Statement of Policy

of the

EL Dorado Electrical Joint Apprenticeship and Training Committee

In order that the El Dorado Electrical Joint Apprenticeship and Training Committee (JATC) may fulfill its obligations and responsibilities of providing a sound and progressive apprenticeship program, as defined in the Inside Agreement between IBEW Local 436 and the El Dorado Division, Arkansas Chapter, NECA, and as further defined in the statement of policy herein adopted on the 22nd of May 2018. Authority for this policy is covered under Article 21 of the Standards of Apprenticeship.

As the Program Sponsor for the El Dorado Electrical JATC, the Business Manager of IBEW Local Union 436 will act for and under the direction of the Committee in the administration of this policy statement when the Committee is not in session.

Selection Procedure

Selection of apprentices for the program of the El Dorado Electrical JATC will be as provided in the Procedure for Selection of Apprentices for the Electrical Contracting Industry and the Affirmative Action Program, including amendments, as approved by the Bureau of Apprenticeship and Training, U.S. Department of Labor. These documents were adopted by this committee on May 22, 2018.

Completion of School

1. Apprentices

Apprentices shall remain in the apprentice classification until they have satisfactorily completed the following minimum requirements:

1. 8,000 On-the-Job Training (OJT) hours
2. 900 Classroom hours of related instruction
3. 8 hours of first aid training
4. 70% average or above for the classroom related instruction
5. Good standing status with the Committee including all paperwork submitted, and disciplinary actions have been resolved.
6. Any fees due the office of the JATC must be paid in full (this is to include license payments, books, fines, fees, etc.)

An apprentice shall take the State of Arkansas Journeyman Examination upon satisfactorily completing all minimum requirements. All interested parties will be notified in writing by the JATC of any change in apprentice classification.

Non-Completion of School

Any apprentice who voluntarily quits the program for any reason will reimburse any, and all incurred expenses born by the JATC for instructors and classroom operation for the time the apprentice was enrolled in the program. At the time of departure, the apprentice shall be given a list with breakdowns of the costs they are responsible for. These costs may change from time to time based on the cost of books, materials, instructors, etc.

Any apprentice who transfers to another JATC program will not have to repay the cost back to the El Dorado Electrical JATC.

Any Apprentice who transfers to a non-signatory apprenticeship program will be considered a voluntary resignation, and will be responsible for paying for the expenses incurred during their apprenticeship tenure.

Failure to pay will result in non-release of transcripts, and/or civil action against the former apprentice.

Completed Apprentices

Once an apprentice completes school, he/she must provide the union hall and the JATC with copies of their report showing their passing grade before they can be promoted to Journeyman Wireman.

Any completed apprentice who obtains employment with any non-signatory contractor within a period of two (2) years following completion of the program will reimburse the JATC for all incurred expenses which may include instructors, books, materials, ect. A cost break down will be provided to the completed apprentice showing the costs of each area to be paid for, and how much per year was incurred. Non-signatory status of a contractor is determined by the Business Manager of the IBEW Local 436.

Failure to pay will result in civil action against the former apprentice.

Apprenticeship School

1. **Books/Materials**

The El Dorado Electrical JATC will purchase all required textbooks and lesson materials from the Electrical Training Alliance. There are two ways books and materials are purchased, and depending upon the type the apprentice may or may not be responsible for the books/materials.

1. Grant – at the time of this policy, the Arkansas State Apprenticeship Board provides for grants to get books and materials for its apprentices throughout the state. The JATC makes use of these funds to purchase the books and materials necessary for training. Any books not approved must be covered by the apprentice.
2. Payment – in the event that the Arkansas State Apprenticeship Board does not provide money for some or all of the required books/materials, the apprentice will be responsible for the amount due the JATC before the start of the school year. Each apprentice will be provided with a copy of an invoice stating what he/she is required to purchase.

In the event an apprentice must pay for books/materials then he/she may arrange payments with the JATC to pay the total out over three equal payments. In the event an apprentice becomes unemployed during this time, he/she may request a suspension of payments until employment is obtained. This suspension of payments must be approved by the committee before the apprentice may miss a payment.

All payments must be made in cash, check or money order. No debit/credit cards will be accepted.

