Apprentice Application
Information Guide

SMART
SHEET METAL | AIR | RAIL | TRANSPORTATION
SHEET METAL WORKERS | LOCAL UNION NO. 36

KEEP FOR REFERENCE
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MISSION STATEMENT

SMART – Sheet Metal, Air, Rail, Transportation Union Local 36 and St. Louis Sheet Metal and Air Conditioning Contractors National Association are committed to providing customer satisfaction on every job through the highest quality, value, integrity, safety, and craftsmanship.

This statement is our commitment and goal.

We will achieve that goal through training, teamwork, and management for continuous improvement of our product and service.

This effort will permit St. Louis SMACNA Contractors and SMART – Sheet Metal, Air, Rail, Transportation Union Local 36 to achieve the highest customer satisfaction in this highly competitive market.
GENERAL SHEET METAL TRADE OVERVIEW
ONE OF THE MOST DIVERSIFIED TRADES

Define Trade

- As a union Sheet Metal Worker, you will belong to a skilled, technical craft that works with other building tradespeople to construct commercial, industrial, and residential buildings.
- Sheet Metal Workers cut, bend, and shape sheets of metal. They use specialized fastening devices such as bolts, rivets, screws and solder. Sheet Metal Workers use hand and power tools and equipment including shears, breaks, punches, forming presses, edging and crimping machines, hammers, grinders, etc.
- Sheet Metal Workers work in both the field and in the shop utilizing mathematics and pattern layout development methods.
- Sheet Metal Workers are skilled in installations involving heating, ventilation and air conditioning (HVAC) of commercial buildings and private homes.
- Sheet Metal Workers specialize in indoor air quality, energy management, service and repairs.
- Sheet Metal Workers use sheet metal for roofs, rain gutters, siding and architectural features.
- Sheet Metal Workers also perform all types of welding on all types of materials.
- Sheet Metal Workers are trained in the Testing, Adjusting and Balancing of mechanical systems as well as servicing them.
- Sheet Metal Workers create 3 Dimensional drawings to be utilized for Building Information Modeling (BIM).

Conditions of the Job/Physical Expectations

- Prepare to work outdoors in hot summers and cold winters
- Working from ladders, scaffolds and various roof pitches
- Always show up on time and ready for work
- Have dependable transportation
- Pass initial drug test, and random drug tests throughout career
- Expect to miss some work due to economic, weather or job conditions
- Must pass physical performance exam and be prepared to stand, walk, bend, overhead lift, push, pull for eight hours a day
**Want To Learn More?**

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| **ST. LOUIS SHEET METAL AIR CONDITIONING CONTRACTOR NATIONAL ASSOCIATION - SMACNA** | smacnastlouis.org |

| **SMART RESIDENTIAL CONTRACTOR** | smartstlouis.com |

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| *Search:*  
  - Sheet Metal Workers Local 36  
  - SMART St. Louis  
  - SMACNA St. Louis |

| **INTERNATIONAL TRAINING INSTITUTE** | sheetmetal-iti.org |

| **SMOHIT - SHEET METAL OCCUPATIONAL HEALTH INDUSTRY TRUST** | smohit.org |

| **SMART INTERNATIONAL UNION - SHEET METAL, AIR, RAIL, TRANSPORTATION** | smart-union.org |
APPRENTICESHIP OVERVIEW

General
- You will have a full-time job and attend school part time with pay!
- Sheet Metal apprenticeship is a 10,000-hour combined on the job and school training program
- Service apprenticeship is 8,000-hours including graduation from a tech school program
- Receive a well-rounded core education with hands-on training
- Choose your career pathway electives
- Customized training that meets industry standards
- Fringe benefits include employer paid family health care, 401k, and pension plans
- Books and materials are provided by the International Training Institute (ITI)
- Training school does job placement for you
- You will be required to comply with provisions of the applicable labor agreement covering your employment, including any requirement to pay union dues
- You must have a good attitude and be able to work in a team environment. Be ready to do a wide variety of work
- Computer skills: Sheet Metal Workers use CAD (Computer Aided Drafting) software and BIM (Building Information Modeling) software to create and modify construction prints
- Customer Service: Sheet Metal Workers install duct in homes and businesses, you will need to be personable and friendly when communicating with customers
- Dexterity: Hand-eye coordination is important
- Use of a wide range of hand tools and equipment during installation and maintenance

