APPRENTICESHIP STANDARDS

FOR TEAMSTERS LOCALS NO. 160, 120 AND 346

AND

ASSOCIATED GENERAL CONTRACTORS OF MINNESOTA

FOR

CONSTRUCTION DRIVERS

Minnesota Teamsters Joint Apprenticeship and Training Committee Administered Jointly by Management and Labor

Approved By:

The Minnesota State Apprenticeship Advisory Council Minnesota Department of Labor and Industry

In Cooperation With:

The Bureau of Apprenticeship and Training

U.S. Department of Labor

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# FORWARD

It is recognized herein that the proper method of leaning a skilled trade is through a well organized apprenticeship program which provides the following!

* Good practical trade practices in the shop and on the job.
* Essential related technical instruction recognized as applicable to the driving industry.
* Adequate supervision during the term of apprenticeship.
* Opportunity for fullest employment available in the industry.
* Current data relating to the future apprenticeship demands of the driving industry.
* Local, state and national respect for the quality of the graduating apprentice.

## POLICY

* 1. It shall be the policy that all apprentices employed in the driving industry be registered with the Council and governed by the terms and conditions of these standards and by the provision of the Minnesota Voluntary Apprenticeship Law.
  2. The appreticeship program will not discriminate against apprenticeship applicants or apprentices based on race, color, religion, national origin, sex (including pregnancy and gender identity), sexual orientation, genetic information, or because they are an individual with a disability or a person 40 years old or older. The Plan will take affirmative action to provide equal opportunity in apprenticeship and will operate the apprenticeship program as required under Title 29 of the Code of Federal regulations. Any reference to gender in these standards is intended to apply to both male and female Apprentices indentured under these standards.
  3. As an apprentice, you will be accorded equal opportunity in all phases of apprenticeship employment and training, without discrimination because of race, color, religion, national origin, sex, sexual orientation, age (40 or older), genetic information or disability.
  4. To enable each apprentice, through classroom and on-the the job training over a two thousand (2,000) hour period to obtain a Class “A” Minnesota\Wisconsin Commercial Driver’s License and to attain the status of journey worker construction driver.

## PURPOSE OF THE PI.AN

To provide uniform and organized training for the apprentice indentured to the Minnesota Teamster Construction Division Locals 160, 120, and 346 Apprenticeship Committee.

To list provisions, to define terminology, and to identify procedures and persons responsible for the effectiveness and administration of the plan.

To raise the standard of the driving industry through continuous study of procedures essential to maintaining the skill and knowledge required by the growth of the industry in the State of Minnesota.

## DEFINITIONS

1. The term “Employer/Contractor” shall mean any employer who subscribes to the terms and conditions of these standards and is signatory to a collective bargaining agreement with a local union of the International Brotherhood of Teamsters, Chauffeurs, Warehousemen and Helpers of America.
2. The term “Union” shall mean the Minnesota Teamsters Construction Division Locals 120. 346 and 160, International Brotherhood Teamsters, Chauffeurs, Warehousemen and Helpers of America.
3. The term "Jurisdictional Area” shall include the State of Minnesota and Northern Wisconsin.
4. The term "Council" shall mean the Minnesota Apprenticeship Advisory Council as authorized by Section 178.02 of the Minnesota Apprenticeship Statutes. The Council shall be known herein as the Approving Agency.
5. The term “Apprenticeship Agreement" shall mean a written agreement between the Committee and the person employed as an apprentice which agreement shall be approved by the Council, presently Form LI40001-02.
6. The term “Driver Apprentice” shall mean a person who is at least 18 years of age and has entered into a written agreement with the Committee, who is engaged in learning the driving trade which provides for not less than 2,000 work hours of reasonably continuous

employment for such persons, and for his/her participation in an approved schedule of work processes or experience throughout the training term. The number of hours of related instruction the Committee deems necessary shall in no case be less than 144 hours per year.