1. **Apprentice Conduct**
2. **Attendance**
3. Apprentices shall attend ALL classes. Any missed classroom time, for work or personal reasons, must be made up by the end of the school year. The JATC will provide numerous dates to make up classroom hours for the apprentices.
4. Any apprentice that must be absent for ANY reason, must contact the Training Director and/or IBEW Local 436 Business Manager. Failure to call in will result in the absence being un-excused no matter the reason.
5. Excused absences are when an apprentice must miss class time for pre-approved work, illness that causes he/she to miss work (must provide doctors note), family illness (wife/husband/child), immediate family serious illness (mother, father, brother, sister), immediate family death (wife/husband/child/mother/father/brother/sister), and approved medical leaves. Any other absence will be counted as un-excused unless prior authorization from the Committee is given.
6. Un-Excused absences are when an apprentice misses class for reasons outside of normally approved situations. These may include but are not limited to vacation, honeymoons, unapproved work hours (overtime or otherwise), illness in which you do not miss work or cannot provide a doctor’s note, personal business, non-immediate family illness/death, ect.

Any apprentice that misses for an un-excused reason will be warned on the first one, and any other un-excused absence will be a $40 fine per occurrence due within 30 days of missing class to the JATC.

1. A tardy is any time in which an apprentice is late ten (10) minutes or more. If an apprentice obtains three (3) tardy days, he/she will be charged with an unexcused absence unless the apprentice has spoken to the Training Director and/or the Business Manager at the IBEW Local 436.
2. Medical or Military leave is accepted as an excused absence. In the event of a medical leave, a doctor’s note must be provided to the JATC stating the length of the required medical leave, and it must state that the student is unable to attend classes. Any military leave must be proven by providing the appropriate documentation from the military showing extended leave or deployment. At the time of proof of these types of extended leave, the apprentice’s school time will be “suspended” (I.E. put on hold) until they return, with no adverse actions to be taken against the apprentice by the Committee.
3. Any student with more than three absences, excused or un-excused, will be asked to appear before the Committee to discuss their attendance.
4. Each time a student is absent/tardy, he/she will be given a form to fill out and return to the Training Director even if the apprentice called in ahead of time. This is for documentation purposes, and will be noted in the apprentice file.
5. **Classroom Conduct**
6. Apprentices will arrive on time, and be in their seats ready to start by the start time of class.
7. Apprentices will use the clock in and out system to mark the time that they arrive, and to mark the time they leave. This system is monitored by cameras to verify the times. At no time shall an apprentice clock in or out for another apprentice. If there is an issue with the time clock system, then a sign in sheet with times will be provided.
8. Apprentices will arrive to class with their approved computer/tablet, books, paper, pens or pencils, tools, and any other materials required for class that night. Tools may be left in the vehicle until needed for hands on, but the apprentice must have access to them during classroom hours.
9. Apprentices will do their homework ahead of classroom hours, at home on their own time. Classroom time will be used to ask questions and go over areas the apprentice does not understand, testing, or hands on demonstrations. All homework will be due by 8:00 AM on the day of class. At that time the Training Director will record the grades of the homework given, and no other work will be accepted unless prior arrangements are made with the Training Director and/or the Business Manager of the IBEW Local Union 436.
10. Apprentices are expected to maintain a minimum 70% grade average.
11. Apprentices will respect their instructors and other students. Apprentices are expected to remain quiet if others are doing testing or other work, and will listen to the instructor and engage in the classroom during instruction.
12. Breaks will be given, but apprentices must be back in their seats by the designated return time. Failure to return will be counted as tardy, and time will be removed from the apprentice’s attendance time for class.
13. Fighting is strictly prohibited, and the apprentices involved will be asked to appear before the Committee.
14. Falsification of ANY records sent in to the JATC (tests, sign in/out, ect) will result in severe penalties.
15. An Instructor has the right to reprimand an apprentice for failure to adhere to this portion of the policy under Classroom Conduct. The instructor may remove a student for one night, and no classroom hours will be given for that night. The instructor will inform the Committee of the violation in writing, and the apprentice will be asked to appear before the Committee to explain.
16. **On-the-Job Training Hours and Conduct**
17. The Business Manager of Local IBEW Union 436 will have full authority to refer apprentices to work assignments within the jurisdiction, subject to the review by the Committee at its regular meeting. The apprentice may be assigned to any of the counties in the IBEW Local 436 jurisdiction.
18. An apprentice may not refuse a work referral by the Business Manager of Local IBEW Union 436 for any reason unless prior permissions are granted by the Committee, or if the apprentice is physically unable to work. Refusal of work will be brought to the Committee’s attention.
19. Should an apprentice become unemployed for any reason, he/she is required to sign the “out-of-work” book at the IBEW Local 436.
20. Any apprentice that is terminated for any reason other than a reduction in workforce shall appear before the Committee.
21. Apprentices shall submit to the JATC via the online time card recording system the hours they have worked and in what areas they performed work. These hours are due by the 10th of the following month without exception.
22. On-The-Job Training Hours (OJT) are granted on a one-to-one basis. I.E. the hours are only counted once no matter if they are regular or overtime. Overtime hours still only count as regular hours when calculating the total hours worked. This does not affect your pay for overtime, only how many OJT hours the JATC show you as having worked.
23. Apprentices are evaluated quarterly, and at the end of work for a company. The JATC will send out forms to your employer for the journeyman working with you to complete. These are sent back to the JATC and reviewed. Negative comments will be gone over with the apprentice, and the JATC will work with them to correct these issues.
24. Apprentices are representatives of the JATC. As such, all apprentices are expected to conduct themselves with professionalism at all times. Apprentices will wear appropriate clothing as designated by the employer, and will remain neat and well-groomed at all times.
25. Apprentices are expected to maintain their tools in a good working manner. A tool list will be provided by the IBEW Local 436, and apprentices must have at least one of every tool on the list. All tools must be working, and in safe condition to perform electrical work, and must conform to the attached tool policy.
26. Falsification of any records to do with OJT Hours will result in severe penalties.
27. **Penalties**

