industry Training and Apprenticeship Commission of the following:

The state of the Apprenticeship as to:

- newly Indentured Apprentices and their Contracts
 - scheduling of Apprentices Upgrade Classes
 - extensions, terminations, and reinstatements of individual Apprentice Agreements
 - minimum standards of passing grades for in-school Technical Training
 - Curriculum changes/development
 - Issuance of Certificates of Apprenticeship completion
3. To provide the Apprentice with a diversity of experience in the various branches of the trade. Endeavour to keep Apprentices employed.



Duties of the Coordinator:

To coordinate the Apprenticeship Field Operation Training Program of Boilermakers Lodge 359 within its jurisdiction by performing the following:

1. Report to the ATAC all monthly Coordinator activities.
2. Provide to the ATAC monthly, the Financial Statements of the Trust Funds.
3. Establish and maintain records of Apprentice Training to insure each Apprentice's training is as complete as possible in all fields of the Construction Boilermaker craft.
4. Determine and select the placement of Apprentices on dispatch requests in accordance with level of training and work available.
5. Assist the Committee in selecting applicants for Apprenticeship.
6. Make field visits to interview and discuss appropriate training issues with the Apprentice(s), the Shop Steward and the Employer's Field Supervisor.
7. Submit individual Training Progress Reports to the Committee if circumstances warrant a special report.
8. Visit employer firms to discuss and promote Apprenticeship training.
9. Establish and maintain good relationships and liaisons with ITAC, Employers, the Training School and Local Union.
10. Keep abreast of accident prevention and safety awareness.
11. Attend various Apprenticeship Conferences and functions that will be an asset to the program.

**** Approval to attend such conferences and expenses incurred to be determined by the Committee in advance ****

12. Perform other duties as may be assigned by the Committee.
13. Remain accountable to the Committee for the fulfilment of its functions, responsibilities and authority as directed by the Committee.
 - All or any of the duties listed above can be amended at any time by the Committee at a regular meeting.
 - No other outside occupation can be taken without Committee approval.
 - In general, the Coordinator is responsible for the successful operation of the Apprenticeship Standards of the Boilermaker Lodge by performing the duties listed above or any others that may be later incorporated by liaising with all parties concerned such as:
 - Apprentices
 - Employers
 - ITAC
 - Parents
 - The Union
 - ATAC
 - Finally, ensuring that each newly Indentured Apprentice receives and has these standards explained.



The Boilermaker Lodge 359
Apprenticeship Training Program:

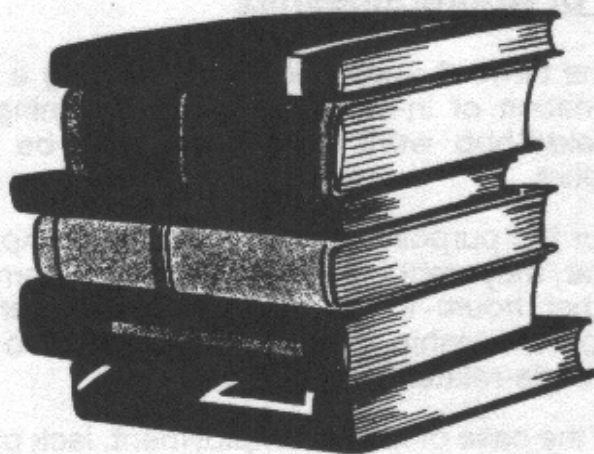
- A. Prospective Probationary Apprentices must successfully complete the Boilermaker E.L.T.T. course with a minimum passing grade of 70% in both theory and practical (individually) per subject and proof thereof followed by a favourable recommendation by the instructor.
 - B. Upon meeting the above criteria, the candidate will be invited to apply for a Boilermaker Apprenticeship as a **probationary Apprentice** by providing all necessary documentation and information required to complete the application for Apprenticeship.
- ** Probationary period is 2000 hours long or 1/3 of the 6000 hour Apprenticeship Program.

