

Residential Trainee Statement of Policies

PREAMBLE

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

Revised 10/21/2024

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 and Assistant Directors, the JATC shall designate an individual, or individuals, to act in the capacity of the Director.

SECTION I. ENROLLMENT

A new participant may be given credit for previous experience only once. If the participant leaves the Program and subsequently re-enters the Program the Trainee will not receive credit for any work related experience, he/she may gather while out of the Program. Initial applicants with military experience or foreign experience may be evaluated by Local 26 organizers and approved by the JATC to determine their classification.

SECTION II. ASSIGNMENT OF TRAINEES (ON-THE-JOB TRAINING)

- A. Trainee assignments to the employer will be made by the Director.
- B. A trainee **MAY NOT** refuse a job assignment. Such a refusal **SHALL** be considered as a discharge by the contractor for other than lack of work. Trainees **SHALL** report as assigned by the Director, regardless of the wage area, as defined by the IBEW/NECA collective bargaining agreement.
- C. A trainee **MAY NOT** quit a job (receiving a lay-off as a result of requesting a lay-off will be considered the same as quitting). Quitting a job **SHALL** result in termination from the program.
- D. Trainee assignments will be based upon the jobs available and the training needs of the trainee when possible.
- E. In the event of a reduction in force termination, the trainee shall notify the JATC office by email sent to referrals@jatc26.org on the day termination. For all other terminations, the trainee shall report in person to the JATC office on the day of termination, or at the latest, the very next day by 9:00 am with a copy of his/her termination slip. Any trainee who does not report accordingly **SHALL** be subject to termination from the Program.
- F. Trainees who are inactive for more than 12 months, when work is available, shall be terminated from the program.
- G. An actively employed trainee who is terminated from the program, is eligible for reinstatement 6 months from the date of termination. A trainee terminated due to 12 months of consecutive unemployment is eligible for immediate reinstatement.

SECTION III. JOB CONDUCT

The on-the-job training provided to the trainee is a crucial part of the program. The trainee's performance on the job will be monitored on a regular basis. The trainee's MINIMUM obligation to the employer is as follows:

1. Arrive at work on time, every scheduled work day; be 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.
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. Trainees are responsible for transportation to and from their assigned job sites.

Trainees 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 a trainee which has a negative impact on the JATC, a fellow employee, a customer, their representatives, and/or the public will subject the trainee to disciplinary action up to and including termination from the Program.

SECTION IV. PERIODIC ADVANCEMENT OF TRAINEES

Trainee reclassification will be effective on the 3rd Monday of the month. Only hours reported thru EWTF will qualify as work hours toward advancement. The following conditions must be satisfied the month prior to reclassification:

- A. Hours and Time
 1. To advance from RTP to RT1 each trainee must work 2000 hours. Advancement to RT1 may not take place sooner than 12 months from the date of the last advance.
 2. Advancements from RT1 through RT8 require the trainee to work at least 1000 hours in each classification. Advancement to the next consecutive classification may not take place sooner than 6 months from the date of the last advance.
 3. If a trainee reaches 10,000 hours of OJT and completes or receives credit for all required training, the trainee shall be eligible to complete the program.
- B. School and Grades
 1. The trainee achieves satisfactory attendance at school.
 2. The trainee receives satisfactory reports from the employer.
 3. The trainee maintains at least a **70%** average when enrolled in classroom training.
 4. Trainees eligible for advancement from RT2 to RT3 must complete CML Tech Math, CPR, First Aid, OSHA 10, and CML Conduit Bending.
 5. Trainees eligible for advancement from RT6 to RT7 must complete CML Electrical Theory 1, CML Construction Drawings, CML Codeology and Applications training.

Each of the above requirements will be checked prior to each advancement. Deficiency in any one or more of these requirements will cause an appropriate deferment of advancement, or removal from the Program. Future advancement will be calculated from the most recent advancement date. As each trainee becomes eligible for advancement, the Director shall notify all interested parties, in writing.

