



akron area electrical

JATC

RULES & REGULATIONS FOR THE INSIDE APPRENTICESHIP

Effective: August 1, 2019



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Frequently Used Terms & Abbreviations

JATC= Akron Area Electrical Joint Apprenticeship and Training Committee
Inside= Inside Wireman Apprentice or Program
Telecom= Telecommunications Apprentice or Program
JW=Inside Journeyman Wireman
Installer/Tech or I/T= Journeyman Installer/Technician
OJT= On-the-Job Training
RCT= Related Classroom Training

Introduction

Welcome to the Akron Area Electrical JATC, Akron Area Electricians' Apprenticeship Program. You have been selected from a large group of applicants interested in entering the Electrical Construction Field. It is our hope that you have a sincere desire to complete our program and become a proud asset to our industry. You and your peer apprentices will serve as the focal point of the JATC, as well as the mainstay of your industry's future. The opportunity will be challenging and will take a serious personal commitment to be successful.

The Akron Area Electrical Joint Apprenticeship and Training Committee (JATC) represents the parties of the Local 306 Collective Bargaining Agreement. It is comprised of six (6) members; three (3) are representatives of the National Electrical Contractors Association (NECA), North Central Ohio Chapter and three (3) are representatives of the International Brotherhood of Electrical Workers (IBEW), Local Union 306. The JATC's function is to ensure that its apprentices, you, are trained to become the most qualified and productive Inside Journey-Level electricians in the Medina, Summit, Portage and Wayne County area.

The JATC Policy Statement is intended to outline the Apprenticeship Standards and our rules and regulations. This Policy Statement will not change or detract from any provisions of the Apprenticeship Standards, or any rules and regulations that govern Apprenticeship Training. This Policy Statement is in addition to the apprenticeship requirements of on-the-job training and related classroom training.

General Information

The Akron Area Electrical Joint Apprenticeship and Training Committee (from now on referred to as the JATC) 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 JATC, 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.

The JATC 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.

The Training Director shall act for and under the direction of the JATC in the administration of the Apprenticeship and Training Program. Each apprentice is indentured to the JATC through the Apprenticeship Agreement and is directly responsible to the JATC through the office of the Training Director for all matters about the apprenticeship.

Communication & Technology

All apprentices will be required to have access to a computer and the internet for use with some classes and most communication with the JATC office. The apprentice must supply an active email for JATC correspondence, access to the online education system called Blended Learning, and as the primary means of written communication. Each apprentice will be assigned a Username and Password for the Blended Learning portal at orientation. Apprentices must use these tools regularly, and as specifically directed. Failure to exercise these required tools could lead to disciplinary action with possible removal from the program.

There will be access to computers and the internet in the JATC building whenever the building is open to students. However, it is strongly recommended that students have a means for accessing class material and correspondence via other means outside of the provided JATC building.

The program Rules and Policies, standards, official forms, Affirmative Action Plan, and any other official documentation will be available through the apprentice website login located at www.electrifymyfuture.com. Your login will be given to you during orientation and will have to be saved for future reference. This information is proprietary to the JATC and shall not be shared with any 3rd parties.

Regulations

Rights of the JATC

Apprentices are indentured to the Akron Area Electrical Joint Apprenticeship and Training Committee, not to an individual contractor or Local Union 306. The following policy is by the Apprenticeship Standards as approved by the U.S. Department of Labor and the Ohio State Apprenticeship Council. It will disclose the rules, regulations, and procedures. This JATC requires all apprentices to comply with the rules, policies, and regulations while in the program. Failure to comply with or adhere to the rules, regulations, and procedures set forth, will result in disciplinary action up to and including removal from the program.

The JATC has the prerogative to place an apprentice on probation, authorize or withhold a period raise, advance or retain an apprentice, extend the term of apprenticeship or suspend or remove an apprentice from the program.

The JATC reserves the right to act in extraordinary situations in which an apprentice's conduct outside of class or off-the-job might be disruptive or interfere with classroom training, OJT, or other aspects of the program. If the conduct might pose a risk to the health, safety or security of others; might tend to adversely affect the contractors, IBEW, NECA or the industry; would likely interfere with the apprentice's ability to be employed by contractors, then further action is required or permissible.

The JATC reserves the discretion to act based upon any behavior that renders the apprentice unfit to remain in the program or become a Journey-level worker.

Also, the JATC has the right to waive parts of this Policy in its discretion to aid an individual apprentice in their ability to complete the apprenticeship program successfully.

Personal Records and Files

All records and files are the sole property of the JATC to be used for administrative purposes and are considered confidential. Apprentices are not entitled to review or obtain a copy of the JATC's file or other documents relating to the apprentice. Apprentices may request in writing to review and discuss their file with the Training Director by approved appointment, but all such requests approved or denied at the discretion of the Training Director. All transcript request must be made in writing.

