
RULES AND REGULATIONS

Related to

THE HAWAII STATE CARPENTER, DRYWALL, ACOUSTIC, LATHER AND MILLWRIGHT WORKERS APPRENTICESHIP PROGRAM

Revised September 16, 2019

RULES AND REGULATIONS

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Rules and Regulations Related to the Hawaii Carpenter, Drywall, Acoustical, Lather and Millwright Joint Apprenticeship and Training Program

SECTION I. GENERAL INFORMATION

The State Carpenters Joint Apprenticeship Committee (JATC) administers the Hawaii Carpenters Apprenticeship and Training program according to the Apprenticeship Standards for Carpenters, Drywall, Acoustical, Lather and Millwrights Workers. All committees are composed jointly with equal representation from labor and management. Other ex-officio members also attend the meetings of the Committee.

The meetings are normally held monthly, and the minutes of the meetings are available in the Apprenticeship and Training Office.

The Director of the Apprenticeship and Training Program acts on behalf of the committee(s) and is responsible to the committee(s) to administer these Rules and Regulations so as to insure the effectiveness of the Apprenticeship and Training program.

SECTION II. INTRODUCTION

As a carpenter, drywall or millwright apprentice, you assume certain responsibilities and obligations. You shall be held responsible for reading and maintaining a basic understanding of these Rules and Regulations during your apprenticeship. Your receipt of these Rules and Regulations will be considered to be a general “first warning” to comply with the terms herein.

During the first one-thousand (1,000) work hours of the Probationary Period, an apprentice shall be canceled from the program for, but not limited to:

1. Failure to register for scheduled classes;
2. Failure to attend scheduled required related training instructional classes;
3. Failure to submit monthly Daily Progress Record(s) by the tenth (10th) of the following month whether or not any work was performed;
4. Failure to report accurate information on the Daily Progress Records including but not limited to forging an employer or supervisor’s signature,
5. Failure to meet minimum work requirements including but not limited to being eligible for a referral,

6. Failure to attend three (3) job calls when jobs are available for their classification and step; or
 7. Failure to maintain and keep current union dues, user's fee, or service fee, and any financial obligations to community colleges,
- A. The general obligations expected of an apprentice are:
1. **Employment In The Trade.** The apprentice is required to report to work on time and to maintain proper work hour's record(s).
 2. **Related Training Instruction.** The apprentice is required to attend scheduled classes of related training instruction when school is in session.
 3. **Records and Reports.** The apprentice is responsible for completing and submitting work hours timely to the Apprenticeship and Training Office on the required form, monthly.
 4. **Personal Information and Records.** The apprentice must notify the Apprenticeship and Training Office of any change of address. Also, the apprentice must notify the Apprenticeship and Training Office if any problem or situation arises whereby you may not be able to meet your apprenticeship obligations.
- B. Your progress will be reviewed periodically. Progression will be accomplished by your successful performance on the job and the completion of scheduled classes in school.
- C. *PLEASE KEEP THE RULES AND REGULATIONS WITH YOUR TEXTBOOKS AT ALL TIMES FOR YOUR REVIEW, AND PERIODIC REVIEW BY CLASS INSTRUCTORS.*

SECTION III. RELATED INSTRUCTIONS

- A. **Registration**
1. Each apprentice is REQUIRED to register and attend the scheduled curriculum.
 2. Each apprentice shall be required to register and attend classes on a continual basis until such time that the required scheduled curriculum has been satisfactorily completed.
 3. Each apprentice must obtain the required textbooks and workbooks before the second scheduled session for use in the classroom each semester.

4. While in school, apprentices are required to follow the school's policy regarding conduct, safety, instructions, and general information.