Term of Apprenticeship:

- (A) The term of Apprenticeship including a combination of in-school Technical Training and Field/Shop work experience shall be 6000 hours.
- (B) For the purpose of advancement, an Apprentice may request, through the Committee, other hours to be applied to their term of Apprenticeship. These other hours are to be of a trade-related nature.
- (C) In the case of lack of employment, lack of field training or other valid reasons such as illness, the Committee may recommend to ITAC that the Apprentice's contract be extended.

Duties of an Indentured Apprentice:

- A. To keep the Coordinator informed of change of his/her address and telephone number.
- B. To perform to the best of his/her ability while;
 - 1. Attending in-school Technical Training.
 - 2. Employed by a Boilermaker Contractor, either in the Field or Shop.
- C. To familiarize his/herself with and faithfully abide by the "Rules and Regulations" governing Apprentices indentured to the Boilermaker ATAC.
*See Appendix 1
- D. To familiarize his/herself with the following documents:
 - 1. The International Boilermaker Constitution
 - 2. The Local Lodge By-laws
 - 3. The Contract(s) between the Local Lodge and the Employer(s)



Scheduled In-School Technical Training:

- (A) Each Apprentice shall be required to attend classes in related supplemental instructions as scheduled during their Apprenticeship.
- (B) In case of failure on the part of any Apprentices to fulfil their obligations in respect to school attendance or deportment, the Committee shall have the authority to recommend to ITAC that they suspend or revoke their Agreement or to notify the Union of the violation for disciplinary action. The Apprentice hereby agrees to abide by such determination.
- (C) The hours attended during a scheduled in-school technical training period will (upon successful completion) be applied immediately to the Apprentice's hour bank.

Probationary Period:

- (A) The first 2000 hours of the term of the 6000 hour Apprenticeship shall be a probationary period.
- (B) Employer and Journeypersons (by means of reports), shall carefully observe and report the actions of the Apprentice during this trial period in order to determine the advisability of their continuing in the Trade. If the Apprentice fails to apply themselves, seems unable or unwilling to adapt themselves to trade conditions, or otherwise is found to be unsuited to the Trade, they shall be removed from the Apprenticeship before the expiration of the probationary period.
- (C) During this probationary period, annulment of the Apprenticeship Agreement will be made by the Committee upon request of either party to the Agreement, with due notice given to the

Registration Agency of such action. The Registration Agency also shall be notified of all cancellations and completions.

Apprentice Wage Scale:

- (A) Apprentices will be paid wages according to their hour bank accumulation. Increases in their wages will take place at each 1000 hour milestone as per the Collective Agreement they are currently working under.

0000-1000 Hour Level 1
1000-2000 Hour Level 2

Probationary Period

2000-3000 Hour Level 3

3000-4000 Hour Level 4

4000-5000 Hour Level 5

5000-6000 Hour Level 6

- (B) Apprentices who receive credit for previous experience in the Trade shall be paid, upon acceptance by the Committee, the wage rate of the period to which such credit advances them.
- (C) Apprentices who fail a period of Technical Training or for any other reason as deemed valid by the Committee, will have their wage frozen at their current rate until further notice.

Adjustments of Differences:

- (A) In case of dissatisfaction between the Employer and the Apprentice, either has the right and privilege of appealing to the Committee for action and adjustment of such matters as come within these standards.
- (B) In the event the matter cannot be adjusted by the Committee, either party may consult with

the Registration Agency on the part of the Agreement over which there is a difference.

**Ratio of Apprentices
to Journeypersons:**

Boilermaker Apprentices shall be employed at a ratio of Journeypersons as provided for as per the Collective Agreement they are currently working under. Where the ratio is impractical, the Business Manager will be consulted.

**Certification of
Completion of Apprenticeship:**

- (A) Upon the successful completion of Apprenticeship under these standards and upon the passing of such examination as the Committee may require, the Committee shall recommend to the Registration Agency that the Apprentice be issued a Certificate of Completion of Apprenticeship and shall attach their signatures thereto.

Amendment of Standards:

- (A) These standards of Apprenticeship may be amended at any time for their betterment by the action of the Committee, subject to approval by the Employer and Union and registration with the Registration Agency.
- (B) Such amendment shall not alter Apprenticeship Agreements in effect at the time of change without the express consent of all parties to such Agreement.

