



**nefba**  
Northeast Florida Builders Association  
APPRENTICESHIP

**Learn. Grow. Connect. Lead.**

**Established 1974  
Jacksonville, Florida**

# Apprentice Policies & Guidelines 2018

**Northeast Florida Builders Association  
Apprenticeship Program  
103 Century 21 Drive, #100  
Jacksonville, FL 32216  
O: (904) 421-0296 F: (904) 721-3372**



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## APPRENTICESHIP EXECUTIVE BOARD

### PURPOSE

The trades committee(s) is comprised of participating employers and industry leaders that play the role of a counselor, dean and mentor for each apprentice. The committee members ensure that all parties adhere to the program standards.

### EXECUTIVE BOARD

Keith Ward, Executive Board Chairman  
Thomas May Construction

Curt Kinder  
Greener Solutions Air

Steve Glover  
DeBerry Electric, Electrical Chairman

Tim Mosley  
The Haskell Company

Rick Harper, HVAC Chairman  
Florida Comfort

Janie Ade  
Arlington Fuel Oil Company

Scott Wood, Plumbing Chairman  
C.W. Wood Plumbing

Steve Auld  
Auld & White Constructors

Brandon Warner, Carpentry Chairman  
Thomas May Construction

Gary Hopkins  
American Electrical

Gene Rover  
B & G Plumbing and Mechanical

Matt Carlton  
Carlton Construction

### APPRENTICESHIP STAFF DIRECTORY

**Main Apprenticeship**  
**(904) 421-0296**

**Main Apprenticeship Email**  
**[apprenticeship@nefba.com](mailto:apprenticeship@nefba.com)**

Christina Thomas, M.Ed.  
Training Director  
[cthomas@nefba.com](mailto:cthomas@nefba.com)  
(904) 421-0297

Charlie Libretto, MBA  
Training Manager  
[clibretto@nefba.com](mailto:clibretto@nefba.com)  
(904) 725-5293

Tatum Ellison, BA  
Training Coordinator  
[tellison@nefba.com](mailto:tellison@nefba.com)  
(904) 503-4704

## MISSION STATEMENT

To offer a quality construction apprenticeship program providing career preparation and a work force to meet the needs of the employer, industry and community, thereby enhancing the quality of life in Northeast Florida.

## HISTORICAL STATEMENT

Apprentice training has been a major focus of the Northeast Florida Builders Association for almost 45 years. When the NEFBA construction-training program began in September 1973, classes were offered in the electrical and plumbing trades. By the time the first class of 15 graduated in 1976, carpentry, sheet metal, roofing, and heating and air-conditioning were also offered. The first graduation was held three years after the first class was formed because some students in the initial class were able to complete the four-year program in three years, receiving credit for experience and/or training. By 1976, NEFBA's training program was the largest program under the sponsorship of the National Association of Home Builders Manpower and Training Department with 190 apprentices enrolled. Carmel Morris of Allstate Electrical Contractors was the original chairman and has been dubbed the Godfather of NEFBA's apprenticeship program for his early and continuing involvement.

## APPEAL PROCESS

Any termination due to violation of apprenticeship standards may be appealed within 10 days after receiving termination letter by contacting (904) 421-0296 or by email to [apprenticeship@nefba.com](mailto:apprenticeship@nefba.com).

## ATTENDANCE POLICY\*

**There are no excused absences. Every absence is an occurrence regardless of reason for absence.**

- There are **no** excused absences. Every absence is an occurrence regardless of reason for absence.
- To meet FLDOE Standards of Apprenticeship, each class shall meet the the required time, 3 hours, unless notified otherwise and must have a minimum of 144 trade-related instructional hours.
- 3 unexcused tardies will result in 1 absence.
  - Apprentices arriving to class between 6:16-6:30 will be marked tardy.
  - Apprentices arriving to class at 6:31 or after will be marked absent.
  - Apprentices who continuously arrive between 6:00 and 6:15 are subject to Disciplinary Procedures by Instructor and/or Apprenticeship Staff.
- 3 absences will result in an automatic probation.
- **4 absences will result in automatic termination** with the right to appeal for reinstatement by the Apprenticeship Executive Committee.

