

# A note from your Apprenticeship Coordinators

We want you to succeed! We will work with you and help you. You are responsible for your obligations; here are some guidelines to make your apprenticeship proceed smoothly.

## **Report OJT hours weekly.**

Your upgrades in pay are determined by your work and classroom hours. If you do not turn in hours in a timely manner, you may be late in getting your pay upgrade. *Pay upgrade is not retroactive for your failure to turn in hours.* Hours over 60 days late will not count towards your upgrade. Send in report monthly when not working.

## **Accept any and all jobs offered for dispatch.**

You must take any job call; you may not quit a job for any reason.

## **Sign the out-of-work list (OOWL) when not working.**

Learn the rules for the OOWL at your local. Learn and understand what is required to keep your membership in good standing. *You cannot be on the OOWL or dispatched for a job if you are not in good standing.* Follow these rules to stay current on the OOWL. Stay on the list until dispatched for work.

## **Attend classes when scheduled.**

You must have 80 hours of classroom instruction for each 1,000 OJT to receive an upgrade. Work with your coordinator if there is a particular class you would like to take. *Call your coordinator when you are laid off so you may attend a class when you are not working.* This may prevent you from having to leave a job to attend class.

## **Keep your phone number and address current.**

If you have a change, you must notify all three of the following: NWLETT Apprenticeship Program, your local union, and Zenith Administrators. Without your current information you may miss something important. You may want to inform your credit union and all employers so that you receive financial statements and W2 forms.

## **Practice a good work ethic.**

Arrive before the start of your shift, keep busy during work hours, and don't stop until the end of your shift. If an emergency arises, call in and tell your employer what happened. Dress for success. In construction you must have leather boots for good ankle support. Baggy clothes, watches, rings, necklaces, piercing jewelry, et cetera can all snag and be ripped from your body; for safety, wear proper clothes and leave the jewelry at home.

## **Work safely.**

You are responsible for your own safety and the safety of those around you. If you are not sure about something, *ask questions.*

## **Don't do drugs.**

Substance abuse testing is a regular part of the construction industry. You may be required to test pre-employment for each contractor and randomly once employed. This includes alcohol abuse. Failure of a substance abuse test will result in disciplinary action and/or termination from the apprenticeship program.

Remember that you are an apprentice and are there to learn. *Ask questions!* Your apprenticeship coordinator can help with questions about your apprenticeship. Your business manager or field representative can help with questions about your local; the journey person you work with can help with questions about the job process.

