



akron area electrical

# JATC

# RULES & REGULATIONS FOR THE INSIDE APPRENTICESHIP

Effective: August 1, 2022



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## Frequently Used Terms & Abbreviations

JATC = Akron Area Electrical Joint Apprenticeship and Training Committee  
Installer/Technician OJT = On-the-Job Training

RCT = Related Classroom Training  
Program JW = Inside Journeyman Wireman

Installer/Tech or I/T = Journeyman  
Inside = Inside Wireman Apprentice or Program

Telecom = Telecommunications Apprentice or

# Introduction

Welcome to the Akron Area Electrical JATC. 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 JATC 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. 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 most classes and communication with the JATC office. The apprentice must supply an active e-mail for JATC correspondence, access to the online education system, 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 outside of the provided JATC building.

The program Rules and Regulations, standards, official forms, Affirmative Action Plan, and any other official documentation will be available through the apprentice website login located at [www.electrifymyfuture.com](http://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 3<sup>rd</sup> 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 JATC will handle all apprenticeship matters. 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 may 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, and 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, or might tend to adversely affect the contractors, IBEW, NECA, or the industry; it would likely interfere with the apprentice's ability to be employed by contractors. In such cases, 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.

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 submit a written request to review and discuss their file with the Training Director by approved appointment. All such requests will be approved or denied at the discretion of the Training Director. All transcript requests 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 (Affirmative Action Plan) and a Policy Against Sexual Harassment (Appendix A). The policy may be obtained by contacting the JATC office, viewing the copy in the breakroom, or visiting the website apprentice portal at [www.electrifymyfuture.com](http://www.electrifymyfuture.com). Complaint forms are located in the same locations, and all forms are submitted to the Training Director or any committee member if allegations are against the JATC staff.

## **Substance Abuse Policy**

Apprentices will be required to adhere to the Substance Abuse Testing Program adopted by NECA – North Central Ohio Chapter and IBEW Local Union No. 306 with the AAEJATC resolution requirements. The AAEJATC will have employer rights under this testing program and will be notified of any apprentice not compliant with this program. An apprentice who has tested positive twice during the apprenticeship program will be terminated from the program, and their apprenticeship agreement will be canceled.

## **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 annually. 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 the 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 may be taken against the apprentice to include legal costs.

Apprentices shall treat the building and its contents with care and respect and shall follow all written building rules. This is to ensure the building remains in superb condition for future training. Apprentices may not enter the building with mud/dirt/tar or other debris on their shoes and will be immediately excused from the building if mud/dirt/tar or other debris 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.

**Larceny of any of the JATC property is grounds for removal from the program.**

The JATC and the classroom is a tobacco-free facility. Smoking is limited to designated areas, and waste receptacles will be utilized for tobacco butts. Smokeless products, such as tobacco chew and pouches, shall be used in the exterior of the facility. A sealed container must be used to discard the spit or pouches and disposed of in a waste receptacle. No spit or pouch 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 at the beginning of each academic year. Refer to Appendix B for Emergency Procedures and Protocols.

## **Personal Qualities and Conduct**

Apprentices represent the Employer, the Local Union, and the JATC during 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 the proper personal appearance, hygiene, and, above all, a positive attitude. Apprentices must make every effort to positively demonstrate that the Union electrician is a proud, qualified, productive, and skilled tradesperson.

The apprentice needs to realize that his/her conduct directly reflects on the JATC, the Employer, the IBEW/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. Negligent tardiness or absence on the job will not be permitted.
3. **The apprentice must notify the JATC office for ANY missed days with their contractor. This will be done the same time they notify their contractor. This includes vacation, sick, or personal days. Failure to notify the JATC will result in self-elimination points.**
4. The apprentice will be neatly and properly dressed, maintaining a professional appearance.
5. In general, the apprentice should think, look, and be 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, e-mail, 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. This appeal must be within ten days of the date of the JATC 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. These complaints can be registered 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 apprentice portal located at [www.electrifymyfuture.com](http://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. The apprenticeship agreement 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. Classroom instruction will be divided into six periods at a minimum of 180 hours per year. 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/or disciplinary action.

The number of OJT hours listed is the minimum required for the completion of each period. 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.

<b>OJT Hours Recorded</b>	<b>+</b>	<b>Related Classroom Training Progress</b>	<b>Period Status</b>
0-1000	+	N/A	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.

