



**Operative Plasterer's & Cement  
Masons International Association  
Local Union #72 Eastern Washington**

**Apprentice Information Guide**



# Local Union No. 72

## Operative Plasterers and Cement Masons

### International Association

Eastern Washington- 3223 N. Market St. Spokane WA 99207

Office- (509)326-0575 Cell- (509)939-9424

Central Washington- 2637 W. Albany Ave. Ste. B Kennewick, WA 99336

Office- (509)579-0099 Cell- (509)546-1472

Dear New Member,

I would like to congratulate you on becoming a new member of the OP&CMIA local 72. I look forward to working with you and your employer to keep a harmonious relationship between labor and management. You should have received a member information guide when you signed up, if you did not please come to my office or call me to have one mailed to you.

For every hour you work \$1.00 is deducted from your hourly wage. This money is sent to our third party administrator who then directs to Numerica Credit Union. We do this to help our members save for a rainy day. Also there are several benefits in belonging to a credit union such as; lower interest loans, credit cards, and savings in life / death and dismemberment policies. To Access your account you must complete an Account Card and make a photo copy of your Driver's License. Please Contact Numerica Credit Union to do so.

Your employer pays \$7.53 per hour for you to have Health, Dental, and Vision care. In order to qualify for this Benefit a member must work 300 hrs to activate their coverage and have 130 hrs per month in their "Bank" to have coverage for the following month. All hours worked in excess of 130 hrs will be left in the member's bank. A member can bank up to 11 months coverage of banked hours. That means you can be covered up to 11 months without hours being contributed in that period.

As a Professional Tradesman we understand that you will have numerous employers and quite possibly work in numerous states, that is why we have reciprocal pension/health plans within our union. Your employer pays \$8.54 per hour that you work for your retirement. Our Pension plan is a defined Benefit plan which means your benefit is based on the amount of hours paid into the pension plan. In order to qualify for benefits you have to have at least 6,000 hrs to be vested in our plan.

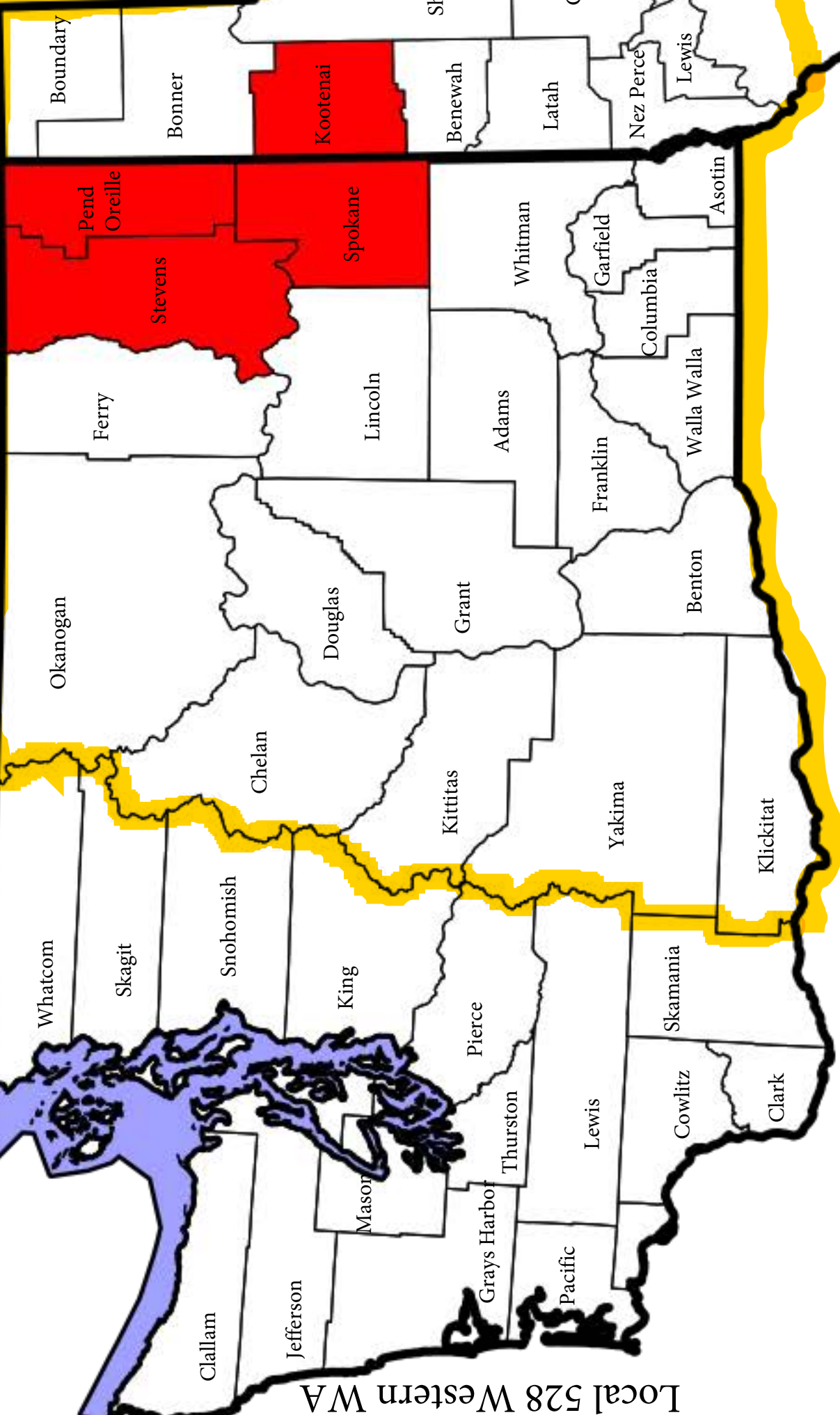
**Monthly dues are \$10.00 and are due at the first of each month. These are in addition to all hourly dues on your paycheck. If you would like to participate in direct withdraw. Please contact this office at 509-326-0575.**