B. Class Conduct and Absences

1. Absences from classes are not allowed without a valid reason. Acceptable excuses from classes are: sickness or injury substantiated by a physician, proof of death in the immediate family [*immediate family is defined as father, mother, brothers, sisters, grandparents, spouse, child(ren), grandchild(ren), father-in-law, mother-in-law, and domestic partner*], and military reserve duty substantiated by the organization. When possible, the apprentice must notify the instructor and their respective Apprenticeship and Training Office prior to missing a class.
2. Apprentice must obtain and present a class clearance to the instructor from the Apprenticeship Office before they are accepted back in the class.
3. Working on a school day is not an acceptable or valid excuse for missing class. Unemployment, likewise, is not an acceptable excuse for absence from classes.
4. Make-up of classes may be possible, depending upon the course and the instructor.
5. Tardy arrivals and leaving class early shall be counted as hours of absence, or no credit for the session day.
6. Misconduct, violation of the University of Hawaii Colleges' Student Conduct Code, including theft and fighting in class shall result in loss of credit for that class session and will result in a personal consultation with an Apprenticeship and Training Office staff personnel and may result in cancellation from the program.
7. **No credit will be given to any apprentice who fails to sign-in at the start of class and returning from a break. If an apprentice fails to sign the attendance sheet, the apprentice will be considered absent and will not be allowed to make-up the hours.**
8. Excused absences of more than eight (8) hours on an eighty (80) hour course or four (4) hours on a forty (40) hour course by an apprentice will result in failure of the course unless arrangement is made with the instructor to make-up the missed hours in excess of eight (8) hours on an eighty (80) hour course or in excess of four (4) hours on a forty (40) hour course.
9. Unexcused absences of more than eight (8) hours on an eighty (80) hour course or four (4) hours on a forty (40) hour course by an apprentice will result in failure of the course.

10. Apprentices who are not progressing satisfactorily in school and/or are missing classes will be counseled that their continued behavior as such will lead to failure of the course, and/or cancellation of the Apprenticeship Agreement.
11. Any apprentice, beyond the probationary period, who fails a course, must repeat the course. Failure of the same subject twice shall result in the cancellation of his or her “Apprenticeship Agreement.”
12. Credit Hours for Related Training.
 - a. An apprentice, who attends the minimum seventy-two (72) hours of Related Training Instruction and receives a letter grade of “A”, “B”, or “C”, shall be credited eighty (80) hours for the course completed.
 - b. An apprentice, who fails to meet the required Related Training Instruction of seventy-two (72) hours, yet receives a letter grade of “A”, “B”, or “C”, will not be considered as having passed the course. The apprentice will not receive the credit hours attended and will have to repeat the course.
 - c. On forty (40) hour courses, an apprentice who attends thirty-six (36) hours of Related Training Instruction and receives a letter grade of “A”, “B”, or “C”, shall be credited forty (40) hours for the completed course.
 - d. On forty (40) hour courses, an apprentice who fails to meet the required Related Training Instruction of thirty-six (36) hours yet receives a letter grade of “A”, “B”, or “C”, will not be considered as having passed the course. The apprentice will not receive the credit hours attended and will have to repeat the course.
 - e. An exception to this rule is the forty (40) / forty (40) courses such as “Basic Math” and “Basic Blueprint Reading” or “Advance Blueprint Reading” and “Advance Acoustic Layout.”
 1. If a carpenter apprentice passes the “Basic Math” course but fails the “Basic Blueprint Reading” course is said to have failed both courses and must repeat both courses. If an apprentice fails the “Basic Math” course, the apprentice cannot proceed on to the “Basic Blueprint Reading” course, and must repeat both courses.
 2. If a drywall apprentice passes the “Advance Blueprint Reading” course but fails the “Advance Acoustic Layout” course is said to have failed both courses and must repeat both courses. If an apprentice fails the “Advance Blueprint Reading” course, the apprentice cannot proceed on to the “Advance Acoustic Layout” course, and must repeat both courses.

C. **Hold Status**

If a situation arises in which an apprentice, for good cause and sufficient reason, is unable to register or continue in attending the course, the apprentice may be placed on a “hold status” and remain in good standing with the program. An apprentice must meet the following conditions before an apprentice can be placed on a “hold status”:

1. The apprentice shall first request permission in writing to the Apprenticeship and Training Office to be excused from attending classes, indicating the reason for such a request.
2. The duration of the “hold status” may not exceed one (1) semester.
3. The apprentice shall be placed on “hold status” only once during his or her apprenticeship. Any other exceptions will be at the discretion of the Director of Apprenticeship and Training.
4. The apprentice shall remain working at the trade whenever possible.
5. The apprentice shall be responsible for registering in and attending scheduled classes at the beginning of each school semester.

