

APPRENTICESHIP POLICIES AND PROCEDURES

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Formulated by

**THE REDWOOD EMPIRE JOINT APPRENTICESHIP
AND TRAINING COMMITTEE**

**For the
ELECTRICAL TRADE**

Representing

**THE REDWOOD EMPIRE CHAPTER
of the
NATIONAL ELECTRICAL CONTRACTORS ASSOCIATION
PETALUMA, CA**

And the

**INTERNATIONAL BROTHERHOOD OF
ELECTRICAL WORKERS LOCAL UNION 551
SANTA ROSA, CALIFORNIA**

Registered with

**THE STATE OF CALIFORNIA DEPARTMENT OF INDUSTRIAL RELATIONS
DIVISION OF APPRENTICESHIP STANDARDS**

And the

THE DEPARTMENT OF LABOR

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INTRODUCTION

The Redwood Empire Joint Apprenticeship and Training Committee (REJATC) is responsible for administering the Electrical Apprenticeship Program. The REJATC is composed of members representing the National Electrical Contractors Association (NECA), and the International Brotherhood of Electrical Workers (IBEW). There is also a consultant from the State Division of Apprenticeship Standards (DAS) and a consultant from the Department of Labor (DOL).

The REJATC is operating under authority established in the Collective Bargaining Agreement between the IBEW and NECA and is charged with making local standards in conformity with the National Apprenticeship and Training Standards for the Electrical Contracting Industry governing the qualifications, selection, education, and training of all apprentices. The REJATC shall be responsible for training by the parties to this Agreement and shall be registered with the National Joint Apprenticeship and Training Committee and the appropriate State or Federal Apprenticeship Registration Agency.

The Joint Apprenticeship Committee meets regularly as needed at the REJATC Training Center to exercise its responsibility to supervise the implementation of the Standards of Apprenticeship and to take any action necessary to protect the integrity of the apprenticeship program.

Apprentices are required to contact the Training Director when they encounter any problems or have any questions regarding the terms of their apprenticeship or related instruction. Requests to appear before the Apprenticeship Committee must be made in writing to the Committee through the office of the Training Director.

Recognizing that there is no substitute for apprenticeship and that there is a definite obligation on the part of the Industry to train future generations of skilled craftsmen, the Redwood Empire Joint Electrical Industry Training Committee for Marin, Sonoma, Lake, Mendocino, Humboldt and Del Norte Counties, representing the Redwood Empire Chapter of the National Electrical Contractors Association, Inc., and the International Brotherhood of Electrical Workers Local Union #551, establish these Rules, Regulations, Policies and Procedures that shall govern the conduct and progress of apprentices during their training.

DEFINITIONS

Absence: An absence from related instruction not approved by the JATC. All requests for approval of absence must be in writing to the JATC.

Apprentice: An apprentice is one who has been accepted by this Joint Apprenticeship Committee into the apprenticeship program and who has entered into a written Apprenticeship Agreement.

Bracket: Bracket of apprenticeship is a period (approximately 6 months) consisting of the successful completion of required related education classes and the minimum required hours of on-the-job training determined by the JATC.

Commercial: A facility that does not manufacture or process goods. A retail or wholesale outlet.

DAS: State of California Department of Industrial Relations Division of Apprenticeship Standards.

DOL: The Department of Labor. The Federal Agency that monitors the REJATC.

Indenture Date: The first day an apprentice is employed in the training program.

Industrial: A facility that manufactures equipment or processes a product from raw materials

REJATC: Redwood Empire Joint Electrical Apprenticeship and Training Committee for Marin, Sonoma, Lake, Mendocino, Humboldt, and Del Norte Counties. (May also be herein referred to as JATC.)

Multi-Family or Multiple Units: A dwelling occupancy used as a home, hotel, or residence for three or more families.

On-the-Job Training: Working with the tools at gainful employment during scheduled working hours. This is equal to laboratory class time to develop manipulative and technical skills.

Probationary Period: A period established by the Apprenticeship Program Standards during which time an apprentice agreement may be terminated by the Local Joint Apprenticeship Committee at the request in writing of either party.

Premium Wages: A scale greater than the minimum wage scale established in the current collective bargaining agreement. Overtime wage rate is not considered a premium wage rate.

Related Educational Instruction: Educational Classes scheduled by the JATC including, but not limited to, make-up classes, field trips, special courses, first aid training, CPR training, and evening classes at a college or school.

Residential: A dwelling occupancy for one or two families.

Severe Disciplinary Action: Suspension from employment up to a period of sixty (60) days and/or request for apprentice termination.

Tardiness Late: Any moment of time following the agreed starting time of related educational classes and on-the-job training.

Work Processes: Work which apprentices will perform during their on-the-job training.

CHAPTER 1

GENERAL REQUIREMENTS

Article 100. Purpose and Policy.

100-1 The REJATC declares it to be its purpose and policy to establish an organized, planned system of apprenticeship conducted as a joint labor and management industry undertaking. These Policies and Procedures have, therefore, been adopted and agreed upon under the latest edition of the Shelley-Maloney Apprentice Labor Standards Act to govern the employment and training of electrical apprentices in the State of California.

Therefore:

- a. The REJATC is authorized to administer and enforce these Apprenticeship Policies and Procedures and to make any changes when necessary. It may make use of any person or persons in such administration and enforcement or in the execution of its duties, responsibilities, and functions.
- b. The REJATC is authorized to adopt such policies and procedures as are necessary for the purpose of an effective training program provided, however, that such rules and regulations do not conflict with the Apprenticeship Standards registered with the D.A.S.
- c. The REJATC is authorized to review the progress of each apprentice prior to each of their wage advancement brackets and determine whether the apprentice is making satisfactory progress on the job, in related instruction, and is entitled to advance to their next wage bracket.
- d. The REJATC is authorized to enforce these Policies and Procedures, including the power to take severe disciplinary action against apprentices for the Apprentice's failure to fulfill their obligations on the job or in related instruction, or for any other violation of these Policies and Procedures.
- e. The REJATC is authorized to investigate the training facilities and educational materials provided to apprentices and take appropriate action with the school or college district to maintain an adequate training program.
- f. The REJATC is authorized to recommend suitable candidates for journey level and apprentice instructor positions whose qualifications the REJATC has investigated prior to recommending instructor candidates to the school or college districts as potential instructors.
- g. The REJATC is authorized to terminate Apprentice Indenture Agreements during the probationary period at the discretion of the REJATC or request in writing of the apprentice. After the probationary period, Apprentice Agreements may be terminated by mutual agreement of all parties or canceled for a valid and sufficient reason.
- h. The REJATC is authorized to see there is provided, insofar as possible, continuous employment to all apprentices, and all-around diversified training as is available, in all the job processes of the craft, and

to that end to transfer and assign apprentices from one employer to another if necessary.

- i. The REJATC is authorized to indenture each apprentice on an approved State of California Apprenticeship Agreement (Form DAS-1), approved by the D.A.S. Apprenticeship Consultant.
- j. The REJATC is authorized to approve qualified employers on State of California Approved Employer Form DAS-7.
- k. The REJATC is authorized to take all other actions, consistent with applicable State and Federal law, necessary to carry out its purpose and policy.

Article 100-2. Equal Opportunities and Policy Against Harassment

A. Equal Apprentice Opportunities.

The Redwood Empire JATC (“REJATC”) is dedicated to providing equal opportunities for all qualified apprentices, whether at school or at their place of employment, that are free from discrimination based on race, color, ancestry, religion, national origin, age (over 40), sex/gender (including gender identity, gender expression, pregnancy, childbirth and related medical conditions), sexual orientation, marital status, registered domestic partnership status, veteran status, medical condition, physical or mental disability, reproductive health decision-making, or any other classification protected by applicable law. Decisions also will not be influenced by a perception you fall within any of these categories or your association with a person falling within any of these categories.

