

POLICY STATEMENT
for
Electrician Training Academy Knoxville
July 10, 2017

PURPOSE

The Members and Trustees of the Electrician Training Academy Knoxville (ETAK), hereinafter referred to as “ETAK, JATC or Committee” recognize the importance of providing proper and adequate training for all Apprentices and others for the purpose of producing the most highly skilled and productive craft workers. Committee Members further recognize that having Apprentices learn the science and theories associated with the trade and learning to be most productive in performing job skills at the highest level of accuracy and expediency is critical to our future. The Committee will strive to help Apprentices and all Program Participants develop a positive attitude and demonstrate proper respect for the trade to gain and ensure a successful and rewarding career. As the sponsor for all Apprenticeship and training activities for the East Tennessee Chapter of NECA and IBEW Local Union 760, the JATC accepts and assumes its responsibility, obligation and commitment to oversee all aspects of employment assignments and training without discrimination of any kind. A major goal of the JATC is to recruit, select, train and require the program participants to be most respectful of our customers. Our goal is to encourage every individual to be aware of and concerned for our participating contractors’ needs and develop a genuine interest in the IBEW, the Local Union and all signatory contractors. To this end and in keeping with the registered standards and governing regulations for this Apprenticeship and other ETAK sponsored Program(s), the JATC has adopted this statement of policy incorporating rules, policies and practices to best ensure participants and program success in obtaining these goals with fair and non-selective enforcement.

NOTE: No “qualified” applicant or Program Participant will be treated differently or discriminated against on the basis of race, color, religion, national origin, sex, (including pregnancy and gender identity), sexual orientation, age 18 or older, genetic information, or disability.

“Qualified Individual” is one who states and demonstrates they have or can develop the ability to safely perform the essential tasks of the Trade as outlined in KSAs obtained through the Job Analysis conducted by the American Institutes for Research (AIR) for the National Electrical Training Alliance (formerly the NJATC).

“Program Participant” is defined as one who has been selected or afforded an opportunity to participate in the ETAK Apprenticeship or other Program sponsored by this Committee.

These rules and policies will be enforced **for qualified applicants and program participants** without regard to any consideration regarding ***race, color, religion, national origin, sex, (including pregnancy and gender identity), sexual orientation, age 18 or older, genetic information, or disability.*** The JATC will strive to enforce all rules and policies for the good and well being of the industry and to allow for and ensure maximum success for all program participants seeking and demonstrating a genuine interest in their commitment to maximize their training on the job and in the classroom. It is the responsibility of the JATC to terminate contracts (indentures) and/or employment opportunities with program participants who

demonstrate a lack of interest in learning or an unwillingness to learn the trade or who are, for whatever reason or reasons, unwilling to abide by these rules and policies and meet the minimum goals and expectations in learning to perform quality work in a reliable and productive manner.

NOTE: The terms Apprentice, CW or CE used to address conduct within the Program may be used to address a specific classification but, most certainly, the matter applies to anyone participating, in any capacity, with any ETAK Program or activity being conducted at the Training Center or by the ETAK.

I. ON THE JOB TRAINING ASSIGNMENTS & WORK REPORTS

- a. The JATC will maintain a list of Apprentices, Construction Wireman (CW) and Construction Electricians (CE) who are eligible for job training and/or employment assignments. All job assignments of ETAK program participants will be made by the JATC or its designated representative. The current policy is to add all unemployed and newly selected individuals to the respective availability list on the date they become available for job placement.
- b. Any “qualified” signatory Employer will contact the JATC office (865-379-6214) when requesting any number of Apprentices, CW or CE workers. Individuals will be assigned from the established list provided the Employer is complying with policies established by the JATC. Such compliance includes timely payments to the TRUST and the individual to be assigned is eligible to work and train with the Contractor making the request. Contractor (Employer) Compliance indicates the Employer is cooperating and complying with JATC Policies in providing employment and training per any respective working agreement and properly contributing to the Trust. With necessary exceptions, the JATC will attempt to contact and assign the next available individual from the established list provided the individual can be reached in a timely manner and can meet the manpower request. Discretion will be used when making assignments on particular job sites where experience, safety or specific needs of this industry or the training needs of the program participant are in consideration. If unable to contact the next qualified individual on the list in a timely manner using the phone number(s) provided, the JATC will assign the next available qualified individual to fill the request and meet manpower needs.

After the JATC makes the job assignment, the JATC office will notify the Local Union and instruct the individual to report to the Local Union to pick up the job training assignment form before reporting to the Employer’s Shop (office) or a designated job site. Some exceptions may be warranted where it is not possible to contact the Local Union. In such instances, the JATC will notify the Local Union of the assignment and will be responsible for delivering a copy of the job assignment to the Local Union.

This same procedure will apply for the assignment of all Apprentices or unindentured workers including CW and CE workers. No “qualified” Employer will seek to or employ Apprentices or individuals with other classifications addressed in this policy from any source other than through the ETAK office. The Local Union and Every Contractor is encouraged to refer potential candidates

for employment and training to the ETAK office and are asked to refer the candidate to the etak.org website for details about our programs.

Participating contractors and all others are encouraged to refer potential candidates/applicants to the website. Individuals should be encouraged to visit our website (**etaknox.org**) to learn about our programs and how to schedule an appointment. If unable to go online, they should be instructed to call 865-379-6214 to obtain information and details regarding the application process for either program (Apprenticeship or CW/CE).

Please note that normally we only take applications for Apprenticeship during the month of January for two full weeks (Monday thru Saturday) at 10:00 a.m. There will be twelve dates from which a potential applicant can choose for attending an apprenticeship orientation session and to make application. The twelve dates will appear on the website the first of November through mid January each year.

Those with an interest in the CW/CE program can visit the website to know when we are conducting orientation/application sessions for this program throughout the year. If no dates are listed, they should call 865-379-6214.

- c. Each Program Participant (Apprentice, CW, CE or other unindentured worker) will provide the Apprenticeship office with a list of no more than two phone numbers where they can be contacted.
- d. It is important to know that applications for the CW/CE program are only good for four full months beyond the month they made application. If an applicant has not been contacted for offered employment by the expiration date, they must reapply for future consideration.

- NOTES:**
- 1) While unemployed, the Apprentice may call the JATC office to inquire about job training assignments and to provide any change of address and/or phone number(s). Failure to notify the office of change in address or phone number(s) is considered a violation of these rules and policies and may result in not being assigned employment.
 - 2) Individuals must keep the JATC office informed if they are going to be unavailable to fill job training assignments for a specific period of time. This would include reasons such as being on vacation, military obligations, medical leave or personal reasons approved by the JATC.

