DISCIPLINE POLICY

**Statement**

Discipline of apprentices, and/or their termination from the Program, will be determined by the JATC based on a review of policy violations and past performance.

An apprentice must decide if he/she is in the right career and the JATC must protect other apprentices and the training program. Proper discipline for policy violations is needed to maintain the integrity of the Program and fulfill its mission to provide the electrical construction industry with a highly qualified workforce.

The decisions for disciplinary solutions will be handled as fairly as practically. The apprentice will have every opportunity to successfully complete the program. Similar situations may not have the same solution due to an underlying factor(s). Abstracts such as attitude, effort, ability etc. contribute to a decision. Therefore, the JATC reserves the right to decide what is right for the overall program as well as the apprentice in disciplinary decisions.

**Action Plan**

Apprentices may be disciplined for a variety of reasons, some of which are listed below. *The List of violations is not all inclusive and the JATC reserves the right to discipline an apprentice for conduct that it deems detrimental to the Program.* These violations are designated as either a slight violation, a minor violation, a major violation, a special violation, or an extraordinary circumstance.

This Plan will be a point system plan. The accumulation of 30 points will be cause for termination. The number of violations will be cumulative during the apprentice’s periods and for the entire length of the program.

**Slight** **Violation**:

* Failure to come to class with required materials, e.g., pencils, notebook, calculator, and books used for assignments.
* Failure to submit monthly work report on time.
* Failing grade on a test will result in a written warning for first offence and 2 points for any failed test after the warning.

**Slight Violation Penalties**

First Violation – 2 points

Second Violation – 5 points and is considered a minor violation.

Any Violation after the first will be considered a minor violation and penalized as such. The number of violations will be cumulative during the apprentices’ periods and for the entire length of the Program.

**Minor** **Violation**

* Failure to properly prepare for related training class, e.g., incomplete homework assignments.
* Failure to obtain a passing grade on exams.
* Excessive absence or late arrivals to training assignments.
* Failure to meet job site requirements.
* Failure to maintain a valid drug card.
* “Not for Rehire” on separation. Second and all other offenses are a Major Violation.

**Minor** **Violation** **Penalties**

First Violation – 5 points

Second Violation – 5 points

Third Violation – 10 points and is considered a major violation.

Any Violation after the second will be considered a Major Violation and penalized as such. The number of violations will be cumulative during the apprentices’ periods and for the entire length of the Program.

**Major Violations:**

* -Unexcused absence from related training class. An unexcused Absence is defined as not being in the classroom at the stated starting time. e.g.: Start of class and after breaks. To clarify, if the apprentice is not on time for any of the above required start times, they can be sent home and considered absent. An absence may be excused at the discretion of the Training Director upon evidence that an excusal is warranted.
* -Termination from training assignment. e.g.: Let go due to behavior, absences, anything other than decrease of workforce or rotation.
* -Delinquent class fees
* -Inappropriate and/or disruptive behavior on Mentor Electrical JATC property.
* -Inappropriate and/or disruptive behavior while on training assignments (on the job training).
* -No call No show to training assignment.
* -Failure to appear before the Committee when notified to do so.
* -Failure to provide true and accurate information.

**Major Violation Penalties**

First Violation – 10 points

Second Violation – 10 points

Third Violation – Termination from the Program.

The number of violations will be cumulative during the apprentices’ periods and for the entire length of the program.

**Special Violations**

* **-**Insubordination on a training assignment, in school or at any school function.
* **-**Quitting a training assignment.
* If a Slight, Minor or Major Violation is accompanied by willful conduct or gross negligence on the part of The Apprentice, it may be considered a Special Violation in the sole and absolute discretion of the Board of Trustees.

**Special** **Violations** **Penalties**

First Violation – 15 points

Second Violation – Termination from the program.

The number violations will be cumulative during the apprentices’ periods and for the length of the Program.

**Extraordinary** **Circumstances**:

Inappropriate or illegal apprentice conduct is a serious concern regardless of when or where it happens. The LAGJATC reserves the right to exact discipline up to and including termination from the program in extraordinary situations. Those would be situations in which an apprentices’ conduct, whether it be during Program activities or outside of related training or training assignment (OJT), such as criminal behavior, might interfere with the mission of the Program, adversely affect the reputation of the Program, the employers who provide training assignments and the IBEW and NECA and the apprentices’ ability to be employed on a training assignment.

Committee Enforcement:

The JATC shall be the sole authority in matters pertaining to the discipline and enforcement of its Standards, Policies, Rules, Regulations and Decisions. An apprentice shall have the right to appeal the decision of the JATC. All appeals will be handled as stated in the apprenticeship agreement.

The apprentice may be called to appear before the Committee at any time. The apprentice must appear before the Committee for Major Violations and any violation of policy that produces a total of 15 points or more. The apprentice will appear before the Committee when recommended by the Training Director or Instructor.