D. Penalties

1. An apprentice who fails to register for and attend classes each semester shall automatically have the accrual of work process hours held in suspension until such time the requirements have been satisfactorily met.
2. At the time that the apprentice is considered to have failed a course, the apprentice’s accrual of work process hours will automatically be held in suspension until such time the requirements have been satisfactorily met.
3. Any apprentice not complying with the requirements of the related training instruction may be directed to meet with an Apprenticeship and Training Office staff personnel to explain the reasons for his or her non-compliance, and may also be directed to appear before the JATC to explain the reasons for such non-compliance. Any additional assessed penalties will be at the discretion of the JATC.
4. Failure to appear before the JATC as directed shall result in the immediate cancellation of the apprentice’s “Apprenticeship Agreement.” *An unreported change of address shall not be considered as an excuse for not receiving notification to appear before the JATC.*
5. Suspension of Hours.

- a. If a forty (40) school hour course is failed, the apprentice’s work process hours will be suspended for three (3) months or until the apprentice has repeated and passed the required repeated related training instruction class, whichever is greater.
 - b. If an eighty (80) school hour course is failed, the apprentice’s work process hours will be suspended for six (6) months or until the apprentice repeats and passes his or her eighty (80) school hour course, whichever is greater.
6. All penalties will be handled on a case-by-case basis.

E. Related Training Hours

- 1. Related training hours will be credited if the apprentice completes and passes said course.
- 2. Related training hours will not be credited if said course is failed.

F. Related Training Instruction Class Schedule

- 1. Classes meet Saturdays: 7:30 a.m. to 12:30 p.m. (5 hours)
Evening classes, if any, meet Mondays, Tuesdays, Wednesdays, or Thursdays: 4:30 p.m. to 9:30 p.m. (5 hours)
- 2. Saturdays Class schedule: 7:30 a.m. to 10:20 a.m. (1st period)
10:20 a.m. to 10:40 a.m. (Break)
10:40 a.m. to 12:30 p.m. (2nd period)

Evenings Class schedule: 4:30 p.m. to 7:20 p.m. (1st period)
7:20 p.m. to 7:40 p.m. (Break)
7:40 p.m. to 9:30 p.m. (2nd period)
- 3. Starting time for classes is 7:30 a.m. on a Saturdays and 4:30 p.m. on evenings. **Anyone who fails to sign the attendance at the start of class and returning from break will be considered absent and will not be allowed to make-up the hours.**
- 4. Anyone arriving ten (10) to twenty (20) minutes late will be penalized one (1) hour for that class session.
- 5. Anyone arriving after thirty (30) minutes late will receive **NO CREDIT** for that class session and will not be permitted in class.
- 6. Anyone arriving late from break will receive **NO CREDIT** for the

remainder of that class session.

7. All apprentices will be required to attend all meetings called for by the Apprenticeship and Training Office. Anyone not attending these meetings will be penalized for that class session.

SECTION IV ON THE JOB TRAINING

A. On-the-Job Requirements

1. Each apprentice shall perform diligently and faithfully the work of the trade and abide by the working Rules and Regulations of the employer, union, and the JATC.
2. Each apprentice shall protect the property of the employer and co-workers and strictly comply with the safety standards.
3. All unemployed apprentices shall sign the out-of-work registration book in the Hawaii Regional Council of Carpenters Offices from which employment is obtained, and abide by the job call procedures.
4. Any apprentice who refuses a job dispatch will be directed to meet with the Director of Apprenticeship and Training to explain the reason for refusal. Disciplinary action will be at the discretion of the Director of Apprenticeship and Training.
5. No apprentice shall quit an employer, or terminate employment prior to the job completion, without first contacting the Apprenticeship and Training Office, at which time an attempt will be made to resolve the problem. Any orderly change of employers may be possible, if all avenues of reconciliation have been explored.
6. Availability of work depends on the industry, and an apprentice's willingness to work.
7. An apprentice who leaves to work on another island must obtain the proper clearance in writing from the Apprenticeship and Training Office.
8. An apprentice who leaves to work on another island must attend related instructional classes on that island. If the scheduled class is not available on that island, the apprentice will be required to attend classes on his/her home base island.

