

POLICY STATEMENT
for
Electrician Training Academy Knoxville
July 12, 2021

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 develop a positive attitude and demonstrate proper respect for the trade to 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 training without discrimination of any kind. A major goal of the JATC is to recruit, select, train and require the Apprentice to be most respectful of our customers. Our goal is to encourage each 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 Training Program, the JATC has adopted this statement of policy incorporating rules, policies and practices to best ensure success in obtaining these goals with fair and non-selective enforcement.

These rules and policies will be enforced 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. ETAK will take affirmative action to provide equal opportunity in apprenticeship and will operate the program as required under Title 29 of the Code of Federal Regulations, part 30.

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 those in training that are 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) with individuals who demonstrate a lack of interest in learning or an unwillingness in learning the trade or who are, for whatever reason or reasons, unwilling or unable to abide by these rules and policies and meet the minimum goals and expectations in learning to perform quality work in a dependable, productive and workmanlike manner.

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 assignments. All job training assignments 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 which includes timely payments to the TRUST and the individual 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 is eligible to work for the Employer making the 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 Apprentice 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.
- c.** 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 by fax or email 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.

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 a minimum of 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.

- d. Each individual (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. They should also provide an email address and have a voice messaging service on their phone.
- e. It is important to know that applications for the CW/CE program are only good through the four full months following the month of 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.
 - 3) If an Apprentice 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 or furlough from any job. They must also furnish the JATC office with a copy of the termination notice. Copies of termination may be mailed or emailed 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 approval of the ETAK.
- 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 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 Apprentice will request a termination from their Employer without first contacting, seeking and obtaining the approval of the JATC.
- d.** No Apprentice 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.
- 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 Apprentice 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 office.
- h.** The Apprentice, CW or CE will accept only job assignments issued by the JATC.
- i.** An Apprentice 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 ONLINE 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.
- l. Any apprentice, CW or CE working out of the jurisdiction must email their work hours at the end of each month; otherwise, hours may not be credited.

NOTES: ALL Apprentice reports are to be submitted online. 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). Call 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 hours actually worked 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 since the previous set up will result in a

thirty (30) days delay in the next set up. A second late report since the last set up will result in an additional sixty (60) days delay in the next set up. A third late report since the last set up will result in termination with the program.

- 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 the Apprentice 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 the Apprentice'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 the Training Director 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 over 5 class sessions will prevent the Apprentice from advancing in the program or which could lead to termination from the program. 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 terminated from the Employer.

Failure to abide by or respect job safety rules will NOT be tolerated. Every Apprentice 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.

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 keep the Apprentice employed in a reasonably continuous manner. In the event the Apprentice is NOT being provided full employment, both the Apprentice and the Employer are to notify the JATC. This includes any Apprentice who agrees to accept a furlough from the Employer. Any Apprentice 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.** The Apprentice will maintain a neat appearance and will wear the proper work clothing, including all personal safety attire as instructed. The Apprentice 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.** Any Apprentice 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.** The Apprentice'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 Apprentices, may lack the skills for teaching job tasks or may have a negative attitude regarding Apprenticeship and training or JATC Rules and Policies. In such situations, the Training Director acting for the JATC may require that the Apprentice be assigned to work with a different Journeyman or may reassign the Apprentice to another Employer.
- u.** No cell phones will be permitted during work time without the approval of the Employer.
- v.** No Apprentice, CW, or CE 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 manner which are considered to be common 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 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 their training.

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.

- x. Apprentices, CW and CE members working in another jurisdiction must email the hours they work each month on or before the 15TH of the following month. No such report results in zero hours credit for the next set-up.
- y. Any program participant (Apprentice, CW or CE) may request a transfer if their employer is unable to provide them "reasonable" continuous employment. Such request should begin with discussion with one's current employer.
- z. Any program participant (Apprentice, CW or CE) that discovers and verifies they are not receiving wages and benefits provided through the CBA (Collective Bargain Agreement) may request a transfer from their current employer. One should provide verification that such benefits are NOT being provided as per the CBA.

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, CW or CEs 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 may 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 and NECA in gaining and maintaining market share.

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 Apprentice must know that it is his or her responsibility to work to see that evaluation reports are favorable.

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, CW, or CE to work with another IBEW/NECA program. If such arrangements are made, the two Committees involved must have agreed; otherwise, no Apprentice, CW, or CE is to accept a job assignment in another jurisdiction without the approval of the individual'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 minimum grade average 75 on homework and 75 on standard tests to qualify for work in another IBEW/NECA apprenticeship program.
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. CW and CE members must email their work hours each month to receive credit for future set-ups (advancements).

