

STATEMENT OF POLICY

GOVERNING ALL ELECTRICAL APPRENTICES

APPROVED: July 13, 1998

AMENDED: July 15, 2015

Unless the context indicates otherwise, the nouns and pronouns of the masculine gender used in this STATEMENT of POLICY shall be construed to include the feminine gender.

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1. Basic Principles

It is the sincere desire of the Joint Apprenticeship Committee to present an up-to date & adequate program of training for all enrolled participants in order that they might receive the proper training required to perform the work of their trade. The Joint Committee operates with the thought in mind that the apprentices who are being trained today are to become the journeymen of tomorrow and therefore find it necessary to conduct the training program with firmness and in accord with the National Standards and Rules as set forth by the National Joint Apprenticeship and Training Committee. To promote a smoother operating program and for matters of clarification, the Joint Apprenticeship Committee therefore sets forth the following policies and rules, which must be observed by every apprentice in the program.

2. Responsibility and Authority

The Joint Apprenticeship and Training Committee is delegated the full responsibility and authority for the selection, qualification, education, training, training assignment, evaluation, certification, and the supervision of all apprentices as well as all other matters regarding apprentices or apprenticeship.

3. Training Director

The Training Director shall act for, and under the direction of the Joint Apprenticeship Committee in the administration of the Apprentice Training Program.

4. Registered / Indentured

Each apprentice is *registered* under the Maryland Apprenticeship and Training Program and *indentured* to the Western Maryland Joint Apprentice Committee. Therefore, all apprentices are directly responsible to the Western Maryland JATC for all matters pertaining to their apprentice training.

5. Dues

An apprentice belonging to the union will have a paid up dues receipt before being assigned a training assignment. An apprentice must keep a paid up-to-date dues receipt to continue their employment.

6. Appearance

Due to the possibility of injury to the individual, NO apprentice will be permitted to appear on the work project wearing loose or ragged clothing, non-traditional jewelry, shorts, cutoffs, or excessive long hair or beards. These items are considered hazardous while working with and around power tools, power equipment and energized circuits. Shoes without good sole, moccasins or tennis shoes shall not be worn.

No hats, do-rags, work boots or baggy clothing will be allowed in classrooms.

Any requirements imposed by the owner or the contractor for safety reasons at the job site must also be observed.

7. Vacation, Military Leave, or Other Extended Time Off

An apprentice shall provide a written request to the Committee in advance for approval. Approval should also be given by their employer. The request letter should be given to the Training Director to be presented to the Committee.

8. Lay-Off Procedure

Apprentices shall contact, within 24 hours, the Training Director when laid off or removed from a job.

5th Year Apprentices laid off within 40 hours of becoming a Journeyman and having completed 8,000 hours of on-the-job training will not be given a new training assignment.

9. Change of Address

Apprentices shall immediately notify the Training Director and the Local Union Office when they have a change of address or phone number.

10. Work Day

An Apprentice shall not work more than ten (10) hours on the day when they are to attend class. This time cannot interfere with the start of class.

11. Job Attendance

In the event an apprentice is unable to report for work, they are required to notify their employer's office (permanent or job site) of that fact by start time of that working day.

Excessive absenteeism will affect the apprentice's progress, and if the practice becomes flagrant, it could result in the removal of the apprentice from the training program.

12. School Attendance and Grades

Attendance at school is a definite requirement of apprenticeship, as well as, maintaining satisfactory grades in all classes. If an apprentice misses two (2) unexcused nights of school, they will be removed from their job and instructed to report to the Training Director at the school to make up the nights they are in arrears. They will be notified at that time to appear before the JATC Committee before returning to work. If an apprentice is removed from the job due to having two (2) unexcused absences from school, two (2) or more times during their apprenticeship, they will be subject to automatic penalties, including possible dismissal from the program.

Missing school because of working overtime is inexcusable. The apprentice can only make up missed school days on days designated by the Training Director or a person designated by the Training Director to make such assignments. These days will be satisfied during the regular working hours of the work week at the Training Director's discretion [maximum of eight (8) hours per day].

Each apprentice must achieve a passing grade (75% or higher) on all tests. The penalties for failed tests are as follows:

Test Failure	Penalty
1	30 day pay-raise delay & appear before JATC Committee
2	Additional 60 day pay-raise delay & appear before Committee
3	Appear before Committee and penalty shall be at the discretion of Committee, which may include expulsion from the program
<i>The penalties assessed will be per instructional year.</i>	

If an apprentice's pay period raise is held back two (2) consecutive times because of failing grades, he/she will be placed on one (1) year probation automatically. If the apprentice has failing grades during the next six (6) month period, the apprentice will appear before the Committee and have his/her complete record reviewed, including job attendance, school attendance, grades, OJR's and any other aspects of the individual's record. Based on the record review, the Committee will determine disciplinary action up to and including dismissal from the program.

