

PLUMBERS & GAS-FITTERS TRAINING CENTER - NEW YORK CITY
U.A. LOCAL UNION No.1 - TRADE EDUCATION FUND

JOINT APPRENTICESHIP AND

37-11 47th AVE Long Island City, N.Y. 11101

TRAINING COMMITTEE

Tel (718) 752-9630 Fax. (718) 752-9634

SERVICE DIVISION HELPER

RULES AND REGULATIONS

GENERAL RULES AND POLICY

NIGHTTIME SCHOOL HOURS:

5:00 P.M. START

9:30 PM DISMISSAL

- **ALCOHOL OR ILLEGAL DRUGS ARE NOT ALLOWED ON THE TRAINING CENTER PREMISES AT ANY TIME. STUDENTS TAKING ILLEGAL DRUGS OR CONSUMING ALCOHOL BEFORE OR DURING SCHOOL *WILL NOT BE PERMITTED TO REMAIN IN SCHOOL* , WILL BE TERMINATED FROM SCHOOL PRIVILEGES, AND MUST APPEAR BEFORE THE JOINT TRAINING COMMITTEE PRIOR TO BEING RE-ADMITTED TO THE SCHOOL .**
- **UNION IDENTIFICATION MUST BE CARRIED AT ALL TIMES ON THE JOB AND AT SCHOOL.**
- **MEMBERS WHO ARE NOT IN GOOD STANDING WILL NOT BE PERMITTED TO REMAIN IN SCHOOL.**
- **THERE IS NO SMOKING OR USE OF ENDD NICOTENE DEVICES INSIDE THE SCHOOL BUILDING. NO EXCEPTIONS!**
- **IF AT ANY TIME A STUDENT WOULD LIKE TO APPEAR BEFORE THE COMMITTEE, A LETTER MUST BE SUBMITTED TO THE TRAINING CENTER OFFICE STATING THE REASONS FOR THE REQUEST. APPEARANCE AT A MEETING IS ALLOWED ONLY AT THE DISCRETION OF THE COMMITTEE, AND MAY BE GRANTED WHEN DEEMED WARRANTED .**

ACADEMIC STANDARDS AND POLICY

- **A MINIMUM OVERALL ACADEMIC SCORE OF **SEVENTY (70)** IS REQUIRED TO PASS EACH CLASS.**
- **CLASSES ARE RECORDED AS **PASS** or **FAIL** or **INCOMPLETE**.**
- **FULL CREDIT WILL BE GIVEN FOR CLASSES RECORDED AS PASSED.**
- **NO CREDIT WILL BE GIVEN FOR ANY COURSE RECORDED AS FAILED OR INCOMPLETE.**

LATENESS AND ABSENCE

- ***CLASSES ARE LIMITED AND DEMAND CAN BE HIGH. HELPERS ADMITTED TO A COURSE MUST REALIZE THAT THERE MAY BE OTHER HELPERS WAITING FOR THE OPPORTUNITY TO ATTEND CLASSES. THIS LATENESS AND ABSENCE POLICY IS INTENDED TO CREATE A FAIR TURNOVER OF AVAILABLE COURSE OPENINGS BY DISMISSING STUDENTS WHO ARE LISTED IN A COURSE, BUT NOT ATTENDING REGULARLY OR PUNCTUALLY, IN ORDER TO MAKE ROOM FOR OTHER HELPERS.***

YOU MAY BE DISMISSED FOR FAILURE TO COMPLY.

- **STUDENTS ARRIVING LATE, BUT LESS THAN 15 MINUTES LATE, WILL BE ADMITTED TO CLASS, BUT WILL BE MARKED LATE AT THE RATE OF ¼ OF AN ABSENCE.**
- **STUDENTS ARRIVING LATE, BETWEEN 15 MINUTES AND ONE HALF HOUR LATE, WILL BE ADMITTED TO CLASS, BUT WILL BE MARKED LATE AT THE RATE OF ½ OF AN ABSENCE.**
- **STUDENTS ARRIVING TO SCHOOL MORE THAN ONE HALF HOUR LATE WILL BE ADMITTED TO CLASS, BUT WILL BE MARKED BY THE INSTRUCTOR AS HAVING BEEN **ABSENT FOR THE NIGHT**.**
- **STUDENTS LEAVING BEFORE CLASS IS DISMISSED WILL BE MARKED ABSENT AT THE RATE OF ½ OF AN ABSENCE.**
- **STUDENTS MISSING 20 MINUTES OR MORE MAY BE LISTED AS ABSENT.**
- **STUDENTS IN 9 SESSION COURSES WHO ACCUMULATE **MORE THAN 2 ABSENCES** or *a greater than 30% Absence Rate for other than 9 Session courses*, WILL **NOT RECEIVE CREDIT** FOR THE COURSE (INCOMPLETE).**

STUDENT ATTIRE AND BEHAVIOR

STUDENTS WHO VIOLATE THESE RULES MAY BE ASKED TO LEAVE CLASS, AND/OR BE REPORTED TO SCHOOL ADMINISTRATORS.

