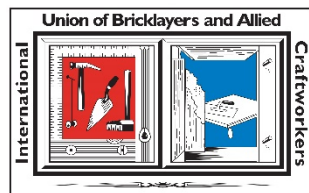


# Welcome

Building your future with BAC



Dear BAC Member:

Congratulations on your decision to become a member of the International Union of Bricklayers and Allied Craftworkers (BAC). You are carrying on a proud tradition of craft excellence that membership in BAC has signified for over 150 years.

As a BAC member, you have access to the best training, benefits, job opportunities, and services in the construction industry. These are the product of the collective power that BAC members exercise every day in shaping their future. "Our membership is our strength, and an engaged membership is our most powerful tool" remains as true today as it did when our Union was founded in 1865. BAC is your Union - help strengthen and build it by getting involved.

The information in this packet is a brief introduction to your Union. If you have additional questions, contact your Local Union officers. And remember, you are not just a member of BAC, you are BAC.

Welcome to the International Union of Bricklayers and Allied Craftworkers!

Fraternally,

A handwritten signature in black ink, appearing to read "Tim Driscoll". The signature is fluid and cursive, with a long horizontal line extending from the start of the name.

Tim Driscoll  
President, International Union of Bricklayers and Allied Craftworkers

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# **BAC: OVER A CENTURY OF PROTECTING WORKERS**

## ***The 1800s***

As far back as the 1800s, North American masonry-trowel trades workers protected their wages and working conditions by forming unions and associations. In 1823, for example, journeyworker stone cutters in New York City went on strike in support of the 10-hour workday, and in 1835 masons in Troy, New York went on strike for higher wages. Craft unions gained strength in Canada during the 1850s as employers tried to dismantle the existing wage system and undermine workers' standard of living.

The financial crisis of 1857 wiped out most unions, but following the Civil War, bricklayer unions began to form in New York, Maryland, Rhode Island, Pennsylvania, Massachusetts, Missouri and New Jersey. Today's BAC was formed on October 17, 1865, with John A. White, a member of the Baltimore, Maryland Local, serving as president. Since its founding, BAC members have created a proud legacy of fighting for good jobs and wages, better and safer working conditions, and dignity for every worker.

In 1881, BAC became an international union with the admittance of Locals representing workers from Hamilton and Toronto in Ontario, Canada. The Union's acceptance of all masonry workers regardless of race or origin was formalized at the 1897 Convention in Worcester, Massachusetts where delegates to the Convention agreed that membership in the Union should be open to "all members of the mason craft... without condition as to servitude or race."

BAC was one of the first unions to support the eight-hour workday, which was a top legislative priority for delegates to the 1869 Convention. In the late 1870s, Canadian workers began their push for the nine-hour workday, and by the early 1890s, following successful strikes against the anti-union National Builders Association, the nine-hour workday became part of the Union's collective bargaining agreements. Eleven years later, and thanks in large part to the efforts of BAC members, the eight-hour workday became the rule for workers across North America.

## ***The 1900s***

William J. Bowen was elected BAC President in 1904. Under his leadership, BAC's craft jurisdiction expanded. In 1917, for example, tilelayers became part of the Union. When he left office in 1928, BAC's membership had grown to roughly 130,000 members. The Great Depression, however, took its toll. By 1933, the Union's membership had dropped to 35,000.

Harry Bates became president of the Union in 1935. He served until 1960, and was instrumental in expanding the Union's participation in the creation of national policy. Bates helped pass the U.S. Housing

Act of 1937, a nationwide program to develop low-cost housing for workers. He worked to make fair labor standards a part of U.S. defense policy, and negotiated to ensure that 95 percent of defense construction would be performed by union members. Bates also participated in the development of the Seabees, the Construction Battalion of the U.S. Navy. He will long be remembered by the labor movement for chairing the convention that voted to merge the American Federation of Labor and the Congress of Industrial Organizations to form the AFL-CIO.

By the 1950s, BAC's membership included bricklayers, stone and marble masons, cement masons, plasterers, tilelayers, terrazzo and mosaic workers, and pointers, cleaners and caulkers. By 1960, the Union had grown to 156,000 members, reflecting its broader craft jurisdiction and new work opportunities.

The 1960s and 1970s were a pivotal time for BAC, the labor movement, and the construction industry. During this period, new materials were introduced, and the non-union sector grew. In response, BAC undertook important steps:

- The International Masonry Institute (IMI) was established as a labor-management trust to:
  - Promote the unionized masonry-trowel trades industry,
  - Strengthen the apprenticeship and training system,
  - Expand research and development for masonry construction, and
  - Improve labor management relations.
- The International Pension Fund (IPF) was established.
- New departments were created to address collective bargaining, communications, education, organizing, and trade jurisdiction.
- BACPAC, BAC's political action committee, was created to give BAC members a voice in the political process.

In the early 1980s, poor economic conditions in the Canadian and U.S. construction industries, competing materials, non-union competition, and a general deterioration in the political and legal climate for unions created challenges for BAC. In response, the Project 2000 Committee was formed under the leadership of then-president John T. Joyce. In 1985, the Committee presented a plan designed to ensure the Union's survival for the remainder of the century as an independent masonry-trowel trades union. Following the Committee's plan, many improvements were made to the Union's structure and operations.

## *2000 to the Present*

At the 2000 Convention, then-BAC President John J. Flynn announced the formation of the Millennium Morning Project (MMP). The MMP was established to create a strategic plan for the Union that would ensure its growth and survival in the 21<sup>st</sup> century. The MMP Report, “A Union of the Future,” was adopted by the delegates to the 2005 Convention. Its focus on improving the coordination of activities between Local Unions, the International Union, and IMI to expand work opportunities, improve jobsite conditions, and enhance member services positioned BAC for growth in the next century.

In 2015, the Union commemorated the 150th anniversary of its founding with the theme – **Build, Adapt, Change** – to reflect 150 years of achievement and commitment to building an ever-greater capacity to improve the lives of BAC members and their families. Over those 150 years, our Union has grown, and contracted, and grown again. Dedicated members have been the driving force that have enabled BAC to weather recessions, depressions, and changes in the political climate throughout this period.

Today, BAC continues its commitment to that legacy of resilience, transformation, solidarity and strength. Our current efforts to sustain and grow the organized masonry industry help ensure that future generations of BAC craftworkers will continue to realize the promise of that legacy.



# OBJECTIVES

The International Union of Bricklayers and Allied Craftworkers is a service organization that helps improve members' quality of life – both on and off the job – through access to good jobs, fair wages and quality benefits, and by building solidarity and support among all BAC members. According to the IU's Constitution, the objectives of the Union are to:

- Organize all masonry-trowel trades workers within BAC's jurisdiction.
- Promote or establish wages, hours, and working conditions for BAC members.
- Promote or establish programs to meet the health care, retirement, unemployment, and other needs of BAC members and their families.
- Promote the health, welfare and safety of BAC members and their families.
- Make programs available to increase employment opportunities for BAC members.
- Secure recognition by employers and the public of BAC's collective bargaining rights.
- Advance the skills, efficiency, and working knowledge of BAC members through apprenticeship and training programs.
- Maintain harmonious relationships with other labor organizations.
- Advance the industries employing BAC members.
- Improve the government's understanding of the labor movement.
- Engage in the legislative process on behalf of BAC members and all working families.
- Support issues affecting the IU and BAC members through voter registration, political education, and citizenship activities involving BAC members and their families.
- Engage in education and research activities, as appropriate.
- Engage in appropriate legal activities to defend and advance the interests of the IU, its affiliates, and members.
- Promote, foster, and develop BAC's trade jurisdiction.
- Raise public awareness of the need to improve the lives of workers around the world.
- Protect and promote the welfare and interests of the IU, its affiliates, and members.