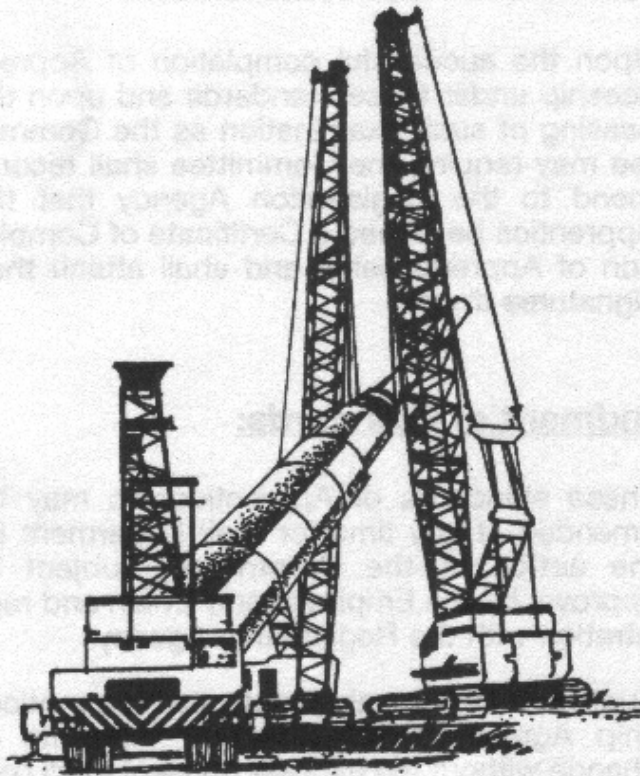
Apprentice Job Log Diary:

As an Apprentice you are required to enter into your Job Log the following:

1. **Name of Employer/Location**
2. **Start Date/Finish Date**
3. **Hours worked (not hours earned)**

ie. **Employer: Tubing Inc., Location: Spuzzum**
Start: March 3, 1999 Finish: April 5, 1999
Hours Worked: 172

This **Job Log Diary, Cheque Stubs** and **Record of Employment (R.O.E.)** are the only proof of hours earned towards your Apprenticeship and pay rate changes for every 1000 hours worked.



Apprentice Log Diary of:

(print name:)

1. Employer: _____
Location: _____
Start Date: _____
Finish Date: _____
Hours Worked: _____ (not hours earned)
 2. Employer: _____
Location: _____
Start Date: _____
Finish Date: _____
Hours Worked: _____ (not hours earned)
 3. Employer: _____
Location: _____
Start Date: _____
Finish Date: _____
Hours Worked: _____ (not hours earned)
 4. Employer: _____
Location: _____
Start Date: _____
Finish Date: _____
Hours Worked: _____ (not hours earned)
 5. Employer: _____
Location: _____
Start Date: _____
Finish Date: _____
Hours Worked: _____ (not hours earned)
 6. Employer: _____
Location: _____
Start Date: _____
Finish Date: _____
Hours Worked: _____ (not hours earned)
- Total Hours Worked to Date:**
(running total) _____

7. Employer: _____
Location: _____
Start Date: _____
Finish Date: _____
Hours Worked: _____ (not hours earned)
8. Employer: _____
Location: _____
Start Date: _____
Finish Date: _____
Hours Worked: _____ (not hours earned)
9. Employer: _____
Location: _____
Start Date: _____
Finish Date: _____
Hours Worked: _____ (not hours earned)
10. Employer: _____
Location: _____
Start Date: _____
Finish Date: _____
Hours Worked: _____ (not hours earned)
11. Employer: _____
Location: _____
Start Date: _____
Finish Date: _____
Hours Worked: _____ (not hours earned)
12. Employer: _____
Location: _____
Start Date: _____
Finish Date: _____
Hours Worked: _____ (not hours earned)
- Total Hours Worked to Date:**
(running total) _____

