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Statement of Policy

The Joint Apprenticeship and Training Committee operates under the principle that, in order to provide the Electrical Industry with competent and highly skilled craftsmen, it is necessary that every apprentice be presented with an up-to-date, adequate program of training, both in the classroom and on the job.

It is necessary to conduct this program with this goal in mind, and to this end, the Joint Apprenticeship Committee has established the following rules and procedures, which must be observed by each apprentice.

Each apprentice is indentured (registered) to the J.A.T.C. through an agreement and is directly responsible to them through the office of the Training Director for all matters pertaining to their apprenticeship training.

The Training Director shall act for, and under the direction of, the J.A.T.C. in the administration of the Apprentice Training Program. This policy booklet was developed to help the apprentice to have a better understanding of the responsibilities to the industry they are entering, the school they will be attending, and their own personal future.

Every apprentice must maintain the proper attitude, loyalty, and respect toward the Journeyman who will teach him/her the trade, the contractors who will pay their wages, and the union in which they will become a member. The Joint Apprenticeship and Training Committee will help guide them through their apprenticeship.

CENTRAL VALLEY ELECTRICAL J.A.T.C.

COMMITTEE POLICIES

(Revised 8-09-2021)

ARTICLE I: GENERAL

1. All apprentices shall conform to these rules and regulations during their apprenticeship.
2. All apprentices will be indentured to the Joint Apprenticeship and Training Committee (JATC).
3. Apprentices requested (cited) to appear before the JATC shall appear as requested.
4. All individuals entering the apprenticeship program shall appear before the J.A.T.C. for program orientation.
5. Any apprentice/student with a complaint shall submit such complaint in writing to the Training Director for resolution. Should the complaint require further resolution, it shall be resubmitted in writing to the Training Director and placed on the agenda for the next JATC committee meeting for resolution.

ARTICLE II: CHANGE OF ADDRESS

1. All apprentices shall maintain a current address and telephone number with the apprenticeship office. Failure to receive mail due to change of address will not be considered as an excuse of a required action.
2. Prompt written notification to the office of the J.A.T.C., 1925 Yosemite Blvd, Modesto, CA 95354, is required for any change of address or telephone number.

ARTICLE III: ADVANCEMENT POLICY

1. The Electrical apprenticeship program is of five years duration. This consists of a minimum of 8,000 hours of on the job training and ten semesters of related instruction.
2. The requirements for advancement in the Apprenticeship program are based on two criteria, which must be individually satisfied, not necessarily concurrently, in order to be considered for advancement. Since related instruction (in classroom), is based on a school year of approximately 9 1/2 months, and on-the-job training (work hours), is based on a full calendar year, beginning when first employed, it is very likely that an apprentice will satisfy one of the requirements before the other. However, both must be satisfied for each period, in order to be eligible for consideration for advancement.

3. The two criteria for advancement are as follows:

- a. Ten (10) individual semesters of successful completion of in class related instruction as evidenced by satisfactory grades and attendance as submitted by the instructor.
- b. Six (6) individual periods of on the job training, as evidenced by work hour reports from contractors MPR hours, showing a minimum number of clock hours of work experience for each period (NOTE: 1st through 2nd periods require a minimum of 1,000 hours each, 3rd through 6th periods require a minimum of 1500 hours each) as indicated on this page.

MINIMUM REQUIREMENTS FOR BEGINNING OF EACH PERIOD

1st Period	40%	Enters Program
2nd Period	45%	Performs a minimum of 1,000 OJT hours
3rd Period	55%	Successfully completes 1st and 2nd semester and performs a minimum of 2,000 OJT hours
4th Period	65%	Successfully completes 3rd and 4th semester and performs a minimum 3,500 OJT hours
5th Period	75%	Successfully completes 5th and 6th semester and performs a minimum of 5,000 OJT hours
6th Period	85%	Successfully completes 7th and 8th semester and performs a minimum of 6,500 OJT hours
Journeyman		Successfully completes 9th and 10th semesters and performs a minimum of 8,000 OJT hours

* OJT means on-the-job training

4. The following must be available for review at the JATC meeting for an apprentice to be considered for upgrading.

- a. Fully executed current and satisfactory Employer's Report with recommendation for upgrading.
- b. Satisfactory Instructor's Report. (May be verbal)

- c. Satisfactory Attendance Report per On The Job Evaluations.
 - d. "C" average or better in related instruction for Homework, Quiz's and Tests, combined. Combined grade is weighted as follows: homework = 30%, quizzes = 10% and tests = 60%.
 - e. Complete up to date On The Job Training records.
 - f. Worked the minimum required hours in the current training period.
5. Failure to meet any of the above requirements will be justification for denial of upgrading.
 6. Upgrading will not be considered until the next regular committee meeting, following the apprentice meeting the stated requirements.
 7. Any apprentice who fails to be upgraded for any two consecutive periods, except for OJT hours, may be recommended for cancellation from the program.

All apprentices must maintain active certification in First-Aid and Cardiopulmonary Resuscitation. Certification and recertification must be accomplished before the next advancement is authorized. The Training Trust will provide classes in First-Aid and CPR at a time, which does not conflict with other related training classes. Individuals who fail to attend will have thirty (30) days to make up the class on their own time and at their own expense.

ARTICLE IV: PROBATIONARY PERIOD

1. The first 2,000 Hrs. (approximately one year) of on-the-job training and the first 2 semesters of related instruction shall be a probationary period. During the probationary period, the apprenticeship agreement may be canceled by request of the committee and/or the apprentice.
2. During the probationary period, a Probationary Evaluation Report will be obtained from the apprentice's employer (s) each two months, for a total of five Probationary Reports and one upgrading report. These reports indicate whether the apprentice has the talents and attitudes to become a journeyman. Anytime during the probationary period, should the JATC determine that the probationary apprentice does not meet the program objectives, his/her apprentice agreement will be canceled.

ARTICLE V: OJT RECORDS

1. Each apprentice shall complete on the job training records for all work performed and shall deliver the completed and signed OJT record (yellow sheet) to the Apprenticeship Office not later than the 10th calendar day following the month of the report. The apprentice's name must be printed on the bottom left of the sheet. If the name is not legible, no credit will be given for that month. Reports must also be filed when no work is performed during any month.
2. Any apprentice who fails to submit completed OJT records each month to the apprenticeship office, by the due date, shall have all of his/her upgrades delayed for one month for each delinquent on the job training report. This will be an automatic penalty; no notification to the apprentice is required.

ARTICLE VI: REQUIRED RELATED and/or SUPPLEMENTAL INSTRUCTION

1. Attendance (General)
 - a. All apprentices shall attend all required related instruction classes, including field trips. All apprentices shall also participate in class projects and/or other projects as required by the instructor and/or JATC.
 - b. All apprentices shall attend related instruction classes immediately following their date of indenture, unless otherwise directed by the JATC or the committee's designated representative.
2. Class Materials/Supplies/Dress
 - a. All apprentices (with the exception of first year apprentices) are required to purchase texts, references and workbooks or other items, as required by the curriculum. All required books must be purchased before the scheduled start of the school year. Apprentices will be counted as absent from class until the required materials have been purchased.
 - b. Each apprentice shall provide and be present in class with notebook, pencil, pen, workbooks, and such reference material as is required and wearing proper attire. No sandals, sweats, shorts, house slippers, tank tops.
3. Grading of Related and/or Supplemental Instruction
 - a. All class work; and other scheduled activities will be graded. A combined score of "C" or 70% or above must be achieved to be considered as making normal progress.

- b. Grades and passing scores shall be as follows:

90 - 100 = A

80 - 89 = B

70 - 79 = C

4. Homework, Quizzes & Exams

- a. Homework assignments, due dates and portions of the class grade are set by the individual instructor. Failure to maintain “C” or 70% or better, shall subject the Apprentice to the following consequences and penalties. Penalties shall be accumulated over the duration of the apprenticeship program.

1st violation: The apprentice must appear before the committee, no action by committee will be taken.

2nd violation: All upgrades withheld for one month. The apprentice must appear before the committee for review.

3rd violation: All upgrades withheld for three months. The apprentices must appear before the committee for review.

4th violation: All upgrades withheld for six months. The apprentice must appear before the committee for review.

5th violation: Must appear before the committee for review and the Apprentice shall repeat year of related instruction which will automatically withhold upgrades for (1) one year. Apprentice shall sign last chance agreement.

6th violation: Must appear before the committee for review and apprenticeship agreement shall be terminated.

- b. Any apprentice who fails a quiz, shall have all his/her upgrades delayed for one month. This will be an automatic penalty for each failed quiz; no notification to the apprentice is required.
- c. Apprentices must complete all classes and pass the examinations given for each class with a score of “C” or 70% or above.
- d. Any apprentice who fails to pass an examination the first time, will be allowed to retake the exam the following Monday. The apprentice must come to the Training Center the following Monday, will have

all the time they feel they need to study (that day only) before retaking the exam. If the apprentice fails the exam again, he/she will come in the following day and each subsequent day until the test is passed. Failure to pass a test taken a second time, will be cause for the apprentice to come before the committee, and all up-grades withheld for 6 months. Failure to pass a test taken a third time, will be cause for the apprentice to come before the committee, and the apprentice shall repeat the year of related instruction, which will automatically withhold upgrades for (1) one year, or may be removed from the apprenticeship program altogether. The day/s of the exam retake will be coordinated with the employer and the Training Center.

- e. Failed exams: apprentice must be at training center by 7:00 am. Retake test will not be administered until 10:00 am at the earliest.

5. Attendance (Specific)

- a. Classroom instruction and "on-the-job" training are equally important and vital parts of the educational process in apprenticeship. Therefore, attendance at all class sessions is mandatory if an apprentice is to successfully complete the program.
- b. No absences are excused.
- c. If an Apprentice is absent, he/she must make up the instruction missed at the next scheduled make-up class. Classes will be made up the week following the absence. Make up classes will be the following **Monday** or if the same school year is in session the following week, the apprentice will make up the class day that he/she missed. Make-up classes will be at the Training Center from 7:00 A.M. until 3:30 P.M. The day of the make-up will be coordinated with the employer and the Training Center.

The completion of a make-up class does not erase an absence, but it does allow the Apprentice to be credited for hours of necessary instruction attended.

- d. Absences within a school year shall subject the Apprentice to the following consequences and penalties:

First absence: Make-up class, and all upgrades withheld for one month.

Second absence: Make-up class, and all upgrades withheld for three months. The apprentice must appear before the committee for review.

Third absence: Must appear before the committee for review and either termination of the apprentice agreement will occur, or the apprentice must repeat the year of related instruction, which will automatically withhold upgrades for one (1) year.

- e. Vacations from scheduled classes will not be allowed during the school year.
- f. If an apprentice is tardy to class, each two tardies will be considered an absence of one class period. (This includes the 30-day upgrade withheld) To make up these tardies the apprentice must come to the Training Center the following Monday from 7:00 A.M. until 3:30 P.M. and do homework, and/or obtain extra credit work from the training director. The day of make-up will be coordinated with the employer and the Training Center.
- g. A tardy is any time between 7:01 am and 7:15 am. An absence is any time after 7:15 am.
- h. An apprentice leaving class early will be considered absent for that class period.
- i. A leave of absence shall be requested in writing by the apprentice/student through the Training Director and approved by the Central Valley JATC apprenticeship committee.

6. California State General Electricians Certification

- a. Upon completion of the Central Valley JATC apprenticeship program, each apprentice will be required to have successfully taken and passed the CA State Certification Exam. If the apprentice does not do so, then the apprentice will repeat the 5th Year of instruction until the test is successfully passed. If for any reason, the repeating apprentice does not pass the test in the following year, his/her Apprenticeship Agreement will be terminated.

ARTICLE VII: DISCIPLINARY ACTION

1. Disciplinary action against an apprentice will be taken by the JATC for and including but not limited to the following:

- a. Involvement in disturbances during related classes.
- b. Failure to appear when cited.
- c. Unsatisfactory Employer's report.
- d. Unsatisfactory Instructor's report.
- e. Unsatisfactory attendance report.
- f. Unsatisfactory homework score
- g. Unsatisfactory quiz score
- h. Unsatisfactory test score.
- i. Failure to file On-The-Job Training reports records by the 10th of each month.
- j. Failure to be upgraded for two consecutive periods except for lack of on-the-job hours.
- k. Failure to obtain and maintain First Aid and CPR certification and provide proof thereof to the JATC office.
- l. Failure to obtain required related instruction materials by the start of the school year.
- m. Failure to keep the apprenticeship office informed of change of address or phone number.
- n. Leaving the related instruction class premises during the class period.
- o. Intoxication, possession or use of alcoholic beverages or illegal drugs on related class premises.
- p. Unsatisfactory class performance or failure to do homework or other class assignments.

