

North Atlantic States Carpenters Training Fund

Mandatory Apprenticeship Requirements Apprenticeship Handbook & Reference Guide

Revised January 2025



Mission Statement

The North Atlantic States Carpenters Training Fund delivers cutting-edge training and curriculum in state-of-the-art facilities to apprentice and journey level union carpenters seeking a strong competitive advantage in today's construction industry.

By recruiting and training those who strive for excellence, we provide our union and our contractors with highly skilled, productive carpenters who exemplify the drive for excellence.

Table of Contents

Introduction.....	3
Mandatory Apprenticeship Requirements.....	4
Apprentice Rules & Regulations.....	7
Additional Policies & Procedures.....	9
Disciplinary Procedures/Action.....	10
Drug/Alcohol Screening Policy.....	11
Post-Accident Drug/Alcohol Screening.....	12
Mileage and Food Reimbursement/Emergency Evacuation Plan.....	13
Harassment Policy.....	14
Tool Lists (subject to change).....	18
Local Unions Affiliated with the NASRCC.....	19
List of Benefit Funds.....	20
Apprentice Information Acknowledgement.....	21

Welcome to the North Atlantic States Carpenters Training Fund

The North Atlantic States Carpenters Training Fund is jointly sponsored by the Carpenters Unions and signatory building contractors. The North Atlantic States Carpenters Training Fund, through its programs, offers training in residential and commercial construction skills for apprentices and journey level carpenters throughout New England and New York State.

We have fifteen (15) training centers throughout New England and New York. Skill Enhancement classes are conducted at all of our training centers.

The collective bargaining agreements between the North Atlantic States Regional Council of Carpenters (and its affiliated local unions) and the employers' associations specify the procedures and the amount contributed by the employers on behalf of Union members to support the Training Fund.

The North Atlantic States Carpenters Training Fund is administered by a twenty-eight (28) member Board of Trustees; fourteen (14) Trustees represent contributing employers (*i.e.*, contractors) and fourteen (14) Trustees represent the Union. The Trustees determine the subject matter of the courses and the frequency with which they are offered in a cooperative effort with the various Joint Apprenticeship Advisory Committees throughout New England. The goals of the Trustees are to increase safety, skills and encourage work advancement.

The North Atlantic States Carpenters Training Center Facilities

The NASCTF has fifteen (15) training centers throughout New England and New York.

Millbury, MA – 13 Holman Road
Yalesville, CT – 500 Main Street
Boston, MA – 750 Dorchester Avenue
Manchester, NH – 920 Candia Road
Portland, ME – 65 Rainmaker Drive
Albany, NY – 16 Corporate Circle
Binghamton, NY – 23 Market Street
Elma, NY – 1000 N. Blossom Road
Horseheads, NY – 181 Industrial Park Road
Rock Tavern, NY – 52 Stone Castle Road
Hauppauge, NY – 270 Motor Parkway
Rochester, NY – 21 Jetview Drive
Syracuse, NY – 6920 Princeton Court
Holliston, MA – 150 Hopping Brook Road
Liverpool, NY – 108 Metropolitan Park Drive

Mandatory Apprenticeship Requirements

Indenturing:

- Attend Indenture session to fill out all necessary paperwork, e.g., Apprentice Agreement, sign off on school policies, pay applicable state ID fees, etc.
- Complete an OSHA 10 for Construction class.
 - ***Millwrights must complete 16-Hour Safety Course
- Complete initiation with Local Union Hall prior to first training session.

Union Dues, Union Membership & State IDs:

- Apprentices must maintain good standing with their Local Unions to receive training and be eligible to work.
- Apprentices must have a valid state issued Apprentice ID to be eligible to work.

Contact Information:

- Apprentices must maintain a current mailing address, telephone number(s) and email address with NASCTF, their local union office and the benefits office. Failure to report change of address is not an excuse for failing to appear for class, committee hearing, etc.

