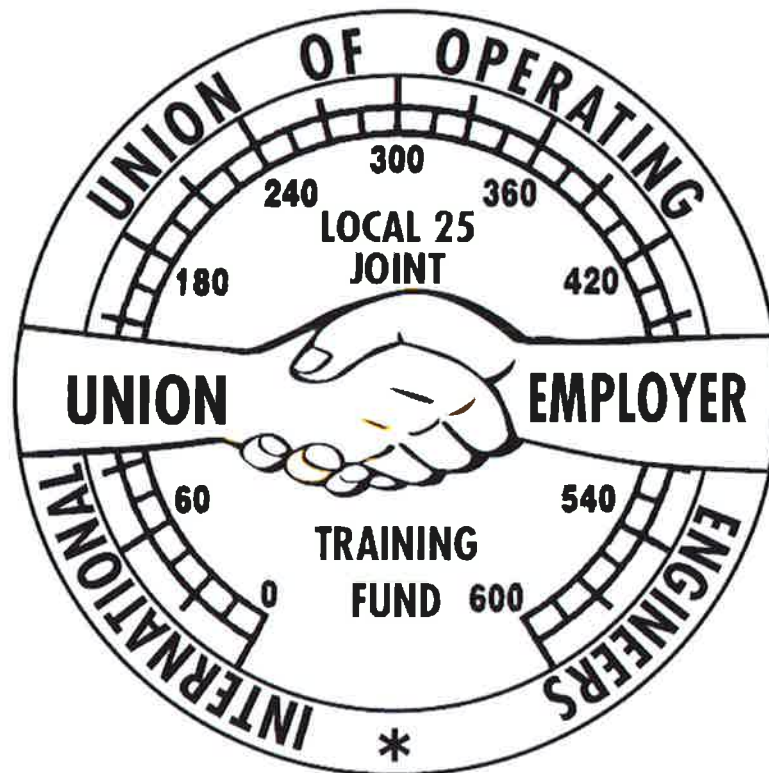


**INTERNATIONAL UNION OF OPERATING ENGINEERS  
LOCAL 25, MARINE DIVISION – AFL-CIO**

# **JOINT UNION EMPLOYER TRAINING FUND**



# **EDUCATION REIMBURSEMENT POLICY**

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**SECTION #1****FOUNDATION**

The Joint Union/Employer Training Fund (JUETF) Reimbursement Policy was established to encourage qualified members to advance their credentials through participation in higher levels of education not normally offered through Union or Employer Based Training Programs.

**For the membership** this policy is meant to promote workplace safety & a higher level of skill, career advancement opportunities, wage increases through promotion and incentive pay, and additional employment prospects.

**For the Company** this policy will create a safer workplace for it's employees, increase the level of proficiency of it's workers, aid in reducing injury rates on the job, less exposure to unwanted liability, assist in amassing competent crewing levels, comply with the latest industry-training trends and meet government regulatory requirements.

**For the Union** this policy will create a safer workplace for it's members, supplement the amount of our experienced/qualified labor resource, aid the Union's ability to better supply the professional manning needs of it's signatory Contractors, and provide the financial means to educate it's membership.

**SECTION #2****ELIGIBILITY**

**Eligibility For The Program:** The applicant must be a member in good standing of the Union and have worked at least 2000 hours for a JUETF participating employer within the last 3-years.

**Eligibility Requirements for License/Certification:** When making application for reimbursement for a license and/or certification, the applicant must meet all pre-requisites for experience and/or proof of documentation in order to be approved for testing and issuance of the credential they are applying for.

*Example: Applicant is applying for an Able-Bodied Seamen (A/B) Unlimited endorsement on a Merchant Mariners Document. Applicant must have completed the USCG Merchant Mariner Application Package for an A/B Unlimited, meeting both the experience level and providing the documentation necessary. The applicant must have also submitted said documentation to the USCG National Maritime Center (NMC) and subsequently show proof that the NMC approved their application for testing.*

**Reasons for Ineligibility:** The JUETF Board of Trustees retains the right to revoke or suspend reimbursement at any time for applicants that may be deemed ineligible for reimbursement if said applicant has their credential revoked, fail either a urinalysis drug test or alcohol breathalyzer test, become suspended or expelled from union membership, or other extenuating circumstances that the JUETF Board of Trustees deem necessary to revoke or suspend reimbursement. The JUETF Trustees reserves the right to use their discretion towards applicants based on their evaluation of each applicants wherewithal, capabilities, work history, and future potential. If applicant is deemed ineligible during

any time of multiple-year reimbursements, applicant may be able to re-request at a later date, however no later than 3-years from the last due date of his application.

