

# E.A.S. CARPENTERS TECHNICAL COLLEGE



## Student Handbook 2023-2024

*Main Campus: Philadelphia Training Center*

10401 Decatur Road  
Philadelphia, Pa 19154

*Hammonton Branch Training  
Center:*

3300 White Horse Pike  
Hammonton, NJ 08037

*Georgetown Instructional Service  
Center:*

21420 Vaughn Road  
Georgetown, DE 19947

*Lehigh Valley Instructional Service  
Center:*

1818 Vultee Street  
Allentown, PA 18103

*Edison Branch Training Center*

75 Fieldcrest Avenue  
Edison, NJ 08837

*EASCTC Dive Center Instructional  
Service Center:*

1500 Liberty Place  
Sicklerville, NJ 08081

*New Castle Instructional Service  
Center:*

620 Wilmington Road  
New Castle, DE 19720

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## **Introduction**

### **Welcome to the Eastern Atlantic States Carpenters Technical College!**

Are you ready to apply what you have learned to a job? We are ready to help you get to work. Our school puts on-the-job training and classroom instruction together, so you'll be putting what you've learned in the classroom into action on a job site.

Your life is beginning a new project today, and just like any construction project, it requires a solid foundation. Congratulations you have already chosen a career that will allow you to one day retire with dignity, with wages and benefits that will support you and your family. It is your benefit to be actively engaged in this organization to help sustain these wages and benefits. You **must** follow all rules, regulations, and procedures starting today and continuing until the day you graduate. The knowledge you need to successfully complete your registered apprenticeship, in one of our trades, is contained in this handbook. Your guide to a prosperous thirty-year career also will align with the contents of the EASCTC Student Handbook.

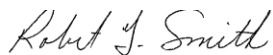
The **Eastern Atlantic States Carpenters Technical College** exists to provide first class quality training to members and contractors associated with the United Brotherhood of Carpenters Eastern Atlantic States Regional Council of Carpenters (EASRCC). Our school was established in 1945 through the US Department of Labor. Since then, we have continued to grow and improve. We currently have seven locations servicing Pennsylvania, New Jersey, Delaware, and the Eastern Shore of Maryland.

We are committed to provide you with state-of-the art training opportunities that employ the most current trends in vocational educational technology within our industries. You will learn the skills sets like professionalism, trade skills, and technical knowledge required to have a successful career.

This program has led the way for the past 75 years, always pushing the standard in our industry. We welcome you into our industry and our organization. While we expect you to pursue excellence in the same manner as those who came before you, this program was created to provide the tools you need to reach your full potential. We hope you enjoy and appreciate your opportunity to be part of this program!

Sincerely,

Robert Smith



Executive Training Director/ Chief Administrator

Eastern Atlantic States Carpenters Technical College



## **HISTORY OF THE UNITED BROTHERHOOD OF CARPENTERS**

The United Brotherhood of Carpenters and Joiners of America (UBC) began in 1881 when 36 carpenters from 11 different cities joined together to form a national union with a constitution, a structure, and two thousand members. With Peter J. McGuire, one of the greatest labor leaders of the 19th century, serving as the first general secretary of the union, the UBC grew tremendously. From its humble beginnings, the UBC transformed into a powerful, political and economic force, setting the standards for wages, benefits, conditions, and quality for every construction project in the United States.

To better accommodate the changing times in the 1990s, the UBC began a significant reorganization in its structure. The union's structure was redefined and streamlined from a national brotherhood to include Regional Councils in order to better reflect the current regional and national construction industry. The change in structure helped to ensure that members of the UBC would receive better service and attention. The new regional council set up also helped to ensure that union leaders would be more accessible, as well as more accountable to members.

The American workforce and the industry in which the United Brotherhood of Carpenters and Joiners of America operates may look different today, but the underlying principles of organizing all the men and women who make their living in the carpentry trade is exactly the same as it was in 1881, when 36 carpenters met in Chicago to improve their lives, their futures, and their trade.

*The procedures and policies set forth in this Handbook are subject to revision. The most up-to-date available versions of the policies and procedures are contained in the electronic version of this document, which may be accessed online at our website: [www.EASCarpenterstech.edu](http://www.EASCarpenterstech.edu)*

### **Mission Statement**

**The mission of the Eastern Atlantic States Carpenters Technical College is to provide state-of-the-art training for members of the United Brotherhood of Carpenters and Joiners of America (UBC).** We transfer skills and knowledge from highly skilled and experienced instructors to union members using cutting-edge curriculum developed at the Carpenters International Training Fund (CITF).

In addition, the EASCTC and Industry Subject Matter Experts continue to modify and develop curriculum to stay relevant in the constantly changing construction environment.

According to the **Eastern Atlantic States Carpenters Technical College**, employability will be determined solely by training for its constituents. When given the abilities, information, and technology needed in today's construction sector the performance of the union carpenter will continue to be unmatched for many years.



Increasing the skills of our members and enabling them to do their very best work on the job is our top priority. We consider skill, safety, productivity, and attitude to be the keys to success for our members, our contractors, and our union. We are committed to providing the union and our signatory contractors a strong competitive advantage in the construction industry.

### **Our Campuses**

The **Eastern Atlantic States Carpenters Technical College** has a Main campus, 2 branch campuses and 4 instructional service centers. Each location is described below:

**PHILADELPHIA TRAINING CENTER: Main Campus**  
**10401 – 10501 Decatur Rd.**  
**Philadelphia, PA 19154**

The Philadelphia Carpenter’s Training Facility is situated on a 5-acre campus in Northeast Philadelphia, of which there are 2 buildings (North Parcel 10501 and South Parcel 10401) that offer state-of-the-art training facilities for our Carpenters, Cabinetmakers, Millwrights, and Floor layers.

#### **NORTH PARCEL 10501**

- Open space 71,390 sq. ft.
- 42,050 sq. ft. under roof
- Parking for 90 autos
- Formal reception area
- 1,000 sq. ft. conference room with kitchen area
- 200 seat auditorium
  - Tiered seating
  - Outfitted for teleconferencing.
- 40 seat computer lab
  - Tiered seating
  - State-of-the-art A/V
  - Exam View, BIM, GPS and Total Station capabilities
- Center hall display cases
  - Tools of the trade
  - Antique archives
- Two 1,200 sq. ft. classrooms for formal study in Scaffolding, OSHA 10 and 30, ceiling and flooring install, interior layout, and framing
- 2,000 sq. ft. ceiling shop
- 6,000 sq. ft. open shop area
- 6,000 sq. ft. “open air” shop for residential framing
- 11,250 sq. ft. “open air” shop for pile driving
- 6,000 sq. ft. floor laying shop, with a tool and material storage room
- 1,800 sq. ft. Dive Shop with 14,000-gallon tank



- 6,000 sq. ft. crane bay shop space
  - Houses a 30-foot high 10-ton bridge crane and a 5-ton auxiliary hook used for rigging, disassembling, and moving material, turbine parts, timbers, etc.
  - Steam driven turbine
  - Tube and clamp, frame, and systems scaffold
  - Heavy Highway formwork and layout
  - 1,200 sq. ft. lunchroom

### **SOUTH PARCEL 10401**

- Open space 67,996 sq. ft.
- 47,244 sq. ft. under roof
- Parking for 60 autos
- Main administration offices and reception foyer
- 700 sq. ft. conference room
- Two 1,000 sq. ft. classrooms for formal study in algebra, geometry, trigonometry, supervisory training and assorted shop projects.
- Four 750 sq. ft. classrooms for formal study in cabinetmaking, ICRA, shop, wharf and dock curricula
- One 750 sq. ft. computer lab used for CAD and CNC software
- 1,600 sq. ft. faculty room with kitchen area
- 900 sq. ft. tool shop
- 900 sq. ft. lunchroom
- 650 sq. ft. weld classroom with virtual reality welder
- 3,600 sq. ft. open shop for welding with 30 booths; 275 and 350 volt welding machines
- 3,600 sq. ft. cabinet making shop with CNC
- 4,500 sq. ft. millwright open shop area for conveying systems
- 25,000 sq. ft. open shop area with 2,000 sq.ft. loft for solid surface shop projects



**LEHIGH VALLEY Instructional Service Center**  
**1818 Vultee Street**  
**Allentown, PA 18103**

The Carpenter's Training Facility of Allentown is situated on a 4.83-acre campus in Allentown, PA, of which there is an existing light commercial building that houses classrooms, shop areas and administrative offices.

- Open space 190,685 sq. ft.
- 36,756 sq. ft. under roof
- Parking for 55 autos
- Main administration offices and reception foyer
- 1,250 sq. ft. conference room with kitchen area
- Two 850 sq. ft. classrooms for formal study in all aspects of the trade
- 19,200 sq. ft. open shop area for practical training in scaffolding, framing and layout
- 4,000 sq. ft. open shop for ceiling
- 2,000 sq. ft. workshop with 8 booths for welding instruction
- 1,200 sq. ft. office space
- 1,000 sq. ft. lunchroom

**NEW CASTLE Instructional Service Center**  
**620 Wilmington Rd.**  
**New Castle DE. 19720**

The Philadelphia Carpenter's Training Facility is situated on a 1-acre campus in New Castle, DE, that offers state-of-the-art training facilities for our Carpenters.

- Open space 35,000 sq. ft.
- 11,000 sq. ft. under roof
- Parking for 60 autos
- Main administration offices and reception foyer
- 450 sq. ft. conference room with kitchen area
- Two 500 sq. ft. classrooms for formal study in all aspects of the trade with A/V
- 8,000 sq. ft. open shop area for practical training in scaffolding, framing and layout
- 1,000 sq. ft. open shop for ceiling
- 1,200 sq. ft. office space
- 1,000 sq. ft. lunchroom

**GEORGETOWN Instructional Service Center**  
*Eastern Atlantic States Carpenters Technical College Student Handbook*



**21420 Vaughn Rd.  
Georgetown, DE. 19947**

The Carpenter's Training Facility at Georgetown is situated on a 6.52-acre campus Georgetown, DE. of which there is a building that offers state-of-the-art training facilities. This building is a LEED Silver rated facility due to its incorporation of geothermal heating, solar panels, and Lutron lighting.

- Open space 269,920 sq. ft.
- 30,000 sq. ft. under roof
- Parking for 49 autos
- Main administration offices and reception foyer
- 400 sq. ft. instructor office
- 1,200 sq. ft. conference room with kitchen area
- Two 700 sq. ft. classrooms with A/V capabilities for formal study in all aspects of the trade.
- 300 sq. ft. break room
- 16,000 sq. ft. open shop area
- 650 sq. ft. weld classroom with virtual reality welder
- 500 sq. ft. open shop for welding with 6 booths; 275- and 350-volt welding machines, including virtual welder

**HAMMONTON Branch Training Center  
3300-3301 White Horse Pike  
Hammonton, NJ 08037**

The Hammonton Carpenter's Training Facility is situated on a 23-acre campus in Mullica Township, New Jersey of which there are 2 Parcels (3300 and 3301) that offer state-of-the-art training facilities for our Carpenters, Piledrivers, and Floor layers.

