

ADMINISTRATIVE POLICY STATEMENT

NEWARK JOINT APPRENTICESHIP AND
TRAINING COMMITTEE FOR THE ELECTRICAL
CONSTRUCTION INDUSTRY

For the

International Brotherhood of Electrical
Workers Local Union No. 1105

And

Newark Division of the Central Ohio
Chapter of the National Electrical
Contractors Association, Inc.

Revised: 01/01/2019



MISSION STATEMENT

The mission of the Newark Joint Apprenticeship and Training Committee is to develop and standardize training to educate the members of the International Brotherhood of Electrical Workers and the National Electrical Contractors Association, and to insure and to provide the electrical construction industry with the most highly trained and skilled workforce possible.

This statement contains local Standards, as revised, for the Apprenticeship & Training, as well as the selection procedure used by this committee.

THE NEWARK JOINT APPRENTICESHIP AND TRAINING COMMITTEE RESERVES THE RIGHT TO CHANGE, ALTER, AMEND, OR INTERPRET THIS POLICY, AS IT SHOULD BECOME NECESSARY, WITH OR WITHOUT NOTICE.

The IBEW Local Union 1105, Newark Division of Central Ohio Chapter NECA INC, and the Newark JATC are separate entities. The Training Director shall act for the Committee and under the direction of the Committee in helping to administer this policy. The primary point of contact for all apprentices is the Newark, JATC Training Director.

Section I - General

- ▶ APPLICATION: Local Application and Selection of Apprentices shall be in accordance with the current Apprenticeship Standards selection procedures.
- ▶ EMPLOYMENT: Employment of Apprentices shall be in accordance with the Standard Contract language of the International Brotherhood of Electrical Workers, Local Union Number 1105, and the Central Ohio Chapter, NECA, Inc. regarding the Training Program.
- ▶ TRANSFER: Any Apprentice desiring transfer to another employer for whatever reason shall request, in person, before the Committee at its regularly scheduled meeting. However, in the case of mistreatment or what is deemed for cause, the Apprenticeship Director, the Committee Chairman or Secretary may authorize a transfer.
- ▶ UNION MEETINGS: Once apprentices become members of the IBEW, they are encouraged to attend union meetings.
- ▶ VISITATIONS: Visitors are not permitted on class days unless approved by the Training Director and/or Committee.

Section II - Advancement

(a) As per National Standards,
SECTION V - Terms of Apprenticeship:

Period	Percentage	Hours	Related Training
1	40	0-1000	N/A
2	45	1001- 2000	Satisfactory Progress
3	55	2001- 3500	1 st Year of School Completed
4	65	3501- 5000	2 nd Year of School Completed
5	70	5001- 6500	3 rd Year of School Completed
6	80	6501- 8000	4 th Year of School Completed
Completion		8000 &	5 th Year of School Completed

(b) Satisfactory school attendance:

Note: No Apprentice shall work any overtime that will interfere with their scheduled school nights unless deemed an emergency and approved by the Director, Chairman or Secretary.

(c) Satisfactory grades in related instruction. A school year average of less than 80 will lead to the repeat of the year. A school year average of less than 75 will lead to the dismissal from the program. (Apprentices must pass each test with a minimum grade of 75 AND maintain an 80 accumulated average.)

(d) Satisfactory On-The-Job Training Reports.

(e) Apprentice Monthly Work Reports must be turned in no later than the 1st Friday of each month for the previous month's work. No exceptions. The Training Director has the authority to remove the apprentice from the job until their report is submitted.

Note: It is the responsibility of the Apprentices to keep records of their On-The-Job hours and notify the Training Director when they feel their hours warrant advancement. The Director will verify the hours and notify the Committee and the Employer. The Committee will check each requirement before advancement is granted. Deficiency in one or more of the advancement criteria will cause deferment of advancement, and future advancement will be calculated from the new date and hours.