This policy applies to every aspect of the apprenticeship program and the REJATC is dedicated to provide school and work conditions that are conducive to the performance of duties in an atmosphere free from discrimination, intimidation or coercion in any form. Appropriate disciplinary action, as described in the Unlawful Harassment policy, below, may be taken against any student, employee or employer receiving apprentices from the REJATC that violates this policy.

Prohibition Against Unlawful Harassment.

The REJATC hereby acknowledges that unlawful harassment of any apprentice undermines the integrity of that apprentice's employment and student status. The REJATC is therefore committed to providing work and school environments for apprentices that are free of unlawful harassment. In keeping with this objective, the REJATC maintains a strict policy prohibiting unlawful harassment, including harassment based on any of the protected categories listed in Sec. 100-2(A). All such harassment is unlawful. Harassment will not be tolerated by the REJATC and will subject the person who commits it to severe disciplinary action, as detailed below.

Disciplinary Action: This policy specifically prohibits all forms of unlawful harassment of apprentices regardless of whether the harassment is committed by fellow apprentices, instructors, employees of the REJATC, co-workers, or supervisory or non-supervisory personnel of any employer. Any apprentice found to have engaged in unlawful harassment will be subject to severe disciplinary action up to and including cancellation of his/her apprenticeship agreement. Any instructor or employee of the REJATC found to have violated this policy or engaged in unlawful harassment shall be subject to disciplinary action up to and

including termination. Any employer whose supervisory or non-supervisory employees are found to have violated this policy or engaged in unlawful harassment, may be subject to appropriate action by the REJATC including the refusal to refer apprentices to that employer.

Prohibited Conduct: Prohibited behaviors include, but are not limited to, the following:

Verbal conduct: e.g., suggestive, insulting, or derogatory comments, epithets, innuendoes, sounds, jokes, teasing or slurs based on any of the above categories, and sexual propositions or threats.

Physical conduct: e.g., assault, impeding or blocking movement, or any unwanted physical contact or interference with normal work or movement, including touching, pinching, brushing the body, impeding, or blocking movement, contact or assault when directed at an individual because of any of the above categories.

Visual conduct: e.g., derogatory posters, cartoons, suggestive objects, pictures, letters or drawings; also, such actions as leering, whistling or obscene gestures based on any of the above categories.

Unwanted sexual advances: threats or demands to submit to sexual requests as a condition of continued employment, or to avoid some other loss, and offers of employment or some other contract benefits in return for sexual favors.

Retaliation for having reported or threatened to report harassment.

Definition of Sexual Harassment: Sexual harassment is any unwarranted sexual advances, or visual, verbal, or physical conduct of a sexual nature, which: (1) has been made either explicitly or implicitly a term or condition of an individual's employment or apprenticeship (or other contract relationship), (2) is used as a basis for employment or apprenticeship (or other contract) decisions, or (3) substantially interferes with an individual's work or apprenticeship (or contract) performance or creates an intimidating, hostile, or offensive working environment. Sexual harassment may be committed by either a person of the opposite sex or a person of the same sex. The following are examples of sexual harassment:

Making or using derogatory comments, slurs or jokes based on sex.

Making sexual gestures, leering, displaying sexually suggestive objects or pictures, photographs, cartoons, literature, or posters.

Verbal abuse of a sexual nature, including comments about an individual's body, sexually degrading words to describe a person, suggestive or obscene letters, notes, or invitations.

Physical touching, assault, or impeding or blocking movements.

Written or verbal sexual advances or propositions.

Offering any benefit in exchange for sexual favors or making or threatening any reprisal after a negative response to sexual advances.

In addition, conduct based on any of the categories listed above, or any other characteristic protected by

law, is not appropriate for the REJATC or the workplace and is prohibited, regardless of whether an individual makes a claim of harassment.

Prohibited Retaliation: This policy also prohibits retaliation against any person who reports unlawful harassment or discrimination and/or assists in investigating such complaints, regardless of whether the complaint has any merit, so long as the complaint is made in good faith. Such retaliation may result in the type of disciplinary action described above. In addition, state law specifically prohibits such retaliation.

Reporting Complaints: Any apprentice who believes that he/she has been subjected to any form of unlawful discrimination or harassment should report the incident(s) immediately to his/her instructor or the Training Director. Apprentices must report unlawful harassment at a work assignment to the Training Director and may also report it to the employer. All claims reported to the REJATC will be investigated promptly by the REJATC and appropriate corrective action shall be taken. Whatever action is taken to correct the situation will be made known to the complaining individual. The REJATC will not retaliate against an apprentice for making a complaint and will not tolerate or permit retaliation. The REJATC encourages all persons to report any incidents of discrimination or harassment forbidden by this policy immediately so that complaints can be quickly and fairly resolved.

Additional Information: Any apprentice who believes that he/she has been subjected to any form of unlawful harassment or discrimination may potentially file a charge with the California Department of Fair Employment and Housing or the United States Equal Opportunity Commission, depending upon the circumstances. The addresses and phone numbers of the Bay Area FEHC, as well as the local offices of the DFEH and the EEOC, are listed in Exhibit L of this manual. Potential remedies available include back pay and reinstatement, as well as civil penalties. The law prohibits any employer from retaliating against any employee for filing a charge with the DFEH or EEOC, or for cooperating in any manner with the DFEH, EEOC or FEHC in its investigation of the charge.

If you have any questions concerning this policy, please feel free to contact the Training Director. Employers to whom apprentices are assigned shall also have their own policies regarding harassment and discrimination. An employer to whom apprentices are assigned, or who requests the assignment of apprentices, shall provide its policy regarding harassment and discrimination to the Training Director upon request.”

Article 100-3. Americans with Disabilities Act (ADA)

The JATC is committed to increasing opportunities for apprentices with physical and/or mental disabilities.

All apprentices and applicants for the apprenticeship program are invited to self-identify as a person with a disability. Information regarding disabilities that is reported to the JATC will be treated as confidential. The following form may be used at any time:
ETA Form 671 (apprenticeship.gov) (see appendix)

Any apprentice who has a physical and/or mental disability that prevents the apprentice from performing any of the essential functions of an electrical apprentice without reasonable accommodation, and who is requesting an accommodation with regard to any aspect of the apprenticeship program (classroom, on-the-job, etc.), shall promptly inform the Training Director as to **(1)** the nature and extent of the disability, **(2)** the essential functions that the apprentice is unable to perform without reasonable accommodation, and **(3)** the reasonable accommodation that the apprentice believes is necessary so that the person can perform those functions. The JATC will engage in an interactive process with the apprentice regarding the selection of reasonable accommodation if such accommodation is available. If a reasonable accommodation is available, it will be provided. The interactive process, and any reasonable accommodation provided, will be documented in writing.

The interactive process may require the apprentice to provide medical information to the JATC; to allow the JATC to discuss the disability with the apprentice's health care provider(s); and/or to submit to a physical and/or mental examination conducted by a qualified person selected by the apprentice. Any medical information obtained by the JATC during this process will be strictly confidential. Any apprentice who believes they have experienced discrimination or harassment based on the person's actual or perceived physical and/or mental disability, should promptly notify the Training Director.

FUNCTIONS OF LABOR AND MANAGEMENT

Article 200. Employer and Union Duties and Responsibilities.

