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Policy Statement

Of the

Mentor Electrical JATC

For the

Electrical Construction Industry

Sponsored by the

Greater Cleveland Chapter N.E.C.A.

Northeast Ohio Division

And

International Brotherhood of Electrical Workers

I.B.E.W. Local Union 673

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Throughout the rules and policy statement, JATC will be interpreted as the NECA, IBEW 673, and Mentor Electrical JATC. This policy statement is in effect for the term of apprenticeship, including subsequent revisions and addendums. This policy statement supersedes all previous policy statements.

1. Purpose

The JATC, realizing the necessity of adopting clearly defined standards of apprenticeship for the training of men and women desiring to become part of the electrical industry, and providing proper and adequate education and training to better qualify them to discharge their responsibilities to their employer and the public, have adopted the goal of providing to the electrical industry, through on the job training and related classroom study, a steady supply of skilled electricians, trained to respond to the constantly changing needs of the industry. This policy statement is in accordance with section III, paragraph S of the “Local Apprenticeship and Training Standards for the Electrical Contracting Industry.”

2.0 Authority and Responsibility

2.1 The JATC is empowered by the basic Working Agreement between the sponsors listed above and by the Registered Apprenticeship Standards, National Joint Apprenticeship and Training Committee, for the Electrical Construction Industry, to establish such policies and rules as are necessary to meet the needs of the training program. All such policies and rules may be amended or abolished as necessary to reflect the changing needs of the industry, and immediately become effective in binding upon all parties involved with the program.

2.2 Apprentices must read completely the entire policy statement. Failure to comply with any of these policies or rules may be cause for disciplinary action as stated in Section 5.2.

2.3 The JATC meetings are held monthly at the NECA - IBEW Local 673 JATC Training Facility at 8376 Munson Rd, Mentor, Ohio. Meetings may be held at other times if deemed necessary. If an Apprentice is required to appear before the JATC, he/she will be notified by letter to report at the scheduled time of the meeting, or other time and location as required by the JATC.

3.0 Indenture

Each Apprentice is indentured to the JATC and is directly responsible to the JATC for all matters pertaining to their apprenticeship training.

4.0 Training Director

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

5.0 Policies Regarding Apprentices

5.1 The Apprentice must exhibit desirable qualities as they work, so that they may build a place for themselves in the program and build a place for the industry with the public, thereby assuring a brighter future for all concerned. The Apprentice must understand that they are in the program to work and to learn the skills of the trade, and act accordingly.

5.1.1 The Apprentice shall maintain a cooperative attitude and try to learn as much as possible in any work situation to which they may be assigned.

5.1.2 The Apprentice shall appear promptly and prepared for work and class. Neat, clean, and properly dressed.

5.1.3 The Apprentice shall conduct themselves in a polite and agreeable manner on the job and in class and work constructively with the JATC to find solutions to any problems they may encounter in their apprenticeship.

5.1.4 Any apprentice who changes their address, telephone number or email address must notify the JATC office and the Local Union immediately in order that their records may be kept current.

5.1.5 Each apprentice shall promptly pay book fees upon receiving them. No apprentice will be allowed to start school unless all books and related materials are purchased.

5.2 The Apprentice must comply with The Discipline Policy as developed by the JATC. This is an independent document. See Discipline Policy.

6.0 Apprentice on-the-job Training

6.1 The JATC will be the sole provider of employment for all Apprentices. The Apprentice does not have a right to refuse any offers of work within IBEW Local 673’s jurisdictional boundaries since this is part of the training program. When work is unavailable in the jurisdiction of local union 673, the JATC will make all efforts to obtain work in adjoining jurisdictions.

The JATC shall provide 8000 hours minimum of on-the-job training, in accordance with the working agreement, and require that each apprentice attend such training regularly and promptly. No apprentice is guaranteed full employment.

6.2 An Apprentice shall not work on any energized voltage systems. Safety is the critical component of the electrical construction trade. Therefore, all safety regulations that apply to journeyman will apply to Apprentices. The JATC will not tolerate abuse.