2 <sup>nd</sup> absence	Email to apprentice that next absence is probation.
3 <sup>rd</sup> absence	Letter sent to apprentice and employer that apprentice is on probation.
4 <sup>th</sup> absence	Termination (10 days to file written appeal)

*\*Effective August 1, 2017*

## CANCELLATION OF CLASS

In the event a class session should be canceled due to emergency or inclement weather, apprentices will be notified by email, phone and/or text message. Weather days are built into the school calendar to ensure at least 144 hours of related instruction are met each year.

## COMMUNICATION

Email notifications are the primary means of communication between apprenticeship staff, apprentices and sponsoring employers. It is the responsibility of the apprentice to notify the apprenticeship staff changes in address, phone number or email.

Apprentices can register to receive text alerts via Remind101 by texting “@nefba” to the number “81010”. Text messages regarding class cancelation, class holidays, time card reminders and summons notices will be sent on a monthly basis.

Stay connected: @NEFBAApprenticeship   

## DAVIS BACON PROJECTS

The NEFBA Apprenticeship program is a registered apprenticeship program through the Florida Department of Education and is subject to compliance with all federal regulations under the Department of Labor. **If an employer has any apprentice they would like to place on any Davis Bacon job site, it is the responsibility of the employer to contact the NEFBA Apprenticeship program prior to placing the apprentice on the job.** The apprenticeship office will assist the employer in completing necessary paperwork for approval.

All other Davis Bacon related questions pertaining to certified payroll, prevailing wage, and other guidelines should be directed to the employer’s human resources and/or legal department, or by contacting a labor attorney. The NEFBA Apprenticeship Office has Davis Bacon Guidelines available at any time by request.

## DISCIPLINARY PROCEDURES

A good attitude is essential, as is the willingness to work and learn cooperatively.

- The Instructor has the authority to maintain class discipline as necessary. An Instructor has the authority to suspend a student from his class. Should an instructor suspend an Apprentice or have disciplinary problems, the Apprenticeship office should be notified immediately of the action and the reason for the action.
- If an apprentice disrupts the class or is disruptive on the job, he will be subject to termination from the apprenticeship program.
- Apprentices disrupting class can be removed from the training class at the direction of the instructor and/or NEFBA staff member. Apprentice will be marked absent for that class period.
- All disciplinary problems are reviewed by the apprentice committee of the trade and, ultimately, by the Executive Apprentice Committee.
- Please contact Security immediately if an Apprentice is particularly troublesome.

## EMERGENCIES

- If apprentices know he/she will be late for class or have to miss a class due to an emergency occurring after 4 PM, contact his/her instructor. If he cannot be reached, please leave a message with the NEFBA Apprenticeship Office at (904) 421-0296. Absences due to emergencies still fall under Attendance Policy.
- In the case of an emergency during a class, call 911 and then contact Keiser at (904) 296-3440 or the NEFBA Apprenticeship Office at (904) 421-0296 if offsite.
- All instructors must submit an “emergency” generic substitute lesson plan to Charlie Libretto [clibretto@nefba.com](mailto:clibretto@nefba.com) before August 31<sup>st</sup> of each year for storage in the NEFBA Apprenticeship office for use during unforeseen circumstances.

## EMPLOYER OBLIGATIONS

The success of apprenticeship training depends on a good relationship between the employer and the program. Employers are encouraged to communicate their needs, suggestions, problems, and other areas of concern relating to apprenticeship with the apprentice committee on a regular basis. Employers are encouraged to visit apprentice classes by appointment or immediately following any onsite meeting. All of the apprenticeship committees invite employers to attend their meetings and to consider becoming a member of the committees themselves. The employer's active participation in the apprenticeship program is most welcome. Annual Registration includes:

- Complete the Florida Department of Education Participating Employer Agreement (upon initial registration).
- Complete the NEFBA Employer Agreement.
- Pay annual NEFBA dues (\$510.00).
- Pay annual apprentice tuition (\$425.00) per apprentice.
- Complete an annual wage survey.
- Allow apprentice(s) to leave work in a timely manner to arrive to class sessions on time.
- Provide the NEFBA apprenticeship staff notification of date termination within 10 days after terminating an apprentice.
- Sign monthly apprentice Work Process Cards to verify OJT hours towards graduation.
- Maintain approval for Davis-Bacon work and adhere to 3:2 ratio (three journeymen for every two apprentices).
- Agree to follow the minimum wage schedule (employers are allowed to pay an apprentice more than the minimum wage required).
- Complete intent to sponsor form for any current employees to continue annual sponsorship of apprentice.

## EMPLOYMENT STATUS (OJT)

- All employment and placement information will be available only at the NEFBA office.
- No apprentice can change employers without prior approval of the apprenticeship executive committee. **If an apprentice terminates his/her employment, they will be automatically terminated from the program.**
- Failure of an apprentice to accept or show up for employment result in his/ her termination from the program on the grounds of self-termination.
- If you An apprentice is laid-off or terminated by his/her employer, the apprentice must call and inform the NEFBA office at (904) 421-0296 within 48 hours.
- The NEFBA Office does not guarantee placement with Participating Employers. The failure by an apprentice to secure employment within thirty (30) days, will result in apprentice being terminated from the Program with Right to Appeal.

## TERMINATION FROM EMPLOYMENT (by employer)

If an apprentice is "let go" from his/her current employer, the apprenticeship staff will assist that individual to find another employer. It is the responsibility of the apprentice to set up interviews with prospective employers and notify apprenticeship staff of new employer. If the apprentice cannot find employment, he or she must voluntarily withdraw from the program.

## TERMINATION FROM EMPLOYMENT (by apprentice)

If an apprentice quits his/her current employer, it is automatic termination from the program.

## **ENFORCEMENT OF SAFETY POLICIES: LAB, PARKING, SUBSTANCE USE & FIREARMS POLICY**

**LAB POLICY:** The NCCER curriculum requires apprentices to perform what they have learned in the NCCER textbook by performing various tasks. These tasks are identified as Performance Profiles that can only be verified by a journeyman level or higher with a PASS or FAIL grade.

Instructors and apprentices must abide by all safety guidelines set forth by NCCER and industry safety guidelines. Apprentices are required to bring their own safety glasses on scheduled lab nights.

**PARKING & SUBSTANCE USE POLICY:** In accordance with an agreement made with our educational partners, Keiser University/RHS/MHS, all NEFBA Apprentices are to adhere to the following guidelines for parking:

- Report to class upon arrival at training location. No loitering in parking lot.
- Do not leave trash of any kind in parking lot at any training location.
- Illegal drug use is prohibited at all training locations and is punishable by law.
- Firearms and/or weapons are strictly prohibited at all training locations.
- Alcohol use is strictly prohibited on site at **any** training location.
- Tobacco\* use is strictly prohibited on site at public school locations.
- Tobacco\* use is only permitted in designated area at Keiser (in the gazebo area) and only during break time.
- No tobacco use in front of building and/or inside at any training location.
- No loitering in parking lot after

\*Tobacco use includes cigarettes, e-cigarette (vapes), and smokeless tobacco.

**ENFORCEMENT OF SAFETY POLICIES:** All persons, by signing this document, acknowledge the receipt and acceptance of all responsibilities of enforcement of the NEFBA Lab Safety Manual for all training sessions in which the instructor is the primary enforcer. Failure to properly ensure the safety of all apprentices in any classroom, lab, or field experience session will result in immediate termination.

## **EQUAL EMPLOYMENT OPPORTUNITY AND HARASSMENT**

In accordance with state and federal law, the recruitment, selection, employment and training of apprentices during their apprenticeship shall be without discrimination because of race, color, religion, national origin, sex, (including pregnancy and gender identity), sexual orientation, genetic information, or because they are an individual with a disability or a person 40 years old or older.

NEFBA supports a “harassment free” policy in any/all endeavors sponsored by the association, including the Apprenticeship training program. Harassment of any kind by any supervisor, co-worker, consultant, agent, apprentice, trainee, participating employer, on-the-job training supervisor, or supplier is improper and will not be tolerated. All employees of the Northeast Florida Builders Association are provided with policies specific to these areas and a copy of these will be provided to other authorized trainees/participants and/or individuals.

Please immediately call Christina Thomas, Training Director with any concerns regarding the above information (904) 421-0296.

## **GRADES**

Grades are averaged through NCCER module testing, paper-based testing, homework and classwork. Each apprentice and employer will receive quarterly grade reports. Apprentices must earn a 75% or higher in order

to pass the course and move onto the next level. Apprentices must complete all NCCER online module tests with a 70% before being promoted.