- 200-1 The union and employer association, their members, and other employers participating in the REJATC, acknowledge that this program is a joint labor and management industry enterprise, and each accepts their responsibilities:
- a. To see that all registered, indentured, and employed apprentices are trained in accordance with the provisions of these Policies and Procedures.
 - b. To see that each apprentice is provided with reasonably continuous employment, insofar as possible.
 - c. To see that each apprentice under their supervision receives full on-the-job training as provided in the Apprenticeship Policies and Procedures. Insofar as practicable, they shall follow the work schedule defined by the Inside Agreement between IBEW Local 551 & Redwood Empire NECA chapter.
 - d. To see that apprentices are assigned to work so that they can obtain diversified experience and training in all phases of the trade on the job.
 - e. To see that apprentices work with and under the supervision of a qualified journey person or persons.
 - f. To see that an accurate monthly record of each apprentice's training and progress is maintained and verified by the employer/representative and transmitted to the REJATC.
 - g. To comply with the rules, regulations, and decisions of the REJATC.
 - h. To report to the Training Director of the REJATC immediately of either outstanding or substandard effort on the part of any apprentice in their employ.
 - i. To submit an accurate factual report on the progress of every apprentice in their employ upon the request of the REJATC or its authorized representative.
 - j. To adhere to the exact wage scale shown on the apprentice referral card in accordance with the collective bargaining agreement.
 - k. To cooperate fully with the Committee in the total apprentice training program including the acceptance of such apprentices as are duly referred to them for employment.

- l. To provide necessary safety training for each apprentice prior to the apprentice's use of any equipment or performance of any job operation.
- m. To apply in writing to the REJATC for approval to train apprentices. (See Exhibit I.)
- n. Submit to regular jobsite visits from Training Director, Assistant Training Director, or other executive level JATC Staff, and to provide requested information to the JATC, to evaluate quality of training for apprentices. Notice will be given prior to any jobsite visit.

Article 210. Employment Requests/Termination.

- 210-1 All requests for apprentices shall be directed to the Local 551 Dispatch office during the normal working hours of the dispatch office.
- 210-2 The employer shall notify the REJATC Training Director of contemplated layoffs forty-eight (48) hours prior to actual layoff (Saturdays and Sundays and holidays excluded), to give the Training Director the opportunity to provide opportunity for continuous OJT assignments for the apprentice.

Article 215. Controversies.

- 215 The REJATC shall adjust or determine all disputes and complaints having to do with these Policies and Procedures, Apprenticeship Agreements, and with the employment and training of apprentices subject to an appeal to the Administrator of Apprenticeship.

Article 220. Changes in Collective Bargaining Agreement.

- 220 Whenever changes are made in the Collective Bargaining Agreement that alters the wages, hours or working conditions in the craft, such changes shall be made a part of these Apprenticeship Policies and Procedures and any Apprenticeship Agreements hereunder.

Article 230. Graduation/Completion Certificates

- 230-1 Upon the recommendation of the REJATC, a Certificate of Completion shall be issued to each apprentice upon evidence of satisfactory completion of the following:
- a. All major work processes totaling 8,000 hours of on-the-job work training for Inside apprentices or 4800 hours for Residential apprentices.
 - b. First Aid and CPR Training Certificates/Cards shall be obtained during the probationary period. These are required related educational classes and must be completed by all apprentices regardless of any prior completion of the same or similar courses. Each apprentice shall always maintain a current First Aid/CPR certificate/card during their apprenticeship.
 - c. A minimum of ten (10) completed brackets, of at least 180 hours each year, or a total of at least 900 minimum classroom hours of related educational training instruction during one's apprenticeship, normally lasting five (5) years for inside apprentices.
 - d. A minimum of six (6) completed brackets of at least 160 hours each year, or a total of at least 480 minimum classroom hours related educational instruction during one's apprenticeship, normally lasting three (3) years for residential apprentices.
 - e. Meeting any other requirements imposed by the REJATC including, but not limited to completing any outstanding administrative requirements such as payment of books, fees, completion of any other additional required training such as First Aid/CPR, OSHA 10 or other related training classes.
- 230-2 Time spent on related educational instruction training classes at the training center, shall not be compensable.
- 230-3 It is the policy of this Committee to support and participate in a Labor-Management Completion (Graduation) Ceremony.
- 230-4 Completion Trade Certificates from the DAS, DOL and the Electrical Training Alliance shall be issued to the apprentice at the Completion Ceremony, or as soon as they have been received by the aforementioned agencies.
- 230-5 Outstanding apprentice awards may be presented at the Labor-Management Completion Ceremony where exemplary participation has been shown, at the discretion of the JATC.

CHAPTER 3

APPRENTICESHIP DUTIES AND RESPONSIBILITIES

Article 300. General Requirements.

- 300-1 Every apprentice shall perform diligently and faithfully the work of this trade during his or her entire period of apprenticeship, complying with the training program as administered by the JATC. They shall satisfactorily perform the learning and work tasks assigned to them both on-the-job and in related educational instruction and shall comply with the rules, regulations, policies, procedures, and decisions of the JATC.
- 300-2 The apprentice is responsible for keeping the REJATC and the Local Union Office informed of any contact information or residence status changes.
- 300-3 All apprentices are expected to be punctual, respectful, attentive, and dependable, and have a neat appearance at all times, both in class and on the job. All apprentices shall at all times, both in class and on the job, conduct themselves in a professional manner and in the best interests of their employers, the REJATC, and the Electrical Industry.
- 300-4 An apprentice who attends the on-the-job work training or related educational training instruction under the influence of alcohol or narcotics shall be cited before the JATC to show cause why he or she should not be dropped from the apprenticeship program.
- 300-5 Each apprentice must assume the responsibility of keeping the JATC office informed of any special needs they may have which would prevent them from performing the duties necessary to successfully complete their training.
- 300-6 All starting Apprentices must satisfactorily complete the Alek's Math Placement Program

Article 300-4 Drug & Alcohol Policies

- 300-4A This apprenticeship program participates in the IBEW/NECA Drug-Free Workforce Program for the Inside Construction Agreement. Each apprentice will be provided a copy of the IBEW/NECA Drug-Free Workforce Program and must comply with all aspects of that policy, including all drug and alcohol tests required by that Program. Terms that are defined in the DFW Program shall have the same meaning in this policy.
- 300-4B Attending on-the-job training or related educational training instruction under the influence of alcohol or any controlled substance, including marijuana, is grounds for severe disciplinary action, up to and including termination from the apprenticeship program.
- 300-4C Using, Selling or distributing controlled substances at the Training Center or on the job is grounds for termination from the apprenticeship program.

300-4D (a) A probationary apprentice is subject to discipline, up to and including immediate termination from the program, if the apprentice tests positive on any drug and/or alcohol test, including testing positive for prescription medications that are not being used pursuant to a current and valid prescription, or who is otherwise out of compliance with the DFW Program.

Such disciplinary action shall be determined at the Committee's sole discretion, based on all of the relevant facts and circumstances.

300-4D (b) A non-probationary apprentice who tests positive on any drug and/or alcohol test or who is otherwise out of compliance with the DFW program will be referred to the DFW program to be evaluated and treated by the Members Assistance Program (MAP). The apprentice must successfully complete the recommended treatment program before returning to work. Failure to successfully complete the recommended treatment program will result in a request for the cancellation of his/her apprenticeship agreement. Any apprentice found violating the protocols of 300-4D shall, upon a second episode, have their apprenticeship agreement terminated. Refusal to accept a MAP referral, or to not actively participate in the MAP, will be grounds for dismissal from the apprenticeship program."