Non-Discrimination Clause

The recruitment, selection, employment and training of apprentices during their apprenticeship shall be without discrimination because of race, religion, color, age, sex, national origin, pregnancy, gender identity, sexual orientation, and genetic information. The applicant must meet the minimum age requirement per the approved standards. The JATC does not, and will not, discriminate against a qualified individual with a disability because of the disability of such individual. The JATC will take affirmative action to provide equal opportunity in apprenticeship and will operate this apprenticeship program as required under Title 29, Code of Federal Regulations, Part 30, as amended, and Ohio Administrative Code 5101:11-4 and other applicable law and lawful regulations.

EEOC & Sexual Harassment Policy

The JATC has adopted an Equal Opportunity in Apprenticeship Training Policy and a Policy Against Sexual Harassment known as the Affirmative Action Plan which may be obtained by contacting the JATC office, posted in the breakroom, and available through the Website apprentice portal at www.electrifymyfuture.com. Complaint forms are also located in the same locations and all forms are submitted to the Training Director or any committee member if allegations are against the JATC Full-time staff.

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.

Scholarship Loan Agreement

To protect the vested interest of the sponsor and participants of the JATC training program, apprentices will be required to sign the JATC's Scholarship Loan Agreement. This agreement will take effect for new apprentices selected for 2019-20 academic year and any indentured apprentice thereafter. This agreement will be reviewed annually by the JATC.

Building Use and Equipment Policy

Apprentices are responsible for all books and materials issued to them by the JATC, and these shall remain the property of the JATC until successful completion of the apprenticeship training. All textbooks and materials lost or rendered unusable shall be replaced at the apprentice's expense. Any apprentice who resigns or is removed from the program shall return all books and articles provided by the JATC. If not returned within 30 days of separation from the program, legal action will be taken against the apprentice.

Apprentices shall treat the building and its contents with care and respect and shall follow all written building rules and rules of common sense. This is to ensure the building remains in superb condition for future training. Apprentices may not enter the building with mud/dirt/tar/etc... on their shoes and will be immediately excused from the building if mud/dirt/tar/etc.... is being tracked into the building. This will count as an absence from class.

Apprentices are responsible for notifying the JATC office if they witness another person defacing, destroying or otherwise abusing the building, its contents, or the surrounding grounds. Any person caught or proven to have defaced, destroyed, or otherwise abused the building, its contents, or the surrounding grounds will be subject to disciplinary action and criminal prosecution. If witnesses to such activity are discovered who failed to report such activity, that witness may be subject to disciplinary action upon JATC review.

The JATC is a tobacco-free facility. Smoking is limited to designated areas, and waste receptacles shall be utilized for tobacco butts. Smokeless products, such as tobacco chew, shall be used in the exterior of the facility. A sealed container must be used to discard the "spit" and disposed of in a waste receptacle. No "spit" containers are permitted in the building. Vapor products are not to be used in the building.

Food consumption is confined to the break room area or the exterior of the facility only. Drinks, upon instructor discretion, are permitted in the classroom but must be in a liquid-tight container. There is absolutely NO food or drink permitted in any lab area or when JATC electronic training aids are being used.

Apprentices shall make themselves fully aware of all the emergency procedures applicable to the JATC. These procedures will be exercised in the beginning of each academic year. Refer to Annex B for Emergency Procedures and Protocols.

Personal Qualities and Conduct

Apprentices represent the Employer, the Local Union, and the JATC while on-the-job and in classroom training. Every apprentice will conscientiously report for work in proper attire, provide all tools necessary to comply with sanctioned agreements, maintain proper personal appearance, hygiene and above all, positive attitude. Apprentices must make every effort to positively demonstrate that the union electrician is a proud, qualified, productive & skilled tradesman.

The apprentice needs to realize that his/her conduct directly reflects on the JATC, the Employer, the IBEW and NECA, and the electrical industry. For this reason, the apprentice's appearance and conduct should be above reproach. The following guidelines will be strictly enforced.

1. The apprentice shall notify the employer before the start of the workday if unable to attend work or will be late for work unless prior arrangements have been made.
2. Unexcused tardiness or absence on the job will not be permitted.
3. The apprentice must notify the JATC office for **ANY** missed days of OJT training.
4. The Apprentice will be neatly and properly dressed, maintaining a professional appearance.
5. 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 disciplined accordingly.

Change of Information

The apprentice shall be responsible for keeping the Employer, the Apprenticeship Office, and the Union informed of any changes of address, phone numbers, email, or marital status. This should be done immediately upon the change. This information can be changed in your Web Services account. **The Benefits Office and Local 306 Union Office must also be notified of changes;** the JATC will **NOT** change information at these other offices. Information changes may **NOT** be put on work reports.

Right to Appeal/Register Complaint

Apprentices shall have the right to request an appearance before the JATC concerning specific issues or matters dealing with their apprenticeship. Such requests must be in writing and submitted to the Training Director. Apprentices also have the right to file an appeal in writing of any decision made by the JATC within ten days of the date of the decision. These appeals will be reviewed according to the current standards.

