

# **Electrical Apprentice Statement of Policies**

## **PREAMBLE**

Training necessitates clearly defined policies. In order to govern the training and advancement opportunities offered by the Apprenticeship Program, the Joint Apprenticeship and Training Committee (JATC) has adopted the following Statement of Policies for the training and guidance of participants. These policies apply to all trainees holding the classification of Apprentices in the geographic area governed by the Washington, DC Chapter, Nationals Electrical Contractors Association and Local Union No. 26, International Brotherhood of Electrical Workers.

Revised 04/01/2025

## **STATEMENT OF POLICIES**

The Director will act for, and under the policy of the JATC in the administration of all procedures contained herein. In the absence of the Director, the Assistant Directors shall act in the capacity of the Director. In the absence of the Director and Assistant Directors, the JATC shall designate an individual, or individuals, to act in the capacity of the Director.

### **SECTION I. PROBATIONARY PERIOD**

#### **THIS SECTION SUPERSEDES ALL OTHER PROVISIONS OF THIS STATEMENT OF POLICIES REGARDING ALL PROBATIONARY APPRENTICES.**

After signing the Apprenticeship Agreement, an apprentice will be on probation for the first 2,000 hours of on-the-job training (OJT) or one year from the indenture date. During this period, the apprenticeship agreement may be canceled by either party, FOR ANY REASON without the right of appeal.

### **SECTION II. ASSIGNMENT OF APPRENTICES (ON-THE-JOB TRAINING (OJT))**

- A. Apprentice assignments to the employer will be made by the Director.
- B. An apprentice MAY NOT refuse a job assignment. Such a refusal SHALL result in termination from the program. Apprentices SHALL report as assigned by the Director, regardless of the wage area, as defined by the IBEW/NECA collective bargaining agreement.
- C. An apprentice MAY NOT quit a job (receiving a lay-off as result of requesting a lay-off will be considered the same as quitting). Quitting a job SHALL result in termination from the program.
- D. Apprentice assignments will be based upon the jobs available, and the training needs of the apprentice.
- E. In the event of a termination of employment
  - 1. Discharge for cause – The apprentice shall report to the JATC office on the day of said termination, or at the latest, the very next business day by 9:00 AM with a copy of his/her termination slip. Any apprentice who does not report accordingly SHALL be subject to termination from the program.
  - 2. Reduction in Force (RIF) – The apprentice should take a picture of termination slip and send it to [referrals@jadc26.org](mailto:referrals@jadc26.org). Apprentice is not required to report to the JATC in person.
  - 3. An apprentice who is discharged by an employer (other than for lack of work) SHALL have their advancement delayed ONE month.
  - 4. An apprentice who is discharged THREE times during the course of their apprenticeship (other than for lack of work) SHALL be removed from the program.
- F. An apprentice shall not work outside of the jurisdiction without notifying the JATC

### **SECTION III. JOB CONDUCT**

The OJT provided to the apprentice is a crucial part of the apprenticeship program. The apprentice's performance on the job will be monitored regularly.

The apprentice's MINIMUM obligations to the employer are as follows:

1. Arrive at work on time, every scheduled workday, prepared to perform to the best of his or her ability.
2. Work the scheduled hours, including overtime hours, if such overtime hours do not conflict with school or school performance.
3. Follow the instructions of the employer's representative.
4. Take pride in the work performed for the employer.
5. Adhere to the employer's work rules and policies.
6. Apprentices are responsible for transportation to and from their assigned job sites.

Apprentices are expected to conduct themselves appropriately while assigned to employers and to project a positive image of the electrical construction industry to all people with whom contact is made. Therefore, an act on the part of an apprentice which has a negative impact on the JATC, a fellow employee, an employer, a customer, their representatives, and/or the public will subject the apprentice to disciplinary action up to and including termination from the Program.

The job performance of each apprentice will be reviewed periodically by his or her supervisor. The results of these reviews will be taken into consideration when evaluating the overall performance of the apprentice. The apprentice is encouraged to periodically discuss his/her performance on the job with the supervisor.