13. Employer: _____
Location: _____
Start Date: _____
Finish Date: _____
Hours Worked: _____ (not hours earned)
14. Employer: _____
Location: _____
Start Date: _____
Finish Date: _____
Hours Worked: _____ (not hours earned)
15. Employer: _____
Location: _____
Start Date: _____
Finish Date: _____
Hours Worked: _____ (not hours earned)
16. Employer: _____
Location: _____
Start Date: _____
Finish Date: _____
Hours Worked: _____ (not hours earned)
17. Employer: _____
Location: _____
Start Date: _____
Finish Date: _____
Hours Worked: _____ (not hours earned)
18. Employer: _____
Location: _____
Start Date: _____
Finish Date: _____
Hours Worked: _____ (not hours earned)
- Total Hours Worked to Date:**
(running total) _____

19. Employer: _____
Location: _____
Start Date: _____
Finish Date: _____
Hours Worked: _____ (not hours earned)
20. Employer: _____
Location: _____
Start Date: _____
Finish Date: _____
Hours Worked: _____ (not hours earned)
21. Employer: _____
Location: _____
Start Date: _____
Finish Date: _____
Hours Worked: _____ (not hours earned)
22. Employer: _____
Location: _____
Start Date: _____
Finish Date: _____
Hours Worked: _____ (not hours earned)
23. Employer: _____
Location: _____
Start Date: _____
Finish Date: _____
Hours Worked: _____ (not hours earned)
24. Employer: _____
Location: _____
Start Date: _____
Finish Date: _____
Hours Worked: _____ (not hours earned)
- Total Hours Worked to Date:**
(running total) _____

25. Employer: _____
Location: _____
Start Date: _____
Finish Date: _____
Hours Worked: _____ (not hours earned)
26. Employer: _____
Location: _____
Start Date: _____
Finish Date: _____
Hours Worked: _____ (not hours earned)
27. Employer: _____
Location: _____
Start Date: _____
Finish Date: _____
Hours Worked: _____ (not hours earned)
28. Employer: _____
Location: _____
Start Date: _____
Finish Date: _____
Hours Worked: _____ (not hours earned)
29. Employer: _____
Location: _____
Start Date: _____
Finish Date: _____
Hours Worked: _____ (not hours earned)
30. Employer: _____
Location: _____
Start Date: _____
Finish Date: _____
Hours Worked: _____ (not hours earned)
- Total Hours Worked to Date:**
(running total) _____

31. Employer: _____
Location: _____
Start Date: _____
Finish Date: _____
Hours Worked: _____ (not hours earned)
32. Employer: _____
Location: _____
Start Date: _____
Finish Date: _____
Hours Worked: _____ (not hours earned)
33. Employer: _____
Location: _____
Start Date: _____
Finish Date: _____
Hours Worked: _____ (not hours earned)
34. Employer: _____
Location: _____
Start Date: _____
Finish Date: _____
Hours Worked: _____ (not hours earned)
35. Employer: _____
Location: _____
Start Date: _____
Finish Date: _____
Hours Worked: _____ (not hours earned)
36. Employer: _____
Location: _____
Start Date: _____
Finish Date: _____
Hours Worked: _____ (not hours earned)
- Total Hours Worked to Date:**
(running total) _____

37. Employer: _____
Location: _____
Start Date: _____
Finish Date: _____
Hours Worked: _____ (not hours earned)
38. Employer: _____
Location: _____
Start Date: _____
Finish Date: _____
Hours Worked: _____ (not hours earned)
39. Employer: _____
Location: _____
Start Date: _____
Finish Date: _____
Hours Worked: _____ (not hours earned)
40. Employer: _____
Location: _____
Start Date: _____
Finish Date: _____
Hours Worked: _____ (not hours earned)
41. Employer: _____
Location: _____
Start Date: _____
Finish Date: _____
Hours Worked: _____ (not hours earned)
42. Employer: _____
Location: _____
Start Date: _____
Finish Date: _____
Hours Worked: _____ (not hours earned)
- Total Hours Worked to Date:**
(running total) _____