Apprentices also have the right to register a complaint if they believe they have been discriminated against on the basis of race, color, religion, national origin, or sex with regard to apprenticeship, or that equal opportunity standards have not been followed with the Training Director or the Registering Agency. A "Notice of Right to Register Complaints" can be obtained in the breakroom, JATC office upon request, and through the website apprentice log in at www.electrifymyfuture.com. These complaints can be mailed to the address below.

ODJFS-OWD-OSAC
PO Box 1618
Columbus, OH 43216-1618

AMENDMENTS TO RULES AND REGULATIONS

These Rules and Regulations may be amended by the Committee when necessary and are effective immediately for all apprentices. Any amendments to these Rules and Regulations shall immediately be made known to all apprentices.

Apprenticeship

Initial Probationary Period

The first 2000 hours of employment for Inside Apprenticeship **and** the first year of related classroom training shall constitute the initial probationary period. During this period, the apprenticeship may be terminated by either party without the formality of a hearing. Apprenticeship may be canceled for any reason, including, but not limited to, the following:

- Absenteeism and/or tardiness from work or classroom
- Scholastic failure
- Inability to perform work to the standard normally required for time and experience in the trade
- Unreliability or irresponsible acts
- Lack of interest in work or related instruction
- Violations of the Policy Statements
- Missing or delinquent work reports

Before the end of the initial probationary period, the Director will meet with each apprentice for a performance review. At the end of the probation period, action will be taken by the JATC to either end probation, extend the probation, or remove the apprentice from the program.

Term of Apprenticeship

The term of apprenticeship for Inside apprentices will consist of a minimum of 8000 hours of on-the-job training, and 900 hours of related classroom instruction, minimum of 180 hours per year and is divided into six periods. Apprentices shall plan on attending more than the minimum hours to meet the curriculum and credential requirements. The program may require more than five years to complete due to possible employment lapses and disciplinary action.

The number of OJT hours listed is the minimum required for the completion of each period. Also, all academic requirements for the appropriate curriculum must be met, and all specialty classes must be current and complete as outlined in the Related Classroom Training section by the end of that applicable training year.

OJT Hours Recorded	+	Related Classroom Training Progress	Period Status
0-1000	+	Satisfactory Progress	1st Period
1001-2000	+	Satisfactory Progress	2nd Period
2001-3500	+	Satisfactory Progress & 1st Year Curriculum	3rd Period
3501-5000	+	Satisfactory Progress & 2nd Year Curriculum	4th Period
5001-6500	+	Satisfactory Progress & 3rd Year Curriculum	5th Period
6501-8000	+	Satisfactory Progress & 4th Year Curriculum	6th Period
>8000	+	Satisfactory Progress & 5th Year Curriculum	Inside JW

Advancements

Apprentices will advance to the next period of apprenticeship status based on satisfying all requirements for each period, as written in their apprenticeship agreement, pending any point violations, or any JATC disciplinary actions.

First and second pay period advancements will be given upon satisfactory progress and incurred hours. Third through sixth-period advancements will occur on the first payroll week of the new Inside Collective Bargaining Agreement, typically the first payroll week in June. Advancements to JW status will occur when all technical instruction and OJT hours

have been completed and if all disciplinary actions are closed. Any apprentice who is otherwise eligible for advancement to Journey-level status but is on the apprentice out of work list, shall have the option to remain on the apprentice out of work list for the next available job placement, in which case the advancement will occur 14 calendar days from the placement date, regardless of employment status at that time. The apprentice also has the option to advance to JW status and sign the JW out of work list.

Delays to Advancement

Delays in pay period advancement and Journey-Level status are imposed on apprentices for violations of the Apprenticeship Standards, the JATC Rules and Policies, and/or the Self Elimination Policy. Points are recorded and implemented at the time of the infraction and will only be assessed by the JATC if deemed necessary. See the Self Elimination Policy for details on infractions and point values.

Administration Fee

Apprentices are required to pay annually an administration fee which is determined by the JATC. This Administration Fee will be paid in two installments for first-year apprentices. The first payment will be due by the fourth Thursday of August, and the remaining balance will be due no later than the third Thursday of February of that academic year. The remaining years of the apprenticeship will be required to pay the full amount of the fee by the 4th Thursday in August each academic year. Each apprentice will be notified of the administration fee well in advance each year by email. Failure to pay the administration fee on time will result in removal from technical instruction until all fees are paid in full and JATC approval. Apprentices will be marked absent from technical instruction.

If an apprentice must retake one or more classes due to attendance and/or academic fails, they will be charged accordingly for the online session course, lab costs, and necessary administration fees.