### **SECTION IV. PERIODIC ADVANCEMENT OF APPRENTICES**

- A. First period apprentices will be eligible for advancement (with a pay increase) to the second period, six months from the date of indenture, provided the following requirements are met:
  1. Having received at least 1,000 hours of on-the-job training (OJT).
  2. Having achieved satisfactory job performance as reflected on work reports from the employer (as specified in Section III).
  3. Having achieved satisfactory school performance (as specified in Sections VG & VH).
- B. Second period apprentices shall be eligible for advancement (with a pay increase), to the third period, six months from the date of the last advancement, provided that the requirements as stated Section IV. A are met, and the apprentice has satisfactorily completed the first year (12 months) of related classroom instruction.
- C. For successive promotions from third, fourth, fifth, and sixth periods, apprentices must have a minimum of 1,500 additional hours OJT, an additional year (12 months), and must have met the requirements in Section IV A. 2 & 3.
- D. Deficiencies in any one or more of these requirements SHALL cause a deferment of an apprentice's advancement and pay increase and may result in the apprentice's removal from the program.
- E. Deferment of an apprentice's advancement will cause all future advancement (and pay increases) to be delayed.
- F. Advancement for apprentices shall be processed only once each month. Apprentices who have completed all requirements for advancement by the first Friday in a given month will be advanced effectively on the third Monday of that month.
- G. As each apprentice satisfies all the requirements for advancement (pay increase), the Director SHALL notify all interested parties in writing.
- H. The apprentice is responsible for monitoring their eligibility for advancement and notifying the JATC of any failure to advance.

## SECTION V. APPRENTICESHIP CONDUCT

- A. The Apprentice Agreement, which has been signed by a representative of the JATC, a representative of a State Apprenticeship Council (where the apprentice resides), and the apprentice, obligates the JATC to provide related instruction classes and the apprentice to attend such classes. The course material is very comprehensive, and absenteeism puts the apprentice at a disadvantage; therefore, apprentices are required to attend ALL classes.
- B. All absences must be made up, as scheduled by the JATC. Two (2) tardies result in one (1) absence. There are no excused absences.
  - 1. Three (3) absences during the apprenticeship will result in a 2-month raise delay.
  - 2. Five (5) absences during the apprenticeship will result in an additional 3-month raise delay.
  - 3. More than 5 absences will result in an appeal board meeting.
- C. Any of the following infractions will be cause for immediate termination from the program:
  - 1. Bringing weapons, alcoholic beverages, non-prescribed drugs, or other controlled substances of any kind into the school building, onto school property, or property utilized by the JATC.
  - 2. Consumption, use, or possession of alcoholic beverages, non-prescribed drugs, or other controlled substances while at work or school.
  - 3. Being under the influence of alcohol, non-prescribed drugs, or other controlled substances of any kind while at work or school.
  - 4. Damaging or defacing JATC property or property utilized by the JATC.
  - 5. Any egregious action, including serious affronts to any person on any premises utilized by the JATC.
- D. Any of the following infractions may be cause for immediate removal from school; repeated violations, depending on severity or repetition may result in removal from the program:
  - 1. Food consumption is confined to the break room area or the facility's exterior only. Drinks are permitted in the classroom upon instructor discretion but must be in a liquid-tight container. Absolutely no food or drink is permitted in any lab area or when JATC electronic training aids are being used.
  - 2. Smoking/vaping or use of tobacco in the classroom or in an area not designated for smoking.
  - 3. Leaving school without prior notification during school hours.
  - 4. Each time an apprentice fails to complete a homework assignment, the apprentice is subject to being removed from the class during which the assignment was due. Each such removal SHALL be CONSIDERED A DAY ABSENT and must be made up.
  - 5. Using electronic equipment (including cell phones and smart devices) in a manner not directed by a JATC employee for use in the classroom.
  - 6. Refusing to follow reasonable instructions/request from any employee, Trustee or Committee person.
  - 7. Any apprentice who utilizes answers, other than their own WILL be subject to disciplinary action, up to and including termination from the program. This includes obtaining answers or part of an answer by utilizing unapproved means, either by mechanical, electronic or any other means.
  - 8. Failure to be prepared and unwillingness to participate in class.
  - 9. Disruptive, distracting, and argumentative behavior.
- E. All apprentices are to maintain satisfactory grades to remain in the program. Poor school performance may lead to an apprentice being removed from the program.
- F. If an apprentice is absent for a test, he/she MUST make up the test, during tutoring hours (3:45 — 4:45 M — Th), before his/her next scheduled school day. Any apprentice who misses the designated make-up SHALL receive a zero.
- G. On a scale of 0 — 100, a test score or grade average of 75% or above is satisfactory, a test score or grade average of below 75% is unsatisfactory. A grade average below 75% will result in a penalty assessed by the JATC until the average is 75% or above, also a 75% grade average is necessary for satisfactory completion of a Book. If it becomes mathematically impossible for a Book 1 apprentice to earn 75%, the apprentice will be terminated from the program. Whenever an apprentice receives less than 75% at the completion of Book 2 — Book 5, the apprentice will be required to repeat said Book. If it becomes mathematically impossible for an apprentice to earn 75% by the completion of a Book the apprentice will be required to repeat said Book. An apprentice may not repeat more than one Book during their apprenticeship.
- H. Test scores account for 100% of the student's GPA in each curriculum. Successful completion of homework is required and defined in the JATC homework policy.