**3300 PARCEL**

- 10 Acres 5 of which are open space
- 35,550 sq. ft. under roof
- Parking for 75 autos
- Formal reception area
- 1,200 sq. ft. Main admin offices and foyer area
- 1,000 sq. ft. conference room with kitchen area
- 12 seat computer labs
- 3,000 sq. ft. – 2 weld shops with 20 weld booths
- Nine 1,000 sq. ft. classrooms for formal study in Scaffolding, OSHA 10 and 30, ceiling and flooring install, interior layout, and framing
- 2,000 sq. ft. ceiling shop
- 4,550 sq. ft. open shop area





- 4,550 sq. ft. “open air” shop for residential framing
- 4,550 sq. ft. “open air” shop for pile driving
- 4,550 sq. ft. floor laying shop, with a tool and material storage room
  - 1,200 sq. ft. lunchroom

### **3301 PARCEL**

- 13 Acres 9 of which are open space
- 1,000 sq. ft. classroom trailer
- 1,600 sq. ft. storage garage
- Parking for 90 autos
- Open space that contains the following equipment:
  - 80 Ton Grove Manitowoc Crane
  - Cat 349F Excavator with Hammer and leads
  - Cat Mini Excavator
  - Sky Jack SJ1256 Diesel Telehandler
  - GEAX Drill Rigg
  - Soil Mec 90 Drill Rigg
- 9 Acres of open space for training Eastern District Classes and Piledriving Training
  - Lagging and Drilling
  - Heavy Highway
  - Vertical Concrete
  - Cofferdam Construction
  - Bridge Abutment
  - Elevated Concrete Decks
  - Drilled Shaft
  - Advanced Pile Driving
  - Off-Shore Wind Training
  - Solar Training



**75 Fieldcrest Avenue  
Edison, NJ 08837**

The Edison Carpenter's Training Facility is situated on six-acre campus that offers state of the art training facilities for our Carpenters.

- Open outdoor space 1.5 acres/ Under roof 100,000 sq/ft.
- A parking garage with 355 spaces training center is allotted 150 spaces.
- Main administration offices and reception foyer 4,000 sq/ft with kitchen/ lunchroom for staff.
- Student lunchroom 2,500 sq/ft, which seats 96, with A/V and 90" flat screen.
- Instructor lunchroom/kitchen 550 sq/ft, which seats 14.
- Four classrooms 1,100 sq/ft each, which seat 20 each, with A/V and 90" flat screens for use in concrete, basic skills, scaffold erection, wood framing, layout I, II, & total station, and OSHA 30.
- One classroom 560 sq/ft, seats 14, with A/V and 68" flat screen for use in PITO, & MEWP's.
- 20,000 sq/ft, open floor space for practical training in concrete, basic skills, wood framing, layout I, II, & total station, with 2 overhead cranes 2-ton capacity and 300'-0" of rail.
- Millwright shop 2,400 sq/ft, millwright classroom 935 sq/ft, with A/V and 90" flat screen.
- Welding shop 2,200 sq/ft, with 10 smaw, gtaw, mig, machines, and 2 plasma cutting stations, with 3 oxyacetylene cutting stations, state of the art HEPA air filtration system, welding classroom 530 sq/ft, with A/V and 68" flat screen, and virtual welding lab, 275 sq/ft, with 1 virtual welding machine.
- Scaffold build area outside 11,100 sq/ft adjacent to parking garage.
- Open space around campus for practical practice with level transit layout equipment, 1.3 acres.
- Conference room 500 sq/ft, which seats 12, with A/V and 68" flat screen.
- Four classrooms 1,100 sq/ft each, which seat 20 each, with A/V and 90" flat screens for use in interior systems, flooring, interior/exterior finish, blueprint reading.
- One classroom 820 sq/ft, seats 12, with A/V and 90" flat screen for use in mill-cabinet.
- 23,000 sq/ft, open floor space for practical training in interior systems, flooring, interior/exterior finish, and mill-cabinet.
- Lecture hall is a state-of-the-art venue which will accommodate 275 visitors, for meetings presentations, and conferences. The hall is well appointed with drop down screens, top of the line projectors, a head table for panelist, two podiums, and wireless microphones. This room along with the rest of the facility is WIFI accessible.
- Pre-assembly area 2,800 sq/ft just outside of the lecture with 20 high top tables and 4 buffet tables, for refreshments.
- Parking Garage Storage/Training Space
- 5700 sq/ft, open floor space for practical training in millwright, and storage for scaffold components.



**EASCTC Dive Center Instructional Service Center**  
**1500 Liberty Place**  
**Sicklerville, NJ 08084**

The EAS Carpenters Diver Training Center is a 10,000 sq. foot building situated in Sicklerville, New Jersey that offer state-of-the-art training facilities for our Divers, Piledrivers, and Dock builders.

**1500 PARCEL**

- 10,000 sq. ft. under roof
- 2400 sq. ft. outside of building
- Parking for 70 autos
- 280 sq. ft. conference area
- 1260 sq. ft. employee break room/office space
- 680 sq. ft. office space
- 360 sq. ft. student break area
- 3 classrooms at 720 sq. ft each
- 500 sq. ft. tool storage and shop area
- 1500 sq. ft. outdoor welding shop
- 1 Dive Tank
- 1200 sq. ft. shop/classroom area
- 800 sq. ft. Decompression Chamber & Air Mix
- 3360 sq. ft. dive barges on lake



## **Accreditation and Licensure**

The **Eastern Atlantic States Carpenters Technical College** has standards of apprenticeship on file with the U.S. Department of Labor. Inquiries regarding this registration should be addressed to:

U.S. Department of Labor, Bureau of Apprenticeship and Training  
170 S. Independence Mall West, Suite 820 East  
Philadelphia, PA 19106

The **Eastern Atlantic States Carpenters Technical College** is currently accredited with the Council on Occupational Education. Inquiries regarding Accredited status should be addressed to:

The Council on Occupational Education  
7840 Roswell Road  
Building 300, Suite 325  
Atlanta, GA 30350

Relationships are established with Community College of Philadelphia, Rowan, Drexel and Thomas Edison University to ease the transition into degree granting programs.



## Hours of Operation

The Training Centers are open Monday through Friday from 7:30 am to 4:00 pm. Some classes may be scheduled outside of these hours, including on evenings and weekends.

## Calendar 2023-2024

September 4	Labor Day
September 11	School Year Begins Philadelphia, Allentown, Georgetown, New Castle
September 11	School Year Begins Edison, Hammonton, Sicklerville.
November 23-26	Thanksgiving Holiday
December 25-January 2	Christmas / New Year Holidays
February 19	Presidents Day
May 27	Memorial Day
May 28	Graduation Day
July 4	Independence Day
July 19	Last Day of Classes Phila., Allentown, Georgetown, New Castle
July 25	Last Day of Classes Hammonton & Sicklerville
August 2	Last Day of Classes Edison

## Emergency Procedures/Closing

**Fires:** All Students are urged to acquaint themselves with the location of the exits, fire escapes, and available fire extinguishers throughout the school. In case of fire, dial 911 immediately. Give the operator the precise location of the fire and he or she will alert the fire department.

**Emergency Evacuation:** When an alarm sounds, please proceed to the closest exit and assemble on the nearest road to the building.

**Police:** To summon the police, select dial 911, and the operator will alert the police department.

**Theft:** If a theft has taken place, please report it immediately to an instructor or the director.

**Accidents and Illness:** When there is doubt as to procedure in the case of medical emergency, immediate medical advice should be secured by dialing 911. In the event anyone becomes injured or ill at the school, emergency response should be contacted. Emergency personnel will make determinations as to the needed medical attention and transportation.



**Incident Reports:** A complete report of every incident, no matter how minor, should be made to the Director within 48 hours of the incident. Copies of incident reports can be obtained from the administrative office. For non-emergencies related to police, fire, and rescue, please contact the director, and then file an incident report. Any incident involving serious injury should be reported at any time during the day or night to emergency response by dialing 911 and then filing an incident report. In instances where there is doubt as to whether the incident is serious enough to require a report, it is better to report it immediately.

**Inclement Weather Policy PHILA, Allentown, Georgetown, New Castle:** If the campus is closed, students will be responsible for all assigned work, and classes will be rescheduled. In case of inclement weather, KYW 1060 AM radio will list the school numbers on their website [www.kyw1060.com](http://www.kyw1060.com). The numbers are **1140 for day classes, 1141 for night classes**. Individual phone calls will not be made in the event of school closing. The website will also banner school closing or delays [www.EASCarpenterstech.edu](http://www.EASCarpenterstech.edu)

**Inclement Weather Policy Edison, Hammonton, Sicklerville:** If the campus is closed, students will be responsible for all assigned work, and classes will be rescheduled. In case of inclement weather, “New Jersey” 101.5 FM radio will report on school closings on their website <https://nj1015.com/>. Individual phone calls will not be made in the event of school closing. The website will also banner school closing or delays [www.EASCarpenterstech.edu](http://www.EASCarpenterstech.edu)

## **Student Services**

The EASCTC is committed to providing comprehensive support and resources to ensure the success of each student in the program and beyond. Tutoring and counseling services are available upon request. For non-academic counseling, external services are accessible. The Student Services have been developed to assist students in achieving their educational goals. Any inquiries regarding these services should be directed to the Director.



## **Rules and Regulations**

As an apprentice at the EASCTC, you have been granted a significant opportunity to acquire the knowledge and skills necessary for excelling in the professional trades represented by the United Brotherhood of Carpenters (UBC).

This opportunity is both exceptional and valuable. Whether as an apprentice or at any other level of participation, you not only have the chance to develop or expand a career in your trade, but you have also been accepted into the EASCTC's accomplished programs. The Trustees, Executive Director, Training Directors, Instructors, and Staff of EASCTC sincerely hope that you make the most of this opportunity that has been bestowed upon you. Although the programs may be demanding and rigorous, the rewards of your dedication will be substantial.

Throughout your time at the EASCTC, it is crucial to recognize that your education is primarily funded by the signatory contractors who will employ you. Every member of these organizations, as well as the Eastern Atlantic States Regional Council of Carpenters (EASRC), has committed to your education to ensure the high standards and excellence of the trades represented by the UBC, and to guarantee our unmatched ability to deliver the utmost quality of work to our valued employers. To honor their investment and accomplish the objectives for which the EASCTC was established, nothing less than your complete commitment, focus, and dedication is expected – and accepted. By working for your own success, you are also working for the UBC and our trades, fulfilling the expectations of UBC's members who have made this opportunity possible for you.