# STRUCTURE

Unions are the only organizations of their kind that are run by workers for the benefit of the members. BAC is managed through the following organizational structure:

## *Members*

Members' votes determine who holds Local Union officer positions, who sits on the International Union's Executive Council, and ultimately determine the makeup of the Executive Board of the International Union. Consequently, BAC members play a direct and important role in developing the Union's policies and programs.

## *Local Unions and Administrative District Councils (ADCs)*

Local Unions and ADCs are run by a president, business manager or director, and serve as the primary link between the International and members. The principal officer receives support from other elected officers, field representatives, organizers, and stewards. Local Unions and ADCs negotiate and enforce collective bargaining agreements, organize new members, and respond to their members' specific representational needs.

## *Regional Councils*

Regional Councils include principal officers representing Local Unions in each of the five regions. They are supported by a regional director assigned by the IU Executive Board. Through the Regional Councils, Locals coordinate activities such as organizing and training, and address issues specific to their geographic area.

## *Canadian Congress*

The Canadian Congress was established by the 2000 IU Convention to give Canadian members a greater voice in Union affairs. Delegates to the Canadian Congress are principal officers of Local Unions in Canada. These meetings are held annually and presided over by the IU President and the Canadian Congress Co-Chair, a delegate elected by the body for a five-year term.

## *International Union Executive Council*

The Executive Council includes the IU officers, regional directors, regional vice presidents representing the U.S. and Canada, craft vice presidents representing the branches of trade under BAC's jurisdiction, and at-large members representing specific membership groups within the Union.

## *International Union Executive Board*

While local union affairs are administered by elected local officers and management committees the International Union is governed on a day-to-day basis by an Executive Board made up of the president, the secretary-treasurer and two executive vice presidents. This Board sets the Union's policies, ensures that Locals are working in the best interest of their members, and develops benefit, political action, training, education and other programs designed to strengthen BAC's representation of its members.



# COLLECTIVE BARGAINING

Collective bargaining enables all members of the Union to speak collectively to their employer through their Union representation. It is one of the most powerful tools available to BAC and its members. It paves the road for higher wages, better benefits, improved working conditions, and retirement security. Collective bargaining also enhances the Union's broader goals of increased membership, more union work, and greater influence in the industry.

## *What is bargaining strength?*

Bargaining strength relates to the number of members covered by a Local and the size of the geographic area covered. In general, a Local that represents all masonry-trowel trades workers in a geographic area is in a better bargaining position.

## *Do I need to understand the collective bargaining process?*

Yes! Members need to understand the importance of collective bargaining and how it works. Informed members are better able to support their negotiating committee, which in turn helps the committee negotiate stronger agreements that address members' needs.

## *What are international agreements?*

Under the Constitution, the IU – when it is signatory to an agreement – may bargain on behalf of Locals and members. The IU has negotiated several such agreements on behalf of BAC members including the Refractory and Maintenance Agreements, and the International Council of Employers (ICE) Agreement.

## *Who negotiate with us?*

Most of the Union's collective bargaining agreements are negotiated by Locals directly with employers. Under the IU's Constitution, Locals have the authority to establish negotiating committees, bargain over wages and working conditions, and resolve questions in disputes between employers and the Local. A Local's Constitution and By-Laws outlines how the negotiating committee is selected.



# TRADE JURISDICTION

The Union's work jurisdiction is broadly defined by BAC's Constitution as follows:

*"...all work which is, will be or has historically been traditionally or contractually assigned to members of this organization. This work includes, but is not limited to, the building, constructing, fabricating, erecting, cleaning, maintaining, repairing, renovating, sealing, caulking, waterproofing, acid proofing, application of chemical products to, and all other work to or upon walls, floors, ceilings, roofs, decks, roads, paving and other objects or structural, building or construction components consisting wholly or partially of masonry (viz., brick and other clay products, structural tile, concrete, cement, stone, marble, glass block, terra cotta, castables, and all other natural or artificial masonry units made from any material), tile, mosaics, cement, plaster, terrazzo, plastic, and all forms of substitute materials thereto; the laying, setting, installation or application of all such materials; the preparation of all structures, objects or components to receive such materials; all refractory work; and all work servicing, assisting, or relating to the processes of materials described above from manufacture of the materials through construction and maintenance of the structure or object."*

In addition, the Union has in recent years taken steps to incorporate within its jurisdiction the use of robotics and other emerging technologies in our industry.

Each Local Union's Constitution outlines the craft jurisdiction covered by the Local, and each collective bargaining agreement has a section detailing the craft jurisdiction covered by the agreement. Members should alert their steward or Local officer right away if they ever see anyone, other than a BAC member, performing work that falls within the Local's jurisdiction.



# THE BAC MEMBER PORTAL

The BAC Member Portal is a secure online system where members can review and update their membership records including their work history and contact information, check available work on the Job Network, and update their reciprocity designations and activities. Members can also pay membership dues (if a Local or ADC has set up a program), upload forms, and check-in when traveling.

To create a free account and login, visit <https://member.bacweb.org> and click “Create an Account.” You will need your six-digit IU membership number and an active email address. Once registered, securely note your username and password for future use. You will receive an email with a confirmation link – you must click on this link in order to activate your registration and log in to the Portal.

For more information, go to the [Registration FAQs and Help](#) section. In addition, there is a TIP icon, located throughout the site with helpful information.

## ***BACMobile***

BACMobile is an app that allows you to access the BAC Member Portal with Android and iOS devices.

### ***For Android Devices***

Visit the Google Play Store and search for “bacmobile.” The BACMobile app that shows a brick trowel should be the first app displayed in the list of results. Tap on the BACMobile app icon to download. Once the download is complete, the app is automatically installed on your device. Find the BACMobile icon on your device and tap it to launch the app.

### ***For iOS Devices***

Visit the App Store and search for “bacmobile.” The BAC Mobile app that shows a brick trowel should be the first app displayed in the list of results. Tap on the “Get” button, and an “install” button will appear. After you click install, you will be prompted to enter your iTunes login. The app will then download to your device and automatically install. Find the BACMobile icon on your device and tap to launch the app.

Once the app is launched, members who have already created a Member Portal account can log in using the same username and password. Members who haven’t yet created an account can create one via BACMobile or by visiting [bacweb.org](http://bacweb.org). If you have any questions, email BAC at [askbac@bacweb.org](mailto:askbac@bacweb.org).

## ***BAC Job NETWORK™***

The BAC Job NETWORK™ is another feature of the Member Portal. It is a bulletin board-style system that allows members to search for work opportunities outside their local area. Locals and ADCs across the US and Canada post job opportunities when there is a lack of craftworkers in their respective areas. Each job posting includes information about the project location, what type of craftworker (e.g. bricklayer, tile setter, etc.) or specialty (e.g. refractory) is needed, how many craftworkers are needed, the total wage and benefit package, whether or not travel pay or a per diem will be provided, and the contact information for the area BAC representative.

## MEMBER BENEFITS

BAC members and their families have access to a variety of great benefits that are not widely available to non-union masonry- and trowel-trades craftworkers. Benefits are provided by the Locals/ADCs and/or the International Union. Pension, health and welfare, and other benefits must be negotiated in a Local's collective bargaining agreement in order for a member to receive them.