6.3 An Apprentice is to be always under the supervision of a Journeyman Wireman. This does not imply that the apprentice must always be in-sight-of a Journeyman Wireman. Journeymen are not required to constantly watch the Apprentice. Supervision will not be of a nature that prevents the development of responsibility and initiative. Work may be laid out by the employer's designated supervisor or journeyman based on their evaluation of the Apprentices’ skills and ability to perform job tasks. Apprentices shall be permitted to perform job tasks to develop job skills and trade competencies. 5th year apprentices shall be permitted to work alone in select cases. Journeymen are permitted to leave the immediate area without being accompanied by the apprentice.

6.4 When an Apprentice is unable to report to work, he/she is to call the employer and report off work prior to their designated starting time. If there is no job phone, the apprentice shall call the employer’s office to report off. Apprentices are expected to report on time every day for work where and when they are assigned. Excessive absenteeism and/or continuous tardiness will not be tolerated.

6.5 The Apprentice will work the hours scheduled for the job. **However, school takes precedence over all other activities, including overtime.**

7.0 School and Attendance

7.1 The JATC shall provide a minimum of 180 hours of related classroom instruction for each consecutive year of apprenticeship. Each Apprentice shall be required to promptly attend classes with all homework and assignments completed prior to class.

7.2 Additional classroom hours, beyond the 180-hour minimum, may vary due to class and curriculum.

7.3 No Apprentice may take a vacation or work overtime during the school period which would require missing a scheduled class.

7.4 The instructor is the foreman in the classroom. He has full authority to run the class as he/she sees fit. Any disciplinary problems due to lack of interest or classroom conduct will be handled by the instructor. An Apprentice will be verbally warned one time. If The Apprentice continues to disrupt the class, the instructor will dismiss The Apprentice from class at which time he/she will receive a zero for that class.

7.5 No Apprentice shall work out of the jurisdiction without prior approval of the JATC.

7.6 Apprentices shall attend every class session. Absenteeism without an excusable reason (e.g., written doctor slip, etc.) will not be tolerated. After the second unexcused absence from school, the Apprentice will be directed to appear before the JATC at the regular meeting to explain their absences.

7.7 Any Apprentice who reports to class more than 10 minutes late shall be considered tardy. Two times unexcused tardy and/or leaving early shall constitute one unexcused absence.

7.8 All absenteeism from class shall be made-up. The makeup sessions will be scheduled by the JATC and will be mandatory. All absenteeism must be made up before advancement into the next period will be granted.

7.9 When an Apprentice is absent from class, he/she must fill out an absence slip prior to their next regular class stating a detailed reason for their absence. The JATC will review all absence slips.

7.10 All electronic devices, including but not limited to cell phones, headphones and Internet receivable devices are not permitted in the classroom. This does not include calculators.

7.11 Possession of firearms is not permitted at any NECA – IBEW 673 JATC activity or facility.

7.12 Fighting, cheating, gambling, theft, vandalism, possession of or consumption of an alcoholic beverage or nonprescription drug, or other acts of disorderly conduct are not permitted and will not be tolerated at JATC facilities. Smoking is prohibited in the training center and only permitted outside in the designated area.

7.13 The only acceptable excuses for being absent from class sessions are:

1. Written approval by the JATC.
2. Your hospitalization for illness or injury.
3. A death or serious illness in your immediate family.
4. Service required by the United States Military.
5. Emergency or circumstances as approved by the JATC with a written excuse afterwards.

\*All other absences will be considered unexcused and will result in a disciplinary action.

8.0 Apprentice Exams

8.1 **A minimum passing grade of 70% per test, and yearly average of 75%, is hereby established.** Any Apprentice who fails to achieve these minimum requirements places their status in the program in jeopardy and shall automatically be subjected to review by the JATC.

8.1.1 All failed tests must be retaken. The Apprentice must wait one week from the original test date, then retake the test within a week. The Apprentice must have 70% or above on the retaken test. The final recorded grade for any retaken test will be 70% no matter the passing score. (Only one retake per test and only three retakes per school year.

8.1.2 All missed tests due to absenteeism must be taken before class on the next scheduled school night. Arrangements to be at the discretion of the instructor.

8.1.3 All missed or failed tests must be made-up.

8.1.4 An Apprentice will receive an unexcused absence if they appear for school and have not taken the retest according to 8.1 1.

8.1.5 An Apprentice will be sent home and receive an unexcused absence if they appear for

school and have not taken the initial test as listed in 8.1.2 unless a suitable explanation is presented to the training director.

