

Sec.II **Mechanics Local 701 Training Fund**
Auto, Truck & Equipment Mechanic
Technical Training Program
Participant Policy

Effective Jan 1st, 2024

The goal of the Mechanics Local 701 Training Fund is to prepare Local 701 members for successful careers in auto, truck and equipment maintenance and repair. Employers place a high value on employees skilled in their craft and ready, willing, and able to consistently perform to the highest standards. The following policies are in force and applicable to all participants.

*Please note, if a student should fail a course for any reason, they will be responsible for a course retake fee. Failure of a course may also affect the class schedule for the student to accommodate the retake of the course.

Absence Policy

- Participants enrolled in a Fund course are permitted no more than two (2) excused or unexcused absences per eleven (11) week training course.

- Participants exceeding two (2) excused absences per course will result in failure of the course. In addition, if unexcused absences affect the completion of assigned lab tasks/quizzes or tests, failure of the course may result.

- Participants exhibiting chronic absenteeism over multiple courses are subject, at the discretion of the Training Director, to termination from the Training Program.

Tardiness Policy

- Participants are required to clock in before the scheduled start of class and clock out after dismissal of the class.

- Participants clocked in 5 minutes after the scheduled start of class time (this includes returning from breaks/lunch) will be recorded as tardy and required to make up tardy time for course credit.

- Participants clocked in 30 minutes or longer after the scheduled start of class time will be dismissed for the day and recorded as absent.

- Participants enrolled in a Fund course are permitted no more than two (2) unexcused tardies per eleven (11) week training course.

- Participants exceeding two (2) unexcused tardies per course are subject, at the discretion of the Training Director, to failure of the course.

- Participants exhibiting chronic tardiness over multiple training courses are subject, at the discretion of the Training Director, to dismissal from the Training Program. - Participants leaving (prior to daily dismissal by the Instructor) will be treated as tardiness and follow above procedures accordingly.

Leave of Absence Policy

- Participants may petition the Training Director for temporary leave of a training course or the Training Program.
- Participants unable to attend class due to extended illness or injury or infectious disease quarantine are required to promptly notify the Training Director; and, prior to re-admittance, such participants must submit to the Training Director a written statement from a physician stating the conditions or limitations under which the participant may return to class.

Personal Electronic Device Policy

Classes shall be conducted in a distraction-free environment. Unless specifically permitted by an instructor for the duration of the class, participant access to personal electronic and/or communication devices shall be limited to lunch or class breaks. Cell phones should be turned off/silenced and put away at all other times.

- Participants in violation of the personal electronic device policy are subject, at the discretion of the Training Director, to disciplinary action up to and including failure of the course or termination from the program.

Participant Dress Code

A mechanic's appearance is representative of their union, employer, and industry. In order to promote a professional atmosphere and provide a distraction-free learning environment, participants of Fund programs are required to comply with participant dress code standards while attending classes.

- Hair shall be kept clean, neat, unadorned, restrained if long, and of a distraction-free style. • Groomed facial hair is permitted.
- Dirty, stained, torn, or excessively worn clothing items are prohibited.
- Program shirts or work uniforms are required apparel
- Full-length trousers appropriate for mechanical tasks (work pants) are required. Jeans, pajamas, athletic apparel, and shorts are not allowed.
- Shoes or boots must be laced, in good condition, and appropriate for an automotive repair environment. Footwear must be non-slip/oil resistant type, with leather uppers and must be worn at all times on campus.
- Safety Glasses must be worn when working in a Lab/Shop environment at all times. Safety Glasses must be clear, untinted and carry a Z87 rating. Goggles must be worn when using the cleaning solvent tanks.
- Earbuds or similar electronic devices are strictly prohibited at all times unless authorized by the Training Director or Instructor.
 - Jewelry, clothing, or adornments which, in the opinion of the Instructor, are unsafe or inappropriate for an automotive repair environment are prohibited and shall be removed.
 - Hats may be worn respectfully; hooded and outer garments are permitted with permission of the Instructor although drawstrings must be removed or fully tucked in during shop time and hoods are not to be worn in the building.