### *International Pension Fund*

The International Pension Fund (IPF) was established in 1972 to help BAC members plan for a secure retirement. As of 2018, the Fund has paid over three billion dollars to members and beneficiaries since its inception. The IPF provides pension benefits to members, some of whom may also participate in Local pension funds, and offers normal, early, disability retirement, and survivor benefits. Generally, to receive any of these benefits, a member must accumulate five years of credited service as outlined in the plan.

In addition to providing a secure financial future, IPF also helps to create jobs and work-hours for BAC members through the investment of IPF contributions in secure pooled mortgage funds. These funds provide long-term financing for construction projects employing BAC members.

### *BAC SAVE – Another Way to Build Retirement Security*

Members can supplement their retirement income from Local and International pension plans with additional savings through BAC SAVE International Retirement Savings Plan and the 401(k) Plan.

Members covered by a collective bargaining agreement that includes language for the International's Retirement Savings Plan receive hourly employer contributions to the Annuity Plan. Investment decisions are made by the Fund trustees, and retirement benefits are based on the contribution rate plus interest earned by the Fund. Since its inception, the Fund has earned competitive returns. In addition to retirement, disability and survivor benefits, withdrawals for financial hardship and inactive status are allowed.

The 401(k) Plan component of the plan allows members that are covered by a collective bargaining agreement that includes 401(k) language to elect to contribute a portion of their pre-tax wages and self-direct the investments of those contributions to any combination of nine stock, bond and stable value investment funds and 12 age-based options.

### *BAC Member Portal*

Members are able to track their progress in these programs through the Member Portal and mobile app.



## Health Benefits

The International Health Fund (IHF) offers participating Locals access to quality medical, hospital and other health benefits for their members at competitive rates through the IHF Private Exchange.

IHF Exchange	Gold	Silver+	Silver	Bronze	Choice+	Choice	Basic
Dental & Vision?	Yes	Yes	Yes	Yes	Yes	Yes	Yes (except for E)
Eligibility Rules	200/500/1,200	200/500/1,200	300/500/1,200	300/500/1,200	300/500/1,200	500/1,200	390/780/1,560
Type of Coverage	Covers spouse and children	Covers spouse and children	Covers spouse and children	Covers spouse and children	Covers spouse and children	Covers spouse and children	Covers children; <u>no</u> spouse coverage
Network (United Healthcare)	Choice Plus with OON	Choice Plus with OON	Choice Plus with OON	Choice No OON	Choice No OON	Choice No OON	Choice No OON
IHF Package A	Member can Choose Gold Plan	Or Choose Silver+ with \$100 HRA/Qtr added	Or Choose Silver with \$200 HRA/Qtr added	Or Choose Bronze with \$300 HRA/Qtr added	Or Choose Choice+ with \$400 HRA/Qtr added	Or Choose Choice with \$400 HRA/Qtr added	Or Choose Basic with \$500 HRA/Qtr added
IHF Package B+		Member can Choose Silver+ Plan	Or Choose Silver with \$100 HRA/Qtr added	Or Choose Bronze with \$200 HRA/Qtr added	Or Choose Choice+ with \$300 HRA/Qtr added	Or Choose Choice with \$300 HRA/Qtr added	Or Choose Basic with \$400 HRA/Qtr added
IHF Package B			Member can Choose Silver Plan	Or Choose Bronze with \$100 HRA/Qtr added	Or Choose Choice+ with \$200 HRA/Qtr added	Or Choose Choice with \$200 HRA/Qtr added	Or Choose Basic with \$300 HRA/Qtr added
IHF Package C				Member can Choose Bronze Plan	Or Choose Choice+ with \$100 HRA/Qtr added	Or Choose Choice with \$100 HRA/Qtr added	Or Choose Basic with \$200 HRA/Qtr added
IHF Package D+					Member can Choose Choice+ Plan	Or Choose Choice with \$100 HRA/Qtr added	Or Choose Basic with \$200 HRA/Qtr added
IHF Package D						Member can Choose Choice Plan	Or Choose Basic with \$100 HRA/Qtr added
IHF Package E							Member can Choose Basic Plan

With the IHF Private Health Exchange, Locals choose from several health and welfare packages. Plans are offered to members in accordance with the IHF Exchange Package that has been negotiated in the Local's collective bargaining agreement. Members can choose the medical plan within the IHF Exchange Package that best fits the needs of their family. Based on the Local's agreement, the following additional benefits may be included in the benefit package:

- Health Reimbursement Account
- Dental coverage
- Vision coverage
- Life insurance
- Short-term disability
- Vacation benefits

Members in participating Locals become eligible once they meet the eligibility rules outlined in the Plan Document. Members remain eligible for health and welfare benefits as long as they continue to meet the Plan's quarterly eligibility rules.

### BAC Prescription Drug Program

In 2004, at the direction of the BAC Health Care Task Force, BAC joined a union-only prescription drug purchasing coalition to address the rising cost of prescription drugs. The BAC program is available to all BAC health and welfare funds.

## MEMBER ASSISTANCE PROGRAM

The BAC Member Assistance Program (MAP) provides confidential telephone critical need support, referral and information services at no cost to active and retired BAC members and their families in the United States and Canada. MAP is generally open weekdays from 8 a.m. to 7 p.m. Eastern Time, and is accessible by calling the toll-free number 1-888-880-8222. Just ask to speak confidentially to MAP's licensed mental health professionals and staff.

For more than 23 years, MAP has been the place to turn for help with personal problems that interfere with jobs, home and family life. At MAP, we know it is not easy to discuss emotional difficulties, family conflicts, problems on the job, addiction to alcohol or drugs, and other real-life dilemmas. It is even harder to know where to get help. Many people fear others will react with criticism and blame. They may also worry about the time, money and effort involved to get help. Others are concerned that admitting a problem may jeopardize their job. We understand these concerns and we fully protect your privacy at all times while providing professional services to you at no cost. MAP will help you design a unique, personalized plan for help with a variety of concerns, including:

- Stress
- Depression
- Addiction (alcohol or drugs, compulsive gambling)
- Family Worries
- Domestic Violence
- Workplace Harassment/Violence
- Retirement Concerns
- Cost of Prescriptions
- Financial Crisis
- Joblessness
- Homelessness
- Interpersonal Relations
- Trauma and Grief
- Domestic Terrorism
- Employment-Related Drug Tests
- DWI, DUI or Substance-Related Legal Problems
- Suicide Prevention

All calls to MAP are strictly confidential. Federal law protects your privacy. MAP will not discuss members' problems with stewards, business agents, foreman, local leaders, or other BAC members unless the member requests it and signs a written consent form.

BAC  
MAP



Member  
Assistance  
Program

UNITED STATES and CANADA  
**1-888-880-8222**

# **INTERNATIONAL MASONRY INSTITUTE AND THE INTERNATIONAL MASONRY TRAINING AND EDUCATION FOUNDATION**

The International Masonry Institute (IMI) and the International Masonry Training and Education Foundation (IMTEF) both work to provide job opportunities and training for BAC members and contractors.

## ***International Masonry Institute***

IMI is a labor-management trust funded by BAC members and the contractors that employ them. Its mission is to expand the unionized trowel trades market through educating architects and engineers, influencing building codes and developing certifications. IMI also funds the International Masonry Training and Education Foundation, which helps provide training for BAC members.