Section III – Probationary Period

- ▶ The first 2,000 hours of On-The-Job Training and one year of classroom related training shall constitute the probationary period. During this period either party, without the formality of a hearing may cancel the apprenticeship indenture. The Registration Agency, (Ohio State Apprenticeship Council) shall be notified of any cancellations.
- ▶ During the probationary period, the Committee shall make a thorough review of the Apprentice's ability and development. After the first 2,000 hours of On-The-Job Training and one year of related classroom instruction, action must be taken on each probationary apprentice to end the probationary period or cancel the indenture.

Section IV – Rules For Apprentices

- a) The apprentice is responsible to update and keep their information current with the Training Director. Including but not limited to; correct address, contact phone numbers, primary contact method and emergency contact.
- b) Regular instructional classes shall be scheduled by the Newark Joint Apprenticeship and Training Committee. Classes will be held on Monday and Thursday evenings, from 6:30 pm until 9:30 pm unless otherwise scheduled by the Committee. Classes are held at the offices of the International Brotherhood of Electrical Workers, Local Union No. 1105. Training is mandatory for all apprentices each school year, along with any additional nights of related training, which may be scheduled by the Instructor, Training Director, or the Committee.
- c) The related theory course shall consist of the National Electrical Code for Inside Wireman as prepared by the National Joint Apprenticeship and Training Committee, together with all recommended text and references and materials deemed necessary by the Local Committee.

Section IV – Rules For Apprentice (Continued)

- d) Apprentices shall be responsible for paying tuition in the amount of \$300.00 per year, which is nonrefundable. Payments must be made to the Newark JATC, either by check or money order. No cash will be accepted.
- ▶ **Effective September 1st 2012:** Each Apprentice shall be required to pay a non-refundable tuition payment of **Three-Hundred Dollars (\$300.00)**. The tuition shall be due on the date as chosen by the Committee, approximately one week prior to the start of the school year. Timely notices, specifying the due date shall be sent out to all apprentices, but it is the sole responsibility of the apprentice to have the tuition paid by the due date. In the event that the apprentice does not pay his/her tuition on time, they shall be counted absent and not be allowed to attend School until payment is made. Payments must be made to the Newark JATC, either by check or money order.
 - ▶ **No cash will be accepted.** The apprentice shall be required to reimburse the Committee for the cost of any replacement books, which are lost, damaged or stolen.
 - ▶ In the event that the apprentice chooses to make scheduled payments in lieu of the one-time \$300.00 payment, the apprentice shall be required to pay three payments in the amount of **One-Hundred-Twenty-Five Dollars (\$125) each**. The exact dates shall be specified in a timely notice to apprentices, who chose this option. The tuition shall be due on the posted dates. It is the sole responsibility of the Apprentice to have the tuition payments paid. In the event that the payment is not made by the date due, the Apprentice shall be counted absent from class until the first night of class following the receipt of payment. Payments must be made to the Newark JATC, either by check or money order. **No cash will be accepted.**
 - ▶ There shall be a twenty-five dollar (\$25.00) fee assessed for all returned checks.

Section IV – Rules For Apprentice (Continued)

- e) Top Apprentice Each year, the apprentice with the highest GPA shall not be required to pay his/her tuition for the following school-year.
- f) Community Service Each year, the apprentice who volunteers the highest amount of time, as verified by the Community entity, shall not be required to pay his/her tuition for the following school-year. The minimum number of hours volunteered needed to be considered for this is ten (10) hours annually.
- g) All apprentices are to attend every classroom session. Absenteeism and tardiness will not be tolerated. All absences are unexcused unless approved by the Committee and will be handled as per the point system. Any apprentice absent from a scheduled class without notification shall, appear before the Training Director to explain the absence.
- h) The apprentice shall attend any special meetings sanctioned by the Apprenticeship Committee.