If a Program Participant is unable to work and/or attend classes for a period of time for medical or other approved reasons, they may request up to a one-year leave of absence from Related Training. Individuals currently attending classes that become unable to continue with on the job training may complete the current school year. They may not however begin the subsequent year of Related Training

without being able to continue with on the job training. Apprenticeship consists of a combination of OJT coupled with Related Classroom Training; therefore, one will NOT be permitted to continue one without the other for an extended period of time. See SECTION XIV

II. CONCERNING JOB TRAINING AND WORK PRACTICES

- a. The Apprentice, CW or CE is required to notify the JATC office immediately upon termination from any job regardless of the reason or cause for termination. They must also furnish the JATC office with a copy of the termination notice. Copies of termination may be mailed to the office or placed in the drop box outside the front entrance located on the back of the column on the right side facing the building. No one will be assigned a future job until a copy of his or her previous termination has been submitted. **NOTE: No one having received a “for cause termination” will be reassigned until they have met with the ETAK Committee for review and evaluation.**
- b. Participating (signatory) contractors are required to notify the JATC office of any termination of an Apprentice, CW or CE. The contractor must also provide a job performance evaluation at that time. Employers are respectfully requested to provide the JATC with as much notice as possible prior to termination, when possible/practical in order to assist the JATC in finding employment for those to be terminated. This information will remain confidential until the termination has taken place.
- c. No program participant will request a termination from their Employer without first contacting, seeking and obtaining the approval of the JATC or its representative.
- d. No program participant will leave the job site when they are needed (including scheduled overtime) except to attend related training classes or other events scheduled and/or mandated by the JATC or unless such leaving or absence is approved by the job supervisor after the job supervisor has sought approval of the ETAK representative.
- e. No Apprentice, CW or CE is permitted to voluntarily terminate (quit) his or her employment for any reason without first having approval from the JATC. If one quits a job assignment, it will be viewed as a voluntary termination with this program.
- f. No program participant will refuse a job training assignment issued by the JATC within the jurisdiction of this program.
- g. No Apprentice, CW or CE will seek or accept employment except through the JATC.
- h. The Apprentice, CW or CE will accept only job assignments issued by the JATC.

- i. A program participant must inform the JATC of any attempt by any other person or company offering to provide employment or attempting to make job assignments. This includes any signatory or non-signatory electrical contractor, the Local Union or any other party.
- j. Any Apprentice who believes he or she is NOT receiving adequate job training in the various work processes of the trade should notify the JATC in writing.
- k. The Apprentice will complete and submit a monthly work report form (on line) each month as instructed by the JATC. The report must be complete and submitted in a timely manner but not later than the 15th of the following Month for which the report is due. One still must submit any missing report and will be subject to disciplinary action by the Committee if the problem persists. We must have and will have the Monthly Reports as required by Standards.

NOTES: ALL Apprentice Work Reports are to be submitted on line. There are designated computers available at the Training Center that can be used for reporting on school nights. Go to the website to submit report (etakhours.org). Email the office if you lose your user id and/or password.

No one will advance until all missing reports are submitted and the minimum OJT hours are acquired in addition to other requirements addressed in this Policy Statement.

An unemployed Apprentice will continue to submit a monthly report noting they are either unemployed or on furlough.

The number of work hours reported by the Apprentice will be checked periodically with Employers Official Payroll Reports to verify hours worked. If the Apprentice is found to be submitting falsified or incorrect reports regarding the number of OJT hours worked, their employment status or their work attendance report they will be subject to disciplinary action.

The Apprentice is required to record the number of work days missed for the month as well as the number of times they arrived late for work or left the job site early. Failure to submit an honest report regarding job attendance will lead to disciplinary action by the JATC.

Overtime hours are counted as straight time hours. The clock hours one actually works is what is to be counted and reported.

CAUTION: Do NOT use payroll checks to report the number of hours worked during a given Month. Report the hours actually worked during each calendar Month beginning the very first date of the Month and ending the last date of the Month. Employers' payroll periods do NOT always begin on the first date of the Month nor end on the last date of the Month. Thus, the payroll checks cannot be used for

reporting monthly work hours.

NOTE: The first late work report for the school year will result in a thirty (30) day delay in the next set up. A second late report for the school year will result in an additional sixty (60) day delay in the next set up (a total of 90 days). A third late report for the school year will result in termination with the program. For work reports, a school year begins with May work hours (reported in June) and ends with April work hours (reported in May).

- l.** The Apprentice, CW and CE workers are expected to be on the job ready to begin work without delay each and every workday. Arriving late for work will NOT be tolerated. It is critical that one help demonstrate a genuine interest in completing the job in a timely manner for all our customers. Unwillingness or inability to report for work (on time) is viewed as an indication of individual's lack of interest in learning the trade and a lack of interest and concern for helping the contractor and the union meet obligations and commitments to the customer, and a refusal to abide by JATC policies. Such acts will NOT be tolerated.
- m.** The Apprentice is expected to work the full work shift, including overtime, deemed necessary by the Employer to complete the job for the customer. Work will not, however, interfere with the Apprentice attending regularly scheduled classroom training, except in cases of an emergency and when approved by the JATC or a designated person acting on behalf of the JATC.

NOTE: No Apprentice, CW or CE is ever, under any circumstance, to confront the customer or a customer representative regarding any issue or concern.

The JATC understands that, occasionally, in an emergency or unique situation, it may be necessary for the Apprentice to miss or arrive late for class due to work. If such a unique event or emergency occurs, the Employer will notify A. J. Pearson at 865-809-0086 or the JATC office at 865-379-6214 in the event that such work might interfere with the Apprentice's ability to attend any training class on time. The Employer is aware that the Apprentice is required to leave the job site in order to arrive for the start time of each class and that missing 6 class sessions will prevent the Apprentice from advancing and will result in termination with the program. **NOTE:** If other than First Year, an apprentice may be reinstated by the Committee. The JATC may reassign any one or all Apprentices if an Employer demonstrates unwillingness to cooperate in training matters. All related training hours missed for any reason will be made up when and as scheduled. Make up classes and make up tests may be scheduled during the Summer break which would delay any set ups until all classes and tests are made up.

- n.** The Apprentice's work attendance, ability and willingness to follow job site rules and policies established by the Employer and/or the customer can and likely will impact the Apprentice's status in this program. Absenteeism and tardiness on the job or for classroom studies will NOT be tolerated. Work attendance is critical to our success as union workers. If an Apprentice, CW or CE is missing work to the

point they cannot be relied on to perform the needed work, the JATC may remove the individual from the Employer and fill the need with another individual that can and will help accomplish our work.

NOTES: If the JATC considers the number of such events (arriving late, leaving early or missing work) to be excessive, it will take disciplinary action to correct the problem. Such action by the JATC could lead to termination from the program but likely will result in their being removed from the Employer.

Failure to abide by or respect job safety rules will NOT be tolerated. Every program participant is to practice and demonstrate safe work habits as instructed or directed.

