

Rules and Policies

TELEDATA

For the

South Texas Electrical

Joint Apprenticeship and Training Committee

Effective:

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O. Forward

The South Texas Electrical Joint Apprenticeship and Training Committee have the responsibility and obligation to train and educate the apprentice in conformance with the National Apprenticeship and Training Standards for the Teledata Industry, and local Committee Policy. The training program consists of on the job training and related classroom instruction. The application of these phases will be outlined in the following sections.

The apprenticeship committee establishes policies consisting of regulations and penalties, as it deems necessary, for the successful operation of the training program and the training of the individual apprentice. This policy will disclose rules, regulations, and procedures, that the JATC Committee requires all apprentices to comply with while in the program. Failure to comply with or adhere to the rules, regulations and procedures set forth will result in disciplinary action. These policies shall not be in conflict with the Local Labor Agreement or Committee Standards.

The apprentice shall accept these policies as his/her responsibility to the Teledata Industry. The training committee shall apply and enforce these rules and policies in a fair, and uniform manner. The Training Director will normally act for the Committee in the administration of Committee Policies.

The terms apprentice, technician, journeyman, journeymen and craftsmanship as used in this document are meant to define a recognized level of competency and is not specific to gender type.

It is the intent of this Committee that no applicant or apprentice shall be discriminated against based on race, color, religion, national origin, sex, sexual orientation, genetic information, or because they are an individual with a disability or a person 40 years or older.

The Committee does not intend to graduate unqualified Installer Technicians.

I. Apprentice Working Rules

- A. Training assignments will be issued at the Training Center.
- B. Apprentices cannot refuse a training assignment. Training assignments are not debatable.
- C. An Apprentice receiving an on-the-job training assignment shall be drug tested as a condition of that training assignment. The drug testing facilities and type of drug test shall be agreed to by the Committee. The Employer shall be responsible for the drug test when an Apprentice successfully passes the drug test. In the event of a non-passed drug test (positive for drug, diluted or tampered specimen, etc.) the Apprentice will be responsible for payment of the drug test. The Training Office will be notified and the Union will be billed for all non-passed drug tests.

A non-passed drug test automatically causes the Apprentice to be removed from the available for work list until such time as he/she meets with the medical review officer, obtains a passed drug test, presents the Training Director and Business Manager of the Union with a return to work certificate signed and dated by the medical review officer and pays the Union in cash for the cost of the failed drug test.

A non-passed drug test will be considered an unfavorable termination.

The Training Office, Union and Employer shall be in the chain of custody for the results of the drug test.

- D. Apprentices shall not self-terminate their work assignment without prior approval from the Training Director or the apprenticeship committee.
- E. Apprentices having their work assignments terminated by their Employer or an apprentice who leaves the Employer for whatever reason shall be given a "Release of Training Assignment" slip signed by their immediate Supervisor or Employer. Such slip shall state the reason for release and a copy thereof shall be furnished to both the Training Director and the apprentice at the time of release.

The Apprentice shall report in person to the Training Center within twenty-four (24) hours or the next working day after his/her termination. If he/she fails to do so, the Apprentice will be subject to disciplinary action by the Committee.

- F. Any Apprentice terminated for cause will have his/her record reviewed by the Committee and disciplinary action may be taken.

- G. Unfavorable terminations (i.e. absenteeism, tardiness, violation of company policy, lack of production, poor conduct, non-passed drug test, etc.) will not be tolerated. Terminations are cumulative over the course of Apprenticeship and will result in the following disciplinary action(s):

The FIRST such termination: If occurring within the probationary period, Apprentice will be subject to Committee action, up to and including cancellation of indenture and termination from the program. After the probationary period, Apprentice will be counseled by the Training Director and the Committee will be notified.

The SECOND such termination: Apprentice will appear before the Committee prior to receiving another On-The-Job Training Assignment.

The THIRD such termination (found to be valid): Cancellation of indenture and termination from the Program.

