

MASON DEVELOPMENT CENTER  
Joint Apprentice Training and Education Committee

**RULES, REGULATIONS AND POLICIES**

**for Pre-Apprentices**

***Effective June 1, 2022***

- 1. REGISTRATION PROCESS:** Bricklayer pre-apprentices must first apply and then be accepted by the MDC JATEC to become registered in the bricklayer's pre-apprentice program. During the application process, the applicant is required to submit to no-cost drug testing, perform an aptitude evaluation, and perform a physical ability assessment (the brick & stonemason trade requires lifting weight of 30–80 lbs). Upon final acceptance into the program and first day of attendance at class, the pre-apprentice shall receive Orientation, and these Rules, Regulations and Policies to read, understand, ask questions, and sign the acknowledgement prior to receiving clearance to begin bricklayer pre-apprentice training. ***There are no fees to be paid by the student to participate in the bricklayer pre-apprentice program.***
- 2. AUTHORITY:** The Mason Development Center (MDC) Joint Apprentice Training and Education Committee (JATEC) has the power, in accordance with the pre-apprentice training program approved by the State of California and these Rules, Regulations and Policies, to take disciplinary action against pre-apprentices for violations. Discipline may include suspension or expulsion from the training center or cancellation from the program. To remain in this training program, a pre-apprentice is required to follow these Rules and Regulations. Violations pertaining to conduct at the training center are to be reported immediately to the Coordinator or Instructor, who will promptly investigate and take appropriate corrective action on behalf of the JATEC.

Communications with the JATEC shall be directed to:

Mason Development Center  
Bricklayer's Pre-apprentice Program  
25347 South Schulte Rd.  
Tracy, CA 95377

Telephone: 209-830-7200 ext. 5

Fax: 209-830-7202

Coordinator: Joshua Height e-mail: [josh@bac3train.com](mailto:josh@bac3train.com)

Secretary: Olga Hurtado e-mail: [olga@bac3train.com](mailto:olga@bac3train.com)

**3. ENGLISH LANGUAGE:** Pre-apprentices are expected to read, write and speak the English language in order to comprehend related instruction and promote personal and co-trainee safety at the MDC. Pre-apprentices with limited English skills shall enroll in an ESL (English as a Second Language) course of their choice, On-line, Adult School or Community College. Progress will be monitored by the MDC Office. Pre-apprentices enrolled in ESL classes must show proof of enrollment.

**4. SCHEDULED CLASSES:** Bricklayer pre-apprentices will be provided class schedules by email, 2 weeks prior to the training start date.

**5. ATTENDANCE:** Mandatory attendance is required Monday thru Friday for Eight to Twelve (8-12) consecutive weeks for all related instruction classes except for emergencies cited in 5a. below. Pre-apprentices shall arrange their personal business, routine appointments, vacations and other interests, so as not to conflict with school attendance. **Warning:** Failure to attend classes will result in disciplinary action, including loss of stipend/travel allowances and may extend to dismissal from the bricklayer pre-apprentice program. There will be no make-up classes offered.

**a. Emergencies:** Evidence of emergencies must be submitted to the MDC Office within three (3)-calendar days of the occurrence. In the case of emergencies, attendance may be deferred upon presentation of written evidence of one of the following:

1. Hospital confinement of pre-apprentice, spouse or child.
2. Doctor's advice not to attend school.
3. Death in the immediate family (parent, grandparent, sister, brother).
4. Vehicle breakdown, accompanied by repair or parts bills for appropriate date.
5. Obligation to a higher authority such as the State of California, accompanied by a copy of the cited order.

**Important!** For all other matters related to your pre-apprenticeship, i.e., illness, accidents, injury, mechanical breakdowns, stipends, etc., contact the Apprenticeship Office per the Communication info given in Item 2.

**b. Training:** Training will consist of hands-on and classroom training, seven (7) hours per day, five (5) days per week. The timetable below will be followed:

Sign In	7:30	am	Begin morning session
Sign Out	11:30	noon	Lunch
Sign In	12:00	pm	Begin afternoon session
Sign Out	3:00	pm	Class dismissed

