



Statement of Policy

In effect for 2026-27 School year

Introduction

Welcome to the Toledo Electrical Joint Apprenticeship Training Program! You have been selected from a very large group of men and women who are interested in entering the Electrical Construction Industry. We hope you have the sincere interest necessary to successfully complete the program and become a proud asset to our industry.

The Toledo Electrical Joint Apprenticeship and Training Committee (referred to as the "Committee") representing the parties to the Collective Bargaining Agreement consists of eight members: Four representatives of the National Electrical Contractors Association (NECA) and four representatives of International Brotherhood of Electrical Workers Local Union #8. This Committee ensures that the men and women in the apprenticeship program are trained to become qualified and productive electricians. This is accomplished by you, the Apprentice, serving as the focal point of the program as well as the mainstay of the Electrical Construction Industry's future.

You are now indentured to the Toledo Electrical Joint Apprenticeship and Training Committee, not to an individual Contractor or to Local Union #8. The following policy is in accordance with the Apprenticeship Standards as approved by the Department of Labor/Bureau of Apprenticeship and Training and will disclose rules, regulations, and procedures this Committee requires all apprentices to comply with while in the program. Failure to comply with or adhere to the rules, regulations, and procedures set forth will result in disciplinary action or violation of the Statement of Policy (referred to as SOP). This Committee has the prerogative to place an apprentice in a probationary period, authorize or withhold a divisional raise, extend the term of Apprenticeship, advance, or hold back an apprentice in the related instructional portion of the Program, or suspend or remove an Apprentice from the program.

There is an Apprentice Acknowledgement Record included at the back of the SOP as Attachment "1". The Apprentice is required to sign this document yearly.

The Training Directors act for and under the direction of the Committee in the administration of all Statement of Policy when the Committee is not in session and shall conduct all business of the Committee's office as directed.

Unless the context indicates otherwise, the nouns and pronouns of the masculine gender used in this SOP shall be construed to include and represent the feminine gender.

Mission Statement:

The mission of the Toledo Electrical JATC is to provide our electrical contractor partners with the best trained and most skilled workforce in the electrical industry. The Toledo Electrical JATC focuses on continuing education, even for our most veteran journeyman electrical workers, to keep us on top of the constantly changing technologies in our industry through training and education to the highest levels of quality, skill, competence, value, and integrity.

Nondiscrimination Clause:

Each apprentice shall be treated fairly and impartially. An apprentice will not be discriminated against or shown favoritism due to race, religion, age, color, sex, or national origin.

Our Campus:

The Toledo Electrical Joint Apprenticeship Training Committee is located at 803 Lime City Road in Rossford, OH. We currently have 2 shop spaces, 2 computer labs, an instrumentation lab, a fire alarm lab and a BICSI lab.

The committee requests that you treat the training center, its contents, and the surrounding grounds with the care and respect they so richly deserve. Over 60 years have passed from the founding of the Apprenticeship and Training Program to the actual construction of the training center.

Any safety violations with tools, equipment, or school property are a violation of this SOP and will result in disciplinary actions.

Anyone caught defacing, abusing, intentionally destroying, or stealing any property, materials, or tools belonging to another student or the TEJATC will be grounds for immediate termination.

Hours of Operation:

The TEJATC is open Monday through Friday from 7:00 a.m. until 4:30 p.m. except for legal holidays. Some classes are scheduled in the evening and on Saturdays. Please refer to the online registration guide for actual class times.

Board of Trustees:

- Josh Abernathy - Chairman
- Dana Hostetler- Secretary
- Kevin Dutton — Trustee IBEW
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- Mike Deaton Trustee NECA
- Roger Barney Trustee IBEW
- Ross Bollin Trustee NECA
- Tom Enright Trustee IBEW
- Ben Motylinski Trustee NECA

Calendar 2026-2027:

- July 6th, 2026 – Fall Semester Begins
- December 18th, 2026 – Fall Semester Ends
- January 4th, 2027 – Spring Semester Begins
- June 18th, 2027 – Spring Semester Ends

Emergency Procedures/Closing:

Inclement Weather Policy: If the campus is closed, students will be responsible for all assigned work and classes will be rescheduled. If time permits, announcements will be made over local radio and television stations. Students will also receive a text message informing them of school closings.

Fires: All students are urged to acquaint themselves with the location of the exits, fire alarm pull stations, and fire extinguishers throughout the building. In case of fire, call 911 and give the precise location of the fire to the operator.