Second pay period advancement 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, work reports have been turned in, and if all disciplinary actions are closed. Any apprentice who is 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. The apprentice will be advanced after 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 the worklist.

## 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, the Self Elimination Policy, and/or failure to meet satisfactory progress. 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 annual 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 in August, and the remaining balance will be due February of that academic year. The remaining years of the apprenticeship will be required to be paid in full in August each academic year. Each apprentice will be notified of the administration fee in advance each year by an e-mailed invoice. Failure to pay the administration fee on time will result in removal from technical instruction and a five-dollar late fee per business day the administration fee is late. Apprentices will be marked absent from technical instruction and the self-elimination policy will apply for attendance.

If an apprentice must retake one or more classes due to attendance and/or academic fails, they will have one opportunity to retake a failed course by completing the homework and taking the test and will pay the current cost of the course and session from the *electrical training Alliance*. If the course is failed a second time, there will be a \$200.00 retake fee and the entire course must be repeated when it is next available. The JATC highly encourages that apprentices ask for tutoring before possible failure. This tutoring is free of charge and can easily be requested by notifying the JATC office. Retaking a course will delay the apprentice regular advancement, which will delay pay increases.

## 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. **No apprentice will be granted more than one-year leave of absence during their entire apprenticeship except for medical and military.** 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 (OJT, Technical Instruction, or both), 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 at their current contractor, or receive the next available training assignment, if applicable, upon return. Medical leaves require a return-to-work statement from a physician in order to return. Military leave requires a copy of official military orders or memorandum from military command.

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 an objective 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. Annual Training Points are applicable offenses per Academic Year and Program Training Points are applicable offenses for the entire program. See the Akron Area Electrical JATC Self-Elimination Infractions and Point chart for further details. An apprentice can check their total number of points on their web services under the Apprentice Tab > Overview > Total Holds. This will also be posted in the breakroom under their membership ID.

## Self – Elimination Policy General Guidelines

- 1) All apprentices will be notified with official correspondence via e-mail from the JATC of when penalties are incurred.
- 2) Max number of points per academic year (August-July) is eight. Exceeding eight points may result in recycling the academic year. **When an apprentice is recycled, they will repeat the year of the applicable apprenticeship at full cost and no pay advancement. An apprentice can only recycle one time for the entire apprenticeship program.**
- 3) **First year apprentices who exceed eight points will automatically be terminated from the program.**
- 4) Max number of points for the entire apprenticeship program is 20. Exceeding these points will result in removal from the program.

- 5) If five points are exceeded in an academic year, an apprentice will have to meet with the Training Director and may be required to appear before the committee at the next regular meeting.
- 6) The JATC reserves the right to assign any number of points to an apprentice for an offense that is not captured in the below chart. The JATC will evaluate any action that has a negative impact on the program or satisfactory progress.
- 7) 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.
- 8) The JATC reserves the right to remove points in extreme and rare circumstances.

<b>Annual Training Points</b>			
<b>Description of Penalty</b>	<b>First Offense</b>	<b>Second Offense</b>	<b>Three or more</b>
Failure to Update Personal Information	1	1	1
Poor Work Reports (Upon JATC Review)	1	1	1
Negligent Tardiness at Employer or Technical Instruction, Leaving Technical Instruction Early, or Excessive Absenteeism from Employer or Technical Instruction	1	2	3
Unprepared for Technical Instruction (Upon Instructor Notification) or reporting for Employment unprepared (Upon Employer Notification)	1	2	3
Failing a Test	1	2	3
Unprofessional Conduct	2	3	4
Negligent Absence from Employer or Technical Instruction (No Show No Call)	3	3	3
Working out of Jurisdiction Without Notifying JATC Office	1	1	1
Failure to obtain additional education requirements when specified and retain throughout apprenticeship (CPR, OSHA 10, OSHA 30, Fire Alarm License, etc...)	2	2	2
Absence from Technical Instruction (Start w/ 2nd Absence - "L2") The <b>Committee reserves the right to use discretion in extreme circumstances.</b>	2	2	2
<b>Program Training Points (Points for Each Offense During the Program)</b>			
<b>Description of Penalty</b>	<b>First Offense</b>	<b>Second Offense</b>	<b>Three or More</b>
Late Work Reports	2	2	2
Defacing of JATC Property	5	Suspended for that Academic Year & 5 Points	Removed from Program
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 Free Work Place Policy	0	Removed from Program	N/A
Threatening or Committing Violence to Staff or Peers	Suspended for that Academic Year & 10 Points (1st Offense)		Removed from Program (2nd Offense)
Failure to Sign the Out of Work List or OJT Report Absence (Same Day)	1	1	2