***The following Rules and Regulations have been implemented to:***

- Administer the Apprentice and Training Program
- Establish consistent policies and procedures that apply to all participants
- Clearly outline the obligations and requirements applicable to every student.

These Rules have been devised to ensure that every apprentice at the EASCTC is aware of and understands what is expected for successful participation. Every student at the school is responsible for familiarizing themselves with and adhering to the Rules of the EASCTC.

As a student at the EASCTC, it is expected that you thoroughly read and comply with these Rules. If you encounter any confusion regarding a Rule or its application to you, you can seek clarification from the Director or another school official. Do not rely on information provided by fellow apprentices or journeypersons – even if other students at the EASCTC explain what a Rule means, the only accurate interpretation of these Rules is determined by the EASCTC. Avoid the mistake of relying on anyone else, as your misplaced reliance will not excuse non-compliance with the Rules, as interpreted and applied by the EASCTC.

These Rules may be modified by the EASCTC and its Trustees periodically. It is your responsibility to stay informed about and comply with any changes to the Rules.

For a complete set of rules, please refer to Appendix B: Rules & Regulations.

***Eastern Atlantic States Carpenters Technical College Student Handbook***



## **Complaint Procedure**

**A. Informal Problem Resolution.** Apprentices are encouraged to speak to the Director or instructors about any issues they may have, either at school or on the job, to get help or come to a resolution. The best way to accomplish the objectives of the school is through collaborative problem-solving.

**B. Process.** All apprentices have the right to raise a grievance regarding discipline, attendance decisions, assessments or evaluations, and any other matter or concern related to their enrollment and participation in the program, using the following procedure:

*Step 1:* The apprentice should submit a written account of the facts and issues relevant to the grievance to the EASCTC and present it to the Director. The EASCTC will let the apprentice know a date and time to meet with the director to address the grievance. At the meeting with the director, the apprentice must bring any documents or witnesses that are relevant to the grievance. The director will issue a written decision regarding the grievance within 15 days after the hearing. [EASCTC Complete Complaint Report 5.10.23.docx \(sharepoint.com\)](#)

*Step 2:* If the apprentice is unsatisfied with the director's decision on the grievance, the apprentice may, within 10 days of receiving the decision, submit a written appeal to the EASCTC Grievance Committee by handing it to the Director. The appeal must clearly state the grounds for the appeal. The director will then inform the EASCTC Committee about the grievance. The EASCTC Committee will issue a written decision regarding the appeal within 15 days after the hearing. The EASCTC Committee's decision shall be the final decision in all matters.

In matters where the student believes that the EASCTC has violated its enrollment agreement or for other administrative issues, students may make a final appeal to the:

The Council on Occupational Education  
7840 Roswell Road  
Building 300, Suite 325  
Atlanta, GA 30350  
[www.council.org](http://www.council.org)





## **Student Safety**

Student safety is a top priority for EASCTC. Students are expected to wear appropriate Personal Protective Equipment (PPE), as determined by OSHA and best work practices, when working in the shop areas. When working in the shop areas, students shall always wear appropriate work boots, long pants, and safety glasses.

Any accidents that result in personal injury shall be reported to the Director immediately. An investigation will occur to determine the cause, and appropriate actions will be taken.

It is the policy of EASCTC that all accidents and incidents resulting in personal injury or illness, and/or damage to EASCTC property, shall be promptly reported and investigated. This operating procedure establishes a process to ensure that all injuries, illnesses, incidents, and accidents are properly managed in a timely fashion, and that all causes, direct and indirect, are thoroughly identified, and the appropriate actions are taken.

### **SCOPE**

This policy applies to all students, employees, and visitors at EASCTC.

### **PURPOSE**

This policy sets out guidelines and procedures for the reporting and investigation of injuries, incidents, illnesses, and accidents involving members of the EASCTC community or visitors. Injuries and incidents must be reported and investigated to fulfill legal requirements, ascertain compliance with applicable regulations and policies, and assist EASCTC in taking steps to remedy hazardous conditions to prevent recurrence.

### **DEFINITIONS**

**Student** – an individual who has contracted with and is registered as an apprentice or journeyman.

**Visitor** – an individual who is present on EASCTC premises.

**Accident** – a sudden and unforeseen event that causes an injury to a member of the EASCTC community while carrying out approved activities, or material damage to EASCTC property.

**Incident** – an event or situation that could cause an injury or illness to a member of the EASCTC community, or material damage to EASCTC property.

**Illness** – an unhealthy condition of body or mind; sickness.



***Injury*** – harm or damage arising from or in the course of an accident, and/or an illness or disease, suffered by a student, employee, or visitor as a result of the work/study environment or activities performed in the course of employment, study, or work.

***Employee*** – a person who is employed by EASCTC in either a part-time or full-time capacity.

## **POLICY**

### ***Internal Reporting***

- All injuries, incidents, illnesses, or accidents involving students, employees, and visitors shall be reported by the individual involved, before leaving EASCTC premises, either to their Instructor, the Director, or an authorized representative.

### ***Investigation***

- The Director or an authorized representative has the primary responsibility for investigating an injury or incident.
- The authorized representative is responsible for writing the investigation report, which shall include:
  - An account of the injury or incident
  - Recommendations for remedial actions to prevent recurrence.
  - The names of the departments, services, and persons to which the recommendations have been forwarded for follow-up

All reports are located in the administrative office.

## **REPORTING PROCEDURES FOR INJURY/INCIDENT REPORTING AND INJURY/INCIDENT INVESTIGATION POLICY**

### ***Responsibilities of Students, Employees, and Visitors***

A student, employee, or visitor who is a victim of an injury or who has suffered an illness or disease shall:

- Immediately report the injury to the authorized representative.
- Complete and sign the Injury, Illness, or Accident Report as soon as possible following the occurrence.

All reports are located in the administrative offices.

### ***Responsibilities of Instructors, Coordinators, or Administrators***



An instructor, coordinator, or administrator shall:

- Ensure that the victim receives immediate medical attention if required.
- Call 911 for Emergency Medical Services if necessary.
- Obtain the names of any witnesses.
- Ensure that anyone who is a victim of an injury, illness, or accident completes and signs the appropriate reporting form.
- Investigate the injury.

Maintaining good health requires access to health care when needed. The following medical facilities, health centers, and hospitals are available to provide necessary health and medical services.

**Major injuries, incidents, or illnesses (Outside of 911 calls):**

**Philadelphia Campus**

Jefferson Torresdale Hospital  
Red Lion and Knights Road  
Philadelphia, PA 19114  
Phone 215-612-4000

**Lehigh Valley ISC**

Lehigh Valley Hospital Cedar Crest  
1200 South Cedar Crest Blvd.  
Allentown, PA 18103  
610-420-8000

**Edison Campus**

Hackensack Meridian Health JFK  
University Medical Center  
65 James St, Edison, NJ 08820  
(732) 321-7000

**New Castle ISC**

Christiana Hospital  
4755 Ogletown Stanton Rd  
Newark, DE 19713  
302-733-1000

**Georgetown ISC**

Beebe Hospital  
424 Savannah Rd.  
Lewes, DE 19958  
302-645-3300

**Hammonton/Sicklerville Campus**

Virtua Primary Care – Hammonton  
75 South White Horse Pike, Hammonton,  
NJ 08037  
(609) 561-0128



**Substance abuse and mental health issues:**

**Philadelphia Campus**

Allied Trades Assistance Program  
2190 Hornig Road  
Philadelphia, PA 19116  
Phone 215-677-8820  
Fax 215-677-9046

**Lehigh Valley ISC**

Lehigh County Drug & Alcohol  
17 S. 7<sup>th</sup> St.  
Allentown, PA 18101  
484-362-0000

**Edison Campus**

JFK Center For Behavioral Health  
65 James Street, Edison, NJ 08818  
(732) 321-7189

**New Castle ISC**

Recovery Centers of America  
2383 Limestone Rd.  
Wilmington, DE 19808  
484-393-2001

**Georgetown ISC**

Sussex County Counseling  
20728 Dupont Blvd.  
Georgetown, DE 19947  
302-854-0172

**Hammonton/Sicklerville Campus**

Atlanticare Behavioral Health  
120 S White Horse Pike, Hammonton, NJ 08037  
(609) 561-7911



## **Additional Injury, Illness or Accident Protocol**

- Follow the three emergency action steps recommended by the American Red Cross (Check, Call, and Care).
- Sound the emergency alarm – if necessary.
- Supervise the evacuation of the building. (Please follow guidelines as set forth on the Apprentice School emergency evacuation floor plans.)
- Provide basic care for an injury or sudden illness until the victim receives professional medical help.

## **Counseling Services**

The **Eastern Atlantic States Carpenters Technical College** does not provide any direct counseling services but does encourage students to seek any assistance that they require. To this end, a list of community counseling resources is available through the EASC Benefits Offices. The student should consult the Benefits Office regarding potential coverage for counseling services.

## **Drug Free Workplace and Campus**

- The unlawful sale, purchase, distribution, possession or use of any controlled substance or the possession and/or use of alcohol is prohibited in or on school owned or controlled property, or within a 200 feet perimeter of school property.
- No staff member or student is to report to work or class or any school activity while under the influence of alcohol or illegal drugs.
- Violation of these policies by a staff member or student shall be reason for referral for treatment for a drug/alcohol use disorder and/or for disciplinary action up to and including termination of employment or expulsion from **The Eastern Atlantic States Carpenters Technical College** and/or referral for prosecution consistent with local, state, and federal law.
- Such actions will be in accordance with the applicable collective bargaining agreements and other policies and procedures.
- To comply with the Federal Drug Free Schools/Campuses Act, the School will provide an annual notice regarding its drug prevention program to students and staff and conduct a biennial review of the program.



## **SOCIAL MEDIA POLICY**

This policy does not seek to regulate an apprentice's personal time outside their work, except that postings on personal social media accounts must not state or imply that they represent the views of **The Eastern Atlantic States Carpenters Technical College**.

or contain confidential information that is detrimental to **The Eastern Atlantic States Carpenters Technical College** interests. Apprentices must not use any social media accounts to disparage **The Eastern Atlantic States Carpenters Technical College**, staff members or fellow apprentices, or journeymen. The key principles of the policy are as follows:

- Apprentices are encouraged to use social media to promote the flow of useful information and support **The Eastern Atlantic States Carpenters Technical College** operations.
- Social media posts should not violate **The Eastern Atlantic States Carpenters Technical College** values, the code of conduct, EASCTC policies, or the law.
- Posts must not be (or potentially be seen as) offensive, harassing, derogatory, demeaning, off-color, sexual in content, creating an unsafe working environment, or otherwise inappropriate in a business environment.
- Must not make official comments on social media platforms on behalf of **The Eastern Atlantic States Carpenters Technical College** without written approval from the EASRCC Communications Office. This applies to media inquiries as well.