- q. Giving and/or sharing of username and/or password
- r. Anything the JATC finds inappropriate
- s. Any previous disciplinary actions for infractions listed above prior to this agreement (8/09/2021) will be considered for enforcement.

2. Disciplinary Actions, which may be taken, are:

- a. Citation for consultation.
- b. Withholding of upgrading.
- c. Job removal for a period of time as designated by the JATC and shall be fulfilled in cooperation with the employer.
- d. Issuance of "Last Chance Agreement"
- e. Cancellation of the Apprenticeship Agreement.

3. Procedure for Disciplinary Action (except as hereinbefore or hereinafter specified).

- a. Cite subject apprentice before the JATC for consultation and determination. This initial request will be on a "Show Cause" form.
- b. If subject apprentice fails to appear as cited, recite to "show cause" will be issued for the next meeting.
- c. If subject apprentice fails to appear for "show cause" a "Notice of Cancellation with Right of Appeal" will be sent.
- d. If subject apprentice fails to appeal the cancellation notice within thirty days, no further consideration will be given. If an apprentice appeals and the JATC finds no grounds for re-instatement, the apprentice may then appeal the cancellation to the Administrator of Apprenticeship as outlined in Section 201 of the California Code of Regulations.

NOTE: An apprentice may file a request for appeal to the JATC regarding any determination by the JATC, in writing, for same, within thirty days of receipt of Notice of Action by the Committee.

FURTHER NOTE: It shall not be necessary to counsel an apprentice prior to withholding of upgrades and/or job removals.

ARTICLE VIII: MISCELLANEOUS

1. Apprentices desiring to be heard by the JATC shall inform the apprenticeship office, in writing, prior to the next regular meeting.
2. Upon satisfactory completion of the program each new journeyman will receive a State of California, Department of Industrial Relations, and "Completion of Apprenticeship Certificate". and from the National JATC for the Electrical Industry a "Certificate of Completion of Apprenticeship".
3. It shall be the sole responsibility of the apprentice to notify both the JATC and his/her employer of any medical condition, disability or other situation or condition which may have any affect on his/her apprenticeship, ability to attend related instruction classes, and/or employment. Such notification to the committee shall be in writing.
4. Any apprentice on disability from work and wishes to continue their scheduled schooling, shall provide a Dr.'s release letter/note to attend school with no restrictions. And shall sign JATC Release of Liability letter.
5. The apprentice agrees to allow access to and release of academic records incidental to their related or supplemental instruction and examination results, which may be required for certification.
6. The apprentice will be required to sign a Training Contract at the time of indenture and periodically thereafter. At the conclusion of training, the apprentice will be required to sign a statement that he/she has, or has not, been fully trained.
7. A student representative will be appointed from the 3rd year class. They will hold a three (3) year term. At the expiration of the three (3) year term, a new student representative will be appointed from the 3rd year class. The representative will attend all JATC committee meetings. They will give a report to the JATC and/or Apprentice activities and serve as representative to all students brought in for discipline. The student representative will have NO voice and NO vote on the JATC committee.

ARTICLE IX: EMPLOYER RESPONSIBILITIES/DUTIES

1. Cooperate with and enforce determinations made by the JATC in connection with training and disciplining apprentices.
2. Provide complete and accurate Employer's reports regarding the apprentice's progress.
3. Provide diversified training within all work process areas.
4. Provide assistance and advice to the JATC upon request and provide constructive comments when solicited.

ARTICLE X: DISCRIMINATION and/or SEXUAL HARASSMENT

Discrimination in any form will not be tolerated by anyone involved in, or with, this program. All people are to be treated equally, fairly, and with respect.