43. Employer: _____
Location: _____
Start Date: _____
Finish Date: _____
Hours Worked: _____ (not hours earned)
44. Employer: _____
Location: _____
Start Date: _____
Finish Date: _____
Hours Worked: _____ (not hours earned)
45. Employer: _____
Location: _____
Start Date: _____
Finish Date: _____
Hours Worked: _____ (not hours earned)
46. Employer: _____
Location: _____
Start Date: _____
Finish Date: _____
Hours Worked: _____ (not hours earned)
47. Employer: _____
Location: _____
Start Date: _____
Finish Date: _____
Hours Worked: _____ (not hours earned)
48. Employer: _____
Location: _____
Start Date: _____
Finish Date: _____
Hours Worked: _____ (not hours earned)
- Total Hours Worked to Date:**
(running total) _____

49. Employer: _____
Location: _____
Start Date: _____
Finish Date: _____
Hours Worked: _____ (not hours earned)
50. Employer: _____
Location: _____
Start Date: _____
Finish Date: _____
Hours Worked: _____ (not hours earned)
51. Employer: _____
Location: _____
Start Date: _____
Finish Date: _____
Hours Worked: _____ (not hours earned)
52. Employer: _____
Location: _____
Start Date: _____
Finish Date: _____
Hours Worked: _____ (not hours earned)
53. Employer: _____
Location: _____
Start Date: _____
Finish Date: _____
Hours Worked: _____ (not hours earned)
54. Employer: _____
Location: _____
Start Date: _____
Finish Date: _____
Hours Worked: _____ (not hours earned)
- Total Hours Worked to Date:**
(running total) _____

55. Employer: _____
Location: _____
Start Date: _____
Finish Date: _____
Hours Worked: _____ (not hours earned)
56. Employer: _____
Location: _____
Start Date: _____
Finish Date: _____
Hours Worked: _____ (not hours earned)
57. Employer: _____
Location: _____
Start Date: _____
Finish Date: _____
Hours Worked: _____ (not hours earned)
58. Employer: _____
Location: _____
Start Date: _____
Finish Date: _____
Hours Worked: _____ (not hours earned)
59. Employer: _____
Location: _____
Start Date: _____
Finish Date: _____
Hours Worked: _____ (not hours earned)
60. Employer: _____
Location: _____
Start Date: _____
Finish Date: _____
Hours Worked: _____ (not hours earned)
- Total Hours Worked to Date:**
(running total) _____

FREQUENTLY ASKED QUESTIONS THAT APPRENTICES HAVE REGARDING THEIR APPRENTICESHIP PROGRAM

These questions and answers are not meant to conflict with any other document(s) governing Boilermaker Apprentices in B.C., but are of a general nature only.

IF YOU DON'T KNOW

ASK !!

Apprenticeship

- 1. As an Indentured Boilermaker Apprentice, what are my obligations to the Apprenticeship and Local Lodge?**

Answer:

You must abide by the Rules and Regulations as set forth in Appendix 1 of this Booklet and all Laws, Rules and Regulations of the Local Lodge.

- 2. Can I refuse a dispatch to a job site?**

Answer:

No. However, if there is a valid reason as to why you cannot accept a dispatch ie: (death in family etc.) you must communicate with the Coordinator to seek a resolve.

- 3. (a) Must I send in a fully completed Apprentice Progress Job Report for every job I have worked?**

Answer:

Yes. Each report is read and put in your file. The reports are Confidential and are viewed only by the Committee and Coordinator. The Reports may be used for your benefit should a problem arise. In addition, the reports are reviewed when requesting additional hours to be applied to your Apprenticeship after you have reached the 3000 hour mark and successfully completed your final in-school Technical Training Upgrade

** Refer to # 12

- (b) Should I request my Employer to complete an Employer's Apprentice Job Report and forward it to the Coordinator?**

Answer:

Yes, for same reasons stated above.

4. If I am unsure of how to perform a task on the job, what should I do?

Answer:

Always ask to be shown!! Do not guess!! Your mandate as an Apprentice is to learn to perform the task(s) correctly and safely!!

5. When laid-off due to shortage of work, what do I do?

Answer:

Post your name on the Apprentice Referral (seeking work) List by doing the following:

Phone the Posting Line at the Union Hall (299-0737) and give your –

- Name
- Social Insurance Number
- Post on Apprentice List
- State last shift worked (necessary for week-end posting only)
- State if under 40 hours paid (if applicable)
- State Tag-On or Tag-Off (if applicable)

**** Posting Line is open from 8:30 a.m. to 4:30 p.m. daily ****

6. What does “Posting under 40” hours mean?

Answer:

“Under 40” when you post means that you have earned less than 40 hours pay and will retain your previous Board Position. (40 hours pay constitute a weeks work / 5x8 hour shifts at straight time pay).