- 6. CHANGE OF ADDRESS:** Pre-apprentices are responsible for notifying the MDC Office of any change in mailing/e-mail address and/or phone number. Failure to comply will not excuse the pre-apprentice from any disciplinary action, including recommendation for cancellation of the pre-apprentice agreement, resulting from schedules, notices, citations, etc. not received by an apprentice.
- 7. CITATION TO APPEAR:** The pre-apprentice must appear before the JATEC if cited to appear. Failure to comply may result in additional violations or cancellation from the JATEC bricklayers pre-apprentice program.
- 8. APPEALS:** Actions of the JATEC, including cancellation of the pre-apprentice agreement, may be appealed. Persons wishing to file an appeal may do so in writing or written email in care of the coordinator within thirty (30) days of the action taken. The coordinator will notify the appellant of the date, time and location of the next JATEC meeting. All appeals must be made in person before the Committee. All actions of the Committee are final.
- 9. FALSIFICATION OF RECORDS:** Proven dishonesty or cheating is cause for immediate cancellation.
- 10. HARASSMENT:** Any form of harassment by pre-apprentice against another individual, regardless of their relationship or respective status, is strictly against the policy of the JATEC. Violations of this provision are to be reported immediately to the Coordinator or Instructor, who will promptly investigate and take appropriate action.
- 11. INSUBORDINATION:** Insubordination violations are defined as: defying authority, not reporting to sign-in/sign-out at the defined times cited in 5b. above, or refusing to remain for the entire day of training, disobedience, disrespect of instructors or others, unruliness, bad behavior such as verbal/physical intimidation or personal insults or mocking of others, refusal or failure to perform instructions for a given work tasks, destruction of MDC property, misconduct that is causing a disruption in training. Pre-apprentices exhibiting or demonstrating insubordination in any form during training, will be sent home for that day and will not receive school credit, stipend payment or travel reimbursement. Pre-apprentice's insubordinate actions will be referred to the Committee and subject to disciplinary action or termination from the bricklayer's pre-apprentice program.
- 12. CONTROLLED SUBSTANCES:** Possessing or being under the influence of alcohol, narcotics or dangerous drugs at the training center is strictly prohibited and is cause for immediate dismissal from the program. As part of the brick pre-apprentice application, and prior to acceptance into this program, the applicant is required to submit to drug testing at no-cost, and after acceptance, random drug test may be required of applicant(s) at any time.

- 13. INAPPROPRIATE LANGUAGE:** Pre-apprentices shall not use lewd or vulgar language on the premises of the training center.
- 14. GAMBLING:** Gambling on the training center premises is prohibited.
- 15. THEFT and DAMAGE:** Proven theft and/or malicious damage to property at the Mason Development Center are cause for immediate dismissal from the bricklayer's pre-apprentice program.
- 16. SMOKING, CHEWING TOBACCO, VAPOR CIGARETTES OR CONSUMPTION OF FOOD OR BEVERAGES:** These activities are permitted only in designated areas and not permitted in classrooms, shop areas or corridors. Smoking is allowed only at a designated outdoor area.
- 17. TRAINING MATERIALS:** Pre-apprentices will be provided free of charge the following items: (a) one pair safety glasses, (b) one hard hat, (c) one pair gloves, and (d) one set of brick masonry hand tools. **Note:** Pre-apprentices are responsible to bring all the above listed items to every class each day of every week for the duration the program, and should the pre-apprentice lose any of the above items, you are required to inform the instructor to acquire replacements for which the cost will be deducted from your stipend payment. Pre-apprentices must bring their own writing pads and pencils for full participation in shop and class work every day.
- 18. SAFETY/CLOTHING:** Pre-apprentices must follow all safety policies including tool checklists and respirable silica control plans. Pre-apprentices are required to wear appropriate work clothing at the training center which includes work boots, long pants, hard hats, gloves and safety glasses when entering or working in the hands-on work areas. Tank tops, shorts and sport shoes are not allowed to be worn at the MDC. This requirement applies in all areas of the training center.
- 19. CELL PHONES & ELECTRONIC DEVICES:** The use of cell phones, MP3's and ear buds are not permitted at the Mason Development Center during class/training hours. Devices may be used at break and lunch time.
- 20. CLEAN-UP:** Pre-apprentices taking breaks or lunch in the parking lot will pick up after themselves. Failure to keep this area clean will result in pre-apprentices policing the area at the end of each day.

**21. STIPEND PAYMENTS:** Applicants who are accepted into the bricklayer Pre-apprentice Training Program and attend all classes beginning with their assigned starting date, will be eligible for a daily stipend payment of \$60-\$100 for the duration of their eight to twelve (8-12) consecutive weeks of training. Stipend payments will be paid weekly on the Friday following the prior M-F class week.

**Warning:** Pre-apprentices who fail to sign-in/sign-out on the daily time sheet as cited in 5b. above, or who leave the MDC premises during training hours without authorization, will not receive their stipend payment amount for the particular day(s) unsigned on the time sheet and will be noted as "absent" for the entire day(s).