## ***International Masonry Training and Education Foundation***

IMTEF, together with local Joint Apprenticeship and Training Committees (JATCs), provides training and lifelong learning in the trowel trades to BAC members to help them advance their skills and careers.

IMTEF's training programs are recognized as the industry's best. Members can access training at over 65 centers across the U.S. and Canada – including the state-of-the-art John J. Flynn BAC/IMI International Training Center in Bowie, Maryland. IMTEF's comprehensive, standardized curriculum is taught by experienced and trained instructors, many of whom are accredited through IMTEF's Instructor Certification Program.

Members can sign up for training through their ADC, Local Union, or Apprenticeship and Training Coordinator.

Training opportunities include:

### ***Apprenticeship***

BAC members begin their careers as apprentices in registered programs that meet federal and state standards and are run by IMTEF or local JATCs. Over 3-4 years, apprentices earn money while they train on-the-job and in the classroom to master a craft and work towards becoming a skilled journeyworker.

### ***Upgrade and Cross-Craft***

Upgrade training helps BAC members stay ahead of changes in the industry and maintain a competitive edge by building on the core skills learned in apprenticeship programs. This includes staying up-to-date on new technology, equipment, codes and standards, and more. Cross-craft training allows members to master multiple trowel trades – another way to stay competitive and find more work. All members are encouraged to take advantage of IMTEF's lifelong learning programs to grow as craftworkers and expand their skills.

## Safety

IMTEF offers safety courses to supplement safety training provided by BAC contractors. Courses include OSHA 10 and 30, fall protection, scaffolding, health hazards in construction, and more. IMTEF OSHA Outreach Trainers and IMTEF OSHA Master Safety Trainers teach at training centers and on jobsites nationwide.

## Foreman and Contractor

IMTEF's Foreman (Supervisor) Certification helps BAC members advance their careers into management by learning how to become effective leaders on the job. Contractor College, offered by IMI, offers a pathway for members interested in starting their own business to develop the skills required to become a successful union contractor.

## Certifications and Certificate Programs

Certifications and certificate programs help BAC members develop specialty areas of expertise and prove their competencies. Many IMI/IMTEF certifications are included as "Installer Qualifications" in job specifications. That's because AEC professionals recognize the credentials as a sign of craftworker skill, and a way to guarantee quality work.

Programs include:

- Foreman (Supervisor) Certification (SCP)
- Instructor Certification Program (ICP)
- Advanced Certification for Tile Installers (ACT)
- Historic Masonry Preservation Certificate (HMPC)
- JAHN Certification
- Grout and Reinforced Masonry Certification
- Rain Screen Wall System Certificate
- Air Barrier Association of America (ABAA) Air Barrier Certification
- American Welding Society (AWS) Welding Certification

For more information on IMTEF's training programs, visit [IMTEF.org](https://www.imtef.org).





## *Industry Outreach and Project Tracking*

IMI's team of industry experts educates the architecture, engineering and construction (AEC) community on how to effectively design and build with masonry and tile while promoting the skills and expertise of union contractors and craftworkers.

To create more jobs for BAC members and contractors, IMI tracks construction across the U.S. and works directly with AEC professionals to incorporate union masonry and tile on projects. IMI also encourages AEC professionals to include IMI/IMTEF certifications and certificate programs in project specifications to help ensure quality construction.

IMI's outreach extends beyond the AEC community, to the public and public officials, to raise awareness of the superior quality of masonry products and the expert skills of union contractors and BAC members.

Through Contractor College, IMI serves as the leading source of professional education for BAC signatory contractors, helping them to grow their businesses and win more jobs.

## *Research and Development*

IMI identifies new masonry products, systems and techniques to help BAC members and contractors maintain a competitive edge in the evolving construction industry.

Working closely with universities, BAC, union contractors, and other industry partners, IMI advances masonry and tile research, including in the areas of seismic design, structural masonry, building information modeling (BIM), and new technological advances. These efforts demonstrate the superior performance of masonry and tile in specific building applications, creating more buy-in for AEC professionals to use union masonry and tile.



IMI's industry experts also positively influence the use of masonry and tile in construction by serving in leadership roles on building code and standard committees.

For more information on IMI's services, visit [IMIweb.org](http://IMIweb.org).



# COMMUNICATIONS

An additional benefit that BAC members enjoy is access to information about Union and industry issues through:

**BAC Journal** – BAC’s official publication, the **BAC Journal**, features articles about the Union, as well as industry and member news.

**Special Mailings** – Periodically, notices are sent directly to members that address high priority issues affecting members and the Union. Past topics have included the dues structure, health and safety, and work-related issues.

**Emails** – Periodically, news announcements are sent from the International Union to members who have provided their email addresses. Past topics have included BAC Tool Sales, Member Portal updates, scholarship programs, BAC Disaster Relief Fund, and so on.

**Local Union Newsletters** – A key source of information for what’s happening in a member’s Local is their Local Union newsletter.

**Member Surveys** – Members help shape BAC’s policies and programs by participating in periodic confidential telephone surveys. Topics covered include Union issues, industry trends, political affairs, health and safety, member benefits, and training programs.

**Texting** – Members can opt into BAC’s texting program to receive text messages from the IU and from their Local/ADC, including union meeting reminders, event announcements, health and safety alerts, and so on.

**Websites** – The Union and its affiliated organizations maintain websites (listed below) to provide members and the public with information about BAC’s structure, functions and services. A secure “Members Login” section gives members access to information about programs and activities not available to non-union workers. Links to Local Union websites are also available.

BAC – [www.bacweb.org](http://www.bacweb.org)

IMI – [www.imiweb.org](http://www.imiweb.org)

IPF and IHF – [www.bacbenefits.org](http://www.bacbenefits.org)



## MEMBER EDUCATION

The BAC Education and Research Department assists the IU Executive Board by designing and delivering training programs to help Local/ADC officers gain and develop the knowledge and skills necessary to achieve BAC's strategic goals and effectively serve members. This content is delivered at BAC's annual meetings, the Local Leadership Conference, New Leaders Trainings, and others.

The department is the primary contact for Locals and members requesting information about BAC educational programs and higher education opportunities in general, and as liaison with the Harvard Trade Union Program; university labor educators through the United Association for Labor Education (UALE); and the Building Trades Academy.

[The Building Trades Academy](#) is designed for Building Trades union members and provides practical skill training. Courses are four to five days long and are conducted across the country at conference/educational centers owned and operated by Building Trades affiliated unions and their union employer partners.

BAC also supports educational opportunities for member families. The [Harry C. Bates Scholarship](#) was established in 1960 to help the children of members pursue a college education. The program is available to eligible sons and daughters of BAC members. Further information can be obtained at [www.bacweb.org](http://www.bacweb.org) or by calling the toll-free number 1-888-880-8222.

Through the IU Scholarships page, members can also find information regarding the Union Plus Scholarship and the Union Plus Free College Benefit, through Eastern Gateway Community College. More information is available at [www.unionplus.org](http://www.unionplus.org).



## MEMBERSHIP SERVICES

BAC's Membership Services along with Union Plus and Union Savings Canada offers members a wide variety of products – from tools and specialty clothing to travel and auto insurance – at reduced rates. These services are available only to Union members and their families.