Training Requirements:

- New England Apprentices must attend 16 weeks (640 hours) of training with the North Atlantic States Carpenters Training Fund (NASCTF). -- 1 week every three months over a 48 month-period.
- New York Carpentry Apprentices must attend 18 weeks (720 hours) of training at the North Atlantic States Carpenters Training Fund -- 1 week every three months over a 48 month-period.
 - NY Cabinetmakers report to school 5 times per year for 4 years.
- Millwright Apprentices must attend 16 weeks (640 hours) of training with the North Atlantic States Carpenters Training Fund -- 1 week every three months over a 48 month-period.
- **Apprentices may be required to attend training sessions outside of their local training center.**

School Attendance Policy:

- Apprentices are allowed one un-excused absence during their initial 12-month probationary period. Two un-excused absences during their initial probationary period will result in termination from the Apprenticeship Program.
 - For an absence to be considered excused, you must submit proper documentation by the Friday before your scheduled school date. The documentation will be reviewed to determine if the absence will be considered excused.
- Once the probationary period has been completed, an apprentice is allowed one excused and one un-excused absence within a 12-month period. Two unexcused absences within a 12-month period will result in the apprentice being placed on probation.
- The following rules apply to the rescheduling of school sessions:
 - Unexcused absences will automatically be rescheduled into the next regularly scheduled session of the apprentice's appropriate level which will result in extending their apprenticeship by three (3) months.
 - If an apprentice is late on the first day of training, they will be considered rescheduled and moved to the next available training session. Apprentices are allowed to be rescheduled once during a 12-month period.
 - Excused absences will be rescheduled during the next available training session based on apprenticeship requirements.
- **If an apprentice is suspended with their local union, they are not allowed to attend their training session and will be considered a "no show."**

On the Job Training (OJT) Work Reports:

- New England Apprentices must complete a minimum of 5,200 on-the-job training (OJT) hours; 1,300 hours between each 12-month upgrade.
- New York Apprentices must complete a minimum of 5,200 on-the-job training (OJT) hours; 1,300 hours between each 12-month upgrade.
- Millwright Apprentices must complete a minimum of 5,200 on-the-job training (OJT) hours; 1,300 hours between each 12-month upgrade.
- Apprentices must maintain contact with their Local when un-employed and be available for work as per dispatch policies.

- Work reports/blue books must be completed each month (even if unemployed). They must be signed by the apprentice, the apprentice's foreman, E-Board member and/or Business Agent. Failure to complete work reports/blue books will result in the apprentice's upgrade(s) being frozen until the requirement is completed.

Wages/Upgrades:

- During the term of their apprenticeship, apprentices work at the established apprenticeship wage scales as set forth in the applicable Collective Bargaining Agreement (CBA).
- If ALL mandatory requirements have been met, apprentices are eligible for an upgrade every twelve (12) months. Requirements include successful completion of four training sessions, up to date work reports/blue books, and a minimum of 1,300 hours in New England and 1,300 completed OJT hours in New York.

Mandatory Requirements for Completion of the Apprenticeship Program

Carpenters (Interior & Exterior Systems)

- Fall Protection
- Scaffold Erector
- First Aid, CPR and AED
- OSHA 30 (to be completed as a skill enhancement training)
- Interior/Exterior Systems Certification

Floor Layers

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

Pile Drivers

- Fall Protection
- Scaffold Erector
- First Aid, CPR and AED
- OSHA 30 (to be completed as a skill enhancement training)
- Welding Certification (minimum of AWS D1.5,3G)
- 40 Hour Rigging Qualification

Divers

- Fall Protection
- Scaffold Erector
- First Aid, CPR and AED
- OSHA 30 (to be completed as a skill enhancement training)
- Welding Certification (minimum of AWS D1.5,3G)
- 40 Hour Rigging Qualification

Millwrights

- OSHA 10 (Millwright 16-Hour Safety)
- Fall Protection
- Scaffold User
- First Aid, CPR and AED
- Hazard Communication
- Rigging Qualification
- GE Familiarization

Millwrights (Continued)

- HYTORC
- Rigging
- Machinery Alignment
- PITO/MEWPS
- Millwright Final Exam/NMAP

Wood Frame Carpenters

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

Apprentice Rules and Regulations

The following rules and regulations have been adopted by the Board of Trustees. All apprentices shall abide by all Training Center rules.