Qualifications
- Must pass a drug test
- Must pass a physical performance exam
- Minimum age of 18 years old
- Official photo ID or birth certificate needed when you pick up application
- Must have high school diploma or GED
- Must pass a general aptitude test at Ranken. Includes reading, basic math, mechanical comprehension, and spatial relations
- Must have access to a phone and reliable transportation
Pay scale

- Starting wage 50% of current Sheet Metal or Service Journey Person level wages
- Receive a raise every 1000 hours until you top out at journey level
- Get paid while attending classes

Educational Loan Agreement - ELA

As a condition for taking classes at the school, all apprentices must sign an educational loan agreement covering the costs of their training for the applicable period. It sets forth requirements by apprentices to repay the costs of their training, either monetarily or by in-kind credits. It is important you understand the loan agreement. If you would like to review the language of the loan agreement, we can provide a copy upon request. If you have any questions, please ask the training school.
Commercial
You will work on fabricating and installing high-volume mechanical systems in the shop and field. These systems deliver comfort conditioned air to commercial buildings such as schools, hospitals, airports, factories and office buildings. You will work among other trade workers, and together create something long lasting.

Residential
You will install residential HVAC systems. You will be working in single family homes, townhomes, and apartment buildings. You may also work on duct systems for existing buildings to remodel, upgrade or troubleshoot. Most of your work will be done in the field.

Architectural
Architectural sheet metal is a combination of technical skills and artistry. As an apprentice, you will specialize in fastening and joining, managing expansion and contraction, sealing, and controlling moisture to ensure the appearance and durability of buildings. You may spend a good part of your career working at large commercial/industrial sites or residential jobs. The majority of your work will be outdoors.

Industrial
Fabricate and install ductwork for dust collectors, ovens, stacks, particulate reclaim systems, and paint booths. Welding heavy plate ductwork in sometimes unfavorable conditions. Much of your work will be in manufacturing, assembly and power plants.

TAB (Testing, Adjusting, and Balancing)
- Testing, Adjusting, and Balancing (TAB) is an important part of air and water delivery systems. TAB technicians make sure that air and water in heating and air conditioning systems are delivered efficiently, quietly, and safely throughout a building.
- As a TAB technician, you will be responsible for working on air and water delivery systems to meet the specifications outlined by the design engineer. If you like math and the idea of working on complex systems and solving problems, TAB is a good career choice for you.

Detailer Sketcher
Sheet metal detailing, also known as sketching, is often thought of as CAD (computer-aided drafting). A certified detailer is a skilled commercial HVAC trade person who will advance to provide coordination between the fabricators and the installers from various trades. You will work with project documents and plans and specifications, take field measurements, and create 3D coordination digital drawings. One important software tool detailers use is building information modeling (BIM).

Specialty Installer
A small number of our contractors specialize in installing lockers, shelving, fireplaces, kitchen equipment, bathroom partitions, and signage. You will work installing systems in a wide variety of buildings and environments.

Learn more about local 36 career pathways on YouTube. Search: Sheet Metal Workers Local 36
To be considered for the HVAC Service Apprentice Program the applicant must have completed the equivalent of a basic trade school education in the Service/Replacement field from an accredited trade school.

**Light Commercial Service Technician**

As a light commercial HVAC technician, you will spend a lot of time on a roof performing maintenance and service on package roof top units. Some work will be indoors working in mechanical rooms. You will deal with many different system types since commercial building installations are all custom. Systems can include constant volume and variable refrigerant systems linked to a wide range of control options. Commercial technicians will interact with building and office managers along with many patrons and employees. The ability to work independently and efficiently is key to being a light commercial technician.

**Residential Service Technician**

As a residential HVAC service technician you will experience direct interaction with the home owner, thus will need to be customer service oriented. The residential technician must possess technical skills along with situational customer relation skills and salesmanship fundamentals. You will service or repair a wide variety of systems like gas and electric furnaces, heat pumps, geothermal, mini splits, ductless and radiant floor systems. You will need to be familiar with zoning systems, wifi thermostats, humidifiers, air cleaners, airflow distribution and UV lights. Time management, paperwork and collecting payment are important elements of every service call.

**Residential Replacement Installer/Technician**

As a residential installer you will disassemble and remove a variety of HVAC systems from homes carefully and safely. An installer sets new equipment in place then measures and fabricates necessary duct connections. The installer is also responsible for connecting gas piping, electricity, thermostatic controls, condensate lines, refrigerant tubing, exhaust flues, humidifiers, thermostats, and air filters. A residential installer needs to have good customer relation skills and always deliver a quality installation efficiently.