“Central Valley JATC will not discriminate against apprenticeship applicants or apprentices based on race, color, religion, national origin, sex (including pregnancy and gender identity), sexual orientation, genetic information, or because they are an individual with a disability or a person 40 years or older. Central Valley JATC will take affirmative action to provide equal opportunity in apprenticeship and will operate the apprenticeship program as required under Title 29 of the Code of Federal Regulations, part 30.”

This policy ensures that all apprentices, instructors, and staff will enjoy a safe work and class environment; free from unreasonable interference, intimidation, hostility, or offensive behavior on the part of supervisors, instructors, co-workers, and visitors. It also acknowledges that harassment, sexual or otherwise, is against the law and will not be tolerated by this organization.

The Joint Apprenticeship Committee's position is that sexual harassment is a form of misconduct that undermines the integrity of employment and student relationships. No employee or apprentice - male or female - should be subject to unsolicited and unwelcome sexual overtures or conduct, either verbal or physical. Sexual harassment does not refer to occasional compliments of a socially acceptable nature. It refers to behavior that is not welcome, that is personally offensive, that debilitates morale, and that, therefore, interferes with work or school effectiveness. Such behavior, by an apprentice, may result in disciplinary action up to and including dismissal.

Sexual harassment, whether committed by supervisory or non-supervisory personnel, apprentices, or instructors, is specially prohibited by this policy and is unlawful. The Committee will take action against acts of sexual harassment by its personnel and apprentices regardless of whether the specific acts complained of were sanctioned or specifically forbidden and regardless of the manner in which the JATC becomes aware of the conduct.

Sexual harassment is particularly defined as unwanted or unsolicited sexual advances or other visual, verbal or physical harassment or conduct of a sexual nature when:

1. Submission to such conduct is either an explicit or implicit term or condition of employment (e.g., promotion, training, overtime, assignments, etc.)
2. Submission to or rejection of the conduct is used as a basis for making employment decisions; or
3. The conduct has the purpose or effect of substantially interfering with an individual's work performance, or creating an intimidating, hostile or offensive work environment.

Examples of sexual harassment include conditioning an employment benefit (such as hiring or promotion) on submission to sexual favors; denying an employment benefit or terminating employment for refusing to submit to such favors; or creating an offensive, intimidating or hostile working environment through the repeated use of vulgar or obscene language, sexual jokes, or unwanted sexual overtures.

If you feel that you have been subjected to harassment in violation of this policy, please report it immediately to your instructor, the Training Director, or to either of the co-chairmen of the Committee. The Committee will investigate all such complaints and will take appropriate corrective action.

You also have the right to file a charge of sexual harassment with the California Department of Fair Employment and Housing

This policy, and California law, prohibits retaliation for opposing sexual harassment, or for filing a complaint of, or participating in an investigation of, charges of sexual harassment.

ARTICLE XI: WORKING WITH A FOREMAN

An apprentice will normally be assigned to work with a journeyman on the job; on occasion and in extenuating circumstances, an apprentice may be assigned to work with a foreman.

ARTICLE XII: QUITTING EMPLOYMENT

An apprentice shall not quit his/her employer voluntarily. A request by an apprentice to be laid off shall be considered a quit. Requests for changes of employment must be communicated to the JATC through the Director or the Local Union Business Manager.

ARTICLE XIII: FIFTH YEAR APPRENTICE - WORKING ALONE

Apprentices with a minimum of 6,500 hours of OJT who have successfully completed the Fourth Year of related instruction, may be permitted to perform electrical construction work without the direct supervision of a journeyman as follows: while the apprentice's supervising Journeyman Wireman must be present on the jobsite, such apprentice may be assigned to independently perform job tasks at the jobsite consistent with the apprentice's skills, knowledge and ability to perform the work as determined by the employer.

YOUR BASIC OBLIGATIONS ON-THE-JOB ARE:

1. Get to work on time.
2. Do what you are instructed to do and do it to the best of your ability.
3. To become a competent craftsman and have pride in your workmanship.