Emergency Evacuation: When a fire alarm sounds, please proceed to the closest exit and assemble near the wind turbine for a head count.

Police: To summon the police, please dial 911.

Theft: If a theft has taken place, please report it immediately to the administrative office or to an instructor.

Accidents and Illness: When there is doubt as to procedure in the case of medical emergencies, immediate medical advice should be secured by dialing 911.

Incident Reports: A complete report of every incident, no matter how minor, should be made to the Director or Assistant Director within 48 hours of the incident. Copies of incident reports may be made available at the administrative office. For non-emergencies related to police, fire, and rescue please contact the Director and then file an incident report as described above. Any

incident involving serious injury should be reported at any time during the day or night to emergency response at 911 then file an incident report as directed above.

Student Services:

The TEJATC is dedicated to providing each student with the support and services they need to successfully complete their program and enter the industry, fully prepared. The services listed below were developed to assist the students in meeting their educational goals. Questions regarding these services should be sent to the Directors, Instructors, or staff.

Counseling services: The TEJATC does not provide any direct formal academic or occupational counseling services but does encourage students to seek any assistance that they require and to discuss such matters privately with the Training Directors. To this end, a list of community counseling resources is available on the bulletin boards or through the Directors. The students should also consult with Toledo Electrical Health and Welfare for potential coverage of counseling services.

Employee Assistance Support: IBEW 8 and NECA as program sponsors recognize the importance of providing direct substance abuse and mental health services to all its members. For this reason, there is a number to call on the back of your health insurance card to obtain benefits. Additionally, throughout your apprenticeship we may have mental health professionals visit each class and provide education on many troublesome topics confronting apprentices and giving resources to receive proper help they need and deserve.

Drug Free Workplace and Campus – Drug and Alcohol Policy:

All applicants, as a condition for admission to the Apprentice Program shall be tested for the presence of illegal drugs, controlled substances, and alcohol. This substance abuse policy shall follow the policy set by the Collective Bargaining Agreement with the following amendments:

1. It will be the apprentice's responsibility to maintain an "Eligible" status and notify the JATC of their status. You must notify the JATC office if your status is "Ineligible". You must also notify the office upon regaining your "Eligible" status. This could result in a violation of this SOP if you do not self-report.
2. The first time any apprentice that becomes "Ineligible" in the industry recognized substance abuse program will result in that student not being able to attend classes until they regain compliant status withing the program.
3. Any apprentice that becomes "Ineligible" in the substance abuse program a second time will be removed for cause from the Apprenticeship Program.

4. Any applicant that has a test result of “Ineligible” during the acceptance test must provide proof of compliance with the substance abuse program before eligibility to participate in the next available orientation.
5. The Medical review Officer will be directed to require that an apprentice regain their “Eligible” status. Once an apprentice has this status, they will be required to take a minimum of two random tests in the next six months with an additional random test within a year.

It shall be the policy of the TEJATC that zero tolerance shall apply to the violations of these rules:

1. Possession, distribution, transportation, use, sale, purchase, transfer, or consumption of controlled substances or illegal drugs on TEJATC property will be subject to disciplinary action up to and including possible dismissal from the Apprenticeship Program and termination by the Employer.
2. Possession, distribution, transportation, use, sale, purchase, transfer, or consumption of alcoholic beverages on TEJATC property will be subject to disciplinary action up to and including possible dismissal from the Apprenticeship Program and termination by employer.
3. Being at work or school while under the influence of controlled substances, illegal drugs, or alcohol regardless of whether they were consumed during or out of work/school times or having amounts above specified tolerance levels of controlled substances, illegal drugs, or alcohol in the apprentice’s system may lead to disciplinary action up to and including possible dismissal from the Apprenticeship Program.

Enrollment:

Once an applicant has been notified of their acceptance to the program, they must complete and sign the Apprenticeship Indenture Agreement. Until this document is completed, no student may start the program.

Apprentices are required to apply for and maintain appropriate licenses for their program and provide proof of renewal each year to the JATC. Failure to provide proof each year is a violation of the SOP. Apprentices have one month from the expiration date to get licenses or proof thereof to the JATC office.

Registration:

Apprentices are enrolled in proper technical classes each semester. Anyone who wishes to take Journeyman Education classes in addition to their regular apprenticeship curriculum must register on the TEJATC website. These classes will be offered to 2nd year apprentices and above.

Term of apprenticeship:

The term of apprenticeship shall not be less than:

- 8,000 hours of on-the-job training for Inside Electricians and 900 hours of Related Technical Instruction
- 6,000 hours of on-the-job training for Telecommunication Tech and 720 hours of Related Technical Instruction
- 5,400 hours of on-the-job training for Residential Electricians and 540 hours of Related Technical Instruction

And may require more than the standard number of years to complete each program due to possible unemployment and/or disciplinary actions. The term of apprenticeship may also be extended at any time by the committee as a consequence of a violation of the Statement of Policy.

Your apprenticeship agreement may be canceled at any time for such causes as:

- Scholastic failure
- Absenteeism/Tardiness
- Unreliability or irresponsible acts
- Lack of interest in work or related instruction
- Violations of this Statement of Policy
- Accumulation of Points (see page 16)
- Inability to perform the work to the standard normally required for your time and experience in the trade
- Violations of the substance abuse program provided under the collective bargaining agreement and amended by the TEJATC
- Any behavior or incident deemed as reasonable cause by the TEJATC

Personal records and files:

All records and personal files are the sole property of the TEJATC and are to be used for administrative purposes as necessary. The apprentices may schedule an appointment with the Training Director to review/discuss overall performance. Submission of any false information may be a violation of the SOP and/or may result in immediate dismissal from the program.

Initial Probationary Period:

The first 2000 hours of employment, along with the first year of related instructional training shall constitute the initial probationary period. During this period the Apprentice Indenture Agreement may be cancelled by either party without the formality of a hearing. Before the end of the probationary period, the committee will thoroughly review the apprentice's ability and

development and take action on each probationary apprentice to end the probation, extend the probation, or cancel the indenture.

The following disciplinary actions are rendered by the committee to anyone committing infractions of this SOP or any other rule or regulation officially adopted by the committee:

Disciplinary Probation:

Disciplinary probation remains in effect for a specified period. Apprentices placed on disciplinary probation may have their apprenticeship extended by 800 hours per six months of probation. This action is allowed to compound. Should apprentices commit additional infractions of any type while on disciplinary probation, they may be dismissed from the program.

Transfer between programs:

Apprentices who wish to transfer to another program must go through the application process and withdraw from any current program. If a residential apprentice completes specific requirements, they may be allowed to slot in as a 4th period Inside apprentice based upon proficiency testing. Telecommunications/Voice Data Video apprentices do not currently have a pathway to the Inside program.

Attendance at work and school:

Apprentices are expected to work a minimum of forty (40) hours per week when employed except when attending school. This committee, which sponsors the apprentice, is not obligated to employ the apprentice, but shall make every effort to keep the apprentice employed in a reasonably continuous manner. Your attendance and attitude on the job will be relayed to the committee by your employer, foreman, and journeyman via your monthly work reports.

An apprentice shall be dependable on the job and ON TIME every day. An apprentice who is unable to report to work, for whatever reason, is required to immediately notify the employer's office and/or job site of this fact. Excessive absenteeism and/or chronic tardiness affect an apprentice's progress and will result in disciplinary action or removal from the program.

An apprentice shall also be ON TIME for class. An apprentice who becomes ill or displays communicable symptoms while in class, is required to notify their instructor for immediate release from class. When an absence occurs, the apprentice waives their student grant for the day and will not be paid.

Make up Procedure:

One hundred percent attendance is required of all apprentices at school. Apprentices will automatically be scheduled on the makeup day for the following month. TEJATC approval must be granted to attend a makeup session other than the one scheduled for the next month. For example, your scheduled class is on a Monday January 4th, and you are absent. The makeup session for all January absences are scheduled for the second Saturday in February. You will now be required to attend that makeup session. Missing an assigned makeup is considered an absence and is a violation of the SOP.

A class absence fee of \$50 will be charged and must be paid before attending the makeup class session. This class absence fee will not be assessed for the first makeup session per semester.

There may be exceptions for which absences, fines, and points may be waived including but not limited to medical and military. If you are requesting an exception, you must contact the JATC office via email at toledoatc@tejatc.org by the first of the month in which your makeup day is scheduled.

Vacations:

Vacations will be left to your discretion. You are to notify your employer, or TEJATC if unemployed, at least two weeks in advance of your vacation. Not notifying the JATC will be considered a violation of this SOP and result in four(4) points being assigned. It is recommended that vacations be no more than two weeks per year collectively and that they be taken when classes are not in session. If you are aware of a vacation prior to your next semester schedule being released, inform the directors and we will do our best to accommodate that request.

Job Placement:

Apprentices are assigned training assignments on an as needed basis off the out of work list. The Training Directors assign apprentices to fill such requests. Employment calls are filled, whenever possible, by assigning the first apprentice on the out of work list. However, apprentices may be placed based on diversification of training, geographic location, and division of apprentices needed on specific jobs.

If you are on the out of work list, you must be available at the number you have on record with the office. If you are not available at that number, you must call in daily between the hours of 8a.m. and 4:30 p.m.

Apprentices do not get to select their training assignments, nor can they refuse a training assignment.

If a training assignment results in less than two weeks due to no fault of the apprentice that apprentice will be placed back at the position they held when they were assigned out last.

Apprentices who do not report directly to a work assignment ready to work with all tools and reliable transportation are in violation of the SOP and are placed at the bottom of the out of work list. *See Appendix A.*

Upon separation from employers, apprentices must report to the office to sign the out of work list within two business days. Failure to do so will result in point accumulation. *See Appendix A.*

The committee suggests that apprentices who are not being offered full-time employment call the TEJATC office.

The committee has full authority, as provided in the Standards of Apprenticeship and Training and the Collective Bargaining Agreement, to transfer or rotate apprentices from one employer to another to provide diversity of training or work experience. The Training Director arranges these transfers.

Special On-the-job Training Experience: There shall be a limit on the amount of credited OJT in areas of estimating, drafting, expediting, take-offs, pricing etc. to a combined total of 520 hours. Additionally, this type of training shall be limited to the last year of one's apprenticeship and shall require prior committee approval. An apprentice wishing to obtain this type of training shall submit a written request and appear before the Committee to discuss the situation prior to commencement of this training.

Apprentices are not allowed voluntary quits. If you are having serious problems with your employer and or the men/women, you are working with contact one of the Training Directors as soon as possible. We want to help develop your skills to the best of your ability.

The Training Directors act as the Board of Trustees in the administration of these procedures.

Procedure to follow if you are unable to work:

If you become ill or are otherwise unable to work, call your employer, steward, or foreman immediately and advise them that you will be unable to work that day. In the unlikely event that you cannot contact the job site or employer, call the apprenticeship office. If you have been injured and will not be able to work, you shall notify the apprenticeship office as well as your employer. Remember a work report should be filled out EVERY MONTH. Whenever you are not working, simply indicate the reason on your work report.

Procedure to follow if you are terminated:

An apprentice who has been fired or terminated for cause shall immediately report to the apprenticeship office. Termination is a violation of the SOP. *See Appendix A.*

Rotation Procedure:

This committee rotates an apprentice when and where they deem necessary. If rotation is desirable, submit a written request to the JATC office. If such a request is made be sure to

include the grounds on which the request is based. The committee will consider all requests for rotation.

- All apprentices are eligible for rotation every twelve months.
- A rotation subcommittee shall be established consisting of one member from labor and management. This subcommittee shall meet on an as-needed basis. They will review apprentice work reports and direct rotation of apprentices when deemed to be in the best interest of apprentices on the job development. The decision of the subcommittee shall be binding and affected contractors may appeal the decision of the subcommittee to the full committee. The apprentices in question shall remain with their current employer until the appeal is adjudicated at the next regularly scheduled committee meeting.
- A record of the apprentice's total work experience as per the work report categories shall be maintained.

Disability/Illness:

Apprentices who are not able to work or attend school because of sickness or disability for a period of five days or more, shall submit to the Board of Trustees a statement from their physician stating the reason or reasons for said absence and the estimated return date. Apprentices who are not able to work may not be able to attend classes, please contact the Training Directors for further assistance.

Maternity leaves are considered a temporary disability with employment being discontinued upon receipt of a physician's statement indicating the need for said leave. The apprentice shall return to work within sixty (60) calendar days after delivery, unless documented (by the attending physician) medical complications delay said return.

Pregnant apprentices during and immediately after their pregnancy may take a total of up to eight weeks off work and still be eligible to come to school during this time off work. They may also choose not to attend school during any part of this time with no penalty but would need to make up any classes missed with no grant in aid to be paid for the makeup classes. If a pregnant apprentice has any additional restrictions given in writing by her doctor that require additional time off, they shall follow MLA guidelines. Pregnant apprentices may not be able to perform some of the hands-on competency exams or training. If that is the case, it will need to be made up as soon as the apprentice is cleared to do so. In addition, time off work has no requirements for pay unless required by law.

Apprentices who are physically unable to report for a work assignment for a period of six months or more, are considered inactive and are automatically placed on a leave of absence and will have their situation reviewed by the entire committee at their next regular meeting.

Military duties will be treated similarly; we will need copies of orders at all times stating dates of duty and return dates.

Periodic advancement of apprentices:

Apprentices are eligible for advancement provided the following requirements are met:

- Accumulation of adequate number of OJT hours
- Satisfactory completion of related instructional training
- In good standing with the JATC
- Satisfactory performance evaluations
- Satisfactory attendance for the instructional period
- Maintain all required licenses and qualifications

Each of the above requirements is checked prior to advancement. Advancements will occur at the beginning of the next pay period. Deficiency in any of the requirements will cause a deferment in advancement. Identification cards will be issued to each apprentice indicating your period status. You should always carry this card with you. Actions are taken on each apprentice individually i.e., advancement, probation, cancellation.

Advancement to Journeyperson status will require you to earn and maintain all licenses and qualifications applicable to your specific program.

Withdrawal/Leave of Absence:

Apprentices who wish to withdraw from their program, in its entirety, must send a request in writing to the director.

A leave of absence may be granted for personal or medical reasons at the discretion of the director. If the Director believes that the apprentice should be granted a leave of absence, then the apprentice will be notified in writing.

Graduation Requirements:

Students who have completed all core curriculum courses in their program, earned and maintained all required licenses and certificates, and completed the requisite number of on-the-job hours are eligible for graduation. They will receive an apprenticeship completion certificate from the Electrical Training Alliance. Graduation ceremonies will be announced.

Continuing Education Programs:

The TEJATC is pleased to offer a number of courses and certificate programs, outside of the standard curriculum, to the apprentices. Whether you are interested in updating your skills, learning something new or working to advance your career, these courses are designed with

you in mind. A schedule of classes is posted on Tradeschool and in the IBEW 8 newsletter monthly.

Service-Learning Credits:

Toledo Electrical JATC expects that its apprentices will develop a sense of social responsibility and be beneficial to the community. The TEJATC believes that by the apprentice's volunteering in a service-learning project they will develop a service ethic and gain a deeper understanding of the ties of the International Brotherhood of Electrical Workers (Local Union 8) and the National Electrical Contractors Association (Ohio/Michigan Chapter) with the community. Service learning involves apprentices in community service which provides the opportunity to develop or strengthen a service ethic. Through service learning, apprentices broaden their knowledge and personal development by participating in community-based activities that earn service-learning credits.

The service-learning record is included at the back of the SOP, referred to as Attachment 3, which includes a description of how to earn Service-learning credits. Some service-learning credits may be used for contact hours or point reduction.

Please remember that the TEJATC cannot be aligned with any politics or religion.

Personal Appearance:

Apprentices, while on the job or in school, represent to the customer:

- Their Employer
- The Local Union
- This Training Program

Keeping this in mind all apprentices shall conscientiously:

- Report to work in proper attire.
- Maintain an attitude conducive to the electrical construction industry.
- Provide all tools necessary to comply with sanctioned agreements.
- Maintain proper personal appearance and hygiene.
 - No jewelry of any kind, except for a single plain band ring without stones and medical alert identification, may be worn.
 - Shoulder length or longer hair shall be pulled back, covered, or worn beneath appropriate headwear.
 - Personal hygiene is required, and all clothing shall be maintained in a clean and sanitary condition. Torn, tattered, and soiled clothing is not permitted.

Apprentices shall make every effort to demonstrate to the customer that the union electrical worker is a proud, qualified, productive, skilled tradesperson doing the job right the first time. Should the customers have additional requirements, they must be adhered to.

Tuition and Book Bills:

Tuition and book bills are payable upon receipt. If full payment is not received by the specified date the apprentice will be considered absent and will be denied entrance to class. Book and tuition may be refunded 50% if an apprentice withdraws within two weeks of a semester, providing all materials are returned and useable for redistribution. After two weeks no refunds are provided.

If you need financial assistance, please contact the Training Directors as soon as possible for some potential assistance opportunities.

Scholarship Loan Agreement:

To protect the vested interests of the sponsors and participants of our training programs, all apprentices and trainees are required to sign the Board of Trustees' prevailing Scholarship Loan Agreement. This agreement may be updated year to year to accurately represent the amount of investment made by virtue of respective training program. A promissory note will be updated and signed each year of your apprenticeship.