1. “Supervisor of Training” shall mean the journeyworker appointed by employer to supervise the training of apprentices on the job.
2. “Coordinator of Apprentices” shall mean a person appointed by the Committee.
3. The term “Committee” shall mean the Joint Apprenticeship Training Committee of affiliated local unions as established under the provisions of the Minnesota Apprenticeship Statute and Section 4 of these Standards.
4. The term “Standards of Apprenticeship” shall mean this entire document, including these definitions and as approved by the Council.
5. The term “Director” shall mean a person appointed to this position under Section 3 of the Minnesota Apprenticeship Statute.
6. The term “Classifications of A, B and C Valid Driver’s License” shall mcm as defined by the Minnesota\Wisconsin Departments of Public Safety.

## ORGANIZATION OF THE COMMITTEE

1. The Committee shall be composed of a minimum of five (5) members and a maximum of ten (10) members, half of whom shall be from the affiliated local unions and half of whom shall be from the Associated General Contractors. Each group shall also be able to appoint an alternate or alternates.
2. Members of the Committee shall be selected by the groups they represent. The terms of office shall also be determined by the groups they represent and these groups shall also have the power to remove and replace these Committee members. No member of the Committee shall be an instructor.

## DUTIES OF THE COMMITIEE.

1. The local Committee shall determine the time and place of regular meeting’ or meet on all of the chairperson, who shall be required to issue such call upon request of any two (2) members of the committee.
2. The Committee shall establish such additional rules and regulations governing its administrative procedures as arc required and deemed necessary.
3. The Committee may appoint a Coordinator of Apprentices who shall act as the Committee's representative.
4. To determine the need for apprentices, and the employer’s facilities available for acquiring the necessary experience on the job, by obtaining and analyzing all facts relative to this important matter in setting up and maintain a satisfactory training program.
5. To establish minimum required standards of education in related subject and experience for apprentices.
6. To place apprentices under agreement in conformity with these standards.
7. To determine quality and quantity of experience on the job which the apprentice must have and be responsible for providing it.
8. To hear and adjust all complaints of violations of Apprenticeship Agreements, subject to appeal as provided in the Minnesota Voluntary Apprenticeship Law.
9. To arrange tests for determining the apprentice’s progress in manipulative skills and technical knowledge, if deemed necessary.
10. To maintain a record of each apprentice, showing related training, work experience and progress in the learning of the trade. These records will be maintained by the “Coordinator of Apprentices.”
11. To conduct an examination of apprentices and upon the successful completion of all requirements, to recommend to the Council that they be awarded a Certification of Completion of Apprenticeship from the Council.
12. In order to provide diversity of training or work opportunities, the Committee shall be the full power to act on matters pertaining to transferring apprentices from one employer to another.
13. To require that apprentices shall, at all times, work under the supervision of a qualified journeyworker or designated supervisor.
14. To notify the Director of all actions covering cancellations., suspension, completions and reinstatements of apprentices subject to approval.
15. The Committee may request any interested agency or organization to designate a representative to serve as a consultant on special problem3 related to the training program. Such consultants may participate at the request of the Committee, but shall have no vote.
16. In general, to be responsible for the successful operation of the apprenticeship standards of the industry by performing the duties listed herein. By cooperating with public and private agencies which can be of assistance, by obtaining publicity in order to develop the support and interest of the public in apprenticeship and by keeping in constant touch with all parties concerned.

## DUTIES OF THE COORDINATOR OF APPRENTICES

1. The Coordinator of Apprentices shall assist the Committee in carrying out the provisions of the program and act as the Committee’s representative in endeavoring to provide continuous employment for apprentices. Such duties shall not obligate the Coordinator to the actual procurement of employment for the apprentice, but only to use cry effort to obtain such employment for them with the cooperation of the drivers of affiliated locals and the contractor/employer organization.
2. The Coordinator shall maintain all records and documents necessary to the operation of the program. The Coordinator, in fulfilling the duties of the position, shall not usurp any powers or responsibilities of the Committee.