*Training Fund/Local 701 shirt or hooded sweatshirt, or as an option, 701 shop uniform/jacket are the ONLY acceptable outer garments to be worn on campus.

*Interpretations of the participant dress code are within the sole discretion of the Training Director. **Students not prepared for class will be dismissed for the day and will be counted as absent.**

Class Conduct Code

In order to provide a distraction-free learning environment, participants of Fund programs are required to comply with the following rules while attending classes.

- * During instruction time, participants are prohibited from leaving the classroom or Training Facility without permission of the instructor.
- * Participants must clock in at the beginning and end of the class day.
- * Drink is allowed in the classroom with the permission of the Instructor. Food or drink are NEVER allowed in the shop at any time. Food is not allowed in the classroom except during scheduled break.
- * Participants are expected to keep work areas clean and tools and equipment in proper storage. Abuse of tools or property will not be tolerated.
- * Participants are expected to report broken, damaged or missing tools and equipment to their Instructor
- * Accidents, injuries, and unsafe conditions must be reported to the Instructor immediately.
- * Possession or use of firearms, alcoholic beverages, and non-prescription drugs or controlled substances on training facility grounds (including the parking lot) is strictly prohibited. Violators of the policy are subject to immediate dismissal from the Training Program.
- * Theft, gambling, cheating, fighting, sleeping, reckless driving on campus grounds, and any type of vandalism are strictly prohibited.
- Respectful interaction is expected at all times. Physical and verbal abuse and the use of profanity, will not be tolerated. Instructors are authorized to remove disruptive and/or disrespectful participants from the Training Facility at any time. Participants removed from class by an Instructor are subject, at the discretion of the Training Director, to disciplinary action up to and including termination from the Training Program.

Homework Policy

The Fund has developed a comprehensive technical training curriculum which includes classroom, shop, and on-the-job instruction. The foundation of instruction is preparation, and the foundation of preparation is homework. A participant's approach to homework is the Fund's measure of a participant's interest, sincerity and investment in their education. Additionally, assigned homework hours are required for the Program to maintain ASEEF accreditation standards.

Training Program course completion requires participants to attend 77 hours of class and shop instruction. Course classes are scheduled for 7 hours per day, 1 day per week for 11 weeks. Classes are in session from 7:30am to 3:00pm with one 10-minute morning closed campus break and a 30-minute open campus lunch period. Students should be in their classroom seats at 7:30am ready to sign in. Students should be back from their assigned breaks ready for roll call as indicated by their Instructor. Late arrival from break periods will result in tardiness. Students are not to leave for the day until dismissed by their Instructor.

A participant's class to class advancement is evaluated on a weekly basis. Assigned homework must be completed week to week. Participants with unexcused missing, incorrect, or incomplete coursework and/or homework assignments are unprepared for further instruction, ineligible to advance week to week, and subject to possible failure of the course or dismissal from the Program at the Training Director's discretion.

Participants requiring additional instruction time or resources of the use of Program facilities to qualify for weekly advancement are strongly encouraged to discuss their additional requirements with the Training Director.

*Homework is defined as: an instructor's designated independent study task(s) assigned to prepare the participant for future classroom instruction.

Progress and Performance Policy

Participants consistently unable to demonstrate a level of comprehension, performance, or progress consistent with the academic standards of the Fund, technical standards of the industry, or productivity expectations of the employer are subject to dismissal from the Program. On the job insubordination may result in disciplinary action up to and including termination at the discretion of the Training Director.

*Place of employment contact information is required to be up to date at all times. Changes in employment need to be reported immediately to the Instructor.