The following are just some of the many benefits and services available to BAC members:

- Progressive mortgage program with a first-time homebuyer's feature designed specifically to fit the needs of union workers.
- Low-interest credit card with several credit card options.
- Medical assistance programs featuring discounts on dental work, supplemental term life insurance, and accidental death and dismemberment insurance.
- Low-cost auto insurance and motor club for Union family members.
- Credit counseling and college savings, plus scholarships.
- Discounted car rentals, flowers, pet insurance, and theme park tickets.
- Discounts from AT&T wireless, family entertainment, legal services and more.



## **IMPORTANT LABOR LAWS (United States)**

While there do exist state laws regulating the workplace in the United States, BAC's labor-management relations in the United States are mostly governed by the following federal laws.

### ***National Labor Relations Act (Wagner Act)***

In 1935, during the height of the Great Depression, the National Labor Relations Act ("NLRA") was passed by Congress and signed into law by President Franklin D. Roosevelt. The law declared it to be the policy of the United States to encourage collective bargaining, to protect employees' rights to association, self-organization, and to choose their own representatives to negotiate workplace conditions on their behalf.

Specifically, the NLRA guarantees workers the right to bargain collectively with their employer through representatives they have chosen. The law also allows workers to "engage in... concerted activities for the purpose of collective bargaining or other mutual aid or protection." It places restrictions on employer opposition to unions, outlines employer unfair labor practices and outlaws the formation of company unions. It also forbids employers from penalizing or terminating employees for union activities, forcing workers to sign "yellow dog" contracts which required employees and job applicants to agree to not join a union as a condition of new or continued employment, hiring labor spies, or circulating blacklists. The law also created and is enforced by the National Labor Relations Board, which investigates complaints of unfair labor practices and supervises representation elections.

In 1947, the Wagner Act was amended by the Taft-Hartley Act, which weakened unions by outlawing the closed shop, jurisdictional strikes and the secondary boycott, and established the union unfair labor practice. Section 14(b) of the amendment also allowed states to pass "right-to-work" laws, which deny unions and employers the right to negotiate union shop agreements.

### ***Davis-Bacon Act – 1931***

The Davis-Bacon Act, also known as the prevailing wage law, requires that all contractors working on federal construction projects pay their workers the wage rate prevailing in that area for each craft, as determined by the U.S. Department of Labor. For example, if the typical bricklayer wage package in a community is \$25 per hour, contractors working on federal construction projects in the same area must pay their bricklayers that amount.

The law ensures that workers are paid a fair wage for the market in which the work is being done by prohibiting contractors from submitting a low bid by bringing in workers from lower wage areas who are willing to work for less. Some states have state-level prevailing wage laws that apply to state, county, or city construction projects that are referred to as "mini-Davis-Bacons."

### ***Fair Labor Standards Act – 1938 (FLSA)***

Another one of the landmark achievements of the New Deal was the passage of the Fair Labor Standards

Act (“FLSA”). The FLSA requires both public and private employers engaged in interstate commerce to adhere to certain minimum conditions of employment. These conditions include paying employees at least a minimum wage, paying time and a half pay for work over 40 hours per week, and providing equal pay for equal work. The law also sets limits on the employment of children in hazardous work, such as most construction.

### ***Civil Rights Act of 1964***

Initially proposed by President John F. Kennedy in 1963, President Lyndon B. Johnson signed the Civil Rights Act of 1964 into law after assuming the presidency. The sweeping legislation prohibits discrimination based on race, creed, color, sex, sexual orientation, or national origin in employment, schools, and public accommodations, and among any state or local government agencies that receive federal funds. It also empowered the Department of Justice to initiate legal action to enforce these provisions.

Title VII of the Act requires that employers and employment agencies with 15 or more workers, and all unions maintaining hiring halls or representing 15 or more members, treat all persons equally, regardless of race, color, religion, sex, or national origin. This requirement applies to all phases of employment, including hiring, promotion, firing, apprenticeship, training, and other job assignments.

In 1978 the Civil Rights Act was amended through the passage of the Pregnancy Discrimination Act. This amendment protects pregnant women from employer discrimination in any form of employment, including hiring, job security, promotions, and fringe benefits. Additionally, the Act requires employers with health or disability plans to provide the same coverage for pregnancy, childbirth, and related medical conditions that is provided for other ailments or disabilities under the employer’s health plan.

### ***Age Discrimination in Employment Act of 1967 (ADEA)***

The ADEA prohibits age discrimination against individuals 40 years of age or older by employers with 20 or more workers, and by all unions maintaining hiring halls or representing 25 or more members. Since its adoption in 1967, the ADEA has been amended numerous times to define and extend the protections available to individuals aged 40 and older.

### ***American with Disabilities Act of 1990 (ADA)***

The ADA prohibits employment discrimination against qualified individuals with disabilities. The law defines a qualified individual as one who is able to perform the essential functions of a job, with or without a reasonable accommodation. The law also defines a “disability” as a physical or mental impairment that substantially limits one or more major life activities, where there is a record of such impairment and where an individual is regarded as having such an impairment.

Protected disabilities include, but are not limited to: deafness or hearing impairment; treated alcoholism; treated drug abuse; AIDS or HIV infection; respiratory disorder; cancer; diabetes; mobility impairments.

## ***Social Security Act – 1935***

Social Security, America’s most successful social welfare program, was created with the passage of the Social Security Act of 1935. As currently administered by the Social Security Administration, the program serves an essential purpose for millions of Americans by providing retirement benefits to retired workers, disability benefits to disabled workers and their families, and survivor benefits to families of deceased workers.

## ***Unemployment Insurance***

Administered by the Office of Unemployment Insurance within the Department of Labor, America’s unemployment insurance program is a joint federal/state program providing weekly benefits for eligible unemployed workers. Each state determines the eligibility, amount, and duration of benefits. Eligible unemployed workers are entitled to 26 weeks of regular unemployment benefits, with federal law providing for 13 weeks of extended benefits in states experiencing high unemployment.

Depending upon a state’s unemployment rate, eligible unemployed workers may also receive up to 14 weeks of benefits after regular and extended benefits have been exhausted.

## ***Occupational Safety and Health Act of 1970 (OSHA)***

The Occupational Safety and Health Act of 1970 is the primary federal law governing workplace health and safety in the United States. The law places upon employers a general duty to provide workplaces free from serious hazard, and requires that employers attempt to find and correct safety and health problems. The law covers all farm and non-farm workers not already covered by other federal laws, as well as most state and local public employees and gives the federal government power to establish and enforce national safety and health standards in the workplace. The law also created the Occupational Safety and Health Administration, which has the authority to inspect worksites, levy penalties, and stop work if violations continue.

## ***Labor-Management Reporting and Disclosure Act of 1959 (LMRDA)***

The Labor-Management Reporting and Disclosure Act of 1959 establishes many of the rules governing unions’ day-to-day operations and internal affairs, especially as it relates to union democracy. The law requires unions to hold elections meeting certain standards and to submit financial reports to the Department of Labor, and it provides for procedures to safeguard union funds. The law also established the “Union Member Bill of Rights” which guarantees union members in the United States certain basic rights described below.

### **Union Member Rights and Officer Responsibilities Summary of the Labor-Management Reporting and Disclosure Act**

*The Labor-Management Reporting and Disclosure Act (LMRDA) guarantees certain rights to union members and imposes certain responsibilities on union officers. The Office of Labor-Management*

*Standards (OLMS) enforces many LMRDA provisions, while others, such as the bill of rights, may only be enforced by union members through private suit in federal court. If you suspect a violation of these rights or responsibilities, contact the Department of Labor at 1-866-4-USA-DOL.*

### **Union Member Rights**

Bill of Rights: Union members have:

- Equal rights to participate in union activities
- Freedom of speech and assembly
- Voice in setting rates of dues, fees, and assessments
- Protection of the right to sue
- Safeguards against improper discipline

**Copies of Collective Bargaining Agreements:** Union members and nonunion employees have the right to receive or inspect copies of collective bargaining agreements.