## AFFIRMATIVE ACTION

1. The recruitment, selection, employment and training of Apprentices during their apprenticeship, shall be without discrimination because of race, color, religion, national origin, sex, sexual orientation, age (40 or older), genetic information, disability or any other basis protected by applicable laws. The Committee shall take affirmative action to provide equal opportunity in apprenticeship and will operate the apprenticeship program as required under Title 29 of the Code of Federal Regulations, Part 30, as amended.
2. Notification Procedures - Notification of apprenticeship opportunities shall be made at least thirty (30) days prior to the list date of application and for no less than a two-week period, or at least semi­annually if accepting applications on a year-round basis in the following manner.
3. The Minnesota Department of Labor and Industry, Division of Voluntary Apprenticeship, shall be notified.
4. The B.A.T. office, the area L.E.A.P. offices, and other necessary applicable agencies involved in female and minority recruitment shall be notified.
5. Newspaper and TV ads may be run according to the need, practicality and financial ability of the Committee.
6. The Committee members or other qualified representatives will participate in workshops for school and employment service counselors when invited.
7. Cooperate and counsel with school boards and vocational education systems concerning needs of the industry and how the transition from school to employment can best be accomplished.
8. Disseminate information within the industry to acquaint all involved with the goals of the program and effect cooperation.
9. Continue cooperation with L.E.A.P. type programs and also exert extra effort to inform minority applicants of the detailed procedures and how they should respond.
10. Inform local unions and employers’ associations of procedures and the needs so to encourage special consideration for the disadvantaged.
11. All applicants will receive equal consideration for experience related training skills, etc.
12. Records of the selection process, including interviews for all applicants, must be retained by the Committee for no less than five (5) years.

## QUALIFICATIONS FOR ENTRANCE TO APPRENTICESHIP

Any person who desires to become a driver apprentice shall make application on a form provided by the Committee. Each applicant must possess the following qualifications:

1. All applicants shall be evaluated by the Committee to determine their level of experience and competence and may be required to have up to fifty (50) hours of training from an authorized technical college approved by the Committee.
2. The applicant shall be a minimum of 18 years of age.
3. The applicant shall be a high school graduate or the equivalent and shall furnish the Committee with a transcript of high school records or diploma, or if ex-military, a copy of their DD214.
4. The applicant must be physically fit to perform the work of the trade and may be subject to a medical examination, including a drug and alcohol screening test, prior to the start of related training.
5. The applicant must possess a valid Minnesota\Wisconsin Driver’s License and provide the applicant's driving record for the previous five (5) years, or if the applicant has a driving record of less than five (5) years, the driving record for the entire period during which the applicant has had a driver's license.
6. The applicant shall possess interest, motivation, character, cooperativeness, good judgment and such other similar qualities which will indicate successful completion of the apprenticeship program and such as a joumeyworker. These qualities shall be determined in a fair and impartial interview with the Interview Committee.

## CREDIT FOR PREVIOUS WORK EXPERIENCE

The apprenticeship training term adopted by the Committee shall be two thousand hours (2,000) of on the job training and a minimum of 144 hours of related training per year and thus under the Minnesota Voluntary Apprenticeship Law, no credit may be awarded to applicants.

## SELECTION PROCEDURES

1. All applicants must meet the qualification requirements set forth in Section 8 of the Standards. Applications that arc received by the Committee which are unsigned, incomplete or without the documentation required to support the qualifications requirements (copy of high school transcript or GED diploma, copy of valid Minnesota\Wisconsin Driver’s License, a copy of prior three-year driving history) will not be considered by the Committee.
2. The Committee will accept applications for the apprentice program on a year-round basis.
3. All applicants meeting the minimum qualification for admission provided for herein will be notified and placed in the eligibility pool. Each eligible applicant will be interviewed, evaluated and scored by the Interview Committee. During the evaluation, the Interview Committee will determine the level of the applicant’s experience and competence and may require an applicant to have up to fifty (50) hours of training from an authorized technical college approved by the Committee.
4. The number of new apprentices to be accepted shall be determined before starting interviews. The number will be based on the needs of the industry.
5. The names of the apprentices selected by this process shall be based on the numerical rating obtained from the interview evaluation and posted immediately following the selection process at the program sponsor’s place of business. Applicants will be placed in apprenticeship positions by ranking order according to the list created after the review process.
6. All eligible applicants not selected for entry into apprenticeship after the interview will be registered in an eligibility pool according to their ranking. They will remain in this pool for a period of five (5) years from the time of interview and will be included in all subsequent selection procedures for that period. The applicant must apply each year so as to provide for a current driving record which is no more than thirty (30) days old.