A violation of the customer's job site rules or participating in any disrespectful act toward the customer, viewed as deliberate, will result in disciplinary action by the JATC that could result in termination with the program.

A "bad" (for cause) termination that is determined, by the JATC, to have been warranted could lead to termination with the program. A second such termination determined warranted by the JATC will result in termination.

If an Employer issues a "bad" (for cause) termination noting they would NOT like the Apprentice to be reassigned to their company and if the JATC determines the termination was warranted, the JATC will NOT assign the Apprentice to the same Employer without the Employer's approval.

NOTE: CW or CE Members that are terminated for "just cause", as determined by the JATC, will not be reassigned to the Employer without the Employer's authorization. Further, if such Member is unemployed and the Employer that terminated the individual is unwilling to accept the person for re-employment, the Employer may request a new Member be selected.

If the JATC determines that any job site violation is a gross or crucial act of misconduct, it may issue a more serious disciplinary action that could result in the Apprentice being terminated from the program immediately.

- o. The Employer is expected to provide employment in a reasonably continuous manner. In the event one is NOT being provided full employment, both the individual and the Employer are to notify the JATC. This includes anyone who agrees to accept a furlough from the Employer. Anyone offered and accepting a furlough must report the same to the JATC and so note it on their monthly work reports. The Employer is also required to report any such furlough.

- p.** Program Participants will maintain a neat appearance and will wear the proper work clothing, including all personal safety attire as instructed. The individual will observe and obey all safety rules and policies established by the Employer and/or the customer. The JATC policy is that no body piercing jewelry will be worn on the job site or in the classrooms and lab areas. Those opting to wear long hair will keep it neat, well groomed and covered with their hard hat. Appearance, behavior, conduct and attitude do make first and lasting impressions on our customers. Having a clean body and being properly dressed for the working conditions is expected. The Employer may prohibit the wearing of clothing with any statements or messages that could be viewed as offensive or threatening to others, especially the customer.
- q.** Anyone found to be impaired by or in possession of alcohol or illegal non-prescription drugs will be removed from the job site and terminated from the program. The JATC policy concerning the use of illegal drugs or alcohol will be enforced as stipulated in these Rules and Policies as stated herein. The JATC drug screening and alcohol testing program will apply to all Apprentices, CW, CE or other unindentured workers as addressed in the Substance Abuse Policy.
- r.** The JATC desires to see that each individual demonstrates a sincere interest in learning the trade and developing job skills. Individuals are encouraged to ask questions of their Journeyman and/or immediate job supervisors for the purpose of learning and developing the proper skills involved in performing any job task. Likewise; Journeymen, job supervisors and Employers are encouraged to demonstrate a sincere and determined interest in teaching job skills. The JATC may attempt to communicate suggestions for ways and means of teaching job skills in the most productive manner to ensure maximum development of craft skills for the good of the organized sector of the electrical construction industry.
- s.** One's attitude and interest in developing trade skills and learning the science of the trade will be measured both on the job and in the classroom. One's interest is first demonstrated by a willingness and ability to work every possible hour and attend every class session and display a positive attitude toward work and study.
- t.** The JATC recognizes that some Journeymen may not demonstrate proper interest in training, may lack the skills for teaching job tasks or may have a negative attitude regarding Apprenticeship or other JATC programs,. In such situations, the Training Director acting for the JATC may require that the Apprentice be assigned to work with a different Journey level worker or may reassign the individual to another Employer.
- u.** No cell phones will be permitted during work time without the approval of the Employer.
- v.** No Apprentice will work in another jurisdiction of the IBEW without having approval of the two JATC programs involved as outlined in the registered Apprenticeship standards. The conditions for employment with other IBEW/NECA programs are outlined in Section IV and in the DOL Registered Standards.

- w. An individual's ability to physically and safely perform the work of the trade is critical to their success in the trade and the Employer's ability to be competitive in obtaining adequate contracts and jobs. Any individual who clearly demonstrates their inability to lift, carry and maneuver tools, materials and equipment in a safe and productive manner which are considered to be common essential functions (tasks) of the trade will have such inabilities reported to and addressed by the JATC. An individual found to be unable or unwilling to learn to safely and adequately perform these tasks of the trade in a safe manner during their training or if unable to climb, crawl and work from ladders and scaffolds of various sizes and heights may be found unable to continue the program.
- x. An employer is to pay wages and all benefits in the prescribed manner. An employer found not to be paying all contracted benefits in the prescribed manner will be subject to penalties addressed in the established Trust for the ETAK. Further, program participants are subject to immediate removal or transfer as determined by the ETAK Committee.

IN SUMMARY: Each person is expected to be on the job site each and every scheduled work hour, have a clean body, be properly dressed for the specific job, demonstrate an interest in acquiring and developing maximum job skills, trade knowledge and the proper attitude through respecting all JATC policies.

III JOB ATTENDANCE & PERFORMANCE EVALUATION REPORTS

Every Employer will provide a performance evaluation on each Apprentice near the end of each school year, upon termination or anytime requested by the JATC. Any Employer who fails to provide the reports required or as requested by the JATC may NOT have Apprentices assigned to their company until all delinquent reports are properly submitted.

Every Employer is required to inform the JATC of any Apprentice, CW or CE that is demonstrating an inability or unwillingness to attend work as scheduled and thus is unreliable.

GOOD AND SUPERIOR PERFORMANCE

The JATC very much appreciates and respects good attendance, exceptional behavior and good work performance. Such performance is expected and will be acknowledged and appreciated by the IBEW and our Signatory Contractors. All will benefit from such practices.

Ratings are on a scale of 1 to 5. Ratings of four or five on the performance is what every Apprentice should aim and strive for. Ratings of 2 or lower will be cause for the JATC to take disciplinary action. Less than 3 does NOT indicate much hope for one becoming a future mechanic to aid and assist the IBEW in gaining and maintaining market share. Such may indicate one has not made a good career choice.

NOTE: Performance evaluations of less than 3 will be reviewed by the JATC to determine necessary action to remedy any

problem or potential problems. The individual must know that it is his or her responsibility to perform work to see that evaluation reports are favorable. The individual will always demonstrate respect for any Journeyman Wireman, their Supervisor, Employer, Union and the Customer.

IV EMPLOYMENT WITH OTHER IBEW/NECA PROGRAMS

The nature of the construction industry is such that there may be periods of unemployment. At times, unemployment may be for a considerable period of time.