**22. TRAVEL REIMBURSEMENT:** Pre-apprentices who reside greater than 40 miles from the MDC training center, will earn a daily travel allowance based on travel distance increments, and if the distance is greater than 90 miles, the pre-apprentice can obtain a paid hotel room near the MDC in Tracy, CA – see JATEC Travel Increment Payment Schedule below. Travel allowances will be in accordance with the JATEC Board's determination and Rand McNally or AAA for mileage calculations to formulate the specific travel allowance amount or eligibility for hotel room. Proof of residency, such as a utility bill, must be provided to the MDC office in order to qualify for paid mileage or a no-cost reserved hotel room for pre-apprentices living beyond 90 miles from the MDC.

JATEC Travel Increment Payment Schedule

Distance Miles	Daily Travel Amount
40 - 50	\$20
50 - 60	\$25
60 - 70	\$30
70 - 80	\$35
80 - 90	\$40
90 miles or greater – Pre-apprentices residing more than 90 miles one way may accept \$45 daily or receive \$45 once per week plus up to four room nights paid by the JATEC for each week of training.	

**Warning:** Pre-apprentices must earn and receive full daily attendance credit of seven (7) hours each weekday to be eligible for the travel allowance. Any pre-apprentice who does not sign-in on or before 7:30 am and who does not sign-out properly each day on or after 3:00 pm, will be considered late in the am or left the MDC premises early in the pm without authorization, and will not be paid their travel allowance for that day or is responsible for the hotel room cost which will be deducted from their stipend payments.

**23. ACCIDENTS and INJURIES:** All accidents and injuries occurring at the MDC must be reported to the instructor or coordinator immediately.

**24. COMPLETION of the BRICKLAYER PRE-APPRENTICE PROGRAM:** The JATEC Committee will verify successful completion of program requirements for each pre-apprentice. After successful completion is granted, pre-apprentices will be provided a list of BAC-3 Union contractors for making contact to inform the contractors they have completed the pre-apprentice program and are seeking immediate employment. Upon being hired, the apprentice shall immediately notify the Mason Development Center to inform the Coordinator or Secretary of their employment opportunity so that they become registered as an Apprentice with the State of California and also to register with the Bricklayers and Allied Crafts Local Union 3. All time successfully served in the pre-apprentice program will be deducted from the First (1<sup>st</sup>) Period Apprenticeship time requirement of 7mos example: First Period is 7mos (30 wks) long minus number of weeks served in pre-apprentice training (8 weeks in this example) will then reduce First (1<sup>st</sup>) Period Apprenticeship time to 22 weeks).

**25. CRIMINAL ACT:** A pre-apprentice student who engages in a criminal action at the Mason Development Center is subject to immediate dismissal and police follow-up. Examples: possession of alcohol, drugs, knives, or other weapons; theft; gambling; vandalism; threatening behavior directed toward, a committee member, MDC staff, or another trainee.

**26. RESIGNATION:** Pre-apprentices who are unable to complete the bricklayer pre-apprentice program for personal reasons, have the option to officially resign from the program by submitting a written letter or email to the MDC office. Resigning pre-apprentices are not liable to re-pay any previous earned and paid stipend or paid travel amounts. Pre-apprentices who resign from the program will require JATEC approval to be eligible for reinstatement.

**27. DISCIPLINARY POLICIES:** Disciplinary action will be taken for the following; Missed Class or Classes, Failure to Appear Before the JATEC When Cited, and other violations\* of these Rules, Regulations, and Policies.

**1<sup>st</sup> Violation:**

Required to Appear before JATEC\*\*

**2<sup>nd</sup> Violation:**

Notification of 2<sup>nd</sup> violation plus 2-day suspension\*\*

**3<sup>rd</sup> Violation:**

Cancellation from Program with 30-calendar day right to appeal. If appealed in writing within 30-calendar days, the apprentice will be notified of a time and date to appear before the JATEC. A cancelled pre-apprentice may reapply to the JATEC for reinstatement after a 45-calendar day waiting period.

\*The JATEC reserves the right to accept or deny validity of violations whenever presented. JATEC will consider these findings when applying disciplinary action.

\*\*Actions of the Committee may be appealed within 30 days of the action taken. Refer to Item 8 in these Rules for details regarding the appeals process.

## Mason Development Center

# **ACKNOWLEDGMENT** **Of** **BRICKLAYER/STONEMASON PRE-APPRENTICE** **RULES, REGULATIONS AND POLICIES**

Effective June 1, 2022

I,

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Print First and Last Name

have read and understand these Rules, Regulations and Policies of the Mason Development Center (MDC) and Joint Apprentice Training and Education Committee (JATEC) Effective June 1, 2022

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Signature

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Date