

# North Atlantic States Carpenters Training Fund

Mandatory Apprenticeship Requirements  
Apprenticeship Handbook  
&  
Reference Guide  
Revised February 2021



## Mission Statement

The North Atlantic States 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 North Atlantic States Carpenters Training Fund**

The North Atlantic States Carpenters Training Fund is jointly sponsored by the Carpenters unions and signatory building contractors. The North Atlantic States 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 North Atlantic States 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 North Atlantic States Carpenters Training Fund is administered by a 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 North Atlantic States Carpenters Training Fund's Board of Trustees, enthusiastic support and encourages its partnership in the training of apprentices.

## **The North Atlantic States Carpenters Training Center Facilities**

The NASCTF 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 North Atlantic States Carpenters Training Center (NASCTC). -- 1 week once every three months over a 48 month-period.  
New York Apprentices must attend 18 weeks (720 hours) of training at the North Atlantic States Carpenters Training Center (NASCTC). -- 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 NASCTC, 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**

**Carpenters (Interior & Exterior Systems)**

	Fall Protection
	Scaffold User
	Scaffold Erector
	First Aid, CPR AED
	OSHA 30 (to be completed as a skill enhancement training)
	Drywall Certification

**Floor Layers**

	Fall Protection
	Scaffold User
	First Aid, CPR, AED, and ICRA Best Practices in Healthcare
	OSHA 30 (to be completed as a skill enhancement training)
	INSTALL Resilient Certification
	INSTALL Carpet Certification

**Pile Drivers/Divers**

	Fall Protection
	Scaffold Erector (Pile Drivers only)
	First Aid, and CPR/AED
	Mandatory monthly welding hours (3.00 hours per month)
	OSHA 30 (to be completed as a skill enhancement training)
	Welding Certification
	40 Hour Rigging Class

**Wood Frame Carpenters**

	Fall Protection
	Scaffold User
	Scaffold Erector
	First Aid, CPR and AED
	OSHA 30 (to be completed as a skill enhancement training)
	Wood Frame Certification
	40-Hour Rigging Class
	PITO Class

## 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 9).
- 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.
- 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 9).

### **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 NASCTF. 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. 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 North Atlantic States 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.

## Additional Policies & Procedures

### Required Service time in the Apprentices 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 Apprentices Committee program.

### Career Path for Carpenter Apprentices:

During the first year, all apprentices will be scheduled to meet with one of the North Atlantic States 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 North Atlantic States Carpenters Training Fund.

### Zero Tolerance Policy:

The North Atlantic States 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), ed 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 NASCTF 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.



### **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):**

- 1<sup>st</sup> 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.
- 2<sup>nd</sup> 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:**

- 1<sup>st</sup> 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.
- 2<sup>nd</sup> Violation: Apprentice will be dropped

#### **Defacing School Property**

- 1<sup>st</sup> 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).
- 2<sup>nd</sup> 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.
- 2<sup>nd</sup> Violation: Apprentice will be dropped

#### **Missing 12 months of work reports/blue book:**

- 1<sup>st</sup> Violation: 6 months-probation, work reports/blue book up to date before next school session.
- 2<sup>nd</sup> 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 North Atlantic States 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 North Atlantic States 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 North Atlantic States 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 Medical Health Services Administration) Laboratory designated by the North Atlantic States 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 North Atlantic States 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](http://www.mhconsultants.com/northeastcarpenterfunds)**  
**[clinical@mhconsultants.com](mailto: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 North Atlantic States 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**

