Apprenticeship Guidelines

Report On the job learning hours. (Monthly)

 Your upgrades in pay are determined by your work and classroom hours. If you do not turn in hours in a timely manner, you may be late in getting your pay upgrade. Pay upgrade is not retroactive for your failure to turn in hours. Hours over 120 days late will not count towards your upgrade. Send in report monthly when not working.

Accept any and all jobs offered for dispatch.

 You must take any job call; you may not quit a job for any reason

Sign the out-of-work list (OOWL) when not working.

Learn the rules for the OOWL for local 720. Learn and understand what is required to keep your membership in good standing. You cannot be on the OOWL or dispatched for a job if you are not in good standing. Follow these rules to stay current on the OOWL. Stay on the list until dispatched for work.

Attend classes when scheduled.

You must have 80 hours of classroom instruction for each 1,000 OJL to receive an upgrade. Work with Walter Pena if there is a particular class you would like to take. Call you’re the laborers training center and the apprenticeship coordinator when you are laid off so you may attend a class when you are not working. This may prevent you from having to leave a job to attend class.

Keep your phone number and address current.

 If you have a change, you must notify the following: Colorado Laborers Apprenticeship Program, and Local 720. Without your current information. We would also suggest all employers also so that you receive financial statements and W2 forms.

Practice a good work ethic.

 Arrive before the start of your shift, keep busy during work hours, and don’t stop until the end of your shift. If an emergency arises, call in and tell your employer what happened. Dress for success. In construction, you must have steel toe boots. Watches, rings, necklaces, piercing jewelry, etc. can all snag and be ripped from your body; for safety, wear proper clothes and leave the jewelry at home.

Work safely.

You are responsible for your own safety and the safety of those around you. If you are not sure about something, ask questions. No question is a dumb question. At the end of the day we all just want to go home the same way we came to work.

Don’t do drugs.

 Substance abuse testing is a regular part of the construction industry. You will be required to test pre-employment for, the Local Union and each contractor and randomly once employed. This includes alcohol abuse. Failure of a substance abuse test will result in disciplinary action and/or termination from the apprenticeship program.

Remember that you are an apprentice and are there to learn. Ask questions! Your apprenticeship coordinator can help with questions about your apprenticeship. Your business manager or field representative can help with questions about your local; the journeyperson you work with can help with questions about the job process.