8.1.6 If an Apprentice has a grade average below 75% at the end of the school year. The apprentice will be notified that he/she may be required to repeat the year or that he/she has been terminated from the apprenticeship program, at the JATC’s sole discretion. Only one repeat will be allowed for any reason per Apprentice for the entire program.

9.0 Apprentice Advancements

The JATC will examine the records of each Apprentice before advancement. Advancement shall be granted if the Apprentice has in all ways fulfilled the terms of indenture and has progressed acceptably in their training. Advancement within the program is neither routine nor guaranteed. If, however, there is any indication that the Apprentice has failed to show acceptable attendance or performance on the job or in class or has in any way failed to fulfill the terms of their indenture, the JATC may conduct a hearing to determine the appropriate course of action.

9.1 To advance, an Apprentice will need to have a passing final grade of 75% or above, the required number of work hours per the Standards, and successfully have completed the hands-on evaluation of Craft Certification in the level of their class year. This is for apprentice classes starting on or after 2023.

10.0 Apprentice Attendance to JATC Meetings

10.1 Any Apprentice may be required to attend any JATC meeting by the JATC, any member of the JATC, or the Training Director.

10.2 Any Apprentice may appear before any regular meeting of the JATC by planning with the JATC to do so before the meeting.

11.0 Monthly Work Report

11.1 The JATC shall require that each Apprentice submit a complete and accurate work report for each month online through the TradeSchoolinc.com link. If the Apprentice is not working on a training assignment the report will be submitted reflecting zero hours.

11.2 The Apprentice is responsible for their work report being submitted by the 10th of the month following the month reporting.

12.0 Leave of Absence

12.1 In the event that an Apprentice becomes physically or mentally unable to participate in the program for a significant period, the JATC may grant that person a leave of absence for a stated period. Such a period to be determined on an individual basis and modified by the JATC as necessary.

12.2 In the event that an Apprentice becomes pregnant, the JATC shall grant a leave of absence for that apprentice immediately upon request. The general term of such leave shall be no more than one year, except that the term of leave may be altered by the JATC to accommodate individual situations. Recognizing the inherent danger of electrical work, the JATC strongly urges that to reduce the high risk of injury, the Apprentice applies for a 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 JATC clearly demonstrates its willingness to release the pregnant Apprentice for a reasonable period, thereby accommodating her special circumstances. The apprentice who continues to work shall supply a doctor’s statement to the JATC stating her physical ability to perform the normal essential functions of the electrical trade.

12.3 The JATC shall excuse absence for verified time off while engaged in service to the United States Military. Any classes missed must be made up as soon as possible.

12.4 If you have FLMA concerns, see the Training Director.

12.5 “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, leave is not a disciplinary action, but a convenience to serve the parties and special circumstances.

13.0 Bound to the Working Agreement

All Apprentices indentured to this apprenticeship program are bound by a Collectively Bargained Working Agreement between an IBEW Local Union and the Local NECA Chapter; and are therefore subject to all rules and regulations set forth in the Working Agreement, the IBEW Constitution, and the Local Union Bylaws.

14.0 Committee Enforcement

14.1 The JATC shall be the sole authority in matters pertaining to apprenticeship.

14.2 The JATC is the sole authority for the maintenance of discipline and enforcement of its Standards, Policies, Rules, Regulations and Decisions.

14.3 In the event that the JATC receives indications that an Apprentice has violated or failed to fulfill the terms of their Indenture, the Standards, Policies, Rules, Regulations or Decisions of the JATC, the JATC shall conduct a hearing at which the Apprentice shall be required to be present, the JATC shall hear and consider all available, pertinent information about the case, and the Apprentice shall be given an opportunity to explain their position and present such witnesses as may have direct knowledge of their circumstances in support of their position. If the Apprentice is duly notified of the hearing and fails to appear, the hearing shall proceed as though the Apprentice was present. After the JATC has heard and considered all relevant information offered, the Apprentice shall be dismissed and the JATC shall determine whether its Standards, Policies, Rules, Regulations or Decisions have been violated, and take appropriate action.

14.4 The JATC, for cause, at any time during the period of indenture, may cancelled the indenture, extend the indenture for a stated period, suspend the indenture for a stated period and reason, delay class advancement, with or without extending the period of indenture, delay wage increases, or take other steps deemed necessary and prudent to maintain discipline or enforce the provisions of the Indenture, Standards, Policies, Rules, Regulations or Decisions of the JATC.