300-4E An apprentice who successfully completes drug or alcohol treatment as set forth in Rule 300-4D shall be subject to follow-up drug or alcohol testing if recommended by the MAP (Member Assistance Program), including but not limited to random testing, for such period of time as the MAP recommends. In addition to any such follow-up testing required by the MAP, an apprentice who successfully completes drug/alcohol treatment is also subject to any drug/alcohol testing requirements pursuant to the IBEW/NECA Drug-Free Workforce Program.

300-4F Any apprentice found violating the protocols of 300-4D and receive a positive drug screen shall, upon a second episode, have their apprenticeship agreement terminated. Refusal to accept a MAP referral, or to not actively participate in the MAP, will be grounds for dismissal from the apprenticeship program.

300-4G Nothing in this Rule precludes the JATC, in its sole discretion, from imposing discipline up to and including termination from the apprenticeship program for any conduct in violation of the DFW Program or this policy, as justified by all the relevant facts and circumstances.

Article 300-5. Request to Appear

300-5 The Committee or Training Director may cite an apprentice to appear before the Committee or Disciplinary Sub-Committee for consultation and/or appropriate action when it believes that it is necessary to do so for any reason in connection with the apprentice's participation in the program.

Any apprentice cited before the Committee or Disciplinary Sub-Committee shall appear at the time and place indicated unless the apprentice provides a good reason in advance why they cannot attend, and the Committee or Sub-Committee agrees to have them appear at a different time and/or place.

Any apprentice who fails to appear before the Committee or Disciplinary Sub-Committee as cited shall be issued a letter requiring him/her to show cause at the Committee's next meeting why the apprentice should not be dropped from the program for failure to appear.

If the apprentice appears at the next meeting, the Committee will decide whether to cancel the apprentice's agreement based upon the previous failure to appear. The Committee shall also consider the original reason for which the apprentice was cited to appear before the Committee and take action with regard to that matter as well.

If the apprentice fails to appear before the Committee after being requested to show cause why they should not be dropped from the program based on the original failure to appear, the Committee shall request the DAS to cancel the individual's apprenticeship agreement. The Committee shall also notify the apprentice of the action that it has taken and of the right to appeal the action to the Committee and/or the DAS.

If the apprentice fails to appeal within 30 days from the date of notice, the Committee will not consider the matter further.

Article 310. New Apprentices.

Probationary Period:

- 310-1 The first 2,000 hours of OJT, and satisfactory performance in related classroom training during such time, shall constitute the probationary period. During the probationary period, the JATC shall make a thorough review of the apprentice's ability and development.
- 310-2 Prior to the end of the probationary period, the JATC will decide whether to end the probation, extend the probation or cancel the Apprenticeship Agreement. The Registration Agency shall be notified of cancellations or extensions.
- 310-3 During the probationary period, the JATC may extend the probation up to the maximum, or cancel the apprenticeship agreement, without the formality of a hearing and at the discretion of the JATC, so long as the JATC is acting in a non-discriminatory manner. Apprentices whose agreements are cancelled during the probationary period have no appeal rights other than those provided in the EEO/AA Plan.

Article 320. Basic Tools and Clothing Required.

320-1 Each apprentice during the first thirty (30) days of employment shall provide themselves with the following tools:

Tool pouch with belt (tool bags)
Toolbox or bag to keep tools in
Claw Hammer
Knife (size and type optional)
Diagonal Pliers (Klein D248-8 recommended)
Channel Lock Pliers
Adjustable Crescent Wrench
Adjustable Hacksaw Frame
Lineman Pliers (Klein D213-9NE recommended)
Tape Measure (25' recommended)
Torpedo Level (12" recommended)
Non-Contact Voltage Tester (110-600 Volt)
Screwdrivers (1- stubby Philips, 1- straight stubby, 2 -6" Philips, 2- 6" straight)
Work Boots

320-2 Apprentices shall be required to be appropriately attired for the work of the trade, in compliance with OSHA standards, including work boots, with special consideration towards safety factors.

320-3 Within one (1) year, the tools on the Journeyman tool list outlined in the Collective Bargaining Agreement must be acquired.

Article 330. Leave of Absence.

- 330-1 Any requests for leave of absence shall be made in writing stating the reason(s) and filed with the JATC.
- 330-2 An apprentice with an injury or medical condition that temporarily precludes OJT assignments may continue to attend classes without requesting a leave of absence. Examples: work-related injury, recovery from minor surgery, etc. If the period that is apprentice is unable to work is expected to exceed 90 days, the apprentice should request a leave of absence.
- 330-2 It is the REJATC's policy to grant reasonable requests for leaves of absence for the following reasons:
- a. The birth of a child to the apprentice, or the placement of a child with the apprentice in connection with the adoption or foster care of the child by the apprentice.
 - b. To care for a child, parent, spouse, or other family member who has a serious health condition; and
 - c. Because of serious health condition or other life crisis that temporarily prevents the apprentice from being able to perform the duties and responsibilities of an apprentice. The JATC reserves the right to require supporting documentation for leave of absence requests for the foregoing reasons, including but not limited to medical certification of serious health conditions. An apprentice returning from a leave of absence based on the apprentice's own serious health condition shall be required to provide certification from a medical doctor that the apprentice is physically and/or mentally able to resume the duties and responsibilities of an apprentice.
- 330-3 Leaves of absence ordinarily will not exceed 6 months. The REJATC may, in its sole discretion, extend a leave of absence beyond six (6) months in appropriate circumstances.
- 330-4 It is also the policy of the REJATC to grant reasonable requests for leaves of absence to perform military service. With regard to apprentices on inactive military status who are called to active service, or who are inducted into military service, the approved leaves of absence shall extend for the duration of the call to active service and/or period of induction. With regard to apprentices who enlist, the approved leave of absence will not extend beyond the initial period of enlistment, or five years, whichever is longer.

Apprentices requesting leave for military service must provide the Training Director with copies of their orders for active service or enlistment and reporting papers when submitting their request for leave. Apprentices returning from approved military leave shall report back to the JATC within ninety (90) days of their release from military service.

- 330-5 Upon returning from an approved leave of absence, the apprentice will return to their pre-leave wage bracket and will be placed at the bottom of the out-of-work list. The apprentice will resume classes where they left off before taking the leave. Re-entry into class may be delayed until the appropriate class is available. The JATC reserves the right to require an apprentice to repeat any class not adequately completed before beginning the leave (and to complete any new or additional requirements which have been added to the curriculum since the apprentice went on leave).
- 330-6 Repeated requests for leaves of absence will not be granted if the time away from the apprenticeship program unduly burdens the program and/or unduly interferes with the apprentice's progress in the program.
- 330-7 An apprentice who fails to return to the program upon completion of an approved leave will be considered to have voluntarily quit the program. Apprentices on a leave of absence shall respond promptly to any inquiries from JATC staff regarding expected return date or other inquiries regarding their status.
- 330-8 The REJATC's leave of absence policy does not establish any rights to leave of absence from employment with any employer participating in the apprenticeship program. The apprentice is responsible for notifying the employer of any need for leave and complying with the employer's policies regarding leaves of absence.

Article 340. Conduct Unbecoming an Apprentice

- 340 Theft, vandalism, harassment, discrimination, malicious or threatening behavior, physical assault, or other conduct deemed unbecoming an apprentice, whether at the REJATC or "job related," may result in the termination of the Apprenticeship Agreement.