Learn more about local 36 career pathways on YouTube. Search: Sheet Metal Workers Local 36
UNION SHEET METAL APPRENTICESHIP PROGRAM

WHEN AND WHERE TO APPLY

You MUST bring back all minimum qualification documents and the application packet.

All applicants that meet the minimum qualifications and complete the application in its entirety will be scheduled for an interview.

The Local 36 Training School
2319 Chouteau Suite 200
St. Louis, MO 63103
(314) 534-9680

Return application with ALL supporting documents on

The 1st Wednesday of the Month at 8AM, 9AM, or 2PM (2PM by appointment) only.

You may not have anyone turn in your packet for you, you must be present.

Plan to arrive early. Do not be late.

**Please make any necessary document copies before you arrive.**

For more information visit our website at
smw36jatc.org
STEP-BY-STEP APPLICATION PROCESS

To be considered for the apprenticeship you must complete ALL the steps listed.

1 Request an application in person at the Local 36 Training School or online at smw36jatc.org
   - Fill out a personal information contact form.

2 Returning the application (Expect the process to take about an hour)
   - We can only accept applications the 1st Wed of the month at 8am, 9am or 2pm by appointment.
   - Attend a presentation on the Local 36 Training Apprenticeship program.
   - Bring ALL 5 required completed documents
     1. Application
     2. Questionnaire
     3. Resume
     4. High school, Secondary Education, or GED transcripts
     5. Drug Consent Form

3 If you have all required documents turned in, you will then be given a voucher to Ranken Technical College for free testing.
   If you do NOT have all documents turned in, you will NOT be given a Ranken voucher until you return all required application documents.
   Location: 4431 Finney Ave St. Louis, MO 63113 (314) 371-0236
   Aptitude Testing - You will be tested on the following:
   - Reading
   - Mathematics
   - Spatial Relations
   - Mechanical Aptitude

4 After passing the test at Ranken you will be scheduled for an interview with a contractor and union representative.
   - If you do not pass the test at Ranken, you will be offered tutoring at the training school to prepare for retesting. (There is no charge for tutoring)

5 After your interview, you will be scored on a point system based on the interview and all supporting documents and then placed on the apprenticeship waiting list.

6 Before you get dispatched to begin your apprenticeship you will be required to take and pass a drug test and physical performance exam.
RANKEN TEST DESCRIPTION

Assessments for measuring basic skills in areas such as math, problem solving, spatial relations, and mechanical aptitude.

1. BASIC MATH/ PROBLEM SOLVING

2. READING
   - Basic skills in reading comprehension

3. SPATIAL RELATIONS
   - This test assesses your ability to think spatially and mentally manipulate images and perceive patterns between them.
   - These are important skills – we use them every day as we position and orientate ourselves in the world.

4. MECHANICAL APTITUDE
   - The mechanical aptitude test measures your ability to understand and apply mechanical concepts and principles to solve problems.
   - Mechanical aptitude tests measure your knowledge of straightforward mechanical concepts including: levers, pulleys, gears, and springs.
## STUDY MATERIALS FOR INDUSTRIAL TESTERS

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<td><em>Problem Solving and Comprehension</em> Arthur Whimbey</td>
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<td>MATH (Industrial Testing-Math)</td>
<td><em>How to Calculate Quickly</em> Henry Sticker</td>
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<td><em>Arithmetic Made Simple</em> Abraham Sperling</td>
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<td><em>Mathematics Made Simple</em> Abraham Sperling</td>
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<td>SPATIAL (Revised Minnesota Board Test)</td>
<td><em>Arco Test Guide</em> Joan Levy</td>
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<td>MECHANICAL APTITUDE (Bennett Mechanical Comprehension)</td>
<td><em>Arco Test Guide</em> Joan Levy</td>
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All suggested reading can be found in the Ranken Library for those that wish to study before taking the Industrial Tests. Updated editions may also be found in the Public Library. You may be able to find study materials by searching the web.

## PRE-ACCEPTANCE OPPORTUNITIES

During the interview portion of the application process you will learn more about opportunities as a entry level classified Local 36 member.

**Residential Specialist**

A classified worker employed by a Local 36 signatory contractor. RS is a pathway into the apprenticeship program. Working as an RS will help you gain experience and build up your points on the apprenticeship waiting list.

**Rain Gutter Specialist**

You will work for a full-service gutter company doing residential seamless gutter installations, repairs and cleaning. As a rain gutter specialist, you will work out doors on various pitched roofs and on ladders.