****** It is possible to earn 40 hours pay in less than 40 hours worked.

Apprentices that knowingly Post “Under 40” while having earned more than 40 hours pay will be Posted at the bottom of the Apprentice Referral List.

7. If I become sick or injured what do I do?

Answer:

Phone Posting Line and request a "Sick Tag" be put on your name and inform Posting Line as to the potential length of your illness/injury so that sick benefits may be initiated if necessary.

8. How and When do I apply for Out-of-Work Dues?

Answer:

The month for which you are applying must be "completed". If you have not received a call for work during the month you are applying for, then you may call the General Office and request "Out-of-Work Dues".

**** You must repeat this process for every month you are applying for. Out-of-Work Dues are \$10.00 per month. ****

9. If I am dispatched as a B/M Journeyperson (Mechanic or Welder), do the hours worked count towards my Apprenticeship?

Answer:

Yes. Upon application to the Committee.

10. If I am dispatched to Lafarge as part of the Lafarge Maintenance Crew or any other similar circumstances, do the hours worked count towards my Apprenticeship?

Answer:

Yes. Upon application to the Committee.

11. When and how do I change my phone number and address?

Answer:

You must contact the **General Office yourself** and change your number/address with them.

12. How and when may I apply for "Hour Credits"?

Answer:

(a) Any Apprentice who wishes to request credit for related hours of work obtained BEFORE/AFTER their entry into the apprenticeship must submit their request in the form of a letter after the final Technical Training Upgrade as per the following:

- Must be on company letterhead, signed by a designated representative of the company.
- Must state TYPE of work that was performed.
- Must state the TOTAL number of hours worked.

(b) Potential maximum credits are:

ELTT – actual time in school to a maximum of 700 hours. Each in-school upgrade – to a maximum of 150 hours

<u>Welding Tickets</u>	<u>Maximum Credit</u>
"C" (no Seal)	300 hours
"C" (with Seal)	500 hours
"B"	700 hours
"A"	1000 hours

(c) The hours will be reviewed at the next meeting of the Apprenticeship and Trade Advancement Committee, and the Committee will authorize credits or percentage of credits to be granted.

You will be notified in writing of the total credits granted by the Apprenticeship and Trade Advancement Committee. However, if you have any questions regarding the process, please do not hesitate to call the Coordinator's office.

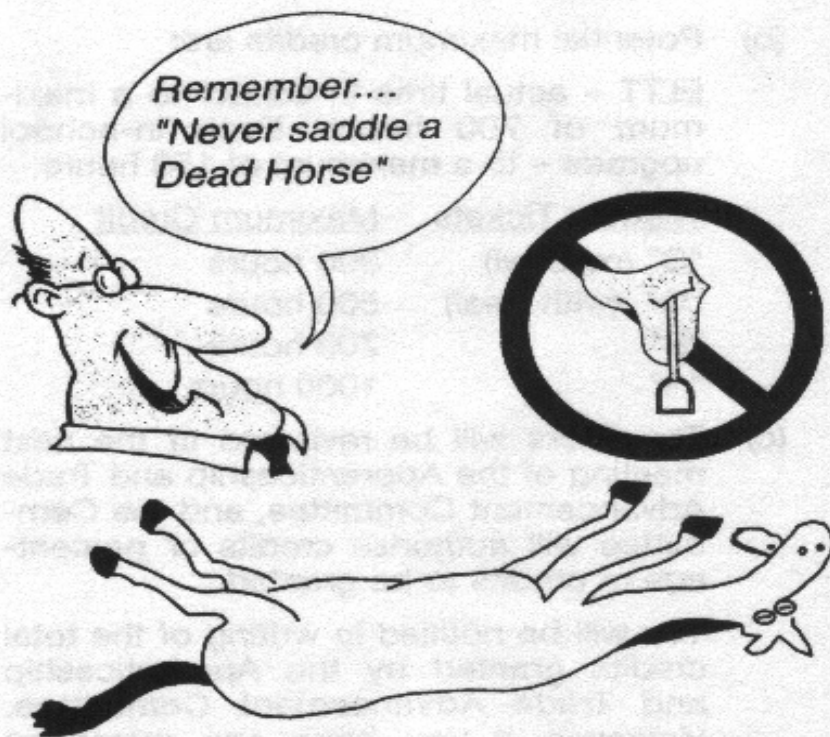
13. Should I choose to withdraw and/or self-terminate my Apprenticeship Contract, what must I do?