- Please adhere to Computer Lab schedule for each evening's availability by signing up by no later than 5 PM on the day of testing at <http://www.nefbaapprenticeship.org>.
- For NCCER classes, computer tests, written tests and homework/classwork assignments will each count one-third of the Apprentice's class grade
- NCCER computer tests may be taken **twice** free of charge to achieve a passing grade. A per test fee of \$10/test will be charged to apprentices for each module test attempt beyond the second attempt each year.
- Grades are comprehensive for the course. The following grade schedule applies:

92 – 100 = A

84 – 91 = B

75 – 83 = C

**BELOW 75 IS FAILING**

## **GRADUATION REQUIREMENTS**

The graduation ceremony is held May of each year. Upon graduation, all graduates from the apprenticeship program will earn a Florida Department of Education Certificate of Completion, 8,000 OJT hours, 600 hours of related-trade instruction and NCCER certificate/transcripts. If an apprentice has not turned in all Work Process Cards for 8,000 OJT hours, the apprentice must continue to turn in Work Process Cards over the summer before Florida Department of Education Certificate of Completion can be received.

## **NEFBA APPEARANCE POLICY**

In accordance with an agreement made with our educational partners, Keiser University/RHS/MHS, all NEFBA apprentices are to adhere to the following guidelines for appearance:

- Must wear a NEFBA polo shirt to class each and every night.
  - Failure to arrive to class in NEFBA polo will result in dismissal from class with an absence and/or
  - Apprentices may purchase a polo for \$15 from Support Specialist or Keiser if available.  
**NEFBA Apprenticeship does not guarantee the availability of polo shirts on each night of class and will be held harmless for any resulting absence.**
- NEFBA polo shirts are to be visible at all times- not under a hoodie or sweatshirt.
- Long pants/jeans
- Closed-toe shoes
- No hats worn in doors

If an apprentice fails to wear the mandatory NEFBA polo shirt, the apprentice has two options:

- Purchase a shirt before classes **if** NEFBA staff is available - not guaranteed (Cash only \$15.00)
- Or, do not attend class and earn 1 absence

## **TERMINATION FROM PROGRAM**

NEFBA Apprenticeship holds the right to terminate an apprentice for insufficient grades, failure to pass all NCCER modules, lack of payment, improper conduct on the job and/or classroom, violating safety, violence, discrimination against or vulgarity.

- Any violation of the apprentice guidelines will result in termination from the NEFBA Apprenticeship programs.



- Upon termination, the apprentice has the right to appeal the termination with the Apprenticeship Executive Committee within 10 days of the effective date of termination.
- For cases of hardship involving serious illness, injuries, emergency employer-initiated overtime work, etc, documentation is required to allow review by the committee when considering reinstatement back into the program.
  - For example: In the event of required overtime work causing absences/tardies, the apprentice must obtain a letter on his company letterhead or email from a verifiable email address, signed by the employer to verify the absence. If due to illness, a doctor's bill and/or statement is needed.
- Once terminated from the program, the apprentice has the right to request reinstatement into the program up to **two** years after the termination by submitting letters of request from the apprentice and a NEFBA Participating Employer to the Apprenticeship office staff.

## **TESTING OUT**

If an apprentice has at least one year of experience with the current participating employer or is transferring in from a program that did not use NCCER curriculum, he/she may be eligible to test out of the first year. The sponsoring employer must write a "letter of request" to the apprenticeship staff. Effective July 1, 2017 employers will pay \$225 per apprentice per each year for an employee to test out. If the apprentice only has a few modules to take to complete the test out phase the employer will be charged \$15.00 per module. Apprentices are not allowed to pay for this fee. Apprentice must have tested out prior to the start of each training year.

## **TEXTBOOKS & REGISTRATION FEE**

- Apprentices are responsible for bringing his/her own textbooks to class each night.
- Textbooks are available for order from the NEFBA Apprenticeship Office before classes start each year. Failure to purchase books from NEFBA will result in apprentices purchasing books from an outside source. NEFBA textbooks are offered at cost to apprentices.
- Textbooks are required on the first night of class for entry. Apprentices removed from classes for not having a textbook will receive an absence.
- All apprentices are responsible for the registration fee each year. Employers are welcome to pay these fees at their discretion.

## **TRANSFER**

In the event an apprentice would like to transfer to a different apprenticeship program, he/she can provide their NCCER certifications through the NCCER national registry system to have credits applied to their new training program. If the new training program needs additional information about prior experience, please contact the apprenticeship staff.

## **TRANSPORTATION**

Is the responsibility of apprentice. Failure to attend work and/or classes because of transportation issues will be grounds for termination from the program.