1. School Time:

- a. A full school day is 7:00 AM to 5:30 PM. Breaks are as follows: 9:00am – 9:20am, 12:00pm – 12:45pm and 3:00pm – 3:15pm.
- b. A regular training session consists of four (4) days (Monday through Thursday). Should a holiday or cancellation due to inclement weather fall during a regularly scheduled training session, that day will be made up on Friday of the scheduled week.
- c. Two unexcused absences or incomplete sessions during the initial 12-month probationary (4 school sessions) period will result in the apprentice being dropped from the program.
- d. Following the completion of the initial 12-month probationary period, two “no shows” or incomplete sessions within a 12-month period will result in the apprentice’s status being placed under review and appropriate corrective action will follow.
- e. Tardiness – Apprentices MUST be on time every day of their training session. Arriving late on the first day of training for any reason will result in the apprentice being dismissed and considered a “reschedule.” Apprentices will be rescheduled based on the availability of classes. Apprentices are allowed one reschedule in a 12-month period.
 - Except for the first day of training, apprentices are allowed a one-time, up to one-hour late arrival. If an apprentice arrives over an hour late more than once during their training session, they will be rescheduled and will not receive credit for that training session.
- f. Dismissal for misconduct and/or missed time will result in an incident report being generated and forwarded to the apprentice’s local union. The apprentice’s status will then be placed under review and appropriate disciplinary action will follow (please see page 9).

2. Inclement Weather:

If there is a delay due to inclement weather, apprentices must arrive by the announced delayed start time. If an apprentice arrives after the delayed start time, they will be rescheduled and receive an incomplete session for the week.

3. Dress Code:

Apprentices MUST wear the school uniform: High vis yellow/green top and brown work pants (carpenters) black work pants(millwrights). No Jeans are allowed. The first two shirts will be issued during the first week of training at no cost. All apprentices must wear the appropriate PPE and are responsible for any additional PPE needed. Proper construction work shoes/boots and clothing must be worn during class. Apprentices will not be allowed to attend training wearing improper shoes and/or clothing such as gym shoes, soft rubber sole casual shoes, shirts with less than a four (4) inch sleeve, torn clothing, etc. Shirts with objectionable language or graphics are NOT allowed.

4. Safety:

To ensure the safety of all participants in the program, apprentices MUST comply with all safety rules and regulations of the NASCTF. Any violations of the following safety rules will result in disciplinary action up to and including dismissal from the program:

- a. Clear safety glasses (shaded glasses will only be permitted on exterior hands-on projects) and hard hat
- b. Hearing protection
- c. Gloves must be worn (when and where appropriate)
- d. Careful and proper use of tools/equipment
- e. Careful and proper use and/or handling of materials.

5. Conduct:

Apprentices in violation of the following may be dismissed from the training session:

- Repeated violation of the cell phone policy
- Damaging school property
- Smoking in restricted areas
- Disrespect toward instructors, school personnel and/or classmates
- Disrupting class
- Sleeping in class
- Fighting (all parties involved will be dismissed from the training session)
- Any other misconduct or behavior which disrupts or interferes with the NASCTF's operation or mission.

6. Tobacco Use:

There is NO SMOKING in the building. This includes vapor/electronic cigarettes. Smoking is allowed only in designated areas. Smoking within fifty (50) feet of any entrance/exit of a building is prohibited.

7. Grades:

Apprentices MUST receive a passing grade for their training in order to advance in their apprenticeship.

8. Injuries:

Apprentices injured on Training Fund property must report such injury immediately to the instructor. The North Atlantic States Carpenters Training Fund has a Post-Accident Drug Testing Policy (Appendix B), and any apprentice that is injured (or who causes injury to another) during their training session may, at the discretion of the Director, be subject to Post-Accident Drug Testing.

Reminder: There is no "light duty." An apprentice must be 100% fit to resume training and following such injury may be required to provide a release note from a doctor or other appropriate healthcare provider before the apprentice resumes training.

9. School Equipment:

Apprentices are responsible for tools, books and other school equipment issued to them. Tool requirements are subject to change throughout the apprenticeship.

10. Required Materials:

Apprentices are required to purchase the Construction Master Pro calculator during their first school session (piledriver, diver and millwrights apprentices are exempt). Apprentices may purchase their own Construction Master Pro Calculator if it is model #4065.

Additional Policies & Procedures

Career Path for Carpenter Apprentices:

During their first year, Commercial Carpenter apprentices (New England only) will be scheduled to meet with one of the North Atlantic States Carpenters Training Fund Technical Coordinators. During this meeting, a "Career Path" (Interior or Exterior Systems) will be discussed and agreed-upon to be followed during the next three years of apprenticeship.

Completion of the Apprenticeship Program:

Upon satisfactory completion of the Apprenticeship Program, a recommendation will be made by the Approving Agency that a State Certificate of Completion is awarded by the North Atlantic States Carpenters Training Fund.

Zero Tolerance Policy:

The North Atlantic States Carpenters Training Fund has a ZERO Tolerance Policy on FIREARMS, WEAPONS, AEROSOL SELF DEFENSE SPRAY, DRUGS and ALCOHOL.

