

**Austin Joint Apprenticeship and Training Committee for the
Electrical Industry
Statement of Policy for All Apprentices**

Section 1: Mission Statement

The Austin Electrical Joint Apprenticeship and Training Committee will provide present and future craftsman a world class training opportunity by providing the most current educational resources and facilities through on-the-job training and classroom instruction to develop the necessary skills, attitude and knowledge to become tomorrow's electrical industry leaders.

Section 2: Commitments

The Austin Electrical JATC is committed to the development of craftsman in the electrical industry, therefore sets forth these policies to ensure that every apprentice can develop the skills, attitude, and knowledge to be successful in the electrical industry.

The Training Director shall act for and under the direction of the JATC in the administration of the Training Program.

The apprentice shall commit to represent his/her Employer, the Union, and this Training Program in the most esteemed professional manner while on the job and at the Training Center. The apprentice shall also commit to following the policies set forth by the JATC.

ADVANCEMENT OF APPRENTICE

Section 3:

Apprentices will be eligible for advancement provided he/she has sufficient hours of employment since their last advancement, has satisfactory attendance in all classes, maintains a grade point average of 75 or higher, receives an acceptable employer/journeyman evaluation, , has paid all fees and fines, and has signed the promissory note. No apprentice will be eligible for advancement while work reports are under contractor review for accuracy per Section 5 below.

Deficiency in any one of the above requirements will result in a delay in advancement of the apprentice. Each of the above requirements will be checked by the Training Director before advancement of the apprentice.

If an Apprentice does not acquire the State of Texas Journeyman Electrician's License by the end of their Fifth Year of related instruction, their apprenticeship will be cancelled. At that time, a recommendation will be made to the Local Union Executive Board that the individual be reclassified to "NONE" or transferred to the CW/CE Program. Transfer into the CW/CE Program will require a minimum of two years' time before Journeyman Status can be obtained.

OJT ASSIGNMENTS

Section 4:

While the Austin Electrical JATC will make no guarantee of work, staff of the Training Center will make every effort to keep apprentices employed. The apprentice shall make every effort to be productive and represent his/her employer, the local union, and the Training Center to the best of his/her ability. The Committee sets forth these policies regarding On-the-Job training (OJT) assignments.

- A) All OJT assignments will be issued by the Austin Electrical JATC.
- B) Apprentices are not permitted to refuse training assignments.
- C) No apprentice may self-terminate his/her training assignment without prior approval of the JATC. Any self-termination of the training assignment without prior approval will be viewed as an unfavorable termination and will be subject to Committee disciplinary action.
- D) Apprentices shall not seek employment nor be employed in the Electrical Industry other than being assigned by the Apprenticeship Committee. Violation of this Policy shall be cause for Committee action up to and including cancellation of indenture and termination from the program.
- E) When an apprentice's training assignment is terminated for whatever reason, he/she shall report to the Training Center in person with a termination slip, the next business day. Failure to report will be deemed a violation of these policies and subject to JATC review.
- F) Apprentices shall be referred to On-The-Job training assignments by period.

Low Level: 1st, 2nd, and 3rd period

Mid Level: 4th and 5th Period

High Level: 6th Period

OJT WORK-REPORTS

Section 5:

Work reports are a requirement of the Department of Labor; therefore, apprentices shall submit monthly work reports whether on training assignment or not. Failure to comply with the following policies will result in Committee disciplinary action.

- A) Monthly reports are due by the 10th day of the following work month. Failure to submit work reports on or before the 10th will result in
 - a. First offense - Email reminder will be sent
 - b. Second offense - Text reminder will be sent.
 - c. Third offense - Meeting with the Training Director or Assistant Training Director, contractor verification for accuracy.
 - d. Fourth offense - Meeting with the Committee for disciplinary action, contractor verification of all work reports for accuracy.
 - e. Fifth offense - Will be considered refusal to submit work report and subject to C) below.