**Board of Trustee Discretion:** The JUETF Trustees reserves the right, in its sole and absolute discretion, to interpret and decide all matters pertaining to the Reimbursement Policy. The Trustees also reserves the right in its sole and absolute discretion to amend, modify, or terminate the Reimbursement Policy or any benefits provided under said policy (or eligibility for such benefits), in whole or in part, for participants at anytime and for any reason.

<b>SECTION #3</b>	<b>REIMBURSEMENT CRITERIA</b>
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**Reimbursement Eligibility:** Once the applicant has been deemed eligible, he/she must remain a member in good standing with the Union during the reimbursement process for single and multiple-year reimbursements. For multiple-year reimbursements, he/she must also meet additional employment criteria as set forth below.

**Single Payment Reimbursement Eligibility:** The eligible applicant must provide a clear copy of the License and/or Certification in which they were approved to train for and any other supporting documentation required by the JUETF within two-years of their application.

**Multiple-Year Payments Reimbursement Eligibility:** This section is only applicable for certain high-dollar License and/or Certifications, whereas the eligible applicant may receive multiple-year reimbursements. The eligible applicant must meet the same criteria as *Single Reimbursement Eligibility*, however during the reimbursement phase he/she must also have worked no less than 500 hours per-year for a signatory contractor of Local 25 throughout the reimbursement phase.

*Example: Applicant has been approved for a high-dollar value education. Eligible applicant completes training and subsequently submits credential(s) for reimbursement within two-years of application. He/she immediately receives one-third tuition reimbursement upon submitting credential(s) and the full pre-diem allowance, and an additional one-third tuition reimbursement per-year for each of the next two-years, as long as the applicant remains eligible, a member in good standing, and is employed by a Local 25 signatory contractor for no less than 500-hours per each year.*

**Required Documentation:** Training expenses that were pre-approved by the JUETF Trustees will be reimbursed only upon submission of verified documents, license or certificate, and any applicable receipts as per the Reimbursement Schedule in this Section.

**Ancillary Expenses:** Applicant will only receive the per-diem compensation as per the schedule on page eight (8) of this Reimbursement Policy and NO OTHER related expenses such as; Loss of Wages,

USCG Application Fees & Issuance Fees, Physicals, Drug Test, Travel, Lodging, Food, nor any other ancillary expenses will be reimbursed.

**Reimbursement Schedule:** Eligible applicant will receive the cost of the tuition amounts incurred, not to exceed the fixed reimbursable amounts as per the schedule on page eight (8) for tuition upon submitting the following:

1. Reimbursement Application
2. License and/or Certificate
3. Required supporting documentation (tuition receipts)

**A Single Year Reimbursement:** The reimbursable schedule will be as follows:

**Single-Year Reimbursement**

- Upon Submitting Required Documentation as stated above:  
**Full tuition claim, plus full per-diem.**

**A Multiple Year Reimbursement:** In order for the Union and participating Contractors to realize the benefit of tuition monies reimbursed to eligible applicants for a high-dollar value education over \$2,500 in a calendar year, a multiple year reimbursable schedule based on one-third percentages over a three-year period, will be as follows:

**Multiple-Year Reimbursement**

- Upon Submitting Required Documentation as stated above:  
**1/3 of approved tuition claim, plus full per-diem.**
- One-year after initial reimbursement - applicant submits Reimbursement Application for:  
**1/3 of approved tuition claim.**
- Two-years after initial reimbursement - applicant submits Reimbursement Application for  
**1/3 of approved tuition claim.**

**Per-diem Allowance:** Applicant will receive a per-diem allowance of \$150.00 per-day based on the average training time required for each license and/or certification as set forth in the schedule found on page seven (7). The entire per-diem rate will be reimbursed to the applicant at the time the applicant provides a valid copy of the License and/or certification they applied for. The pre-diem allowance is NOT applicable to reimbursement phases over a period of time.

**Per-diem 1099:** It is important to note that per-diem amounts paid to the applicant exceeding \$600.00, will require a 1099 form. The \$150.00 per-day per-diem is an approximation what the Trustees believe your actual cost will be. The JUETF will not verify your day-by-day expenses, so you must have actual receipts for the per diem amounts received to substantiate your lodging, meals, travel and incidental expenses. If you do not maintain receipts, the per-diem amounts received by you from the JUETF may become taxable by the IRS at the end of the year. See “Scholarships, Fellowships, Grants, and Tuition Reductions” at the end of this Policy for more information.