CHAPTER 4

ATTENDANCE REQUIREMENTS RELATED EDUCATION

Article 400. Attendance and Punctuality Requirements for Classroom - Related Educational Instruction

- 400-1 Classroom instruction and on-the-job training are equally vital and important parts of the total educational process in the apprenticeship. Therefore, attendance at all class sessions is mandatory if the apprentice is to successfully complete the program. For assurance that each indentured apprentice achieves an understanding and working knowledge of the electrical construction trade, it is mandatory that each apprentice will attend all related educational instructional classes as scheduled by the REJATC with no compensation of time for such attendance. Even if an absence is deemed to be legitimate, all assignments and class time are required to be made up prior to the end of the semester.
- 400-2 Apprentices shall wear proper attire for hands-on training. No open toed shoes, slippers, moccasins, or flip flops shall be worn at the training center.
- 400-3 **Class Absences:** Apprentices are required to make up all classroom related education absences as follows:

Evening Classes: (Residential Apprentices)

- | | | |
|----------------|---|---|
| First Absence | = | Make up at a Training Director designated session. |
| Second Absence | = | Make up at a Training Director designated session. |
| Third Absence | = | Meet with Training Director to "show cause" why you should not appear before the JATC and/or repeat the semester. |

Day Classes: (Inside Apprentices)

- | | | |
|----------------|---|---|
| First Absence | = | Make up at a Training Director designated session. |
| Second Absence | = | Meet with Training Director to "show cause" why you should not appear before the JATC and/or repeat the semester. |

- 400-4 **Extraordinary Circumstances:** If severe personal problems are encountered during a semester, such as a death in the immediate family, serious medical emergency, etc., the apprentice shall immediately notify the training director to explain the circumstances and to schedule a meeting with the training director to submit written evidence documenting the class absences. Failure of an apprentice to inform the training director will result in the automatic application of the appropriate penalties as outlined above.

Tardiness

- 400-5 Tardiness disrupts the learning of others and places the student at risk of missing important course content. Apprentices are expected to arrive promptly and ready to participate at the start of the scheduled class. Complete attendance, from the start to finish, at all related classroom instruction is mandatory and required by state standards.
- a. Classroom time missed due to tardiness must be made up at the discretion of the instructor.
 - b. Tardiness of more than 30 minutes shall be considered an absence.
- 400-6 Records will be maintained by the class instructor recording when an apprentice is in attendance, absent, or late arriving at the start of class. The class instructor shall record and notify the training director in writing of any apprentices absent or late for class.

Article 410. Vacations

- 410 Vacation leave time approval while classes of related and educational instruction are in session is not permitted by the JATC.

The training director shall be notified in advance of all dates planned for vacation and each apprentice shall report to the training director prior to returning to work from vacation.

Article 420. Working Overtime

- 420 Working overtime shall not interfere with scheduled classes and shall not constitute a valid excuse for being absent from any class session or sessions.

Article 430. Related Educational Materials

1. Each apprentice shall be responsible for purchasing all required educational materials as may be required by the JATC. This includes all books, Annual LMS access, LMS lessons as well as a laptop computer and headphones to be used in class.
2. All books required for the school year will be made available to the apprentice on the first class session of the school year. The apprentice is responsible for making payment in full at the time of receipt of the books. Books will not be issued without full payment and the apprentice is responsible for arranging financing if needed. Apprentices will not be allowed to attend the related class sessions without having the required books.
3. Failure to appear in class with your books or laptop will result in the instructor counting the apprentice as "absent" for that class session.
4. Failure of an apprentice to make a payment in full will result in the apprentice appearing before the Training Director or the JATC for possible disciplinary action including but not limited to a demand for payment in full and/or the withholding of the next pay upgrade.

CHAPTER 5

ATTENDANCE AND PUNCTUALITY REQUIREMENTS FOR ON- THE-JOB WORK TRAINING PROGRAM

Article 500. Hours of Work and Working Conditions.

- 500-1 The workday, work week, and other working conditions for apprentices shall conform with all laws and regulations governing employment and shall not be greater than those for journeymen. Overtime shall not interfere with scheduled classes of related educational instruction and shall not be detrimental to the health and safety of the apprentices. Overtime hours worked shall be recorded as actual hours worked.
- 500-2 Hours of work, working conditions, overtime, health and welfare, vacation, and pension provisions are those agreed to in the Collective Bargaining Agreement currently in effect between the Redwood Empire Chapter Branch of the National Electrical Contractors' Association, and Local Union #551 of the International Brotherhood of Electrical Workers, and said document in its entirety is made a part of these Apprenticeship Policies and Procedures.
- 500-3 Each apprentice shall maintain regular attendance on the job. Unnecessary and unexcused absences or tardiness will not be tolerated. Failure to comply may result in severe disciplinary action.
- 500-4 The OJT work training program requirement for an electrical apprentice is the environment where they can learn practical skills. The apprentice works (at gainful employment), as their obligation to the employer and the Electrical Construction Industry and is paid a day's pay for a day worked. The employer is also obligated to the apprentice and the Electrical Construction Industry to make certain that the apprentices under their supervision or their supervisory staff are provided with quality training of all major work processes to develop each apprentice into a proficient, skilled craftsman. Therefore, it is the responsibility of each apprentice to be punctual and ready for work at the agreed starting time.
- 500-5 The apprentice shall notify the employer before the job starting time of the same day of any absence from work training. When an apprentice is assigned to a new employer, the apprentice is required to obtain the telephone number of the shop and the job supervisor so the apprentice can notify the employer of any absence from work due to illness, injury, or other emergency.

Article 510. Work Training

- 510-1 Employers shall see that all apprentices are under the supervision of a qualified journey person and shall provide each apprentice with the necessary diversified experience and training available in order to train and develop each apprentice into a skilled craftsperson proficient in all the job processes of the trade as outlined herein. Apprentices shall also be trained in the use of new equipment, materials, and processes as they come to be used in the occupation.
- 510-2 Each employer shall provide necessary safety training to each apprentice prior to the apprentice's use or operation of any hand or power tools and equipment and to their performance of any job operation.
- 510-3 Apprentices shall perform all the duties and tasks required on the job as are associated with the craft and apprenticeship and, at all times in a safe manner.

Article 520. Required Major Work Process Hours

- 520-1 The major work processes in which apprentices will be trained are listed on Exhibit A. Apprentices will be trained in those work processes, although not necessarily in the order listed, and the approximate hours for each work process are not necessarily continuous.

Article 530. Rating Reports

- 530-1 Apprentices are required to provide the REJATC apprentice evaluation form to their immediate supervisor to be filled out and signed and discussed with the apprentice prior to their next scheduled week of class.
- 530-2 Each employer shall complete an additional confidential evaluation form for each apprentice in their employ upon request of the REJATC or its authorized representative.
- 530-3 Apprentices receiving a below average or poor rating in any category of the rating report will be scheduled for a conference with the Training Director and/or the Apprenticeship Committee to determine the problem and appropriate corrective action required to improve the rating.

Article 540. Minimum Required Advancement Hours.

Inside Wireman Program

1. There shall be a minimum of ten (10) periods of apprenticeship. The first two (2) periods, consisting of 1,000 on-the-job training hours each, for a minimum total 2,000 hours, and satisfactory completion of the first year of related educational instruction training shall constitute the probationary period. Successive periods will require the minimum hour's on-the-job training and additional related educational instruction training. The ten periods are as follows:

PERIOD	OJT HOURS	RELATED TRAINING
1	0-1000	
2	1001-2000	1st Year of class and Craft Certification completed.
3	2001-2750	
4	2751-3500	2nd Year of class and Craft Certification completed.
5	3501-4250	
6	4251-5000	3rd Year of class and Craft Certification completed.
7	5001-5750	
8	5751-6500	4th Year of class and Craft Certification completed.
9	6501-7250	
10	7251-8000	5th Year of class and Craft Certification completed.