## **SECTION VI. MONTHLY WORK HOURS**

- A. Apprentices are required to submit monthly work hours, showing the number of hours spent on various activities listed in Tradeschool (hours are submitted monthly via Tradeschool Account). All scheduled work hours should be accounted for in Tradeschool.
- B. Timely and accurate submission of work hours is the sole responsibility of each apprentice. The hours must be received by the JATC office no later than the 7th day of each month following the month in which the work was accomplished.
- C. Each failure to submit work hours as described above on time will result in a penalty imposed by the JATC.
- D. If there is a doubt as to the accuracy of the work hours submitted, those hours will be compared to the fringe benefit reports as submitted by the employer. Any major deviation will be investigated. Work reports SHALL NOT BE FALSIFIED. Any apprentice who falsifies work hours MAY be removed from the program.
- E. Repeated violation of the monthly work hours policy may lead to removal from the program.

## **SECTION VII. BEHAVIOR AND PERSONAL APPEARANCE**

- A. Apprentices are expected to conduct themselves appropriately while indentured with NECA/IBEW Local 26 apprenticeship. Any egregious action, including serious affronts to any person on any premises utilized by the JATC or employer, shall result in termination from the program. Apprentices are to project a positive image of the electrical construction industry. Therefore, an act on the part of an apprentice that has a negative impact on the JATC, a fellow employee, an employer, a customer, their representative, and/or the public will subject the apprentices to disciplinary action up to and including termination from the program.
- B. Apprentices SHALL maintain such an appearance and SHALL wear clothing and other safety gear consistent with the requirements of their assigned employer.
- C. Only proper attire shall be worn while attending school. Proper attire will be that of a typical job site. It is imperative for your own personal protection and safety that proper attire be worn on JATC property, including school premises and affiliated training sites at all times.
- D. Wearing clothing deemed by the JATC staff to be discriminatory, harassing, or derogatory to any individual or group, obscene, sexually explicit, or pornographic, defamatory, or threatening will not be tolerated.

## **SECTION VIII. BOOKS AND LESSON MATERIALS**

The JATC may, at its discretion, charge the apprentice for all or part of the needed books and lesson material. Upon completion of the apprenticeship, all materials purchased by the apprenticeship for the apprentices become the property of the apprentice. Any books or materials lost or damaged while in the possession of the apprentice must be replaced at the apprentice's expense. Whenever an apprentice resigns or is terminated, all books and materials MUST be returned to the JATC.

## **SECTION IX. APPRENTICE GRIEVANCES**

In the event that the apprentice has a reasonable grievance of the program other than one involving discipline, which cannot be resolved with the assistance of the Director, the apprentice may request, in writing, to appear before the JATC. The JATC reserves the right to either hear the apprentice or to consider his or her written grievance.

## **SECTION X. CHEMICAL SUBSTANCE ABUSE POLICY**

The Joint Apprenticeship and Training Committee (JATC) has adopted the following alcohol and chemical substance abuse policy in recognition of its obligation to protect and preserve the safety of all Apprentices, and Trainees, hereinafter collectively called "Participants," undergoing training in a JATC-sponsored program in conjunction with both their classroom and on-the-job training.