Fraternally,

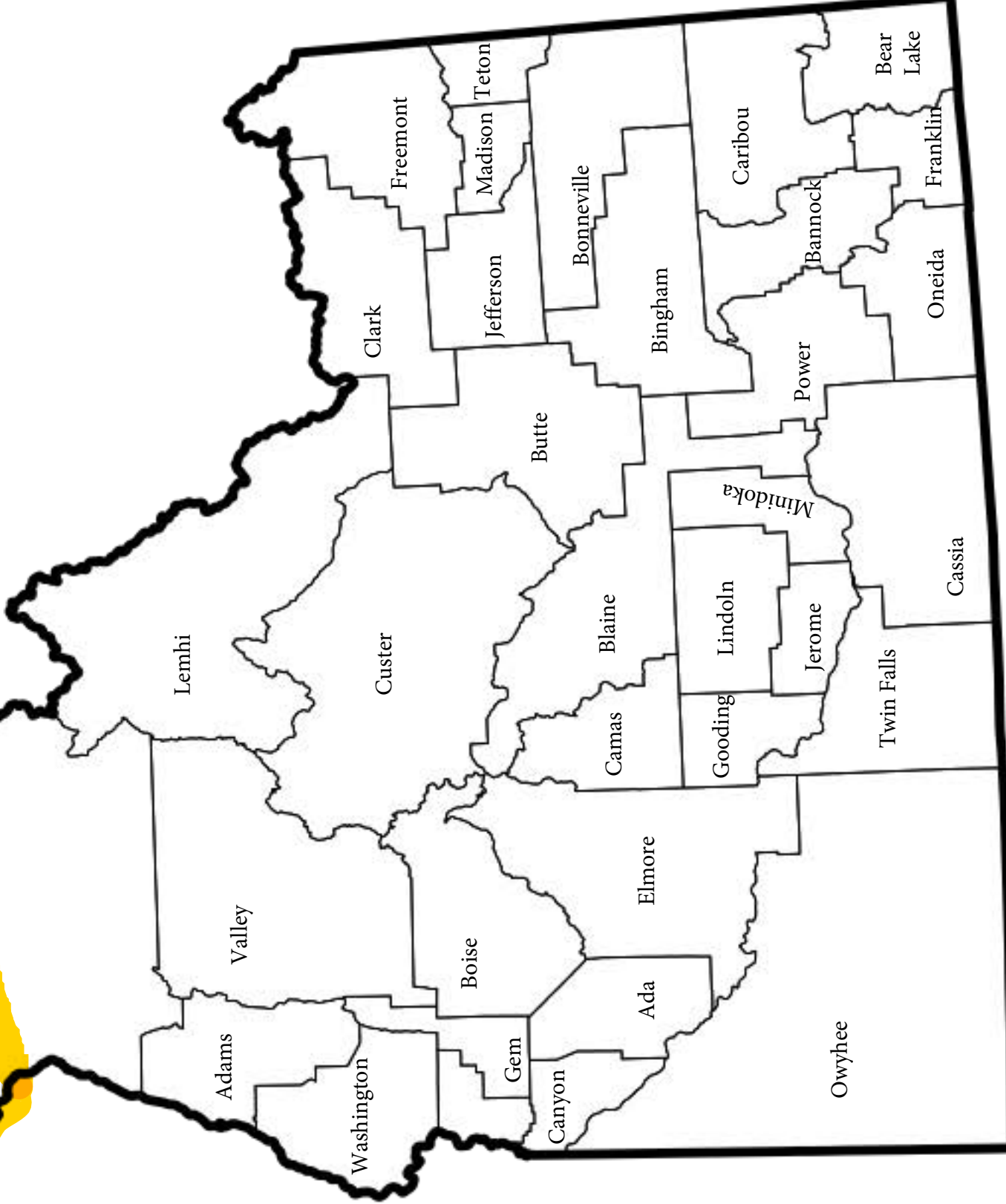
Mike Wright  
Business Manager  
OPCMIA Local 72

Local 72 Central & Eastern WA  
North Idaho  
Montana

# MONTANA



Local 528 Western WA



# OREGON

Local 555



# Operative Plasterers and Cement Masons International Association

Area 3- 3223 N Market Street . Spokane, WA 99207 (509) 326-0575

Dispatch- bmwilliamslocal72@gmail.com

Area 2- 2637 W. Albany Ave. Ste. B Kennewick, WA 99336 (509)579-0099

Dispatch- rodgel478@yahoo.com

**Effective June 1, 2022**

**TO: All Signatory Employers**

**Effective 6-1-2022 through 5-31-2023 Increase of \$4.36 as follows:**

**Wages \$3.60, Pension \$0.70, WA App Training \$0.05, ITF \$0.01, H&W \$0.00**

Trade	Class	Wage GROSS	H&W Contractor paid	Pension Contractor paid	ITF Cont. Paid	WA. Apprentice Training Cont. Paid	Dues *MC	Vacation *MC	Rebound *MC
Cement Masons	Journeyman	\$36.04	\$7.53	\$8.54	\$0.07	\$0.65	(\$2.26)	(\$1.00)	(\$0.04)
Cement Masons 90% Apprentice	STEP 4 4801-6400 HRS	\$32.44	\$7.53	\$8.54	\$0.07	\$0.65	(\$2.03)	(\$1.00)	(\$0.04)
Cement Masons 80% Apprentice	STEP 3 3201-4800 HRS	\$28.83	\$7.53	\$8.54	\$0.07	\$0.65	(\$1.81)	(\$1.00)	(\$0.04)
Cement Masons 70% Apprentice	STEP 2 1601-3200 HRS	\$25.23	\$7.53	\$8.54	\$0.07	\$0.65	(\$1.58)	(\$1.00)	(\$0.04)
Cement Masons 60% Apprentice	STEP 1 0-1600 HRS	\$21.64	\$7.53	\$8.54	\$0.07	\$0.65	(\$1.36)	(\$1.00)	(\$0.04)

**Total Package JM: Wage- \$36.04, Fringe- \$16.79, Total- \$52.83**

**\* MC- Member Contributions**

**Dispatch Points: Pasco, Wenatchee, Spokane, Lewiston**

**Foreman: 7% above Journeyman Cement Mason**

**General Foreman: 12% above Journeyman Cement Mason**

**Zone 2: 45 Miles outside closest dispatch point add an additional \$3.00 per hour**



**Local Union No. 72**  
**Operative Plasterers and Cement Masons**  
**International Association**

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**Local 72 Eastern Washington Dispatch Rules**

All active members of OP&CMIA Local 72 are bound by these work rules to be eligible for employment referral in order to obtain employment as outlined in RCW 50.20.100

1. Member must be in good standing with Local 72 as defined in article 16 of the International Constitution. This article states that any member not owing more than two months dues, per capita tax or assessments are considered a member in good standing.
2. Members must notify the Local 72 dispatcher at 509-326-0575 and request to be put on the out of work list. When your employment ends you must notify this hall of your separation in order to be put back on the referral list.
3. Members must be physically able to travel and perform work in the jurisdictional area of Local 72, which consists of all of Eastern Washington State.
4. Dispatch hours are from 6am to 5pm Monday through Friday. Weekend or off hour dispatches may occur if the need arises.
5. Members who accept dispatches must report to the said location at the said time. Failure to do so will result in a (violation 1) charge as outlined in article 26 of the International Constitution, which consists of Executive Board hearing with possible fines and or suspension. (Violation 2), you will be removed from the out of work list, fined, suspended or expelled.
6. Members must make every effort to accept dispatches. Failure to do so will be reported to the Employment Security Dept. This may affect your unemployment benefits.