## TERM OF APPRENTICESHIP

The term of apprenticeship shall not be less than 2,000 hours of work experience and the applicable hours of related instruction each year shill be not less than 144 hours.

## APPRENTICESHIP AGREEMENT

Every apprenticeship agreement entered into under these standards shall contain a clause incorporating these standards as a part of said agreement, with the same effect as if expressly written therein.

Every applicant shall be given an opportunity to read these standards before signing the apprenticeship agreement. Applicants should note that should there be any conflict between these standards and the collective bargaining agreement, the collective bargaining agreement will govern.

The following shall receive copies of the apprenticeship indenture agreement when properly approved:

A. The Apprentice

B. The Committee

C. The Council

D. The Employer

E. The Veteran Administration (when applicable:)

## PROBATIONARY PERIOD

An apprentice under these standards shall be subject to a tryout or probationary period of not more than 500 hours of employment extending over not more than four months, during which time the agreement shaIl be terminated by the Director upon request in writing of either party, and that after such probationary period the agreement may be terminated by the Director upon mutual agreement of the parties hereto, or canceled by the: Director for good and sufficient reason. Reports covering the probationary period shall be made by persons designated by the Committee. All apprentices arc required to obtain a valid Class “B” Commercial Driver’s License from Minnesota\Wisconsin prior to completing the: first 144 hours of related training.

## COMPLIANCE WTH APPRENTICESHIP STANDARDS

These standards and the administrative rules promulgated thereunder are made a part of the apprenticeship agreement under the terms and condition of the...” The signing of the agreement, therefore, binds the parties concerned to compliance with them.

## RESPONSIBILITY OF THE APPRENTICE

1. To perform diligently and faithfully the work of the trade, and to perform such other pertinent duties as may be assigned by the: employer in accordance with the provisions of the local standards.
2. To respect the property of the employer/contractor and abide by the working rules and regulations of the employer/contractor and the Committee.
3. To attend regularly and complete satisfactorily the required hours of instruction in subjects relocated to the driving trade, as provided under the local standards.
4. To have secured a Class “B” Commercial Driver’s license from Minnesota or Wisconsin prior to completing the first 144 hours of related training and before the expiration of the probationary period.
5. Upon completion of 2,000 hours on the job and 288 hours related training, to secure a valid Class A Commercial Driver’s license from Minnesota or Wisconsin.
6. To maintain such records of work apprenticeship and training received on the job and in related instruction as y be required by the Committee.
7. To develop safe working habits and conduct themselves in their work in such a manner as to assure their own safety and that of their fellow workers.
8. To work for the employer/contractor to whom assigned to the completion of the term of apprenticeship unless reassigned to another employer/contractor or terminated by the Committee.
9. To conduct themselves at all times in a creditable, ethical and moral manner realizing that much time, money and effort will be spent in affording them an opportunity to become a skilled driver.
10. It is the: policy of the: Joint Apprenticeship Committee to require each apprentice employed under these standards to be punctual and to be in attendance on the: job as well as at all related instruction and to endeavor to the best of their ability to perfect the required knowledge and skills of the industry.
11. To understand that a drug and alcohol-free finding, pursuant to the policy and in accordance with U.S. Department of Transportation regulations (49 C.F.R. Part 40) and Federal Highway Administration regulations (49 C.F.R. Part 382), is necessary to maintain eligibility in apprenticeship.