## 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 **Electrical Training Alliance** 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 apprentice portal log in at [www.electrifymyfuture.com](http://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, tardiness or negligent absences 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 the circumstances that may interfere with their on-the-job training attendance. The JATC office will be notified by phone at (330) 644-4286 or email at [office@akronejatc.org](mailto:office@akronejatc.org) before or on the day of each missed day of OJT training for any OJT absence.**

An apprentice is to immediately report to the Training office any days that the Employer did not have a work assignment available. If an apprentice misses five (5) days of work within a 30-day calendar period due to the Employer not having a work assignment available, the apprentice may request reassignment 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 the apprentice if reassignment is necessary and available.

## Monthly Work Reports

All registered apprenticeship programs must keep a monthly record of each apprentice's on-the-job training hours (OJT) in the **work process categories**. These reports are 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. All apprentices have access to their OJT training hours in Web Services.

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. All recorded hours for pay advancements are based on the official payroll report, not work reports. Disciplinary action may be taken if the incorrect number of hours have been claimed on the work report.

Work reports are due to the JATC office by the 10th of every month for the previous months on-the-job training hours. **Work reports will be submitted through the apprentices Web Services account.**

Late work reports will be assessed points according to the self-elimination policy. If an apprentice is late on three or more work reports in a single academic year, they will have to recycle that academic year at their current pay period and will have to pay the full administration fees for that upcoming recycled year. First year apprentices will be counseled by the Training Director for late work reports. All apprentices will receive email correspondence of their late work report. Late work reports are a Program Training infraction in 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 two 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. All apprentices have access to their evaluations through their Web Services account.

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 available to the apprentice on Web Services. 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 if deemed necessary by the committee.

## **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. (Example: Job Requires ICRA certification)
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. The 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).
  - e. Rare circumstances that have been approved by the Training Director.
7. **An apprentice must notify the JATC if they will be working outside of Local 306 jurisdiction.**
8. Contractors will request apprentices through the JATC office by submitting an official request in writing. The first apprentice on the out of worklist 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 requirement for the job. The first minority or female on the out of worklist 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 result in self-elimination points.**
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 the 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 the 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 - Drywall Saw           | 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, they will take pride in the work they produce with these tools.

# Technical Instruction

## Operational Levels

To meet emergency or threatening situations, the JATC has developed operational levels in which technical instruction will be delivered. The purpose of these operational levels is so the JATC staff, instructors, and apprentices can quickly adapt to the situation and continue to deliver the academic material for the apprenticeship in most circumstances. The Training Director will notify all parties when the operational level has changed.

Operational Level				
Level	Level A	Level B	Level C	Level D
Training Location	Onsite	Hybrid (Virtual & Onsite)	Virtual	Cancelled
Execution				
Staff	Attend JATC building and conduct routine operations.	Attend JATC building and conduct routine and needed operations.	Attend JATC building and conduct routine and needed operations.	Attend the JATC for needed operations only.
Instructor	Attend JATC building and conduct technical instruction.	Attend JATC building and conduct technical instruction via virtual classroom. Only lab and tests will be done in person at the JATC under a defined schedule or authorization.	Conduct technical instruction via virtual classroom. Tests will be done at the JATC by a defined schedule unless directed different by the Training Director	Classes are Cancelled
Apprentices	Attend JATC building for technical instruction.	Attend technical instruction via virtual classroom. Only lab and tests will be done in person at the JATC under a defined schedule.	Attend technical instruction via virtual classroom. Tests will be done at the JATC by a defined schedule unless directed different by the Training Director	Classes are Cancelled

## 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. Tests scores below 75% are failed tests and will be assessed points according to the self-elimination policy. The set grading structure is as follows: 70% from tests, 10% from quizzes, 10% from labs, 10% from homework. If a course does not have a lab requirement, the grading structure is as follows: 70% tests, 15% quizzes and 15% homework.

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 JATC to get information on the next available course for makeup. If an apprentice fails the makeup course a second time, they will appear in front of the committee. See Administration Fees for the cost for a makeup course.

Grades and attendance records for all apprentices are recorded 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.