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 on homework and standard tests.
3. The Apprentice must have a good work history and must have job evaluations, in all categories, average (3) or above.

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 and CPR card throughout their Apprenticeship. Other special training or testing, including on line craft certification testing, may be required 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 Craft Certification 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 shown 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: to complete the program the apprentice must have passed all five levels of the on-line Craft Certification exam.

NOTE: Apprentices 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. Or, an Apprentice may be required to repeat a school year.

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. The JATC may schedule other dates 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.

Homework and classroom participation will be evaluated by the Instructor. The Instructor will report any Apprentice that is not meeting the 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. Homework is expected and will be checked by the Instructor and the JATC.

- 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.
- f. The Apprentice will demonstrate respect for the classroom Instructor and other Apprentices at all times. Inappropriate (off-colored) 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 or 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 recording honestly without favor or prejudice.

- 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% on homework and standard proctored tests in order to be

advanced to the next year of related training and the next higher pay period. With an average below 75%, on either homework or standard tests the Apprentice (other than first year) may be permitted to repeat the school year or will be terminated from the program as the JATC determines. Every Apprentice will complete all sectional tests provided by the National, all homework quizzes as well as any craft certification exam the JATC requires for advancement.

NOTE: No apprentice will be permitted to repeat the first year.

- 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 with the NJATC course materials.
- 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 otherwise 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 more than 5 absences or the equivalent of more than 5 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. AGAIN: No first year Apprentice will be permitted to repeat the first year.

NOTE: Apprentices should remind their Employer or job supervisor that being late or missing school causes them issues with the ETAK.

- 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 on time. Classes are to begin at 5:30 p.m. and end at 9:30 p.m. 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 from time to time. 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) The Instructor may prohibit caps or hats worn during class.
- 2) No muddy footwear anywhere in the Training Center. We suggest having a pair of shoes to change into before entering the building.
- 3) No marking on walls, desks, tables or other furniture or equipment.
- 4) No metal body piercing jewelry worn in the classroom or on the job.
- 5) No leaving the class during any presentation other than during organized breaks - except in an emergency.
- 6) No inappropriate jokes or what is considered “bad” and vulgar language.
- 7) No racial or sexual remarks and jokes.
- 8) No harassment of any kind that could be offensive to others.
- 9) No alcohol of any kind on school property.
- 10) No illegal drugs on school property.
- 11) No leaving trash anywhere except in designated containers.
- 12) No throwing or discarding smoking waste except in designated containers.
- 13) No smoking anywhere inside the training facilities.
- 14) No cell phones turned on or exposed during class sessions.
- 15) No cell phones are permitted in the computer test lab during on line testing. This means not even in one’s pocket or purse. If a call must be made, discuss the matter with the Test Administrator.
- 16) No cell phones permitted on the job site unless authorized by the Employer.

- 17) All trash is to 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.

- 18) 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, CW or CE and may lead to prosecution of guests or visitors.
- 19) No guest or anyone permitted to attend class with you.
- 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, CW or CE 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 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 Apprentice unless he or she complies with enrollment with Pellissippi State Community College.

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, CW or CE regarding any job or training 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 any program participant (Apprentice, CW or CE) 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, CW or CE will contact the Training Director. In every case, the individual 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, CW or CE 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 program participant 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. The JATC may refer the matter to others if warranted.
- 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, CW and CE members 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 proper supervised training. The Employer should communicate any signs of trouble or potential problems to the JATC and insist on proper instructions for all Apprentices.

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. NOTE: The fee is subject to change. When a change in tuition is necessary, current apprentices will be given as much notice as possible. 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. 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: Having passed both homework and proctored test with a minimum 75 average on each, having completed every section of the homework with a grade above zero, having completed all classes required for the school year, and having **no** late work reports, one will receive a setup based on the tuition payment. Tuition is due May 31st each year.

Tuition Paid By	Set Up
May 31st	ASAP
June 15th	First week in July
June 30th	First week in August
July 15th	First week in September

July 31st First week in October
If unpaid by July 31st Termination

Reminder: **Lake Work Report(s) can further delay setups or lead to termination. The first Late Work Report since the previous setup will delay the setup an additional 30 days. A second Late Work Report will delay the setup an additional 60 days. A third Late Work Report will lead to termination.**

EXTRA OR REPLACEMENT OF BOOKS: Note: The \$700 is tuition, not the cost for books. It is set to help offset the cost for books, test(s), related materials and college tuition. It does not include the cost for books one may have to purchase if or when receiving advanced standing. Any cost for replacement of lost book(s) or to purchase books required for those receiving advanced standing must be paid above the \$700 base TUITION.