Firearms:

If an apprentice is found to have a firearm, whether loaded or unloaded, or other dangerous weapon on the property of the Training Center, or to have made any statement as to possessing such a firearm or dangerous weapon on the property of the Training Center, law enforcement will be notified immediately to investigate the matter. Apprentices will not be allowed to resume training until otherwise notified by NASCTF and appropriate disciplinary action may follow.

Alcohol:

If an apprentice is found to have alcohol on the premises of any Training Center or to be under the influence of alcohol, they will immediately be removed from the training session. Their local union will be notified, and they will be referred to the Carpenters Assistance Program (CAP)/Members Assistance Program (MAP) for evaluation. Apprentices will not be allowed to resume training until they have completed the CAP/MAP program and any other appropriate disciplinary/corrective action has been taken.

Drugs:

If an apprentice is found to have in their possession or to be under the influence of any illicit drug while on the premises of any Training Center, they will be removed immediately from the training session and their local union will be notified. They will be referred to the Carpenters Assistance Program (CAP)/Members Assistance Program (MAP) for evaluation. Apprentices will not be allowed to resume training until they have completed the CAP/MAP program and any other appropriate disciplinary/corrective action has been taken.

The NASCTF does not recognize medical/recreational use of cannabis regardless of the prevailing state or local law. If an apprentice is found to have cannabis in their possession, they will be dismissed from the training session and proper disciplinary action will follow.

Any apprentice removed from the training session under this section will not receive credit for their training.

Fit for Duty Policy:

Apprentices are required to be physically, mentally and emotionally capable of performing all duties while training.

Apprentices must notify the Director of any medication prescribed by a healthcare provider that may inhibit their ability to perform assigned tasks and observe all safety rules and procedures.

Cell Phone Policy:

Personal use of cell phones during classroom hours are NOT permitted unless related to instruction. If an apprentice must have their cell phone on them for personal reasons it must be kept in their pocket on silent during the day. If an apprentice must make a phone call, he/she will ask their instructor for permission. Abuse of this policy may result in disciplinary action.

Disciplinary Procedures/Action

2 No Shows during 12-month (4 school sessions) probationary period:

- Apprentice will be dropped

2 No Shows in 12-month period after probationary period:

- First Violation: 6-month probationary period, work reports/blue book must be up to date and stay up to date, must attend and complete the next two training sessions.
- Second Violation: 12-month probationary period, work reports/blue book must be up to date and stay up to date, must attend and complete the next four training sessions.

***If an apprentice violates their probation in any way, they will be dropped from the program with no hearing and/or right of appeal.**

DRUG AND ALCOHOL USE AND TESTING POLICY

To promote a drug and alcohol-free training program and workplace for the safety of all apprentices and staff, the North Atlantic States Carpenters Training Fund hereby adopts the following policies concerning drug and alcohol use and testing.

APPLICANT TESTING (NEW ENGLAND)

1. Acceptance into the Apprenticeship Program is conditioned on the successful completion of an initial drug and alcohol test, at the applicant's expense.
2. The date of the initial test shall be determined at the sole discretion of the Fund.
3. Initial or subsequent test shall be administered by a NIDA-certified facility designated by the Carpenters Assistance Program. No test shall be considered positive unless it is confirmed by a gas chromatography/mass spectrometry procedure.
4. An applicant must sign a consent form authorizing release of the test results to the CAPS/MAPS Executive Director, Fund Administrator and/ or Fund Administrative Assistant of the North Atlantic States Carpenters Training Fund.
5. An applicant who tests positive on his/her scheduled testing date will not be accepted into the program and may reapply to the program in one year.
6. An applicant failing to appear on his/her scheduled testing date will not be accepted into the program and may reapply to the program in one year.

APPLICANT TESTING (NEW YORK)