B. On-the-Job Hours

1. As an apprentice, you were advised of your responsibility for the completion of work hour's records and shown the correct procedure for completing the Daily Progress Record (also known as "DPR") forms.

The reports provide the following:

- a. Assurance of specific wage increase when due.
 - b. Provides a guide for rotation of work processes.
 - c. Provides a permanent record of accumulated work hours and proof of your training and experience in the trade.
 - d. Assurance of a completion certificate.
2. These reports are required under the Apprenticeship Standards. An apprentice shall submit a work process record for the calendar month by the tenth (10th) of the following month even if no work was performed. If the tenth (10th) falls on a Sunday, holiday, or non-working day, the record must be received by the working day before the tenth (10th). Failure to file a timely report will delay your wage increase when due.
 - a. Delinquent daily progress record. A monthly daily progress record is considered delinquent if received by the Apprenticeship and Training Office after the tenth (10th) of the following month for the reporting month.
 - b. If the monthly daily progress records are not submitted to the Apprenticeship and Training Office on or before the tenth (10th) of the second month, the apprentice shall receive no credit or zero work hours for the delinquent month, and the apprentice is considered not to have accomplished his or her next step.

Example:

Hours worked in January shall be reported or submitted to the Apprenticeship and Training Office by the tenth (10th) of February to be considered on time. However, if January work hours are reported or submitted after the tenth (10th) of March, the apprentice shall receive no credit or zero (0) work hours for the month of January.

3. Tardy or delinquent Daily Progress Record reports will affect the date of wage increases. When an apprentice reports or submits to the Apprenticeship and Training Office a delinquent daily progress record for

a month a wage increase occurs, the apprentice will not receive a retroactive wage increase. The date the DPR is submitted will be used as the effective date of the wage increase.

4. Delinquent daily progress records must be submitted to the Apprenticeship and Training Office even if no credit for work hours will be given for the reporting month. Delinquent DPRs must be submitted for purposes of tracking eligibility of benefits.
5. An employer or supervisor's signature is still required for all delinquent daily progress records. Incomplete forms will be returned to the apprentice for completion which would delay notification of benefits to apprentice's employer.
6. Daily Progress Record reports are **due monthly**, even when you are not working. Indicate on the report your current status (i.e. no work, industrial accident, non-work related injury, etc.) This information is necessary to keep an up-to-date status on you.
7. Daily Progress Record reports are also due monthly even if your work process hours are under suspension.
8. The Apprenticeship and Training Office will send out notices to the apprentices who are delinquent in submitting their work process reports. Failure to respond to the notice will result in the apprentice appearing before the Director of Apprenticeship and Training to explain the reason that such requirements are not being met. Failing to appear for a personal consultation will result in the apprentice being directed to appear before the local JATC or being canceled from the program ("cancellation of Apprenticeship Agreement").

SECTION V. GENERAL PROGRAM INFORMATION

A. Rotation

1. The major goal or purpose of the Hawaii Carpenters Apprenticeship and Training Program is to provide carpenter, millwright, drywall, acoustical, and lather apprentices in Hawaii with broad skills to meet the needs of the construction industry. Therefore, if any one contractor cannot furnish work experience in all the work process steps, the apprentice may be rotated upon request to other contractors who have work available to supply training in the uncompleted work process steps.

B. Union Membership

1. The constitution and laws of the United Brotherhood of Carpenters and Joiners of America provides:

“All apprentices shall be under and subject to such agreement and procedures as may be required by the Joint Apprenticeship and Training Committee of the local union or district council having jurisdiction.”

