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June 30, 2011

TO ALL SHEET METAL CONTRACTORS
FROM ASSOCIATION OFFICE
SUBJECT INDUSTRY APPRENTICESHIP REIMBURSEMENT FUND
POLICIES AND PROCEDURES

For those contractors who have not used the Industry Apprenticeship Reimbursement Fund Program, we are setting forth the Policy and Procedures for its use. Please review this material and if your company qualifies as a contributor into the Fund, please forward your first invoice to us as follows:

PURPOSE Effective June 1, 1974, the Industry Apprenticeship Reimbursement Fund was established solely and exclusively for the purpose of underwriting the cost of wages and fringe benefits, paid to, or on behalf of, apprentices for the days they attend approved apprenticeship training classes.

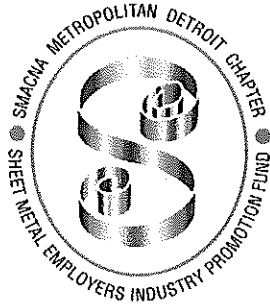
ELIGIBILITY Effective April 10, 2003, all apprentice school days must be submitted for reimbursement on a monthly basis and no reimbursement will be made for school days older than six months. Any contractor falling outside of this policy must make a special request for reimbursement directly to the Board of Trustees. Additionally, **all contractor contributions must be up to date for the same six-month period in order for reimbursement to be made.**

PROCEDURE

1. INVOICE which must be completed in detail.
2. **APPRENTICE PAY SCHEDULE** indicating the total package rates for which you will be reimbursed at 100% for school days attended June 1, 2006 and after.
3. ORIGINAL ATTENDANCE SLIP FOR APPRENTICE must be attached to your invoice for each school day attended by each apprentice. Your apprentice should submit his/her attendance slips to you each time he attends school. If this slip is not attached to your invoice, reimbursement will not be made. Reimbursement will include only those days which can be substantiated with an attendance slip.



SHEET METAL AND AIR CONDITIONING CONTRACTORS NATIONAL ASSOCIATION



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4. **All invoices must be postmarked not later than the 20th day of the month following the month in which school days were attended.** As a matter of convenience, it is suggested that your invoice be prepared simultaneously with the Contribution Report, which is also due on the 20th of the month. **Any invoices received with later postmarks must be reviewed by the Board of Trustees to determine whether or not payment will be made.**
5. Prior to payment, all invoices will be verified for accuracy. It will be necessary to confirm your apprentices' attendance in school by means of the Daily Attendance Roster, which is signed personally by the apprentice.
6. All Invoices will be paid not later than the last day of each month.

PAYMENT FOR APPRENTICE SCHOOL DAYS: Apprentices will be paid for attending school as follows: Each three to five days of work completed in a two-week period (from school day to school day) shall entitle an apprentice to one-half day of wages. If an apprentice completes more than five days of work during a two-week period (from school day to school day), he shall be paid a full day's wage. No wages will be paid for school days if less than three days of work are completed in the two-week period.

Should a situation occur where the **apprentice changes employers or is laid off**, the same rules apply, however, responsibility lies with the previous employer. If equal days are worked under a previous employer and a new employer, responsibility lies with the previous employer.

SICK DAYS AND WORK COMP: Apprentices are required to inform their employers and the school regarding sick time or work comp time. School days that are attended during these times **ARE NOT** reimbursable and **should not be paid** by the employer.

A question has arisen as to whether or not apprentices are entitled to be paid for hours over and above eight on a school day (ie., where an employer is working four tens). The Board of Directors has determined that **the apprentice is spending only eight hours in school and he is entitled to only eight hours pay for that school day.** Therefore, the IARF will not reimburse employers for more than eight hours per school day.

If you have any questions, please do not hesitate to contact us.