- H. Apprentices are responsible for having adequate transportation to and from the jobsite.
- I. Apprentices must be dependable and on time every work day. In the event an apprentice is unable to report for work, for whatever reason, the apprentice is required to notify the employer in accordance with company policy; where no such policy exists, the apprentice must contact the employer's office and/or jobsite as soon as possible but no later than 7:00AM that day.
- J. The apprentice shall carry, at least, the following hand tools as mandated by the Teledata Agreement.
1. Long Nose Pliers, 7"
 2. 25' Measuring Tape
 3. Assorted Screwdrivers: Phillips Size #0-#3; common sizes 1/8"-1/2"
 4. Diagonal Pliers/Side Cutters 9"
 5. Tool Pouch
 6. Scissors and Knife with Pouch
 7. Pencil
 8. 2 – Channel Lock Pliers; #420 or Equivalent
 9. A punch down tool w/110 & 66 blades (replaced by student if contractor issued tool/blades are lost or stolen)
- K. Apprentices are not allowed to work on energized circuits of fifty (50) volts or more. Under no circumstances should an apprentice work on an energized circuit without conforming to all OSHA and NFPA 70E regulations.

- L. Foremen and Technicians who supervise, guide or direct apprentice activity on the jobsite shall assume the role and responsibility of an on-the-job trainer. On-the-job trainers shall complete all performance evaluations in a scrupulous and honest manner.
- M. An Apprentice in the last year of training may, during the first three months of that period, request approval of the Committee to change job-training assignments.
- N. The Committee may require an apprentice to move from one employer to another to assure diversified training and work opportunities as deemed necessary.
- O. Work will not be permitted to interfere with related instruction classes unless coordinated between the Contractor and the Training Office.
- P. Out of town work: When no work is available locally or Contractor needs in the jurisdiction must be met, out of town work will be permitted under the following conditions:

All apprentices working out of the jurisdiction due to local unemployment, will do so only until employment is available locally.

All out of town assignments will be handled through the Training Office so that necessary schooling may be arranged.

- Q. Completed work reports must be submitted online. Work reports are due on the 1st of the following month. Failure to submit timely and accurate work reports will result in the following progressive disciplinary action:

First infraction: Final Warning will be issued and apprentice will be counseled by the Training Director.

Second infraction: A three (3) day work suspension will be issued and the apprentice will be counseled by the Training Director.

Third infraction: A five (5) day work suspension will be issued and the apprentice will appear before the training committee.

Fourth infraction: Committee action including cancellation of indenture and termination from the program.

Violations are cumulative over the course of apprenticeship.

- R. Apprentices shall not solicit their service, seek employment, nor be employed in the Teledata Industry other than being assigned by the Apprenticeship Committee. Violation of this Policy shall be cause for Committee action up to and including cancellation of indenture and termination from the Program.

- S. Apprentices shall not create unsafe working conditions. Clothes, shoes and headdress shall meet recognized safety standards.
- T. Upon assignment and while in engaged in On-the-Job Training, apprentices shall be required to provide and wear work boots with hard toe protection on all jobsites unless explicit exception is granted by a supervisory agent of the assigned qualified employer. Such exception shall not be inconsistent with current OSHA regulation or other prevailing safety rules and policies.

Work boots must be maintained and in good repair.

II. Registration and Fees

- A. Books and lesson materials must be obtained from the Committee prior to the start of each class. Books and materials will be distributed at times designated.
- B. Registration fees will vary from year to year. It is incumbent on the apprentice to make the necessary financial arrangements, in advance, so to satisfy any and all financial obligations to the program so they may participate as required.
- C. Fees must be paid at the location and time that will be announced prior to the due date. Checks and money orders are acceptable forms of payment. Other acceptable payment methods will be communicated where available. Cash will not be accepted.
- D. Failure to have fees paid on time will prevent an apprentice from starting class and be subject to Committee action.

III. Attendance

- A. Classroom instruction and on-the-job training are equally vital and important parts of the total education process in apprenticeship. Therefore, prompt attendance at all class sessions are mandatory if an Apprentice is to successfully complete the Program. However, there may be times when an absence may occur. If an absence occurs, the Apprentice must:
 - 1. Contact the Training Office as soon as he/she becomes aware that they will not be in class, or as soon thereafter as possible.
 - 2. Make up the absence as soon as available and prior to resuming any on-the-job related activity.