Section IV – Rules For Apprentice (Continued)

- i) Apprentices are expected to dress properly and their physical appearance shall be above reproach at all times, both on the job and during related classroom instruction.
 - ▶ *Footwear: Must be clean and appropriate for that night's school activity.*
 - ▶ *Pants/Shorts: Only pants or shorts permitted. Shorts must be no higher than mid-thigh.*
 - ▶ *Shirts: Only long sleeve or short sleeve permitted. This includes t-shirts. Therefore, no sleeveless shirts are permitted. Suggestive or profane words are forbidden. Undergarments must be covered.*

- j) The use of cellular phones and other mobile devices are strictly prohibited during classroom instruction. They are permitted to be used during breaks only. Apprentices may have these devices with them in the classroom; however they must be turned off.

Section IV – Rules For Apprentice (Continued)

- k) An apprentice is expected to give advance notice to the job supervision and Steward (if one has been assigned) when they will be absent or tardy. In the case of emergency, where advanced notice is not possible, the apprentice shall notify the employer as soon as possible.

- l) An apprentice who quits or is discharged from a job assignment must report to the Training Director the next business day.

- m) Apprentices are expected to prepare for class, lesson must be completed, and their required class material must be with them.
 - ▶ *First Infraction: Instructor's discretion*
 - ▶ *Second Infraction: Cover lessons with the Instructor on a non-school night with the Instructor's wages to be paid by the apprentice, immediately.*
 - ▶ *Third Infraction: The apprentice will be marked absent and will appear before the Committee during its next regular scheduled meeting.*

Section IV – Rules For Apprentice (Continued)

n) Vandalism Policy

- ▶ Vandalism is defined as any intentional behavior that causes destruction of JATC and/or private property. Examples of vandalism include, but are not limited to, destruction of signs, tearing down bulletin boards, graffiti, damage to furniture, deliberate defacement of walls/floors, buildings, sidewalks, walls, trees or furnishings, and the deliberate setting of unapproved fires, even bonfires, on any JATC property, whether leased or owned. All vandalism is strictly prohibited, and students or groups found responsible for vandalism will be subject to immediate disciplinary and/ or legal action. Including, but not limited to, dismissal from the program.

Should the Apprentice Committee receive a complaint from a Local Union member, an Employer, a customer, a Committee member, or the office of the Training Director, the Committee, if it deems necessary, shall order the apprentice to explain the complaint at their next regular scheduled meeting, and will take the appropriate disciplinary action.

Section V – Appeal Procedure

- a) An apprentice who feels themselves unfairly treated or whose indenture has been canceled without due course, may within ten (10) days from the receipt of the Committee's notice, file a signed, written complaint to the Committee requesting a review of the decision.

- b) No decision will be reconsidered unless the Committee receives a written request within the ten (10) day, time frame, as specified above.

Section VI – Drug Screening Program

The Newark Joint Apprenticeship and Training Committee has a strong interest in providing a drug free working environment that is safe and conducive to high work standards for our apprentices. As a part of these commitments, the Newark Joint Apprenticeship and Training Committee has implemented a policy governing the testing of apprentices and Applicants for employment, for certain illegal drugs.

- a) No apprentice or Instructor shall use or have in their possession any guns, weapons, any non-prescribed drugs, marijuana or narcotic substances. Proven use or possession of any of the above will lead to immediate dismissal from the program.
- b) No instructor or student shall attend class while under the influence of alcoholic beverages. Drinking before class, or during break is strictly prohibited and there shall be no alcoholic beverages permitted on the training facility property on class nights. Violation of this rule will be cause for immediate dismissal from the program per Item #2 on slide 16.

Section VII – The point System

The purpose of the point system is the systematic and automatic "Self-Elimination" of any apprentice, from the Apprenticeship Program, who consistently fails to perform their duties.

Points are cumulative throughout the term of the apprenticeship and the points are automatically tallied on an Apprentice's record for each violation of the policy, which is not specifically excused by the Committee.