Due to the inherent danger associated with electricity, it is the policy of the JATC that all Participants must be free from the influence of alcohol or other chemical substances at all times when they are on JATC property or affiliated training sites, be it for classroom work or otherwise, and at all times when they are performing work for an electrical contractor, or on a company work site in connection with or incidental to their related on-the-job training.

Before final acceptance into the apprenticeship or other training program each applicant shall be required to satisfactorily pass a drug test given at a time and place set by the JATC. The requirement for a drug test shall apply to all incoming applicants, transferees from another region or program, and those people seeking re-admission to the program. If the applicant fails the drug test, he/she will be permitted to take another test within 48 hours of the first one, at his/her own expense, in an attempt to appeal the finding of the first test. This test must be taken at a laboratory already approved by the JATC. If the second test contradicts the first and shows the applicant to be drug free, then he/she will be reimbursed by the JATC for the cost of the second test. It is the policy of the JATC that Participants who report for class or work under the influence of alcohol, drugs or other controlled substances or at any time during their classroom or work hours, or at times incidental thereto, come under the influence of alcohol, drugs or other controlled substances, or who possess alcoholic beverages, drugs or controlled substances while on trust property or employer work sites, or at any time or place incidental to their classroom or related on-the-job training activities, shall be subject to discipline up to and including suspension and/or termination from the Apprenticeship program or any other program sponsored by the JATC. Issues arising within the scope of the Drug Policy in effect between Local 26, IBEW, and the Washington, D.C. Chapter of NECA will be handled through that procedure. Issues arising in connection with the classroom training process will be handled directly by the JATC.

Participants apprehended selling alcohol, drugs, or other controlled substances either on trust property or employer work sites, or at any time or place incidental to their classroom or related on-the-job training activities, will be prosecuted by the JATC to the fullest extent permitted by law. Furthermore, any violation of the IBEW/NECA Drug Policy (or similar policy) by a Participant or any conviction involving possession or sale of a controlled substance will be considered as a violation having arisen under this policy, and the JATC may impose such penalty as the JATC shall deem prudent under the circumstances.

In order to assure that the foregoing policy is fully and effectively understood, each Participant shall sign the following "Alcohol and Chemical Substance Abuse" statement as a condition to his/her indenture into the apprenticeship program or other training program sponsored by the JATC.

"I understand that if there is reasonable cause to believe that I am under the influence of alcohol, drugs or other controlled substances while on JATC property, I may be requested to report immediately to a physician, medical clinic, laboratory or hospital designated by the JATC for alcohol and/or drug testing. I also understand that I may be selected randomly from among participants in the Apprentice and Trainee Programs for such testing, and be requested to report immediately to a physician, medical clinic, laboratory, or hospital designated by the JATC for alcohol and/or drug testing. If I refuse to report, I may be disciplined, up to and including suspension or termination from the apprenticeship or other training program. If testing is conducted and the report confirms that I was under the influence of alcohol, drugs or other controlled substances, I may be disciplined, up to and including suspension or termination from the program." A violation of this policy will result in an automatic six (6) month raise delay and one year of "strict probation".

## **SECTION XI. SCHOLARSHIP AGREEMENT**

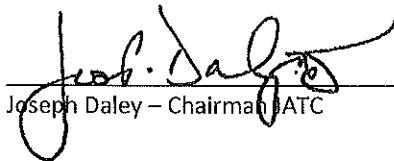
Upon signing the apprentice agreement, each apprentice shall be required to acknowledge their commitment that they SHALL NOT work as an employer, or work for any employer, performing work in the electrical industry, unless such an employer is signatory to a collective bargaining agreement with Local 26 IBEW. Failure to adhere to this commitment will obligate the individual to reimburse the JATC for expenses related to training.


## SECTION XII. DISCIPLINARY ACTION

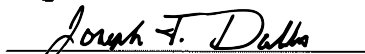
1. Any apprentice who violates the term of indenture or fails to live up to this Statement of Policy is subject to disciplinary action by the Director. In imposing any disciplinary penalty, the Director may take into consideration the offense involved, its severity, and the apprentice's record. Among the penalties which may be imposed are a written reprimand, suspension, probation, delay of advancement, suspension from training assignments without pay, demotion and termination from the program. Offenses involving flagrant violations may subject the apprentice to immediate termination from the program. In the event a penalty is imposed, the terms of the appeals procedure shall apply.
2. An apprentice who is placed on "Strict Probation" by the Joint Apprenticeship and Training Committee, shall be subject to termination from the program for any infraction.