## **Campus Security**

In addition to the health of our students, the safety and security of our students, their property and campus property is of primary concern. The following policies are in effect to ensure this security.

- 1) All Faculty, staff and students are to report the loss or damage of school equipment to the Director. An incident report form should be used for this purpose.
- 2) No guns, knives or other weapons are permitted on the campuses or in the parking lots at any time. Any student found to possess these items on campus or at their assigned workplace will be immediately dismissed from **The Eastern Atlantic States Carpenters Technical College**.
- 3) Students are to report any threats or attacks made by fellow students to the Director. A full investigation will be conducted. If these reports are substantiated, the offending student will be immediately dismissed from **The Eastern Atlantic States Carpenters Technical College**.
- 4) Any other incidents or actions will threaten the harmony or the security of the campus, should be reported immediately to the Director.



## **Active Shooter**

An active shooter is an individual actively engaged in killing or attempting to kill people in a confined and populated area; in most cases active shooters use firearms and there is no pattern or method to their selection of victims. Active shooter situations are unpredictable and evolve quickly. Typically, the immediate deployment of law enforcement is required to stop the shooting and mitigate harm to victims. Because active shooter situations are often over within 10 to 15 minutes – before law enforcement arrives on the scene – individuals must be prepared both physically and mentally to deal with an active shooter situation. When an active shooter is in your vicinity, quickly determine the most reasonable way to protect your own life.

### 1. Evacuate

If there is an accessible escape path, attempt to evacuate the premises. Be sure to:

- Have an escape route and plan in mind
- Evacuate regardless of whether others agree to follow
- Leave your belongings behind
- Help others escape, if possible
- Warn other individuals against entering an area where an active shooter may be
- Keep your hands visible
- Follow the instructions of any law enforcement officers
- Do not attempt to move wounded people
- Call 911 when you are safe

### 2. Hide Out

If evacuation is not possible, find a hiding place where the active shooter is less likely to find you. Your hiding place should:

- Be out of the active shooter's view
- Provide protection if shots are fired in your direction
- Not trap you or restrict your options for movement

To prevent an active shooter from entering your hiding place:

- Lock the door
- Blockade the door with heavy furniture
- Silence your cell phone and/or pager
- Turn off any source of noise
- Remain quiet
- Hide behind any large items of furniture or equipment

### 3. Alternatives

If neither evacuation nor hiding out are possible:

- Remain calm
- Dial 911, if possible, to alert law enforcement to the active shooter's presence. If you cannot speak, leave the line open to allow for the dispatcher to listen



As a last resort, and only when your life is in imminent danger, attempt to disrupt and/or incapacitate the active shooter by:

- Acting as aggressively as possible
- Throwing items and improvising weapons
- Yelling
- Committing to your actions

#### 4. When Law Enforcement Arrives

Remember the following guidelines:

- Remain calm and follow instructions
- Put down any items in your hands
- Immediately raise hands and spread fingers
- Keep hands visible at all times
- Avoid making quick movements toward officers
- Avoid pointing, yelling, and screaming
- Do not stop to ask for help or directions while evacuating

### **The Family Education Rights and Privacy Act of 1974**

The Federal Family Educational Rights and Privacy Act (FERPA) of 1974 regulates a wide range of privacy related activities including:

- Management of student records maintained by The **Eastern Atlantic States Carpenters Technical College**
- Regulations regarding who has access to student records
- For which purposes access to student records is granted

The **Eastern Atlantic States Carpenters Technical College** officials will release educational information upon receipt of a signed, dated, written consent of the student which must specify the records that may be disclosed and identify the party to whom the disclosure may be made, including:

- Parents of a dependent student, as defined by the Internal Revenue Code of 1954, section 152 and who supply supporting documentation, may be granted access to a student's educational record under some circumstances
- In connection with Financial Aid, to organizations who are conducting studies that are on behalf of educational agencies
- To Federal or State educational authorities
- To accrediting organizations
- In compliance with a lawfully issued subpoena
- In connection with a health or safety emergency

Non-School individuals (including parents except as described above) *may not have access to* educational records other than Directory Information unless authorization from the student is





obtained or a lawful subpoena/court order is issued to the school. Examples of records not released are grades, grade point average, Social Security Number, student ID number, name of parents or next of kin, residency status, and the specific number of hours/credits which a student enrolled for, passed, or failed.

Students may complete a form authorizing the Administrator's Office to permit non-School individuals to view the student's academic record.

### **Tuition and Fees**

There are NO tuition and fees for students who have been accepted into the apprenticeship program.

### **Refund Policy**

Since there is no tuition, there is NO refund policy.

### **Cost of Attendance Budget**

The Cost of Attendance Budget is an estimate of the total amount of money it will cost a student to attend The **Eastern Atlantic States Carpenters Technical College** per academic year. The Cost of Attendance Budget includes tools, work gear and supplies. The estimated TOTAL costs for each program over the 4-year period are as follows:

<b>Program</b>	<b>Estimated Costs*</b>	<b>Supplies</b>
Carpenter	\$500	Required Tools, Work Boots
Millwright	\$500	Required Tools, Work Boots
Mill/Cabinet Maker	\$500	Required Tools, Work Boots
Resilient Floor Layer	\$600	Required Tools, Work Boots
Piledriver	\$500	Required Tools, Work Boots
Locksmith	\$500	Required Tools, Work Boots
Upholsterer	\$500	Required Tools, Work Boots
In-House Casino Worker	\$500	Required Tools, Work Boots

### **Veterans Benefits**

The **Eastern Atlantic States Carpenters Technical College** is pleased to participate in the Veterans Benefits program. The Director can assist you in the certification of your benefits agreement. Veterans should notify the VA that they are attending a full-time college. For further information, students should contact the Veterans Administration at [https://www.benefits.va.gov/gibill/post911\\_gibill.asp](https://www.benefits.va.gov/gibill/post911_gibill.asp)



## **Academic Services**

The **Eastern Atlantic States Carpenters Technical College** and the Carpenters International Training Center (ITC) have developed unique programs and curriculum designed to achieve the highest standards of performance in our industries. The successful completion of these programs will enable the student to have a successful career and multiple opportunities within the industry.

## **ADMISSIONS**

### **Non-discrimination/Equal Opportunity**

The **Eastern Atlantic States Carpenters Technical College** is committed to providing a safe learning and work environment where all members of the school community are treated with dignity and respect. The Training centers are subject to all federal and state laws and constitutional provisions prohibiting discrimination based on race, color, religion, national origin, ancestry, creed, age, pregnancy, sex, gender identity/expression, marital status, sexual orientation, genetic information, or disability or need for special education services.

Accordingly, no otherwise qualified apprentice, employee, applicant, or member of the public shall be excluded from participation in, be denied the benefits of, or be subjected to unlawful discrimination under any program or activity based on race, color, national origin, ancestry, creed, religion, sex (which includes marital status), sexual orientation, disability or need for special education services. Discrimination against employees and applicants based on age and genetic information is also prohibited in accordance with state and/or federal law.

This policy and regulation shall be used to address all concerns regarding unlawful discrimination and harassment.

The notice shall appear on a continuing basis in The **Eastern Atlantic States Carpenters Technical College** media containing general information, including instructors' guides, school publications, The **Eastern Atlantic States Carpenters Technical College** website, recruitment materials, application forms, and student handbooks.

The **Eastern Atlantic States Carpenters Technical College** commits to the following Equal Opportunity Pledge:

“The recruitment, selection, employment, and training of apprentices during their apprenticeship, shall be without discrimination because of race, color, religion, national origin, sex, or any other classification protected under State and Federal laws. The Sponsor will take affirmative action to provide equal opportunity in apprenticeship and will operate the apprenticeship program as required under Title 29 of the Code of Federal Regulations, part 30.”



## **Harassment is Prohibited**

Harassment based on a person's race, color, national origin, ancestry, creed, religion, sex (which includes marital status), sexual orientation, gender identity/expression, age, pregnancy, marital status, genetic information, disability or need for special education services is a form of discrimination prohibited by state and federal law. Preventing and remedying such harassment in our Training Centers is essential to ensure a nondiscriminatory, safe environment in which apprentices can learn and employees can work. All such harassment, by The **Eastern Atlantic States Carpenters Technical College** employees, students and third parties, is **strictly prohibited**.

The **Eastern Atlantic States Carpenters Technical College** employees and apprentices share the responsibility to ensure that harassment does not occur at the property, at any activity or event, or off property when such conduct has a nexus to The **Eastern Atlantic States Carpenters Technical College**, or any **Eastern Atlantic States Carpenters Technical College** curricular or non-curricular activity or event.

For purposes of this policy, harassment is any unwelcome, hostile and offensive verbal, written or physical conduct based on or directed at a person's race, color, national origin, ancestry, creed, religion, sex, sexual orientation, disability or need for special education services that: (1) results in physical, emotional or mental harm, or damage to property; (2) is sufficiently severe, persistent, or pervasive that it interferes with an individual's ability to participate in or benefit from an educational program or activity or creates an intimidating, hostile or threatening environment; or (3) substantially disrupts the orderly operation of The **Eastern Atlantic States Carpenters Technical College**.

Harassing conduct may take many forms, including but not limited to:

1. Verbal acts and name-calling
2. Graphic depictions and written statements, which may include use of cell phones or the internet
3. Other conduct that may be physically threatening, harmful or humiliating.

## **Reporting Unlawful Discrimination or Harassment**

Any apprentice who believes he or she has been a victim of unlawful discrimination or harassment as defined in The **Eastern Atlantic States Carpenters Technical College** policy, or who has witnessed such unlawful discrimination or harassment, shall immediately report it to an administrator, instructor, director, or The **Eastern Atlantic States Carpenters Technical College** Board and file a complaint as set forth in the regulation which accompanies this policy.

Any apprentice or employee who believes he or she has been a victim of unlawful discrimination or harassment, or who has witnessed such unlawful discrimination or harassment, shall file a complaint with an administrator, instructor, or the director of The **Eastern Atlantic States Carpenters Technical College**.

If the individual alleged to have engaged in prohibited conduct is designated as an administrator, instructor or director, the complaint shall be made to The **Eastern Atlantic States Carpenters Technical College** board who shall designate an alternate compliance officer to investigate the matter.