Fraternally Yours,

Mike M Wright  
OP&CMIA Local 72 WA

# WASHINGTON CEMENT MASONS APPRENTICESHIP

## Suggested Tool List

<b>Tool required by contract</b>	<b>Suggested time to buy</b>	<b>Suggested brand or type</b>
Rubber Boots	Right away	Personal choice
Leather Boots	Right away	Personal choice
Rubber gloves	Right away	Personal choice
1 Trowel (18"x5" or 16"x5") *	Right away	Marshalltown
1 Trowel (12"x4" or 14"x4½")	Right away	Marshalltown
1 Trowel (8"x3") Midget/Burner	Right away	Marshalltown
1 Margin trowel	Right away	Marshalltown
1 Hand Float (magnesium) *	Right away	<b>Haivala</b> or Marshalltown
Knee Pads	As soon as possible	Personal choice
Fiber Float *	When affordable or needed	Marshalltown
½" radius edger	When affordable or needed	Blue Steel
Small hand brush	When affordable or needed	Non-nylon, water holding
Claw hammer	When affordable or needed	Straight claw
Mason Hammer	When affordable or needed	Steel handle
Step tools set (½" radius) *	2 <sup>nd</sup> year, sooner if needed	Blue Steel
Jointer	2 <sup>nd</sup> year, sooner if needed	Bronze
Nail apron/Tool Bags	2 <sup>nd</sup> year, sooner if needed, for working set-up	Personal choice
5- Gallon bucket	Right Away	Any bucket that holds water and your tools

\* Strongly suggested

### **Other Suggestions (not required):**

- Knee boards (wooden) – You can make your own
- Rain gear – This is Washington
- Sliders (stainless steel) – Flat work contractors like you to have them\*
- Duct tape – For wrapping the top of boots on deep pours

### **Equipment supplied by the contractor:**

- Buckets
- Rubber floats
- Sacking brushes

### **Safety equipment that should be provided by the contractor:**

- Hard hats
- Ear Plugs
- Respirators
- Safety glasses

# WASHINGTON CEMENT MASONS & PLASTERERS APPRENTICESHIP

## SCHOOL POLICIES

1. Apprentices must be signed in and seated in the classroom by the time class is scheduled to begin (usually 6:30 am for Cement Masons. 6:00am for Plasterers).
2. Homework or other assignments must be completed before class begins. If you have missed a class, it is your responsibility to catch up on your assignments.
3. Pen or pencil, notebook and all applicable reference text must be brought to class.
4. Non-participation will be punished in 2, 4, 6 or 8 hour increments, according to the discretion of the instructor.
5. Apprentices shall dress in work attire and be ready to participate. **Bring your own personal tools and PPE.**
6. All tools, work areas and equipment must be clean of all residue.
7. Tools and equipment will be maintained and put back in their proper location.
8. Tool inventory will be completed before per diem pay is disbursed on Fridays. Per diem pay will not be issued until an accurate tool count is completed and all tools are accounted for.
9. We are a team – we will all leave together.

It is important that you understand this program is run in a job-like manner. Careless and shoddy behavior or habits will not be tolerated.

**WE ARE PROFESSIONALS IN OUR CRAFT!**

## STANDARDS OF APPRENTICESHIP

Every apprenticeship program registered with the State of Washington has an approved Standards of Apprenticeship. The Standards of Apprenticeship are the living documents by which apprenticeship programs are administered.

You can find the Standards of Apprenticeship for the Washington Cement Masons Apprenticeship online at:

<http://lni.wa.gov/TradesLicensing/Apprenticeship/files/standards/0061.pdf>

You may request a printed copy of the standards from the Washington Cement Masons Apprenticeship or from the Apprenticeship Section of the Department of Labor & Industries.

# WASHINGTON CEMENT MASONS & PLASTERERS APPRENTICESHIP POLICIES

The Washington Cement Masons Journeyman and Apprentice Training Trust, acting as a JATC Committee is responsible under state law for your Apprenticeship Program. What follows is a statement of the policies of the Trust. **It is the responsibility of each apprentice to know these policies and to follow them!**

1. Apprentices are expected to attend ALL related training classes and complete each course with a grade of 'C' or better. You must attend a minimum of 160 hours per year regardless of any acceptable excuses. **Working is not an approved excuse for missing a related training class.**
2. Apprentices are expected to faithfully seek employment during their apprenticeship and to perform diligently and faithfully the work of the trade. On the Job Training (OJT) hours are a major key in advancing in apprenticeship.
3. Apprentices are expected to respect and protect the property and equipment of the Employer and to develop SAFE WORKING HABITS, not only to assure their own safety but also that of their fellow workers.
4. Communication is a key component of apprenticeship. If you have a problem, call us. We will do our best to solve it. If you have a question, we will answer it for you. **If you are having trouble finding a job or cannot get into it, call the Hall.** Communication will help you progress smoothly through the program.

Also it is very important you keep us informed of:

- Address change
- Telephone number change
- Class make up requests
- Any communications to the JATC

5. MONTHLY WORK PROGRESS REPORTS (WPR)
  - a. Must be correctly completed by the apprentice, signed by the foreman, and submitted to the Coordinated/Apprentice Training Office by the 15<sup>th</sup> of the following month.
  - b. Progress reports must be submitted whether the apprentice is working or not.
  - c. These records are for the express purpose of keeping the Trust informed on the progress of each individual apprentice and to insure that he/she gets training in all phases of his/her trade. **This is a State of Washington requirement.**

**Failure to submit WPR's in a timely manner will be cause for delayed advancements.** Along with further disciplinary action, up to and including the cancellation of your apprenticeship.