### Apprentice Mileage & Food Reimbursement

- Apprentices attending training are responsible to bring their own food.
- NASCTF will provide water, each shop will have access to mini refrigerators with bottled waters.
- Efforts will be made to schedule apprentice training at the training center located closest to the apprentice's home address that NASCTF has on file.
- Apprentices traveling further than 60 miles from their home to attend training may request hotel accommodations for the days they are scheduled for training. NASCTF will contract services with hotels in the area that the training centers will use for these accommodations.
- The apprentices staying in the hotels, shall sign an NASCTF Hotel Acknowledgement Waiver.
- Single occupancy accommodations will be made for hotel reservations.
- Apprentices will be responsible for transportation to and from the hotel to the training center.
- Apprentices staying in the hotel will receive a \$30 daily meal allowance for the days scheduled for training.
- Mileage will be paid to apprentices staying in the hotel, for miles traveled over 60 miles from their home address that NASCTF has on file, to the training center on Day One and back home on the Last Day (one time to and from) at the current IRS mileage reimbursement rate.
- Apprentices traveling over 60 miles to the training center that do not request hotel accommodations, may request reimbursement for their daily trip to and from the training center each day, for miles traveled over 60 miles at the current IRS mileage reimbursement rate.
- Apprentices receiving a weekly stipend under the former apprentice stipend program, will not be eligible for mileage reimbursement or food allowance.
- At the end of the training week, the local training center staff will submit a list of apprentices staying in hotels and requesting mileage reimbursements. Checks will be issued and sent directly to the apprentice.

### 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).

## Discriminatory Harassment Policy

### Introduction

It is the goal of the North Atlantic States 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 North Atlantic States 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 North Atlantic States 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 North Atlantic States 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 or when the complainant became aware of the incident.

#### **Federal level:**

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

One Congress Street, 10<sup>th</sup> 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, 3<sup>rd</sup> 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, 5<sup>th</sup> 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 day



## 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:**



### 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  
Hand Scraper  
Sharpening Stone (oil or diamond)  
Hand Sander  
Putty Knife 6"

Stair Tool  
Framing Square  
1" Cold Chisel  
Bevel Square  
¾" Wood Chisel

#### Second Year:

Hack Saw  
Tack Strip Cutter  
10" or 12" Adjustable Wrench  
Napping Sheers  
Top Cutter

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)

**Local Unions Affiliated with NASRCC**

<b><u>LOCAL #</u></b>	<b><u>ADDRESS</u></b>	<b><u>PHONE #</u></b>
Local Union #326	500 Main Street Yalesville, CT 06492	860-352-1130
Local Union #327	1252 Massachusetts Ave Dorchester, MA 02125	617-379-5600
Local Union #328	10 Holworthy Street Cambridge, MA 02138	617-391-9545
Local Union #330	14 Jefferson Park Road Warwick, RI 02888	401-424-1100
Local Union #336	29 Endicott Street Worcester, MA 01610	508-886-5951
Local Union #339	350 Fordham Road Wilmington, MA 01887	978-229-5200
Local Union #346	21 Mazzeo Dr. Ste 201, Randolph, MA 02368	781-353-5530
Local Union #349	65 Rainmaker Drive Portland, ME 04103	207-358-6675
Local #352	920 Candia Road Manchester, NH 03109	603-222-3223
Pile Drivers Local #56	750 Dorchester Ave. Ste 3200 Boston, MA 02125	617-443-1988
Wood Frame Local #723	750 Dorchester Ave Ste 3400 Boston, MA 02125	617-265-3360
Floorcoverers Local #2168	750 Dorchester Ave Boston, MA 02125	617-825-6141
Local Union #276	1159 Maryvale Drive Cheektowaga, NY 14225	716-632-3080
Local Union #277	6920 Princeton Court Syracuse, NY 13212	315-455-5797
Local Union #279	10 Corporate Park Drive, Suite A Hopewell Junction, NY 12533	845-440-1024
Local Union #290	270 Motor Parkway Hauppauge, NY 11788	631-952-9800
Local Union #291	14 Corporate Circle Albany, NY 12203	518-453-3619

**Monthly Local Union Meeting Schedule**

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

# **BENEFIT FUNDS**

## **Massachusetts & Northern New England - North Atlantic States Carpenters Benefit Funds**

Address: 350 Fordham Road  
Wilmington, MA 01887  
Phone: 800-344-1515  
Fax: 978-657-8619  
Website: [www.carpentersfund.org](http://www.carpentersfund.org)

