

Rules and Regulations For Electrical Apprentices



Fresno, Madera,
Kings & Tulare Counties
Electrical Industry
JOINT Apprenticeship and
Training Committee

General Rules

1. It is the responsibility of each Apprentice to keep a current mailing address and telephone number registered and updated with the JATC office. Failure to comply with this requirement will result in the following: the first offense will receive a written warning, second offense will be a 2-day suspension, and the third offense will be a 5-day suspension.

To change a mailing address or telephone number, the apprentice will be required to submit a “Change of Address” form in person at the Training Center. This form must be signed and dated. No e-mail, mailed or verbal change will be allowed.

2. Each Apprentice shall have a reliable means of transportation to ensure prompt and punctual attendance both at work and at school. Each Apprentice shall have a valid California Driver's License. Failure to possess a valid Drivers License is cause for suspension or termination from the Program.
3. Each Apprentice shall endeavor to maintain high moral standards. Any Apprentice found to be guilty of theft or vandalism of school or

employer property shall be suspended for not less than 14 days or terminated from the Program. Likewise, the use of illegal drugs or alcohol by students on school property, as well as the condition of being under the influence of such substances on school property, is a forbidden practice and, as such, shall be suspended for not less than 14 days or terminated from the Program. Any Apprentice convicted in a court of law of these or any other felonious actions shall be suspended for not less than 14 days or terminated from the Program. Any apprentice who violates the authority of the Instructors, JATC Staff, or the JATC Committee Members shall be suspended for up to 60 days or terminated from the Program.

4. Smoking, as well as the use of any tobacco products, is prohibited in the Training Building, which includes shop areas, classrooms, restrooms, and the lobby. The consumption of food and beverages is limited to the lobby only. Personal telephone calls may only be placed only during break periods. Cell phones are not permitted in the classroom. Apprentices are prohibited from using the Conference Room, the JATC office,

and other leased office space during school hours. Apprentices must enter and exit the Training Building by the Main Lobby entrance only. Use of all other exits shall be allowed only as an emergency measure. As a reflection of the quality and professionalism of our program, all litter, trash, and scrap will be properly discarded. The first offense of any items listed in this paragraph will result in the Apprentice receiving a written warning, second offense will be a 2-day suspension, and the third offense will be a 5-day suspension.

5. Each Apprentice's records, along with any other pertinent information, shall be kept on file at the JATC office. These files will be available to the Apprentice at the JATC Office for inspection and copying at the Apprentice's expense.
6. Each Apprentice must, with reasonable accommodation, be physically able to perform all work of the occupation of electrical construction, as well as read, write, and speak the English language.
7. To successfully complete the training program, each Apprentice will be required to

complete 8000 hours of on-the-job training, satisfactory attendance in all assigned related class instruction, and maintain the minimum semester grade of 75% on all related class instruction. If the semester grade falls below 75%, that Apprentice will be suspended for 14 days and have their wage increase held until they successfully pass the following semester. If an Apprentice fails to maintain the minimum semester grade for two (2) consecutive semesters, the Apprentice will be terminated from the program.

8. When an apprentice, summoned by registered return receipt requested mail to attend a JATC meeting, fails to attend, the Committee will consider that automatic cause for termination from the program.
9. Attendance at any specially called, non-instructional meeting or function is mandatory. Any apprentice who fails to attend will be required to attend one 4-hour make-up session, as described in section 3 under “Night School Attendance Policy” of these Rules and Regulations, within 15 working days of the absence.
10. Failure on the part of the Apprentice to fulfill

the obligations of this Committee's Standards, Policies, and Rules and Regulations will be cause for the implementation of disciplinary action. Where not otherwise noted herein, all initial infractions will receive a 1-day suspension, all second infractions will receive a 5-day suspension, and all third infractions will receive a 14-day suspension. During the probationary period of the first two periods of Apprenticeship, the Committee may terminate an Apprentice from the program. The Committee has the authority to grant or postpone wage increases and period advancements, to place any Apprentice under Disciplinary Alert, to rotate or remove any Apprentice from any jobsite, to suspend employment for a maximum of sixty (60) calendar days, and to request the termination of any Apprentice's Agreement to Train from the Administrator of Apprenticeship of the State of California. Apprentices placed under Disciplinary Alert status by the Committee, and probationary apprentices will be required to submit Employer Evaluation Forms monthly, as well as any other conditions that the Committee deems appropriate. Any Disciplinary Alert infraction by an Apprentice

-- bad work evaluations, poor grades, absences, or other violations of the Rules and Regulations will be considered to be just cause for an Apprentice's termination from the program. A copy of the Apprenticeship Law of the State of California is available from the Division of Apprenticeship Standards, 2550 Mariposa Street #3080, Fresno, CA 93721.