# WASHINGTON CEMENT MASONS & PLASTERERS APPRENTICESHIP

**\*\*\*\*Important, Please READ\*\*\*\***

**Work Progress Reports (WPRs)** are a permanent record of your apprenticeship experience and on the job training. The apprenticeship committee (JATC), Labor & Industries and any Training Agent can review these records to evaluate your progress in all phases of the trade. These reports ensure that you are receiving the well-rounded training necessary to become a qualified journey level worker.

**This is a State of Washington & Labor & Industries requirement.**

## **Instructions for Apprenticeship Work Progress Reports:**

1. Must be correctly completed by the apprentice, signed by the foreman, and submitted to the Coordinator/Apprenticeship Training Office by the 15<sup>th</sup> of the following month. Going forward: All work progress reports that are being submitted via e-mail must be submitted to

[WPR@trowelout.org](mailto:WPR@trowelout.org)

2. Retain a copy of your work progress reports for your records and also because you will need it to add up your total hours.
3. Progress reports must be submitted whether the apprentice is working or not, and if he or she attended school that month.
4. **Failure to submit WPRs in a timely manner will be cause for delayed advancements, or further disciplinary action, up to and including the cancellation of your apprenticeship.**
5. Extra copies of WPRs can be downloaded from the Apprenticeship section on the website **OPCMIA528.org**

## **Re Rate Policy**

There will be a re-rate if the apprentice fails to submit properly filled out and signed progress reports, or missing any related training. Apprentices must complete the following requirements before being re-rated (Also called a raise) or advanced to the next term of apprenticeship:

- A. Accumulate the required on the job training hours (1600 Hours per year).
- B. Attend the required related training classes and pass a written and hands on testing.
- C. Submit WPRs as required.

**If you need to find out your work hours- call the Trust's direct line @ 877-367-0528**

# UNION DUES

Dues are essential to any Union Organization. I have heard it a thousand times; “What do you use that money for?” It breaks down like this: Operating expenses such as occupancy, telephone, travel, administration fees, Accountants fees, Legal fees, Business Manager Salary and benefits, insurance, per-capita fees for several associations, marketing and advertising, office and union supplies, Market Recovery fund, donations to charitable organizations.

The union is a place where ordinary people do extraordinary things. And we have to have a financial base to expedite these extraordinary things. We are not here to become rich only to grow and represent the working members of our trades.

The dues structure is as follows:

Initiation fee: \$300.00 (one time fee)

International Recording fee: \$75.00 (one time fee)

Monthly membership dues: \$20.00 Journeyman Rate and \$10.00 Apprentice Rate (Due at the 1st of each month. It is the responsibility of the member to be current.)

Hourly check off dues: \$2.26 and at 90%,80%,70%, & 60% of the total for Apprentices(Payroll deducted)

If you have any further questions regarding our dues please do not hesitate to ask.

# UNION MEETINGS

We hold our union meetings on the 3rd Tuesday of every month at the Union Hall meeting room.

Our Executive Board meeting starts at 6:30pm and the general meeting begins at 7:30pm.

If you want to stay informed and have a voice in the issues & the operation of YOUR UNION, you need to attend the meetings. You may have the suggestion, idea or the answer that we are looking for. If you want questions answered the place to do that is the union meeting. Odds are if you have the questions others probably do as well.

All Apprentices are required to attend union meetings and that time will count toward there apprentice hours.

We invite you to come meet with us enjoy food and beverage. We also give away door prizes at every meeting!

# TRAINING

For every hour worked the contractor pays \$.66 cents into our training trust. In order to maintain a suitable number of trained and educated Plasterer's and Cement Masons it is essential that we continue to invest into this fund.

This money pays for our Apprenticeship Program and our Journeyman upgrade classes. Our training trust has been merged as one state training facility to get the best use from the money spent.

Apprentices are required to attend 144 hrs of training per year.

Journeyman upgrade classes are held periodically. You must contact the Union hall in order to receive information on these classes. We can arrange classes as the need arises. OSHA 10 hr safety training is one example of these types of classes.

## Washington Cement Masons Apprenticeship

**In person:** 6737 Corson Ave S, Seattle, WA 98108 **By mail:** PO Box 81044, Seattle, WA 98108

**By fax:** (206)762-0896 **Phone:** (206)762-9286 **Email:** [concretetraining@trowelout.org](mailto:concretetraining@trowelout.org)

Applications can also be downloaded at: [www.opcmialocal528.org](http://www.opcmialocal528.org) (Link to "Apprenticeship Forms")

# CREDIT UNION

For every hour you work \$1.00 is deducted from your net wage and sent to Numerica Credit Union located in Spokane WA and a branch in Kennewick, WA. We do this to help you save for that emergency, new toy or a vacation. Numerica Credit Union is networked with several other local & national credit unions and also offers a debit card for quick access to your account.

Your membership with Numerica Credit Union will allow you access to competitive borrowing rates, flexible CD rates, home, auto, boat, RV, & toy (atv/motorcycle ect.) loans with fixed rates, life, home, renters, accidental death & auto insurance.

**Check out the website:** [www.numericacu.com](http://www.numericacu.com)

**For Member Services Email:** [NCUMemberService@numericacu.com](mailto:NCUMemberService@numericacu.com)

**Phone: Toll Free:** (800) 433-1837 **Spokane:** (509) 535-7613 **Tri-Cities:** (509) 734-6900 **Fax:** (509) 343-8177

**Mailing Address:** P.O. Box 4000 Spokane Valley, WA 99037

### **Kennewick:**

3115 W Kennewick Ave.  
8551 W Gage Blvd. Suite E  
4898 W Hildebrand Blvd. Suite 120

### **Spokane:**

502 W Riverside Ave.  
1916 W Francis Ave. (Five Mile Shopping Plaza)  
303 E Lyons Ave. (Lyons & Lidgerwood)

### **Locations Also In:**

Airway Heights, WA

Coeur d'Alene, ID

Hayden, ID

### **Richland:**

3045 Duportail St.  
**Wenatchee:**  
812 N Wenatchee Ave.

2202 E 29<sup>th</sup> Ave.  
4911 S Regal St.  
405 E. Farwell Rd.

### **Pasco:**

4820 N Road 68 (Inside Wal-Mart)  
1817 W. Sylvester St.

### **Spokane Valley:**

722 N. Sullivan Rd.  
10618 E Sprague Ave. (Inside Rosauer's)  
4909 E Sprague

Post Falls, ID

# HEALTH & WELFARE

Our Health and welfare Plan consists of general health insurance, dental insurance, vision benefits, prescription benefits & life insurance.

