

Sec.II

Mechanics Local 701 Training Fund Automotive Technology, Diesel Power & Equipment Mechanic Technical Training Program Participant Policy

Effective July 1st, 2025

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.

Training Program course completion requires participants to attend 77 hours of onsite 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.

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, members, Instructors, Administrative Staff, or training facilities. Violators of the policy are subject to dismissal from the Program.

Personal Electronic Device Policy

Classes shall be conducted in a distraction-free environment. Unless specifically permitted by an Instructor, 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 to the accumulation of infractions for each offense which may lead to disciplinary action up to and including failure of the course, probation, and/or termination from the program.

-Earbuds, smart watches, or similar electronic devices are strictly prohibited at all times unless authorized by the Training Director or Instructor.

-Laptops, tablets, and other electronic devices are to be put away at all times unless otherwise instructed by the Instructor.

-Training Fund property, including laptops and scan tools, are never to be modified or altered in any fashion. This includes downloading any apps or changing existing settings. Never leave your user id or password stored in a Fund laptop or device.

Accident and Injury Policy

Participants shall submit an Emergency Contact Information Form to the Education Department 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.

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 as follows while attending classes:

(Participants are to be prepared and in proper dress code before entering the facility and at all times while on campus.)

- * 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.
- * 701 Apprenticeship program shirts or sweaters are required as the outermost garment.
- * Full-length black work pants are required. Jeans, pajamas, athletic apparel, and shorts are never allowed.
- If you are a Local 701 member, you can also wear your work uniform (with the exception of shorts) and jacket in lieu of the Apprenticeship Program shirt.

- Work shoes/boots must be laced and tied at all times (if applicable), in good condition, and appropriate for an automotive repair environment. Footwear must be non-slip/oil resistant type, with leather uppers. Canvas/cloth and athletic type of work shoes are not permitted.

-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.

- Jewelry, clothing, smart watches, earbuds, headphones, or adornments which, in the opinion of the Instructor, are unsafe or inappropriate for an automotive repair environment/shop are prohibited and shall be removed.

-Hats may be worn respectfully, however hats must not cover the ears, eyes, or face. Hooded outer garments are permitted with permission of the Instructor although drawstrings must be removed or fully tucked in, and hoods are never 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.*

Students not prepared for class will be dismissed for the day and will be counted as absent.

*Interpretations of the participant dress code are within the sole discretion of the Training Director or in the absence of the Training Director, the Instructor.

Grading Policy

Students are graded across 5 categories in each course and must meet the minimum required grade indicated below to be eligible for a passing score.

1. **Class Grade:** This score is compiled from classroom testing done on campus. This may include weekly tests and a final exam. A minimum grade of 70% is required.
2. **Lab Grade:** This score is compiled from lab performance in hands-on tasks and participation. This includes periodic and final lab assessments. A minimum grade of 70% is required.
3. **Homework/Online Training:** Students are required to complete online training throughout the course. This is assigned by the Instructor and is completed outside of school. Instructors may assign additional key due dates the student must meet depending on the course. A 70% minimum successful completion is required *prior* to the start of the last day of each course.
4. **ASE Student Certifications:** ASE certifications are recorded as a pass/failure. At the conclusion of the course, the student must achieve a passing score on the student ASE certification that aligns with each course. These certifications must be conducted under supervision of the Training Fund, on Training Fund computers.
5. **Professionalism:** The professionalism score starts at 100%. Infractions are given when conduct is displayed that is non-professional. Actions such as tardiness, absenteeism, insubordination, vulgarity, etc. May earn a student an infraction(s). If a student drops below a 70% professionalism score, he/she will fail the course.

Below is the infraction count converted to professionalism percentage for reference.

