



COMMERCIAL COMMITTEE POLICY AND RULES FOR ALL APPRENTICES

- I. The Akron Area Electrical Joint Apprenticeship and Training Committee, hereinafter referred to as the Committee is responsible for seeing that all apprentices selected are provided only the best instruction academically and on the job related training. Because of this commitment by the Committee, the apprentice has the opportunity to become a highly skilled and competent craftsman after successful completion of the program requirements according to the approved national standards and the rules and regulations contained within this policy statement.
- II. The Committee is delegated the full responsibility and authority for selection, qualification, education, training, evaluation, certification and supervision of all apprentices as well as all other matters concerning apprentices and apprenticeship.
- III. The Training Director shall act for and under the direction of the Committee in the administration of the Apprenticeship and Training Program. Each apprentice is indentured to the Committee through the Apprenticeship Agreement and is directly responsible to the Committee through the office of the Training Director for all matters pertaining to the apprenticeship.
- IV. The first 2000 hours of On-the-Job-Training and one year of related classroom training shall constitute the probationary period. The probationary period may be extended or reinstated at the discretion of the Committee. During the probationary period the apprenticeship indenture may be canceled by either party without the formality of a hearing. The Registration Agency shall be notified of such cancellations. Furthermore, the Registration Agency shall be notified of any extension of the probationary period (Documenting action taken to address the issue(s) involved) in lieu of terminating the Apprenticeship Agreement.
- V. You have the right to appeal any decision of the JATC you may consider improper to the:

U.S. Department of Labor; Bureau of Apprenticeship and Training
200 N. High St., Room 605
Columbus, Ohio 43215

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VI. EMPLOYMENT:

1. The apprentice is indentured to the Committee and not to the employer or the union although all work performed is covered under the terms of the current local collective bargaining agreement.
2. The apprentice needs to realize that his/her conduct directly reflects on the JATC, the Employer, the IBEW and NECA and the electrical industry as a whole. For this reason the apprentice's appearance and conduct should be above reproach. The following guidelines will be strictly enforced.
 - A. The apprentice shall notify the employer prior to the start of the work day if unable to attend work or will be late for work, unless prior arrangements have been made.
 - B. Unexcused tardiness or absence on the job will not be permitted.
 - C. The apprentice shall be responsible for keeping the Employer, Apprenticeship Office and the Union informed of any changes of address, telephone number and marital status.
 - D. The Apprentice will be neatly dressed, clean with moderate haircut and facial hair well groomed. Jewelry associated with body piercing during work and school shall be removed. Tattoos should be covered or minimized.
 - E. On-the-job-training
 - 1) Try to anticipate the needs of the Journeyman.
 - 2) Keep materials and tools stored properly when not in use.
 - 3) Ask for & accept responsibility when given.
 - 4) Observe rules and policies of the shop in which employed.
 - 5) Be productive in work habits.
 - 6) Be safety conscious at all times. (tennis shoes shall not be worn)
 - F. Consuming alcohol before or during the work day is prohibited. When a customer smells alcohol on an apprentice's breath he/she will automatically assume the worst which is unwarranted. Moreover, even a small amount of alcohol can slow reactions and impair judgment.
 - G. In general, the apprentice should think, look and act like a professional. Failure to do so is an indication that the apprentice is not a desirable addition to the profession and will be treated accordingly.

3. At the discretion of the Committee, the apprentice may rotate employers every six (6) months for diversified training. Rotation of apprentices shall be by exclusive direction of the Committee. An apprentice having been employed with an employer less than ninety (90) calendar days will not be subject to rotation except when the Committee sees fit.
4. You will be expected to work every day that work is available and any time off from work shall be scheduled per the written rules & policies of the Employer.
5. The Committee cannot guarantee steady employment, but will use every reasonable effort to keep the apprentice working.
6. Any apprentice who is terminated from work for any reason other than reduction in force or transfer by the Committee, must appear before the Committee to discuss the termination. Any apprentice fired by an employer with WELL DOCUMENTED PROOF of excessive unexcused absences and/or tardiness may be terminated from the apprenticeship program.
7. Any apprentice refusing a training assignment to an employer, or not being available for a training assignment to an employer, will not be eligible for employment until appearing before the Committee to discuss the reasons for same.
8. The apprentice will accept employment or transfer as directed by the Committee and under no conditions terminate themselves from an employer.
9. Apprentices shall not be permitted to work alone on any job in accordance with the collective bargaining agreement.
10. Apprentices shall not work outside the jurisdiction of Local #306 without first obtaining approval from the Training Director.
11. An apprentice will not work on any energized circuit
12. On the job, you are under the direction of the employer or his representative, and any alleged violations of your rights as related to on-the-job-training, should be immediately reported to the Training office. (i.e., unsafe work conditions)
13. You are to report to the Training office immediately upon being laid off or terminated to sign the out of work list unless directed otherwise by the Training Director.
14. You are to immediately report to the Training office any days that the employer did not have a work assignment available to you. An apprentice missing five (5) days work, within a 30 day calendar period, may request a reassignment if any are available by contacting the training office. The Training Director will then contact the present employer to determine the reason for lack of work and respond to apprentice if reassignment is necessary.