Leave of Absence

An apprentice who feels that he/she has extenuating circumstances that may prevent him/her from attending classroom training and/or on-the-job training may request a Leave of Absence from the JATC for up to one year. All requests for Leaves of Absence must be submitted in writing to the Training Director and must include the apprentice's name, the reason for the request, type of leave, the time period requested, and any supporting documentation.

Types of leave are medical, military, and personal. Medical and military leaves require appropriate documentation and will allow an apprentice to retain their position on the out of work list, if applicable. Medical leaves require a return to work statement from a physician. Military leave requires a copy of official military orders.

If a Leave of Absence from on-the-job training is granted for personal reasons, the apprentice will become ineligible for placement or retention on the out of work list. At the end of the granted time of leave, the apprentice must notify the JATC office in writing that they are available for job placement, at which time they will be permitted to sign the bottom of the out of work list.

If a Leave of Absence from classroom training is granted, the apprentice will not be enrolled in any future classes until the JATC office is notified in writing that the apprentice is able to return from the Leave of Absence, with JATC approval. Upon approval, the apprentice will be enrolled in the next available classes.

Self – Elimination Policy

The Self–Elimination Policy is a forefront disciplinary action point system that will be enforced during the apprenticeship. This policy is to provide transparency between the JATC and the apprentice of what are considered unfavorable actions and the disciplinary point value associated with each infraction. This system is needed to keep order, understanding, and equality in the program. Apprentices will be notified in writing of each point violation and may be counseled by the Training Director and/or JATC if deemed necessary. Total points will be documented in the apprentice's electronic file and

will be visible on the apprentices' web services training account. See the Akron Area Electrical JATC Self-Elimination Infractions and Point chart for further details.

Self – Elimination Policy General Guidelines

- 1) All apprentices will be notified with official correspondence from the JATC of when penalties are incurred.
- 2) Max amount of points per academic year (August-July) is 8. Exceeding 8 points may result in repeating the academic year.
- 3) Max amount of points for the entire apprenticeship program is 15. Exceeding these points will result in removal from the program.
- 4) If 5 points are exceeded in an academic year, appearance at the next scheduled JATC meeting will be mandatory.
- 5) The JATC reserves the right to assign any amount of points to an apprentice for an offense that is not captured in the below chart that has or is a negative impact of the program or satisfactory progress.
- 6) The JATC reserves the right to remove the apprentice from the program dependent on the seriousness of any act, threat, or action that has or is a negative impact of the program or satisfactory progress.

Akron Area Electrical JATC Self-Elimination Infractions & Points			
Description of Penalty	First Offense	Second Offense	Three or more Offense
Failure to Update Personal Information	1	2	3
Poor Work Reports (Upon JATC Review)	1	2	3
Incorrectly Reporting of OJT hours	1	2	3
Tardiness at Employer or Technical Instruction	1	2	3
Leaving Technical Instruction Early	1	2	3
Unprepared/Incomplete for Technical Instruction (Upon Instructor Notification)	1	2	3
Late Work Reports	2	3	4
Failing a Test	2	3	4
Unprofessional Conduct	2	3	4
Unexcused Absence from Employer	2	3	4
Absence from Technical Instruction	3	3	3
Monthly Average Falls Below 80%	2	3	4
Working out of Jurisdiction Without Proper Approval	2	3	4
Failure to obtain additional education requirements when required (CPR, OSHA 10, OSHA 30, Fire Alarm License, etc...)	3	4	5

Akron Area Electrical JATC Self-Elimination Infractions & Points (Continued)

Description of Penalty	First Offense	Second Offense	Three or more Offense
Defacing of JATC Property	3	4	Suspended for that Academic Year & 5 Points
Insubordination to: Employer, JATC, JATC staff	5	Suspended for that Academic Year & 5 Points	Removed from Program
Cheating	5	Suspended for that Academic Year & 5 Points	Removed from Program
Instructor Removal from Technical Instruction	5	Suspended for that Academic Year & 5 Points	Removed from Program
Violating the Drug and Alcohol Policy or DFWP	5	Removed from Program	N/A
Threatening or Committing Violence to Staff or Peers	Suspended for that Academic Year & 10 Points (1st Offense)		

Program Completion

Upon completion of all the requirements of the program, the Director will notify the interested parties that the apprentice has been advanced to the appropriate status. The Director will request certificates of completion from the National Joint Apprenticeship and Training JATC for the Electrical Industry and the Ohio State Apprenticeship Council.

A graduation ceremony may be held at program completion and must be attended by the apprentice unless excused by the Training Director for extenuating circumstances.

On the Job Training (OJT)

Apprentice Wages

Apprentices shall be employed on a stipulated hourly wage basis, as provided in the respective Collective Bargaining Agreement. The schedule of apprentice wages will be stated as a percentage (%) of the Journey level wage. Advancements to consecutive periods of apprenticeship are subject to satisfactory performance in all areas. A copy of the wage schedules is forwarded to the Ohio State Apprenticeship Council as updates are made and are always available in the JATC office by request or through the website apprentice log In at www.electrifymyfuture.com.