13. Training Center Clean-up

Students will be expected to keep the Training Center clean. A schedule will be posted listing the apprentices and their assigned night for cleaning by their instructor.

14. Telephone

Cell phones are not permitted in the classrooms, except for emergency use with the instructor's permission.

15. No Smoking

Tobacco products are NOT allowed on porch or in school building. The use of tobacco products on the school property is only permitted in designated areas, i.e. tables in parking lot.

16. Bad Weather

If there are any questions about class, due to bad weather, apprentices are to call their instructor.

17. Alcoholic Beverages or Illegal Drugs

Absolutely no alcoholic beverages or illegal drugs will be permitted on school property.

18. Code of Honor

Any apprentice caught stealing, cheating or damaging school property or equipment will be subject for dismissal from the program and make compensation for all damages.

19. Monthly Apprentice Work Report

The Committee’s adopted “Monthly Apprentice Work Report” sheets will be made available by the Training Director. It is the responsibility of each apprentice to fill this form in as accurately as possible, listing the number of **actual hours** they have worked in the various categories, each day. Every month, upon completing this work report, the apprentice is to send this report back to the Committee’s office along with the journeymen’s signature (address listed on the Form).

Falsification of hours on these reports or failure of the apprentice to submit these reports on time can be taken by the JATC as a sufficient reason to dismiss the apprentice from the program. These reports, as well as the report sent in by the Instructors (School marks and Attendance), will then be reviewed by the Committee before the apprentice is approved to receive their next pay advancement.

OJT reports are to be mailed in a business envelope and have the apprentice’s return address on the envelope, post marked (or stamped at the Training Center) no later than the 10th of the month.

PENALTIES ARE AS FOLLOWS:

Late Report	Penalty
1	30 day pay-raise delay & appear before JATC Committee
2	Additional 90 day pay-raise delay & appear before Committee
3	Additional 180 day pay-raise delay & appear before Committee

Only three (3) late time sheets allowed for an apprentice’s entire apprenticeship. The 4th late time sheet will result in dismissal from the program.

20. Wages

Wages, benefits and other requirements or conditions are controlled under the current collective bargaining agreement between Local 307 IBEW and the Maryland Chapter NECA.

21. Tools

Required tools are listed in the collective bargaining agreement.

22. Class Hours

There will be a scheduled minimum number of class hours required each year. The current minimum is 180 hours per year.

23. Pay Raises

It is the apprentice’s responsibility to notify the Training Director if they feel they are due a pay raise. Once verified by the Funds Office, the apprentice will receive the appropriate pay raise. It will be the responsibility of the JATC to notify the apprentice’s employer of the change.

24. Drug Policy

There is a written drug policy included in our program standards. All apprentices will be obligated to follow these policies. **Failure of a drug test will be grounds for immediate dismissal from the program.**

25. Training Assignment

An apprentice cannot refuse to accept a training assignment from the Committee nor will they quit a training assignment regardless of Local Union jurisdiction. To do this could result in being suspended or dismissed from the program. ***Apprentices shall work every available hour, including overtime, on each training assignment.***

26. Attitude and Conduct

An uncooperative attitude or improper conduct on the job or in the classroom will not be tolerated and could be cause for immediate dismissal from the program.

27. Proper Chain of Command

Should an apprentice have a question, concern or problem, he/she will contact the Training Director. The Training Director is the apprentice's primary source for assistance; the apprentice's current instructor will be the secondary source. All matters brought to the Director will be guaranteed full and complete confidence. ALL grievances against the JATC, its Director or its instructors shall be submitted in writing to the Committee within fifteen (15) days of the occurrence.

28. Books and Other Charges

You will be required to pay for all books and other charges in full at the time stated by the Committee. No partial payment will be allowed. All payments will be made by cash, certified check or money order made out to: WESTERN MARYLAND JATC.

29. Journeyman / Apprentice Licenses

Every apprentice must obtain all current electrical journeyman's license required by Local 307 jurisdiction and submit same to the Western Maryland JATC office before they will be processed to the journeyman status.