VII. On-The-Job Training Assignments

Apprentices receive their training assignments through the Training Director's Office with the following procedures applied

1. The Local Union referral office will be notified
2. The JATC has the right to transfer an apprentice at its discretion
3. When an apprentice is laid off or terminated from an employer they will need to sign the Apprentice 'Out of Work list' at the Local Union hall and notify the Training Office that they have signed and confirm phone number of record is correct.
4. A contractor cannot refuse an apprentice except if that apprentice has previously been terminated by the contractor and a letter is on file with the Training Office that the apprentice is not eligible for rehire.
5. An apprentice that takes a short call, 40 hours or 7 days, will maintain their position on the out of work list. Short calls are offered starting at the top of the list and proceed in descending order until those on the list have received an opportunity

VIII. SCHOOL:

The responsibility for learning is placed on the Apprentice. Neither the Instructor nor the JATC can learn for you. You will accumulate a set of textbooks as you go through the Training Program. These books will serve as a valuable source of information long after you have completed your Apprenticeship Training. You should discipline yourself to study the homework references and answer the student workbook questions without the aid of the textbook. Merely looking for the answer is not adequate home study. Assignments are first studied by you at home through the completion of the homework assignment. You must spend whatever time is necessary to properly prepare yourself for each class.

1. Continuity of the academics associated with apprenticeship training is important therefore vacations shall be scheduled so that there will not be a conflict with classroom sessions.
2. Course costs will be assessed by the Committee on a year-to-year basis.
3. The Committee will purchase all required textbooks and lesson materials and distribute to the apprentice at cost
4. In class the Instructor has the same authority as your employer, foreman or journeyman and you will follow their instructions. You cannot leave class without permission of the instructor. If your conduct is such that the instructor must suspend class, the Instructor has the full support of the JATC to dismiss you from the remaining session and you will be unable to return to class until the matter has been resolved. Attendance at the next scheduled meeting of the JATC will be required

Initials: _____

5. All homework and other assignments will be completed to the best of your ability before the beginning of each class. Failure to do so will be counted as a tardy.
6. Each apprentice shall have their own notebooks, writing materials and all other necessary books for each class. If an apprentice fails to bring the required books and material to class, they shall be marked as an excused absence for that class, yet the apprentice will remain for the instruction they should have been prepared for.
7. Facility Labs & Classrooms
 - a) Refer to Building Use Policy attached as Exhibit D
 - b) No food or beverage are permitted in rooms
 - c) Safety glasses and other personal protective equipment will be worn when required
 - d) Horseplay will not be tolerated
 - e) No software installation or outside reference CD-ROMS / DVD's will be permitted to be loaded on a JATC computer without instructor approval
 - f) Accessing of any Internet site (i.e. pornographic or any other non-suitable site) not relative to the class which is being conducted, is grounds for removal from the class and appearance at the next scheduled JATC meeting.
 - g) Cell phones shall be muted and are not permitted to be used in class. Notify Instructor if you have family matters that may be cause for interruption.

6. GRADES

- A. You are expected to earn a minimum passing score of 75% on every test. All failed tests must be retaken until a passing score is achieved. The average of the failed test and passing test will become that sections test score. Your instructor will notify you to contact the Training Director to schedule a retest which must be completed prior to the next class.
- B. If your monthly average falls below 80%, you shall immediately meet with the Training Director to discuss any academic problems. You will be placed on academic probation and may be required to appear at the next Committee meeting.
- C. The following action will be taken for Low Monthly Average for each year of apprenticeship:
 1. First Low Monthly Average – Meet with Training Director for review and further direction.
 2. Second Low Monthly Average – Appear at the next Committee meeting for review and any resulting disciplinary action.
 3. Third Low Monthly Average – Appear at the next Committee meeting for review and any resulting disciplinary action with the possibility of being dropped from the program or repeat of the school year.

- D. Any apprentice who fails to obtain a year end average of 75% will repeat that particular year at the same classification while being placed on probation and required to maintain a minimum 75% monthly average at all times during that school year. Failure to meet these requirements will result in dismissal from the program. No apprentice may repeat the same year more than one time.
 - E. Cheating during an exam will not be tolerated and is grounds for immediate dismissal from the program. All unauthorized electronic devices must be secured prior to the beginning of an exam.
7. Throughout the term of apprenticeship, apprentices will be required to take and pass the following courses but not limited to;
- a) CPR / First Aid / AED
 - b) OSHA-10 Safety Course
 - c) State Fire Alarm Certification
 - d) Welding
 - e) IBEW / NECA Orientation

These classes are over and above the minimum related instruction hours set forth

8. The apprentice will attend classes for related instruction, as per your agreement, at locations and times as designated by the Committee. The apprentice will attend field trips and seminars as scheduled at location and times as designated by the Committee.
9. All related instruction classes, make-up classes, seminars or field trips missed, excused or unexcused, must be made up.
10. When an apprentice is absent from a class session within 10 days he or she must:
- a) Fill out and submit to the Training Office an absence slip stating the reason for the absence, absence slips are located in the break room
 - b) Provide a Doctor's certificate or other documentary evidence acceptable to the Training Director.
11. All absences excused or unexcused will be made up as scheduled by the Training Director.
12. Excused absences will be granted for the following
- a) Severe illness or injury substantiated by a Doctor's written statement
 - b) A death or serious illness in your immediate family

- c) Wedding, honeymoon, with approval only if scheduled prior to apprenticeship offer.
 - d) The apprentice or their spouse having a baby
 - e) Service required by the Armed Forces
 - f) Declared state of emergency requiring your civic responsibility
13. For each Excused absence, the Apprentice shall attend one (1) four (4) hour make-up class.
14. For each unexcused absence the Apprentice shall attend two (2) four (4) hour make-up classes.
- a) Failure to appear for a make-up class will be counted as an absence
 - b) Being tardy twice (2 times) will be considered to be one (1) excused absence, each subsequent tardy will be considered one (1) unexcused absence
 - c) Disciplinary action for any scheduled classroom absence for each school year shall be as follows
 - 1) 1st unexcused absence – verbal warning
 - 2) 2nd unexcused absence – one (1) month delay in next scheduled raise and must appear at the next scheduled Committee meeting.
 - 3) 3rd unexcused absence – three (3) month delay in next scheduled raise and must appear at the next scheduled Committee meeting
 - 4) 4th unexcused absence – repeat school year at the same pay period or be terminated from the program
15. Four (4) excused absences during a school year may require the apprentice to repeat the school year at the same pay period.
16. No apprentice will be allowed to repeat more than one year of training
17. Tests missed during excused absences shall be credited at full point value when completed. Tests missed during unexcused absences shall be subject to a 10% reduction from the actual score.
18. On-the-Job Training that interferes with school attendance will not be allowed.

IX. APPRENTICESHIP AND TERM OF APPRENTICESHIP:

The Committee shall provide for not less than 8000 hours of reasonably continuous employment (OJT) for each apprentice. The Committee shall provide for participation in an approved schedule of work experience through employment, supplemented by a minimum of 180 hours per year of related instruction (classroom training) away from the job for each of the five years of related training.

1. The following represents minimum periods of apprenticeship:

Period	% of Journeyman Rate	Minimum OJT Hours	Related Training Completed
1	40%	0	Start
2	45%	1000	Satisfactory Progress
3	50%	2000	First Year Completed
4	55%	3500	Second Year Completed
5	65%	5000	Third Year Completed
6	80%	6500	Fourth Year Completed
JW	100%	8000	Fifth Year Completed

2. To be advanced to the next pay period, the apprentice must have satisfactorily completed the year of related training and have the minimum on-the-job training hours with the exception of advancement to the second period during the probationary period.
3. In order to advance to the next pay period the apprentice must have:
 - a. The required hours of on-the-job training and / or schooling.
 - b. A minimum school average of 75%.
 - c. A work evaluation completed for each month required.
 - d. Satisfactory school attendance with no absence or tardiness which has not been made up.
 - e. Approval of Committee.
4. Monthly Work Reports are due in the Training office by the 10th of the following month (Saturdays, Sundays and Holidays included). Work Reports shall be filled out accurately and completed each and every month. (Hours will be verified by the Benefit Office and disciplinary action will be taken if not correct.) Work Reports not received on time will cause a delay to the next pay period equal to that month's hours.

No pay period advancements will be awarded until any and all late monthly work reports are received by the Training Office.

Apprentices who fill out a Work Report wrong will be notified by the Director and will have 30 days to submit a corrected Work Report.

X. GENERAL

1. Leave of Absence to be addressed as separate policy attached as Exhibit A
2. Chemical/Substance Abuse to be addressed as a separate policy attached as Exhibit B
3. School Closing Policy to be addressed as a separate policy attached as Exhibit C
4. The starting tools listed below may be purchased from the JATC for approximately \$300.00. The JATC tries to purchase these tools at the best price possible and extends the direct cost to the apprentice. You will be required to have all of these tools in your possession on your first day of work and maintained throughout training. If the apprentice chooses not to purchase these items through the JATC then the tools purchased must be of equal quality and approved at time of initial job assignment

<u>TOOL NAME</u>	<u>PART #</u>	<u>MANUFACTURER</u>
7" Needle nose Pliers	D203-7	Klein
Side cutter (lineman's)	D2000-9necr	Klein
Diagonal pliers	D2000-48	Klein
Straight blade 4" screwdriver	600-4	Klein
Straight blade 6" screwdriver	600-6	Klein
No. 2 Phillips screwdriver	603-4	Klein
7" Scratch Awl	650	Klein
20 oz. straight Claw hammer	808-20	Klein
Wood rule - 6 foot folding	905-6	Klein
9" Torpedo Level	930-9	Klein
Electrician's Knife	1550-11	Klein
Tool Pouch	5127-T	Klein
Belt	5207-L	Klein
Pump pliers tongue/groove 9-1/2"	420	Channellock
Pump pliers tongue/groove 10"	430	Channellock
Wire stripper	45-215	Ideal
Heavy duty hand hacksaw	4012	Lenox
Pocket voltage tester	1010	Greenlee

Upon completion of your first year of training refer to the Collective Bargaining Agreement for the balance of tools necessary to provide yourself with.

5. Non-adherence to these Rules and Policies of the Committee will be considered a violation of your Apprenticeship Agreement, and may result in; time off without pay, delay in pay advancement, or cancellation of your apprenticeship indenture. Finally, you agree to comply with all rules, policy and requests of the JATC, which they deem are necessary for or consistent with the completion of the training course, which you have requested, namely the National JATC course, which may be modified by this Committee.

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6. Any apprentice responsible for causing physical damage to the property, structure or contents of the Akron Area Training Center or to the joined facility of the IBEW will be terminated from the program and prosecuted by the AAEJATC with full restitution. You must adhere to the training facilities rules, as posted, to assist in maintaining a quality training center for future generations of electrical apprentices.
7. Special On The Job Training Experience: There shall be a limit on the amount of credited on-the-job-training in the areas of estimating, drafting, expediting, take-offs, pricing etc. to a combined total of 480 hours. Additionally, this type of training shall be limited to the last year of one's apprenticeship and shall require prior Committee approval. An Apprentice desirous of obtaining this type of training shall submit a written request and appear before the Committee to discuss the situation prior to commencement of same.
8. You must possess and maintain a valid Driver's License. In the event your license becomes temporarily suspended you will notify the Training Director and your present employer of your status. If your license is suspended with no driving privileges to work and school you must have adequate transportation arrangements to work and school.

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XI. AMMENDMENTS TO RULES AND REGULATIONS:

- a. These Rules and Regulations may be amended by the Committee when necessary and shall immediately become effective for all apprentices.
- b. Any amendments to these Rules and Regulations shall immediately be made know to all apprentices.

I certify that I have been instructed to thoroughly read the above mentioned rules and Will, as an indentured apprentice, adhere to them. I sign this declaration without coercion of any kind.

I certify that I have been given an opportunity to review the apprenticeship standards.