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 or the equivalent of 5 missed classes per school year is the absolute maximum one can miss.

More than 5 or the equivalent of more than 5 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 or Serious Illness or Injury. No first year Apprentice will be permitted to repeat the first year for having failed the school 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 most unlikely 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.

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 online craft 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.

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.

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.

XII OFFICE CONTACT INFORMATION

Phone Number 865-379-6214 Voice mails will be returned as soon as possible.

Fax Number: 865-379-1712

Email: etaknox@gmail.com

Website for ETAK and Y12 Apprentices reporting work hours: www.etakhours.org

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 class and the Apprentice is unable to attend that session, the Apprentice may seek to exchange dates with another Apprentice. If unattended without advanced notification, it will be recorded as one of the allowable absences.

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 when re-scheduling, unless, they have provided a written notice two days prior to the class or test date, stating the reason for missing the scheduled class. This will provide some little time to permit others seeking to enroll.

One can visit the website (www.etaknox.org) to view the dates for classes.

XIV LEAVE OF ABSENCE FROM OJT AND RELATED CLASSROOM TRAINING

Any Apprentice may seek up to one year (per request) from OJT and Related

Training for Committee recognized and approved reasons including Medical Conditions or Military Duty. 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 or reasons (condition) that precludes them from performing the work of the trade as detailed in our Trade's KSA report. The Apprentice must provide their Medical Provider a copy of our KSA document from which their doctor or doctors can make a determination regarding the Apprentice's ability or inability to perform the work of the trade.

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 credits made available from the American Counsel on Education through the Electrical Training Alliance (NJATC). The current cost for the 60 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 have become increasingly important for some job assignments and advancement in the trade.

XVI SCHOOL PROPERTY AND RULES

The Apprentice 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. 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 Apprentice taking (stealing) or damaging tools, materials or equipment from the facility will be required to replace whatever is taken or damaged and the Apprentice will be disciplined and most likely terminated from the program.

Apprentices 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. Apprentices are to change to clean shoes before entering the building if necessary. 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 contract would likely be terminated.

XVII CURRENT ADDRESS, PHONE NUMBER(S) and Email

- a. Apprentices will keep the JATC office informed as to their current mailing address.
- b. Apprentices 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.
- d. It is important that you be able to receive phone messages.

XVIII APPEAL PROCESS

An Apprentice 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 Apprentice 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 Apprentice. A hearing will be provided for the Apprentice 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. The contact for the EEOC and the DOL Registration Agency is posted.

XIX Steady Work, Pay and Benefits

Per our Apprenticeship Standards, the Apprentice is to be provided reasonable continuous employment when possible. When an employer is unable to provide reasonable (steady) work hours, the Apprentice may request to be reassigned when positions are available. An Apprentice not receiving proper pay and benefits per the CBA and Standards, must notify the ETAK after they have addressed the concern with

their Employer. The Apprentice must first address the issue with their Employer; after which, they are to notify the ETAK who will present the concern to the Employer and then notify the Local Union when necessary.

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 is considered to be school property. This policy applies to all Apprentice, Construction Wiremen and Construction Electricians.

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

Any 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 an Apprentice, CW or CE 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 Apprentice or Selected Applicant, CW or CE who tests positive on a drug or an alcohol test will be terminated from the Apprenticeship program effective immediately. The individual may reapply for apprenticeship 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 within one hour 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 will 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.
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. THC (Cannaboids)
2. AMPHETAMINES - Speed, Uppers, Etc.
3. OPIATES - Narcotics, Heroin, Codeine, Morphine, Smack, Dope, Etc.
4. COCAINE Metabolites
5. MDMA (Ecstasy)
6. 6-Monoacety / Morphine/Codeine
7. Phencyclidine (PCP)
8. Barbiturates
9. Benzodiazephene (Xanax/Valium)
10. Propoxyphene
11. Methadone
12. Methaqualone
13. Oxycodone

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

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.

***DO NOT DETACH THE SHEET ON THE FOLLOWING PAGE
IT IS YOUR COPY TO KEEP WITH THE RULES AND POLICIES
A SEPARATE SIGNATURE SHEET IS PROVIDED FOR ETAK RECORDS***

NOTE: These Rules and Policies can be found on our website: etaknox.org

XIX VERIFICATION OF RECEIPT