**Reports:** Unions are required to file an initial information report (Form LM-1), copies of constitutions and bylaws, and an annual financial report (Form LM-2/3/4) with OLMS. Unions must make the reports available to members and permit members to examine supporting records for just cause. The reports are public information and copies are available from OLMS.

**Officer Elections:** Union members have the right to:

- Nominate candidates for office
- Run for office
- Cast a secret ballot
- Protest the conduct of an election

**Officer Removal:** Local union members have the right to an adequate procedure for the removal of an elected officer guilty of serious misconduct.

**Trusteeships:** Unions may only be placed in trusteeship by parent body for the reasons specified in the LMRDA.

**Prohibition Against Certain Discipline:** A union or any of its officials may not fine, expel, or otherwise discipline a member for exercising any LMRDA right.

**Prohibition Against Violence:** No one may use or threaten to use force or violence to interfere with a union member in the exercise of LMRDA rights.

### **Union Officer Responsibilities**

**Financial Safeguards:** Union officers have a duty to manage the funds and property of the union solely for the benefit of the union and its members in accordance with the union's constitution and bylaws. Union officers or employees who embezzle or steal union funds or other assets commit a Federal crime punishable by a fine and/or imprisonment.



**Bonding:** Union officers or employees who handle union funds or property must be bonded to provide protection against losses if their union has property and annual financial receipts which exceed \$5,000.

**Labor Organization Reports:** Union officers must:

- File an initial information report (Form LM-1) and annual financial reports (Forms LM-2/3/4) with OLMS.
- Retain the records necessary to verify the reports for at least five years.

**Officer Reports:** Union officers and employees must file reports concerning any loans and benefits received from, or certain financial interests in, employers whose employees their unions represent and businesses that deal with their unions.

**Officer Elections:** Unions must:

- Hold elections of officers of local unions by secret ballot at least every three years.
- Conduct regular elections in accordance with their constitution and bylaws and preserve all records for one year.
- Mail a notice of election to every member at least 15 days prior to the election.
- Comply with a candidate's request to distribute campaign material.
- Not use union funds or resources to promote any candidate (nor may employer funds or resources be used).
- Permit candidates to have election observers.
- Allow candidates to inspect the union's membership list once within 30 days prior to the election.

**Restrictions on Holding Office:** A person convicted of certain crimes may not serve as a union officer, employee, or other representative of a union for up to 13 years.

**Loans:** A union may not have outstanding loans to any one officer or employee that in total exceed \$2,000 at any time.

**Fines:** A union may not pay the fine of any officer or employee convicted of any willful violation of the LMRDA.

*The above is only a summary of the LMRDA. The full text of the Act can be obtained online at [www.dol.gov](http://www.dol.gov) or by writing to the U.S. Department of Labor, Office of Labor-Management Standards, 200 Constitution Avenue, NW, Room N-1519, Washington, D.C. 20210.*

## **IMPORTANT LABOR LAWS (Canada)**

The following provincial laws regulate BAC's labour and management relations in Canada.

### ***Social Labour Laws***

Laws covering child labour, minimum wage, equal pay



for equal work, weekly rest-day, holidays, fair employment practices, annual vacations with pay, notice of termination, workers' compensation, trade qualifications, construction and industrial safety, hospital and medical insurance, employment insurance, pensions, and welfare coverage are examples of these laws. Workers' compensation, employment standards, pay equity, and occupational health and safety are the types of legislation where these provisions would be found.

### *Collective Bargaining Law*

The Federal Canada Labour Code and provincial labour codes and acts are designed to “insure industrial peace.” Both federal and provincial laws provide that every employee has the right to be a member of a union and to participate in its lawful activities. The codes and acts include provisions that:

- Guarantee workers the right to join a union and participate in the union's lawful activities.
- Govern the recognition of a union as the bargaining agent of a group of employees.
- Ensure that both parties bargain in good faith and define what constitutes an unfair labour practice. Under the laws, an “employer must not participate in or interfere with the formation, selection or administration of a trade union . . . intimidate or unduly influence employees with a view to discouraging union membership;[or] . . . discriminate against any person in regard to employment because of their membership in a trade union.” Trade unions and their representatives are prohibited from using intimidation “to coerce an employee with respect to trade union membership.” In the federal Act and most provincial Acts it is an unfair labour practice to engage in or to promote strikes and lockouts during the life of an agreement.

The following are applicable federal and provincial laws:

#### **Canada (the areas of work in which legislative authority is vested in the federal government), Yukon, Northwest Territories, and Nunavut – Canada Labour Code**

- **Alberta** – Labour Relations Code
- **British Columbia** – Labour Relations Code
- **Manitoba** – Labour Relations Act and the Construction Industry Wages Act
- **News Brunswick** – Industrial Relations Act and the Labour and Employment Board Act
- **Newfoundland and Labrador** – Labour Relations Act
- **Nova Scotia** – Trade Union Act
- **Ontario** – Labour Relations Act

- **Prince Edward Island** – Labour Act
- **Quebec** – Labour Code, An Act Respecting Labour Relations, Vocational Training and Manpower Management in the Construction Industry
- **Saskatchewan** – Construction Industry Labour Relations Act and the Trade Union Act.

## GLOSSARY

**Agency Shop** – A union security clause in a collective bargaining agreement that permits individuals to begin employment in the bargaining unit without joining the recognized union and instead requires that they pay the union a service fee—often referred to as an “agency fee”—that reflects the costs of representation, including negotiating, policing, and servicing the agreement.

**Arbitration** – A way of settling disputes by using the Local’s arbitration committee or board, the International Masonry Institute’s dispute settlement plan, or by calling in an impartial third party to make a decision.

**Bargaining Unit** – A group of workers who bargain collectively with their employer. The unit may include union workers in a single craft, or it may include union workers in a multi-craft agreement.

**Checkoff** – A clause in the union contract authorizing the company to deduct union dues from members’ paychecks and transfer them to the union.

**Collective Bargaining** – The process for determining wages, hours, and other conditions of employment through direct negotiations between the union and employer.

**Discrimination** – Unequal treatment of workers. Some forms of discrimination are illegal, while others are immoral. For example, it is unfair to discriminate based on age, but not illegal if the person is under 40 years of age. It is illegal to discriminate in the conditions of employment for reasons based on sex, union membership, nationality, religion, race or age if the person is between 40 and 70. The conditions of employment include types of jobs, benefits, promotions, layoffs, pay and other conditions.

**Ergonomics** – The study of the relationship between workers and their working environment. The goal of ergonomics is matching the workplace to the worker in an effort to reduce job-related health problems – such as back strain and repetitive motion syndrome – and to decrease lost time because of work-related illness and disability.

**Fair Representation** – The legal and moral obligation of union representatives to represent all bargaining unit members fairly by accepting and acting upon grievances.

**Fringe Benefits** – All non-wage benefits in the union contract – such as pension or health and welfare contributions – which are paid in whole or shared by the employer.

**Good Standing** – The status of a member when their dues are current and all other membership

obligations have been met.