***Withdraw** – to temporarily leave the Union (in good standing) for any length of time, not exceeding four years, and be eligible to re-join within that time.

***(Self) Terminate** – permanently quit the Union whether by your decision or that of others.

Answer:

Submit your intention to either withdraw or self-terminate in the form of a letter (that which is dated and signed) to the Coordinator.



Out-of-Province Work

- 1. Can I work as a B/M Apprentice outside of B.C.?**

Answer:

Yes. Providing that the Local Lodge cannot provide you with work in the foreseeable future.

- 2. Can I apply for hour credits when I have worked outside the Province?**

Answer:

Yes. If you have worked for a B/M Contractor or at a Boilermaker trade related job, you must provide Cheque Stubs and Records of Employment as proof of hours to be recorded to your Apprenticeship Hour Bank.

- 3. When working Out-of-Province, what happens to my:**

- (a) **Field Dues** – remain at Out-of-Province Lodge
- (b) **Local Lodge Dues** – returned to home Lodge
- (c) **Extended Health** – returned to home Lodge
- (d) **Pension** – returned to home Lodge

* Items c & d are pro-rated at Out-of-Province Lodge rate.*

- 4. How am I able to work outside the Province?**

Answer:

- (a) by being dispatched to a Sister Lodge
- (b) by seeking work myself through a Sister Lodge

****** Inform Posting Line of Travel Card Application.

******* A Travel Card must be requested and issued from the Local Lodge.

The Travel Card is proof of Membership in good standing if his/her dues and levies are paid to date.

APPENDIX I

RULES AND REGULATIONS GOVERNING APPRENTICES INDENTURED TO THE BOILERMAKER APPRENTICESHIP & TRADE ADVANCEMENT COMMITTEE

1. Upon acceptance as a Probationary Apprentice, an Apprentice's initiation fee is payable upon completion of the five and one-half month (23 week) training period. **Dues are payable the first day of each month. The difference between the Apprentice initiation fee and the Qualified Boilermaker initiation fee is payable upon successful completion of the Apprenticeship Contract, (including all Technical Training), and the Interprovincial Red Seal Qualification Exam.**
2. (a) **Correct address, telephone number and Social Insurance Number is to be with the Coordinator at all times.**
(b) **Any change of address and telephone number should be brought to the attention of the Apprenticeship Office. Before you can expect to receive a call for work, you MUST have a current telephone number on file. You must make changes to your phone number or address by calling the General Office at (604) 291-7531.**
3. Familiarize yourself with the Boilermaker's Constitution and Local Lodge 359 By-Laws.
4. Good conduct, appearance and safety practices are expected to be adhered to by the Apprentice, both on the job and at the accommodation provided for by/or through the employer.

5. (a) Be an alert, willing and conscientious worker at all times.
(b) Apprentices are required to have correct footwear, a suit of rain gear, rigging belt, a tape measure, a pocket knife.
6. You do not have a choice of jobs/locations to where you will be dispatched.
7. (a) As an Apprentice, you cannot transfer from one employer/job to another.
(b) You must contact the Coordinator's office by posting your name upon lay-off as soon as possible.
8. (a) **Apprentices are not allowed to refuse, quit or leave a job without sanction.** If a situation should arise where an Apprentice feels they cannot remain on the job, **THEY SHOULD FIRST CONTACT THE COORDINATOR** or secondly, the Business Manager stating reasons. Apprentices must get permission to leave the job site.