For every hour you work the contractor pays \$7.53 to our trust. This money goes into your own "dollar bank" which can be used to gain coverage. To initially become eligible, you must accumulate \$1,958 of contributions in your dollar bank to qualify for these benefits. You must have at least \$979 (approx. 130 hours) in your "bank" to maintain benefits. All contributions made by your employer on your behalf in excess of the \$979, or 130 hours, will be saved in a "bank" to supplement future months that your work less than 130 hours. Our benefits are provided through the Cement Masons and Plasterers Trust. Once you meet the initial eligibility requirements set by the health trust, you will receive a summary of your health benefits from the Trust Office.

We offer two plans regarding the dental insurance. Plan A uses our HMO provider Willamette Dental. Plan B users may seek consultation from a dentist of their own choice.

Vision plan offers a fixed amount of money per calendar year. An explanation of all these benefits will be mailed to you when you are eligible.

Prescription plan will be mailed to you when you become eligible.

Basic Life Insurance is part of the plan. You do not have to pay extra for this benefit.

The plan accepts your entire immediate family in their current condition.

**For more information regarding health benefits, visit:**

[www.cementmasonstrust.com](http://www.cementmasonstrust.com) or call the Cement Masons and Plasterers Trust Office at (877)367-0528.

# PENSION PLAN

The pension plan is a defined benefit plan.

It takes 6,000 employer contributed hours without a break in service to become vested in the Washington-Idaho Cement Masons-Employers Retirement Trust\* for those who become a participant after June 1, 1993.

Normal retirement age is 65

Early retirement, at a reduced amount, is allowed at ages 60-65.

Special early retirement, at a reduced amount, is allowed at age 58-60 if the member has at least 30,000 hours reported to the Plan.

Retirement benefits are calculated based on the employer contributions. The total amount of the contributions are multiplied by a factor to determine a monthly benefit amount for the member's lifetime. The factor for contributions made June 1, 2004 or after is 2%.

When you send in an application for retirement, you will be sent an explanation of benefits. This will list the monthly amounts and the various methods which you can receive your pension. All pensions are for our member's lifetime but there are options to leave all or a percentage of the benefit for a spouse's lifetime. The member would look over the explanation of benefits and determine which option works best for them. This is taxable income.

\*Contact Information Attached on Separate Page

# WA-ID Cement Masons-Employers Retirement Trust

Physical Address: 7525 SE 24th Street, Suite 200, Mercer Island, WA 98040 • Mailing Address: PO Box 34203, Seattle, WA 98124  
 Phone: (206) 441-7574 or (800) 732-1121 • Fax: (206) 505-9727

Administered by  
 Welfare & Pension Administration Service, Inc.

<b>Administration Department</b>			
<b>Title / Department</b>	<b>Name</b>	<b>Email</b>	<b>Ext.</b>
Account Executive	Rose Pelletier	<a href="mailto:rpelletier@wpas-inc.com">rpelletier@wpas-inc.com</a>	3921
Account Executive	Cory Edwards	<a href="mailto:cedwards@wpas-inc.com">cedwards@wpas-inc.com</a>	3926
Administrative Assistant	Sarah Wyatt	<a href="mailto:swyatt@wpas-inc.com">swyatt@wpas-inc.com</a>	3918
<b>Control/Eligibility Departments</b>			
		<b>Email</b>	<b>Ext.</b>
<b>Employer Billing Inquiries</b>	Trainee		
Supervisor	Jeremy Rivas	<a href="mailto:jrivas@wpas-inc.com">jrivas@wpas-inc.com</a>	3336
Backup Supervisor	Georgy Dimof	<a href="mailto:gdimof@wpas-inc.com">gdimof@wpas-inc.com</a>	3320
Department Manager	Michelle Hill	<a href="mailto:mhill@wpas-inc.com">mhill@wpas-inc.com</a>	3306
<b>Pension Department</b>			
		<b>Email</b>	<b>Ext.</b>
<b>Pension</b>	Melinda Stokes	<a href="mailto:mstokes@wpas-inc.com">mstokes@wpas-inc.com</a>	3210
Backup	Cindy Ray	<a href="mailto:cindyray@wpas-inc.com">cindyray@wpas-inc.com</a>	3201
Supervisor	Cindy Ray	<a href="mailto:cindyray@wpas-inc.com">cindyray@wpas-inc.com</a>	3201
Department Manager	Melinda Stokes	<a href="mailto:mstokes@wpas-inc.com">mstokes@wpas-inc.com</a>	3210
<b>Member Services Department</b>			
<b>Eligibility-Claim Forms/Booklet Requests</b>	<a href="mailto:eligibility@wpas-inc.com">eligibility@wpas-inc.com</a>	Hours: 8:00 a.m. – 5:00 p.m.	Option 4
<b>Claims Department</b>			
		<b>Email</b>	<b>Ext.</b>
<b>Medical/Vision</b>	Penny Wells-Knight	<a href="mailto:penelope@wpas-inc.com">penelope@wpas-inc.com</a>	3549
Medical Backup	Group Line	Hours: 8:00 a.m. – 5:00 p. m.	Option 1
<b>Dental</b>	Gordon Wall	<a href="mailto:gwall@wpas-inc.com">gwall@wpas-inc.com</a>	3524
Dental Backup	Group Line	Hours: 8:00 a.m. – 5:00 p.m.	Option 1
<b>Time Loss</b>	Penny Wells-Knight	<a href="mailto:penelope@wpas-inc.com">penelope@wpas-inc.com</a>	3549
Supervisor	Jacqui DuBeau	<a href="mailto:jacquid@wpas-inc.com">jacquid@wpas-inc.com</a>	3520
Department Assistant Manager	Jamie Hooper	<a href="mailto:jhooper@wpas-inc.com">jhooper@wpas-inc.com</a>	3502
Department Manager	Heidi Campbell	<a href="mailto:hcampbell@wpas-inc.com">hcampbell@wpas-inc.com</a>	3500



**Operative Plasterers & Cement Masons  
International Association  
Local 72 Eastern Washington**

## **Code Of Conduct**

*"Promoting Pride in Craftsmanship and Customer Satisfaction"*

### **Introduction**

The purpose of the Operative Plasterers' and Cement Masons' Code of Conduct is to stimulate our members pride in craftsmanship and customer satisfaction.