A residential specialist and gutter installer are encouraged to take continuing education night classes at the Local 36 training school.
The Associate of Applied Science Degree (Apprentice Credit Option Program) provides an opportunity for union employees, apprentices or journeypersons to access an educational program that recognizes workers pre-existing skills and abilities. Credit will be awarded for quality skill training that takes place outside the realm of traditional community college education.

This program recognizes the core curriculum of the SMART Apprentice Training Program that is approved by the Bureau of Apprenticeship Standards, a division of the Department of Labor. This allows a Journeyperson status to be transferred to a Community College satisfying a portion of the core curriculum requirements needed for an associate degree.

The following Community Colleges offer the Associated of Skilled Trades Applied Science in partnership with SMART Local Union 36. Each College requires some additional general educational courses to be taken on location.

St. Louis Community College
stlcc.edu

Jefferson Community College
jeffco.edu

St. Charles Community College
stchas.edu
Employment in the Sheet Metal industry is potentially hazardous. The use of illicit drugs by any Apprentice/Applicant could pose an unacceptable risk of his/her health or safety or to the health and safety of others.

The overall goal of this testing policy is to reduce accidents within our industry, save lives and otherwise reduce the casualties occurring through the compromise of safety by substance abuse within this potentially hazardous occupation. By announcing our stand against substance abuse within the workforce, we wish to encourage individuals selected for admission to the Apprenticeship Program who feel they may have a problem with drugs to seek rehabilitation, resolve their problems and assuming all other admission criteria are met, to reapply for admission.

Because it is the intent of the Joint Committee on Apprenticeship to assure compliance with this standard, the Joint Committee is mandating that a negative test result for the presence of drugs is a prerequisite for admission to the Apprenticeship Program.

The execution and enforcement of this policy will follow set procedures established by the Federal Government to screen bodily fluids by urinalysis of all applicants. These procedures are designed not only to detect violations of this policy but to ensure fairness to each individual. Every effort will be made to maintain the dignity of each individual involved.

**Procedure Guidelines for the Implementation of Apprentice Applicant Drug Testing Program**

I. **PURPOSE:** The purpose of these procedural guidelines (the “Procedures”) is to delineate the steps to be followed in the implementation of the Apprentice pre-placement drug screening program and to set forth all terms and conditions under which that program (the “Procedures”) will be implemented.

II. **THOSE SUBJECT TO TESTING:** All applicants qualifying for admission to the Apprentice Program (“Applicants”) will be required to submit to drug testing at the program’s expense. The Coordinator/Instructor will notify the applicant by phone of the date, time and location to present themselves for urine analysis. Those failing to timely present themselves for testing will be considered to have refused to submit to the required test and will be treated in the manner provided in Section VI below.
III. **DRUGS TO BE TESTED:** All applicants shall be screened for the presence of the following compounds or classes of drugs:

   a. Opiates
   b. Amphetamines
   c. Cocaine
   d. Marijuana
   e. Phencyclidine

IV. **COLLECTION OF SPECIMENS:** Specimens shall be collected from Applicants at a medical facility selected by the Joint Committee and contracted for that purpose by the Joint Committee. Specimens are to be collected in accordance with the guidelines established by the U.S. Department of Health and Human Services (“HHS”) with the National Institute on Drug Abuse (“NIDA”) governing the collection of specimens.

V. **LABORATORY:** All specimens will be analyzed by the laboratory selected by the Joint Committee and such laboratory shall perform tests in conformance with procedures established by NIDA. Testing procedures shall conform to testing guidelines mutually agreed to by St. Louis Chapter, SMACNA and SMART Local 36 as per agreement.

VI. **POSITIVE TESTS:** Applicants refusing to submit to testing or who test positive following review of laboratory results by a medical review officer (“MRO”) will be ineligible for admission to the current class but may be eligible for admission to a future class provided they re-apply after 90 days to the Sheet Metal Workers’ Joint Apprenticeship and Training Program and pass a drug test when scheduled. However, an applicant who tests positive a second time will be ineligible for future admission.