Residential Wireman Program

2. There shall be a minimum of six (6) periods of apprenticeship. The first two (2) periods, consisting of 800 on-the-job training hours each, for a minimum total of 1600 hours, and satisfactory completion of the first year of related educational instruction training plus an additional 400 hours shall constitute the 2000-hour probationary period. Successive periods will require the minimum hour's on-the-job training and additional related educational instruction training. The six (6) periods are as follows:

PERIOD	OJT HOURS	RELATED TRAINING
1	0-800	
2	801-1600	1st Year of class completed
3	1601-2400	
4	2401-3200	2nd Year of class completed
5	3201-4000	
6	4001-4800	3rd Year of class completed

1. Any apprentice who has not attained the minimum required hours shall not be granted a pay up- grade until the hours are successfully completed and properly reported to the training director. Upon proper notification from the apprentice, the training director will notify the employer to up- grade the apprentice's wages.
2. Each Apprentice is required to perform a practical exam (Craft Certification) which involves a hands-on proficiency test. The exam is performed on a one-on-one basis with a test administrator. Each Apprentice must successfully pass this exam before they can advance to their next level.
3. Each Apprentice is also required to perform an academic exam (Craft Certification) at the end of each academic school year. This exam is taken in the classroom. Each Apprentice must successfully pass this exam before they can advance to their next level.

CHAPTER 6

SCHOLASTIC REQUIREMENTS

Article 600. Minimum Hours

- 600-1 Prior to the issuing of an Inside Wireman Completion Trade Certificate, each indentured apprentice must achieve a minimum of not less than ten (10) completed brackets of related educational instruction during a period of not less than five (5) years after the recorded indenture date. Time spent in related educational instruction shall not be compensated.
- 600-2 Prior to the issuing of a Residential Wireman Trade Certificate, each indentured apprentice must achieve a minimum of not less than six (6) completed brackets of related educational instruction during a period of not less than three (3) years after the recorded indenture date. Time spent in related educational instruction shall not be compensated.
- 600-3 All apprentices are required to successfully complete all hands-on labs, as may be outlined by their instructor.
- 600-4 All 1st year apprentices are required to achieve a passing grade of eighty percent (80%) or better in the prescribed academic semesters of the first academic school year. All 2nd through 5th year apprentices are required to achieve a passing grade of seventy-five percent (75%) or better in the prescribed academic semesters.
- 600-5 Any apprentice obtaining a test average of 75% or lower for any advancement period must appear before the Training Director for review and evaluation of their scholastic progress and possible remedial action to increase their grade average before their next pay raise. The apprentice may also be required to appear before the apprenticeship committee to show cause as to why they should not be dropped from the apprenticeship program.

Article 610. Uniform Grading Schedule

- 610-1 To ensure grading uniformity of related classroom instruction and other evaluations, the grading schedule is shown below:

A =	Excellent	93% - 100%
B =	Good	86% - 92.99%
C =	Average	80% - 85.99%
D =	Passing	75% - 79.99%
F =	Unsatisfactory, Failing	Below 75%

610-2 It is the policy of the JATC that, with the exception of the probationary period, final semester grades that are below seventy-five percent (75%) will require the apprentice to repeat the related educational instruction for the year failed. Failure to achieve a grade of seventy-five percent (75%) after taking the related educational instruction a second time shall result in termination of the apprenticeship agreement for the apprentice.

610-3 The Training Director shall review the record of probationary apprentices who are obtaining a failing grade and require them to appear before the Committee to show cause why they should not be dropped from the program.

610-4 Craft Certification Evaluations:

A minimum score of 75% for each exam, hands on and written, is required to pass the craft certification exams that will be conducted at the end of each RSI period (school year).

Each student will have completed hands-on labs and assignments from the core curriculum, during the course of the school year that will have prepared them to pass each level 1 through 5 exams required to graduate the program.

The written and hands on exams will be scheduled at the end of each school year. If a student fails to pass either segment of the level 1-5 exam(s), hands on or written, they will be invited to speak with the committee at the next committee meeting and placed on a minimum six-month probation. Their employer will be contacted to ask for assistance in getting the apprentice more field experience with that work process if necessary.

1 month from the first attempt at the level 1-5 exam(s), a student will be eligible to retake the exam that they previously failed. If a student does not pass their second attempt of the exam(s), they will be placed on a zero-tolerance probation and invited to speak with the committee a second time to discuss why they have again not achieved a passing score.

1 month from the second attempt at the level 1-5 exam(s) a student will be eligible to retake the exam that they previously failed. If a student does not pass their third attempt of the exam, they will be dropped from the inside wireman apprenticeship program.

Article 620. Scheduled Wage Increases

620-1 In order to qualify for periodic scheduled pay increases, an apprentice must have attained a passing grade in related educational instruction and manipulative skills in the job work training program. This shall include periodic skill exams at the JATC administered during related educational classes. Pay raises may be withheld due to a violation of the Policies and Procedures.

CHAPTER 7

RECORDS

Article 700. Apprentice Responsibility to Keep Records.

- 700-1 Each apprentice shall be responsible for maintaining current records of the time spent on each major work process and in related educational instruction pursuant to the rules of the REJATC. The work record shall indicate the total hours attained for each major work process. Each apprentice must update their OJT hours in their apprentice web portal for each month's work record.
- 700-2 Falsification of any information on any JATC or employer documents or records, including but not limited to application forms and monthly work report submission, or providing any false information to an employer, are violations of these policies and procedures and will subject the apprentice to dismissal from the program.
- 700-3 Each apprentice shall maintain these Policies and Procedures and all other bulletins issued during their apprenticeship.

Article 710. Procedure for Reporting the Monthly Work Progress Record Card of Process Hours Worked.

- 710-1 Monthly Work Progress (OJT) web portals are made available to the apprentice. On the last day of each month, the apprentice will complete and upload their Work Progress (OJT) hours worked under the various major work process categories into their web portal.
- 710-2 If the apprentice is out of work, they will still upload a monthly progress report into the web portal indicating 0 hours and a brief explanation as to why they are out of work.
- 710-3 Failure of an apprentice to upload their OJT hours into their web portal by the first (1st) of the month, late after the tenth (10th) of each month, shall result in the withholding of the next pay upgrade one month for each past due submission. 3 late OJT submissions will be grounds for the apprentice to appear before the apprenticeship committee for discipline.
- 710-4 OJT hour audits will be performed on uploaded apprenticeship hours. Any hours uploaded by the apprentice that do not equally reflect the hours uploaded to the REEW Health and Welfare office will result in a meeting with the training director to discuss the discrepancy. Apprentice OJT hours may be added or removed based on the findings of this meeting. Large hour discrepancies may result in an Apprenticeship Committee appearance.
- 710-5 Overtime hours worked shall be recorded as actual hours worked for all major work processes reported.
- 710-6 Any apprentice not receiving full-time employment and work process training will notify the training director immediately.

Article 720. Records Required by the Employer.

- 720-1 Each apprentice shall legibly and accurately complete and forward all records or forms as may be required by the employer.
- 720-2 Upon dispatch, the apprentice shall bring the employer the required documents for employment eligibility verification as listed on the I-9 form.

CHAPTER 8

SCHEDULE OF WAGES

Article 800. Apprentice Wage Scale.

800-1 Apprentice Wage Schedule (Indenture prior to 10/1/24). This apprentice wage schedule and journey person's wage may change from time to time.

Six Month Bracket	Percentage of JW Rate
1 st Bracket	40%
2 nd Bracket	45%
3 rd Bracket	50%
4 th Bracket	55%
5 th Bracket	60%
6 th Bracket	65%
7 th Bracket	70%
8 th Bracket	75%
9 th Bracket	80%
10 th Bracket	85%

800-1(a) Apprentice Wage Schedule (Indenture after 10/1/2024). This apprentice wage schedule and journey person's wage may change from time to time.