- B. All class absences will be required to be made up.
- C. The apprentice's training assignment will be suspended until all required make-up classes have been satisfied. Once the required make-up is completed the JATC will lift the work suspension and furnish the student with a return to work slip.
- D. Apprentices will not be allowed to return to their On-The-Job Training Assignment until all absence(s) have been made up.
- E. Make-up classes will be held during regularly scheduled class sessions at the Training Center. It is the responsibility of the Apprentice to identify, confirm and attend the next available make-up class.
- F. Each student shall notify and inform their contractor of any required attendance in make-up class.
- G. All absences must be made up to receive advancement.
- H. If an Apprentice has three (3) absences during a year of related instruction, he/she shall be summoned to the next Committee Meeting for disciplinary action up to and including cancellation of indenture and termination from the Program.
- I. Being tardy 3 times for class constitutes an absence. This absence will be handled as any other absence from class.
- J. All tardies, individual or cumulative, totaling thirty (30) minutes or more must be made up within the curriculum year they are incurred.
- K. For an individual to not be considered absent, they must attend at least 75% of the class period.
- L. Leaving school property without prior approval will be a violation of Committee Policy. While it is understood emergencies could arise that make it impossible to be in class, such emergencies must be substantiated in writing.
- M. Anyone leaving class early will be considered absent. This absence will be handled as any other absence from class.
- N. When homework is found to be substantially incomplete, the Apprentice will be counted absent. The Apprentice may be given the option to remain in class, at the discretion of the instructor, and provided they are not disruptive. The absence will be handled as any other absence from class.

- O. The apprentice must be prepared for class in all ways that are required by the instructor. It is the responsibility of the Apprentice to bring the required textbooks, workbooks, tools, workwear, or other items necessary to participate effectively in the classroom setting; failure to do so will result in an absence.

IV. Grades and Testing

- A. A minimum grade average of 75% must be established and maintained to be considered in good academic standing.
- B. A minimum final grade average of 75% must be achieved to satisfactorily completing complete the year of related instruction.
- C. When it becomes mathematically impossible to achieve a 75% grade average for a year of related instruction, the apprentice's indenture will be cancelled and they will be terminated from the program.
- D. Phones and other non-approved electronic devices shall not be used when testing. Devices should be properly secured or removed from the testing environment. Use of prohibited devices while testing will result in a zero for the affected test and the student will be subject to further disciplinary action up to and including cancellation of indenture and termination from the program.

V. Advancement

- A. Each requirement listed below must be satisfied prior to advancement to the next pay level:
 - 1. Second Period advancement: A minimum of 1,000 hours of on the job training, a passing grade average in related instruction class, no outstanding absences, fee's, or work reports and satisfactory employer reports.
 - 2. Third Period advancement: A minimum of 2,000 hours of on the job training, satisfactory completion of the first year of related instruction, no outstanding absences, fees, or work reports and satisfactory employer reports.
 - 3. Fourth, Fifth and Sixth Period advancement: A minimum of 3,000, 4,000, and 5,000 hours of on the job training, respectively, satisfactory completion of the appropriate year of related instruction, no outstanding absences, fees, or work reports and satisfactory employer reports.

Apprentice Advancement Criteria

Period	OJT Hours	Related Training	Wage % of Technician	Cumulative Grade %
1 (probation)	0-999	1 st year	55	75
2 (probation)	1000-1999	1 st year	60	75
3	2000-2999	2 nd year	65	75
4	3000-3999	2 nd year	70	75
5	4000-4999	3 rd year	75	75
6	5000	3 rd year	80	75
Completion	5000		80	

VI. Completion

- A. Satisfactory completion of the required related instruction classes, satisfactory class attendance, a minimum of 5,000 hours of on the job training will be necessary to complete indentureship and be released by the Committee.

VII. Classroom Conduct and Policy

- A. Apprentices are to conduct and uphold themselves in a professional manner at all times, including but not limited to personal appearance, use of language, conduct, honesty, dependability, productivity, and punctuality.
- B. Insubordination or any disruptive, disrespectful, coercive, incendiary, subversive, defiant, confrontational, argumentative, unconstructive, hostile, provocative, combative and harassing behavior; to include but not limited to aggressive tones, posturing or gestures, will not be tolerated and shall be cause for disciplinary action up to and including cancellation of the indenture and termination from the Program.
- C. Apprentices shall respect the rights and beliefs of instructors, co-workers and other apprentices. Courtesy shall be extended to others and any classes that may be in session.
- D. Any acts of aggression, violence, or harassment is strictly forbidden. Such acts are subject to immediate cancellation of indenture and termination from the program.