11. Any apprentice who comes before the Committee for multiple infractions of the Rules and Regulations, as well as any apprentice who has received disciplinary action within the last 12 months, may receive up to a 60 day suspension, and will be placed under Disciplinary Alert.
12. Any apprentice, who exhibits aggressive behavior, whether verbal or physical to another student, to JATC Staff or to a JATC Committee Member shall be suspended for up to 60 days and be placed on Disciplinary Alert, or terminated from the program.
13. Any Apprentice, who has been suspended by the Committee, as prescribed herein, will not be allowed to work for any Electrical Contractor at any time during the suspension period; the Committee will determine the

dates of suspension. Furthermore, any Apprentice serving a suspension will be required to serve the suspension at the Training Center from 7:00 AM to 4:00 PM for every day of the suspension. The suspended apprentice will be required to work on coursework or lab work for the entire suspension.

If any apprentice is currently unemployed when a suspension is handed down by the Committee, the suspension may be served at that time. This suspension must be served at the Training Center as stated above.

Drug Policy

1. All applicants will be required to submit to Drug Testing. As part of the indenture process, each applicant will be required to sign a "Release of Liability and Informed Consent for Urine Testing" form. Each applicant will then be required, within 2 hours, to provide a urine sample at a facility designated by the JATC. Any drug listed as positive in the initial screen will be confirmed at the listed limits by gas

chromatography/mass spectrometry.

2. Any applicant who has a “positive” test result, or who fails to provide a urine sample within the time frame allowed, will not be allowed to be indentured and will be dropped from the list of eligible applicants.
3. All applicants, once indentured, will be subject to drug testing during the remainder of their apprenticeship in the circumstances set forth in this paragraph. Applicants may be required to provide a urine sample for any of the following reasons:
 - a. Accidental Injury,
 - b. Reasonable Suspicion or Probable Cause, which may be based on the following: absenteeism, tardiness, erratic or abnormal behavior, observed drug use, or apparent drug intoxication.
4. Any test by an individual that shows that the sample has been adulterated, whether by ingestion of any adulterating agent or adulteration of the urine, will be considered as a “positive” test result. JATC will evaluate the circumstances and make a determination whether a re-test will be permitted. Should a re-test be allowed, it will be done at the

expense of that individual.

5. Refusal to submit to a drug-screening test, when directed by the JATC or an employer, as well as a “positive” test result, will be grounds for disciplinary action by the Committee. Disciplinary action may include probation, suspension, mandatory rehabilitation, or termination of the Apprentice Training Agreement.
6. All Apprentices shall comply with the JATC Drug and Alcohol Policy Manual regarding mandatory random drug testing.

Apprentice Job Assignments

1. An apprentice must contact the JATC office immediately upon termination from employment.
2. An apprentice shall be available each day that he/she is unemployed for assignment to a new job. In the event that the Apprentice is not accessible by telephone or a message cannot be left, it is the Apprentice’s responsibility to contact the JATC office.
3. An apprentice shall accept the job assignment made by the JATC office without debate. An Apprentice's initial refusal of a job assignment

within the JATC's jurisdiction shall receive a 15-day suspension, second offence will receive a 30-day suspension, and third offence will be terminated from the Program.

4. Any apprentice will have the option of refusing a job assignment to a contractor that is currently delinquent in payment to the JATC, Pension Trust, Health and Welfare Trust or Vacation Account. The apprentice will be notified by the JATC at time of dispatch of any known delinquencies.
5. If the apprentice does not agree with the job assignment, he/she shall report as assigned, request an appearance before the JATC, and continue to work as assigned until removed by Committee action, transferred, or terminated by the employer.
6. An apprentice shall not quit his/her employer.
7. Any infraction of the above items will result in disciplinary action by the Committee.