## **Connecticut - North Atlantic States Carpenters Benefit Funds**

Address: 10 Broadway  
Hamden, CT 06518  
Phone: 800-922-6026  
Fax: 203-288-3235  
Website: [www.ctcarpentersfunds.org](http://www.ctcarpentersfunds.org)

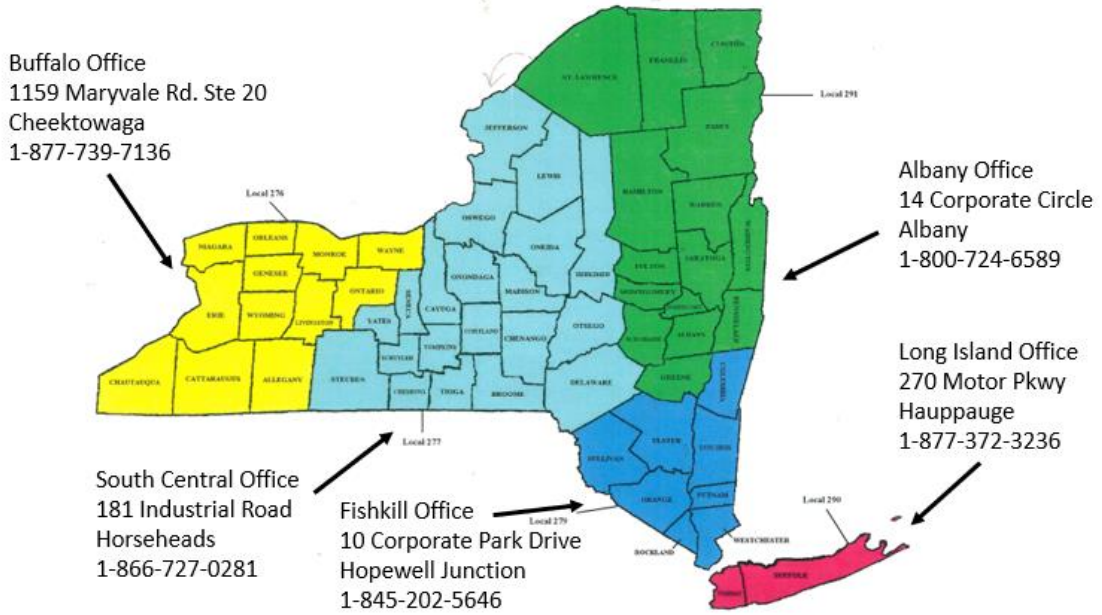
## **Rhode Island – North Atlantic States Carpenters Benefit Funds**

Address: 14 Jefferson Park Road  
Warwick, RI 02888  
Phone: 401-467-6813  
Fax: 401-467-6816  
Website: <https://www.ourbenefitoffice.com/RhodeIsland/Benefits/>

## **New York - Empire State Carpenters Benefit Funds**

Address: 270 Motor Parkway  
Hauppauge, NY 11788  
Phone: 631-952-9700  
Fax: 631-952-9813  
Website: <https://ncf.carpenters.fund/new-york-participant/>

# New York Fund Office Locations



# North Atlantic States Carpenters Training Fund Apprenticeship Information Acknowledgement



- I have been given the opportunity to read and review the North Atlantic States Carpenters Training Fund's Apprenticeship Standards and the North Atlantic States Carpenters Training Fund Apprentice handbook. A representative of the North Atlantic States Carpenters Training Fund has adequately reviewed this material with me and satisfactorily answered all questions.
- I have received a copy of the North Atlantic States Carpenters Training Fund's Mandatory Requirements, and Apprentice Handbook, which includes the Discriminatory Harassment Policy, Post Accident Drug Testing Policy, 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: \_\_\_\_\_