## SECTION XIII.

The JATC reserves the right to revise, add or delete from this policy at any time it deems necessary.

  
Joseph Daley – Chairman JATC

  
Date 04/01/25

  
Joseph Dabbs – Co-Chairman JATC

  
Date 04/01/25

## AFFIRMATIVE ACTION AND NON-DISCRIMINATORY POLICY FOR APPRENTICES

It is the policy of the J.A.T.C. that training opportunities, including both classroom instruction and training assignments, shall be available to apprentices on an equal opportunity basis, and without regard to race, color, sex, religion, or national origin. The J.A.T.C. encourages participation in the apprenticeship program by members of all minority and non-minority groups and promotes a fully diversified Apprentice class, made up of all individuals who are interested in and qualified to go through the Apprenticeship Program, to the extent space is available for them. The J.A.T.C. actively promotes conditions both on the job and in school which fosters openness, fairness, and equality among participants in the Program. Equality of opportunity, however, shall not be considered an excuse to lower the standards applicable to apprentice electricians. Any violation of these standards should be brought immediately to the attention of the J.A.T.C. or its Directors.

## N.E.C.A. / I.B.E.W. Local Union #26

### J.A.T.C Homework Policy

All assigned homework lessons and/or projects are to be completed per the following requirements:

#### Due Date:

The assigned homework shall be completed and submitted before 7:00 am, the next scheduled class session following when the assignments are assigned.

Assigned take-home projects shall be completed and submitted by the time designated in writing, by the assigning instructor.

#### Homework Completion:

Completed CML homework within the Learning Management System (LMS), will be defined as an assigned lesson quiz, completed with a level of proficiency that will unlock the next activity in the course.

Completed Blended Learning (BL) homework within the learning management system, will be defined as an assigned lesson quiz completed with at least 75% proficiency.

For graduating classes 2028, 2027 and 2026, Section VH of the Statement of Policies is amended to include the following language: Test scores will be comprised of the score earned on the written and/or hands-on examination plus the average all completed homework lessons. A maximum of seventy-five points will be available for the written and/or hand-on examinations. The average of all completed homework lessons will comprise twenty-five points.

Incomplete homework assignments will subject the apprentice to Section VD-4 of the Statement of Policies.

Students shall notify the J.A.T.C in a timely manner if issues arise, accessing the Learning Management System (LMS) or misunderstanding of what the assignments are. Students shall submit a support ticket to LMS support as soon as possible when functionality of the LMS is an issue.



## APPENDIX A: DEFINITIONS

1. **CML:** Computer Mediated Learning, online course material which requires competency in subject matter to advance through the course.
2. **OJT:** On the Job Training, refers to the hours an apprentice works on the jobsite. These hours are reported to the JATC by the Electrical Welfare Trust Fund. Apprentices must have OJT hours to advance in classification.
3. **Leave of Absence:** An apprenticeship status granted when the apprentice is not able to perform school and or work duties.
4. **RIF:** Reduction in Force, a termination from a contractor due to lack of work. This type of termination is without penalties in the SOP.
5. **Discharge:** Termination from the employer for other than lack of work (RIF). Also called termination for cause. A discharge takes place when the contractor has reason to terminate the apprentice for behavior on the job site, job attendance issues, or requesting a layoff.
6. **Reclassification / Advancement:** When an apprentice accumulates the OJT hours and time needed to satisfy the advancement requirements in the SOP. The apprentice moves up a pay period or classification.
7. **SOP:** Statement of Policies, the document which governs the Inside Metro Apprenticeship training program. It is a contract/agreement between the JATC and the trainee. Apprentices sign the SOP confirming that they agree to its requirements and conditions. Requests which do not conform to the SOP cannot be approved.
8. **Assignment:** All apprentices receive a referral from the JATC which assigns their contractor. An apprentice may not work for a contractor without a referral.