## **VETERANS**

Military Veterans enrolled in the program are eligible for BAH benefits through the Post 911 GI Bill. Apprentices must complete DD-2214. In order for GI Bill BAH benefits to be processed, apprentices must submit their Work Process Card hours to the apprenticeship office for processing with the VA every month. Once benefits have been submitted each month to the VA, the veteran's coordinator will email apprentice with

the confirmation of hours submission, along with all information for apprentice to reach out to VA should there be any issues with monthly benefits.

## **WAGE INCREASE ELIGIBILITY**

- The NEFBA office will notify employers regarding semi-annual wage increases. Increases are only applicable if you are receiving the minimum percentage.
- Wage increases should occur at the first of the month, January and July, after an apprentice's indenture date into the program for those in good standing.
- Wage increases will be recommended when all of the following is verified:
  - Work Process Cards are up to date.
  - Apprentice has no excessive absences
  - Apprentice has successfully passed every current NCCER online module test with a 70% of higher
  - Apprentice has a current semester grade of at least 75%.
- For July wage increase, apprentice must be within acceptable range of OJT hours towards graduation.

## **WAGE RATES**

Wage rates are based on an annual wage survey sent to all participating employers to record their hourly wage of a journeyman. Apprentices begin at 50% of that average journeyman wage. If an apprentice is on good standing, apprenticeship staff will send the sponsoring employer a letter of raise eligibility. Therefore, the apprentice will raise their hourly wage 5% every 6 months. Please refer to the most recent wage schedule, effective July 1<sup>st</sup> of every year, and provided by the NEFBA Apprenticeship Office. New wages are effective every year following an annual Wage Survey.

## **WITHDRAWAL FROM PROGRAM**

An apprentice at any time can voluntarily withdraw from the program by contacting his/her training coordinator to begin the process. It is recommended that the apprentice write a letter or email explaining the circumstances surrounding their decision and submit to the training coordinator. The apprentice may be reinstated with board approval within 2 years.

## **WORK PROCESS CARDS/ON-THE-JOB TRAINING**

An apprentice must turn in monthly Work Process Cards in order for the apprenticeship staff to log all On-the-Job Training hours in an effort to total 8,000 or journeyman level. Work Process Cards are expected to be turned in correctly by the first of each month. If an apprentice turns in a Work Process Card incorrectly they will be notified and it will not count until it is properly resubmitted. Blank Work Process Cards can be found: <http://www.nefbaapprenticeship.org/current-apprentices.html>

- Apprentices are required to submit a Work Process Card monthly – 12 months per year.
- You may turn your Work Process Cards in by scanning and emailing them, mailing them, faxing them to (904) 721-3372, taking a picture of your Work Process Card with a camera phone and emailing or physically dropping your Work Process Card off to the NEFBA Apprenticeship Office. Emailed Work Process Cards should be **ONLY** sent to [apprenticeship@nefba.com](mailto:apprenticeship@nefba.com), not individual staff members.
- Work Process Cards must be in the NEFBA office no later than the 1<sup>st</sup> of every month.
- If Work Process Cards are not up to date when school is in session, apprentices will not be allowed back in class until the Work Process Cards are updated. Apprentices will be counted as absent for the days they miss for this reason.
- Work Process Cards must be filled out properly before they can be accepted, including:

Name, Employer, Trade, Class, Month, Year, Current Wage, Total Hours for the Month computed on the front of the card must all be indicated. **A signature at the end of each week by the supervising journey worker is required.**

- Use one Work Process Card for each month. Do **NOT** overlap months.
- If you need blank Work Process Cards, they are available on the NEFBA Apprenticeship website at <http://nefbaapprenticeship.org> or by visiting the NEFBA office at 103 Century 21 Drive during office hours. **Obtaining cards is your responsibility!**
- Instructors should not accept Work Process Cards. Apprentices are responsible for submitting Work Process Cards directly to the Apprenticeship office.
- Apprentices are required to submit Work Process Cards whether they are employed or unemployed.

By signing below, I acknowledge that I have received a copy of the NEFBA Apprenticeship Apprentice Policies and Guidelines and will adhere to all policies and procedures established by the NEFBA Apprenticeship Executive Committee and the Florida Department of Education Standards of Apprenticeship.

DATE: \_\_\_\_\_

COMPANY NAME: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

PRINT NAME: \_\_\_\_\_

TITLE OR POSITION: \_\_\_\_\_