- IN AN EFFORT TO HELP CREATE A SAFE, COLLEGIAL STUDENT ENVIRONMENT, WITH AN EMPHASIS ON TEAMWORK, AND IN ORDER TO PROMOTE **PROFESSIONALISM** AND SELF-RESPECT, **SPECIFIC ATTIRE IS REQUIRED IN SCHOOL.**
- WORK BOOTS, BLUE JEANS OR WORK PANTS, AND A LONG SLEEVE COTTON WORKSHIRT FOR SHOP SESSIONS.
- CLEAN, NEAT ATTIRE AND CASUAL SHOES, FOR CLASSROOM SESSIONS.
- THE WEARING OF **HATS** IS **PROHIBITED** EXCEPT: PPE (WELDING CAPS, HARD HATS) OR RELIGIOUS REQUIREMENTS.
- UNAUTHORIZED READING MATERIALS ARE **PROHIBITED** FROM CLASSROOMS AND SHOPS.
- STUDENTS ARE **PROHIBITED** FROM BRINGING **FOOD , DRINK , GUM**, INTO ANY OF THE CLASSROOMS OR SHOPS.
- STUDENT USE OF A **CELL PHONE OR OTHER ELECTRONIC DEVICE** DURING CLASS IS **PROHIBITED**.
- **LITTERING** OF THE INSIDE OR OUTSIDE OF THE BUILDING (TRASH, *CIGARETTE BUTTS*, ETC.) IS **PROHIBITED**.
- ETHNIC, SEXUAL OR OTHER FORMS OF **HARRASSMENT** ARE STRICTLY PROHIBITED AND SHOULD BE REPORTED.

CHARGABLE OFFENSES

- **IMMEDIATE SUSPENSION OF SCHOOL PRIVELEGES AND CHARGES WILL BE THE RESULT OF THE FOLLOWING :**
1) DESTRUCTION OF SCHOOL PROPERTY, 2) DEFACING OF THE BUILDING, 3) THEFT OF SCHOOL PROPERTY,
4) DISORDERLY OR VIOLENT CONDUCT, 5) INTENTIONAL INJURY OF ANOTHER MEMBER, 6) OBSCENE LANGUAGE
7) TAMPERING WITH AN INSTRUCTOR'S PROPERTY, 8) MAKING THREATS OF VIOLENCE, 9) HARRASSMENT

CHARGES REQUIRE APPEARANCE BEFORE THE TRAINING COMMITTEE PRIOR TO RE-ADMITTANCE TO THE SCHOOL.

INSUBORDINATION

HELPER STUDENT **INSUBORDINATION** (Failure to obey the direct orders of an instructor) WILL RESULT IN **IMMEDIATE SUSPENSION OF SCHOOL PRIVELEGES**, AND WILL REQUIRE APPEARANCE BEFORE THE TRAINING COMMITTEE PRIOR TO BEING RE-ADMITTED TO THE SCHOOL.

RECEIVING FULL PASSING CREDIT FOR A GIVEN COURSE IS BASED ON :

- MAINTAINING A CLEAN DISCIPLINARY RECORD.
- A MINIMUM **ACADEMIC SCORE OF SEVENTY (70)** MUST BE RECORDED IN ANY GIVEN COURSE.
- ALL **SCHOOL ATTENDANCE** REQUIREMENTS FOR THE COURSE HAVE BEEN COMPLIED WITH.

ELIGIBILITY TO TAKE THE ADVANCEMENT EXAMINATION IS BASED ON :

- COMPLETING A RELATED TRAINING RECORD OF AT LEAST **400** ACADEMIC CREDITS.
- **5000** RECORDED CONTRIBUTION HOURS ON THE JOB OVER THE **3 YEARS** PRIOR TO APPLICATION.
- PRESENTATION OF A **FIFTH YEAR MES HELPERS MEMBERSHIP CARD IN GOOD STANDING**.
- PRESENTATION OF A VALID NYC DOB APPROVED **SST SAFETY TRAINING CARD**.
- PRESENTATION OF A VALID LIMITED OR FULL NYC DOB **GAS WORK QUALIFICATION CARD**.

BY THE AUTHORITY OF THE JOINT HELPER TRAINING SUB-COMMITTEE

Revised 2023-10

VINCENT ASPROMONTE
Contractors Assoc. / JATC Co-Chairman

ARTHUR O. KLOCK JR.
Director of Trade Education

PAUL O'CONNOR
Local 1 Bus. Mgr. / JATC Co-Chairman

I HAVE READ AND UNDERSTAND ALL MY RESPONSIBILITIES AS OUTLINED ABOVE.

Name _____ Signature _____ Date _____