Fostering membership pride in our plasterers, cement masons, and shop hands is key to our survival. To achieve this goal our Local Union Officers must implement this Code of Conduct immediately, uphold it strictly, and apply it consistently. The result will be to increase our members self worth, bolster quality craftsmanship, improve working conditions, leverage higher wages and benefits, and create increasing work opportunities for our members. It will also benefit our contractors by increasing their productivity, ensuring timely job completions, keeping projects within (or under) budget, and providing them with reliable, quality craftsmanship.

To be successful, the Code of Conduct must have the full support of the Local Union at all levels. Officers must wholeheartedly dedicate themselves to this task by "setting the standard" and acting as role models for the membership.

Any member found in violation of the Code will be subject to the disciplinary procedures of the International and Local's Constitution which includes, but is not limited to, charges being filed and the possibility of a fine, suspension,

and/or expulsion. While charges may be brought at any time a three strike policy shall be in effect. This means that any member who has three written complaints filed by Employers shall face disciplinary charges and after a hearing may be fined, suspended or expelled.

## **Responsibilities under the Code**

Both the union and contractor have responsibilities under the Code. For the Code to be mutually beneficial, both parties must take their respective duties seriously, and communicate with the other party constructively and on a consistent basis.

## **Local Union Responsibilities**

The Business Manager and Business Agents are responsible for communicating the OPCMIA Code of Conduct to all members, and ensuring they are fully compliant.

To achieve the goals of the Code, the Business Manager and Business Agents shall ensure that:

Members shall apply their knowledge, skills, and experience diligently on the job.

Members shall make every effort to upgrade their skills on a regular basis.

Members, especially those with extensive experience in the trade, shall convey their knowledge and skills of cement masonry and plastering to their colleagues to strengthen the overall value of the OPCMIA's workmanship as well as encourage teamwork.

Members meet their responsibility to their fellow workmates and contractors by arriving on time fit for work.

Members strictly adhere to break times and lunch periods allowed in their contract(s) and agreement(s).

Members bring the necessary tools as established on the tool list, and ensure they are in proper working order prior to arriving on the job.

Members abide by the zero tolerance policy for substance abuse.

Members perform consistently productive work, keep idle time to a minimum, and make every effort to eliminate unnecessary disruptions on the job.

Members respect the property of the customer, and are fully aware that graffiti and other forms of destruction are not tolerated.

Members respect their union, their contractors, and their clients by not wearing clothing or buttons with offensive words or symbols.

The Business Manager and Business Agents, in cooperation with Employers on the jobsite, will approach members who demonstrate bad work habits, advise them of their responsibilities as union members, and provide guidance and direction.

In addition, the Business Manager and Business Agents shall ensure that:

Slowdowns and other methods utilized to extend jobs or give rise to overtime are not tolerated.  
Outside activities that cast the OPCMIA or its local unions in a negative light are not tolerated.  
Inappropriate behavior, harassment, or discrimination exercised towards another member or person, or group of members or persons, are not tolerated.  
Members are meeting their contractual obligations to utilize the proper safety equipment and methods.  
Members are not leaving the jobsite during their work periods without the prior approval of their superior(s).  
No member is soliciting funds on any project or job without prior approval.  
Cell phones are not used on the project site, except during official lunch and break periods.  
Merchandise is not sold on the job site without the prior approval of the Business Manager.

## **Contractor's Responsibilities**

Our signatory contractors have a responsibility to manage their jobs as well as our members who work on their jobs. This task will be made easier by adhering to their responsibilities under the Code, including:

Addressing ineffective superintendents, general foremen, and foremen.  
Ensuring proper job layout to minimize downtime.  
Ensuring the proper storage of contractor as well as employee tools.  
Ensuring the appropriate number of employees are on the jobsite to perform the work efficiently, economically, and safely.  
Providing the necessary leadership and training skills for jobsite leaders to eliminate problems.  
Ensuring that the proper types and quantities of tools and materials are available on the site to facilitate speedy progress.  
Ensuring that jobsite leaders take responsibility for mistakes created by management and rectify them expeditiously.  
Eliminating unsafe working conditions and ensuring that the proper safety training, equipment, and methods are used.  
It shall be the employer's responsibility whenever a member has violated the Code of Conduct to report such violations immediately by providing the responsible Local Union with a letter detailing the alleged violation(s) and the circumstances surrounding.

## **Dispute Resolution Mechanism**

Both the OPCMIA Local Unions and the signatory contractors have obligations respecting the resolution of disputes. In the early stages of a dispute, our Local Unions must actively facilitate dialogue between its members and the contractors. Similarly, contractors should promptly address any and all problems and issues of concern as they arise. If these initial remedial actions of the Local Union and contractor fail to resolve the matter, the parties will pursue their respective remedies under the collective agreement(s).



**CEMENT MASON APPRENTICE MONTHLY WORK PROGRESS REPORT (LATE AFTER THE 15TH)**

Washington Cement Masons  
Apprenticeship and Training  
6737 Coiro Ave S.  
Seattle, WA 98108  
Phone: 206.762.9286  
Fax: 206.762.0896  
Email: **WPR@Trowelout.org**

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
New Address? \_\_\_\_\_  
Month: \_\_\_\_\_ Year: \_\_\_\_\_

INSTRUCTIONS:  
Write the total hours from the previous Monthly Progress Report in Column B. For time spent on each work process, add the hours from Column B. Plus daily hours and enter total in Column C. **Keep a copy of each WPR for your next month's entry.**

COLUMN A Breakdown your work hours into the categories listed below.	COLUMN B Hours brought forward from last month.	Each day record the number of hours you work on each work process.												COLUMN C																							
		Su	Mon	Tues	Wed	Thurs	Fri	Sat	Sun	Mon	Tues	Wed	Thurs	Fri	Sat	Sun	Month Total	Total Hours to Date																			
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31							
Screw / Form Work																																					
Finishing Flatwork																																					
Curb & Gutter																																					
Sidewalk																																					
Paving Finishing																																					
Curing																																					
Grind/Chip																																					
Sack Patch																																					
PT Patching																																					
Trowel Machine																																					
Underlayment / Floor Prep																																					
Epoxy																																					
Polishing																																					
Terazzo																																					
Pervious																																					
Other																																					
<b>TOTAL WORK HOURS</b>																																					
Class Hours Attended																																					
<b>EMPLOYER: Please answer the following question:</b>																		YES	NO																		
1. Is the apprentice punctual?																																					
2. Is he / she willing to work?																																					
3. Does he / she show initiative?																																					
4. Is his / her quality of work good?																																					
5. Does he / she follow established safety practices?																																					
6. If the apprentice is due for rearing would you approve?																																					
Comments:																																					
Company Name:																																					
Job Site Location:																																					
Foreman Name:																																					
Foreman Signature: <i>Paul Smith</i>																																					
Apprentice: / certify that the above information is correct. <i>John Doe</i>																																					
Signature:																																					