## **The Eastern Atlantic States Carpenters Technical College Action Procedure**

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The **Eastern Atlantic States Carpenters Technical College** employees who witness unlawful discrimination or harassment shall take prompt and effective action to stop it, as prescribed by the Board.

The Executive director shall take appropriate action to investigate allegations of unlawful discrimination and harassment promptly and impartially, to end identified unlawful behavior, to prevent the recurrence of such identified behavior and to prevent retaliation against the individual(s) who files the complaint and/or any person who participates in the investigation.

To the extent possible, all reports of unlawful discrimination or harassment will be kept confidential. Apprentices or employees who knowingly file false complaints or give false statements in an investigation shall be subject to discipline, up to and including suspension/expulsion for apprentices and termination of employment. No apprentice or employee shall be subject to adverse treatment in retaliation for any good faith report of harassment under this policy.

### **Notice and Training**

To reduce unlawful discrimination and harassment and ensure a respectful school environment, the administration is responsible for providing notice of this policy to all training facilities. The policy and complaint process shall be referenced in student and employee handbooks and otherwise available to all students and staff through electronic or hard-copy distribution.

The recruitment, selection, employment and training of apprentices and journey workers shall be without discrimination because of race, color, religion, national origin, sexual orientation, age, gender identity

The **Eastern Atlantic States Carpenters Technical College** offers apprenticeships for the following trades: Carpenter, Mill/Cabinetmaker, Millwright, and Resilient Floor Layer, Pile Driver, Locksmith, Upholsterer, & In-house casino worker.

Applicants are required to:

- A. Register and attend an Information Session
- B. Necessary documents required to apply are:
  - a. Valid, current driver's license
  - b. HS diploma, GED, or HS transcripts
  - c. Letter of recommendation
  - d. Resume
  - e. Proof of Selective Service registration (only applies to males between the ages of 18-25)

Each applicant will be interviewed by a minimum of two interviewers. Based on interview evaluation, applicant will proceed to take a Math and Skills assessment. Successful applicants will then:

- A. Complete a drug test. Drug testing is a requirement for entry and continued participation in the Apprentice Program.

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B. Receive notification by mail of pass or fail.

C. Successful applicants must secure a contractor to sponsor them as an apprentice for entry in the program.

Once an applicant has been notified of their acceptance into the program, they **MUST complete the Apprenticeship Scholarship Loan Agreement document.** Until this document has been completed and signed, no applicant may start the program.

### **Enrollment**

Once a student has been notified of their acceptance into the program, they must complete the apprenticeship scholarship loan agreement document. Until this document has been completed, no student may start the program. Please see Appendix A

### **Registration**

Students enrolled in the apprenticeship programs are automatically registered for technical classes each term. Anyone who wishes to take Continuing Education classes must register by the published deadlines listed on the website.

### **Job Placement**

Students in the apprenticeship program are automatically placed on a job by their contractor employer. Once they have graduated, journey workers receive placement assistance from the union. Work placement from the union is continuous until retirement.

### **Graduation Requirements**

Students who have completed the core curriculum all technical courses in their program and have completed the requisite number of hours of on-the-job internship are eligible for graduation from the apprenticeship program. They receive an apprenticeship completion certificate from the U.S. Department of Labor. Graduation ceremonies are held once a year in the spring.

### **Certificates and Diplomas**

Students who complete their coursework will receive a Journeyperson Certificate from the Carpenters International Training Fund.

### **Transfer Policies**

The transfer policies are described below.

- **Transfer from other institutions:** Students who transfer from another apprenticeship program or other institution are tested by the examination board and placed accordingly based on their level of training and job experience.



- **Transfer between programs within the institution:** Students who wish to transfer to another trade program must go through the admissions process for that program.
- **Transfer of credits earned at another institution:** The Eastern Atlantic States Carpenters Technical College does not accept credits earned at another institution at this time.

### **Withdrawal Policy/Leaves of Absences**

Students who wish to withdraw from the program should send a request in writing to the Training Director at their Campus. A leave of absence may be granted for personal or medical reasons at the discretion of the Training Director. If the Training Director believes that the student should be granted a leave of absence, the student will be notified in writing.

### **Continuing Education Programs**

The Eastern Atlantic States Carpenters Technical College offers a variety of courses and certificate programs for the journeyman in the field. Whether you are interested in updating your skills, learning something new or working towards advancement, these courses are designed with you in mind. A schedule of classes is posted on the website.

### **Grading**

All students must maintain a minimum grade of 70 in each subject or will need to take mandatory remedial classes in those subjects that he/she is failing.

- A. 90-100
- B. 80-89
- C. 70-79
- D. 60-69
- F. 59-Below
- I. Incomplete
- W. Withdrawal

***Fail (F) - A student performs at a level which is lower than 70%***

If a required course is failed, the student must attend mandatory remedial classes in that subject. Failure to do so could result in the student's removal from the program.

### **Satisfactory Academic Progress**

When your grade average falls below 76%, you will be requested to appear before the director. Final grade averages below 70% will result in disciplinary action from a repeat of the school year up to and including termination.

### **Remedial Assistance**

Students who enter the program are required to read at the 10<sup>th</sup> grade level. 90-95% of all reading material is at that level. Some texts and manuals have higher reading levels because of the technical nature of the industry. Students who have difficulty comprehending these



materials or are having problems with writing or math have two options for remedial assistance as described below:

- **Peer-to-peer assistance**  
Through the faculty, students who need assistance in technical subject areas may be assigned a peer counselor, who will collaborate with them to master a particular skill or reading requirement.
- **Tutoring programs are available in reading, writing and mathematics.**  
Students with specific difficulties will be assigned to this intensive program. After they complete the program, they may sign up for follow-up tutoring or the peer-to-peer assistance program,

Additionally, because we have a small student-teacher ratio, many of our students are given the opportunity to collaborate with instructors on remedial issues.

### **Advisement**

The Director and faculty are available for consultation on student progress, professional development, and remediation requirements. Please check posted office hours to meet with a faculty member or call to schedule an appointment.

The Director and faculty are available to provide general advisement on available services, partnership programs and continuing education opportunities. Schedule an appointment to discuss these services.

### **Transcripts and Student Records**

Students may request a copy of their transcript at any time.

Students wishing to obtain a copy of their student records can do so by filling out an appropriate “record request form”. Once the form is completed and turned in, the record will be made available to the student.

### **Computer Services**

The **Eastern Atlantic States Carpenters Technical College** has computer labs which are open to students according to the hours posted. Whether using this service on your own time or during class, the following rules apply:

1. Electronic media cannot be used for knowingly transmitting, retrieving, or storing communication that is:





- Discriminatory or harassing
- Derogatory to any individual or group
- Obscene, sexually explicit, or pornographic
- Defamatory or threatening
- In violation of any license governing the use of software
- For any purpose that is illegal or contrary to the school's policy or business interests

2. Generally, electronic information created and/or communicated by a student using e-mail, word processing, utility programs, spreadsheets, voicemail, telephones, Internet and bulletin board system access, and similar electronic media is not reviewed by *The Eastern Atlantic States Carpenters Technical College*. However, *The Eastern Atlantic States Carpenters Technical College* reserves the right, at its discretion, to review any student's electronic files and messages to the extent necessary to ensure electronic media and services are being used in compliance with the law, this policy, and other *The Eastern Atlantic States Carpenters Technical College* policies. Students should not assume electronic communications are completely private. Accordingly, if students have sensitive information to transmit, they should use other means.

### **Library/Media Services**

The **Eastern Atlantic States Carpenters Technical College** maintains a curricular support library on campus, which functions as a resource center for the courses offered. Within this library, we maintain all required and supplemental texts and readings for all courses, a collection of reference guides, collections of journals, periodicals related to the electrical industry and construction trades and a variety of videos and cd's related to craft specialization and labor history. The school also has access to a variety of online databases in the construction field and research databases.

### **Philadelphia/Lehigh/Georgetown/New Castle Campus Administration**

**Director**

Robert Landy

**Coordinator**

Fran Schlenner

**Accreditation Liaison Officer**

David Iannucci





## **Sicklerville Dive School Campus Administration**

**Director**

Phil Diaz

**Coordinator**

Timothy Waring

**Accreditation Liaison Officer**

David Iannucci

## **Hammonton NJ Campus Administration and Faculty**

**Director**

Phil Diaz

**Coordinator**

Timothy Waring

**Accreditation Liaison Officer**

David Iannucci

## **Edison Campus Administration**

**Director**

Kevin Leary

**Coordinator**

Kyle Bialick

**Accreditation Liaison Officer**

David Iannucci



# APPENDIX A

## APPRENTICE SCHOLARSHIP AGREEMENT

### BETWEEN APPRENTICE AND

**The Eastern Atlantic States Carpenters Technical College**

### FOUR YEARS OF TRAINING

#### NEW APPRENTICE PROBATION PERIOD

1. All apprentices will serve a probationary period.
2. Apprentices in all occupations will serve a probationary period not less than 1800 hours of on-the-job learning (OJL) or one-year, whichever is shorter. During the probationary period either the apprentice or the Eastern Atlantic States Carpenters Technical College may terminate the Apprenticeship Agreement, without stated cause, by notifying the other party in writing. The records for each probationary apprentice will be reviewed prior to the end of the probationary period. Records may consist of periodic reports regarding progression made in both the OJL and related instruction, and any disciplinary action taken during the probationary period. Any probationary apprentice evaluated as satisfactory after a review of the probationary period will be given full credit for the probationary period and continue in the program. After the probationary period the Apprenticeship Agreement may be canceled at the request of the apprentice or may be suspended or canceled by the Eastern Atlantic States Carpenters Technical College for reasonable cause after documented due notice to the apprentice and a reasonable opportunity for corrective action. In such cases, the Eastern Atlantic States Carpenters Technical College will provide written notice to the apprentice and to the Registration Agency of the final action taken.