Social Media Policy

Participants are prohibited from accessing personal social media sites through Fund IT hardware, software, and network. The Fund recognizes participants' freedom but cautions against social media activities which: creates a substantial disruption to the training environment or personnel; creates or maintains fake or false profiles or pages; or impersonates, cyber bullies, or threatens harm to participants, Instructors, Administrative Staff, or training facilities. Violators of the policy are subject to dismissal from the Program.

Records Policy

Participants have the right to inspect and review for accuracy the participant's Fund records. Participants should direct requests for inspection of records to the Training Director.

Accident and Injury Policy

Participants shall submit an Emergency Contact Information Form to the Training Director bi-annually; and, promptly inform the Training Director of any change of home address, email

address, or telephone contact information of the Emergency Contact. Participants are required to immediately report any injuries, accidents or “near miss” events (which could have caused an injury or illness) – no matter how minor - to their Instructor.

Non-Discrimination & Non-Harassment Policy

The 701 Training Fund believes in a strong policy of equal opportunity and strives to ensure equal opportunity for all participants. The Fund accepts and trains participants in accordance with the standards set forth in Title IX of the Education Amendments of 1972, 20 U.S.C. §§1681 et seq., and without regard to race, color, national origin, ancestry, religion, sex, sexual orientation, sexual identity, physical condition, gender, marital status, military discharge status or age. The Fund’s equal opportunity philosophy applies to all aspects of Fund training and apprenticeship.

Non-Harassment

The Fund is committed to maintaining a safe, productive environment free from all forms of discrimination and conduct that can be considered harassing, coercive or disruptive. Harassment is defined as verbal or physical conduct that denigrates or shows hostility or aversion toward an individual because of the person’s sex, race, skin color, religion, gender, national origin, ancestry, age, disability, sexual orientation, marital status, parental status, military discharge status, source of income, or any other characteristic of that person. The conduct can be carried out by an instructor or Fund employee, other participants, a Trustee, and non-employee third parties, such as a visiting speaker or a person with whom the Fund engages in business, such as an outside vendor. Actions, words, jokes or comments based on any one of the above factors or characteristics will not be tolerated and is subject to disciplinary action, up to and including dismissal from the Training Program.

Sexual Harassment

Sexual harassment is conduct that is sexual in nature, is unwelcome, persistent or offensive and denies or limits a participant’s ability to participate in or benefit from the Training Fund’s education program. Sexual harassment can take different forms depending on the harasser and the nature of the harassment. The conduct can be carried out by an instructor or Fund employee, other participants, Trustee, and non-employee third parties, such as a visiting speaker or a person with whom the Fund engages in business, such as an outside vendor. Both male and female participants can be victims of sexual harassment, and the harasser and the victim can be of the same sex.

Examples of sexual conduct include:

- * making sexual propositions or pressuring participants for sexual favors;
- * touching of a sexual nature;
- * writing graffiti of a sexual nature;
- * displaying or distributing sexually explicit drawings, pictures, or written materials; * performing sexual gestures or touching oneself sexually in front of others;

- * telling sexual or dirty jokes;
- * spreading sexual rumors or rating other participants as to sexual activity or performance; or
- * circulating or showing e-mails or Web sites of a sexual nature.

Scope Of The Training Fund's Anti-Harassment Policy

Harassment can occur when the participant is in the classroom, shop, or receiving on-the-job instruction, as well as outside the classroom or shop, such as in a training program event or Fund related social event. The conduct can be verbal, nonverbal, or physical. Anti-discrimination laws also prohibit harassment or retaliation against individuals for complaining about harassment, filing a complaint of discrimination, testifying, or participating in any way in an investigation or lawsuit, or for opposing practices that a participant reasonably believes discriminate against individuals. If retaliation occurs, the Training Fund shall take strong responsive actions.