**Insubordination** – The act of refusing, or deliberately failing, to carry out a legal assignment. When in doubt, complete the work under protest and follow up with a grievance.

**Labour Relations Boards** – Administer Canadian labour laws at the federal or provincial level. The Boards are responsible for certifying unions, investigating violations of labour law, and addressing unfair labour practices.

**Lock-Out** – An employer’s denial of work to employees in order to force the union to settle a labor dispute on the company’s terms.

**Management Rights** – A clause in the collective bargaining agreement describing functions or decisions management can make without consultation with the union.

**National Labor Relations Board** – Created by the National Labor Relations Act of 1935, the Board administers and enforces the Act. Functions of the NLRB include: defining appropriate bargaining units; holding elections to determine if workers prefer representation by a specific union or want no representation; certifying unions to represent employees; and interpreting and applying the Act’s provisions prohibiting certain employer and union unfair labor practices.

**Open Shop** – Projects involving an employer running a non-union operation.

**Project Agreements** – May be negotiated by the developer, owner, contractor or other entity, and – in most cases – the local building trades council to cover larger projects. Project agreements are usually agreed upon by all or most of the crafts working on the project. They may include special provisions aimed at ensuring harmony, including a “no strike, no lock-out” clause, that may not be included in the Local’s collective bargaining agreement. Therefore, the responsibilities of the Local Union and the steward may be different on these types of projects.

**Right-to-Work Law** – Prohibits employers from negotiating a union security clause (or union shop clause) into a collective bargaining agreement with the union representing their employees. Although the phrase “right-to-work” implies access to work, in reality there is no guarantee of work under the law. In fact, based on wage trends in states covered by right-to-work laws, the only “right” workers get is the right to work for less money.

**Slowdown** – The act of reducing the pace of work. If led by a union steward or representative this is a violation of most agreements.

**Union Shop** – A job on which every worker covered by the contract must become a member of the union. Workers do not have to be a member to be hired, but must join the union within a certain number of days.



• SKILL • DIGNITY • RESPECT • PERFORMANCE • QUALITY • COMMITMENT •

# BAC

## CODE OF CONDUCT

SKILL • QUALITY • COMMITMENT • SKILL • DIGNITY • RESPECT • PERFORMANCE • QUALITY • COMMITMENT

SKILL • QUALITY • COMMITMENT • SKILL • DIGNITY • RESPECT • PERFORMANCE • QUALITY • COMMITMENT

**I** will come to work on time, fit for duty, and ready to work to the highest standards.

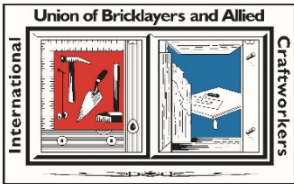
**U**nion through and through - craftworkers and contractors exercise mutual respect, on the worksite and through the union.

**B**uild upon my skills and abilities, availing of the finest craftworker and supervisory training that the Local Union and IMTEF provide.

**A**ccept responsibility for the quality of my work, the treatment of my co-workers and behavior on the job.

**C**ommitted to a safe and healthy worksite.

[www.bacweb.org](http://www.bacweb.org)  
[www.imtef.org](http://www.imtef.org)



(888) 880-8222  
[askbac@bacweb.org](mailto:askbac@bacweb.org)

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## **BAC Code of Conduct:** ***A Commitment to Quality, Dependability, and Value***

The International Union of Bricklayers and Allied Craftworkers 2005 Convention passed a resolution endorsing the following BAC Code of Conduct:

*As a member of the International Union of Bricklayers and Allied Craftworkers, I will uphold the code of conduct embedded in our Union's name – IUBAC:*

*I will come to work on time, fit for duty, ready to work to the highest standards.*

*Union through and through – Craftworkers and Contractors exercise mutual respect, on the worksite and through the union.*

*Build upon my skills and abilities, availing of the highest craftworker and supervisory training that the Local Union and IMTEF provide.*

*Accept responsibility for the quality of my work, the treatment of my co-workers and behavior on the job.*

*Committed to a safe and healthy worksite*

The BAC Code of Conduct recognizes that our Union is composed of individuals who represent the best in the masonry-trowel trades industry, as well as in the labor movement. This Code represents a commitment by our Union, members, and signatory contractors to produce work of the highest quality, to be the most productive, to advance our Union's causes, and to promote the unionized masonry-trowel trades industry.

For BAC members, the Code is a commitment to look out for their fellow members, and to work to the highest standard. It is an acknowledgement that as professional craftworkers they take pride in their work, and that doing less than their best work could jeopardize the work or safety of others on the job.

For BAC signatory contractors, the Code recognizes their responsibility to provide a work environment for craftworkers conducive to producing the highest quality work, productively, by delivering the proper materials and tools on schedule, and by ensuring a safe work environment. Equally as important is their recognition that these craftworkers – BAC members – deserve to be treated with the respect their skills merit.

For BAC officers and leaders, the Code represents an obligation to make sure promises on both sides are kept. This is done by providing members with the best training, by committing to supplying signatory contractors with a quality workforce made up of individuals who understand the important role they play in making sure that projects are completed on time and within budget, by ensuring that members are treated with respect, provided safe working conditions, and paid wages and benefits commensurate with their productivity and the quality work they perform, and by setting the example in adhering to the Code of Conduct.

This Code is a recommitment on the part of our members, signatory contractors, and officers to producing quality work, to creating a dependable workforce, and to adding value to all projects in which they are involved. This commitment has distinguished the unionized masonry-trowel trades industry from the rest for more than 150 years and will continue to do so in the future. Each of the Code statements embodies specific actions toward that end.

## **BAC Code of Conduct – Actions**

### **Statement #1: I will come to work on time, fit for duty, ready to work to the highest standards.**

#### **Members**

1. Arrive at work on time, fit for duty and ready to work.
2. Adhere to contractual starting and quitting times, including lunch and break periods.
3. Notify their employer before the start of their shift if they will miss work.
4. Do not use personal electronic equipment (cell phones, iPods, radios, etc.), which can create distractions, lead to unsafe conditions, and reduce productivity, except during lunch or break periods or unless authorized by the employer to use such items for work-related purposes.
5. Do not use illegal drugs or alcohol on the jobsite, follow safe, legitimate employer directives, and do not arrive at work impaired.
6. Always promote the Union by engaging in appropriate behavior and being supportive of the Union.
7. Do not make disparaging comments about the Union or employer.
8. Use the proper tools to perform assigned work, and always take proper care of those tools supplied by the employer.
9. Follow safety requirements, dress in safe clothing, and use appropriate personal protective equipment (PPE).

#### **Contractors**

1. Do not engage in activities that will contribute to member tardiness or absenteeism.
2. Staff projects appropriately so that they can be completed on time and within budget.
3. Staff projects with effective leaders who are trained to address problems.
4. Have a clear policy, mutually agreed to by the Local, on the use of personal electronic equipment (cellphones, iPods, radios, etc.) during work hours, and make employees aware of the policy when hired.
5. Make sure members are aware of jobsite hazards, safety requirements, employer expectations, and project objectives.
6. Take responsibility for management decisions that impact the work flow, and correct them in a timely manner.
7. Provide fair, consistent and progressive discipline for absenteeism, or any other company policy violations mutually agreed to by the Local, and make sure the discipline policy is documented, distributed and understood.

#### **Local Officers**

1. Educate members on the importance of coming to work on time and fit for duty, and the impact

that not doing so has on their employer and fellow members.