VII. **MEDICAL REVIEW OFFICER:** Positive test results shall be reviewed by a medical review officer (“MRO”) selected by the Joint Committee. The individual selected as MRO shall meet the qualifications and follow the guidelines prescribed by HHS and NIDA in HHS Publication No., (ADM) 88-1526 (1988). It will be the responsibility of the MRO to review all positive laboratory test results to determine if a viable medical explanation for that positive result exists. The MRO shall review any medical information, including the confidential medical disclosure statement completed by the Applicant at the time of collection, which could influence the MRO’s decision. The MRO shall contact the Applicant by telephone at a daytime telephone number provided by the Applicant advising the Applicant of the results of the test. The Applicant will be informed that contact with the MRO must be made within five (5) days from the date of notification. Failure to make such contact with the MRO will be considered a waiver of the opportunity to discuss the test results and the test results will be reported by the MRO as positive to the Coordinator/Instructor.
VIII. RETESTING: An applicant may request an opportunity to retest a portion of the split sample so long as such request has been made by the Applicant within three (3) working days of notification by the MRO of a positive test result. The split sample may be examined by an independent laboratory of the Applicant’s choice, at the Applicant’s expense, provided that (1) the laboratory of choice is one which conforms with NIDA procedures, (2) Applicant makes all necessary arrangements for transfer of the split sample between the Joint Committee’s laboratory and the Applicant’s laboratory of choice, and (3) the Applicant agrees to require the independent laboratory to release test results to the Joint Committee within five (5) working days. (4) Applicant agrees to pay cost of transfer and retest. If the independent retest is “negative”, applicant will be reimbursed for the cost of transfer and retest.

IX. Results of the independent laboratory will be considered by an expert toxicologist retained by the Joint Committee. Any dispute between the Joint Committee’s results and that of the independent laboratory will be resolved by the expert, whose determination shall govern.

X. NOTIFICATION OF RESULTS: All test results and information regarding physical condition and medication will be maintained as confidential by the Joint Committee. Access to those results will be limited to the coordinator/Instructor and the Joint Apprenticeship and Training Committee. The MRO shall contact the Applicant as provided in Section VII above. If the MRO verifies the lab results as positive, the MRO shall confidentially report those results to the coordinator/Instructor, who shall inform the JATC. The coordinator/instructor shall disclose the results to the applicant who has tested positive. The coordinator/instructor shall disclose the following information:

a. The results of the urinalysis examination (following MRO review);
b. Where the test was performed;
c. The possibility of re-test as described in Paragraph 8;
d. That applicant is eligible to re-apply for admission after 90 days. There will be no additional opportunity for admission to the program after the second positive test.

Procedure for the Collection of Specimens, Chain-Of-Custody and Reporting Laboratory Results

Collection of Specimens – Urinalysis:

1. **Collection Site:** The Joint Committee on Apprenticeship (the “Joint Committee”) shall designate collection sites which will have all necessary personnel, materials, equipment, facilities, and supervision to provide for the collection, security, temporary storage, and shipping or transportation of urine specimens to a certified drug testing laboratory. A collection site coordinator, primarily responsible for the implementation of collection procedures, may also be designated by the Joint Committee.
2. **Security Procedures:** Security procedures developed by the Joint Committee shall provide for designated collection site to be secure.

3. **Chain-of-Custody:** Chain-of-Custody standardized forms shall be properly executed by authorized collection site personnel upon receipt of specimens. Handling and transportation of urine specimens from an authorized individual or place to another shall always be accomplished through chain-of-custody procedures. Every effort shall be made to minimized number of persons handling specimens.

4. **Access to Authorized Personnel Only:** No unauthorized personnel shall be permitted in any part of the designated collection site when urine specimens are collected or stored.

5. **Privacy:** Procedures for collection of urine specimens shall allow for individual privacy unless there is reason to believe that a particular individual may alter or substitute the specimen to be provided.

6. **Integrity and Identity of Specimen:** Precautions shall be taken to ensure that a urine specimen is not adulterated or diluted during the collection procedure and that information on the urine bottle can identify the individual from whom the specimen was collected. The following minimum precautions shall be taken to ensure that unadulterated specimens are obtained and correctly identified:

   a. When an individual arrives at the collection site, the collection site person shall request the individual to present photo identification. If the individual does not have proper photo identification, the collection site person shall contact the coordinator/instructor or his designated established representative to positively identify the individual. If the individual’s identity cannot be established, the collection site person shall not proceed with the collection.

   b. If the individual fails to arrive at the assigned time, the collection site person shall contact the coordinator/instructor or his designated representative to obtain guidance on the action to be taken.