On-The-Job Training

1. All employers must comply with the Committee's Standards, Policies, and Rules and Regulations, and must have signed an Approval to Train form (DAS-7). The

Committee will, upon request, furnish to any approved employer a list of its indentured Apprentices, their current periods, and their current pay rates.

2. An Apprentice must have a valid job assignment issued by the JATC Administrative office before reporting to an assigned employer or jobsite.
3. Each Apprentice will be required to arrive punctually for each assigned workday. Job tardiness, job absences, or poor work performance will not be allowed. The first offense will receive a written warning, second offense will be a 2-day suspension, and the third offense will be a 5-day suspension. Any Apprentice who is Terminated for Cause by an Employer, as well as ineligible for rehire, will receive a 3-day suspension, the second offense will be a 6-day suspension, and the third offense will be cause for termination from the Program.
4. Each Apprentice shall be responsible for maintaining a current record of work hours spent on each work process. These records

will be kept in each Apprentice's Record Book (DAS Form 103). The Committee will provide these to each Apprentice. This record must be kept current and be available, upon request, to the Training Director, the DAS Consultant, any Committee member, the Union Representative, and the Employer or Employer's Representative. Work Records will be due the first day of each quarter when the apprentice attends school. Failure to submit these records, when requested, will not be allowed. Record Books submitted late will merit a written warning for the first offense, a 3-day suspension for the second offense and a 6-day suspension for the third offense in a school year.

Rotation

1. It is the responsibility of the Committee to furnish relevant on-the-job training to all Apprentices. To adequately serve these ends, the Committee has the authority to transfer Apprentices from one employer to another and from one jobsite to another.
2. When an Apprentice has worked for an

employer for one year, that apprentice will be considered as available for rotation. The actual date of rotation may vary. Rotation may be postponed to allow the apprentice to complete a specific job or project. When an Employer would like to request that an Apprentice be exempted from an annual rotation and that Apprentice is agreeable, the Employer must schedule with the JATC at least two weeks prior to the scheduled rotation, a time to send that Apprentice to the JATC, during that Apprentices normal work hours to perform a “Rotation Exemption Assessment”. During this time the Apprentice will receive their rate of pay as per the CBA from the Employer. The JATC will provide documentation to the Employer stating time in and time out of the Training Center for the apprentice to complete the Assessment. There are “Rotation Exemption Assessments” for each level of Apprenticeship. The Employers will all receive a list of expected skills that each period apprentice should possess. When an Apprentice passes a “Rotation Exemption Assessment” that Apprentice will be exempt from rotation for a period of one year. Prior to this transfer, the Committee shall notify the

Local Union, the Local N.E.C.A. Chapter, and the Contractors affected in writing. When written notice is given, all Apprentices shall report to their new place of employment on the date and at the time prescribed by the Committee.

3. When an Apprentice has worked for an employer for at least six months (including exempt apprentices) that Apprentice may request to be transferred to another employer. If no other employer is available within one week, the Apprentice may be placed on the out of work list and assigned to another employer when one is available.
4. The selection of any Apprentice's new employer will be determined by the Training Director and approved by the Committee. Employer selection will be based upon apprentice Work process records, Work Process deficiencies, previous experience, and possible upcoming projects that may benefit the apprentice.
5. In an effort to mitigate excessive travel costs, job location and proximity to the Apprentice's home will be a priority during that Apprentice's first 2 years in the training

program. After that time, an Apprentice may be rotated without regard to daily travel requirements. Fifth Year Apprentices will not be rotated unless requested by the Apprentice or that Apprentice's First Year Employer, and agreed to by both. The Training Director can make the transfer of an Apprentice within an employer's organization. If any Apprentice, Contractor, Journeyman, Union representative, Apprenticeship Instructor, Committee member, or the Committee itself believes that an Apprentice is not receiving adequate and diversified training, they may request a review of that Apprentice's work record and a subsequent transfer. These transfers can be made to either facilitate a well-rounded work experience or to mitigate conflicts that arise between Apprentice and Journeyman. Requested transfers initiated by an Apprentice or a Journeyman must be submitted in writing. Specific requests to prompt, postpone, or prohibit Apprentice transfers, whether made by the Apprentice, the Union, or the Contractor, shall be considered on a case-by-case basis by the Committee. Prior to any transfer, the Committee shall notify the Local Union, the

Local N.E.C.A. Chapter, and the Contractors affected in writing.