1. Acceptance into the Apprenticeship Program is conditioned on the successful completion of an initial drug and alcohol test, at the expense of the North Atlantic States Carpenters Training Fund.
2. All applicants who are extended a conditional offer for employment, will be required to report to an approved collection site, designated by the organization for a substance abuse screening.
3. Initial or subsequent test shall be administered by a certified SAMHSA (the Substance Abuse and Medical Health Services Administration) Laboratory designated by the North Atlantic States Carpenters Training Fund.
4. No test shall be considered positive unless it is confirmed by a Medical Review Officer. A specimen result that is reported as dilute, unsuitable, cancelled or invalid, is not a valid test under this policy. When notified, by a text message, the individual must re-test the same day the text notification is sent.
5. An applicant wishing to contest the results of a verified positive drug test may have the original sample independently re-tested at their own expense at a laboratory of their choice. The applicant has 48 hours from the date they receive notification from the Designated Apprenticeship Representative that they have failed to pass the mandatory drug test. The individual must notify the Designated Apprenticeship Representative that a re-test is requested. The Designated Apprenticeship Representative will provide the applicant with the Medical Review Officer's name and phone number. The laboratory must meet the testing standards developed by the National Institute of Drug Abuse and the Substance Abuse and Mental Health Services Administration (SAMHSA). If the re-test results are not negative, the applicant will be dropped from further consideration. If the retest results are negative, i.e., applicant has passed the substance abuse screening, the retest costs will be returned to the applicant in 30 business days by the Apprenticeship Committee.
6. An applicant must sign a consent form authorizing release of the test results to the Designated Apprenticeship Representative and/or the Organizations Medical Review Officer, as provided by this Policy.
7. An applicant who tests positive on his/her scheduled testing date will not be accepted into the program and may reapply to the program in one year.
8. An applicant failing to appear on his/her scheduled testing date will not be accepted into the program and may reapply to the program in one year.

MISCELLANEOUS

1. An apprentice who tests positive for drug or alcohol use pursuant to an employer's testing program during the apprenticeship shall be subject to referral to the Carpenters Assistance Program. This paragraph shall apply only to the results of tests administered by the NIDA-certified facility designated by the Carpenters Assistance Program.
2. The results of any drug and alcohol test administered at the direction of the Training Fund and the referral to the Carpenters Assistance Program by the Training Fund shall be treated as confidential information.
3. In the event of repeated drug or alcohol use after a referral to the Carpenters Assistance Program, the Trustees of the North Atlantic States Carpenters Training Fund may take such further action as appropriate.

**Carpenters Assistance Program
Executive Director
P. O. Box 7075
350 Fordham Road
Wilmington, MA 01887
Tel: (978) 752-1160
(800) 462-6525**

***Connecticut Only (MAP):*
Behavioral Health Consultants, LLC
3018 Dixwell Avenue
Hamden, CT 06518
(888) 373-5073**

**New York:
Magellan/Independence
Administrators (800) 688-1911**

POST ACCIDENT DRUG TESTING

- Any apprentice who is injured or who causes another to be injured during their training session may be subject to Post Accident Drug Testing at the discretion of the Director or their designee.
- The apprentice will be brought to the nearest medical facility where they may be subject to a drug test.
- The results of the confidential drug test will be received by the Director.
- If the apprentice is found to be under the influence of drugs or alcohol, the apprentice will immediately be removed from their training session, and a report will be sent to their local union, and appropriate disciplinary action will follow.
- The apprentice will not be able to continue his/her training until:
 1. The apprentice has completed a drug/alcohol program through the Carpenters Assistance Program.
 2. The apprentice's apprenticeship has been placed under review, and proper disciplinary action has been taken;
and
 3. The Director is otherwise satisfied that it is appropriate and safe to return the apprentice to his/her training.

Please Note: At any time, and at the discretion of the Director or their designee, an apprentice may be subject to a mandatory drug and alcohol screening if the Director or their designee has reason to believe that the apprentice is impaired or otherwise unfit for duty.

Apprentice Mileage & Food Reimbursement

- Apprentices attending training are responsible for bringing their own food.
- NASCTF will provide water.
- Efforts will be made to schedule apprentice training at the training center located closest to the apprentice's home address that NASCTF has on file.
- Apprentices traveling further than 60 miles from their home to attend training may request hotel accommodations for the days they are scheduled for training, subject to such apprentice signing and compliance with NASCTF's Hotel Acknowledgement Waiver.
- Single occupancy accommodations will be made for hotel reservations.
- Apprentices will be responsible for transportation to and from the hotel to the training center.
- Apprentices staying in the hotel will receive a \$30 daily meal allowance for the days scheduled for training.
- Mileage will be paid to apprentices staying in the hotel for miles traveled in excess of 60 miles from their home address that NASCTF has on file to the training center on day one and for the return home on the Last Day (*i.e.*, one time to and from) at the current IRS mileage reimbursement rate. *This mileage reimbursement does not apply to Millwright apprentices.*
- Apprentices traveling over 60 miles to the training center that do not request hotel accommodations may request reimbursement for their daily trip to and from the training center each day for miles traveled over 60 miles at the current IRS mileage reimbursement rate.
- At the end of the training week, the local training center staff will submit a list of apprentices staying in hotels and requesting mileage reimbursements. Checks will be issued and sent directly to the apprentice.