OJT Attendance

Apprentices are required to work every workday available, and to be on time and ready for work. Personal, sick, and vacation days must be reported to the employer and the JATC. Vacation time must be scheduled in advance according to employer policy and requires employer approval. Unexcused absenteeism or tardiness from work will result in a point accumulation according to the self-elimination policy.

Apprentices shall report all missed days of OJT training to the JATC office and circumstances to the Training Director that may interfere with their on-the-job training attendance. The JATC office will be notified by phone at 330-644-4286 before or on the day of each missed day of OJT training for any unexcused OJT absence. An apprentice is to immediately report to the Training office any days that the employer did not have a work assignment available. An apprentice missing five (5) days of work due to the employer not having a work assignment available, within a 30-day calendar period, may request 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 then respond to the apprentice if reassignment is necessary.

Monthly Work Reports

All registered apprenticeship programs must keep a monthly record of each apprentice's on-the-job training hours (OJT). These reports are a vital part of apprentice training to keep track of the work training received on the job. The work reports are required to be turned in each month of apprenticeship until all classroom training is complete, the number of OJT hours have been recorded, and the classification of Journey level has been awarded.

It is important that work reports be filled out accurately and completely. ***If a work report is submitted incorrectly or incomplete, it will be returned to the apprentice for correction, and the new submission date will be the date the report is received.***

All hours claimed on the work report are subject to an audit and may be verified with the benefits office at any time. Disciplinary action may be taken if the incorrect number of hours have been claimed on the work report.

Work reports are due in the JATC office by the 10th of every month. Work reports may be emailed to office@akronejatc.org, dropped off to the office, or placed in the afterhours drobox. The responsibility for receipt of an on-time work report lies with the apprentice.

Late or incomplete work reports deemed late will result in a point accumulation per the self – elimination policy. If an apprentice has an outstanding work report, no pay advancements will be given until all reports are turned in and points have been accurately assessed.

If an apprentice has three or more outstanding work reports, they will be removed from related training classes until all outstanding work reports are on file at the JATC office. Attendance policies and self-elimination policy will apply.

OJT Evaluations

Evaluations are required to be completed by the apprentice's employer monthly and will be the employer's responsibility to submit to the JATC office. The apprentice will be responsible for submitting the OJT evaluation to his/her supervisor monthly.

Areas evaluated are Attendance and Punctuality, Dependability, Attitude Towards Work, Appearance and Cleanliness, Interest and Initiative, Cooperation and Conduct, Safety and Safety Practices, Adaptability, and Overall Performance on the Job.

Completed evaluations will be reviewed by the Director, the JATC, and the apprentice. Below average evaluations will be discussed with the Training Director and may require an appearance before the JATC. Any apprentice receiving a below average OJT employer evaluation will be investigated by the Training Director and may have points assessed by the self-elimination policy.

On the Job Training Assignments

Apprentices receive training assignments from the JATC office under the direction of the JATC. The JATC has the right to transfer an apprentice at its discretion. The following rules apply to on-the-job training assignments.

1. Training assignments are made from the top of the out of work list. First in, first out. If an apprentice cannot be contacted, they will be considered to have refused a training assignment, and the next apprentice on the out of work list will be contacted. (see Item 6).
2. In the event that an apprentice on the training assignment list is unable to be placed on an assignment due to a vacation, sickness, or any other reason, it is the responsibility of the apprentice to promptly notify the JATC office of such reason or they will be considered to have refused a training assignment (see Item 6).
3. If an apprentice does not meet the job requirements of placement, they will retain their position on the list, but the job will be filled with the next apprentice on the list who meets the job requirements.
4. Temporary training assignments for apprentices will be allowed for 14 calendar days or less. An apprentice who receives, through no fault of their own, a training assignment lasting 14 days or less, will maintain their training assignment list number.
5. Calls for temporary training assignments will be made from the top of the Training Assignment list down but will be filled with the first affirmative response due to the need to fill these calls in an expedient manner. There will be no penalty for refusing a temporary training assignment.
6. An apprentice **may not** refuse a training assignment, except for:
 - a. Assignment is outside of Local 306 jurisdiction.
 - b. Apprentice is sick at the time of placement (must be supported by a doctor's statement).
 - c. The assignment is a temporary training assignment (see item 4)
7. An apprentice may not work outside of Local 306 jurisdiction without the approval of the Training Director.
8. Contractors will request apprentices through the JATC office by submitting an official request in writing. The first apprentice on the training assignment list will be placed with that contractor. If a request for a second apprentice is received, the next apprentice on the list will be placed to work and so on. If the request for apprentices exceeds the number of apprentices available for placement, the Training Director will follow the current JATC guidance on fulfilling the request. Contractors will receive apprentices in the order that requests were received.
9. Contractors cannot request apprentices by year, wage rate, or name. A contractor may specifically request a minority or female to fill a needed ratio. The first minority or female on the training assignment list will be placed with that contractor.
10. A contractor cannot refuse an apprentice, except for:
 - a. That apprentice has previously received an unsatisfactory termination from that contractor and the termination slip is on file with the JATC office and the Local 306 Union Hall.
 - b. The contractor has previously issued a "Not Eligible for Rehire" letter for that apprentice that lists the reason the contractor will not rehire the apprentice, and the letter is on file at the JATC office.
11. When an apprentice is terminated from a training assignment, he/she must immediately in person sign the

apprentice "Out of Work List" in the local 306 Union Hall and check in with the JATC office. Failure to do so will be considered as having refused a training assignment (see Item 6d).