- B) Apprentices shall submit accurate work reports. Falsification of work reports shall be cause for Committee action.
- C) Refusal to submit a work report will result in termination of the apprentice.
- D) If a work report fails to submit due to technical error, it is the responsibility of the apprentice to email the Training Director immediately at Gabe.Flores@austineta.org . Failure to contact the Training Director may result in the work report considered late and subject to A) above.

OJT WORK PRACTICES

Section 6:

The JATC acknowledges that apprentices are a vital part of the electrical industry. To ensure that the apprentice advances in skill, knowledge, and attitude, with advancement and safety in mind, the Committee sets forth the following policies for work practices:

- A) Apprentices are expected to work an 8-hour day as scheduled by the employer except for work hours which interfere with related classroom training. It is the responsibility of the apprentice to keep his/her employer informed of the classroom training schedule.
- B) Apprentices are to comply with all customers, employer, and company jobsite safety policies. Failure to comply with the policies may result in an unfavorable termination, which is subject to F) below
- C) Apprentices are expected to follow company protocol when they will knowingly be absent from work.
- D) Apprentices represent the Employer, Local Union, and Training Center at the jobsite therefore he/she is expected to be respectful and courteous to the customers and their representatives.
- E) Difficulties and personal issues on the job should be discussed with the job supervisor or employer representative to resolve them. If the apprentice is not satisfied with the result, the apprentice may contact the Training Director for resolution.
- F) **ALL FIRED APPRENTICES SHALL FALL UNDER CODE OF EXCELLENCE RULES**

Any "for cause" termination will be reviewed by the JATC and will be subject to disciplinary action that could lead to the termination of apprenticeship. The apprentice receiving such a job termination shall appear before the JATC to discuss the termination. The training director shall determine the apprentice's temporary employment assignment until the JATC can convene to address the termination. Any apprentice receiving three "for cause" terminations that are determined justified by the JATC will be terminated from the program. (NOTE: "for cause" is an apprentice receiving an unfavorable termination; absenteeism, tardiness, violation of company policy, lack of production, self-termination without permission)

- G) An apprentice may appeal any unfavorable termination to the Committee if he/she feels that the termination was unjustified.

- H) To ensure the most conducive training opportunity, apprentices may be transferred at the discretion of the Training Director. Any employer objecting to the transfer of an apprentice may appeal to the Committee at its next regular meeting for Committee consideration. The apprentice in question will not be transferred prior to Committee action on the appeal.
- I) Requests for transfer by apprentices must first be made to the Training Director. If the apprentice is not satisfied with the Training Director's decision, he/she may then appeal to the Student Council for their recommendation to the Apprentice Committee.

- J) Attendance at both the work site and training facility is vital to ensuring a productive and safe working and learning environment on the job and at the Training Center. Therefore, the Committee sets forth these policies regarding personal appearance:
 - 1) Jewelry such as rings, watches are both amputation hazards and electrical shock hazards and shall not be worn during hands on training sessions.
 - 2) Necklaces hanging outside of the shirt and pendant earrings are machinery hazards and shall not be worn during hands on training sessions.
 - 3) Long hair must be tied and free and clear of the face.
 - 4) Clothing must be neat in appearance, and may not restrict an apprentice ability to perform tasks. Baggie clothing is a machinery hazard and shall not be worn during hands on exercises.

CLASSROOM TRAINING CLASSES

Section 7:

The Committee recognizes that both classroom and on-the-job training are equally important to the education of an apprentice. Therefore, the following policies are implemented to ensure the opportunity for advancement:

- A) Apprentices must attend all training classes scheduled by the JATC.
- B) Apprentices are to maintain a grade point average of 75% or greater.
- C) A test grade below 75 will result in counseling and or tutoring by the Training Director or Assistant Training Director
- D) An apprentice will be offered an opportunity to take a retest before the second Friday after a failed test was administered. The maximum grade a retest can result in is a 75%.
- E) An overall semester average below 75% will result in the apprentice being referred to the Committee for review of apprenticeship status.
- E) An overall semester and or year-end average of 75 is necessary for advancement to the next period of Apprenticeship.
- F) Yearly grade averages will be reduced for tardiness, leaving early or absence as per Section 8 of these policies.
- G) Only non-cell phone or non wi-fi based calculators can be used during class.