When confronted with such conditions, the JATC may permit an Apprentice to work with another IBEW/NECA program. If such arrangements are made, the two Committees involved must have agreed; otherwise, no Apprentice is to accept a job assignment in another jurisdiction without the approval of the Apprentice's JATC and the host program. In addition to having approval of both programs, the Apprentice must meet the following criteria:

1. They must have and maintain a grade average above 75 to qualify for work in another IBEW/NECA apprenticeship program's jurisdiction.
2. The apprentice must adhere to all the rules and policies of the host program.
3. The apprentice will NOT permit them self to become involved or participate in any issue that would disrupt the job in any manner or cause a negative reflection on either the Program or them self.
4. The Apprentice will continue to be responsible for homework and classroom attendance. Should this become an issue, the Apprentice will be required to leave the job.
5. The Apprentice must have job evaluation in all categories of average (3) or above.
6. The Apprentice must submit all monthly work reports on time.

V TRANSFER OF INDENTURE

The JATC selects and indentures a number of Apprentices to meet our local manpower needs and does NOT look favorably to transfers, in or out of this program. The JATC may, however, look at all circumstances and if it so determines, the Committee may agree to help an apprentice seek a transfer, provided the following conditions are met:

1. There is a personal hardship or family issue to warrant such consideration.
2. The Apprentice must have a current minimum grade average of 75 or higher.
3. The Apprentice must have a good work history and must have job evaluations, in all categories, average (3) or above.
4. The Apprentice must NOT have a "bad" termination on their record.

VI CONCERNING RELATED CLASSROOM TRAINING

Each Apprentice is required to attend a minimum of 180 hours of related classroom training in order to complete the school year. The JATC will schedule a minimum of 180 hours for classroom training which the Apprentice is required to attend. The JATC may also schedule additional training sessions to provide any special or specific training

and/or testing. These special training sessions will be attended as required by the JATC. Additional training hours will include classes to see that each individual obtains an OSHA 10 card. Apprentices will also be required to obtain and maintain an active First Aid/CPR card throughout their Apprenticeship. Other special training or testing, including on line craft certification testing, may be required from time to time in which case, the Apprentice is expected to comply. Failure to complete any required training and/or testing may result in one being unqualified for advancement, for future job training assignments or termination from the program. Take note of the fact that there is a 180-hour minimum requirement and that more hours may be required to complete training scheduled by the JATC.

For advancement from one year to the next of related training one must meet all requirements including pay tuition, having all work reports submitted, being fit for job training assignments and, pass all required Craft Certification Exams.

Craft Certification Exam Requirements. To advance from one year to the next, one is expected to pass the required craft certification exam coinciding with the school year they recently completed. For example, one is expected to pass the Level 1 exam to advance to the third period pay and the second year of Related Classroom Training. To advance to the third year of related training one should have passed the first two levels of the Craft Certification Exam BUT must have passed the second year of related classroom training and the Level One exam.

No Apprentice will be permitted to advance to the next year of Related Training without having passed, at a minimum Level on the Craft Certification Exam as indicated below:

To Advance to ___ year of Training	Should Pass	Must Have Passed
Second Year	Level 1	
Third Year	Level 2	Level 1
Fourth Year	Level 3	Level 2
Fifth Year	Level 4	Level 3
JOURNEYMAN STATUS		Levels 1 thru 5

NOTE: Those failing to pass the Craft Certification Exam coinciding with their school year may be required to attend review classes at the end of the school year until they have passed the respective level or levels of the exam.

The JATC will schedule dates for make up sessions. Dates for make up classes and tests may be scheduled after the end of the school year which will delay set ups. Apprentices will refer to the school calendar for these dates. **The JATC may schedule other dates for makeup classes during the normal school year.** No Apprentice can be advanced until all classes are made up and all tests are completed, including craft certification exams. To this end, the JATC has adopted the following rules and policies concerning related training.

- a. The more aggressive and progressive Apprentice will be in class, on time, taking advantage of every opportunity to learn the science and mysteries of the trade and

to work and study cooperatively with others and the classroom Instructor. One's unwillingness or inability to attend and participate in all class sessions will be viewed as a lack of interest in learning critical aspects of the trade. "Qualified" Employers are expected to release the Apprentice from work to permit Apprentices to attend all training scheduled by the JATC. Arriving late or leaving early for related training shows similar disregard for production as arriving late or leaving the job site early.

- b. The Apprentice is expected to be on time and attend every class session as scheduled. Absenteeism will NOT be tolerated and will be addressed. The JATC will determine the schedule for related classroom training and will properly notify all Apprentices and Employers, as quickly as possible, of any changes or additional classes that may be scheduled from time to time.
- c. On the Job Training (work) will NOT prevent an Apprentice from attending related classroom training - on time - without the JATC having scheduled special training sessions to accommodate special job situations for the good of the industry or in meeting a customer's need. Employers failing to respect JATC policies or refusing to cooperate in providing such training may be viewed as being unqualified to employ and train Apprentices.
- d. The Apprentice is expected to complete all outside class assignments (homework) and come to class prepared to participate in all learning activities as outlined or explained by the classroom Instructor. Failure to prepare for class studies will inhibit the progress of all Apprentices and will be addressed by the Instructor, the Training Director and/or the JATC for the good and well being of those who seek to learn and master the study materials. Failure to complete homework is an issue that can result in disciplinary action by the JATC. Instructor will evaluate homework and classroom participation. The Instructor will report any Apprentice that is not meeting the minimal expectations requirement.

If an Apprentice fails to complete homework assignments, the Instructor will be responsible for addressing the matter and will report the same to the Training Director. If failure to complete homework is a persistent problem, the Instructor is authorized and instructed to send the Apprentice home and count them absent for the class session. Preparing for class must be viewed as important to the learning process. While there is no grade for homework, it is still mandatory and is expected and will be checked by the Instructor or perhaps the JATC.

NOTE: Apprentices having to complete homework on line, will bring their laptop or other device with them to class. This is required. Have your device fully charged so you can follow along with the Instructor and make any changes or corrections to your homework. Failure to bring your laptop or other device and your required text books will result in you being sent home and recorded as absent.

- e. The Apprentice is required to bring all appropriate books to class that are referenced for use in completing homework. Failure to bring all required books

or failure to complete homework assignments may be cause for the Instructor to have the apprentice leave the class and be counted absent if such practice persists. **As noted in “d” above, this includes the device on which you use to complete homework.**

- f. The Apprentice will demonstrate respect for the classroom Instructor and other Apprentices at all times. Inappropriate jokes, vulgar language, or disrespectful acts that may be viewed as offensive to others will not be tolerated. Any Apprentice who finds the learning environment uncomfortable due to such conduct, will report their concern to the Instructor and/or the Training Director so the matter can be addressed in a timely and proper manner. The Instructor is to be a good example of proper conduct concerning these matters and will be responsible for ensuring proper conduct in the classroom and on school properties. The Instructor is responsible for seeing that classes begin and end on time and to carefully and accurately record any tardiness, absences or leaving early. An Instructor may not excuse an event and fail to record it.

The JATC will provide a form that will be completed by the Instructor and signed by the Apprentice to acknowledge any event for tardiness, leaving early or being absent. This form will be completed by the Instructor and signed by the Apprentice and submitted to the JATC office the next class session when the Apprentice is present. The Instructor will demonstrate their integrity and fairness by simply reporting honestly.

- g. In addition to having a minimum 180 hours attendance for classroom related training per year, the Apprentice must also have a minimum cumulative grade average of 75% in order to be advanced to the next year of related training and the next higher pay period. With an average below 75%, the Apprentice may be permitted to repeat the school year or will be terminated from the program as the JATC determines. This does not include First Year Apprentices as noted below. Every Apprentice will complete all provided by the National as well as any craft certification exam the JATC may require for advancement. The JATC will strive to assist every Apprentice in their effort to obtain the certification from the National Electrical Certification Board (NECB). Such efforts may require an apprentice to repeat a school if, after three or more attempts (as determined by the JATC), they are unable to pass the Craft Certification Exam.

NOTE: First year Apprentices are required to have a minimum 75-grade average midway through the First Year and at the end of the school year to remain in the program. No first year Apprentice will advance to the second half of the first year without having a minimum grade average of 75. No apprentice will be permitted to repeat the first year. And, no Apprentice will repeat more than one year during their Apprenticeship without approval of the JATC where illness, military or special circumstance prevails.

- h. Classroom Instructors are to provide no less than a seven-day notice (announcement) regarding the next test date. If an Apprentice fails to take a test on the date scheduled, he or she will be required to contact the Instructor or the

Training Director, before returning to class, to schedule a date and time for a make up tests. Make up classes are addressed in section IX of this policy statement. The Apprentice will take all tests provided by the NJATC.

- i.** Any known attempt to compromise (cheat) on any test will result in a score of zero and further disciplinary action by the JATC which is likely to result in termination from the program - absolutely no talking or asking questions of the Instructor when taking a test. No cell phone will be exposed and/or used during class for any reason. If this happens, all Apprentices will be required to leave their phones in their vehicle unless authorized by the Instructor.
- j.** Though some make up sessions and special classes will be scheduled to ensure that each Apprentice receives the minimum of 180 hours of classroom training, attendance at regularly scheduled classes is still deemed important. With 6 absences or the equivalent of 6 absences, regardless of the reason or reasons for the absences, the Apprentice will be required to repeat the year or may be terminated from the program as determined by the JATC. Excessive absenteeism, arriving late or leaving early will NOT be tolerated. No first year Apprentice will be permitted to repeat the first year except as noted in (g).
NOTE: Apprentices should remind their Employer or job supervisor that being late or missing school will not be tolerated by the JATC.
- k.** Arriving late and/or leaving class early is disruptive to the class and will NOT be allowed to persist. Arriving late or leaving early three (3) times is equivalent to one absence. If an Apprentice arrives late and leaves early for the same class session, they will be considered and reported as being absent. Arriving more than thirty minutes late or leaving more than thirty minutes early will be recorded as being absent. The Instructor is responsible for accurately recording and reporting every such event. Classes are to begin and end on time. Classes are to begin and end on the scheduled time. The Instructor is to be ready to make note of attendance and begin and end each class session on time. Attendance should be noted at the beginning and at the end of each class session. NOTE: The Instructor is to complete the attendance report form and require the Apprentice sign the form to record any absence, tardiness or left early event the previous class session or sessions. The apprentice will sign the notice which shall become part of their records. The Instructor will submit the signed document to the JATC office.
- l.** Classroom sessions or special seminars may be scheduled that require attendance at locations other than where class sessions are normally conducted. Apprentices will be expected to attend such special classes or seminars as instructed.
- m.** Manufacturer or company representatives, guest speakers and other presenters may be invited to conduct special class sessions. When these training partners are conducting classes, the Apprentice will be expected to take full advantage of the opportunity and will display the greatest respect and appreciation for the presenters at all times. No one will leave the class during such presentation except for organized breaks - unless it is an absolute emergency. No talking with others or participating in any activities that distract from the presentation will be

tolerated. We will always demonstrate the most positive attitude to help market our superior interests and work ethics with any training partner that may assist us in training.

Some highlighted rules to be respected in all our classes include the following:

- 1) No caps or hats worn during class. The Instructor is to instruct every Apprentice to remove their caps or hats at the beginning of class.
- 2) No laying heads down and/or closing one's eyes during class.
- 3) No muddy footwear anywhere in the Training Center. We suggest having a pair of shoes to change into before entering the building.
- 4) No marking on walls, desks, tables or other furniture or equipment.
- 5) No body piercing jewelry worn in the classroom or labs.
- 6) No leaving the class during any presentation other than during organized breaks - except in an emergency.
- 7) No inappropriate jokes or what is considered "bad" and vulgar language.
- 8) No racial or sexual remarks and jokes.
- 9) No harassment of any kind that could be offensive to others.
- 10) No alcohol of any kind on school property.
- 11) No illegal drugs on school property.
- 12) No leaving trash anywhere except in designated containers.
- 13) No throwing or discarding smoking waste except in designated containers.
- 14) No smoking anywhere inside the training facilities.
- 15) No cell phones on in class sessions unless permitted by the Instructor.
- 16) No food, drinks or phones are permitted in the computer test lab during on line testing. If a call must be made, discuss the matter with the Test Administrator.
- 17) No cell phones permitted on the job site unless authorized by the Employer.
- 18) All trash will be properly disposed of at the end of class and the floor will be left free of waste and tables and chairs will be properly aligned.

NOTE: After due warnings and reminders, continued violations of these basic rules will result in an Apprentice meeting with the Committee to explain why they disrespect these Rules and Policies.

- 19) No student, guest or visitor for any class or meeting at the facility will be permitted to carry a weapon or firearm. This includes those with Carry Permits. No firearms or weapons are permitted in the building or are to be exposed on the property. Violation of this Rule will result in the termination of the Apprentice or CW/CE and may lead to prosecution of guests or visitors.

- n. The Apprentice will, at all times, demonstrate respect for the classroom Instructor. If the Apprentice disagrees with the Instructor, they will abide by the Instructor's decision until they can contact the Training Director concerning the issue in question. The Apprentice will NOT be confrontational with the Instructor or other Apprentices while in class, on school property or on the job.