If you need official work hours, call the Trust office at (877) 367-0528

# CEMENT MASON APPRENTICE MONTHLY WORK PROGRESS REPORT (LATE AFTER THE 15TH)

**INSTRUCTIONS:**

Write the total hours from the previous Monthly Progress Report in Column B. Breakdown your time spent on each work process into the categories listed below. Add the hours from Column B plus Daily hours and enter total in Column C. **Keep a copy of each WPR for your next month's entry.**

Washington Cement Masons  
Apprenticeship and Training  
6737 Coiro Ave S.  
Seattle, WA 98108  
Phone: 206.762.9286  
Fax: 206.762.0896

Email: [WPR@Trowelout.org](mailto:WPR@Trowelout.org)

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Month: \_\_\_\_\_ Year: \_\_\_\_\_

COLUMN A Breakdown your work hours into the categories listed below.	COLUMN B Hours brought forward from last month.	COLUMN C Each day record the number of hours you work on each work process.																															Month Total	Total Hours to Date	
		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31			
Screed / Form Work																																			
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Underlayment / Floor Prep																																			
Epoxy																																			
Polishing																																			
Terrazzo																																			
Parvious																																			
Other																																			
<b>TOTAL WORK HOURS</b>																																			
Class Hours Attended																																			

**EMPLOYER: Please answer the following question:**

	YES	NO
1. Is the apprentice punctual?		
2. Is he / she willing to work?		
3. Does he / she show initiative?		
4. Is his / her quality of work good?		
5. Does he / she follow established safety practices?		
6. If the apprentice is due for re-rating would you approve?		

Comments: \_\_\_\_\_

Foreman Signature: \_\_\_\_\_  
Apprentice: / certify that the above information is correct.

Phone: \_\_\_\_\_

Date: \_\_\_\_\_

**If you need official work hours, call the Trust office at (877) 367-0528**

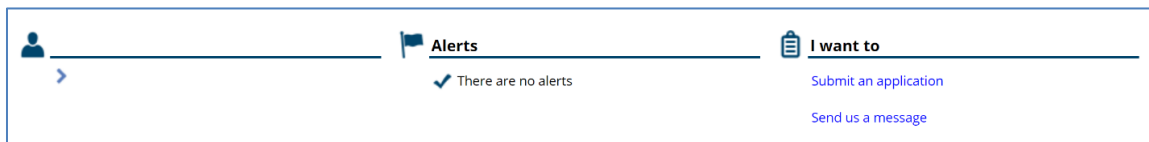
## Instructions for apprentices: Applying online for unemployment benefits

*This document is intended to help you through questions in the application that often are confusing in situations that include apprenticeships.*

Go to [esd.wa.gov](http://esd.wa.gov) and log into your eServices account. Another [userguide](#) can help you through the process of creating an eServices account if you don't already have one.

**NOTE: You must use a desktop or laptop computer to apply for benefits. You can't apply using a mobile device.**

1. Select **Apply for benefits** or **Submit an application** to start. One of the two links will appear, depending on if you have applied for benefits before.



2. Follow the directions on each page to complete the application.  
**NOTE: Fields with an orange triangle in the corner are required.**

3. When you get to the **Employer details** page, employers you worked for or who reported earnings for you during your base year will display, one at a time. If an employer is listed that you did not work for, select **I did not work for this employer**.

The screenshot shows a web form titled "Washington employer:". The "Employer details" section includes the following fields and options:

- Employer's name: [Text input field]
- Address: [Text input field]
- What date did you **start** working for this employer?: [Required] [Date picker]
- What date did you last **physically** work for this employer?: [Required] [Date picker]
- Why did you separate from this employer?: [Required] [Drop-down menu]
- Have you applied for or are you receiving retirement pay from this employer?: [Yes] [No] [Required]
- What was your average gross income for this employer?: [Required] [Text input field] Per [Hour] [Week] [Month] [Year]
- How many hours a week did you work, on average?: [Required] [Text input field]

At the bottom of the form, there are buttons for "Save", "Cancel", "Previous", and "Next". A checkbox labeled "I did not work for this employer" is located to the right of the name and address fields.

Answer all the questions for each employer you did work for. For the question, **Why did you separate from this employer?** a drop-down menu displays.

The screenshot shows a drop-down menu with the following options:

- Required
- Currently working full time
- Currently working part time
- Currently working reduced hours(partially employed)
- Fired
- Laid off due to lack of work
- Leave of absence
- Quit
- Shared work reduced hours
- Strike/lockout
- Suspended
- Temporarily out of work to attend mandatory apprenticeship training

Select **temporarily out of work to attend mandatory apprenticeship training** if that is the case.

Select **Quit** if you quit working for this employer to start apprenticeship training.

**Note:** If you select **Quit**, we'll send you a questionnaire about your separation. Complete it as soon as possible. When we receive it, we'll decide if you are allowed or denied unemployment benefits. This may take several weeks.

While you're waiting for the decision, continue submitting weekly claims for each week you want to receive benefits.

4. **Note about standby:** If you request to be on standby, we require you to be available for all hours of work offered by your regular employer. If you're attending apprenticeship training, you probably are not available for those hours. If you are not, you should answer **No** to this question.

**Your occupation**

---

**Standby for current employer**

**Standby means you are unemployed but:**

- You expect to return to full time work with your regular employer within the next four weeks; or
- You are starting with a new employer within the next two weeks.

Do you wish to request Standby?

Yes  No

**Require**

5. The classroom portion of your apprenticeship training is considered school or training. If you are currently in this part of your training or will start it soon, you should answer **Yes** to this question. We will send you a questionnaire to tell us more about details your training program.

**Your occupation**

---

**School or training**

Are you currently attending school or a training program?

Yes  No

6. Attending apprenticeship training is a requirement for your work. So, what we really need to know on this screen is if you are able and available to attend your training. Unless you are sick or otherwise unable to work or attend training, you should answer **Yes**.