## 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 be considered a tardy. Three tardies will equal an absence.

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 Training 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's 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 during break. All tobacco butts must be disposed of in smoking waste receptacles, and tobacco spit and pouches must be in a closed container before disposal. 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 these JATC rules and policies. **This includes virtual classrooms.**

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 any inappropriate internet site during class with either a personal computer or a JATC computer (i.e. pornographic or any other non-suitable site), is grounds for removal from the class and appearance at the next scheduled JATC meeting.

## Testing Standards

All tests will be administered electronically 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. Apprentices will be informed in advance of test dates. **Tests are worth 70% of the course grade.**

If an apprentice is absent on a test night, and they have not planned a course of action with the Training Director, they **MUST** contact the JATC office to arrange to take the test before they are 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 the test. The instructor may list on the whiteboard or handout any information deemed necessary for taking a test. The NEC book and Ugly's book **will be** the only books allowed to be used on every test per the JATC. The only writing permissible in the NEC 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 paper 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.

## Lab Standards

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 and will be assessed points according to the self-elimination policy.

There are two types of labs: Exercise labs and Competency labs. Exercise labs are for familiarization and practice. Competency labs are for grade and are evaluating the apprentice's abilities to physically demonstrate in the lab their ability to understand the topic. If a course has an associated Competency lab, it will be worth 10% of the course grade.

## Quiz Standards

All quizzes will be given through an online portal or on paper. The instructor will determine the method in the syllabus. Quizzes will be worth 10-15% of the course grade depending on whether the course has an associated lab.

## Homework Standards

Homework will need to be completed per the syllabus or instructor's directive. All homework must be completed no later than the start of the class on test day. The homework grade will be filtered to the latest attempt and will be worth 10-15% of the course grade depending on whether the course has an associated lab.

## 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 (1<sup>st</sup> Year)
  - Sexual Harassment/Assault and Drug Awareness Training (1<sup>st</sup> Year)
  - New Member Orientation (1<sup>st</sup> Year)
  - Comet (2<sup>nd</sup> Year)
  - ICRA (2<sup>nd</sup> Year)
  - 70E (2<sup>nd</sup> Year)
  - Code of Excellence (5<sup>th</sup> 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.

## Academic Probation

Apprentices who have earned less than 80% cumulative GPA per academic semester will be notified in writing and placed on Academic Probation. August through December is the Fall Semester and January through May is the Spring Semester. The Training Director will meet with the apprentice to discuss the Academic Probation, the plan of action for improvement, and the consequences if improvement is not met. If the apprentice does not show continuous improvement while on Academic Probation, the JATC has the discretion to remove the apprentice from the program.

## Attendance Requirements

The JATC realizes that there are times when an apprentice may miss class due to illness, accident, and other immediate matters. Although the reasons mentioned above may necessitate absence from class, it may 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 and **satisfactory complete each year's applicable courses.**

When an apprentice is absent from a class session (to include personal absences), he or she must fill out and submit an absence slip to the Training Office within seven days (Absence slips are located in the break room and on the apprentice portal of the website). An apprentice may miss up to one class for personal reasons per year without making up the class or point infraction, except for scheduled tests and specialty training. The Training Director is the only authorized person to allow an apprentice to be excused from a class on a test day or specialty training. Apprentices are still required to have **satisfactory progress** per year to be eligible for advancement to the next term. Additional absences in the same academic year will be assessed points according to the self-elimination policy, and this missed classroom time will have to be made up.

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 military correspondence 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 may 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 unsatisfactory year. The school year must be repeated at the same pay period with all academic material relinquished to the AAEJATC and new administrative fees.

# Incentive Programs

## Perfect Attendance

If an apprentice maintains perfect attendance to all required training during the apprenticeship, the apprentice will receive a \$250.00 reimbursement of their administration fee at graduation. Perfect attendance means no recorded absences, no missed specialty classes, and attendance to all JATC mandated meetings. The JATC reserves the right to cancel this incentive program at any time.