12. Any apprentice receiving a termination with negative remarks, or a "Not Eligible for Rehire" letter must see the Training Director and may be required to appear before the JATC.
13. Any apprentice receiving an "Unsatisfactory Termination" from an employer may be immediately removed from the program at the discretion of the JATC. The apprentice will not receive an OJT training assignment until after appearance in front of the next regular JATC meeting for determination of continuous participation in the program.

Inside Apprentice Tool List

The minimum tools required for all apprentices on the job are outlined in the respective Collective Bargaining Agreement. The New Apprentice Tool kit can be purchased through the JATC. This tool kit does not include all the tools required according to the CBA. The JATC apprentice tool kit is an introductory kit that will grow as the apprentice increases in experience and gains financial ability to purchase the required additional tools. All apprentices are expected to have the required tools by the completion of the second year of the program. Below is a list of the current tools required by the CBA; please note that the list may change as the agreement changes.

- | | |
|---------------------------|-------------------------------------|
| 1 - Pencil | 1 - Claw Hammer |
| 1 - Knife | 1 - Cold Chisel |
| 1 - 6 Foot Rule | 1 - Center Punch |
| 1 - Pair Cutting Pliers | 1 - Voltage Tester - 600 Volts |
| 1 - Pair Diagonal Pliers | 1 - Flashlight - Standard 2 battery |
| 1 - Pair Long Nose Pliers | 1 - Plumb Bob |
| 2 - Channel Locks | 2 - Phillip Head Screw Drivers |
| 1 - Hack Saw Frame | 1 - Tap Holder up to 1/4" (no taps) |
| 1 - Screwdriver - 4" | 1 - Set Allen Wrenches 1/16" - 1/2" |
| 1 - Screwdriver - 6" | 1 - Set Nut Drivers 3/16" - 1/2" |
| 1 - Crescent Wrench - 10" | 1 - 9" Torpedo Level |
| 1 - Small Square | 1 - Continuity Tester |
| 1 - Compass Saw Frame | 1 - Crimping Tool to #10 Wire |
| 1 - Chalk Line | 1 - Wire Stripper to #10 Wire |
| 1 - Pocket Tick Tracer | 1 - Current NEC Code Book |

The condition in which these tools are kept, and their quality, reflects the skilled craftsmanship and ability of their owners. As a person takes pride in their tools, in a like manner they will take pride in the work they produce with these tools.

Technical Instruction

Classroom Standards

All training classes shall be held in an orderly manner, and all apprentices must be prepared for and participate in every class. Homework and other assignments issued by the instructor must be completed before the start of the next class or the date the instructor assigns. Apprentices are required to attend every class, and to be on time. Late arrivals and early departures will accumulate to absences, and each occurrence will result in a recorded tardy.

If the instructor finds it necessary to remove an apprentice from class to maintain order, for not being prepared, or for not participating in class, the apprentice will be marked absent and shall report to the Director's office before being admitted to the next class. The instructor will report this incident to the Training Director, and the Training Director will determine what corrective action will be administrated.

During class, cell phones, tobacco, and vaping products are not permitted to be used. Cell phones may be permitted per instructor discretion for classroom activities or apprentice personal situations. Before class, the apprentice needs to make the instructor aware of any personal situation requiring cell phone use during class. Tobacco and vaping products are not to be used in the building but can be used in designated locations outside of the building. All tobacco butts must be disposed of in smoking waste receptacles, and tobacco spit must be in a closed container before disposing of. Additional classroom rules may be set by the instructor. In the event of any training classes held off-site, the rules of that facility will apply in addition to the JATC rules and policies.

Instructors will maintain grade and attendance records for all apprentices through Tradeschool software. Attendance will be inputted each day of class and grades will be inputted promptly after each homework session, test, quiz or lab assignment. All apprentices have access to their grades and attendance through their Web Services account. Log in to the Web Services account can be done through the JATC website www.electrifymyfuture.com.

Apprentices will be informed in advance of test dates. If an apprentice is absent on a test night, and they have not made arrangements with the Curriculum Coordinator, they MUST contact the JATC office to arrange to take the test before they will be allowed back in that class. Absences will be recorded for missed classes. If the missed test was on the last night of a given class, the apprentice must make up the test within seven (7) days of the original date of the test, or a "0" will be recorded for that test.