- o.** The Instructor is expected to develop and demonstrate a genuine interest in each Apprentice and will treat every Apprentice with respect. The Instructor is expected to be prepared to teach and deliver the course materials in a professional manner using the maximum teaching aids made available for their use. The Instructor is to be in the classroom with the Apprentices at all times and is expected to begin and end every class on time. The Instructor is never to leave the class during an exam session.
- p.** The Apprentice will comply with all rules and policies regarding the Training Center. The Apprentice will NOT deface the building or properties in any manner and will be held responsible for full restoration to any properties destroyed or defaced. Such acts may result in the Apprentice being prosecuted by Law and /or terminated from the program.
- q.** No Apprentice is to participate in any kind of verbal or physical abuse toward others while on school properties. Such acts will be cause for disciplinary action that could lead to dismissal from the program. Each Apprentice is to refrain from any such acts regardless of who initiates the problem or potential problem.
- r.** Every Apprentice will complete all enrollment and registration forms required for the purpose of enrolling with Pellissippi State Community College. Failure or refusal to complete and provide all necessary forms, transcripts and documents to accomplish enrollment will result in dismissal from the Apprenticeship program. No Apprentice will continue as an indentured Apprentice unless he or she complies with enrollment with Pellissippi State Community College.
- s.** In the event an Apprentice fails the second, third, fourth or fifth year and, if the Apprentice is permitted to repeat the year; the Apprentice will pay \$1,200.00 tuition.

VII AVOIDING AND HANDLING OF DISPUTES

The Apprentice is indentured (contracted) with the JATC. As the sponsor of Apprenticeship, the JATC will be the first party to take any action pertaining to any Apprentice or any Apprenticeship issue. To that end all parties, including each participating Employer, union representative and job supervisor are to cooperate with the JATC in its effort to train better craftsmen for the future. These rules and policies are adopted by the JATC to ensure proper and fair treatment for all; therefore, all parties to this program must assume their role and accept their responsibilities in support of these policies.

- a.** If an Apprentice has an issue with his or her Employer, the Employer's representative or a Journeyman, the Apprentice should first consult with the individual in the most positive, respectful and mature manner to resolve the issue. Upon failure to obtain satisfaction or if the Apprentice is uncertain as to how to confront the individual concerning the matter, the Apprentice will contact the Training Director. In every case, the Apprentice will always avoid confrontation with anyone on the job or in the classroom. No act of physical altercation will be

tolerated under any circumstances.

- b.** The Apprentice will never, in any case, take an issue to or confront the customer or their representative concerning any matter. Failure to observe and fully respect this rule will be considered a serious violation of these rules and policies and the issue will be properly addressed. The Apprentice will treat every customer with the utmost respect to demonstrate our professionalism and help market work for the IBEW and signatory contractors.
- c.** Any grievance or complaint by the Apprentice is a matter for the JATC to deal with before the issue is presented to or addressed by any other party or group. This would include matters pertaining to promotions, pay grade, benefits, improper termination, unfair treatment (on or off the job or in the classroom). The Apprentice is to bring any and all issues of concern to the JATC or its designated representative.
- d.** All participating Employers are respectfully asked and expected to report any sign of bad behavior or poor performance to the Training Director. The Employer's representative and job site supervisors must accept responsibility for cooperating with the JATC in helping Apprentices develop professional job skills and work practices. Having a clearly defined, meaningful, controlled and a well-disciplined program will help develop Journeyman level workers who demonstrate pride in their ability and willingness to perform the work of the trade. This is to help one develop pride and self-respect and it is for the good of the IBEW and all Signatory Contractors. The Employer must report any problem or potential problem to the JATC.
- e.** The Training Director, acting for the Committee, will seek to establish clear means of communication with Employers and their field supervisors in order to obtain complete and honest job performance evaluations regarding the Apprentice's performance. The JATC requests that the Employers' representatives be instructed to take seriously the need for teaching and allowing Apprentices to become productive in performing job tasks as quickly as possible. All concerned with training must respect the fact that we all "learn by doing" - thus the practice of performing a variety of job tasks is critical in developing highly skilled Journeymen for the future. Every individual in the industry must come to know and accept their responsibility as trainers when working with Apprentices. Mastering the trade requires mentors instructing, supervising, tutoring, coaching, evaluating and certifying the Apprentice's performance on the job and in class studies. There are no short cuts to Journeyman status and there is no substitute for practice through properly supervised training. The Employer should communicate any signs of trouble or potential problems to the JATC and insist on proper instructions for all Apprentices.

SUGGESTION: Telling or suggesting related study and classroom attendance is not important in becoming an accomplished craftsman is a sign of ignorance. We are responsible to teach, train and encourage each other to study so as to master the trade.

VIII TUITION

The annual tuition may be paid at any time prior to May 31st and must be paid in one payment. The fee is currently \$700 for each year of Apprenticeship. The payment must be paid with a money order or personal check. If, however, the check does NOT clear the bank, the Apprentice must pay an additional \$50 and all subsequent payments must be made by money order. All payments are to be made payable to ETAK. The Committee cannot and will NOT accept cash. Anyone receiving advancement to the next level before it is learned they have issued a “bad” check will be reduced back to the previous level and will be subject to disciplinary action by the Committee.

NOTE: Meeting all other requirements but failure to pay the tuition by May 31st will delay the next set up 30 days. For every two-week period or fraction of two-week period thereafter, the next set up (advancement) will be delayed another 30 days. Below are examples of delayed set up for failure to pay the tuition:

Tuition Received	Set Up Date or Termination
May 31st	June 15th or before
June 15th	July 15th
June 30th	August 15th
July 15th	September 15th
July 31st	October 15th
After July 31st	Termination

NOTE: One may receive their set up prior to May 31st, provided they have met all the requirements including having paid their tuition.

No Apprentice will remain in the program if the tuition is NOT pay by July 31st. Tuition will not be reimbursed after July 31st.

IX Make Up Classes

All missed classes will be made up. The Committee may require all classes to be made after the end of the normal school year. FIVE missed classes per school year is the absolute maximum one can miss. **No exception will be provided and all missed classes will be made up as scheduled by the JATC.**

SIX or more absences will result in the Apprentice either repeating the school year if approved by the JATC or will result in termination from the program. No Apprentice will be permitted to repeat more than one year of related training except for Military Duty, medical or personal leave approved by the JATC. No first year Apprentice will be permitted to repeat the first year. The first year consists of the most basic materials and the JATC has determined if one cannot succeed in maintaining a minimum grade average of 75 during the first year, they are not likely to succeed in the program and thus the Committee has opted NOT to invest more time, money and effort into their training. Any

first year Apprentice with a grade average less than 75 will be terminated. They may make application for the CW/CE program if they have obtained good OJT reports.

NOTE: Make up classes may require attending one class per week throughout the Summer until all class hours are made up. One may also be required to attend weekly study sessions throughout the Summer until they have passed the required Level of the Craft Certification Exam.

X SET-UPS (Advancements)

No Apprentice will be advanced to the next pay period until their tuition is paid in full and:

- 1) all missed classes are made up as required,
- 2) all missed tests, including on line certification exams are completed,
- 3) the minimum OJT hours have been acquired,
- 4) they have a minimum grade average of 75.
- 5) all monthly work reports are submitted,
- 6) OSHA, CPR and First Aid training are current,
- 7) all required workbooks have been turned in for evaluation if required.