I certify that I understand that the Committee may revise this Policy and Rule statement at any time and that I will be notified of any change.

PRINT NAME: _____

SIGNATURE: _____

INITIALS: _____

DATE: _____

Revised Aug/2005

Initials: _____

Akron Area Electrical Joint Apprenticeship and Training Committee

2650 S. Main St., Suite 100
Akron, OH 44319-1883

IBEW (330) 245-2240

NECA (330) 384-1242

EXHIBIT A - LEAVE-OF-ABSENCE POLICY

In the event an apprentice becomes incapacitated due to: illness, injury or pregnancy, to the point he or she cannot continue with the training requirements of the trade related instructional training or the on-the-job training a leave-of-absence shall be requested.

The AKRON AREA ELECTRICAL JATC may grant the apprentice a leave-of-absence after a complete examination of the facts including a doctor's statement concerning the individual's inability to work. If granted, the leave-of-absence shall cover the period of illness, injury or pregnancy until the apprentice produces a statement from the attending physician concerning his or her ability to return to work. This period shall not exceed one (1) year.

If the illness, injury or pregnancy is of the nature that the apprentice cannot attend regular classes for a period of 60 days, then it will be necessary for the apprentice to repeat the current year of school.

On-the-job training and related academic instruction are critical elements in the apprenticeship training process. Therefore, an apprentice on leave-of-absence from work will only be able to complete the class year they are currently in and their apprenticeship suspended until such time that the two components of their training can be resumed.

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EXHIBIT B - CHEMICAL/SUBSTANCE ABUSE POLICY

It is the policy of the Akron Area Electrical Joint Apprenticeship and Training Committee (hereinafter "AAEJATC") that Apprentices who report for class under the influence of alcohol, drugs and other controlled substances, or who use any illegal drug on their own time, or at any time during their classroom come under the influence of alcohol, drugs or other controlled substances, or who possess alcoholic beverages, drugs or other controlled substances while on the AAEJATC property or at any time or place incidental to their classroom activities, shall be subject to discipline up to and including suspension and/or termination from the Apprenticeship Program.

Apprentices apprehended supplying/selling alcohol, drugs, or other controlled substances either on trust property, or at any time or place incidental to their classroom training activities, will be prosecuted by the AAEJATC to the fullest extent permitted by law.

Employees undergoing medical treatment with a drug or controlled substance that may alter their physical or mental ability must report this fact to the AAEJATC. The AAEJATC shall determine whether the Employee can continue his/her Classroom Training and On-The-Job-Training.

It is the position of the AAEJATC to encourage and assist apprentices who may be abusing alcohol or using drugs to seek and complete treatment in a recognized rehabilitation program.

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EXHIBIT C - FACILITY CLOSING POLICY

In the event of inclement weather necessitating the cancellation of classes, Apprentices and Journeyman, and closing the Akron Area Electrical Training Center the following broadcast media will be notified by 2:00pm each day a closing is warranted.

A notice will also be placed on the Training Center's Voice messaging system at 330-644-4286 after 2pm.

The following TV Media will be notified:

WKYC	TV - 3	WJW	TV - 8	WOIO	TV - 19
WVPX	TV - 23	WVIZ	TV - 25	WUAB	TV - 43

The following Radio Stations will be notified:

WCPN	90.3	WNIR	100.1	WHLO	640
WQMX	94.9	WMMS	100.7	WTAM	1100
WAKS	96.5	WCRF	103.3	WAKR	1590
WONE	97.5	WCLV	104.9		
WKDD	98.1	WMJI	105.7		
WGAR	99.5	WMVX	106.5		

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EXHIBIT D - BUILDING USE POLICY

- Please make yourself familiar with all means of egress in the event of an emergency.
- The following rooms shall be considered interior rooms in the event of a Tornado or severe inclement weather;
Class Room 117, Theory Lab Room 116, Computer Lab Room 113
- The Akron Area Electrical Training Center is a tobacco free facility. Smoking is limited to designated areas and waste receptacles shall be utilized. Smokeless products if used shall be confined to the exterior of the facility and a sealed container must be used and discarded.
- Food and Drink are to be confined to the break room area or the exterior of the facility only
- Do not wear muddy shoes, boots or clothing into the facility
- Once complete with a lab or classroom return material or equipment to proper location and reorganize & sweep room for the benefit of the next user.

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