Emergency Evacuation Plan for the Training Center

While school is in session

All instructors and apprentices will leave the building through the nearest exit and meet at the agreed upon muster point of the individual training centers.

Discriminatory Harassment Policy

Introduction

It is the goal of the North Atlantic States Carpenters Training Fund to promote a training environment that is free of discriminatory harassment (“harassment”) of any type, including sexual harassment. Discriminatory harassment consists of unwelcome conduct, whether verbal or physical, that is based on a characteristic protected by law, such as gender, race, color, national origin, ancestry, religion, age, disability, genetics, military status, sexual orientation, or participation in discrimination complaint-related activities (retaliation). The North Atlantic States Carpenters Training Fund will not tolerate harassing conduct that affects training conditions, that interferes unreasonably with an individual’s training, or that creates an intimidating, hostile, or offensive training environment.

Harassment of apprentices occurring in the training program, regarding school-related travel, and/or Fund-sponsored events will not be tolerated. Further, any retaliation against an individual who has complained about harassment or retaliation against individuals for cooperating with an investigation of a harassment complaint is similarly unlawful and will not be tolerated.

Because the North Atlantic States Carpenters Training Fund takes allegations of harassment seriously, we will respond promptly to complaints of harassment. Where it is determined that inappropriate conduct has occurred, we will act promptly to eliminate the conduct and impose such corrective action as is necessary, including disciplinary action where appropriate.

Please note that while this policy sets forth our goals of promoting a workplace that is free of harassment, the policy is not designed or intended to limit our authority to discipline or take remedial action for workplace conduct which we deem unacceptable, regardless of whether that conduct satisfies the legal definition of harassment.

Definitions

“Harassment” means unwelcome conduct, whether verbal or physical, that is based on a characteristic protected by law. Harassment includes, but is not limited to:

Display or circulation of written materials or pictures that are degrading to a person or group as previously described.

Verbal abuse, slurs, derogatory comments, or insults about, directed at, or made in the presence of an individual or group as previously described.

“Sexual harassment” means unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

Submission to such conduct is made either explicitly or implicitly a term or condition of an individual’s training.

Submission to or rejection of such conduct by an individual is used as the basis for Training placement decisions affecting such individual; or

Such conduct has the purpose or effect of unreasonably interfering with an individual’s Training performance or creating an intimidating, hostile or offensive Training environment.

Under these definitions, direct or implied requests by a fund Staff for sexual favors in exchange for actual or promised benefits such as favorable reviews, Wage increases, Advancement in training status, constitutes sexual harassment.

The definition of sexual harassment is broad. In addition to the above examples, other unwelcome sexually oriented conduct, whether intended or not, that has the effect of creating a work environment that is hostile, offensive, intimidating or humiliating to either male or female workers may also constitute sexual harassment.

While it is not possible to list all those additional circumstances that may constitute sexual harassment, the following are some examples of conduct which, if unwelcome, may constitute sexual harassment depending upon the totality of the circumstances including the severity of the conduct and its pervasiveness:

Unwelcome sexual advances – whether they involve physical touching or not;

Sexual epithets, jokes, written or oral references to sexual conduct, gossip regarding one's sex life; comment on an individual's body, comment about an individual's sexual activity, deficiencies, or prowess.

Displaying sexually suggestive objects, pictures, cartoons.

Unwelcome leering, whistling, brushing against the body, sexual gestures, suggestive or insulting comments;

Inquiries into one's sexual experiences; and

Discussion of one's sexual activities.

All apprentices should take special note that, as stated above, retaliation against an individual who has complained about discriminatory harassment, and retaliation against individuals for cooperating with an investigation of a discriminatory harassment complaint is unlawful and will not be tolerated by this organization.

Complaint Procedures

All employees, managers, supervisors and students of the North Atlantic States Carpenters Training Fund share responsibility for avoiding, discouraging and reporting any form of discriminatory harassment.

If any of our students, employees, managers or supervisors believes that he or she has been subjected to discriminatory harassment, the individual has the right to file a complaint with our organization. This may be done in writing or orally. In addition, residents, visitors, applicants, vendors, contractors, their agents and employees or other third parties who believe they have been subjected to discriminatory harassment may also file a complaint with our organization using the procedures described herein. Furthermore, individuals may also file a complaint if they have been subjected to harassment from residents, visitors, applicants, vendors, contractors, their agents and employees or any other third parties in the workplace, while performing work-related duties, or during other work-related activities.