- E. An apprentice is expected to be attentive both on the job and in class and to progress in skill and knowledge. Lack of satisfactory performance in either situation will be cause for cancellation of the indenture and termination from the Program.
- F. Appearance is important, as the apprentice represents and extends the reputation of the South Texas Electrical JATC, the Teledata Contractor, IBEW Local 60, NECA South Texas Chapter, and the Teledata Industry to the public. Cleanliness and neatness is imperative.
- G. Apprentices shall adhere to and abide by all applicable rules, policies, procedures, standards, and regulations; to include all verbal and written direction.
- H. Cheating, copying or other inappropriate classroom behavior will not be tolerated and will be subject to Committee action up to and including cancellation of indenture and termination from the Program.
- I. Local Union politics will not be discussed at related instruction sessions or on school property.
- J. Cellular phones shall not be used in the classroom or lab space unless used for educational purposes as qualified and approved by the instructor.

Unless otherwise permitted, cellular phone use is restricted to break times and break areas.
- K. Apprentices are responsible for having adequate transportation to and from school.

VIII. Facility Use and Maintenance

- A. The training facility is a place of learning for the apprentice and must be maintained. Good housekeeping is a must. This includes picking up trash, keeping materials and tools organized, or performing maintenance and upkeep as required.

The apprentice is to perform any task related to housekeeping and maintenance as directed by the instructor or JATC staff.
- B. Vandalism, unauthorized use, or removal of Committee property will not be tolerated and will result in disciplinary action by the Committee.
- C. Eating or drinking non-intoxicating beverages will be permitted in designated areas only.

- D. Smoking and/or the use of tobacco products will not be allowed inside the building.
- E. Intoxicants or any controlled substance, not regulated by a Doctor, will not be permitted on the job or on school premises at any time.

Apprentices under the influence of intoxicants or any controlled substance, not regulated by a Doctor, will not be permitted to work or attend class. Any person found to be under such influence will be subject to Committee action and may be cause for cancellation of indenture and termination from the Program.

- F. All persons shall be strictly prohibited from possessing or using any type of weapon, as defined in the Texas Penal Code, concealed or otherwise, on the property owned by the Committee or other areas used by Committee in the pursuit of Committee activities. Employees of the Committee shall notify law enforcement authorities immediately when it is made known that an individual is violating this Policy.

Any apprentice found to be in violation of the Policy shall be terminated from the Program. All others found in violation of the Policy shall be barred from Committee property and activities.

IX. Apprentice Information and Records

- A. It is the responsibility of the apprentice to keep the Committee informed of his/her current mailing address, place of residence, email address and telephone number(s). Failure to do so will be cause for Committee action.
- B. All records and personal files are the sole property of the JATC and will be used exclusively by the JATC, Training Director, and/or staff, as needed to perform the essential duties of the apprenticeship program, including but not limited to apprentice assessment and performance evaluation.

X. Authority of the JATC

- A. The JATC has the prerogative and authority to place an apprentice on probation, authorize or withhold a divisional raise, extend the term of apprenticeship, advance or hold back an apprentice in the related instructional portion of the program, or suspend or remove an apprentice from the program.
- B. Situations not explicitly addressed in the Statement of Committee Rules and Policies will be addressed and resolved on an individual, and case by case basis.

- C. All decisions made by the JATC are final and binding on the apprentice, employer and local union.

XI. Amendments and Modifications

- A. These revised policies shall supersede all previous Committee Policies and are hereby in affect and enforceable as of December 19, 2018.

XII. Summary

The committee fervently hopes that the student, as an apprentice in our industry, recognizes the career opportunity the program offers as well as the possible hardships and sacrifices he or she may face. The committee also realizes that rules and regulations must be judiciously adhered to in order to maintain the integrity of the program, and for its overall success. The Committees objective in sponsoring this program is to train all to become a qualified Installer Technicians. The apprentice's future in the industry depends entirely upon his or her own efforts.

The South Texas Electrical Joint Apprenticeship and Training Committee, in making this training available to you, wishes to impress upon you that in return you have an obligation to put forth every effort towards completing the Program successfully and becoming a highly skilled qualified Installer Technician.

If the apprentice has any problems or needs any assistance, we encourage him or her to contact the Training Director.

Jointly Adopted by JATC on this 19th Day of December, 2018.

Signature of Chairman

Date

Signature of Secretary

Date

XIII. Acknowledgement

I understand that my failure to abide by these policies may result in termination of my apprenticeship indenture.

My signature below certifies that I have been provided with a copy of the written Rules and Policies adopted by this JATC and in effect as of this date.

Print Full Name

Signature

Date