WHEREAS, The Eastern Atlantic States Carpenters Technical College (hereinafter "Fund") and the undersigned participant student in that Fund (hereinafter "Apprentice") understand and agree that the Fund will expend significant sums of money for the training of the Apprentice in the specialized skills necessary for employment in the Carpentry Industry as defined herein; and

WHEREAS, those sums of money will result in a substantial direct benefit, as well as a substantial indirect and intangible benefit, to the Apprentice from this training, which is valued, at a minimum, in the amount set forth in Paragraph 1 hereto (the "Scholarship Loan"); and

WHEREAS, the Apprentice hereby understands and agrees that in consideration for the privilege of participating in the Program, the Apprentice assumes certain obligations arising out of the training provided by the Fund, including the obligation to repay, in one manner or another

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as outlined below, the total Scholarship Loan made to the Apprentice by the Committee for all years of training as more fully described herein; and

WHEREAS, the Apprentice recognizes that the participation in the Fund's training program is a privilege that can only be extended to a limited number of Apprentices during each year; and

WHEREAS, the Apprentice will repay the Scholarship Loan to the Committee pursuant to the terms set forth herein by either cash payments or in-kind credits received by working in the Carpentry Industry for Employers under collective bargaining agreements whereby those Employers make contributions to the Fund;

NOW, THEREFORE, the Fund and Apprentice on the date set forth below, hereby agree and covenant, for the good and valuable consideration set forth herein, as follows:

### **1. AMOUNT OF SCHOLARSHIP LOAN**

The Apprentice recognizes and agrees that the total cost of the four years or more of Apprentice training, including but not limited to, necessary equipment utilized therein, the educational grants, the maintenance of the Fund's physical training and administrative facility, the administrative expenses and all other costs incurred by the Fund in providing the level of apprentice training described herein, is at least the following amount per individual Apprentice during each year of the Apprenticeship training program:

#### **YEAR ANNUAL COST**

1. First Year \$5,000.00
2. Second Year \$10,000.00
3. Third Year \$15,000.00
4. Fourth Year \$20,000.00



## **2. AGREEMENT TO REPAY SCHOLARSHIP LOAN**

(a) Apprentice agrees to repay in full to the Fund the cost of Apprenticeship training set forth in Paragraph 1 above and additional costs set forth in Paragraph 7 for each year of training provided to the Apprentice by the Fund;

(b) A "year of training" as used in this Agreement shall mean the period of time from approximately September through June during which a formal Apprenticeship training program is offered by the Fund. The actual dates on which the formal training program shall commence and terminate, as well as, without exception, all other matters relating to the scheduling of training, shall be determined by the Fund in its sole and exclusive discretion.

(c) In recognition of the Fund's limited space and class size, the Apprentice agrees that in the event that the Apprentice should voluntarily terminate his training program or be expelled from the training program by the Fund in accordance with its rules and regulations, the Apprentice shall nonetheless be liable for, and shall repay, the full amount of the Scholarship Loan provided in Paragraph 7 for the entire year of training (and all preceding years of training) in which the voluntary or involuntary termination occurs regardless of the date in which the termination occurs.

## **3. EXECUTION OF DEMAND NOTE**

The Apprentice agrees to execute the Demand Note that is appended to this Agreement and irrevocably authorizes its filing and execution upon default of the obligation set forth herein.

## **4. WARRANTY OF THE APPRENTICE**

(a) The Apprentice agrees and warrants as a condition of receiving the Scholarship Loan that during and upon completion of the training provided pursuant to this Agreement, the Apprentice will neither seek nor accept employment from an Employer engaged in, nor become an Employer engaged in, any carpentry work within the Carpentry Industry or any other work covered by the Constitution of the United Brotherhood of Carpenters and Joiners of America, AFL-CIO, unless such employment is performed under the terms of a collective bargaining agreement that provides for the payment of contributions by such Employer to the Fund or like Apprenticeship Training Fund. As used herein, the term "Carpentry Industry" means any and all types of work covered by the collective bargaining agreements to which the Eastern Atlantic States Regional Council Of Carpenters (herein after "Union") and/or any affiliated Local Union are a party or under the trade jurisdiction of the International Union's Constitution or any other work to which a Carpenter may be assigned, referred, or can perform because of skills and training as a Carpenter.



(b) It will constitute an immediate breach of this Agreement if the Apprentice, either during the years of training covered by this Agreement, (including hiatus periods between the years of training), or during the Repayment Period following the completion of those years of training, accepts any employment in any Industry with any Employer who does not have a collective bargaining agreement which provides for the payment of contributions to the Fund or like Apprenticeship Fund. In such event, the entire amount of the Scholarship Loan as defined in Paragraph 7 shall become immediately due and payable as provided in this Agreement.



## Appendix B

### RULES AND REGULATIONS

#### SCHOOL RULES

The following rules and regulations will be in effect each and every school year. All apprentices are expected to familiarize themselves with them and are required to abide by them.

#### ATTENDANCE: Philadelphia, Allentown, Georgetown, & New Castle Students

**You must call the school if you are going to be late or absent.** All apprentices are required to be present and punctual each and every school day and you will be paid an Education Grant for the hours of attendance. All excuse notes for absence, lateness or requests for early dismissal must be submitted on the prepared form **promptly at 7:30 a.m.** Pre-arranged appointments, vacations and lack of transportation **will not** be excused. All absences, lateness and early dismissals must be verifiable. **Satisfactory verification must be submitted with all excuse notes.** It is particularly important to report for PSM, First Aid, Fall Protection, OSHA 30 and Scaffold classes. These certifications are required to complete your term of apprenticeship. If you miss **any** of these days, you will be scheduled for an **unpaid make-up day**. Apprentices must sign in and out each day. The student must be signed out at the end of the day. **Failure to sign out will result in losing your Educational Grant for that day.**

#### ABSENTEEISM: Philadelphia, Allentown, Georgetown, & New Castle Students

**Any apprentice absent on more than one occasion will lose their Educational Grant for that day and 1 additional day.** The third absence will result in the loss of the Educational Grant for **2 additional days** and you may also be required to meet with the Director to determine the appropriate action to be taken, which may include his/her apprenticeship being extended or discontinued. A fourth absence may result in termination. A make-up day can be required at the discretion of the Director.

#### ATTENDANCE: Edison, Hammonton & Sicklerville Students

1. Classes begin promptly at 7:00am.
2. Apprentices must sign in and out, on roll sheet, each day of class.
3. Apprentices who miss the first day of class will be required to repeat the class at its next available offering. This may result in extending your apprenticeship.



4. Any apprentice who misses a day or comes to class late will have to sign in before attending class. Please refer to your training center's attendance policy. This may result in a meeting with your director or coordinator.
5. You are required, as a participating apprentice, to attend 200 hours of day school training per year. Please be advised, of all 5 weeks of required training for the school year will equal 200 hours.
6. You will get credited benefit hours for your training hours worked. If you do not attend school, you get 0 hours credited. You can be credited with a maximum of 40 hours per week toward healthcare eligibility. This is vital for your health coverage and raise increases.
7. You must call the school before 7:00am if you are going to be late or absent.
8. All apprentices are required to be present, punctual & prepared for work every school day.

### **ABSENTEEISM: Edison, Hammonton & Sicklerville Students**

1. If you have a conflict with your yearly training schedule, you need to contact your training center as soon as possible and make arrangements to reschedule your training week. This is your responsibility. This also includes jury duty. The training center will also contact your local union apprentice committee representative.
2. YOU WILL NOT BE ABLE TO RESCHEDULE AT THE LAST MINUTE. THIS TAKES COORDINATION AND PREPARATION BY THE TRAINING CENTER STAFF.
3. If you don't attend school, you will be reported to your local union apprentice committee representative. All absenteeism will be reported.
4. There are no excused absences, after 2 days of unexcused absences, you will be immediately placed on probation.
5. Once on probation, you will have a meeting with the training director/coordinator & local union apprentice representative. This meeting may result in your being discontinued from the apprenticeship program or your apprenticeship being extended.
6. Probation will last for one year from the initial probation date.
7. A review meeting between the apprentice, training center director/coordinator & local union apprentice representative maybe necessary.



## LATENESS/EARLY DISMISSAL

Lateness and early dismissals **must also be verifiable**, including those at **lunch** and **break**. **After the second occasion, each subsequent occasion will be treated as an absence..** **Requests for early dismissals must be submitted at the start of the school day.**

## WORK HOURS

**Work hours will be reviewed on a regular basis.** All apprentices must be gainfully employed or actively seeking employment at their trade in order to complete the term of apprenticeship. One or more of the following actions will be applied to any apprentice whose work hours are unsatisfactory: apprenticeship deferred; apprenticeship discontinued. **Calls will be made periodically to check on your progress and performance.** You must have your Work Card with you at all times.

## GRADING SYSTEM

- All apprentices will be graded on their performance for every class at the training center.
- All work will be graded.
- Apprentices will be graded in the following subject areas: math, blueprint, theory & shop
- Any missed assignments must be made up by the apprentice before start of your next scheduled class.
- A zero will be recorded for all work until it is made up. This is the apprentice's responsibility. *Philadelphia, Allentown, New Castle and Georgetown apprentices will not receive their Educational Grant until the work is made up and the lost Grant money will not be paid retroactively.*
- A minimum grade of 70% is required to pass in each subject area.
- Grading will also be a cumulative average 100% total for the week of training. The breakdown for weekly training grades are math 15%, blueprint 15%, theory 15%, & shop 55%.
- A comprehensive final exam related to all subject matter covered for that year, will be given on the last day and last week of the apprentices training.
- The comprehensive final exam will consist of a written and practical (hands-on) exam covering all training for the past year. The breakdown for the final grades is written exam 40% and practical exam 60%, totaling 100%
- Final exams apply only to apprentices starting training after September 1, 2019.
- Final grades in each subject area will be averaged to meet 100%, including the final exam.
- The breakdown in the subject areas for final grades are math 15%, blueprint 15%, theory 15%, shop 35%, & final exam 20%
- If at the end of the year your final grade average in any subject area is below 70%, action can be taken by the training center director/coordinator and local union apprentice committee representative to support the student to meet proficiency and better prepare them for the job market.





- The actions may include remedial training related to subject area, apprenticeship extension or have their apprenticeship discontinued. *Philadelphia, Allentown, New Castle and Georgetown apprentices also may lose their Educational Grant.*
- Apprentices may request their grades at any time. All grades will be recorded at kept at the front office.

## CONDUCT

1. Upon admission to the Eastern Atlantic States Carpenters Technical College Program, apprentices must make the unqualified commitment to responsible conduct, both on and off EASCTC property, which conforms to the generally accepted standards of adult behavior within a professional community as well as the UBC Constitution Section 43 Apprenticeship & Section 44 Obligation & Affiliated Local Union Bylaws
2. Apprentices are expected to and must show courtesy and respect for ALL EASCTC faculty, staff, FELLOW APPRENTICES AND JOURNEYPERSON
3. Apprentices must understand and accept the necessity for EASCTC regulations and comply with the individuals authorized to enforce the regulations. 4. Violations of these regulations and/or conduct that are contrary to the best interest of the EASCTC community will be subject to penalties as the circumstances justify, including but not limited to probation, extension of apprenticeship or expulsion
4. All apprentices must be prepared for the school day. Those who are not (e.g. no books or pencil, not wearing the proper attire and/or not having the items required for shop) will be dismissed, and the day will be counted as an absence.
5. **Cellular phones will be kept on silent mode and are not to be used during class or shop.**
6. Drugs and alcohol will not be tolerated under any circumstances. All places that dispense alcoholic beverages are **off limits** during the school day. Apprentices will be tested for illegal drug use, if reasonable suspicion exists, and on a random basis in accordance with The Eastern Atlantic States Carpenters Technical College Drug Testing Policy. Failure to cooperate with the Policy will result in your dismissal from the Apprentice Program.
7. Any acts of dishonesty will result in your apprenticeship being discontinued.
8. Fighting and vandalism of any kind will result in your apprenticeship being discontinued.
9. Eating, drinking and smoking are prohibited in the classroom and shop areas.
10. Trash cans are located throughout the building. Please use them.
11. Horseplay and profanity do not belong in the school and will not be tolerated.