   c. All drug testing shall, as a minimum, be conducted in accordance with the U.S. Department of Health and Human Services’ “Mandatory Guidelines for Federal Workplace Drug Testing Programs,” as set forth in the Federal Register. In addition to the “Guidelines,” urine samples shall be separated into two containers at the time of donation of the sample. One portion of the original urine sample shall be kept secure and chemically stable and made available for verification of laboratory testing results as provided by item 10. Upon receiving the split sample specimen from the individual, the collection site person shall determine that it contains at least sixty (60) milliliters of urine. If there is less than 60 milliliters of urine in the container, additional urine shall be collected in a separate container to reach a total of 60 milliliters. The individual may be given a reasonable amount of liquid to drink for this purpose (i.e., a glass of water). If the individual fails for any reason
to provide 60 milliliters of urine, the collection site person shall contact the coordinator/instructor or his designated representative to obtain guidance on the action to be taken.

d. A “positive” drug test result shall mean test levels on both the screening test and the confirmatory test that are recognized as positive by the U.S. Department of Health and Human Services in its “Mandatory Guidelines for Federal Workplace Drug Testing Programs” or in a subsequently issued rule or regulation issued by the Agency.

7. Apprentices Selected to enter the program shall, as a condition of remaining in the program, refrain from using any illegal substances. In addition, Apprentices placed into the workforce will be bound by and shall comply with the Substance Abuse Memorandum mutually agreed to by St. Louis Chapter, SMACNA and SMART Local 36, as well as all regulations issued by the Joint Apprenticeship and Training Committee.
APPENDIX A
SMART Local 36/SMACNA Joint Alcohol and Substance Abuse Committee Substance Testing Policy

Preface

Alcohol/substance abuse is recognized as a treatable illness. The desired result is rehabilitation. The preferred procedure is through referral to a locally operated industry Employee Assistance Program (EAP). The EAP should provide employee and supervisor educational programming, individual and family counseling, as well as treatment referral services.

Workplace problems arising out of an employee’s relationship with substance abuse may warrant a variety of management responses, including referral for treatment, testing, disciplinary action, or even termination of employment. This statement addresses the testing issue, only.

No substance testing program should be implemented unless there is an Employee Assistance Program (EAP) implemented to provide treatment for any bargaining unit employees.

General Provisions

The SMART Local 36/SMACNA Joint Alcohol and Substance Abuse Committee regard blood/urine testing as problematic and do not advocate reliance on such procedures to identify individuals with an alcohol/chemical dependency. However, certain circumstances support substance testing as a warranted vehicle for determining possible impairment and/or a propensity for substance abuse. These include:

1. Pre-employment screening.
2. Probable cause.
3. Work opportunity mandated testing.

Whenever testing is utilized it shall be accomplished through dignified and humane procedures insuring complete confidentiality of specimen custody and test results. The individual being tested and the EAP shall have access to the test results. The sheet metal employer (or JATC) and Union shall be notified of the positive or negative results, only.

For all testing, tests shall be conducted by qualified and accredited laboratories which comply with the Scientific and Technical Guidelines for Federal Drug Testing Programs and the standards for Certification of Laboratories Engaged in Urine Drug Testing for Federal Agencies issued by the Alcohol, Drug Abuse and Mental Health Administration of the United States Department of Health and Human Services, or standards established by the applicable State having jurisdiction, whichever are the more stringent; maintain high quality control procedures; and, follow manufacturer’s protocols. All initial positive tests shall be subject to a confirmation assay, such as a Gas Chromatography with Mass Spectrometry (GC/MS). The levels of detected substances for determining positive results be those established as legitimate by the Alcohol, Drug Abuse and Metal Health Administration of the United States Department of Health and Human Services, or those established by the State having jurisdiction, which ever are the more stringent.
Pre-Employment Screening

The screening of new prospective employees (job applicants, not members of the union) may be implemented to ascertain whether an applicant is capable of safely performing the duties of and meeting the prerequisites for the employment offered.

Therefore, pre-employment drug/alcohol testing of applicants, not currently members of the union, for sheet metal positions covered by the terms of collective bargaining agreement may screen out those with a substance abuse problem.

Probable Cause

Substance testing may be implemented when there is “probable cause.” Probable cause shall be defined as those circumstances, based on objective evidence about the employee’s conduct in the workplace, that would cause a reasonable person to believe that the employee is demonstrating signs of impairment due to alcohol or drugs. Examples of objective evidence include, when an employee shows signs or impairment such as difficulty in maintaining balance, slurred speech, erratic or atypical behavior, or otherwise appears unable to perform him/her job in a safe manner.

Work Opportunity Mandated Testing

In all situations where an employer is required to agree to a testing program in order to qualify as a bidder on the project, testing may be required, but only if performed in accordance with these standards and applied uniformly to all personnel having access to the workplace. These shall be no discrimination against any employee who refuses a job assignment to a project that has drug testing.