Instructors may collect all cell phones at the beginning of a test and return them at test completion. JATC issued calculators are the only calculators permitted for use on test. The instructor may list on the whiteboard or handout any information deemed necessary for taking a test. This information will be returned to the instructor at test completion. The Code Book and Ugly's book will be the only books allowed to be used when tests are being administered or reviewed. The only writing permissible in the codebook will be the apprentice's name and references to other sections of the code. An instructor may inspect a student's books and/or materials at any time. Proper work must be shown on all test questions that state, "Show Work". Answers that do not show work will be given a "0".

Tests will be reviewed upon completion. When graded tests are reviewed, apprentices shall not write on the tests, nor have any writing implements on their person while reviewing. The instructor will collect all tests after review. Any copyright infringements of the tests will have immediate disciplinary action per JATC review.

No software installation or outside reference (CD-ROMS, DVD's, USB Drives, Viruses etc....) will be permitted to be loaded on a JATC computer or network. Accessing of any inappropriate internet site with either a personal computer or a JATC computer (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.

During labs, all personal protective equipment (PPE) must be worn. New safety gloves and eye protection will be issued at the beginning of each year and are required to be worn for all labs. Failure to wear or have the PPE will be considered unprepared for technical instruction.

Academic Requirements

Course instructors will issue all students an approved written syllabus and grading rubric at the beginning of each course. A final grade of at least 75% must be earned to receive credit for the course. Any grading modifications will be approved by the JATC before the implementation of the course. Each course will have the following grade structure; Tests will be worth 70%, quizzes and labs will be worth 20%, and homework will be worth 10%.

Any course not passed with a 75% or higher is a failed course and must be retaken and passed to have satisfactory progress. Failed courses will most likely extend the apprenticeship term and cause a delay in pay advancement as a result of unsatisfactory progress. If an apprentice fails a course for academic reasons, it is the apprentice's responsibility to notify the Curriculum Coordinator to schedule for the next available class.

Specialty Classes/Certifications

The JATC requires completion of various Specialty Classes and Certifications. Apprentices will have ample opportunities to complete these classes/certifications. In most cases, the apprentice will be scheduled for these classes/certifications by the JATC well in advance. Apprentices are always required to obtain and maintain their classes/certifications. Failure to obtain and maintain these specialty classes or certifications will mean unsatisfactory progress and will delay pay advancement.

- OSHA 10: Certification required in the first year of apprenticeship.
- CPR/First Aid/ AED: Certification required in the first, third, and fifth year of apprenticeship. Certification is good for two years. All apprentices will certify in these years of apprenticeship.
- Fire Alarm License: Testing for the Ohio Fire Alarm license is required in the third year of the apprenticeship. A valid license is necessary for advancement and required to reach Journeyman Status. The apprentice is responsible for the cost of the test and license unless relieved by the JATC.
- OSHA 30: Certification required in the fourth year of apprenticeship.
- Completion of the following auxiliary classes is required (unless exempted by the JATC) for advancement and to Journeyman Wireman status.
 - Lift Training (1st Year)
 - Sexual Harassment/Assault and Drug Awareness Training (1st Year)
 - New Member Orientation (1st Year)
 - Code of Excellence (2nd Year)
 - Comet (5th Year)
 - ICRA (2nd Year)
 - 70E (2nd Year)
 - Mentoring and Leadership Workshop (3rd Year)

Any apprentice not completing all specialty classes/certifications accordingly will be assessed points according to the self-elimination policy. If the apprentice fails to render the class/certification when scheduled, the apprentice must notify the Training Director/ Curriculum Coordinator within seven days to discuss a plan of action.

The JATC reserves the right to change the Specialty Class requirements at any time and will notify the apprentices of any such changes.

Testing Standards

All tests will be administered electronically through a JATC computer at the JATC building. Tests will have a time limit that is set by the instructor and curriculum coordinator. A written test will be allowed only when approved by the Curriculum Coordinator and/or Training Director.

Academic Probation

Apprentices who have earned less than 80% cumulative GPA per academic semester will be notified in writing and placed on Academic Probation. The apprentice will meet with the Training Director to discuss the Academic Probation, the plan of action for improvement, and the consequences if improvement is not met. Self-elimination points will apply to all infractions associated with the Academic Probation. If the apprentice does not show continuous improvement while on Academic Probation, the JATC has discretion to remove the apprentice from the program. An apprentice may not have more than two semesters on Academic Probations during the apprenticeship.