H) The use of a cell phone in class will result in a tardy and a Verbal Warning. If caught using a cell phone twice within a 4-week period will result in an additional tardy and a Written Warning. When caught for the 3rd time using a cell phone, the apprentice will receive 1 absence and will appear before the Apprentice Committee. This absence will be required to be made up as outlined in Section 8 of this Statement of Policy.

All apprentices will be able to access their cell phones during designated breaks within their training period. Any apprentice that has an issue that is predetermined as them being a possible emergency contact person will be allowed leeway regarding this cell phone policy and will contact their Instructor and the Training Director prior to class time for guidance.

H) All apprentices must have a laptop capable of accessing Learning Management System (LMS) and completing the work associated with the Blended Learning program. The use of a Cell Phones, Chromebooks, Android OS Tablets and iOS tablets will not be allowed.

I) Safety protocols must be adhered to in order to prevent the spread of Covid-19.

CLASS ATTENDANCE

Section 8:

Apprentices must be punctual. Three (3) tardies shall equal one absence and will be handled as such. ("Tardy" shall be defined as being late for class either in the beginning or following a break during class as well as leaving the classroom or instructional area during instructional time.) Absences from class **cannot** be appealed.

* Tardies over 15 minutes must be made up.

* **PROMPT** attendance at **ALL** class sessions *including any online, hybrid or virtual training* is mandatory if an Apprentice is to successfully complete the program. If an absence occurs, the Apprentice, **must:**

- 1) Contact the Training Office as soon as he/she becomes aware that they will not be in class, or as soon thereafter as possible.
- 2) An apprentice shall schedule make up time with the Training Center before the second Monday after the absence occurs. This make-up class will be scheduled during normal working hours (Monday thru Friday, 7:00 am to 3:30 pm) and will be coordinated thru the Tradeschool software. The apprentice will not be paid for the time attending the make-up class. Failure to Schedule a make-up class Shall be viewed as refusal to attend class and referred to the Committee for disciplinary action which may result in termination from the program.
- 3) Failure to attend a scheduled make up class will result in an additional absence and be subject to the absence policy above.
A fifth absence will result in termination from the program
- 4) Arriving to class over thirty minutes late will constitute an absence.
- 5) Leaving class thirty minutes early will result in an absence.
- 6) All time missed due to leaving early must be made up.
- A) When homework is checked and found to be substantially incomplete, the Apprentice will be given a tardy.
- B) A year-end average below (75) may be cause for the first year Apprentice to be Terminated from the Program.

- C) A year-end average below seventy-five (75) will be cause for the second, third, fourth- or fifth-year apprentice repeating the school year at his or her present period (pay classification). If an apprentice fails the same year a second time, he or she will be terminated from the Program.
- D) Should the test average for the year be so low that perfect (100%) scores on remaining tests could not result in a minimum seventy-five (75) average at the end of the school year, the apprentice will be notified that he/she will be required to repeat the school year at the present period (pay/classification) or that he/she is terminated from the Program.

MAKE UP TESTS

Section 9:

- A) An apprentice who does not take a test because he/she was absent the night the test was given will be allowed to take a "make-up" test before the next scheduled class day and must be finished by 5:00pm. Any make-up test may be different test covering the same subject matter and review.
- B) It is the apprentice's responsibility to ensure prompt make up of tests.
- C) No make-up classes will be provided to wave the reduction in grade average.

RELATED TRAINING MATERIALS

Section 10:

- A) The apprentice will be notified when the tuition is to be paid for the coming school year and the exact cost for the tuition. The apprentice will pay the tuition on the scheduled date.
- B) All 2nd thru 5th year Apprentices' must pay the tuition by June 30th or there will be a late fee.
- C) No apprentice in the 2nd, 3rd, 4th, or 5th year will attend classes until he or she has fully paid their tuition. First year apprentice's tuition payment will be scheduled per the Training Director. All books will remain at the JATC and all homework will be done at the J.A.T.C. until payment is met in full. All tuition fees will be required to be paid in full no later than six weeks after the school start date. After that date you will not be allowed in class.