Set ups (advancement) to the 3rd, 4th, 5th and 6th periods will normally occur on the first day of the next pay period after the Employer is notified at the end of the school year, provided all minimum requirements have been accomplished. Advancement to the 2nd period will occur after 1000 hours of satisfactory work experience and classroom performance provided classes are in session.

Note for CW and CE members: No CW or CE participant will advance in the program without they have OSHA 10 training and active First Aid and CPR card.

No CW or CE member will be reassigned for employment after one year in the program unless they have completed OSHA 10, First Aid and CPR training.

XI CLASS CLOSINGS

During times of inclement weather, the office may be closed and classes cancelled. We will use text and email to notify you of such situations. We will indicate only if classes are cancelled NOT if we are still having classes. Decisions will be made by 3:00 pm the day of class. Please do not call the office before this time. You will receive a text and email by 3:00 pm if classes are being canceled. We do not follow any school system for closings.

XII OFFICE CONTACT INFORMATION

Email: etaknox@gmail.com Email is the best and fastest way to communicate.

Phone Number: 865-379-6214 Voicemails will be returned as soon as possible. Messages left evenings, weekend, and holidays etc. may not be returned until the next business day.

XIII SPECIAL CLASS REGISTRATION

Apprentices may be assigned a specific date and time for taking CPR, First Aid, Craft Certification Exams or OSHA or they may be instructed to register by contacting the JATC office by phone or email.

In the event the JATC assigns Apprentices specific dates for classes and the Apprentice is unable to attend that session, the Apprentice should contact the office for an alternate date.

If an Apprentice is registered for a specific class (CPR, First Aid, OSHA, etc.) or a Craft Certification Exam but does NOT attend, they may be required to pay a make-up fee of \$25.00 when re-scheduling, unless, they have notified 24 hours prior to the class or test date, stating the reason for missing the scheduled class or test.

This will provide time to permit others seeking the class or test to enroll.

One can visit the website (www.etaknox.org) to view the dates for classes. Most dates are also listed on the school calendar.

XIV LEAVE OF ABSENCE FROM OJT AND RELATED CLASSROOM TRAINING

Any Apprentice may seek (per request) up to one year from OJT and Related Training for Committee recognized and approved reasons including medical conditions. The Apprentice claiming to be unable to perform the work of the trade for medical reason must provide documented medical evidence explaining the medical reason(s)/condition that precludes them from performing the work of the trade as detailed in our Trade's KSA report. The Apprentice must give their Medical Provider a copy of our KSA document from which their doctor(s) can make a determination regarding the Apprentice's ability or inability to perform the essential tasks and work of the trade.

NOTE: NO APPRENTICE ON MEDICAL LEAVE WILL BE PERMITTED TO BEGIN A NEW YEAR OF RELATED TRAINING UNLESS THEY CAN PROVIDE MEDICAL EVIDENCE FROM THEIR DOCTOR STATING THE APPRENTICE IS PROJECTED TO BE ABLE (FIT) TO RETURN TO WORK WITHIN 90 DAYS FROM THE BEGINNING OF THE NEW SCHOOL YEAR.

XV COLLEGE CREDIT AND DEGREE PROGRAMS

Every Apprentice will be registered with Pellissippi and will receive college credit for course work completed. The JATC also recommends and encourages each graduating Apprentice to register for the recommended credit made available from the American Counsel on Education through the Electrical Training ALLIANCE (formerly the National Joint Apprenticeship and Training Committee (NJATC)). The current cost for the 57 plus recommended college credit hours is only \$45. Even those not intending to enroll for additional college credits in the future can benefit from having these recommended credits listed on a personal resume along with credits (up to 45 semester hours) earned

through Pellissippi State Community College. Please know that resumes and certifications are becoming increasingly important for some job assignments and advancement in the trade.

NOTE: Pellissippi State Community College has announced Reconnect Now. A program where adults can receive free tuition. More information is available on their website. You should contact them directly if you are interested.

NOTE: Graduates with a two-year degree may also enroll with Middle Tennessee State University to pursue a four-year degree. All work and course work is completed on line or by correspondence. This is not a tuition free program. We note that some 7 or 8 IBEW LU 760 members have earned their BA degree from MTSU.

XVI SCHOOL PROPERTY AND RULES

The Apprentice, other program participants (CW/CE Members) and guests will respect all rules and policies to protect the property of the school and all its facilities as determined and established by the ETAK Committee. These rules include instructions or policies pertaining to parking, locations for eating and drinking, smoking, prohibition of drugs and alcohol or any other matter of concern by the ETAK including, no firearms or weapons are permitted in the building or exposed on the property.

Violations of these or other rules that may be established by the ETAK that leads to an Apprentice being removed from the property will likely result in suspension or termination from the Apprenticeship program.

The Instructor and Training Director should observe the classrooms and facilities before each class session. If walls, tables or other properties are marked or damaged during the course of the class session, the entire class will remain after class to see that the damage is restored or repaired. In the event that the damage is not detected before Apprentices leave the class, they will be required to make such repairs following the next class session. Any Apprentice attempting to gain access to any part of the facility other than where they are assigned will be subject to disciplinary action. Any person taking (stealing) or damaging tools, materials or equipment from the facility will be required to replace whatever is taken or repair whatever damaged and the individual will be disciplined and most likely terminated from the program.

Individuals will not track dirt or mud into the building, and tables and chairs will be left in an orderly manner. No work boots or shoes will be worn in the building. One is to change to clean shoes before entering the building. At the end of each class session all trash will be picked up and placed in designated containers.

The JATC considers it a pleasure to provide free coffee. We must insist that the coffee area be cleaned and the machine be turned off at the end of each class session. Coffee products are not to be taken from the school property as that would be stealing and one's guilty of such an act would likely be terminated.

XVII CURRENT ADDRESS, PHONE NUMBER(S) and Email

- a.** Apprentice, CW and CE Members will keep the JATC office informed as to their current mailing address.
- b.** Individuals will keep the JATC office informed as to their current phone number or numbers where they can best be contacted.
- c.** We use text and email to communicate important information and reminders. Please keep your text number and email address current.

XVIII APPEAL PROCESS

A Program Participant may NOT challenge the rules and policies established by the JATC, but any Apprentice has the right to appeal a decision of the Committee concerning the implementation of its rules and policies as it may affect the Individual personally. An appeal must be submitted in writing to the JATC office requesting a hearing with the Committee concerning its decision. The request to appeal a JATC decision must be submitted in writing within 30 days of being notified of the Committee's decision on a matter involving the Individual. A hearing will be provided for the Individual to meet solely with the Committee concerning the implementation of its rules and policies. Any appeal thereafter may be with the proper body such as the EEOC, the Registration Agency or other appropriate body.