SECTION V. TRAINEE CONDUCT

- A. Required training may take the form of online classes or in person training. Trainees are responsible for understanding the training requirements for each advancement in classification as described in section IV B. Trainees are responsible for enrollment and fees associated with the required training. The JATC will provide training at regular intervals to facilitate reclassification according to the schedule outlined in section IV, but does not guarantee in person classes will be able to accommodate the registration demand at any given time. Failure to successfully complete a training course will require the trainee to schedule and retake that course to be eligible for advancement.
- B. The Training Agreement, which has been signed by a representative of the JATC, and the trainee, obligates the JATC to provide related instruction classes and the trainee to attend such classes. The course material is very comprehensive, and absenteeism puts the trainee at a disadvantage; therefore, trainees are required to attend ALL classes.
- C. Being late for two (2) night classes, arriving up to 20 minutes after the start of class, will be counted the same as one night absence. Being absent for class, arriving more than 20 minutes after the start of class, will be counted the same as an absence for a full night. If a trainee accumulates more than two (2) absences in a 14 night course, or one (1) absence in a 7 night course, regardless of the reason, he or she will be subject to retake that course.
- D. 100% attendance is required for all safety classes (CPR, First Aid, OSHA 10). A late or absence will require the trainee to register for the course again.
- E. Any of the following infractions will be cause for immediate termination from the Program.
 - 1. Bringing alcoholic beverages, non-prescribed drugs, or other controlled substances of any kind into the school building, onto school property, or onto property utilized by the JATC.
 - 2. Consumption, use or possession of alcoholic beverages, non-prescribed drugs, or other controlled substances on the jobsite.
 - 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 or any premises utilized by the JATC.
- F. Any of the following infractions will be cause for immediate removal from school; repeated violations, depending on severity or repetition may result in removal from the Program:
 - 1. Any disruptive behavior including but not limited to, consumption of food or beverages in the classroom.
 - 2. Smoking, vaping or use of tobacco products in the classroom or in an area not designated for smoking.
 - 3. Leaving school without approval during school hours.
 - 4. Wearing hats or headgear in the classroom which obstruct or conceal the face.
 - 5. Failing to complete homework when assigned.
 - 6. Using electronic equipment not approved for use in the classroom during class time.
 - 7. Refusing to follow reasonable instructions from any JATC employee, Trustee, or Contractor.

8. Wearing clothing deemed by the JATC staff to be: discriminatory, harassing, offensive or derogatory to any individual or group, obscene, sexually explicit or pornographic, defamatory or threatening.
- G. All trainees are to maintain satisfactory grades in order to remain in the Program. Poor school performance may lead to a trainee being removed from the Program.
- H. On a scale of 0 - 100, a grade average of 70% or above is satisfactory; a grade average of below 70% is unsatisfactory. A final grade average below 70% shall require the trainee to repeat the course.

SECTION VI. PROPER AND EQUAL CLASSIFICATION

The following guidelines will govern classification adjustment:

A. School Performance

1. Grades - Trainees shall not be advanced in classification without successfully completing the required training.
2. Trainees SHALL NOT be tardy or absent from school because of overtime work on the job.
3. Homework - Each time a trainee fails to complete a homework assignment the trainee is subject to being removed from the class during which the assignment was due.
4. Homework / Assignments shall be completed before testing.
5. Make up test shall be scheduled by the instructor.

B. Job Performance

1. A trainee who is discharged for other than lack of work or violation of section IIB shall receive a strike. An accumulation of THREE strikes, during the course of training, shall result in termination from the Program.

SECTION VII. PERSONAL APPEARANCE

- A. The impression projected by the trainee to the customer and the public reflects upon the entire program. Accordingly, all trainees SHALL project a neat personal appearance.
- B. Trainees SHALL wear clothing and other safety garb consistent with the requirements of their assigned employer.

SECTION VIII. BOOKS AND LESSON MATERIALS

The JATC may, at its discretion, charge the trainee for all or part of the needed books and lesson material. Upon completion of the trainee program, the books become the property of the trainee. Any books or materials lost or damaged while in the possession of the trainee must be replaced at the trainee's expense. Whenever a trainee resigns or is terminated, all books and materials not purchased by the trainee MUST be returned to the JATC.

SECTION IX. GRIEVANCES

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

SECTION X. DRUG 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, undergoing training in a JATC sponsored program hereinafter collectively called "Participants", both in connection with 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 Training Program or other training, each applicant may 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 persons 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 sub-stance 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, 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, 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."