**Your occupation**

---

**Able and available for work**

Are you physically able to work and available for work?

Yes  No

7. After you submit your application, the system will notify you that we need more information about your school attendance. It will send you an online questionnaire.

Log back into your account and complete the questionnaire regarding your apprenticeship training.

8. **Note:** The screen below is the School attendance page of the questionnaire. Union apprenticeship means you are required to join a union for your apprenticeship. Open shop training means you don't have to join a union.

**School attendance** Welcome, Dana Moosman Settings

Home UI claim Request School attendance

**School Attendance**

- School attendance
- Advice of Rights
- Initial Questions
- Union Training

**School attendance**

Is this union apprenticeship or open shop training?

Yes  No **Required**

9. Complete the rest of the questionnaire and submit by the date indicated.

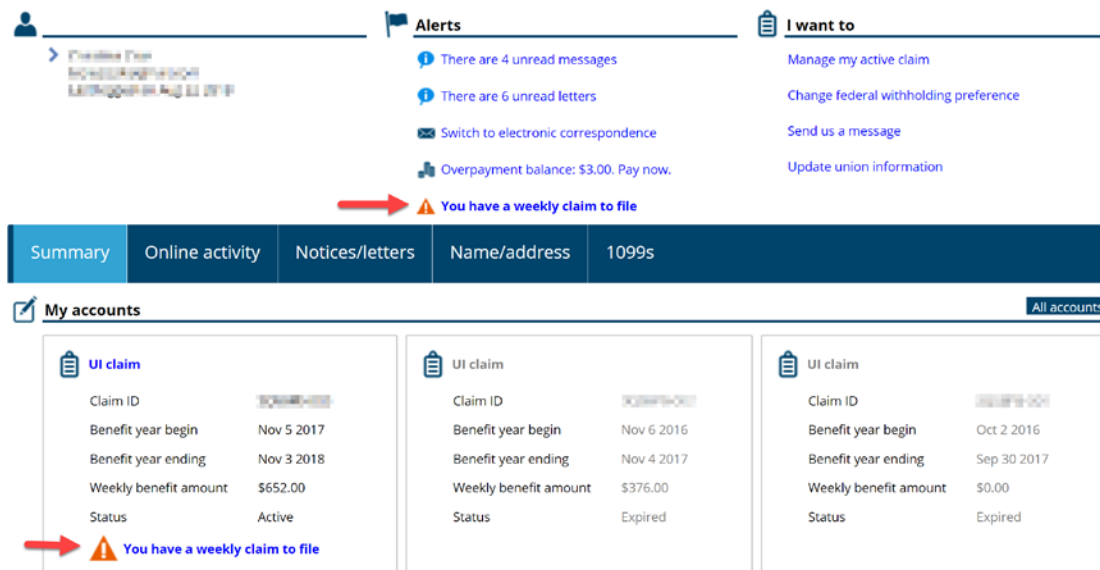
## Instructions for apprentices: Submitting weekly claims in eServices

*These instructions will show you how to complete sections in your weekly claim that are often confusing in situations that include apprenticeships.*

1. Go to [esd.wa.gov](http://esd.wa.gov) and log into your eServices account. Another [user guide](#) can help you through the process of creating an eServices account if you don't already have one.

You will see an orange triangle alert if you have one or more weekly claims to submit.

2. Click **You have a weekly claim to file** in either place it appears.



The screenshot shows the user interface of the eServices account. At the top, there are three main sections: a user profile, an Alerts section, and an 'I want to' section. The Alerts section contains four items: 'There are 4 unread messages', 'There are 6 unread letters', 'Switch to electronic correspondence', and 'Overpayment balance: \$3.00. Pay now.'. Below these is a red arrow pointing to an orange triangle icon with the text 'You have a weekly claim to file'. The 'I want to' section contains four links: 'Manage my active claim', 'Change federal withholding preference', 'Send us a message', and 'Update union information'. Below the alerts is a navigation bar with tabs for 'Summary', 'Online activity', 'Notices/letters', 'Name/address', and '1099s'. Below the navigation bar is a 'My accounts' section with a 'All accounts' link. The 'My accounts' section contains three 'UI claim' cards. The first card has a red arrow pointing to an orange triangle icon with the text 'You have a weekly claim to file'. The second and third cards are expired.

Alerts	I want to
There are 4 unread messages	<a href="#">Manage my active claim</a>
There are 6 unread letters	<a href="#">Change federal withholding preference</a>
Switch to electronic correspondence	<a href="#">Send us a message</a>
Overpayment balance: \$3.00. Pay now.	<a href="#">Update union information</a>

**Navigation:** Summary | Online activity | Notices/letters | Name/address | 1099s

**My accounts** All accounts

UI claim	UI claim	UI claim
UI claim	UI claim	UI claim
Claim ID: [REDACTED]	Claim ID: [REDACTED]	Claim ID: [REDACTED]
Benefit year begin: Nov 5 2017	Benefit year begin: Nov 6 2016	Benefit year begin: Oct 2 2016
Benefit year ending: Nov 3 2018	Benefit year ending: Nov 4 2017	Benefit year ending: Sep 30 2017
Weekly benefit amount: \$652.00	Weekly benefit amount: \$376.00	Weekly benefit amount: \$0.00
Status: Active	Status: Expired	Status: Expired

3. Answer **Yes** to the school or training question if you began training during the week noted.

**Weekly claim**

**School and training questions for Sunday, Jul 29 2018 to Saturday, Aug 4 2018**

Did you begin attending a school or training program?

Yes  No

Required

4. Enter the beginning and end dates of your entire classroom apprenticeship training — *not* the training dates only during the week noted on the screen.

**Weekly claim**

**Apprenticeship questions for Sunday, Jul 29 2018 to Saturday, Aug 4 2018**

Please provide the beginning and end dates of your classroom apprenticeship training with your union.

Begin:  End:

Required Required

5. After you have answered all the weekly claim questions, a confirmation page will display. It will say that your weekly claim has been accepted for processing for that week. It also lets you know if you have more weeks to claim.

If you want to submit a claim for the week noted, select **Yes, File claim**. If you don't, select **Go back** to return to your account home screen.

**Confirmation**

Your weekly claim has been accepted for processing.

**Additional week to file**

You have an additional outstanding claim for the week ending Jul 8 2017, would you like to file this now?

Yes, File claim

Go back