NOTE: A Notice is posted on the information board giving encouragement to present any matter of concern to the JATC Committee. It further informs the reader that they have the right to appeal Committee rulings and decisions. It further makes it clear than one has the right to submit or take a concern to other properly identified agency.

ETAK Substance Abuse Policy

TESTS

Effective immediately, the ETAK Committee adopts and implements this Policy to discourage the use of illegal drugs and abuse of prescription drugs for the safety and well-being of each Apprentice, CW, CE and their co-workers. Further, the JATC prohibits the use of alcohol on the job site and strictly prohibits its presence and/or use at or during related classroom training or on what school property. This policy applies to all Apprentice, Construction Wiremen, Construction Electricians, Instructors and JATC Staff.

It will be the policy of the JATC to terminate any Apprentice, CW or CE from the program who tests positive for the use of alcohol, illegal drugs or abuse of prescription drugs. The JATC will also terminate the indenture of any Apprentice, CW or CE from the program that brings alcohol or drugs on the property where related training classes are conducted or anyone determined to be under the influence of alcohol or drugs while on a job site or on school property.

Any alcohol or drug screen, whether administered by the JATC or the Employer, where the test

result is positive for drug use or alcohol will result in immediate termination from the program.

All Apprentices, CW and CE will be subject to the following drug and alcohol testing:

1. Random Testing
2. Reasonable Suspicion Testing
3. Every newly selected Applicant will be tested prior to signing an indenture form.
4. When anyone tests positive on a screening test ordered or conducted by an Employer, he or she is required to notify the JATC and the Apprentice is required to remind and permit the Employer, through signing this policy, to provide the test results to the JATC. Failure to report the results of such a test required to the JATC on the same date the Employer's test was administered will result in termination from the program.

The JATC will employ the services of a certified company to conduct all such tests.

DISCIPLINARY ACTION FOR POSITIVE TEST RESULTS

Any Selected Applicant, Apprentice, CW, CE or Program Employee who tests positive on a drug or an alcohol test will be terminated from the program effective immediately. The individual may reapply for the Program after one year from the date of termination provided he or she can show evidence of having satisfactorily completed a rehabilitation program approved by the JATC.

The following offenses will also result in termination from the program:

1. Illegal use of prescription drugs.
2. Conviction of possession, selling or distribution of illegal drugs or drug paraphernalia.
3. Refusing to submit to a drug or alcohol test required by the JATC or a Signatory Contractor.
4. Tampering with a drug test.
5. Not reporting to the Training Director the same day of testing positive to a screening test required by a Signatory Employer.
6. Refusal to follow instructions of the screening administrator or a JATC representative.
7. An alcohol test of .05% or higher will result in termination from the program as outlined above.

DEFINITIONS

1) RANDOM TESTING

All Apprentices, CW and CE are subject to be tested at any time. Names may be randomly selected by computer through a drug screening company or the Committee may test an entire class.

2) REASONABLE SUSPICION TESTING

When there is reason to believe an Apprentice is illegally using drugs or abusing alcohol, such reasons may be based on, but not limited to the following:

1. Any change in attendance, performance, attitude, or behavior at school or work. This could include missing class or failing tests.
2. Possession of illegal drugs or paraphernalia on school properties or job site.
3. Possession of, or acting as if under the influence of, alcohol.
4. Reported being observed using illegal drugs or alcohol by a credible and reliable person.

3) ALCOHOL TESTING

1. Any Apprentice whose normal faculties appear to be impaired due to alcoholic beverages will be tested.
2. The possession or consumption of alcoholic beverages on JATC properties or properties used by the JATC for training is strictly prohibited. The same prohibition applies to any job site.

DRUG TESTING will be conducted for the following substances

1. AMPHETAMINES
 - Amphetamine
 - Methamphetamine
2. BARBITURATES
 - Amobarbital
 - Butalbital
 - Pentobarbital
 - Phenobarbital
 - Secobarbital
3. BENZODIAZEPINES
 - Alprazolam Metabolite
 - Oxazepam
4. COCAINE METABOLITES
5. METHADONE
6. METHAQUALONE
7. MDA-ANALOGUES
 - MDA
 - MDMA
 - MDEA
8. OPIATES
 - Morphine
 - Codeine
9. 6-ACETYLMORPHINE
10. OPIATES (SEMI-SYNTHETIC)
 - Hydromorphone
 - Hydrocodone
11. OXYCODONES
 - Oxymorphone
 - Oxycodone
12. PHENCYCLIDINE
13. PROPOXYPHENE

APPEAL PROCESS

Anyone wishing to appeal a positive test must notify the JATC representative within 48 hours of being informed of a positive test. The person making the appeal will be required to pay the processing fee before the drug screening contractor will test the split specimen. The individual making the appeal will NOT be permitted to give another specimen for the appeal.

CONFIDENTIALITY

The confidentiality of any information received by the JATC through a substance abuse testing program will be maintained, except as otherwise provided by law. Likewise, any report pertaining to any such test administered or required by an Employer and shared with the JATC by authorization of the Apprentice will be confidential.

RELEASE OF EMPLOYER'S POSITIVE DRUG SCREEN REPORT

Signing below, the Apprentice, CW or CE hereby authorizes the Employer to report any drug screen results to the JATC wherein the drug screen test result is positive.

XIX VERIFICATION OF RECEIPT

Signing and dating below, I acknowledge that I will be responsible for reading, understanding, and complying with the Apprenticeship and Training Standards, Rules and Policies adopted by the ETAK Committee including the substance abuse policy. Signing below, I hereby authorize my Employer or potential Employer to release to the ETAK Committee the results of any drug screen test they may require. Further, I will notify the JATC, or its representative, immediately (the same day) of any drug screen that results in a positive use of such drugs or alcohol. Signing below I understand that failure to provide such reports will result in my termination from the Apprenticeship or the CW/CE program. I agree to abide by all the rules and policies contained herein and recognize that my failure to do so could and likely would result in my termination from this training program.

The Policy Statement, including the substance abuse policy, is available for viewing on our website, www.etaknox.org. If you wish to receive a paper copy, you may request one by contacting the ETAK office.

NOTE: Failure to sign agreeing to abide by the rules and policies stated herein will preclude the Apprentice or other Program Participant from continuing their employment and training with this program.

Apprentice, CW or CE Signature	Date
Print Name	SS Number: _____

Best phone number(s) to be reached. Only **ONE** number is necessary:

1) Cell: _____

Do you receive text messages? ___ Yes ___ No

2) Home/Other Number: _____

My current mailing address is: (PRINT CLEARLY)

address: _____

city & state _____ zip _____

email address: _____

We primarily use text and email to communicate. Please keep ETAK informed of changes to your text and email address.