Proviso:

Testing is any of the above situations shall be conducted and governed in accordance with the general provisions of the Policy Statement.
APPENDIX A

EQUAL OPPORTUNITY PLEDGE

JATC of SMART Local 36 will not discriminate against apprentice applicants or apprentices based on 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 40 years or older. JATC of SMART will take affirmative action to provide equal opportunity in apprenticeship and will operate the apprenticeship program as required under Title 29 of the Code of Federal Regulations, part 30.

YOUR RIGHT TO EQUAL OPPORTUNITY

It is against the law for a sponsor of an apprenticeship program registered for Federal purposes to discriminate against as apprenticeship applicant or apprentice based on race, color, religion, national origin, sex, sexual orientation, age (40 years or older), genetic information, or disability. The sponsor must ensure equal opportunity regarding all terms, conditions, and privileges associated with apprenticeship.

If you think that you have been subjected to discrimination, you may file a complaint within 300 days from the date of the alleged discrimination or failure to follow the equal opportunity standards with:

| Neil Perry |
| State Director |
| USDOL/ETA/OA |

Robert A. Young Federal Building
1222 Spruce Street, Rm 9.102E
St. Louis, MO 63103

(314) 539-2519
Email: Perry.Neil@dol.gov
You may also be able to file complaints directly with the EEOC, or State Fair Employment Practices agency. If those offices have jurisdiction over the sponsor/ employer, their contact information is listed below.

**U.S. Equal Employment Opportunity Commission**  
Robert A. Young Federal Building  
1222 Spruce Street, Rm 8.100  
St. Louis, MO 63103

(314) 539-7894  
1 (800) 669-4000  
1 (800) 669-6820  
(844) 234-5122

**Missouri Commission on Human Rights**  
3315 W. Truman Blvd., Rm 212  
P.O. Box 1129  
Jefferson City, MO 65102-1129

Toll-Free Complaint Hotline: 1 (877) 781-4236  
Relay Missouri: 711  
Relay Missouri: 1 (800) 735-2966 (TDD)  
Fax: (573) 751-2905  
Email: mchr@labor.mo.gov

Each Complaint filed must be made in writing and include the following information:

1. Complainant’s name, address and telephone number. Any other means for contacting the complainant;

2. The identity of the respondent (i.e. the name, address, and telephone number of the individual or entity that the complainant alleges is responsible for the discrimination);

3. A short description of the events that the complainant believes were discriminatory, including but not limited to when the events took place, what occurred, and why the complainant believes the actions were discriminatory (i.e. because of his/her race, color, religion, sex, sexual orientation, national origin, age (40 or older), genetic information, or disability);

4. The complainant’s signature or the signature of the complainant’s authorized representative.

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**Invitation to Self-Identify as an Individual with a Disability**

Applicants for apprenticeship are invited to inform the JATC whether the applicant believes that he or she is an individual with a disability.
JATC DISCRIMINATION AND HARASSMENT POLICY STATEMENT

Federal, state, and local law prohibit discrimination and harassment based upon an individual's race, sex, age, religion, disability, national origin, genetic information, or sexual orientation, or based on an individual's protected activity under anti-discrimination statutes, regulations, and ordinances. The JATC does not tolerate such discrimination or harassment because of who an individual is or retaliation. It is the policy of the JATC that applicants and its apprentices are entitled to a school and training environment that is free from such discrimination and harassment and retaliation. JATC employees or apprentices who engage in such conduct will be appropriately disciplined.

Unlawful discrimination is any conduct or decision that is motivated by an individual's race, sex, age, religion, disability, national origin, genetic information, or sexual orientation.

Unlawful harassment is any behavior that a reasonable person should know would be unwelcome and that demeans, humiliates or embarrasses a person based upon a person's sex, color, race, religion, national origin, age, disability, genetic information, sexual orientation and any other basis protected by applicable law, ordinance or regulation. Harassment can be verbal or physical and can include actions, comments or displays. It may be a single incident or repeated incidents.

Unlawful retaliation is treating an individual in a “punishing” way because he or she has made a good faith complaint about or opposed discrimination or harassment or because the individual has testified or participated in an investigation or proceeding, even if the complaint is not substantiated.