In the event that any of the rules outlined in the Apprentice Conduct section are not adhered to by an apprentice, he/she will be asked to appear before the Committee at the next scheduled meeting.

The Committee will hear the apprentice’s statement regarding the situation, and the infraction. Any evidence gained during the investigation will be provided to the Committee and discussed with the apprentice.

After hearing the statement of the Apprentice and reviewing the evidence, the Committee will determine the punishment. Standard punishment can be (but not limited to) as follows:

-1st Offense = 40 hour OJT Penalty

-2nd Offense = 200 hour OJT Penalty

-3rd Offense = Penalty determined by the committee which may include termination from the program.

Falsification of any records with the JATC is a serious offense. In the event a falsification is suspected, the issue will be investigated and brought before the committee. The committee may fine the apprentice or apprentices involved up to 2000 hours of OJT time, or dismiss them from the program.

At any time under 2,000 hours of OJT, an apprentice is considered in a probation period. During this probation period, an apprentice may be removed from the program for any reason, at any time.

The Committee reserves the right to forgo the above penalty scale in the event that the infraction is deemed severe enough to warrant removal from the program.

1. **Advancement in Apprenticeship**

Apprentices will advance through the apprenticeship both in the classroom and with their on-the-job training. These are governed by the Committee decisions and this policy.

1. **Classroom Advancement**

Apprentices will begin as a CW worker in their first year of the school. At the end of the school year, the Committee will review the apprentices school work and OJT work to determine if they meet the qualifications to advance to an apprentice position. Any apprentice that meets the qualifications will proceed on to the 2nd year apprenticeship program, and receive the appropriate training.

After the first year, at the end of each year of apprenticeship, the apprentice will be evaluated by the Committee to determine if the apprentice is still meeting the required expectations to continue in the apprenticeship program. The apprentices classroom work, and OJT work will be evaluated to determine eligibility to advance.

If at any time the Committee feels a student is not performing well in that particular year of apprenticeship, he/she will be offered the options of either repeating that year or moving into the Construction Wireman (CW) program. This option is only given once, and after that year if the Committee still feels this apprentice does not meet the requirements to advance, he/she will either be moved into the CW program permanently, or removed from the program.

1. **On-The-Job Training Advancement**

Apprentices will be evaluated for On-the-Job advancement twice per year. These times shall be at the semester break in December, and at the end of the school year. Advancement rates are based off of the IBEW Local 436 wage scale.

 OJT advancements are based off of OJT hours and classroom experience. Any apprentice that meets the requirements of the OJT hours, classroom hours, and is found in good standing with the JATC, will be advanced in their minimum pay rate. This minimum pay does not mean the employer cannot pay you more. They may elect on their own to raise your pay based on performance and time spent with the company. It also does not mean that if you are being paid above the minimum that your employer will be forced to give you a raise. The employer only has to provide a pay raise in the event that the new minimum wage is above what you are currently making, at which time they only must match the new required minimum.

An apprentice will be paid at the level of apprenticeship which he or she is in the program provided they have the required corresponding hours. At the semester break in December, the committee will then evaluate all apprentices for advancement. If the apprentice is in good standing with the JATC, and the apprentice has the appropriate amount of hours, an advancement to next year’s level will be granted as a sign of good faith that the apprentice will complete the school year.

If at the semester break in December the apprentice has not reached sufficient hours to get the advancement to the next level, the advancement will be re-evaluated at school year end.

1. Provisions

In all matters arising from issues with compliance to this policy, the matter will be brought before the Committee for discussion.

All penalties must be assessed, and any fines incurred paid within 90 days of the time of the decision of the Committee unless other arrangements have been made with the Committee.

In signing the policy statement, the apprentice will agree to abide by the rules, and submit to any punishment given by the Committee up to and including termination from the program.