Any employee, supervisor or manager engaging in unlawful harassment, including sexual harassment, or retaliation, will be subject to disciplinary action, up to and including immediate discharge. Any non-employee of the Fund or Trustee engaging in unlawful harassment, including sexual harassment, or retaliation, will be subject to appropriate Board of Trustees' action. Any participant engaging in unlawful harassment, including sexual harassment, or retaliation, can be subject to discipline, up to and including expulsion from the Training Program.

Reporting and Procedure

Anybody who sees unlawful harassment, including sexual harassment, occur must report it to the Fund's Training Director, or if the individual does not feel comfortable in reporting it to the Training Director, then to a Trustees of the Fund. The individual need not be the victim of harassment. If a participant or a Fund employee reports the harassment, or a participant or Fund employee observes the harassment, the Fund shall inform the harassed participant of the options for formal and informal action and of the Fund's responsibilities, which are discussed below.

Regardless of whether the victim files a formal complaint or requests action, the Fund shall conduct a prompt, impartial, and thorough investigation to determine what happened and shall take appropriate steps to resolve the situation.

Any Fund employee, supervisor or member of the Board of Trustees who becomes aware of possible sexual or other unlawful harassment must immediately advise the Training Director, or if appropriate, a Trustee, so the harassment can be investigated in a timely and confidential manner and preventive action can be taken. Any manager who becomes aware of harassment, including sexual harassment, and fails to report such harassment to the appropriate persons will be subject to disciplinary action, up to and including discharge. Any member of the Board of Trustees who becomes aware of harassment, including sexual harassment, and fails to report such harassment to the appropriate persons will be subject to appropriate action by the Board of Trustees.

If other sources, such as a witness to the incident, an anonymous letter or phone call, or the media, report the harassment, the Fund shall respond in the same manner described above if it is reasonable for the Training Fund to conduct an investigation and the Fund can confirm the allegations. Considerations relevant to this determination may include, but are not limited to,

the source and nature of the information, the seriousness of the alleged incident, the specificity of the information, the objectivity and credibility of the source that made the report, the ability to identify the alleged victims, and the cooperation from the alleged victims in pursuing the matter.

The Fund shall take all reasonable steps to investigate and respond to a complaint in a manner consistent with a request for confidentiality from a participant. If a participant insists that his or her name not be disclosed to the harasser, the Fund's ability to respond may be limited. The Fund shall also consider its responsibility to provide a safe and nondiscriminatory environment for all participants. The Fund shall weigh the confidentiality request against certain factors, including but not limited to the seriousness of the alleged harassment, the age of the harassed participant, and other complaints that the same individual has harassed others. Additionally, the Fund may report certain incidents to law enforcement if state or local laws require. The Fund shall keep the participant who alleged the harassment informed of the status of the investigation.

The Fund shall notify the victim of the outcome of its investigation and of any punishments imposed upon the harasser(s) that directly relate to the victim. If the Fund determines that a participant was sexually harassed, the Fund shall take reasonable, prompt and effective action to end the harassment and prevent it from happening again to the victim or to others.

An individual who wishes to file a complaint with U.S. Department of Education, Office of Civil Rights, may do so by calling (800) 421-3481 for further information or check OCR's Web site at <http://www.ed.gov/ocr>. Generally, the complaint must be filed within 180 days of the date of the incident. Participants are not required to use the Training Fund's internal complaint procedures before filing a complaint with OCR.

*Please note, if a student should fail a course for any reason, they will be responsible for a course retake fee. Failure of a course may also affect the class schedule for the student to accommodate the retake of the course.

• ANY VIOLATIONS OF THE TRAINING PROGRAM PARTICIPANT POLICY MAY RESULT IN DISCIPLINARY ACTION UP TO AND INCLUDING IMMEDIATE TERMINATION FROM THE TRAINING PROGRAM AT THE DISCRETION OF THE TRAINING DIRECTOR WITHOUT PRIOR WARNING

Failure and Dismissal Appeal Process

*Participants dismissed from the Training Program by decision of the Training Director may petition the Fund Trustees for readmittance.