12. Park in designated areas only. No parking in the driveway, staff area, or the loading dock area.
13. Use the walkways when entering or leaving the building. Grass areas are **OFF LIMITS**.
14. Apprentices should bring their books and tools to school every school day, in case there is a schedule change.
15. Apprentices must always provide the school with a current address and telephone number.
16. You must be a member in GOODSTANDING to attend all training. This is your responsibility, if you become 3 months in arrears you are not in good standing.
15. You must have your dues paid in advance before arriving for training.

### **DRESS CODE**

1. Apprentices are to be always neat in their dress and appearance.
2. No hats, hoodies or sneakers at any time. Do not bring a hat to shop or class. Welding caps will be permitted in the Weld Shop only.
3. Work shoes are required at all times and must be tied securely.
4. Work pants or jeans are required at all times and are to be worn with a secured belt.
5. Collared shirts are required at all times and must be tucked in.
6. Sexually explicit or suggestive shirts or apparel are forbidden.
7. Non-Union Contractor apparel is forbidden on any EASCTC Property.

### **GENERAL SAFETY**

1. Safety glasses must always be worn, at all times in the shop. Shaded or dark (prescription or sun) glasses are **NOT** acceptable in the shop or in the classroom. **If you do not have safety glasses, you will be required to purchase a pair from the main office.**
2. Apprentices must have proper clothing for inclement weather in the event a field trip is scheduled without prior notice.
3. Treat all areas of the training center with respect.
4. Hard hats are required in all designated shop areas.
5. Smoking, e-cigarettes, vaping, and chewing tobacco is prohibited on training center

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property, unless at a designated area.

6. Shop areas are to be cleaned after each use.

7. Break areas are to be cleaned after each use.

8. Notify your instructor immediately of any damage to tools.

**For your own safety, these rules will be strictly enforced.**



## Appendix C

### EASTERN ATLANTIC STATES CARPENTERS TECHNICAL COLLEGE

#### SUBSTANCE ABUSE TESTING PROGRAM

##### **I. PURPOSE:**

The Eastern Atlantic States Regional Council of Carpenters and its local Unions (“Union”) together with those employers who utilize the services of Union carpenters, apprentices and pre-apprentices have a strong, long-standing commitment to maintaining a safe and healthful working environment for its members, their co-workers and the general public. The Eastern Atlantic States Carpenters Technical College (“EASCTC”) is committed as part of its program for training pre-apprentices and apprentices as future Union carpenters to instill in them prior to their commencement of their apprenticeships and during their apprenticeships, the Union’s and contributing Employers’ goal and commitment to a safe drug-free and alcohol free-workplace. All pre-apprentices and apprentices must be mentally and physically able to perform their customary job, educational and training responsibilities without threat to the safety of themselves or their co-workers or their fellow apprentices, or to the public at large, or to the property of the Union, the employer or the public at large. To reduce the risk of these consequences, EASCTC has instituted mandatory drug and alcohol screening as part of the application process for entry in either the pre-apprentice or apprentice programs, “reasonable suspicion” drug and alcohol testing, and random testing for all EASCTC pre-apprentices and apprentices.

##### **II. POLICY DURING EASCTC PREAPPRENTICE AND APPRENTICE TRAINING, ON THE JOB TRAINING AND SPONSORED ACTIVITIES:**

1. The use, possession, concealment, transportation, promotion or sale of the



following items or substances are strictly prohibited from the premises of EASCTC, the Local Unions, training facilities, work locations, classrooms and sponsored activities.

These items include:

- (A) Illegal drugs, controlled substances, lookalike and designer drugs;
  - (B) Unauthorized alcoholic beverages;
  - (C) Drug paraphernalia;
  - (D) Unauthorized prescription drugs.
2. Pre-apprentices and apprentices who violate these rules shall be subject to immediate termination with no reinstatement.

### **III. GROUNDS FOR DRUG AND ALCOHOL TESTING:**

**1. APPLICANT TESTING:** Each applicant for the pre-apprentice or apprentice programs with the EASCTC will be required to undergo pre-admission urine drug testing as part of the application process. Applicants whose test results indicate illegal drug use will be denied entry into those programs for up to a period of 24 months at which time they may reapply. An applicant whose test results indicate marijuana usage only will not be denied entry into the program if such positive test result is due to lawful off-duty use of marijuana in accordance with applicable state law, provided the applicant agrees to and signs the “Consent and Release” described in paragraph IV.5 hereof and attached as Appendix 1. If an applicant fails a second time upon re-applying, they will be permanently barred from both programs. To the extent the applicant tests positive for a prescription drug, the applicant shall provide written proofs that the applicant has a prescription for that medication which shall be reviewed and approved for use by a licensed medical or substance abuse doctor retained by the EASCTC before the applicant can be considered for either program and the EASCTC doctor certifies that the applicant can perform the functions and duties

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of an apprentice or pre-apprentice Carpenter safely while utilizing the prescribed medication. Failure to do so will result in the applicant being barred from the program. For purposes of this policy, marijuana, as prescribed under applicable state law governing medical use of marijuana, shall be treated as a prescription drug. However, in no event may an apprentice or pre-apprentice use or be impaired by marijuana on the job or the EASCTC's premises.

**2. REASONABLE SUSPICION TESTING:** Pre-apprentices and apprentices shall undergo drug and/or alcohol testing where, based on objective observation, a Union or EASCTC supervisor or manager or employer supervisor makes a determination that reasonable cause exists to believe that an apprentice or pre-apprentice employee is impaired by drugs or alcohol on the job. Where possible, two individuals will verify all objective observations. Examples of observable conduct providing reasonable cause for testing include but are not limited to: inappropriate and unusual affect or behavior, slurred/incoherent/odd speech, lack of coordination or balance, nodding and dozing off on duty, and unusual agitation or hyperactivity. The individual(s) who observed the conduct and who is making a reasonable cause determination must have received training in the signs of drug and alcohol intoxication. The determination to test will be made by either the Executive Director of the EASCTC or his or her designee. The support for the decision to test shall be recorded in a written statement within twenty-four (24) hours and shall include the date, time, location of the observation/circumstances and actions of the individual provide the cause for the testing. The EASCTC will treat all statements confidentially. The EASCTC reserves the right to suspend or terminate a pre-apprentice or apprentice from the apprentice program following a positive test result based upon reasonable suspicion testing, depending on the severity of the circumstances indicating that the pre-apprentice or apprentice was intoxicated on the job or the EASCTC premises.



**3. POST-ACCIDENT TESTING:** Pre-apprentices and apprentices shall undergo drug and/or alcohol testing where an employee suffers or causes an on-the-job accident or injury or illness for which the employee is responsible and which results in substantial injury requiring immediate medical treatment or damage to equipment or property in excess of \$1,000.00, or in which the circumstances reasonably indicate that drugs or alcohol contributed to the injury or accident are suspicious or the accident/injury was the result of an unsafe condition created by the employee. The support for the decision to test shall be recorded in a written statement within twenty-four (24) hours and shall include the date, time, location of the observation/circumstances and the actions of the individual which they believe provide cause for the testing. The EASCTC will treat all statements confidentially. The EASCTC reserves the right to suspend or terminate a pre-apprentice or apprentice from the apprentice program following a positive test result based upon post-accident testing, depending on the severity of the circumstances indicating that the pre-apprentice or apprentice was intoxicated on the job or the EASCTC premises.

**4. FOLLOW-UP TESTING:** Any individual who is readmitted into the program agrees that a condition of his/her readmittance into program that she/he shall undergo follow-up testing over the course of the 12 months after his/her reinstatement. The number of times and the intervals when those tests shall occur will be at the recommendation of the substance abuse professional. This is in addition to any random drug testing or reasonable suspicion drug testing that the EASCTC through its Executive Director and/or his duly designated representative may direct the apprentice to undergo. A failure of any subsequent test within 12 months of the date of reinstatement shall result in the immediate termination of the individual from the apprenticeship program with no right to reinstatement. The costs of all such testing during the 12-month period subsequent to reinstatement, except for random testing, shall be borne by the apprentice.



**5. RANDOM TESTING:** Pre-apprentices and Apprentices who are subject to the EASCTC Substance Abuse Testing Program will be selected by a computer-generated program for urine drug testing from the pool of eligible individuals. Each individual in the pool must have an equal chance of selection during each random draw. It is therefore possible for an individual to be randomly tested not at all, once, or more than one time each year under the random selection procedure.

**IV. DRUG AND ALCOHOL TESTING PROCEDURES:**

1. The testing personnel/facility shall be a Substance Abuse and Mental Health Services Administration (“SAMSHA”) approved facility of the EASCTC’s choosing.
2. A screening test and if applicable, a confirmatory test, will be performed as established by United States Department of Health and Human Services (“DHHS”) accepted industry standards, at the EASCTC’s cost. A confirmatory test of all positive samples will be performed as established by DHHS standards. A split sample shall be retained and may be subject to split sample testing at a SAMSHA approved facility of the EASCTC’s choosing, at the employee’s cost.
3. The individual will give the specimen under conditions which permit for the integrity of the specimen. Specimen will be taken according to the instructions of the SAMSHA approved facility under contract, with the EASCTC, under the overall supervision of the approved testing facility.
4. The facility will maintain documentation of chain of custody and will follow DHHS specimen collection standards. The chain of custody documentation will be provided to the Union along with the results of testing.





5. Each individual required to be tested must sign the “Consent and Release,” which is attached as Appendix 1, at the time of sample collection. The “Consent and Release” authorizes collection of a specimen, provides for individuals to provide to the Executive Director of the EASCTC and testing facility, upon request, a list of prescribed drugs and over-the-counter medications they have taken, and authorizes the release of results to the Executive Director of the EASCTC or his/her duly designated representative. The “Consent and Release” also authorizes the Executive Director of the EASCTC or his/her duly designated representative to release to the Union and current and prospective employers positive test results for marijuana metabolite, and, if applicable, authorized use of marijuana for medical purposes. Copies of the release will be retained by the testing facility and Executive Director of the EASCTC and will be discussed on a need to know basis.

6. A drug or alcohol test at or above the specified screening or confirmatory thresholds, as outlined below will be considered to be a positive test result.

<b>Drug</b>	<b>Screening Threshold</b>	<b>Confirmation Threshold</b>
Amphetamines	1,000 ng/ml	500 ng/ml
Barbiturates	300 ng/ml	300 ng/ml
Benzodiazepines	300 ng/ml	300 ng/ml
Cocaine Metabolite	300 ng/ml	150 ng/ml
Opiates	2000 ng/ml	2000 ng/ml
Oxycodone	100 ng/ml	100 ng/ml
Phencyclidine	25 ng/ml	25 ng/ml



Marijuana Metabolite	50 ng/ml	15 ng/ml
Methadone	300 ng/ml	300 ng/ml
Methaqualone	300 ng/ml	300 ng/ml
Propoxyphene	300 ng/ml	300 ng/ml

This list is subject to periodic review and possible modification by the Executive Director of the EASCTC.

7. If a positive drug test is not confirmed by the confirmatory test, the result shall be reported as negative by the laboratory. If a positive drug screen is confirmed by a confirmatory test, the laboratory will notify the Training Director of the EASCTC who will notify whether the test was positive or whether re-testing is required. The Executive Director shall inform the individual of the results of the drug or alcohol test.

8. Any individual who tests positive for a prescription drug shall be required to provide valid written proof of a prescription for that medication from a licensed health care provider, which shall be reviewed and approved for use by a medical or substance abuse doctor retained by the EASCTC before the applicant can be considered to continue in the program.

9. The Alcohol threshold will be considered .04 or above.

**V. REFUSAL TO SUBMIT/TAMPERING**

The refusal to cooperate in any testing pursuant to this policy shall result in the individual's immediate termination from the program with no right to reinstatement. An individual whose test results indicate that the sample was diluted or contaminated shall immediately be retested. If the individual is unable to produce a urine specimen that individual shall be given the opportunity to



ingest water in an effort to provide such a sample. If the individual still cannot do so, she/he shall be suspended until such time as she/he can produce an adequate urine specimen.

An individual will be considered as refusing to submit to a drug test if: a) the individual fails to appear for a test within a reasonable time after being directed to do so; b) the individual fails to remain at a testing site until the testing process is complete; c) the individual fails to provide a urine specimen; the individual fails to provide a sufficient amount of urine, when directed, and it has been determined, through a required medical evaluation, that there was no adequate medical explanation for the failure; d) the individual fails or declines to take a second test when directed; e) the individual fails to undergo a medical examination or evaluation as directed as part of the verification process; or f) the individual fails to cooperate with any part of the testing process.

## **VI. CONSEQUENCES OF POSITIVE DRUG TEST**

**1. APPLICANT-TESTING:** Except as otherwise provided herein, applicants whose test results indicate illegal drug use will be denied entry into those programs for up to a period of 24 months at which time they may reapply. If they fail a second time upon re-applying they will be permanently barred from both programs.

An applicant whose test results indicate marijuana usage only will not be denied entry into the program if such positive test result is due to the lawful off-duty use of marijuana in accordance with applicable state law, provided the applicant agrees to and signs a release waiver that allows the EASCTC to share the positive test results with the Union and current and future employers, and, if applicable, authorized use of marijuana for medical purposes.

**2. PRE-APPRENTICES:** Except as otherwise provided herein, the failure by a pre-apprentice of a drug or alcohol test shall result in the individual's immediate termination from the



program and being barred from reinstatement into that program or acceptance into the apprentice program in the future.

A pre-apprentice whose test results indicate marijuana usage only will not be terminated from the program if such positive test result is due lawful, off-duty use of marijuana under applicable state law, provided the pre-apprentice agrees to and signs a release waiver that allows the EASCTC to share the positive tests results with the Union and current and future employers, and, if applicable, authorized use of marijuana for medical purposes.

### **3. APPRENTICES:**

**1. First Positive Test:** Except as otherwise provided herein, an apprentice whose test results indicate illegal drug usage as determined under applicable federal laws or regulations or an alcohol level of .04 or greater result in the individual being suspended and referred to a licensed substance abuse professional selected by the EASCTC and will undergo a program of evaluation and/or counseling and/or education and/or rehabilitation, as recommended by and under the supervision of the licensed substance abuse professional selected by the EASCTC before being allowed to retest. The apprentice must contact the substance abuse professional within 14 days of his/her suspension from the program. Once referred to the substance abuse professional, the apprentice must commence any treatment, counseling, education, program or recommendations made by the substance abuse professional within 30 days of the substance abuse professional making the recommendations. The failure to contact the substance abuse professional and/or the failure to commence following the recommendations of the substance abuse professional shall result in the apprentice's immediate termination from the program with no right to reinstatement in the future. The apprentice shall undergo an evaluation by the substance abuse professional to determine the appropriate treatment regimen, program and/or



counseling necessary for the apprentice's reinstatement into the program. The failure to comply with those recommendations shall result in the immediate termination of the apprentice from the program with no right to reinstatement. While undergoing such treatment, the apprentice shall not be permitted to attend class or other apprentice instruction programs. Nor shall the apprentice be permitted to work as an apprentice carpenter at any jobsites. Prior to returning to school and to work the individual must undergo and pass another drug and alcohol test under the auspices of the EASCTC's drug testing entity. If the individual fails that test, he/she shall be terminated from the program with no right to reinstatement. Should the individual refuse to enter into a rehabilitation program or refuse to comply with the terms of the program, that individual shall be immediately terminated from the apprentice program with no right to reinstatement.

- 2. Second Positive Test:** An apprentice whose subsequent test results indicate illegal drug usage as determined under applicable federal laws or regulations or an alcohol level of .04 or greater shall be immediately terminated from his/her program and barred from reinstatement into that program in the future.
- 3. Positive Test for Marijuana:** An apprentice whose test results indicate marijuana usage only will not be suspended from the program nor be subject to remedial procedures or other adverse consequences described above if such positive test result is due to lawful, off-duty use of marijuana under applicable state law, provided the apprentice agrees to and signs a release waiver that allows the EASCTC to share the positive tests results with the Union and current and future employers, and, if applicable, authorized use of marijuana for medical purposes.

## **VII. VOLUNTARY DISCLOSURE**



An apprentice who voluntarily admits to having a drug and/or alcohol dependency problem will be suspended from the apprentice program and be referred to a substance abuse professional of the EASCTC's choice. That apprentice shall not be permitted to attend class or other apprentice instruction programs until completing the recommendations of the substance abuse professional and passing a drug and alcohol test. Nor shall the apprentice be permitted to work as an apprentice carpenter at any jobsites. An individual will not be subject to discipline for his or her voluntary disclosure if such voluntary disclosure takes place prior to being told s/he is subject to testing or an investigation is taking place pursuant to this or any other policy. This disclosure cannot be made in order to avoid disciplinary measures should one or more of those tests produce a positive or other non-negative result. Failure to receive an assessment by the substance abuse professional, abide by any recommended plan of recovery, and to submit to a return-to-duty test and periodic follow-up testing for a period of time determined by EASCTC with input from the substance abuse professional will be subject to immediate termination. All costs associated with this voluntary assessment and treatment will be the individual's responsibility.

#### **VIII. CONFIDENTIALITY:**

Drug and alcohol test results are confidential except where disclosure is permitted pursuant to applicable law or per a signed "Consent and Release" as described in paragraph IV.5 hereof.

#### **VIX. COST OF THE PROGRAM:**

The costs of initial testing will be covered by the EASCTC. The costs of split sample testing, program of evaluation and/or rehabilitation, and any follow-up testing prescribed by a substance abuse professional will be the responsibility of the individual.

#### **X. ROLE OF THE EASCTC:**



1. The EASCTC is not responsible for ascertaining or monitoring the alcohol or drug free status of any individual. Nothing in this Substance Abuse Testing Procedure is to be considered as making the Union or the EASCTC liable to any employer, or to any employee, or to any person.

2. Neither the foregoing policy, as a whole, nor any of its provisions, is to be considered or interpreted as a binding contractual commitment on the part of the EASCTC. EASCTC reserves the right to alter, amend or discontinue this program or any or its provisions, with or without notice, at its sole discretion.



## APPENDIX 1

### CONSENT AND RELEASE

I \_\_\_\_\_ authorize \_\_\_\_\_ to conduct a Urinalyses and/or to withdraw a specimen of my blood for the purpose of chemical analysis to determine the drug/alcohol content thereof. I further authorize the release of the results of this test to the EASCTC or any of its designated representatives to determine my continued eligibility for the EASCTC apprenticeship program. I understand the potential for the information disclosed pursuant to this authorization to be subject to redisclosure.

With respect to positive test results for marijuana metabolite, I hereby authorize the EASCTC or any of its designated representatives to release such test results to the Union, and /or any current or prospective employers in connection with my participation in the EASCTC apprenticeship program. If I am authorized to use marijuana for medical purposes pursuant to applicable state law, I understand and specifically authorize the EASTC or any of its designated representatives to advise the Union, and/or any current or prospective employers of my status as a medical marijuana user in connection with my participation in the EASCTC apprenticeship program. I understand that my current or prospective employer may be prohibited from assigning me to certain projects on which third-party jobsite requirements prohibit employees who have tested positive for marijuana metabolite.

I understand the testing facility will interpret the results of the urine drug testing. In order to provide for the interpretation of test results, I will, upon request, provide to the testing facility a list of all prescription and over-the-counter medications I have taken in the last 30 days.

I understand that, if requested I must provide evidence supporting the above list.





I acknowledge that I have had the opportunity to ask questions about statements made in this document, and that the questions I have asked, if any, have been answered to my satisfaction.

The foregoing consent shall expire within one (1) year from the date below. I understand that prior to the expiration date, I have the right to revoke this consent in writing.

**NAME:** \_\_\_\_\_ (date) \_\_\_\_\_

**WITNESS:** \_\_\_\_\_ (signature) \_\_\_\_\_ (date)



**2023 EASCTC STUDENT HANDBOOK SIGNATURE PAGE**

I have read and understand the apprentice policy & procedure manual. I understand that if I violate any of these policies and procedures it can extend my term of apprenticeship or lead to my apprenticeship being discontinued.

Apprentice Name: \_\_\_\_\_

Apprentice Signature: \_\_\_\_\_

UBC ID # \_\_\_\_\_

Date: \_\_\_\_\_

Training Center: \_\_\_\_\_

Trade: \_\_\_\_\_

Local Union #: \_\_\_\_\_