Infractions, and the corresponding points accrued, will be communicated with a formal letter.

The apprentice is responsible to have a correct mailing address on file.

These points will be assigned, and letter issued, within 10 days of incident.

If an apprentice reaches the point of elimination, the Committee will take action to cancel the indenture.

All points assessed to an Apprentice may be appealed by the apprentice following the appeal procedure as outlined in Section V of this policy.

Section VII – The point System (Continued)

Table 1: Violation/s		
ID#	Description	Points
1	Failure to give the Apprenticeship Committee true information.	10
2	Being under the influence of alcohol and/or a non-prescribed drug during any scheduled activities.	15
3	Failure to appear before the Training Director or Apprenticeship Committee, when notified to do so.	5
4	Unexcused class absence.	5
5	Failure to perform satisfactorily on the job, per monthly evaluation and/or a written reprimand from the Employer.	5
6	An apprentice who is proved to be cheating on an exam will receive a zero (0) as the test score, plus points.	15
7	Failing a drug screen.	15
8	Failure to properly prepare for a class, dress, muddy boots etc, not having lessons completed or having proper books and material with them on school nights.	5
9	An Apprentice reporting for work without the proper tools, as required by the Policy Statement, Section IX.	3
10	Failure to attain a passing grade on a regular school test.	5
11	For each day of unexcused absence or tardiness from work.	2
12	For each unexcused tardiness on school nights. (Tardiness is defined as any time after the stated starting time of the class.)	2
13	Failure to submit a monthly Work Report on time, and properly filled out	3
14	Being discharged/fired from an employer	10
15	Vandalism, JATC, and/or private property.	15

Elimination shall be based on the following.

- ▶ Accumulation of fifteen (15) points in any year, September through August.
- ▶ Accumulation of thirty (30) points during the apprenticeship.

Note: In addition to the aforementioned "Point System" the Newark Joint Apprenticeship and Training Committee reserves the right to use probation, suspension, fines, and increasing the additional work hour requirement as possible disciplinary action.

Section VIII – Leave of Absence

It shall be the policy of this Committee to extend a leave of absence, from work, to any apprentice who is under the care of a doctor for a condition which prevents the apprentice from working in the electrical construction trade.

An extended leave of absence of up to one year may be granted.

The apprentice must make such request in writing to the Apprenticeship Committee and provide documentation as to the reason for the request.

An apprentice who is on a leave of absence from work shall still be required to attend scheduled school classes and Local Union meetings unless special arrangements have been made on a case- by-case basis by the Apprenticeship Committee.

Section IX – Apprentice Tool List

Apprentices are expected to have the required tools to perform the work of the trade. Please refer to the current Collective Bargaining Agreement for the Tool list.

- ▶ Knife
- ▶ Hacksaw Frame
- ▶ Hammer
- ▶ Side Cutters (Lineman's Pliers)
- ▶ Pocket Level
- ▶ Pencil
- ▶ Tool Box or Tool Bag
- ▶ Adjustable Wrench
- ▶ Six-foot Folding Rule (Non-conductive)
- ▶ 25-Foot Tape Measure
- ▶ 2 – Tongue & Groove Pliers
- ▶ 2 – Philips Screw Drivers (#2 & #3)
- ▶ 3 – Standard Screw Drivers (4", 6", & 12")

Section X – Completion Requirements

To earn a completion certificate and to become an Inside Journeyman Wireman the apprentice is required at minimum to meet the following:

- 1) Satisfactory completion of the 5 years of course work with a minimum of 180 classroom hours
- 2) Satisfactory performing a minimum of 8000 hours as an indentured apprentice with on job assignments made by the Newark JATC Training director and under an IBEW/NECA recognized Labor agreement
- 3) Possesses a OSHA 30 card
- 4) Possesses an NFPA 70E card
- 5) Valid, and current, First aid and CPR card
- 6) State of Ohio Fire Alarm Installer License