## NWSCC Degree

If, upon completion of the apprenticeship program, an apprentice has received an associate degree from Northwest State Community College, the JATC will reimburse the apprentice \$500.00 of their administration fee at graduation. Proof of this degree must be given to the JATC prior to graduation. The JATC reserves the right to cancel this incentive program at any time. **To get started on your associates degree, contact Larry Zachrich at (419) 267-1350 or by email at [lzachrich@northweststate.edu](mailto:lzachrich@northweststate.edu).**

# Appendix A

## AKRON AREA ELECTRICAL JOINT APPRENTICESHIP AND TRAINING COMMITTEE

### SEXUAL HARASSMENT AND WORKPLACE HARASSMENT POLICY

The Akron Area Electrical Joint Apprenticeship and Training Committee (the "Committee") is committed to providing equal employment opportunities and a work and learning environment free of sexual harassment and any other workplace harassment. This applies to employees, apprentices, and applicants. The Committee maintains a strict policy against both sexual harassment and any other workplace harassment because of a person's sex (including pregnancy and gender identity), race, color, religion, national origin, ancestry, sexual orientation, genetic information, age, disability or any other protected class, or because a person has exercised their rights under equal employment opportunity laws.

#### **What is Sexual Harassment?**

The Committee does not tolerate sexual harassment of any type. Sexual harassment is unlawful and exposes our apprenticeship program and any individuals involved in such conduct to significant legal liability. The Committee expects its employees and apprentices to treat each other, co-workers, members of the public, vendors, and contractors with respect and dignity. Sexual harassment not only hurts the victim, but it also erodes union solidarity. The Committee is therefore committed to the vigorous enforcement of this policy against sexual harassment and other forms of workplace harassment.

In general, sexual harassment can include:

- unwelcome sexual advances and requests for sexual favors;
- creating an intimidating, hostile or offensive working environment through sexually related conduct or comments;
- making sexual conduct of any kind a condition of employment or apprenticeship, making rejection of sexual conduct a basis for an employment decision or threatening to do so;
- any conduct or comments tending to create an intimidating, hostile or offensive working environment relating to an individual or a group's sex or gender;
- intentional physical conduct that is sexual in nature, such as touching, pinching, or patting;
- non-physical conduct, such as staring in a suggestive manner;
- sexually-oriented gestures, noises, remarks, jokes, or comments about a person's sexuality, sexual experience, or appearance; and
- displaying pictures, posters, calendars, graffiti, objects, reading materials, or other materials that are sexually suggestive, sexually demeaning, or pornographic.

All forms of such harassment are strictly prohibited. Employees, supervisors, apprentices and applicants engaging in prohibited workplace sexual harassment of any type, or any supervisor failing to take appropriate action upon becoming aware of such sexual harassment, will be subjected to disciplinary action, up to and including termination.

#### **Getting Help for Sexual Harassment or Workplace Discrimination**

Apprentices may encounter sexual harassment or other workplace harassment on the job or during JATC training. Any employee or apprentice who believes that he or she has been a victim of prohibited sexual harassment or workplace harassment is encouraged to confront the offending individual and ask them to discontinue the offensive conduct at once.

If this does not resolve the problem to the employee or apprentice's satisfaction, or if the employee or apprentice does not feel comfortable confronting the offending party for any reason, the Committee has developed the following procedures to resolve sexual harassment or workplace harassment concerns. Any individual accused of harassment should not play any role in administering or making decisions under this policy.

The options available for seeking help depend upon where the harassment occurs.

**A. Harassment on the Job:**

The Employer is legally responsible for providing a workplace free of sexual and other harassment. An apprentice who encounters sexual or other harassment on the job, in addition to informing the Employer and the job steward, must inform the Training Director or the Chairperson of the Committee. If an apprentice is not able to or not comfortable with making complaints to these individuals, the apprentice can make a complaint to any member of the Committee. The JATC will ensure that the Employer takes appropriate action to address the apprentice's sexual or other harassment claims.

**B. Harassment at the JATC:**

If an apprentice encounters sexual and other harassment during JATC training. Complaints of sexual and other harassment at JATC facilities must be made to the Training Director or Chairperson of the Committee. If an apprentice is not able to or not comfortable with making complaints to these individuals, the apprentice can make a complaint to any member of the Committee.

In either case, the following procedure applies:

1. The apprentice or employee must promptly report the problem. This report must be made to the Training Director or the Chairperson of the Committee. If an apprentice is not able to or not comfortable with making the report to these individuals, the apprentice can make a complaint to any member of the Committee. The report should be made as soon as possible, ideally no later than three (3) calendar days after the offending conduct.
2. After reporting the conduct, the apprentice or employee must place the complaint in writing and provide it to the Training Director or the Chairperson of the Committee. Such written complaint should be submitted no later than three (3) calendar days after the alleged harassment was initially reported. At a minimum, the written complaint must include the name of the individual involved in the incident giving rise to the complaint; a detailed description of the incident giving rise to the complaint, including specific conduct or comments complained of; the date and approximate time of the conduct or comments complained of; the names of any witnesses; and the action which the apprentice or employee would like the Committee to take to correct the problem, understanding that while the Committee may take the apprentice or employee's suggestions into account, the Committee cannot guarantee it will take the action suggested.
3. With the written complaint, the apprentice or employee will provide the Committee any documents or things relating to or supporting the complaint. Upon receipt of the written complaint, the Committee will conduct an investigation. It will be necessary that the apprentice or employee cooperate in such investigation by responding to any further questions and providing any additional information which the Committee considers relevant.
4. Upon completion of its investigation, the Committee will decide on the disposition of the complaint, including any proposed corrective action.
5. Full and prompt cooperation by the apprentice or employee is essential to this policy. Failure of the Apprentice or employee to cooperate at any stage will be considered a rejection of the Committee's efforts, and the Committee may terminate its investigation and/or take any other action deemed appropriate.



## Contact Information for Reporting Complaint

Should an apprentice or employee wish to report a complaint of sexual or workplace harassment, the report must be made to the Training Director or the Chairperson of the Committee. If an apprentice is not able to or not comfortable with making the report to these individuals, the apprentice can make a complaint to any member of the Committee. The contact information for these individuals is as follows:

### Training Director:

Matthew Capozzi  
Akron Area Electrical JATC  
2650 South Main St. Suite 100  
Akron, Ohio 44319  
Phone: (330)644-4286  
E-Mail: [mattc@akronejatc.org](mailto:mattc@akronejatc.org)

### Chairperson of the Committee:

Adam Wright  
Akron Area Electrical JATC  
2650 South Main St. Suite 100  
Akron, Ohio 44319  
Phone: (330)612-5909  
E-Mail : [awright@thompsonelectric.com](mailto:awright@thompsonelectric.com)

### Committee Members:

Jason Walden  
4016 Massillon Rd.  
Uniontown, Ohio 44685  
Phone: (513)616-0667  
E-Mail: [jwalden@nconeca.org](mailto:jwalden@nconeca.org)

James Kubitza  
2650 South Main St. Suite 100  
Akron, Ohio 44319  
Phone: (330)814-3176  
E-mail: [jjameskubitza@yahoo.com](mailto:jjameskubitza@yahoo.com)

Mark Trudics  
955 Evans Ave.  
Akron, Ohio 44305  
Phone: (330)630-8900  
E-Mail: [mtrudics@novatny.com](mailto:mtrudics@novatny.com)

Michael Might  
2650 South Main St. Suite 200  
Akron, Ohio 44319  
Phone: (330)245-2240  
E-Mail: [mikem@ibew306.org](mailto:mikem@ibew306.org)

Christeen Speelman-Parsons  
358 Commerce St.  
Tallmadge, Ohio 44278  
Phone: (330)633-1410  
E-Mail: [christeenp@speelmanelectric.com](mailto:christeenp@speelmanelectric.com)

The Committee views sexual harassment and workplace harassment as a very serious matter which can lead to severe disciplinary action, up to and including termination. Likewise, providing false information under this policy, interfering or failing to cooperate with the Committee's investigation, or retaliating against anyone involved, is a serious matter which can lead to severe disciplinary action, up to and including termination. This policy is designed to give apprentices and employees guidance as to the Committee's usual practices, and such practices may be changed or deviated from at any time at the Committee's discretion.

**RECEIPT AND ACKNOWLEDGMENT OF SEXUAL HARASSMENT  
AND WORKPLACE HARASSMENT POLICY**

Please read the following statements and sign below to indicate your receipt and acknowledgment of the Akron Area Electrical Joint Apprenticeship and Training Committee's Sexual Harassment and Workplace Harassment Policy.

- I have received and read a copy of the Sexual Harassment and Workplace Harassment Policy ("Policy"). It is my responsibility to know and to understand the procedures contained in that policy. I understand that the procedures and rules described in it are subject to change at the sole discretion of the Committee at any time.
  
- I further understand that as an apprentice or employee, my apprenticeship or employment can be terminated for violation of this policy.
  
- My signature below indicates that I have read and understood the above statements and that I have received a copy of the policy. This policy replaces any previous policies.

Signed and Acknowledged by:

\_\_\_\_\_

Signature

\_\_\_\_\_

Printed Name

\_\_\_\_\_

Date

# Appendix 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
  - 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:** \_\_\_\_\_