An apprentice who fails to obtain the required city/state electrical journeyman license(s) within six (6) months before his/her last scheduled school day here at the Western Maryland JATC will be automatically suspended from the program until the required license(s) is/are obtained. If this required license(s) is/are not obtained and submitted to the Western Maryland JATC office within a six (6) month period from the date the apprentice was suspended from the program, they will then automatically be dropped from the apprentice program.

All first year apprentices must have any licenses required within the jurisdiction of Local 307 IBEW, which may include a West Virginia temporary license if needed.

30. Transportation

Each apprentice is responsible for their own transportation. Missing work or school because of transportation problems is inexcusable and will be subject to disciplinary action by the Western Maryland JATC.

31. Social Network & Internet Posting Policy

Western Maryland JATC understands that apprentices use the Internet and social networks for both business related and personal purposes. While the Internet and social networks are important tools for education, networking, business development, and pursuing personal interests, they also create some potential risks.

The following policy is intended to promote responsible use of the Internet and social networking, and to protect Western Maryland JATC's legitimate business interests.

This policy applies to apprentices who post on Internet blogs (either their own or others); Internet discussion forums; message boards; chat rooms; social networking sites (such as MySpace, Facebook, LinkedIn, YouTube, etc.); Twitter posts; and any communications made on similar sites. Posting on such sites is referred to herein as an "Internet posts."

- 1. Abide by All JATC Policies:** Whether you post on the Internet at work or during personal time, your posts must not violate any policies contained in the standards and policies of the Western Maryland JATC. You must follow all of Western Maryland JATC's handbook policies including, but not limited to, policies prohibiting the disclosure of confidential business information, prohibiting discrimination and harassment, and prohibiting conflicts of interest and ethical violations.
- 2. Understand Your Liability:** When you express your opinions or ideas on an Internet post, you can be held legally responsible by others for your statements. For example, you may be held personally liable for statements that are defamatory, abusive and harassing, involve copyright violations, or which disclose confidential and proprietary business information. In light of the potential risks, you should use good judgment and exercise caution when posting.
- 3. Do Not Hold Yourself Out as Speaking for the JATC:** If you identify yourself as an employee of Western Maryland JATC in any Internet post, or describe your employment in a way that might lead others to conclude that you work for the Western Maryland JATC, you must include a disclaimer stating that your views are personal and do not represent the views of the Western Maryland JATC or of any other person or entity affiliated with Western Maryland JATC. The only exceptions to this rule are for Internet posts which have been previously approved by the Western Maryland JATC for Internet publication.

If you are posting as an individual (rather than an approved representative of the Western Maryland JATC), you are prohibited from using the JATC's trademark or logo in connection with your post.

If you would like to include a link to the Western Maryland JATC website to your personal webpage, blog, or any Internet post, you must obtain prior approval from Western Maryland JATC.

- 4. Act Responsibly:** When you post on the Internet, you should act in a manner consistent with the Western Maryland JATC's values and philosophy. You should be courteous, honest, and check your facts.

If you refer to your co-workers in your postings, you should be thoughtful about how they may be affected by your statements. Statements regarding co-workers which are threatening, harassing, defamatory, or abusive are a violation of the Western Maryland JATC policy. Similarly, if your posting relates to Western Maryland JATC's business operations, you must not violate our policy prohibiting the disclosure of confidential or proprietary business information.

ANY VIOLATION OF THIS SOCIAL MEDIA – INTERNET POSTING POLICY MAY SUBJECT APPRENTICES TO DISCIPLINE, UP TO AND INCLUDING TERMINATION.

32. Disciplinary Actions

Disciplinary Action: actions taken by the Committee for infractions to the Western Maryland JATC's policies and procedures by an apprentice. Infractions include, but are not limited to:

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| - Late time sheet | - Transportation issues |
| - Test failures | - Dues delinquency |
| - Absenteeism (job site and school) | - Termination from employer |
| - Attitude | - Unexcused absences |
| - Job performance | - Tardiness |

ANY FOUR (4) INFRACTIONS DURING AN APPRENTICE'S ENTIRE APPRENTICESHIP WILL RESULT IN THE IMMEDIATE TERMINATION FROM THE JATC PROGRAM PENDING A REVIEW BY THE WESTERN MARYLAND JATC.

33. Scholarship Loan & Promissory Note

Each year, the Western Maryland JATC and the said apprentice will enter into a loan agreement for the education being provided. A promissory note will state the cost of education and be signed by the Western Maryland JATC and the said apprentice. A copy of the scholarship loan and promissory note will be on file at the Western Maryland JATC.

34. Changes and Amendments

The Western Maryland JATC reserves the right to change and/or amend the current rules and policies whenever the Committee deems it necessary.