The following are some characteristics needed to become a competent worker:

1. Quality & Accuracy – do the job assigned in an accurate manner with good judgement, careful & precise.
2. Alertness - be able to grasp the instruction given by your foreman or journeyman. Be aware of what is going on around you.
3. Dependability - get to the job on time; do the job assigned. Don't take time off unless absolutely necessary. Always be willing to help.
4. Attitude – always be willing to accept work assigned to you, work hard to improve
5. Initiative – learn to be a self-starter, try to work out problems to the best of your ability
6. Interest – do a good job, have a desire to get ahead
7. Cooperation & Conduct – have a good disposition, make others want to work with him/her, be cooperative
8. Safety Habits & Work Practices – observe all safety rules, wear safety apparel, use correct tools for the job
9. Adaptability, Ability to Learn – learn quickly as possible, use good judgment, apply past experiences

10. Quantity of Work – make good use of all time, look ahead, plan work well

11. Job Knowledge - You are in a learning situation during your apprenticeship. However, many jobs have common practices. Always try to anticipate what tool or piece of material your journeyman needs next.

12. Personal Appearance - the impression you portray to the customer or the public is not only of you, but also of the whole apprenticeship program. Be neat and tidy.

13. Courtesy - always give polite attention to the other person. Remember - we have to sell ourselves as well as our skills.

14. Housekeeping - keep the area you are working in clean and orderly. A clean, systematic approach to work prevents many job accidents.

15. Dress Properly - always have a neat appearance.

DON'T WEAR - shorts, sneakers, sandals, loafers, tank tops, cut off shirts, any type of loose clothing. (they tend to catch on things)

DO - Keep hair in a safe and professional manner

Wear a heavy-duty work boot.

Wear clean-cut work clothes.

THESE TOOLS ARE REQUIRED OF THE APPRENTICE IMMEDIATELY:

Pencil
Tape Measure 25 ft.
Knife
Pliers - Side cutters
Screwdrivers (not over 10" blade)
Hammer
Level-small
Needle - nosed Pliers
Wire Strippers
Channel Lock Pliers (2 pr)
Tool - Belt and Pouch

THESE TOOLS ARE REQUIRED AFTER 90 DAYS

Tool Box
1-12" Chain Tongs and/or 1-10' & 1-14" Pipe Wrench
Pliers - diagonal
Crescent Wrench-any 2 (6"-8"-10")
EMT Conduit Reamer 1/2"-1"
Protractor
Tin Snips (1 Pair)
Stakon Pliers
Scratch Awl or Center Punch
Plumb Bob
Combination Square
Flashlight
Continuity Tester, Voltage Tester (600 Volts) or Combination Multi-Meter Tester
Nut Drivers/Spin Tights 1/4"-1/2"
Half Round File
Tap wrench handle
Allen Wrenches (up to 1/2")
Keyhole saw
Speed End Wrenches 3/8" – 3/4"
Personal Keyed Lock for use with Lock Out/Tag Out Equipment
1 National Electric Code (current Issue)

DRUG POLICY

1. All applicants will be required to submit to Drug Testing. As part of the indenture process, each applicant will be required to sign a "Consent and Release" form. Each applicant will then be required, within 2 hours, to provide a urine sample at a facility designated by the JATC. This sample will be collected by an accepted medical procedure. The submitted specimen will be screened for the following drugs and/or drug classes:

- Amphetamines
- Barbiturates
- Cocaine Metabolites
- Marijuana Metabolites
- Opiates
- Phencyclidine
- Alcohol, Ethyl

Any drug listed as positive in the initial screen will be confirmed by a second independent test, from the initial specimen.

2. Any applicant who has a positive result for any drug listed, or who fails to provide a urine sample within the time frame allowed, will not be indentured and will be dropped from the list of eligible applicants.

3. All applicants, once indentured, will be subject to random drug testing during the remainder of their apprenticeship. Apprentices may also be required to provide a urine sample, collected by an acceptable medical procedure, for any of the following reasons: 1) accidental injury 2) reasonable suspicion or probable cause, which may be based on the following; absenteeism, tardiness, erratic or abnormal behavior, observed drug use, apparent drug intoxication, or termination of employment for cause. Refusal to submit to a drug screening test, when directed by the JATC or an employer, as well as a positive result for any drug listed, will be grounds for disciplinary action by the Committee. Disciplinary action may include probation, suspension, mandatory rehabilitation, or termination of the Apprentice's Training Agreement.