Accordingly, an apprentice’s classification with the United Brotherhood of Carpenters and Joiners of America is subject to change by the local union if the JATC transmits notice to the local union that the apprentice has been dropped from the apprenticeship program for unsatisfactory participation.

2. An apprentice reported to the JATC by the local union as being suspended or dropped from membership is to be considered in non-compliance with the program. The apprentice will be unable to participate in the program until he or she is accepted back into the union or until other form of restitution is made, or will be subject to cancellation from the program.

C. Voluntary Cancellation

1. If, at any time, an apprentice is unable to continue the program on a full-time basis, inclusive of work and/or school attendance, the apprentice may request a “voluntary cancellation” from the program.
2. An apprentice who desires to voluntarily withdraw from the program must notify the local Apprenticeship and Training Office in writing. The written request must give the reason(s) for withdrawal. The written withdrawal shall then be forwarded to the local union.
3. An apprentice who voluntarily withdraws from the program does so in good standing with the JATC, and shall be eligible for reinstatement at a later date. Reinstatement will depend upon the availability of work, and will also be at the discretion of the JATC.
4. An apprentice who voluntarily withdraws from the program, and is accepted back into the Hawaii Carpenters Apprenticeship and Training program, may have their work hours credited at the discretion of the Committee. However, if work hours are deducted, the deduction shall not exceed the deductions under the Reinstatement for Noncompliance.

D. Noncompliance Cancellation

1. An apprentice who does not comply with the Apprenticeship Standards and/or the Rules and Regulations of the program shall be canceled from the program for being in noncompliance.
2. Apprentices may be directed to appear before the JATC. Such

appearances are mandatory, when requested. Non-appearances will be sufficient grounds in it for being canceled from the program for failing to comply with committee direction.

3. An apprentice who is canceled from the program must wait one (1) year before submitting a written request for reinstatement into the program. Reinstatement will be at the discretion of the JATC.
4. Apprentices will be canceled from the apprenticeship program for receiving a positive test on a pre-employment drug screening when required by employer. Apprentices canceled from the program for receiving a positive test must wait the required one (1) year from date of cancellation to request, in writing, for a reinstatement into the apprenticeship program. Also, as a condition of reinstatement, the apprentice must submit a negative drug screening test prior to reinstatement.

E. Reinstatement From Noncompliance

1. An apprentice who has been canceled from the program for noncompliance will be granted the following credit for reported work hours:
 - a. Out from the program for more than one (1) year but less than two (2) years will be granted ninety percent (90%) of the total accumulated reported work hours - equivalent to a reduction of one step level. For example, if an apprentice was canceled from the program with accumulated work hours of 7,540.00 (8th Step, 95%), the apprentice will be reinstated with 6,001.00 (7th Step, 90%) work hours.
 - b. Out from the program for two (2) years but less than three (3) years will be granted eighty percent (80%) of the total accumulated reported work hours - equivalent to a reduction of two step levels. For example, if an apprentice was canceled from the program with accumulated work hours of 7,540.00 (8th Step, 95%), the apprentice will be reinstated with 5,001.00 (6th Step, 80%) work hours.
 - c. Out from the program for three (3) years but less than four (4) years will be granted seventy percent (70%) of the total accumulated reported work hours - equivalent to a reduction of three step levels. For example, if an apprentice was canceled from the program with accumulated work hours of 7,540.00 (8th Step, 95%), the apprentice will be reinstated with 4,001.00 (5th Step, 70%) work hours.
 - d. Out from the program for four (4) years but less than five (5) years will be granted sixty percent (60%) of the total accumulated reported work hours. - equivalent to a reduction of four step levels. For example, if an apprentice was canceled from the program with accumulated work hours

of 7,540.00 (8th Step, 95%), the apprentice will be reinstated with 3,001.00 (4th Step, 60%) work hours.

- e. Out from the program five (5) years or more, credit will be granted at the discretion of the JATC.
2. All reinstated apprentices will be indentured under the new program rules.