0=100% 1=96% 2=91% 3=87% 4=83% 5=78% 6=74% 7=70%

***Should a student not meet the minimum required in any category for each course, they will not be eligible to pass the course. This will mean the student must retake the course when it becomes available (as determined by the Training Director), pay the related retake fees, and in addition, make whatever schedule changes are necessary to meet the course's availability.**

Absence Policy

- Should a student be absent for any reason, the student will not receive credit for the work that was assigned (lab tasks/quizzes or tests), which in consequence, may affect the participant's grade.
- Each absence also earns three (3) infractions towards professionalism.
- Should you be absent for any reason, it is important to call the Training Fund at

Tardiness Policy

- 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 and/or lunch periods will result in tardiness. Students are not to leave for the day until dismissed by their Instructor.
- Participants arriving less than 30 minutes after the scheduled start of class time will be recorded as tardy and will earn one (1) professionalism infraction. Arriving 30 minutes or more after the scheduled start time will earn the participant three (3) infractions.
- Students leaving less than 30 minutes prior to the Instructor's end of day dismissal will earn one (1) infraction, leaving 30 minutes or greater will earn the student three (3) infractions.
- Participants that are late will need to call _____ once they arrive and are prepared to enter the facility.

Homework/Online Training 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 ASEE accreditation standards.

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 training facility 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.

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, lab/shop areas, or Training Facility without permission of the Instructor.
- *Participants must sign in at the beginning and end of the class day, as well as the in and out for lunch. Failure to do so will result in the equivalent of tardiness or absence from the course.
- *Drinks are allowed in the classroom with the permission of the Instructor. Food is not allowed in the classroom except during scheduled break. Food or drinks are NEVER allowed in the shop or lab areas at any time.
- *Participants are expected to keep work areas clean and tools and equipment in proper storage. Abuse of tools, training aids, or property will not be tolerated.
- *Participants are expected to report broken, damaged or missing tools and equipment to their Instructor at once.
- *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, forgery, cheating, fighting, sleeping, reckless driving on campus grounds, and any type of vandalism are strictly prohibited.

• Respectful interaction is always expected. Physical and verbal abuse and the use of profanity will not be tolerated. Instructors and staff 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.

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/misconduct may result in disciplinary action up to and including termination at the discretion of the Training Director, and/or Board of Trustees.

*Place of employment contact information is required to be up to date at all times. Changes in employment, rather voluntary or involuntary, need to be reported immediately to the Training Director.

A few requirements of attending the apprenticeship training program is that students are fully cooperative with seeking and maintaining a position as a 701 member in good standing in a 701 shop/dealership while they are enrolled. Students are required to provide a current resume, and to respond to employment recommendations, attend/schedule interviews, and record results as instructed to and by the Training Director. These records will be periodically reviewed by the Training Director and if lost or misplaced, may affect the participants' professionalism grade.

Non 701 members are required to attend all career fairs held by the Training Fund.

As the training program is designed for career-driven individuals, it is important that students maintain Local 701 shop/dealership employability. In some instances, the Training Fund may be assisting in funding a qualifying participants' education. This is contingent on the participant gaining employment as a 701 member. Keep in mind that the vast majority of shops/dealerships require a good driving record at all times, a background check, and drug testing that includes marijuana to be eligible for employment. Not meeting these employability requirements may result in suspension or termination from the program or could affect funding.

Additionally, students are required to attend Local 701 membership monthly meetings and participate in Local 701 special events (event details can be provided by the Training Director by request). Any reason that a student cannot attend any meeting or event needs to be discussed in advance with the Training Director for approval.

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 Administrator, or if the individual does not feel comfortable in reporting it to the Training Administrator, then to a Trustee 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 it. 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.

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 Education Department; and, prior to re-admittance, such participants must submit to the Education Department a written statement from a physician stating the conditions or limitations under which the participant may return to class.

Records Policy

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

*Please note, if a student fails a course for any reason, they will be responsible for a course retake fee and any additional test fees. Failure of a course will change the projected graduation date and may also affect the class schedule for the student to accommodate the retake of the course. Any result in conflict with employment due to rescheduling of a failed course is not the responsibility of the Training Fund and the student will be responsible for making the necessary schedule adjustments to be able to attend class as assigned by the Training Fund. In this policy, the term *participant* and *student* are used interchangeably.

• 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 in the interest of readmittance.