CHEMICAL SUBSTANCE ABUSE

Section 11:

An apprentice receiving an on-the-job training assignment shall be drug tested as a condition of that training assignment. The drug testing facilities and type of drug test shall be agreed to by the Committee. The JATC shall be responsible for the drug test when an apprentice successfully passes the drug test. In the event of a non-passed drug test positive for (drug, diluted or tampered specimen, etc.) the apprentice will be responsible for payment of the drug test. Failure to take the drug test is the same as a failed drug test. The Training Office will be notified for all non-passed drug tests and the subsequent drug test.

A non-passed drug test automatically causes the apprentice to be removed from the available work list until such time as he/she obtains a passed drug test and reimburses the JATC for the cost of both the failed drug test and the passed drug test. **A non-passed drug test will be considered an unfavorable termination.**

The Training Office, Union, and Employer shall be in the chain of custody for the results of the drug test.

PERSONAL CONDUCT

Section 12:

Any act of improper conduct by an apprentice will be cause for disciplinary action by the Committee that could include termination from the program.

The use of tobacco, in any of its forms, is prohibited anywhere inside the training facility. An apprentice violating this rule will be sent home and marked absent for that evening. Smoking in designated areas only.

Possession or consumption of alcohol and/or illegal drugs or other controlled substances in and around the training facilities is strictly prohibited. Violation of this rule shall be grounds for dismissal from the apprentice program.

This list is not to be interpreted to be exhaustive and the JATC shall review any behavior that it deems necessary that may adversely affect the apprentice, his or her peers, the training facility, the work environment or the reputation of the program.

CHANGE OF ADDRESS

Section 13:

It is mandatory that an apprentice report every change of address to the JATC office and union within ten (10) days.

LEAVE OF ABSENCE *

Section 14:

An apprentice may be granted a leave of absence for a stated period, (when leaving and when returning such a period) to be determined on an individual basis and modified by The Committee, as necessary. Request for modification must be in writing and presented prior to leave of absence ending.

If an apprentice becomes pregnant, The Committee shall grant a leave of absence* for that apprentice immediately upon request. The general term of such leave shall be one year, except that the term of leave may be altered by The Committee to accommodate individual situations. Recognizing the inherent danger of electrical work, The Committee strongly urges that to reduce the high risk of injury, the apprentice apply for leave of absence* as soon as the pregnancy becomes known. The apprentice who continues to work while pregnant does so at their own risk, since by this policy The Committee clearly demonstrates its willingness to release the pregnant apprentice for a reasonable period, thereby accommodating her special circumstances. The apprentice who continues to work will supply a doctor's statement to The Committee stating her physical ability to perform normal construction work. Leave of absence means that all parties to the leave of absence are released from all provisions of the indenture for the

stated period. As used here, the leave is not a disciplinary action, but a convenience to serve the parties in special circumstances.

APPEAL PROCEDURE

Section 15:

- A. If an apprentice feels that he or she has been treated unfairly or canceled without due course, he or she may, within ten (10) days of mailing the notice of the Committee's action, file a written complaint with the Committee.
- B. This complaint shall be in writing and signed by the apprentice and shall include his/her name and address.
- C. No reinstatement shall be considered unless a written appeal is received (postmarked or hand delivered) within ten (10) days after the original mailing cancellation notice from the JATC.

Equal OPPORTUNITY IN APPRENTICE TRAINING

Section 16:

It shall be the policy of the Austin Joint Apprenticeship and Training Committee (JATC) and its contractors to be dedicated to the pledge of equal opportunity for all apprentices. These entities are resolved to the communication of this equal opportunity in such a manner as to foster understanding, acceptance, and support among the industry's various officers, supervisors, employers, and employees and encourages such persons to take all necessary action to aid the apprenticeship sponsor in preserving this commitment of equal opportunity. This spirit of equal opportunity shall be carried forth in the uniform application of rules and regulations concerning apprentices, including, but not limited to, equality of wage, periodic advancement, promotion, assignment of work, job performance, imposition of penalties and other disciplinary action and all other aspects of the apprentice program.