Six Month Bracket	Percentage of JW Rate
1 st Bracket	50%
2 nd Bracket	52.5%
3 rd Bracket	55%
4 th Bracket	60%
5 th Bracket	65%
6 th Bracket	70%
7 th Bracket	75%
8 th Bracket	80%
9 th Bracket	85%
10 th Bracket	90%

- 800-2 All employers of apprentices must adhere to the minimum wage schedule as shown on the apprentice's referral card.

Article 810. Apprentices Held Back from Wage Advancement.

- 810 An apprentice who is held back from advancing to the next wage bracket for violations of these Policies and Procedures (such as maintaining attendance, achieving scholastic requirements, forwarding work process reports, etc.), may be advanced by the Training Director into the next pay bracket upon successfully meeting the minimum requirements for advancement. Such wage advancements are not retroactive and are to be made only after proper notification in writing from the REJATC Training Director.

Article 830. Dispatch and Rotation of Apprentices.

- 830-1 To ensure that all apprentices receive well-rounded on the job training, apprentices shall be dispatched to employers according to the training needs of the apprentice and the program. All apprentices not receiving adequate diverse work process training may be rotated to a different employer.

Apprentices shall report to the employer and the job that they are assigned to on their day of dispatch from the Union Hall. Apprentices may not refuse a dispatch to an employer or a work assignment. Failure to report to the job as assigned or failure to comply with employer requirements for employment processing may subject the apprentice to severe disciplinary action.

If an apprentice feels they have due and sufficient cause not to be assigned to an employer or work site, or not to accept a work assignment, the apprentice should promptly raise their concerns with the Training Director and provide any documentation requested by the Training Director. The Training Director will confer with the apprenticeship subcommittee on a ruling.

- 830-2 The Training Director shall:

- a. Review the work experience of each apprentice and assign them to the employer best qualified to give the needed on-the-job training.
- b. Notify each employer of needed work experience or any other change in status of any apprentice assigned to them. If the employer cannot provide the diversity in work process training needed, the apprentice may be rotated to another contractor.

- 830-3 The Training Director, in the interest of maintaining diverse training for the apprentices, will arrange the necessary transfers of apprentices from one shop to another via the local union office at the appropriate time.

- 830-4 Apprentices shall remain with the employer to whom they are assigned until the job is officially completed or they are transferred or reassigned by the Training Director.

- 830-5 If an apprentice receives a NER or quits employment without the approval of the Training Director, the

apprentice will be present before the REJATC Apprenticeship Committee at the next regular meeting before the apprentice may be assigned to another employer. The apprentice may be subject to discipline and/or termination from the program.

830-6 Each apprentice shall immediately report being out of work to the Training Director. This shall include voluntary time off, layoffs, termination, vacation, or any other reason for loss of employment.

830-7 Apprentices who are otherwise eligible for employment but whose records are not in compliance (attendance, work hour cards, unexcused absences made up, etc.) at the time of an employer assignment, will be automatically suspended from employment until such violations are corrected.

Article 840. Ratio of Apprentices to Journey persons

840-1 The ratio of apprentices in any shop or job shall be in accordance with the local Collective Bargaining Agreement.

Article 850. Procedure for Granting Credit for Previous Experience

850-1 The REJATC may grant advanced standing into the apprenticeship program to persons who have obtained industry experience through previous academic training, or work experience, and have been offered an apprenticeship opportunity by the REJATC. Only such persons may be granted advanced credit for work and educational experience based on their years of on the job training in the electrical construction trade and/or educational background prior to their referral into the program.

850-2 If an individual requests credit for previous experience in the electrical construction trade, the following procedure must be completed:

- a. Regarding placement in related and supplemental education, the applicant will meet with the Training Director to schedule an ETA assessment exam. The purpose of this exam is to ascertain the applicant's level of academic competency, which will help in determining placement in the apprenticeship program.
- b. Based on the standard ETA assessment exam results, the applicant will then be offered the opportunity to challenge the academic year end finals. The applicant will take the lowest level test first and continue moving upwards until he/she fails. This will then be the level of academic standing that will be offered.
- c. Regarding work processes and on-the-job training, the applicant will be given credit in hours worked for on-the-job training in the form of hours and level of pay based on an evaluation of the following:
 1. Paycheck stubs, payroll print outs and/or W-2 forms, showing hours and rate of pay, which the applicant must provide to the REJATC. All prior work must be done in the electrical construction industry to qualify.
 2. Demonstration of competency in work processes by successfully passing the required written and hands on evaluation exams at the semester level they are entering the apprenticeship program.
 3. Applicants who have submitted the required proof of industry experience hours may be

granted OJT credit as follows:

Previous experience of 2000 industry hours may be granted 1000 hours of OJT credit.

Previous experience of 4000 industry hours may be granted 2000 hours of OJT credit.

Previous completion of an approved apprenticeship may be granted 3500 hours of OJT credit.

EXHIBITS

EXHIBIT A: Work Processes.

A. Project Layout & Planning	200
Blueprints & specs, coordination between crafts, Engineers & Architects, layout feeders, Risers & branch circuits.	
B. Underground Installations	500
Grading, trenching & digging, PVC & rigid, Direct burial cable, grounding systems, Floor duct installations, core drilling.	
C. Motor Installations	500
Motor control center (MCC) installation, rigging & mounting, Terminating feeders, branch circuits & control wiring, Testing & alignment.	
D. Installing Services & Transformers	600
Transformer mounting, switchboard and panel mounting, Breaker installation, terminations, testing & troubleshooting.	
E. Testing & Troubleshooting	200
Circuit Continuity, ground fault, merging, Certifying system operation, testing, Analysis & repair of electrical devices including lighting.	
F. Fire Alarm	300
Blueprints & specs, layout & circuiting, control panel and Device installation, program & testing.	
G. Conduit	2000
Thinwall & rigid, fastening & support, bender setup, Conduit bending & fabrication, installation of conduit Fittings & boxes.	

H. Lighting	1000
Layout, installing fixtures, control devices, wiring, Outlet boxes, low voltage controls, lighting panels.	
I. Installing, Splicing & Termination Wires & Cables	1200
Temp power, feeders & branch circuits, Control wiring, splices & taps, trim out.	
J. Material Handling & Prefab	400
Organizing, material awareness & jobsite distribution, Fabrication for field installation, ordering materials.	
K. Controls & Instrumentation	550
Blueprints & specs, layout & circuit installation, Control system wiring & termination PCL's, process control & calibration.	
L. Low Voltage Systems	250
Blueprints & specs, layout, cable tray, supports, Equipment layout, conduit & box installation, Panels & devices.	
M. Other Specialized Areas	300
<hr/>	
Total Minimum Hours of OJT	8000

EXHIBIT B: Last Chance Agreement:

LAST CHANCE AGREEMENT

Local Union 551 and the Redwood Empire Apprenticeship Training Committee

The following constitutes the Last Chance Agreement between the Redwood Empire Electrical JATC and Local Union 551 and the Local Union 551 Apprentice below.