**Multiple Reimbursement Restrictions:** All applicants shall be limited to a reimbursement of only “one additional course” per every two-years from the date their prior JUETF Reimbursement Application, unless multiple courses are required for the license or certification applying for.

***Example:***

*Applicant is applying for a 1600-ton Masters License. The USCG may require that the applicant also have the following; First Aid/CPR, STCW, Advanced Fire-Fighting, Unlimited Radar, FCC Radio Operators Permit, Able-Bodied Seaman, Lifeboatmen, etc. Therefore the applicant may be reimbursed for multiple courses for a single Reimbursement Application.*

*Within a two-year timeframe, the same applicant request reimbursement for a Designated Duty Engineer License – the application will be denied, because he/she requested a separate license within two-years from the previous Reimbursement Application.*

**JUETF Trustee Discretion:** The Joint Board of Trustees reserves the right to modify, suspend and subsequently reinstate reimbursements at anytime for any reason regardless of the level of funding.

**JUETF Balance:** If the balance of the Training Fund is not adequate for reimbursement at the time of eligible applicant’s claim, he/she will have to wait until such level of funding is made available. Reimbursement will be on a first applied for, first reimbursed, contingency, as funding is, or will, become available.

<b>SECTION #4</b>	<b>APPROVED COURSES / REIMBURSEMENTS / PER-DIEM</b>
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**Internal Training:** Any course conducted or sponsored by the JUETF, whereas the training is being provided by the International Union of Operating Engineers, one of it’s Local Unions, or a JUETF signatory contractor, shall be independent and not part of this Reimbursement Policy. This policy is specifically for higher levels of education not normally offered through Union or Employer Based Training Programs. JUETF sponsored training will have it’s own set of standards for training allowances and per-diem rates.

**Third-Party Training:** The applicant must participate in a course endorsed by the JUETF as being directly related to the industries covered by our Collective Bargaining Agreements and/or Project Labor Agreements which participate in the JUETF. The JUETF Board of Trustees retains the right to modify the course listing at any time.

**How the Trustees Determined Reimbursement Amounts:** The Board of Trustees of the JUETF calculated the reimbursements in the following manner:

**TUITION ALLOTMENTS** were based on the average cost for each license or certification. We derived at these averages by accumulating the statistical data of five (5) well-known training centers

located throughout our vast geographic coverage area. Despite the cost you may incur, the JUETF will only reimburse you up to the maximum amount listed on the next page as per the set schedule, or whichever is less.

You are required to provide copies of your tuition receipts for each credential you are applying for. **WE CANNOT REIMBURSE YOU WITHOUT TUITION RECEIPTS!**

**PER-DIEM ALLOTMENTS** were based the same way as the Tuition Allotments, however the per-diem allotments were derived on the average training days required for each license or certification multiplied by \$150.00 per-day.

A \$150 per diem allowance will be provided to eligible participants for each day as outlined in the List of Approved Courses. This \$150 per-day per diem will be subject to IRS Form 1099 reporting rules, whereby a 1099 will be issued to each participant for aggregate amounts in excess of \$600. **IT IS IMPORTANT TO SAVE YOUR EXPENSE RECEIPTS.** If you cannot prove expenses of \$150.00 per-day – you will pay income tax on the excess. See “Scholarships, Fellowships, Grants, and Tuition Reductions” at the end of this Policy for more information.

## LIST OF APPROVED COURSES / REIMBURSEMENT / PER-DIEM:

THIS LIST MAY BE OFTEN MODIFIED. CHECK OUR WEB-SITE FOR UPDATES

### USCG APPROVED COURSES:

COURSE	MAXIMUM REIMBURSEMENT AMOUNT	ACTUAL PER-DIEM AMOUNT
First Aid/CPR	<b>\$140</b>	<b>\$150</b>
International Standards of Training, Certification and Watchkeeping (S.T.C.W.) Basic Four Element Courses	<b>\$960</b>	<b>\$750</b>
International Standards of Training, Certification and Watchkeeping (S.T.C.W.) Refresher Course		
STCW Bridge Resource Management	<b>\$720</b>	<b>\$450</b>
Radar Unlimited	<b>\$670</b>	<b>\$750</b>
Radar Renewal	<b>\$240</b>	<b>\$150</b>
Basic Fire-Fighting	<b>\$430</b>	<b>\$450</b>
Advanced Fire-Fighting	<b>\$700</b>	<b>\$750</b>
Able-Bodied Seaman (any grade), with lifeboatmen	<b>\$1030</b>	<b>\$900</b>
Proficiency in Survival Craft (PSC) Minimum Rated Course for A/B	<b>\$700</b>	<b>\$450</b>
Tankermen Person in Charge Dangerous Liquids Barge	<b>\$930</b>	<b>\$750.</b>
Qualified Member of the Engine Department (with one-qualified endorsement)	<b>\$1,060</b>	<b>\$1,500</b>
Designated Duty Engineer – Any Grade	<b>\$1,630</b>	<b>\$2,400</b>
Assistant Engineer Limited (Near Coastal and Oceans)	<b>\$1,600</b>	<b>\$2,400</b>
Operator of Un-Inspected Passenger Vessel (OUPV)	<b>\$990</b>	<b>\$900</b>
25-100 Ton Masters License (Inland or Near-Coastal)	<b>\$1,190</b>	<b>\$1,800</b>
100 Ton to 200 Ton Upgrade (Inland / Near-Coastal / Oceans)	<b>\$800</b>	<b>\$900</b>
200 Ton to 500/1600 Ton Upgrade (Inland / Near-Coastal / Oceans)	<b>\$1,375</b>	<b>\$1,650</b>
Master of Towing Vessels Upgrade(Apprentice Mate of Towing Vessel Course) <b>upgrade only from 200ton</b>	<b>\$395</b>	<b>\$300</b>
Master of Towing Vessels Upgrade(Apprentice Mate of Towing Vessel Course) <b>original license having no previous captains license (3-courses)</b>	<b>\$1,925</b>	<b>\$2,550</b>
Training Officer Assessment Recorder (for MOTV Operator Examiners)	<b>\$260</b>	<b>\$150</b>
Celestial Navigation	<b>\$1,680</b>	<b>\$1,800</b>
National Commission for the Certification of Crane Operators (NCCCO) IUOE Operating Engineer Certification Program (OECF) or Equivalent Nationally Recognized Crane Certification	<b>Monetary reimbursements will be at the discretion of the Trustees</b>	

**Other Courses Not Listed Above:** Applicants should submit a written request for reimbursement with a statement of reasons as why the applicant believes the training is either useful or necessary.



**SECTION #5****SUBMITTING APPLICATIONS**

**Where to Send:** All applications must be submitted to:

**IUOE Local #25 Headquarters  
Attn. “Joint Union/Employer Training Board of Trustees”  
463 State Route #33  
Millstone Township, New Jersey 08535**

**SECTION #6****APPLICANT RESPONSIBILITIES**

**Prior Approval:** Applicants must request reimbursement prior to scheduling any training by completing and submitting the attached Reimbursement Form and affixing any required supporting documentation to the application.

**Initial Reimbursement:** Those eligible applicants who have prior approval of the JUETF Trustees and who have successfully completed training must complete and submit the attached Reimbursement Form and affix all necessary documentation as required by the JUETF Trustees (i.e. submission of verified documents of satisfactory completion, license or certificate, and receipt of payment for the course).

**Multi-Year Reimbursement:**

For tuition amounts exceeding \$2,500 eligible applicants who have prior approval of the JUETF Trustees and who have successfully completed training must complete and submit the attached Reimbursement Form and affix all necessary documentation as required by the JUETF Trustees (i.e. submission of verified documents of satisfactory completion, license or certificate, and receipt of payment for the course). For years two (2) and three (3) of the Multi-Year Reimbursement eligible applicants must complete and submit the attached Reimbursement Form for continued reimbursement at the yearly due date, or within three years of due date if applicant is not eligible at that specific time (see “REIMBURSEMENT POLICY”).

*It is NOT necessary to attach training and/or other receipts upon application during the second (2<sup>nd</sup>) and third (3<sup>rd</sup>) year of the Multi-Year Reimbursements, as we will already have them upon your Initial Reimbursement.*

***Example:** Upon submitting reimbursement application on April 1, 2011, eligible applicant receives first 1/3 installment for cost of tuition and full per-diem amount. Since last reimbursement, eligible applicant works for a signatory contractor for at least 500 hours and submits application for second 1/3 installment on April 1, 2012. Member leaves industry and therefore does not work for one of our signatory contractors for a period of 2 ½ years, then returns for employment with one of our signatory contractors and works for at least 500 hours and submits application for third installment on April 1, 2015. As long as the member did not exceed three-years from any due date, they may be eligible for reimbursement*

# JUETF REIMBURSEMENT FORM

## APPLICANTS INFORMATION

PRINT NAME: \_\_\_\_\_ SSN: \_\_\_\_\_

ADDRESS: \_\_\_\_\_  
STREET CITY STATE & ZIP

EMAIL: \_\_\_\_\_ PHONE #'S \_\_\_\_\_ / \_\_\_\_\_  
CELL HOME

CURRENT UNION BOOK CLASSIFICATION: \_\_\_\_\_

CURRENT or LAST VESSEL and JOB SITE: \_\_\_\_\_ / \_\_\_\_\_  
VESSEL JOBSITE

CURRENT or LAST POSITION on VESSEL: \_\_\_\_\_  
POSITION

LENGTH OF TIME IN CURRENT POSITION: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
YEARS MONTHS DAYS

NAME AND PHONE NUMBER OF SCHOOL: \_\_\_\_\_ / \_\_\_\_\_  
NAME PHONE #

LOCATION OF SCHOOL: \_\_\_\_\_  
CITY STATE

TYPE OF TRAINING APPLYING FOR: \_\_\_\_\_

LICENSE OR CERTIFICATION APPLYING FOR: \_\_\_\_\_

ORIGINAL, UPGRADE OR A RENEWAL: ORIGINAL  UPGRADE  RENEWAL

COST OF TUITION AS PER SECTION #4 (not per-diem): \$ \_\_\_\_\_

COST OF PER-DIEM AS PER SECTION #4 (not tuition): \$ \_\_\_\_\_

FOR MULTI-YEAR REIMBURSEMENTS: 1<sup>ST</sup> Year  2<sup>nd</sup> Year  3<sup>rd</sup> Year

CHECK CORRESPONDING BOX FOR EACH YEAR YOU ARE APPLYING FOR REIMBURSEMENT

THE APPLICANT MUST ATTACH ANY SUPPORTING DOCUMENTATION (USCG NMC APPROVAL, RECEIPTS, ETC) TO FORM  
**HAVE YOU ATTACHED YOUR SUPPORTING DOCUMENTATION :** YES  NO

SIGN NAME: \_\_\_\_\_ DATE: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
MONTH DAY YEAR

## UNION OFFICIAL SECTION - DO NOT WRITE BELOW THIS LINE

MEMBER SINCE: \_\_\_ / \_\_\_ / \_\_\_ MEMBER IN GOOD STANDING: YES  NO

IS MEMBER ELIGIBLE ACCORDING TO THE REIMBURSEMENT POLICY: YES  NO

IS MEMBERS WORK HISTORY ATTACHED: YES  NO

FOR PRE-APPROVAL ONLY – IS MEMBERS USCG NMC APPLICANT  
APPROVAL TO TEST OR SEA-SERVICE LETTERS ATTACHED YES  NO

## JUETF TRUSTEE SECTION DO NOT WRITE BELOW THIS LINE

PRE APPROVAL: YES  NO  APPROVAL FOR FINAL PAYMENT: YES  NO

If not approved, provide brief description: \_\_\_\_\_

SIGNATURE OF JUETF TRUSTEE: \_\_\_\_\_

**SIGNATORY PAGE OF THE JUETF EDUCATION REIMBURSEMENT POLICY**

**EFFECTIVE DATE:** Revised 06/11/2014

**In Witness hereof**, the parties hereto have caused these presents to be signed and duly executed.

**COMPANY TRUSTEES:**

**GREAT LAKES DREDGE AND DOCK COMPANY**

STEVEN O'HARA, VICE PRESIDENT



SIGNATURE

*June 11, 2014*

DATE

**WEEKS MARINE, INC.**

MICHAEL D. ERNST, GENERAL MANAGER



SIGNATURE

*6.11.2014*

DATE

**UNION TRUSTEES:**

**INTERNATIONAL UNION OF OPERATING ENGINEERS, LOCAL 25, MARINE DIVISION**

SCOTT A. WINTER, PRESIDENT & BUSINESS MANAGER



SIGNATURE

*06-11-2014*

DATE

JERRY ABELL, VICE PRESIDENT



SIGNATURE

*6-11-14*

DATE