## WORK EXPERIENCE

In order that the apprentice may acquire the necessary skills of the trade, the apprentice shall receive instruction and experience (as near as possible) in all branches or various categories of the industry, as follows:

|  |  |  |
| --- | --- | --- |
|  |  | **HOURS** |
| A. | 2-3 axle diesel truck, including dump, mixer, flat rack and water trucks | 400-900 |
| B. | 4 or more axle trucks, including Boosta mixer, end dumps, belly dump and water trucks. | 400-900 |
| C. | Off-highway trucks, including Articulating, Caterpillars, Terex, Moxy, Komatus, Volvo, Euclid, and similar trucks, end dumps, belly dumps and water trucks | 100-200 |
|  |  | 2000 |

Each apprentice shall be issued a form on which to keep their own work hours. This form is very important because this is the official record with respect to work hours. The form is to be turned in by the 15th of the following month and is to be signed by the employer, who shall then forward it to the Coordinator of Apprentices.

The apprentice shall have the right to appear before the Committee regarding their progress in training. It shall be the duty of the Committee to make such adjustments as it deems necessary.

## APPRENTICE SUPERVISION

Due to the nature of the construction drivers' industry, it will be necessary that each employer designate an apprentice supervisor who shall be available to assist apprentices through radio or telephone contact during working hours.

## APPRENTICE WORKING HOURS

Work hours and other general conditions of employment for apprentices shall be the same as for journeyworkers. Under no circumstance shall an apprentice be required to work overtime or out of town if it interferes with attendance of related training classes.

## APPRENTICE WAGES AND ADVANCEMENT

A. Apprentice wages shall be as follows: Each period to consist of no less than four months or 500 hours of on-the-job training.

Probationary - 60%

Next Period - 70%

Next Period - 80%

Next Period - 90%

Before each period or advancement, the local Joint Apprenticeship Committee shall evaluate the apprentice's program to determine whether advancement has been earned by satisfactory work on the job and in related training classes. In determining whether an apprentice has satisfactory progress, the committee should be guided by the following:

(1) The records of the apprentice’s work experience and attendance at classes of related instruction.

(2) A written progress report from the apprentice’s class instructor.

(3) A letter of progress report from the employer of the apprentice.

B. Should apprentices be required to work overtime, they shall be paid in accordance with the collective bargaining agreement's overtime rate.

C. Changes in the journeyworker rate will be reflected in the apprentice’s hourly rate of pay. The Committee will notify the Council, in writing, when changes in the joumeyworker rate occurs.

## RELATED INSTRUCTION FOR APPRENTICES

1. Each apprentice shall enroll and attend related instruction classes.
2. The Committee shill establish a program of related training instruction for apprentices and institute that program at an appropriate technical college in the area or a school operated by the Committee.
3. School records such as attendance and related instruction grades shall be available to the Committee upon request.
4. Required school time shall not be compensated for by the employer and shall not be considered as hours of work.
5. A related training instruction program will be completed by all apprentices. This program will be supervised by the Committee. The Committee will determine the number of hours required for each portion of the program and in no case will the hours be less than 144 per year.
6. Apprentices shall be required to attend classes for related instruction even if temporarily unemployed.
7. Apprentices who are absent from the school class session more than three times shall be requested to appear before the Committee and make up all school missed.
8. Enforcement of school attendance and grades in case of failure on the part of any apprentice to fulfill his\her obligation as to school attendance and grades, the Committee may suspend or cancel the agreement, and the employer agrees to carry out the instructions of the Committee.
9. Any apprentice who does not satisfactorily complete, for any reason, any of the related training, shall be required to take that phase over. Satisfactory completion shall be determined solely by the Committee.
10. The Committee recommends that courses for driver apprentices be limited to those who are actually indentured apprentices to the driver trade in accordance with these standards and to journeyworker drivers who are members of the union.

## INSTRUCTORS

The apprentice shall be supervised at related instruction by such staff as the Committee may provide.

The Committee shall select the person(s) who, in the Committee’s opinion, arc qualified to instruct the apprentice classes.

## PERIODIC EXAMINATIONS AND REVIEW

An examination of the apprentice’s related training record and work hours record shall be held at such times as it is determined by the Committee. The Committee may also give examinations at such times as it deems necessary.

