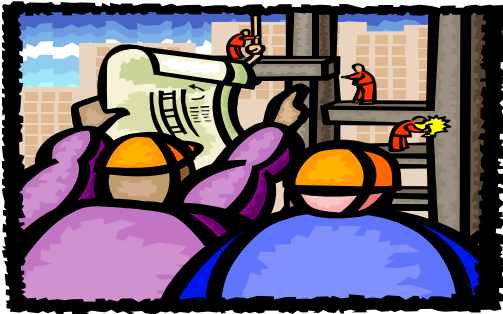
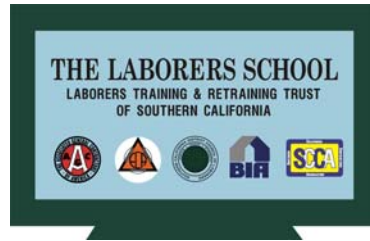


Voice Orientation Course Syllabus



**Date of Class:
Laborers' Local
Union**

First Day

**Business Manager and/or designated
Field Rep.- Laborers' Local Union**

5:00-6:00 p.m.

- Administration of Laborers' Local Union
- Duties of Agents: Visiting the job site, enforcement of MLA
- Membership Meetings
- Political Involvement
- Fund Raising & Scholarships
- Annual Picnic- August of current year
- Laborers' Local Union information
- LIUNA itself is over 100 yrs old- Anniversary occurred on April 13, 2003

**Training School Representatives-
Laborers' Training School**

6:00-6:45 p.m.

- Continued Classroom/Hands-On Training
- Mobile Training/ Azusa Campus
- Apprentice Identification Cards
- Expectation and duties of the apprentice
- Harassment Policy 6.1.13
- Obey speed limit at Azusa Campus
- Any problems w/ instructors, notify field foreman
- Wash your hands
- Drink Water
- Make Money & Be Healthy
- Respect property of the school
- Recommend eating a nutritional meal
- Presentation of History of LIUNA DVD

Voice Orientation Course Syllabus

Local Union Field Representative

6:45-7:00 p.m.

- Health & Welfare
- Vacation
- Pension
- Disability Freeze
- Enrollment & Eligibility
- Any questions regarding Trust Fund matters
contact: Local Union Office or
ATPA (626) 279-3000

Local 300 Field Representative

7:00-7:30 p.m.

- Union Dues, initiation
- Registering on the out of work list
- Dispatch procedures
- Roaming, Jurisdictional Boundaries
- Request letters

Laborers' JAC Coordinator

7:30-9:00 p.m.

- Review Power Point Presentation
- Hand out wallets & business cards
- Rules of Apprenticeship
- Enforcement of Card System
- Work Processes Sheets
- Disciplinary Probation
- Request for leave of absence in writing
- Upgrade Policy
- OJT & RSI Requirements
- Address and phone number changes
- Regional Subcommittees
- School- Mandatory & Voluntary
- Review 5 key elements to adhere to
- Exit Exam

Voice Orientation Course Syllabus

Second Day

Laborers' Organizing Dept.

5:00-9:00 p.m.

- Recognize Market Share
- Explain Prevailing Wage & Davis Bacon Act
- Organizing Non Union Contractors
- Learn how to participate in organizing campaigns
- Salting
- Role Playing (Group Activity)
- Raffle lunch box

Should you have any questions during your apprenticeship, please contact:

[Southern California Laborers' Apprenticeship](#)

1385 W. Sierra Madre Ave.

Azusa, CA 91702

(626) 610-1700

(877) 445-2094 Toll Free

(626) 633-0205 (fax)

Office Hours: 7:00 a.m. -5:00 p.m.

Field Office of Coordinator: