

LOCAL UNION #743, IBEW AND THE READING DIVISION PENN-DEL-JERSEY CHAPTER NECA  
JOINT APPRENTICESHIP & TRAINING COMMITTEE POLICY STATEMENT

The Joint Apprenticeship and Training Committee shall make local standards in conformity with the National Apprenticeship and Training Standards for the Electrical Contracting Industry governing the qualifications, selection, education and training of all apprentices.

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**\*\*Call your contractor directly to inform them of any time off you may be taking, give as much advance notice as possible. Remember to also email the apprentice office at jatfan@comcast with absences. Please call apprentice office with any questions you may have at 610-777-8388.\*\***

**SCHOOL**

1. RULE: The apprentice is expected to attend all related training classes including special seminars or sessions scheduled by the JATC. Please note: There is potential for some mandatory Saturday class/assignments.

Two (2) absences will be permitted in each school year of apprenticeship without penalty.

PENALTY: The third (3<sup>rd</sup>) absence will require a doctor's note if a doctor's note is not provided there will be an automatic 250-hour penalty and require an appearance before the Committee.

The third (3<sup>rd</sup>) absence will also require the apprentice to make up the missed training class on a separately scheduled day, determined by the Committee.

Any apprentice that has a fourth (4<sup>th</sup>) absence may result in termination of indenture or repeat of the year of apprenticeship.

Other legitimate reasons for absence will be judged by the JATC on a case-by-case basis.

2. RULE: The apprentice must obtain a passing grade of 70% on every test in order to receive the assigned credits for that section. If a student fails a test, the grade from the first attempt will become the official grade used to calculate their grade point average.

PENALTY: Any test resulting in a grade below 70% must be retaken and a grade of 70% or better must be obtained to receive the credits assigned to that section. Test re-takes must be scheduled with the training director for a time outside the regular classroom hours. Students will be given two chances to retake and pass the failed section test. The student has one month from the original test date to re-take the test. The total credits for all core

and elective classes must be obtained to advance to the next year of apprenticeship.

Any student unable to obtain a passing score after two re-takes will fail the school year and be subject to removal from the program.

In addition, each test score below 70% in a given year results in two hundred fifty (250) hours being added to the present period of apprenticeship and to the full term of apprenticeship. (250 hour penalty per failed test)

Any apprentice that fails more than four (4) tests in a school year shall be subject to termination.

3. RULE: The apprentice must maintain a minimum average of 75%.

PENALTY: Should tests average for the year fall below 75%, the apprentice will be notified that he/she is on probation and instructed to appear before the Joint Apprenticeship Training Committee subject to further disciplinary action.

Should tests average for the year be so low that perfect (100%) scores on remaining tests could not result in minimum 75% average at the end of the school year, the apprentice will be notified that he/she will be required to repeat the school year at the present classification, or that he/she is terminated from the program.

4. RULE: In addition to qualifying test scores, the apprentice shall be required to pass an incremental performance evaluation (hands-on test) corresponding with each completed school year.

PENALTY: Failure to pass the incremental performance evaluation will result in delay of promotion to subsequent school years until such time aforementioned requirement is met.

5. RULE: The apprentice shall have all assigned homework completed by the beginning of each scheduled training class.

PENALTY: If the assigned homework assignments are not completed the apprentice will be sent home and given an unexcused absence. The apprentice will then be required to make up the missed class according to RULE 1.

6. Payment for classroom text books and online course sessions (yearly school curriculum) is the responsibility of the apprentice.
7. Classroom and worksite starting times will be established from time to time. Tardiness will be cause for appropriate punitive action, which shall be a factor in determining the apprentice's fitness to remain in the program. In the event of absenteeism, a written excuse must be presented to the instructor upon returning to the classroom. The excuse will be subject to review by the Joint Apprenticeship Committee. If the Committee does not accept the excuse, or if absence becomes excessive, appropriate punitive action will be taken.
8. Classroom and worksite attitudes will be observed closely. If the Committee receives a poor attitude or performance report, the apprentice may be dropped from the program.

#### **ABSENT TIME FOR WORK**

9. **RULE:** The apprentice will work the hours scheduled for the job. If an apprentice is going to be absent due to illness or requesting vacation days the apprentice is responsible for letting their contractor aware of the time they will miss. The apprentice will call their supervisor/contractor directly and give as much advance notice as possible.

The apprentice will document their time off in TradeSchool. Time taken off will be put in the respective categories. The apprentice will mark the hours missed for each day in the category that it is applicable. If hours are reported in the job shut down category, apprentices must enter their foreman's names and phone number in the comments section.