Sexual harassment is one of these unlawful practices that is often misunderstood. Sexual harassment (1) can take many forms, including unwelcome sexual advances, requests for sexual favors, and other verbal, non-verbal or physical conduct of a sexual nature, such as touching, sexually-oriented comments, jokes, pictures or other sexually demeaning or pornographic materials; (2) can involve conduct by a person of either sex toward a person of the same or opposite sex; and (3) can, depending upon the circumstances, involve conduct of a JATC official or trustee, a JATC employee, a JATC instructor, or an apprentice. However, unlawful harassment is not limited to sexual harassment, and can be racial, age based, etc.

Unwelcome conduct constitutes harassment when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or union membership;

2. Submission to or rejection of such conduct by an individual is used as the basis for decisions affecting such individual's employment or union membership; or

3. Such conduct has the purpose or effect of unreasonably interfering with an individual's work or creating an intimidating, hostile, or offensive working or union environment.
The JATC has established a formal procedure for the investigation and handling of unlawful discrimination and harassment complaints that is explained below. Apprentices, and any JATC official, employee, instructor, or representative who witnesses discrimination or harassment, should submit complaints or report the incidents pursuant to this procedure orally or in writing. There will be no retaliation or other adverse action taken against individuals who make good faith complaints or who in good faith report or provide information during the investigation of such complaints. Retaliation or other adverse action against an individual for having filed a complaint can also be the subject of a complaint under the procedure.

Note the procedure below applies to discrimination and harassment at the JATC or by a JATC representative. It does not apply to discrimination or harassment that takes place at an employer's workplace, such as by a supervisor or co-worker, unless it involves a JATC representative. Employers of apprentices are responsible for ensuring that their workplaces are free of discrimination and harassment. All JATC officials, instructors, employees, and representatives should advise members complaining about discrimination and harassment occurring at the workplace to report it to the employer pursuant to the employer's policies. If the employer refuses to take appropriate action in response to a meritorious complaint, or if the employer seeks to retaliate against an apprentice for filing a complaint, then the apprentice should advise a JATC representative who will discuss other possible avenues of recourse.
JATC COMPLAINT AND INVESTIGATION PROCEDURE

The procedure for dealing with complaints of race, sex, and other illegal forms of discrimination or harassment or retaliation is as follow:

1. If you believe that you have been subjected to such discrimination or harassment, JATC encourages you to respond to that conduct in a way that demonstrates to the offending individual that the conduct is unwelcome. The JATC also encourages you to report the alleged incident(s) to the JATC coordinator. Complaints involving the coordinator should be directed to another JATC official, such as a trustee. If a person is accused of discrimination or harassment, he or she shall not play any role in investigating or making decisions under this procedure.

2. When discrimination or harassment is alleged, if appropriate, the JATC investigator will talk to the parties involved and will attempt to resolve the matter informally.

3. If the nature of the allegations makes such informal investigation inappropriate or if such informal efforts do not resolve the matter, the JATC investigator will ask the person making the complaint ("the complainant") to file a written complaint. The complaint should describe the alleged discrimination or harassment in as much detail as possible. The complainant also should submit the names of individuals who he or she believes have information relevant to the investigation.

4. The JATC investigator will inform the individual alleged to have engaged in discrimination or harassment of the complaint and will give him or her the opportunity to respond to the allegations and to submit the names of individuals who he or she believes have information relevant to the investigation.

5. The JATC investigator will conduct an investigation to determine whether or not discrimination or harassment has occurred. The investigation will be conducted in as confidential a manner as is possible, except to the extent necessary to fairly investigate and resolve the complaint.

6. At the conclusion of the investigation, the JATC will inform the complainant and the accused of the outcome. If the investigation establishes that discrimination or harassment has occurred, the JATC will take appropriate action. This may include corrective action designed to end and to remedy the problem and to prevent if from recurring. Action also may include discipline in the case of a JATC representative, ranging from reprimand to dismissal, or a warning, suspension or removal from the program in the case of an apprentice.
If you believe you are the target of discrimination of harassment or retaliation, you may also have the right to file a charge under Title VII of the Civil Rights Act, the Age Discrimination in Employment Act, the Genetic Nondiscrimination Act, or other applicable federal, state, or local law. There are deadlines for filing charges of discrimination or harassment with federal and state agencies and you should contact them if you want more information. In addition, you may also have the right to file a complaint with the Department of Labor. Information on filing a complaint with the Department of Labor is above, under the heading titled: "YOUR RIGHT TO EQUAL OPPORTUNITY"

If you have any questions about this policy and procedure of if you want additional information concerning complaints of discrimination or harassment, contact the coordinator.