There shall be no preference given the contractor to select who they choose to work for them. The next available apprentice on the out of work list will be dispatched to the contractor requesting an apprentice.

The recruitment, selection, employment, and training of apprentices during their apprenticeship, will not discriminate against qualified individuals because of race, color, religion, national origin, gender or disability.

Student Council

Section 17:

The Student Council was established by the Apprentice Committee in January of 1997 to give the participants of the program a voice with regards to policy issues, discipline, appeals for leniency, reinstatement, and with an overall commitment to improving the quality of the apprenticeship experience. See separate document or documents provided by the JATC for further details of the Student Council.

GENERAL

Section 18:

Any situation not covered in this statement of policy will be handled on an individual basis by the JATC.

APTITUDE TESTING

Section 19:

Applicants are required to score a "3" or above to qualify for an interview.

Student Council Policy

- A. The Student Council was established by the Apprentice Committee in January of 1997 to give the participants of the program a voice with regards to policy issues, discipline, appeals for leniency, reinstatement, and with an overall commitment to improving the quality of the apprenticeship experience.
- B. Two representatives from each year will be elected at the end of each school year and shall serve for a one-year term. A Student Council representative may be elected for more than one term. First year representatives will be selected after the first-year class is sworn into membership. Representatives must remain in good standing with the JATC. The Chairman is to be a fifth-year apprentice elected by a majority vote of the fifth-year class. The Training Director shall attend all Student Council meetings serving in an advisory capacity only and assuring that all policies of the JATC are adhered to. He may have a voice but no vote.
- C. The Student Council must submit a monthly report of the Council's activity to the Apprentice Committee prior to the next Committee meeting. Rulings and recommendations of the Student Council must be included in the monthly report. Approval or rejection of any Council action or recommendation will be at the discretion of the Apprenticeship Committee.
- D. The goals of the Student Council are:
 - 1) Assist the Apprenticeship Committee as a grievance committee for the apprentices.
 - 2) Maintain an overall commitment to improving the quality of the apprenticeship experience.
 - 3) Promote a better understanding of the long-term benefits of the Apprenticeship Program.
 - 4) Assist students who may need extra help with schoolwork or other apprenticeship issues.
 - 5) Monitor the industry and our program and advise the Apprenticeship Committee on ideas that will make our apprentices better trained and more competitive in the Electrical marketplace.
 - 6) Develop, promote and practice a professional code of ethics in the classroom and in the field among our apprentices that will be a model for the industry.

7) Give input to the Training Director on Statement of Policy.

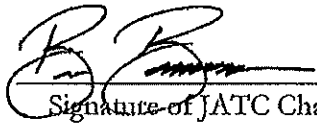
8) Plan and direct the Apprentice Banquet.

9) Disciplinary Review

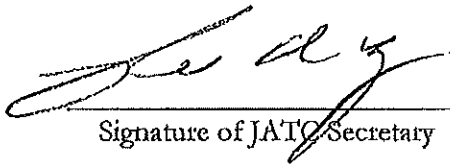
Apprentices may voluntarily elect to have any one of the Student Council members, with their agreement, to participate in a disciplinary review before the JATC.

Statement of Policy

Jointly Adopted by the JATC on this 8th day of August, 2022


Signature of JATC Chairman

8/18/2022
Date


Signature of JATC Secretary

8/19/2022
Date


Signature of JATC Trustee

8/18/2022
Date

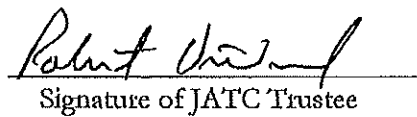

Signature of JATC Trustee

8/18/2022
Date

Randy M. Eldridge Digitally signed by Randy M. Eldridge
Date: 2022.08.22 08:47:23 -05'00'

Signature of JATC Trustee

Date


Signature of JATC Trustee

8/18/2022
Date