**PENALTY:** Each time the apprentice fails to follow the above rule, he/she will have one hundred fifty (150) hours added to his/her present period of apprenticeship and the full term of apprenticeship. This is a "not reporting time off" penalty.

10. **RULE:** For each year of apprenticeship, 40 hours (five unpaid sick days) from work will be permitted without the requirement of a doctor's certification of illness, etc. and other legitimate reasons.

The apprentice is also allowed 80 hours (ten unpaid working days for vacation) in a calendar year beginning the first night of school going forward one year. The calendar year for the Apprenticeship program runs from the first day of school forward one year.

PENALTY: The first time the apprentice exceeds the 40 hours (5) sick days or the allotted 80 hours (10) vacation days one hundred (100) hours will be added to his/her present period of apprenticeship and the full term of apprenticeship, unless such absence is excused by the Committee.

The second (2nd) unexcused absence will be penalized by an additional two hundred (200) hours added to his/her present period of apprenticeship and the full term of apprenticeship.

A third (3rd) unexcused absence will result in an additional four hundred (400) hours being added to his/her present period of apprenticeship and the full term of apprenticeship.

A fourth (4th) unexcused absence will require an appearance before the Committee and be subject to further disciplinary action that may include termination of apprenticeship.

11. An apprentice that accumulates more than one thousand (1,000) penalty hours in a year for any reason will be terminated from the program.
  
12. In addition to sick/vacation hours the apprentice is entitled to bereavement (death in the family) days as follows: Mother/Father: Five days; Spouse: Five days; Siblings: Five days; Children: Five days; Grandparents: Three days; Grandchildren: Three days; In-laws: Three days; Aunt/Uncle: One day; First Cousins: One day.
  
13. RULE: UNIONISM TRAINING  
All apprentices shall attend six (6) out of twelve (12) union meetings per year as part of their unionism training. The six (6) required meetings are mandatory. If an apprentice misses more than six (6) meetings in a twelve (12) month period, they will be charged with an absence for each day missed and subject to other attendance and disciplinary sections of these rules.  
  
The starting point for each twelve (12) month period shall begin with the first day of school and run forward to the subsequent year. This section applies only to those apprentices eligible to attend meetings as determined by the Collective Bargaining Unit (CBA).
  
14. RULE: COMMUNITY SERVICE  
Each apprentice shall be required to serve, as part of their training, a *minimum* of ten (10) hours of community service per year.

15. RULE: MONTHLY EVALUATIONS/MONTHLY ONLINE CATEGORY HOURS WORKED SUBMISSION

Procedure is as follows: Apprentices are required to report their monthly hours worked in the applicable designated categories in TradeSchool. The apprentice must submit their saved work report for each month by the 7<sup>th</sup> day of that month. Once your hours are reported at the end of the month, you will submit your report. This will prompt you to put in your supervisor's email. An email will be sent to that foreman stating that an evaluation is ready to be filled out for you. Your foreman has 10 days from request for your evaluation to be submitted on your behalf. We are asking that our apprentices notify the apprenticeship office after 8 days if their foreman/supervisor has not submitted their completed evaluation back to the apprenticeship office. If they do not submit on your behalf, this results in not having an evaluation for that month.

PENALTY: Failure to submit a work report with their category hours will result in a penalty of 150 hours. Failure to have an evaluation submitted will result in a penalty of 150 hours.

16. The use of alcohol or any illegal substance in the classroom or the worksite will be the basis for immediate expulsion from the program.
17. The Joint Apprentice Training Committee contracts with a third party to conduct quarterly random drug and alcohol testing for all participants. Please refer to the Drug, Alcohol & Controlled Substance Testing Policy provided to you.
18. Any apprentice or applicant for apprenticeship who believes that he or she has been discriminated against on the basis of race, color, religion, national origin, or sex has the right to register a written complaint.
19. The apprentice shall not be excused from school to work scheduled overtime.
20. The apprentice shall be required to have taken the City of Reading Journeyman Electrician Test a minimum of three (3) times before the apprentice has completed their fifth (5<sup>th</sup>) year of training unless the apprentice has passed the test on a previous attempt. Failure to do so will result in evaluation by the committee with the possibility of termination from the program.

I HAVE READ THE ABOVE STATED RULES AND POLICIES FOR THE JOINT APPRENTICE TRAINING PROGRAM AND AGREE TO THE CONDITIONS STATED THEREIN:

\_\_\_\_\_  
Please **PRINT** Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date