6. Placement with any employer, at any specific jobsite, and performing any general classification of electrical work, shall be at the discretion of the Committee. Decisions of the Committee concerning Apprentice transfers shall be final.

Related Class Instruction

1. Each Apprentice will be required to attend each assigned class for the full class session. Any Apprentice who is 30 minutes late for class will be considered absent. Any Apprentice who is found cheating on a test will receive a 0% score on that test and will be suspended for 5 days, second offense will merit a 14-day suspension, and third offense will be terminated from the Program. Any Apprentice who is absent for a scheduled test and fails to schedule a make-up test with the instructor will receive a 0% score on that test and will be suspended for 2 days. An Apprentice may not leave the classroom without the instructor's permission, or will receive a 2-day suspension. Apprentices may not copy any course work without prior

permission from the JATC Administrative office. Apprentices may not use or review any other Apprentice's course work. Violation will mandate a minimum 2-day suspension to a maximum of 10-day suspension. School authorities, which include the instructors, may suspend from class/school, and refer to the Committee for appropriate action, any Apprentice who violates school rules or the authority of the Instructor, JATC Staff, or JATC Committee members.

2. It is the responsibility of each Apprentice to acquire and have available all necessary materials and tools for classroom and on-the-job training as required by the Committee. Failure to purchase the required instructional materials on time as ordered by the Committee will result in the following: Any wage increase due to the apprentice subsequent to his/her failure to purchase the required instructional materials will be withheld for 30 days. When appropriate, all books, manuals, and materials provided by the program will be available before the first-class meeting of each assigned class. It is the responsibility of each Apprentice to make arrangements with the Training Director for

any late issue of books, manuals, or materials. The cost of textbooks is the responsibility of the Apprentice.

3. All apprentices, including 4th year, who complete the school year (1) without an unexcused absence from instruction; (2) without any disciplinary action (excluding a written warning) by the Committee relating to poor performance or absenteeism on the job or in the classroom; (3) without disciplinary action (excluding a written warning) by the Committee relating to late submission of their DAS-103 work processes booklet; and (4) with a passing grade of 75% or higher in each of the semesters within the school year will receive a “performance discount” on the books for the next school year equal to the average of their final grade for each of the semesters within the school year.

For Example: An apprentice who meets each of the conditions as listed in (1) thru (4) above, and receives final grades of 80% and 90% in each of the two semesters in the school year, would receive a “performance discount” of 85% $((80+90)/2=85)$ on the books for the following year. This means that this apprentice would pay 15% $(100-85=15)$ of the total cost

for next year's books. However, an apprentice who fails to meet any one of the conditions as listed in (1) thru (4) above fails to qualify for the "performance discount" and would pay 100% (full price) of the total cost for next year's books.

4. When the JATC is under contract to receive ETP funding for the school year, the Committee will cover the cost of all required apprentice books and online access fees. All apprentices will be required to complete ETP forms provided during the weeks they are attending school. If ETP funding is not available for the school year the "Performance Discount" policy will apply.
5. All evening classes will start at 6:00 PM sharp. All day school classes will start at 7:00 AM sharp. Whenever possible, schedules will be devised to preclude evening classes on consecutive nights. Special presentations will be exempt from this scheduling priority. All evening lecture classes will be 4 hours long, including breaks.
6. Lab classes will be scheduled as needed. If, in the opinion of the instructor, the Training Director, or the Committee, any student has

not sufficiently acquired the knowledge and technique taught during any particular lab class, that student will be compelled to attend additional lab classes.

7. The average of each of the semester tests, combined with quiz scores, will account for 2/3 of the semester score. The Final Exam will account for the remaining 1/3.
8. All apprentices will receive student performance evaluations on a quarterly basis. A mark of poor or unsatisfactory will be considered a poor evaluation. The first offense will receive a written warning, second offense will be a 3-day suspension, and the third offense will be a 6-day suspension and the apprentice may be placed on Disciplinary Notice.