## SAFETY

The need for safety regulations has been long established and an accepted fact. The fact that every apprentice must be under constant supervision of a journeyworker shows the apprentice is receiving safety training every day that the apprentice is on the job site or in the shop, in all categories such as:

A. Proper use and maintenance of tools and equipment.

B. Proper lifting, pushing or pulling as well as handling light equipment.

C. Proper we of power actuated tools and electric motors.

D. That general housekeeping is necessary not only on the job site but in shops and related mining classes.

We, therefore, conclude that the apprentice who is working under the jurisdiction of the driven of Local 160, 120 and 346 Joint Apprenticeship and Training Committee received more than the fifty (50) hours of safety training per year as adopted by the Minnesota State Apprenticeship Council. The hours of safety training arc to be distributed as equally as possible.

## RATIO OF APPRENTICES TO JOURNEYWORKERS

The ratio of apprentices to journeyworkers shall be in accordance with the collective bargaining agreement.

## CONTINUITY OF EMPLOYMENT

It shall be the duty and the responsibility of the Committee to provide, insofar as possible, continuous employment for all apprentices. This may necessitate the transfer of apprentices from one employer to another.

## GRANTING OF CERTIFICATE OF COMPLETION OF APPRENTICESHIP

Upon verification of living secured a valid Class “A” Driver’s License from the Minnesota\Wisconsin Departments of Public Safety and upon recommendation of the Committee that the apprentice has completed their apprenticeship and fulfilled all the terms and obligations of the agreement, the Council shall furnish each apprentice with a Certificate of Completion of Apprenticeship.

## ADJUSTMENT OF DIFFERENCES

Any disagreement between the parties hereto in relation to this agreement shall be referred to the Committee whose decision shall be final and conclusive unless an appeal is made to the State Director.

In the· event the employer representatives and the union representatives of the Committee cannot mutually agree on the administration of the program, any matter in dispute shall be referred to the sponsoring parties for settlement, according to their provisions for settlement of disputes.

## MODIFICATION OF STANDARDS AND ADMINISTRATIVE RULES

Because of the rapid changes in the industry, these standards may require: modification or revision at any time by action of the Committee, subject to approval by the employer and employee organizations. Such modifications or revisions shall not alter apprenticeship agreements in effect at the time of change without the express consent of both parties to the parties agreement. Modifications or revisions shall be subjected to approval by the Council.

## OFFICIAL APPROVAL

These standards shall be approved officially by action of the respective employer and employee organizations (sponsors) and the Council.

## SAVING CLAUSE

If any provisions of this agreement shall, by official governmental authority, order or court decision, be declared invalid, then such invalid provisions shall have no force or effect. In lieu thereof, the Committee shall thereafter compile a valid provision, loving the remainder of these standards with full force and affect. The Committee shall thereupon seek to adopt substitute provision which are in compliance with applicable laws or regulations.

## COOPERATIVE ORGANIZATIONS AND AGENCIES

Local joint apprenticeship committees may obtain assistance in the formulation and administration of apprenticeship programs from:

A. Construction Union Local 160, Local 120 and Local 346, International Brotherhood of Teamsters.

B. Bureau of Apprenticeship and Training, U.S. Department of Labor, Washington, D.C.

C. Division of Voluntary Apprenticeship, Minnesota Department of Labor and Industry, 443 Lafayette Road, St. Paul, MN 55155-4303.

D. Dakota Technical College District No. 917

SIGNATURE PAGE

Associated General ContractorsTeamsters

Name Name

Address Address

City, State, Zip Code City, State, Zip Code

Name Name

Address Address

City, State, Zip Code City, State, Zip Code

Name Name

Address Address

City, State, Zip Code City, State, Zip Code

APPROVED: Minnesota Apprenticeship Advisory Council

Secretary Date

MINNESOTA TEAMSTERS – CONSTRUCTION DIVISION

EDUCATION AND TRAINING FUND

BOARD OF TRUSTEES