Prompt reporting of harassment is in the best interest of our organization and is essential to a fair, timely, and thorough investigation. Accordingly, complaints should be filed as soon as possible following the incident(s) at issue. If an apprentice would like to file a complaint, they may do so by contacting the office manager at 508-792-5443.

Complaints may also be filed with the Executive Director (508-792-5443), except where the Executive Director is being charged or complained about, in which case the complaint shall be filed with the Executive Secretary/Treasurer of the North Atlantic States Regional Council of Carpenters at 617-268-3400. These persons are also available to discuss any concerns an apprentice may have and to provide information to them about our policy on harassment and our complaint process.

Complaint Investigation

When we receive the complaint, we will promptly investigate the allegation in a fair and expeditious manner to determine whether there has been a violation of our policy. The investigation will be conducted in such a way as to maintain confidentiality to the extent practicable under the circumstances. Our investigation will include private interviews with the person filing the complaint and with witnesses. We will also interview the person alleged to have committed harassment. The complainant, the person alleged to have committed harassment, and all witnesses are required to fully cooperate with all aspects of an investigation. Attorneys are not permitted to be present or participate in the complaint investigation. When we have completed our investigation, we will, to the extent appropriate, inform the person filing the complaint and the person alleged to have committed the conduct of the results of that investigation.

Notwithstanding any provision of this policy, we reserve the right to investigate and act on our own initiative in response to behavior and conduct which may constitute harassment or otherwise be inappropriate, regardless of whether an actual complaint has been filed.

If it is determined that inappropriate conduct has occurred, we will act promptly to eliminate the offending conduct, and where it is appropriate, we will also impose disciplinary action.

Disciplinary Action

If it is determined that inappropriate conduct has been committed by one of our students, employees, managers or supervisors, we will take such action as is appropriate under the circumstances. Such action may range from counseling to termination of employment or removal from the apprenticeship program and may include such other forms of disciplinary and/or corrective action as NASCTF deems appropriate under the circumstances.

State and Federal Remedies

In addition to the above, if an apprentice believes they have been subjected to discriminatory harassment of any type, including sexual harassment, they may file a formal complaint with either or both government agencies set forth below. Utilizing our complaint process does not prohibit any apprentice from also filing a complaint with these agencies. Each of the agencies requires that claims be filed within 300 days from the alleged incident of when the complainant became aware of the incident.

Federal level:

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

One Congress Street, 10th Floor
Boston, MA 02114
(617) 565-3200

State level:

1. **Connecticut**
Commission on Human Right and Opportunities
450 Columbus Blvd
Hartford, CT 06103
(860) 541-3400
1-800-477-5737
Deadline for filing a claim: 180 days
2. **Maine**
Maine Human Rights Commission
51 State House Station
Augusta, ME 04333-0051
Tel. (207) 624-6050
Fax (207) 624-6063
TDD (207) 624-6064
Deadline for filing a claim: 180 days
3. **Massachusetts**
The Massachusetts Commission Against Discrimination (MCAD)
One Ashburton Place, Room 601
Boston, MA 02108
617-994-6000
Deadline for filing a claim: 300 days

4. **New Hampshire**

New Hampshire Commission for Human Rights
2 Channel Drive
Concord, NH 03301-8501
(603) 271-2767
Deadline for filing a claim: 180 days

5. **Rhode Island**

Human Rights Commission
180 Westminster Street, 3rd Floor
Providence, RI 02903
(401) 222-2661
Deadline for filing a claim: 1 year

6. **Vermont**

Vermont Office of the Attorney General
Civil Rights Division
109 State Street
Montpelier, VT 05609-1001
802-828-3657
888-745-9195
Deadline for filing a claim: 1 year

7. **New York**

The United States Equal Employment Opportunity Commission
33 Whitehall Street, 5th Floor
New York, NY 10004
Phone: 800-669-4000

NYS Division of Human Rights
One Fordham Plaza, Fourth Floor
Bronx, NY 10458
718-741-8332
Deadline for filing a claim: 300 days

Tool Lists

Please scan the QR code for all class tool lists:

PLEASE NOTE CERTAIN JOBS MAY REQUIRE APPRENTICES TO OBTAIN TOOLS NOT ON THE FOLLOWING LISTS

Hardhat, safety glasses, and gloves will be issued at no charge at the first training session. The construction master pro calculator must be purchased during the first training session. (Piledrivers, Divers and Millwrights are exempt). Apprentices may provide their own; however, it must be model #4065.