2. Encourage all members to adhere to contractual requirements related to starting and quitting times, lunch time and breaks, and to not leave the jobsite without proper approval. Supervisors should contact the Local officer with regard to members who leave early or are frequently late or absent.
3. Make sure that members meet contractual safety requirements on all jobsites.
4. Make sure that all members understand their responsibility to have the proper tools to perform their work, and to take care of those tools supplied by the employer.
5. Do not tolerate work slowdowns.
6. Alert members that drugs or alcohol on the jobsite will not be tolerated by the Union.

## **Statement#2: Union through and through – craftworkers and contractors exercise mutual respect, on the worksite and through the union.**

### Members

1. Dress in a professional and safe manner, in clothing that will not in any way create unsafe conditions (i.e., loose clothes that can get caught in equipment, etc.) or offend others (i.e., offensive words or symbols) on the jobsite.
2. Always behave appropriately toward other members and workers, and the public, and be respectful of others' race, national origin, age, religion, sexual orientation and/or gender.
3. Do not make disparaging comments about the Union.

### Contractors

1. Adhere to the collective bargaining agreement.
2. Provide foremen and other supervisory personnel with training on how to treat employees, and act decisively to replace or discipline ineffective or abusive supervisory personnel.
3. Promote mutual respect by making sure no one is abused on the job, and by recognizing that labor is a valued resource required for the completion of the work.
4. Prevent and/or remedy any jobsite discrimination and/or harassment on the basis of race, national origin, age, religion, sexual orientation and/or gender.
5. Cooperate and communicate with the job steward and the Local officer, and use them to help resolve any workplace issues immediately and effectively.
6. Do not make disparaging comments about the Union.
7. Work with the Union through, for example, the Joint Apprenticeship & Training Committee, to accommodate the entry of new workers into the trades and jobsite.

### Local Officers

1. Educate members on what it means to be Union, how the Union is run, the value of Union membership, and the collective bargaining agreement.
2. Encourage members to respect their employer and others on the jobsite by not wearing offensive or potentially hazardous clothing, pins, etc.



4. Provide steward training and assign trained stewards to jobsites. Alert members that they are expected to display appropriate behavior toward other members and workers, and the public, and to be respectful of others' race, national origin, age, religion, sexual orientation and/or gender.
5. Alert members that they must not engage in activities that cast the Union in a bad light.
6. Always uphold the image and standing of the Union.

**Statement #3: Build upon my skills and abilities, availing of the highest craftworker and supervisory training that the Local Union and IMTEF provide.**

**Members**

1. Participate in training programs offered through the Union and IMI to upgrade or increase skills, including upgrade programs, safety training, and special certifications.
2. Follow work and safety practices learned through apprenticeship, safety, and upgrade training.
3. Journey-level workers are obligated to mentor apprentices in order to transfer knowledge and skills.
4. Encourage apprentices to take advantage of all training and to learn from senior craftworkers.

**Contractors**

1. Provide foremen and other supervisory personnel with proper training, and encourage them to take advantage of training programs offered through IMI.
2. Use apprentices on jobs as provided in the collective bargaining agreement, adhere to apprentice ratios, and ensure that all apprentices receive adequate hands-on experience in the craft they are learning.
3. Encourage senior craftworkers to work with and mentor apprentices, and apprentices to take advantage of training and be receptive to advice from more experienced craftworkers.
4. Enable the workforce to take advantage of opportunities to upgrade their skills.
5. Utilize the Union's apprenticeship and training system to ensure a qualified supply of skilled craftworkers, and to grow the unionized masonry-trowel trades industry.
6. Assign more experienced craftworkers to mentor apprentices.

**Local Officers**

1. Encourage members to take advantage of training opportunities, including becoming certified in new products and upgrading skills.
2. Make sure that all members have the opportunity to receive appropriate safety training, as provided by IMI, and adhere to safe work practices.
3. Notify members of training opportunities available through the Union through mailings, notices,

meetings, etc.

4. Enforce apprentice ratios in the collective bargaining agreements.
5. Direct the Local Joint Apprenticeship & Training Committee to adopt rules to discourage any form of “hazing” by one group of members toward another (i.e., journey-level workers toward apprentices).

## **Statement#4: Accept responsibility for the quality of my work, the treatment of my co-workers and behavior on the job.**

### Members

1. Work to the best of their ability with regard to quality and productivity at all times.
2. Actively observe jobsite conditions and abide by all safety requirements.
3. Always use the proper tools for the job at hand.
4. Proactively seek to resolve any potential problems by contacting the foreman or supervisor, and if that doesn't work, the job steward or Local officer.
5. Refuse to engage in any job disruption, slowdown, or action detrimental to efficiency and productivity, unless authorized by the proper representative of the Union or unless there is imminent danger.

### Contractors

1. Create an environment conducive to producing quality work, recognizing the negative impact of trying to *fast-track* work.
2. Optimize efficiency and effectiveness through front-end planning, making sure that the necessary materials, tools and equipment are available close to the jobsite, and ensuring that job plans are understood.
3. Establish safety as a core value of the company's culture by meeting or exceeding all recommended and/or legal requirements.
4. Communicate regularly, and when feasible participate in meetings such as pre-job conferences, with the Union while planning and executing projects.

### Local Officers

1. Make sure that members understand that Union craftworkers are expected to perform work right the first time.
2. Actively work to resolve any issues before disputes occur by advising the contractor of jobsite concerns that could impact quality or productivity, and work with members and the contractor to correct such problems.
3. Promote safety with members and make it clear that they are expected to follow jobsite safety standards and work safely.
4. Enforce the collective bargaining agreement provisions related to working conditions.
5. Regularly communicate member concerns related to job progress, work schedules, and work process to the employer.

6. Educate members that walk-offs will not be tolerated without the approval of the proper representative of the Union unless to protect members from imminent danger.
7. Promote the use of labor-management meetings, including pre-job conference.

## **Statement #5: Committed to a safe and healthy worksite**

### Members

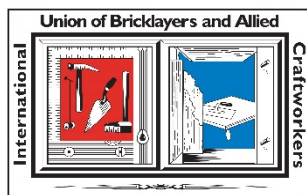
1. Promote the positive aspects of a career in the unionized masonry-trowel trades industry to potential members and non-union workers.
2. Assist and support their Local's organizing initiatives.
3. Become informed of the many benefits available through the Union by taking part in Local/Chapter meetings and activities, and by reading Union communications and publications.

### Contractors

1. Be willing to sell the union-advantage to non-union contractors to help increase the unionized masonry-trowel trades industry's share of the market.
2. Participate in labor-management committee meetings to promote the growth of the unionized masonry-trowel trades industry.
3. Work with the Local's Joint Apprenticeship & Training Committee to match recruitment targets to projected workforce needs.
4. Be willing to bid on new types of masonry and other trowel trades work to secure more work for the unionized masonry-trowel trades industry.

### Local Officers

1. Develop and implement an organizing plan that includes steps to promote the advantages of using materials installed by BAC members and their signatory contractors.
2. Educate members on the importance of growing the unionized masonry-trowel trades industry's share of the market.
3. Work with the Local Joint Apprenticeship & Training Committee to match recruitment targets to projected workforce needs.
4. Encourage signatory contractors to bid on new types of masonry and other trowel trades work, and members to participate in training programs on new materials and equipment, in order to secure more work for the unionized masonry-trowel trades industry.
5. Educate members on the numerous benefits they receive through the Union, for example, training, good wages, pensions and health & welfare benefits.



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