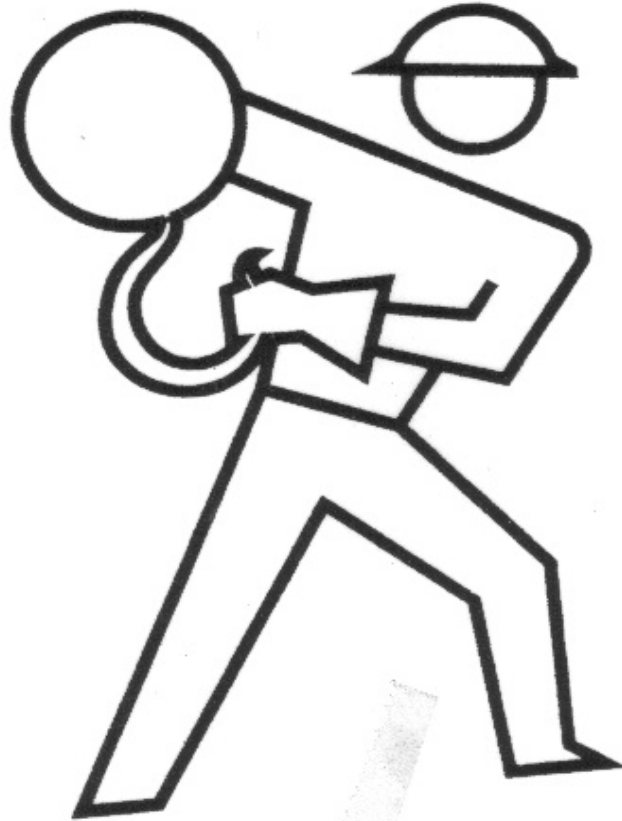
Procedure to resolve problems on the job site:

- (i) discuss problem with Supervisor
 - (ii) if not satisfied, see your Job Steward
 - (iii) if still not satisfied, contact the Coordinator
 - (iv) if still not satisfied, contact Apprenticeship Committee in writing
9. If at any time during the Apprenticeship Agreement, an Apprentice's capabilities and availability to work are impaired by or through the use of alcohol and/or drugs of any kind whereby the said Apprentice is not fulfilling their duties and responsibilities as per their contract and their indenture to this Committee, application for termination of contract may be requested through ITAC.

10. **Apprentices must forward Progress Reports** once a month on long term jobs and once for each short job.
11. Whenever any member Apprentice allows their monthly dues, assessments or fines to become two (2) **CALENDAR MONTHS** in arrears, they shall be automatically suspended from all rights, privileges and benefits of the International Brotherhood of Boilermakers Union. (This also cancels their Apprenticeship Contract)
12. (a) Technical Training in addition to on the job training, is required by ITAC and the Boilermaker ATAC Program. All Apprentices are expected to be in attendance at every class session. Working rules apply while at school. Proper dress and safety gear will be worn at all times.

(b) When an Apprentice misses a scheduled technical training or fails to successfully complete that training, their hour bank and rate will be frozen until such time as they have successfully completed that school training.
13. Any violation of the Rules & Regulations governing Boilermaker Apprentices will be dealt with in the following manner:
 - The Apprentice may be notified to appear before the Trustees of the Boilermaker ATAC to explain his/her actions. Any expense incurred by this appearance may be paid for by the Apprentice in question.
 - Failure on the part of the Apprentice to appear before the Boilermaker ATAC may result in the cancellation of the Apprenticeship Agreement and removal from the Program.

14. Violations of the above rules as they apply shall result in the following disciplinary action:
 - (a) **1st OFFENSE** could result in extension and/or suspension, depending on the circumstances involved.
 - (b) **2nd OFFENSE** suspension or cancellation depending on circumstances involved.
 - (c) **3rd OFFENSE** will result in automatic cancellation of contract.
15. On completion of Technical Training, Apprentices must apply in writing to the ATAC for consideration of credit hours for E.L.T.T. and previous work done prior to entry on the work roster.
16. To become a Qualified Boilermaker (Construction) you must:
 - (a) Successfully complete the Apprentice Program and any subsequent Technical Training and Examinations.
 - (b) Be a member in good standing of the Union.
 - (c) have work habits and Job Reports to the satisfaction of the ATAC.



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