Local Unions Affiliated with NASRCC

<u>LOCAL UNION</u>	<u>ADDRESS</u>	<u>PHONE#</u>
#51	750 Dorchester Ave Boston, MA 02125	617-265-3444
#56	750 Dorchester Ave Boston, MA 02125	617-443-1988
#276	1159 Maryvale Drive Cheektowaga, NY 14225	716-632-3080
#277	6920 Princeton Court Syracuse, NY 13212	315-455-5797
#279	52 Stone Castle Road Rock Tavern, NY 12575	845-440-1024
#290	270 Motor Parkway Hauppauge, NY 11788	631-952-9800
#291	14 Corporate Circle Albany, NY 12203	518-453-3619
#326	500 Main Street Yalesville, CT 06492	860-352-1130
#327	1252 Massachusetts Ave Dorchester, MA 02125	617-379-5600
#328	10 Holworthy Street Cambridge, MA 02138	617-391-9545
#330	14 Jefferson Park Road Warwick, RI 02888	401-424-1100
#336	29 Endicott Street Worcester, MA 01610	508-886-5950
#339	350 Fordham Road Wilmington, MA 01887	978-229-5200
#346	21 Mazzeo Drive Suite 201 Randolph, MA 02368	781-353-5530
#349	65 Rainmaker Drive Portland, ME	207-358-6658
#352	920 Candia Road Manchester, NH 03109	603-222-3223
#723	750 Dorchester Ave Boston, MA 02125	617-265-3360
#1121	750 Dorchester Ave Boston, MA 02125	617-254-1655
#1163	6489 Ridings Road Syracuse, NY 13206	315-671-0672
#2168	750 Dorchester Ave Boston, MA 02125	617-825-6141

BENEFIT FUNDS

Massachusetts, RI & Northern New England - North Atlantic States Carpenters Benefit Funds

Address: 350 Fordham Road
Wilmington, MA 01887
Phone: 800-344-1515
Fax: 978-657-8619
Website: www.carpentersfund.org

Connecticut - North Atlantic States Carpenters Benefit Funds

Address: 10 Broadway
Hamden, CT 06518
Phone: 800-922-6026
Fax: 203-288-3235
Website: www.ctcarpentersfunds.org

New York - North Atlantic States Carpenters Benefit Funds

Address: 270 Motor Parkway
Hauppauge, NY 11788
Phone: 631-952-9700
Fax: 631-952-9813
Website: www.carpentersfund.org

New York - Albany Office

Address: 14 Corporate Circle
Albany, NY 11788
Phone: 800-724-6589
Website: www.carpentersfund.org

New York - Buffalo Office

Address: 1159 Maryvale Road
Suite 20
Cheektowaga, NY
Phone: 877-739-7136
Website: www.carpentersfund.org

New York - Rock Tavern Office

Address: 52 Stone Castle Road
Rock Tavern, NY 12575
Phone: 845-202-5646
Website: www.carpentersfund.org

New York - South Central Office

Address: 181 Industrial Road
Horseheads, NY
Phone: 866-727-0281
Website: www.carpentersfund.org

North Atlantic States Carpenters Training Fund Apprenticeship Information Acknowledgement



- I have been given the opportunity to read and review the North Atlantic States Carpenters Training Fund's Apprenticeship Standards and the North Atlantic States Carpenters Training Fund Apprentice Handbook. A representative of the North Atlantic States Carpenters Training Fund has adequately reviewed this material with me and satisfactorily answered all questions.
- I have received a copy of the North Atlantic States Carpenters Training Fund's Mandatory Requirements, and Apprentice Handbook, which includes the Discriminatory Harassment Policy, Post Accident Drug Testing Policy, and the Apprentice Tool List.
- I understand that if I do not complete the mandatory requirements it will lead to possible termination of my apprenticeship.
- I understand that I will be required to comply with any changes to this document throughout the term of my apprenticeship.

By signing below, I am agreeing that I understand my responsibilities as outlined in these documents and agree to abide by the policies stated in this acknowledgement; furthermore, I understand that if I violate any of these policies my apprenticeship is subject to termination.

Print Name: _____

Signature: _____

UBC ID: _____

Date:

