

## STATEMENT OF POLICY

### NORTH TEXAS ELECTRICAL JOINT APPRENTICESHIP AND TRAINING COMMITTEE

## INDEX

### APPRENTICESHIP POLICY STATEMENT

1. Drug Testing
2. Nondiscrimination
3. Problems/Complaints
4. Pay Period Advancements
5. Probationary Period
6. Job Assignments
7. Reduction of Force
8. Termination
9. Rotation
10. Tools
11. Monthly Hours Report
12. Job Performance Report
13. Attendance
14. Absenteeism
15. Conduct
16. Grades
17. Books and Registration Fees
18. Books in Class
19. Personal Appearance
20. Defacing Building, Desk or Equipment
21. Drugs or Alcohol
22. Food and Drink
23. Tobacco Products
24. Cellular Telephones
25. Parking Lot
26. Weapons
27. Inclement Weather
28. Quitting or Termination from the Program
29. Apprentice License
30. Completion of the Program
31. Journeyman Permit
32. Policy Amendments

## APPRENTICESHIP POLICY STATEMENT

The following is the policy statement issued by the North Texas Electrical Joint Apprenticeship and Training Committee (JATC). This policy shall be administered by the committee in accordance with Section II Article I of the Local Apprenticeship and Training Standards for the Electrical Contracting Industry. No part of this policy shall conflict with the present Collective Bargaining Agreement, Standards, Selection Procedures, Affirmative Action Plan or guidelines for Apprenticeship maintained by the Office of Apprenticeship, Department of Labor. This Statement of Policy may be changed or revised at any time by the committee without affecting the remaining parts.

The Joint Apprenticeship and Training Committee is delegated the full responsibility and authority for the selection, qualification, education, training, evaluation, certification and supervision of all apprentices as well as all the other matters regarding apprentices or apprenticeship.

The Joint Apprenticeship and Training Committee recognizes the dangers involved in performing electrical construction work and supports the industry's standards for safe work practices; specifically those standards prohibiting the performance of work on energized circuits. It is the JATC's position that no worker in the electrical industry should be exposed to energized parts of equipment without the implementation of proper procedures and Personal Protective Equipment. No apprentice shall be disciplined for refusal to work on energized circuits.

Each apprentice is indentured to the Joint Apprenticeship and Training Committee and is directly responsible to them for all matters pertaining to their apprentice training.

The Training Director shall act for and under the direction of the Joint Apprenticeship and Training Committee in the administration of the Apprentice Training Program.

### 1. DRUG TESTING

Each applicant who is selected for apprenticeship will be required to submit to a urinalysis test for drugs. Prior to the test, the applicant must sign a Consent and Release Form authorizing and agreeing to the test as a condition to be considered for admission. This test will be paid for by the committee and the results will be confidential. Anyone who refuses to take the test or receives a positive result from the drug test will have their offer for indenture rescinded.

After admission and during the apprenticeship, any apprentice may be required to submit to a drug screening at any time, for good cause. Any such apprentice who is selected for testing will have a drug screen and, if the drug screen is positive, a confirmatory test performed. The cost of the test will be paid by the Apprenticeship Fund. Any apprentice in the Apprenticeship Program who has a positive drug screen and confirmatory test or refuses to submit to such a test may be removed from the Apprenticeship Program & his/her indenture cancelled, or other disciplinary action.

Any apprentice who fails a pre-hire examination given by a signatory contractor, will be required to appear before the Apprenticeship Committee. Such apprentice will not be referred for a job training assignment until they have appeared before the committee.

Drug test results will be reported to the Training Director.

### 2. NON-DISCRIMINATION

The JATC will not discriminate in the administration of the Training Program because of race, religion, national origin, age, gender, or other protected class.

### 3. PROBLEMS / COMPLAINTS

Any apprentice who has a problem, either on the job or in school, shall contact the Training Director by phone, letter or in person. If the Training Director cannot solve the problem, the problem will be referred to the committee for appropriate action. Any apprentice who wants to appear before the committee may do so by

making a request through the Training Director who will inform the apprentice of time and location of the next meeting.

Any apprentice, journeyman, employer, or other person having a complaint against any other person regarding the violation of this Statement of Policy or the Standards shall put their complaint in writing to the Training Director. The Training Director will acknowledge the complaint in writing, stating when the complaint will be brought to the attention of the committee. This may be at the next regular meeting of the committee, or at a special meeting called by the Chairman of the committee or the Training Director. The committee will take appropriate action.

4. **PAY PERIOD ADVANCEMENTS**

Apprenticeship consists of a minimum of 8,000 hours on-the-job training and 5 years of related instruction before being advanced to Journeyman status. Hours missed due to sickness, accident, hospital or bench time cannot be counted as on-the-job hours as no electrical training has been received. Reclassification in pay period is based on the following:

1. Cumulative on-the-job training hours worked.
2. Satisfactory progress or successful completion of the related classroom training.
3. Job reports turned in on time.

The following table is for Apprentices indentured after September 1, 2004.

PERIOD	PERCENTAGE	OJT HOURS	RELATED TRAINING COMPLETED
1	50%	0	0
2	52 ½%	800	Satisfactory Progress & 6 Months
3*	55%	1600	First Year
4	60%	3200	Second Year
5	70%	4800	Third Year
6	80%	6400	Fourth Year
JIW	100%	8000	Fifth Year

\*Annuity generally starts here.

ALL reclassifications (raises) will be effective the first of the month following date of eligibility.

5. **PROBATIONARY PERIOD**

Each apprentice will serve a probationary period. This is 1600 hours of actual employment combined with successful completion of the related classroom training. During this period, the committee may terminate an apprentice for cause without a hearing. After the probationary period, the committee may still terminate an apprentice, but the apprentice is allowed a hearing before the committee.

6. **JOB ASSIGNMENTS**

The committee is charged with transfers and assignments of all apprentices. Apprentices do not fall under the "Referral Procedure", but are assigned by the committee through the Training Director as determined by requirements of experience, training needs, etc. Priority is given to the individual who has been out of work the longest period of time. Apprentices are expected and required to accept job assignments as directed.

An apprentice is required to work the schedule of the jobsite including scheduled overtime. If the apprentice is unable to work the schedule for a valid reason, they are required to bring that to the employer for consideration. If the employer is unable to accommodate the apprentice request the apprentice can be laid off without any recourse to any party.

7. REDUCTION OF FORCE (ROF)

All out of work apprentices shall report by 8:30 AM on the next work day following severance date to the Training Center office to fill out an Employment Register. Termination slips are required and must be presented when registering for new work assignments. Unemployed apprentices are not required to appear each morning at the Training Center (after the initial sign-in), but may do so. Out-of-work apprentices are required to phone in to the Training Center each day between 4:00 and 4:30 PM or as directed by the Training Director. Apprentices who do not call in daily (while out of work) will be required to appear before the committee at the next meeting. The Training Director shall be consulted if vacation time is requested between job assignments.

8. TERMINATION

Apprentices are not authorized to quit a job (a requested layoff is considered a quit). If a termination is for reasons other than a ROF, job completion, or rotation, then the apprentice will be required to appear before the committee at its next regularly scheduled meeting.

9. ROTATION

To vary the experience gained, apprentices are rotated to another shop after they have worked for a contractor for a period of 18 months or as close thereto as practical. When apprentices are reassigned to a contractor, the size of the shops worked in, type of work and/or type of job, is taken into consideration. Rotating an apprentice close to home is next to impossible and not practiced.

It is not the intent of the Apprenticeship Committee to rotate an apprentice to the bench. It is seldom that this happens, but it can occur when work is in short supply and a contractor refuses to take a replacement at the last minute.

Apprentices will not be procedurally rotated after beginning their fourth year. However, after beginning their fourth year, an apprentice may request a rotation, but only if they have worked for their current contractor for at least 6 months.

10. TOOLS

A newly indentured apprentice shall supply and maintain the following tools as a minimum requirement:

- 1 pair side-cutting pliers, 1 pair 6" long nose pliers, 1 pair of 6" diagonals,
- 2 pair of 10" Channel-locks or gas pliers, 1 - 16' metal measuring tape,
- 2 straight blade screw drivers, 1 phillips screw driver, 1 pocket knife, 1 pencil and
- 1 tool pouch or tool box.

Apprentices are expected to accumulate and maintain the remaining tools listed in the Collective Bargaining Agreement during their apprenticeship as quickly as practicable.

11. MONTHLY HOURS REPORT

A Monthly Hours Report must be COMPLETELY and ACCURATELY filled out and turned in by the 15th of each month. Proper processing of the Monthly Hours Report is the responsibility of the apprentice. Failure to promptly turn in the Monthly Hours Report will cause your RECLASSIFICATION TO BE DELAYED ONE MONTH.

12. JOB PERFORMANCE REPORT

A Job Performance Report must be filled out each QUARTER. The report must be filled out and given to your Journeyman not later than the 15th of the following months: January, April, July and October. Failure to maintain a favorable on-the-job report may cause your next reclassification to be delayed one month.

13. ATTENDANCE

All apprentices are in the training program by their request and are expected to attend all class hours of related training each school year. Day classes start at 7:00 AM and are completed at 3:30 PM, unless scheduled otherwise.

Math Refresher classes start at 5:00 PM and are completed at 8:00 PM, unless scheduled otherwise.

14. ABSENTEEISM

Each apprentice shall attend all class hours of related training each school year. Absence or tardiness may result in delay of reclassification. Overtime or out-of-town work shall not be allowed to interfere with class attendance. A makeup class will be assigned for any class missed.

Three “tardies” or “left early”, or any combination thereof, shall constitute an absence and a Make up class will be required.

0 – 60 minutes = 1 tardy  
61 – 120 minutes = 2 tardies  
121 – up minutes = 3 tardies = 1 absence

If an apprentice accumulates three (3) absences in a school year, regardless of the reason, the apprentice will be required to repeat the semester, unless otherwise directed by the Committee.

All apprentices will be required to turn in a completed and signed Absentee Report for all absences. All absences must be made up during the day, as scheduled by the J.A.T.C.

MAKEUP CLASSES

Makeup Classes are automatically scheduled for the Wednesday of the next week after the absence, from 7:00 am to 3:30 pm.

MATH REFRESHER – Makeup Classes are automatically scheduled for the Wednesday of the next week after the absence. Class time will be during the day, from 12:30 pm to 4:30 pm, unless otherwise scheduled by the Training Director.

MAKEUP CLASS FEE’S

Apprentices will be charged \$50.00 for each make up class. If an apprentice misses the regularly scheduled makeup class, there is an additional fee of \$50.00 for Day School and \$25.00 for Math Refresher class. Apprentices may contact the Training Director 48 hours before the Wednesday Makeup Class if they need to reschedule to another day. All absences must be made up prior to returning to their next scheduled class.

ALL MAKEUP CLASS FEE’S ARE PAYABLE AT THE BEGINNING OF THE MAKEUP CLASS.

15. CONDUCT

Apprentices are expected to be attentive at all classes and will conduct themselves in a manner that is not detrimental to the apprenticeship program. Instructors have full authority to regulate behavior in classrooms and in the building. **DISRUPTION OF CLASS OR ABUSE OF AN INSTRUCTOR MAY RESULT IN DISMISSAL FROM THE PROGRAM.** Problems and discussions that do not relate to the job or related training portion of your apprenticeship will not be taken up during class hours.

While on school property, there shall be NO exhibiting or distribution of any document, photos, literature, or other media, that could be considered racist, pornographic, sexual, inflammatory, or otherwise illegal. **PUNISHMENT SHALL BE SEVERE, UP TO AND INCLUDING DISMISSAL FROM THE APPRENTICESHIP PROGRAM FOR ANYONE WHO VIOLATES THIS POLICY.**

All Staff, Instructional Faculty, and apprentices, will conduct themselves and all related training activities in such a manner as to not permit, or allow for, any kind of racial or sexual misconduct/harassment within the program. The Sexual Harassment Policy should be consulted for further information.

16. GRADES

An overall sectional test average of 75 AND an overall grade average of 75, each semester, shall be considered passing. If an apprentice scores below 75 on any sectional test, the apprentice will be required to re-take the test the following Wednesday at 3:30 PM at the JATC Training Center. However, if the apprentice failed two sectional tests on the same scheduled school day, they will be required to be at the Training Center by 2:00 PM, NOT 3:30 PM, to take both tests. If the apprentice is a no show to re-take the test(s) or happens to fail the same course material twice, THEY WILL BE REQUIRED TO REPEAT THE SEMESTER.

Scoring below a 75 on any sectional test WILL DELAY AN APPRENTICE'S RECLASSIFICATION.

Failure of a semester will cause an apprentice to be terminated from the Apprenticeship Program or required to repeat the school semester. Failure of Math Refresher class will cause automatic termination from the Apprenticeship Program.

Each apprentice shall do their own work. Any assistance needed shall be obtained from the instructor. An apprentice shall not, under any condition, make available their completed workbook, test papers or assignment sheets to any other apprentice or in any manner assist them in the evasion of performing their own work.

All work assignments shall be completed on time. If absent, the apprentice is obligated to find out what has been missed and arrange to make it up. Any missed assignment must be made up within one week or the grade will be an automatic and permanent zero. Any missed test must be scheduled for makeup within one week or the grade will be an automatic and permanent zero.

17. BOOKS AND REGISTRATION FEES

Payment for books and tuition (when applicable) is due and payable by the scheduled date of registration for each semester. Any apprentice who does not remit the proper fees on time will not be allowed to attend class. If there is a bona-fide reason an apprentice is unable to pay their obligations when due, they should speak with the Training Director well in advance of the remittance date.

Anyone not paying their fees by the date scheduled will be charged a late fee of \$20.00 per business day. Returned checks will be charged a \$30.00 NSF Fee.

An apprentice, approved by the committee, who sets up and attends a College and Career Fair at a High School approved by the committee in the jurisdictional area of the North Texas Electrical JATC, will be credited \$100.00 towards their next semester books and tuition. Apprentices may only attend two College and Career Fairs a semester and they must be at two different high schools approved by the committee.

18. BOOKS IN CLASS

All apprentices must bring their workbook and required reference books to each class. Failure to do so will cause them to be counted absent for the class.

19. PERSONAL APPEARANCE

The apprentice represents the electrical industry to the public. With this in mind, the apprentice shall be neat about their personal appearance. Any mode of dress that distracts from or interferes with the teaching/learning process is unacceptable and subject to committee action. The Training Director will act for the committee in advising those apprentices not meeting the committee's standard of appearance for this program.

Shoes - must be worn by all students. (Shoes must cover the foot. No "thongs", "shower shoes" or "sandal - type")

Pants & Shirts - long trousers / jeans and shirts with sleeves. (No “tank top”, “undershirt” or “muscle shirt” type. NO SHORTS.)

20. DEFACING BUILDING, DESKS OR EQUIPMENT

There shall be no deliberate damaging, defacing, or other destruction of any building property including desks, chairs, walls, training equipment, vending machines etc.

21. DRUGS OR ALCOHOL

No alcoholic beverages or drugs (except personal prescription) will be allowed anywhere on the premises. The use, distribution or even presence of a controlled substance or illegal drug will not be tolerated and will result in dismissal from the program.

22. FOOD AND DRINK

Food and drinks are only allowed in the break room. Please do not attempt to take them into the classrooms. Instructors are not to let students into the classroom with these items.

23. TOBACCO PRODUCTS

No tobacco use (smoking, chewing, dipping or e-cigarettes) inside the building.

24. CELLULAR TELEPHONES

Cellular phones must be turned off when in the classroom. Anyone using cellular phones during class time without permission will be marked “tardy” for class.

No IPODS allowed in the classroom.

25. PARKING LOT

There will be no loitering in or about vehicles on the parking lot(s) of the Electrical Training Center. When a vehicle enters the property, all occupants will be required to enter the building immediately. There will be no loitering in or around the vehicles during breaks.

26. WEAPONS

Firearms (or any type of illegal weapon or device) are not allowed in the building or on the premises.

27. INCLEMENT WEATHER

Should inclement weather (i.e. ice, snow, etc.) be apparent on the student’s scheduled class day, call the Apprenticeship Office and go to the Training Directors extension to see if classes have been canceled. The Training Director will make that decision at 5:30 AM on the day of the inclement weather. Any class missed due to inclement weather will have to be made up. Do not assume there are no classes – verify it.

**972-266-8383 Ext. 104**

28. QUITTING OR TERMINATION FROM THE PROGRAM

An apprentice who quits or is terminated from this program shall not be assigned to any job in any classification, or participate in any related training (unless they are reinstated in apprenticeship as per the standards) until two years after their class has completed apprenticeship and they have gained related knowledge and job skills to warrant classification.



29. APPRENTICE LICENSE

Each apprentice must have a current Apprentice or Journeyman license from the Texas Department of Licensing and Regulation (TDLR). Apprentices that do not have a current Apprentice or Journeyman license from TDLR will not be allowed to register for school, nor will they be allowed to attend classes.

30. COMPLETION OF THE PROGRAM

In addition to the minimum 8000 hours on-the-job training and satisfactory completion of the five-year curriculum, every apprentice is required to provide proof of having acquired a Texas Journeyman Electrician License. If an apprentice does meet all requirements for completion by the end of three (3) months after normal scheduled completion of apprenticeship, their apprenticeship will be canceled. At that time a recommendation will be made to the Local Union Executive Board that the individual be reclassified to "No Class" or "Construction Electrician".

31. JOURNEYMAN PERMIT

The following standard is adopted to permit those serving the last three months of their apprenticeship to work on a Journeyman Permit:

1. There must be sufficient demand for Journeymen.
2. Have a good job record and had no serious on-the-job problems during apprenticeship. (The seriousness of a problem will be decided by the committee when the problem arises.)
3. Have consistently turned in monthly reports on time.
4. Maintained an average grade of 85 on all tests during apprenticeship.
5. Missed not more than 3 days of school during apprenticeship for other than extended illness or accident.
6. Have a Journeyman Electricians License as required elsewhere in these policies.
7. Have 8000 hours of on-the-job training.
8. Record shall be subject to review by the committee before an apprentice is allowed to work on a Journeyman Permit and the apprentice would remain subject to the committee until turn out.
9. After an apprentice is placed on a Journeyman Permit should the apprentice drop below any of the above requirements or fail any test, he/she automatically would drop back to the 6th period of apprenticeship.

32. POLICY AMENDMENTS

The North Texas Electrical JATC reserves the right to amend, add to or delete any part of this policy without effect on the parts remaining.