SECTION XI. DISCIPLINARY ACTION

Any trainee who fails to live up to this Statement of Policies 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 trainee's record. Among the penalties which may be imposed are a written reprimand, suspension, probation, delay of advancement, demotion and termination from the Program. Offenses involving flagrant violations may subject trainee to immediate termination from the Program. In the event a penalty is imposed that adversely affects the Trainee's advancement in the program, the Trainee may submit a written appeal with the Director setting forth with specificity any information the Trainee believes is relevant to the disciplinary issue. The Director will consider the written appeal and send the Trainee a written determination of the Trainee's appeal. The Director, or the JATC may appoint Training Program representatives to consider disciplinary appeals. The decision of the Director or Training Program representatives shall be final and binding on all parties.

Section XII. AFFIRMATIVE ACTION AND NON-DISCRIMINATORY POLICY FOR TRAINEES

It is the policy of the J.A.T.C. that training opportunities, including both classroom instruction and training assignments, shall be available to trainees 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 Residential Training program by members of all minority and non-minority groups and promotes a fully diversified Trainees class made up of all individuals who are interested in and qualified to go through the Residential Training 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 Residential Trainee. Any violation of these policies should be brought immediately to the attention of the J.A.T.C. or its Directors.

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 10/21/24

Joseph Dabbs – Co-Chairman JATC

Date 10/21/24

Date:

I, _____ have received, read and understand the Comm Installer Statement of Policies. I also understand it is my responsibility to register for (CML Tech Math, CML Conduit Bending, OSHA 10, Basis First Aid, Basic Life Support CPR, CML Electrical Theory 1, CML Construction Drawings, CML Codeology, and Applications Training), as outlined in the statement of policies. These classes are necessary for advancement in classification. If I fail to complete the necessary classes, I understand my advancement in classification will be delayed until the classes are successfully completed.

Comm Installer Trainee's Signature

JATC Representative

TOOL LIST

ALL EMPLOYEES

- 9" side cutters with insulated handles
- claw hammer
- screw driver (straight blade)
- hack saw
- pair of wire strippers
- 25' tape measure
- nail apron
- hard-sole work shoes (no tennis shoes or other soft-sole shoes)

RESIDENTIAL TRAINEES 2-8, ELECTRICIAN, AND WIREMEN

- 600 volt, voltage tester (Wigginton type)
- 3 inch, 6 inch and 12 inch screwdrivers
- 6 inch and 10 inch phillips screwdrivers
- pair of diagonal pliers
- pair of long-nose pliers
- two pair of Channel lock pliers

RESIDENTIAL TRAINEES 5-8, ELECTRICIAN, AND WIREMEN

- flashlight
- continuity tester (or equivalent)
- polarity tester – plug in type
- set of allen wrenches 1/16" thru 5/8"
- set of 6/32 thru 10/32 machine screw cutters
- 18" level or torpedo level
- awl

APPENDIX A: DEFINITIONS

1. **CML:** Computer Mediated Learning, an online course the trainee completes at home. After the course is complete the trainee is required to take an in-person test before the certification for the course is granted.
2. **OJT:** On the Job Training, usually refers to the hours a trainee works on a jobsite. These hours are reported to the JATC thru the Electrical Welfare Trust Fund. Trainees must have OJT hours to advance in classification.
3. **Trainee:** An individual who has signed the Comm Installer Statement of Policies and agreed to work for a signatory Telecommunications Contractor of Local 26. A trainee receives a classification and can only advance according to the procedures set out in the SOP.
4. **Inactive:** A trainee who is not currently working.
5. **Strike:** A way of tracking the number of times a trainee is in violation of the SOP when they are terminated for cause from a contractor.
6. **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 trainee for behavior on the job site, job attendance issues, or trainee asking for layoff.
7. **RIF:** Reduction in Force, a termination from the contractor due to lack of work. This type of termination has no penalties in the SOP.
8. **Reclassification / Advancement:** When a trainee accumulates the OJT hours and certifications needed to satisfy the advancement requirements in the SOP. The trainee moves up a pay grade or classification.
9. **Assignment:** All trainees receive a referral from the JATC which assigns their contractor. A trainee may not work for a contractor without a referral.
10. **Certification:** A trainee receives a certification when they successfully complete a required course. Certifications are logged in TradeSchool and are used to track course completions necessary for advancement. A certification is not a certificate or piece of paper that the trainee receives.
11. **SOP:** Statement of Policies, The document which governs the Comm Installer training program. It is also a contract/agreement between the JATC and the trainee. Trainees sign the SOP confirming that they agree to its requirements and conditions. Trainee requests which do not conform to the SOP cannot be approved.