Night School Attendance Policy

Classroom instruction and on-the-job training are equally vital and important parts of the total educational process in apprenticeship. Therefore, attendance at all class sessions is mandatory if the apprentice is to successfully complete the program.

1. Absences within a school year shall subject

the apprentice to the following penalties:

<u>First Absence:</u>	Written warning
<u>Second Absence:</u>	5-day suspension
<u>Third Absence:</u>	Apprentice will be terminated from the program

Absences caused by situations beyond the Apprentice's control will not be included in the schedule of penalties above; however, such absences must be made up and supporting documentation submitted to the JATC Office.

2. When an Apprentice is reported as absent from class, he or she will receive a letter from the JATC Office regarding the absence. All absences shall be made-up within 15 working days from the date of the letter or before the end of the semester during which the absence occurred if less than 15 working days remain in the semester.
3. All absences shall be made-up in the following manner: the Apprentice must attend (1) four hour class session per absence in any scheduled class, either lab or lecture, other than his or her regular scheduled class; notify

the Instructor that he or she is making up an absence; and bring the course workbook and textbooks to the make-up session. The Instructor will submit a make-up card to the JATC Office as evidence of the make-up.

4. Tardiness is defined as arriving late for class. When an apprentice accumulates two tardies, it will be counted as an absence. More than thirty minutes tardy will be considered an absence.
5. Failure to comply with the above policy will be grounds for termination from the program.

Day School Attendance Policy

Classroom instruction and on-the-job training are equally vital and important parts of the total educational process in apprenticeship. Therefore, attendance at all class sessions is mandatory if the apprentice is to successfully complete the program.

1. Absences within a school year shall subject the apprentice to the following penalties:

First Absence: 3-day suspension

Second Absence: 6-day suspension

Third Absence: Apprentice will be terminated from the program.

Absences caused by situations beyond the Apprentice's control will not be included in the schedule of penalties above; however, such absences must be made up and supporting documentation submitted to the JATC Office.

2. When an Apprentice is reported as absent from class, he or she will receive a letter from the JATC Office regarding the absence. All absences shall be made-up within 15 working days from the date of the letter or before the

end of the semester during which the absence occurred if less than 15 working days remain in the semester.

3. All absences shall be made-up in the following manner: the Apprentice must attend (1) eight hour day class session or (2) four hour evening class sessions per absence in any scheduled class, either lab or lecture, other than his or her regular scheduled class; notify the Instructor that he or she is making up an absence; and bring the course workbook and textbooks to the make-up session. The Instructor will submit a make-up card to the JATC Office as evidence of the make-up.
4. Tardiness is defined as arriving late for class. When an apprentice accumulates two tardies, it will be counted as an absence. More than thirty minutes tardy will be considered an absence.
5. Failure to comply with the above policy will be grounds for termination from the program.

Tool List

1. *Electrician's knife or equivalent.
2. *Pencil
3. *Tape measure and 6-foot folding rule.
4. *Lineman's pliers.
5. *Diagonal pliers.
6. *2 pair #430 Channellock pliers or equivalent.
7. *Crimping tool for AWG sizes #10 to #22.
8. *Screwdrivers--3 flatblade and 2 Phillips minimum.
9. *Claw hammer.
10. Pipe Wrenches (10" & 14")
11. *Wire strippers.
12. *Wiggins-type voltage tester
13. Continuity tester
14. *Flashlight
15. *1" wood chisel
16. *Awl, scribe and/or center punch
17. Keyhole saw.
18. *Hacksaw frame.
19. 3/8" drive Socket Set - including the following sizes: 3/8", 7/16", 1/2", 9/16", 5/8", 11/16", and 3/4" or Nut Driver Set – including the following socket sizes: 3/16", 1/4", 5/16", 11/32", 3/8",

7/16", and 1/2"

20. Plumb bob.
21. Chalk box with line.
22. Tri-square.
23. *Toolbox.
24. *Magnetic torpedo level.
25. Protractor level.
26. *One Set Allen Wrenches - 1/16" to 1/2",
by 32nd.
27. *Crescent wrenches.
28. Tap Wrenches (Large & Small)
29. *Combination end wrenches - including
the following sizes:
3/8", 7/16", 1/2", and 9/16".