F. Change of Address

1. It is MANDATORY that an apprentice reports every change of address to the Hawaii Carpenters Apprenticeship and Training Office, and to the union, immediately.
2. The JATC shall not be responsible for an apprentice who does not receive notices due to an unreported change of address. Non-receipt of a notice certified or otherwise, due to an unreported change of address will not be sufficient grounds for an appeal of any noncompliance cancellation from the program.

**SECTION VI.
APPEAL PROCEDURE**

- A. After probation, an apprentice has the right to appeal the Notice of Cancellation. The appeal must be submitted, in writing, to the Apprenticeship and Training Office within thirty (30) days of the postmark of the Notice.
- B. The apprentice may be directed to appear before the Apprenticeship and Training staff personnel. This appearance is mandatory. Failure to appear is grounds for cancellation from the program.
- C. During the appearance, the Apprenticeship and Training staff personnel will question the apprentice regarding noncompliance of the Rules and Regulations of the program or cause for not complying with Apprenticeship Standards.
- D. The recommendation of the Apprenticeship and Training office will be forwarded to the JATC for approval at the next scheduled meeting.
- E. If the appeal is granted, the apprentice shall be re-indentured and will sign a stipulation agreement to comply with the Rules and Regulations as well as the Apprenticeship Standards. If an apprentice was suspended for nonpayment of dues, he or she will make payment for Union obligations or make alternate restitutions immediately after the re-indenturing process.

RULES AND REGULATIONS RECEIPT

Name: _____ Trade: _____
(Please print first and last name)

I do hereby certify that I have received and will read in its entirety the Rules and Regulations and General Program Information for the Hawaii Carpenters Joint Apprenticeship and Training Program in the State of Hawaii.

I further understand that failure to comply with the Rules and Regulations, as set out, could be cause for the recommendation for Cancellation of my "Apprenticeship Agreement."

Signature: _____ Date: _____

Apprenticeship and Training Headquarters & Business Offices

Carpenters Apprenticeship and Training Office

1311 Houghtailing Street, Suite 201 · Honolulu, Hawaii 96817
Phone (808) 848-0794 · Fax (808) 841-5961

Hawaii Carpenters and Drywall Training Fund Center

2040 Lauwiliwili Street · Kapolei, Hawaii 96707
Phone (808) 682-7326 · Fax (808) 682-7329

Hawaii Regional Council of Carpenters

Oahu Office

1311 Houghtailing Street · Honolulu, Hawaii 96817
Phone (808) 847-5761 · Fax (808) 841-0300

Hilo Office

525 Kilauea Avenue, Suite 205 · Hilo, Hawaii 96720
Phone (808) 935-8575 · (808) 935-8576

Kona Office

75-126 Lunapule Road · Kailua-Kona, Hawaii 96740
Phone (808) 329-7355 · Fax (808) 326-9376

Maui Office

330 Hookahi Street · Wailuku, Hawaii 96793
Phone (808) 242-6891 · Fax (808) 242-5961

Kauai Office

Kuhio Medical Center · 3-3295 Kuhio Highway, Suite 201 · Lihue, Hawaii 96766
Phone (808) 245-8511 · Fax (808) 245-8911

Hawaii Benefit Administrators, Inc

200 N. Vineyard Boulevard, Suite 100
Honolulu, Hawaii 96817
Phone (808) 841-7575

**For Neighbor Island Members The Toll Free Number Is:
(1-800-634-8608)**

Pacific Resource Partnership

1100 Alakea Street, 4th Floor · Honolulu, Hawaii 96813
Phone (808) 528-5557 · Fax (808) 528-0421

General Contractors Labor Association

1065 Ahua Street · Honolulu, Hawaii 96819
Phone (808) 839-6517

Building Industry Labor Association

1727 Dillingham Blvd
Honolulu, Hawaii 96819
Phone (808) 847-4666

Hawaii Wall and Ceiling Industry Association

3375 Koapaka Street, Suite F220-43 · Honolulu, Hawaii 96819
Phone (808) 839-6517