Attendance Requirements

Apprentices are required to attend every class and to be on time. Each class missed will result in a recorded absence for that course. Tardy and early departures will not count as an absence but will be recorded and assessed as tardies. Three tardies will equal an absence. All hours absent from technical instruction will have to be made up according to the Absentee Policy, and infractions will be addressed according to the Self-Elimination Policy. Please see Annex A for the Absentee Policy

Annex A

ABSENTEEISM POLICY

The Akron Area Electrical Joint Apprenticeship Training Committee (AAEJATC) realizes that there are times when an apprentice may miss class due to illness, accidents and other immediate matters. Although the reasons mentioned above may necessitate absence from class, it will still require a makeup class. All apprentices must meet their minimum hours as required by the state and federal approving agencies by the Local Apprenticeship Training Standards.

When an apprentice is absent from a class session, he or she must fill out and submit to the Training Office an absence slip within seven days (Absence slips are located in the break room). An apprentice may miss up to five (5) classes over the entire five years of the Inside Apprenticeship program, but no more than two per year. Residential and Tele/Data may miss up to three (3) classes over the entire three-year program, but no more than two (2) per year. If the apprentice misses more than the allowable amount per year or total accumulative, he or she will have to attend the next scheduled committee meeting to explain the circumstance. The committee will advise if he or she will repeat the school year, be dismissed from the program or be allowed to continue because of rare, difficult circumstances.

Written requests by the apprentice will be made for major medical emergencies involving hospitalization or official military duty. Upon requested approval, the AAEJATC can excuse up to five missed classes in one academic year for these circumstances. Official documentation from the physician for the hospitalization or official copy of military orders will be necessary. All missed technical instruction will have to be made up promptly. If the apprentice misses more than five class nights in one academic year for any combination of circumstances, he or she will have to repeat that academic year.

The AAEJATC will determine when makeup classes will be scheduled. Makeup classes must be made up no later than 45 days from the day of absence or before the end of the school year, whichever occurs first. Failure to appear to a scheduled makeup class will be counted as an additional absence, and the apprentice will be required to attend the next scheduled committee meeting. The AAEJATC meetings are held monthly, and advanced written notice will be given to the apprentice of when to appear.

The last makeup class to be scheduled will be in May of the current training year. If an apprentice has not met the required class hours, he or she will have an incomplete year. The school year must be repeated at the same pay period with all academic material relinquished to the AAEJATC and new administrative fees.

Annex B

JATC Building Emergency Procedures

Fire

When the fire alarm system has initiated, each apprentice will exit the building in a calm, orderly manner to the safest means of egress as possible. No belongings will be secured. Upon exiting the building, all apprentices will meet at the softball field parking lot located to the west of the building. Instructors will take accountability of their class and report to the first responder in charge. The Training Director should be notified when the situation allows.



Severe Weather Tornado

The Severe Weather or Tornado warning for the building is three short blasts repeated in segments from an air horn. Upon hearing the warning, all occupants will report to a designated interior room and take cover. After the "All Clear" has been given by an instructor, each instructor will take accountability of their class and report to this to the first responder if needed. If no reporting, nor damage, is present, apprentices and staff will report back to class and resume lessons. The following rooms are designated for severe weather: 116, 117, 113B, male restroom and female restroom. The Training Director should be notified when the situation allows.



Active Shooter

The Active Shooter warning for the building is a continuous blast of an air horn. Upon hearing the warning, review below to know what to do. When the situation allows, notify your instructor or first responder for accountability.

A. Evacuate -

If there is an accessible escape path, attempt to evacuate the premises. Be sure to:

1. Have an escape route and plan in mind
2. Evacuate regardless of whether others agree to follow
3. Leave your belongings behind
4. Help others escape, if possible
5. Prevent individuals from entering an area where the active shooter may be
6. Keep your hands visible
7. Follow the instructions of any police officers
8. Do not attempt to move wounded people
9. Call 911 when you are safe

B. Hideout -

If evacuation is not possible, find a place to hide where the active shooter is less likely to find you. Your hiding place should:

1. Be out of the active shooter's view
2. Provide protection if shots are fired in your direction (i.e., an office with a closed and locked door)
3. Do Not trap you or restrict your options for movement
4. To prevent an active shooter from entering your hiding place:
 - a. Lock the door
 - b. Blockade the door with heavy furniture
5. If the active shooter is nearby:
 - a. Lock the door
 - b. Silence your cell phone and pager
 - c. Turn off any source of noise (i.e., radios, televisions)
 - d. Hide behind large items (i.e., cabinets, desks)
 - e. Remain quiet If evacuation and hiding out are not possible:
 - f. Remain calm
 - g. Dial 911, if possible, to alert police to the active shooter's location
 - i. If you cannot speak, leave the line open and allow the dispatcher to listen

C. Take Action Against The Active Shooter -

As a last resort, and only when your life is in imminent danger, attempt to disrupt and incapacitate the active shooter by:

1. Acting as aggressively as possible against him/her
2. Throwing items and improvising weapons
3. Yelling
4. Committing to your actions

The Training Director should be notified when the situation allows.

Declaration of Understanding

I certify that I have been instructed to thoroughly read the above-mentioned rules and policies and I 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, collective bargaining agreement, and these rules and policies.

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: _____