* These are items that an apprentice should acquire as soon as possible.

Approx.

Work Processes

On the Job Work Processes	Approximate Hours
A. 1" and smaller conduit, steeltube, flex, boxes and fittings.	1500
B. 1 1/4" and larger conduit, steeltube, flex, boxes and fittings.	1000
C. Surface and underfloor raceways.	200
D. Non- metallic sheath cable.	400
E. Wire and Cable pulling.	1000

F. Lighting fixtures: incandescent, vapor, fluorescent and standards.	1000
G. Wiring devices and finish.	500
H. Lighting and power panels, including solar, wind and other alternative power sources. Connecting branch circuits.	600
I. Service switchgear and Motor Control Centers.	500
J. Transformers.	100
K. Maintenance and service repairs.	200
L. Motors, Starters and Controls.	300
M. Trenching for the installation of metal and plastic conduit and underground installation of metal and plastic conduit.	700

Total Hours	8000
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"No Harassment" Policy

1. It is the policy of the Fresno, Madera, Kings and Tulare Counties of California Joint Electrical Apprenticeship and Training Committee to fully support the law prohibiting harassment and discrimination. This prohibition includes harassment and/or discrimination based on race, color, national origin, ancestry, religion, sex, marital status, handicap, mental condition, and age, as well as sexual harassment. This policy endeavors to maintain a workplace free of any such harassment and discrimination.

2. This Committee recognizes that impermissible harassment may take many forms, including but not limited to:
 - a. Verbal conduct, such as epithets, derogatory comments, and slurs, as well as unwanted sexual comments, invitations, and advances.
 - b. Visual conduct, such as derogatory gestures, drawings, cartoons, and posters.
 - c. Physical conduct, such as assault, blocking normal movement, or

interference with work because of sex or any other protected basis.

- d. Threats or demands to submit to sexual requests in order to maintain employment or avoid some other loss, as well as offers of job benefits in return for sexual favors.
 - e. Retaliation against those who have reported or encouraged the reporting of any such harassment or discrimination.
3. Any person, whether apprentice, employer, employee, trustee, instructor, or otherwise who is found to have engaged in such conduct while participating in our Training Program will be subject to immediate and severe discipline; when appropriate, this will be termination from the Program.
4. Any person who feels that he or she is being harassed or discriminated against, or who is aware of harassment or discrimination, should report it immediately to any of the following parties:

Edward (Chuck) Stanton, J.A.T.C. Director
c/o Fresno Area Electrical J.A.T.C.
5420 E. Hedges, Fresno CA 93727
(559) 251-5174

David Helsel, J.A.T.C. Management Trustee
c/o Collins Electric Company
1809 N. Helm, Fresno, CA 93727
(559) 454-8164

Charles Riojas, J.A.T.C. Labor Trustee
c/o I.B.E.W. Local 100
5420 E. Hedges, Fresno, CA 93727
(559) 251-8241

Ronny Jungk, J.A.T.C. Labor Trustee
c/o I.B.E.W. Local 100
5420 E. Hedges, Fresno CA 93727
(559) 251-8241

George Soghmonian, J.A.T.C. Management Trustee
c/o All Service Electric
7222 S Maple Ave, Fresno CA 93725
(559) 834-1499

Chris Neuwirth, J.A.T.C. Instructor
c/o Fresno Electrical J.A.T.C.
5420 E. Hedges, Fresno CA 93727
(559) 251-5174

Mike Vasquez, J.A.T.C. Instructor
c/o Fresno Electrical J.A.T.C.
5420 E. Hedges, Fresno CA 93727
(559) 251-5174

5. A thorough, objective and, if appropriate, confidential investigation will be undertaken. If harassment and/or discrimination are found to have occurred, prompt and appropriate remedial action will be taken. No person will

be retaliated against for reporting harassment or discrimination or participating in an investigation thereof.

Notes

Fresno, Madera,
Kings & Tulare Counties
Electrical Industry
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Administrative Office
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Fresno, CA 93727
(559) 251-5174