John Q Apprentice

Inside Apprentice/Period 4

SS#: xxx-xx-xxxx

By the order of the Redwood Empire electrical JATC, the apprentice will be given an opportunity to enter into a Last Chance Agreement with the JATC and comply with all relevant conditions of the Last Chance Agreement as follows:

- This agreement is in effect for six (6) months from the date of signature.
- The apprentice agrees that all homework assignments will be completed with a 75% or better average, each week prior to coming to school.
- The apprentice agrees that all OJT records will be entered into the apprentice portal no later than the 10th calendar day following the month of the report.
- The apprentice agrees that all apprentice evaluations will be turned in as directed and will be satisfactory.
- The apprentice will attend all scheduled classes on time and with all homework assignments completed.
- Apprentice will attend and perform satisfactorily in classes of related and supplemental instruction maintaining overall test average to acceptable minimum level of 75%.
- Apprentice will not violate or breach any of his/her apprenticeship programs rules set forth in the Policies and Procedures
- Apprentice understands that the JATC committee shall have full authority to administer disciplinary procedures.

The apprentice agrees to the terms and conditions outlined in the LAST CHANCE AGREEMENT, each of which is an essential and material term of the agreement.

By signing this agreement, the parties agree that if the apprentice fails to comply with any of the terms set forth above, the apprentice will be terminated from the Redwood Empire Electrical JATC Apprenticeship Program. Apprentice waives any further administrative proceedings, including the appeal process with the REJATC Apprenticeship Committee. (This waiver of appeal does not include the right to appeal to the State of California, Division of Apprenticeship Standards within 30 days of termination from the program). The termination decision will be subject only to review by the Redwood Empire Electrical JATC.

The apprentice certifies that he/she entered into this LAST CHANCE AGREEMENT and that he/she understands each provision set forth herein. The apprentice further certifies that he/she understands that he/she waives all right of appeal with the REJATC Apprenticeship Committee. Apprentice acknowledges that by not signing this agreement, the apprentice will be immediately terminated from the program and the standard appeals process will apply.

This agreement will be effective for 6 months upon signing the agreement. The REJATC Apprenticeship Committee may review and determine if there is a need to extend this agreement beyond 6 months.

Agreed:_____ Date:_____
Apprentice Signature

_____ Date:_____
REJATC Training Director Signature

EXHIBIT C: Apprenticeship Rules of Conduct:

1. Always be on time for work.
2. Be properly dressed and neatly groomed
3. Report to the Local Union Office with your termination Slip when laid off.
4. You must immediately notify the Training Center of any change of address and/or phone number.
5. Be sure you have your dispatch slip when you report to a new employer. Be certain to notify the Training Director and your employer if you cannot be at work on time.
6. Be sure you have read and signed your Apprenticeship Agreement.
7. To avoid union problems, keep your monthly dues paid in advance. You will not be notified when they are due.
8. There are monthly union meetings. When you have completed your initiation, you will be entitled and encouraged to attend. Take an active part in your union membership.
9. You do not have a choice of jobs or locations. You will be required to report to the jobsite/employer as directed by the Training Director.
10. NEVER QUIT A JOB. If you have a problem, contact the Training Director.
11. Notify the Training Director of any vacation, loss of time, or extended illness.
12. Remember that you are from a select group and are looked upon as representatives of your employer and your union. Dress, act, and speak in a respectable manner on the job, in the classroom, and at union meetings.
13. Be certain you read and comply with all rules, regulations, policies, procedures, directives, and correspondence from the JATC, your Local Union, and your employer.
14. Strive to maintain a positive attitude always. If you are assigned to a job or task you are not familiar with, admit that you have no prior experience but are eager to learn, and to try your best.
15. You will be notified of the classroom times and dates. All apprentices are expected to be in attendance at every class session. See attendance policy for information regarding absences.
16. Narcotics, alcohol, and your apprenticeship do not mix. Too many of the jobs you perform require a clear head and good judgement. The use of illegal drugs will result in the termination of your apprenticeship.
17. Understand that it is your responsibility to accurately complete and forward your On the Job Training (OJT) form to the Training Center each month no later than the 10th of the month for the previous months hours. (i.e. The July report is due on August 1st, it is considered late after August 10th)
18. I understand and agree that failure to comply with the OJT hour reporting requirements will result in the withholding of the next pay upgrade one month for each form past due. 3 past due forms in one year will result in a mandatory appearance at the next Apprenticeship Committee meeting.

EXHIBIT D: PROHIBITED WEAPONS POLICY

The Redwood Empire Electrical Training Center recognizes that students and staff have the right to a safe and secure campus, free from physical and psychological harm, and desires to protect them from the dangers presented by firearms and other weapons.

Weapon Definition: "Weapon" means anything used, designed to be used or intended for use (a) in causing death or injury to any person, or (b) for the purpose of threatening or intimidating any person and, without restricting the generality of the foregoing, includes a *firearm*.

The Redwood Empire Electrical Training Center prohibits any student from possessing weapons, imitation firearms, or other dangerous instruments, as defined in law and procedure, including tear gas or tear gas weapons such as pepper spray in school buildings, on school grounds, or at school-related or school-sponsored activities.

The Training Director or designee shall notify law enforcement authorities when any student possesses a firearm, explosive, or other prohibited weapon or dangerous instrument, sells or furnishes a firearm, or commits any act of assault with a firearm or other weapon.

The Redwood Empire Electrical Training Center encourages students to promptly report the presence of weapons, injurious objects, or other suspicious activity to school authorities. The identity of a student who reports such activity shall remain confidential to the extent permitted by law.

EXHIBIT E: DRESS CODE POLICY

REJATC Electrical Apprenticeship Program Dress Code for Classroom and Lab

Purpose:

To ensure safety, professionalism, and readiness for both classwork and hands-on labs, all apprentices are required to adhere to the following dress code standards. Proper attire is essential for personal safety, professional appearance, and successful preparation for the job site.

1. General Guidelines

- All apprentices must arrive at each class and lab session dressed in appropriate work attire.
- Clothing should be clean, in good repair, and free from offensive or inappropriate graphics, logos, or language.
- Dress should align with industry standards and safety requirements. Instructors or program staff reserve the right to determine if attire meets these standards.

2. Appropriate Work Attire

Shirts:

- **Type:** Plain work shirts, long or short sleeves, or polo-style shirts are acceptable.
- **Fit:** Shirts must be close-fitting enough not to catch on equipment, but not excessively tight.

Pants:

- **Type:** Durable work pants or jeans in good repair, without holes or excessive wear.
- **Fit:** Pants should not sag, drag, or be excessively baggy. Shorts and sweatpants are not permitted.

Footwear:

- **Type:** Work boots are required in lab sessions.
- **Fit:** Shoes should be properly laced and securely fitted. Open-toed shoes, athletic shoes, and sandals are not permitted.

Outerwear:

- Jackets, sweatshirts, and hoodies must comply with the general guidelines.

Headwear:

- Baseball caps or beanies are allowed in classroom settings but may be restricted during lab sessions if they pose a safety risk.

- Earbuds, headphones, and similar devices are prohibited in labs unless authorized for training purposes.

3. Prohibited Clothing

- **Offensive Graphics/Language:** Clothing that displays offensive, obscene, or discriminatory language, images, or symbols.
- **Political Messages:** Apparel with political endorsements, slogans, or symbols that may be divisive or distracting in the training environment.
- **Drug/Alcohol References:** Clothing that references drugs, alcohol, or any illegal substances.
- **Inappropriate Logos or Graphics:** No clothing with suggestive or graphic images, excessive logos, or anything that detracts from a professional atmosphere.

4. Additional Safety Equipment

- **Personal Protective Equipment (PPE):** Apprentices must use any PPE specified by instructors, including gloves, ear protection, and safety glasses.

5. Enforcement

- Non-compliance with the dress code will result in a warning for the first offense. Continued non-compliance may result in dismissal from class or lab for the day, impacting the apprentice's attendance record. Subsequent offenses may result in a mandatory apprenticeship committee appearance for discipline.
- The program director and instructors have final authority on matters of safety and dress code compliance.