14.5 The JATC shall have the right to cancel the indenture during the first 2000 hours of indenture, at its sole discretion, without the necessity of a Hearing.

15.0 Wage Increase

Each Apprentice will advance to the next wage scale on the second Monday in June after successful completion of school. If the required working hours have been attained and successfully completed the hands-on Craft Certification level associated with the class year. The JATC must approve all wage increases.

16.0 Apprentice Employment

16.1 No Apprentice is guaranteed full employment.

16.2 All Apprentices laid off due to lack of work will report to the JATC and Local 673 office by the next workday.

16.3 In the event an Apprentice is unable to report for work, the Apprentice is required to notify their employer’s office or job site before the start of the workday. Excessive absenteeism will affect the Apprentices’ progress, and if the practices become flagrant, it could result in their removal from the program.

16.4 No Apprentice will be permitted to unilaterally terminate their employment.

16.5 The JATC will have full authority, as provided in the Apprenticeship and Training Standards and Working Agreement, to transfer Apprentices from one employer to another to provide diversity of training or employment opportunities.

16.6 In the event that an Apprentice is fired from work, the Apprentice will appear before the next scheduled JATC meeting to explain the reason for the unsatisfactory termination.

16.7 In the event an Apprentice does not meet job site requirements designated by their employer, the Apprentice will appear before the JATC at the next scheduled JATC meeting to explain the reason.

17.0 Completion of Apprenticeship

17.1 All Apprentices will work at the Apprenticeship Classification until they have completed to the satisfaction of the JATC (Standards of Apprenticeship and Training) the required related classroom instruction and 8000 credited Workhours of on-the-job training. Work hours shall be computed from submitted work reports and employers’ payroll records (NEBF reports).

17.2 As each Apprentice becomes eligible to be classified as a Journeyman Wireman, the Training Director will notify the Department of Labor, the Employer, the Local Union, and NECA in writing as to the effective date.

18.0 Reverse Scholarship Loan Agreement

All Indentured Apprentices shall be signatory to the Reverse Scholarship Loan Agreement as compiled by the JATC prior to the beginning of the school year. The RSLA (Reverse Scholarship Loan Agreement) is an independent document.

19.0 Harassment Policy

The JATC is strongly committed to ensuring that the Apprentices’ work and school environment is free from harassment and other discriminatory practices.

Harassment is defined as deliberate or repeated unsolicited verbal comments based on sex, age, race, religion, national origin, disability, or other personal characteristics.

Anyone who uses implicit or explicit coercive behavior to control, influence or affect the career, salary or job of an Apprentice is engaging in harassment. Also, slurs, gestures, or physical contact of a sexual nature is engaging in harassment.

19.1 A person who feels they are a victim of harassment must:

19.1.1 Make it known in no uncertain terms that harassing behavior is unwelcome.

19.1.2 Log all incidents, dates, times, places, and identify any witnesses to the incident.

19.1.3 If the unwelcome behavior does not cease, contact your foreman, job, or shop steward, and/or the employer.

19.1.4 If the incident is school related, contact your instructor and/or the Training Director.

19.1.5 If the Employer has an established plan or policy that deals with sexual harassment, the Apprentice should follow such procedures set forth in the policy. They may also elect to bring the matter to the JATC.

19.2 All sexual harassment complaints will be processed according to the Policy against harassment as adopted by the JATC. This is an independent document. See the Sexual Harassment Policy.

20.0 Clarification of Statement of Policy Language

20.1 Whenever any words are used in the statement of policy in the masculine gender, they also are to be construed to include the feminine or neutral gender in all situations where they would apply. Whenever words are used in a singular, they shall also be construed to include the plural in all situations where they would apply. Wherever any words are used in the plural, they shall also be construed to include the singular in all situations where they would apply.

20.2 Authority for the above policy statement is given to the JATC in the Standards of Apprenticeship and Training.

21.0 Apprentice Acknowledgment of Statement of Policy

I have been given a copy of the “Statement of Policy” that governs all Apprentice Electricians. I have read it and understand it completely. I have agreed to accept the responsibilities and duties covered in this statement with the knowledge that if I successfully complete my apprenticeship in its entirety, I will ultimately attain Journeyman status.