Contracting:

As an apprentice in this training program, you are NOT to employ yourself in any manner in the electrical construction industry except through assignment by the apprenticeship office. Anyone found to be contracting, subcontracting, "moonlighting", or in any other way working for compensation as an electrician outside of an assigned referral may be terminated from the program.

Meeting with the Board of Trustees:

Any apprentice who is summoned, or who has requested to meet with, the Board of Trustees shall be available at the time that has been assigned by the apprenticeship office. Failure to meet with the Board of Trustees as directed may result in dismissal.

Procedure to follow on monthly work reports:

Monthly on-the-job reports are a vital and necessary part of your apprenticeship. Using these work reports, this committee can determine your progress as an apprentice. It is extremely important that work reports be completed accurately and submitted at the end of each month. Failure to do so will result in disciplinary action and the withholding of your divisional raise.

Therefore, it is in your best interest to complete them properly and submit them before the deadline.

You will receive the necessary training in completing work reports. They shall be filled out correctly and submitted to the JATC no later than the close of business on the 1st of the following month. Should the 1st fall on a weekend then it shall be submitted before the start of business on the Monday immediately following.

Each day a work report is late beyond the 15th of the month will result in a delay of divisional pay raises of a week and may lead to termination from the program. Falsification of a work report will result in violation of this SOP. A work report shall be completed every month, regardless of employment status, including the month you become a journeyman.

Work report evaluations with scores less than 22 pts average shall be considered poor and will result in disciplinary action.

Tools:

The employer shall furnish sufficient and necessary tools and equipment (except hand tools) to properly install and/or do the job engaged upon. Ladders, scaffolds, ropes and rigging, and all equipment furnished by the employer shall comply with the State Safety Code, regulations of the State Department of Industrial Relations and Industrial Commission. Every worker shall provide sufficient and necessary hand tools for the daily performance of the work on the job. Apprentices shall obtain and have approved by the directors all necessary tools before receiving their first referral.

As noted in Article XI of the Collective Bargaining Agreement: Section 11.05: It is mutually agreed between the two parties that the employer will furnish a hard hat with ratchet type suspension. This hard hat will conform to OSHA standards with liners to be furnished by the employer.

Upon termination of an employee, the hard hat shall be returned to the employer.

Please see your respective collective bargaining agreement for the tool list.

Wages:

Wages will be paid according to the collective bargaining agreement.

Change of address:

Each apprentice is responsible for notifying the apprenticeship office within two weeks when there is a change of name, address, telephone number, or email address. Failure to notify the

TEJATC of address, phone or email change within ten business days is a violation of the SOP and may result in the following:

- You can lose a job opportunity when unemployed. The apprenticeship office shall dispatch an apprentice immediately upon receiving a call.
- You will not receive important information about your apprenticeship.

Point System:

The point system was instituted July 1, 2021, by the TEJATC to properly document any violations of this SOP by the apprentices.

The point system is a progressive disciplinary policy that can lead to automatic self-elimination from the program of any apprentice who constantly fails to adhere to the rules or perform their duties and/or responsibilities agreed to in this policy. Points are accumulated throughout the term of apprenticeship until receipt of the program completion letter indicating that all requirements have been fulfilled and you have reached journey person status. Points are automatically tallied on an apprentice's record for each violation of policy which is not specifically excused by the committee.

All points will be assigned at the time of violation, or when necessary, by the committee no later than the next scheduled meeting.

There will be no compounding of points if the situation involves multiple infractions at the time. For such situations, the violation with the most points will be incurred and added to the individual's record.

It shall be the apprentice's responsibility to be aware of any points assessed.

Point system description:

The Point system description is included at the back of the SOP and from here on will be referred to as Appendix "A".

Reduction of points:

Any points accrued by violation of any of these offenses listed in Appendix A may be reduced or erased with a variety of service-learning credits under the following conditions:

- All service-learning credits must be documented and approved by the Training Director or TEJATC, see Attachment 3.
- Any credit used to reduce points must be earned and recorded before points are assessed.
- No more than 4 points may be removed under this section in any one year.

Appeals:

All appeals must be submitted in writing no later than ten business days from the date of violation.

It shall be the apprentice's responsibility to present evidence in support of their claim for an excuse of a violation. If the committee deems the evidence warrants further action, the apprentice will be summoned to appear before the committee to clarify the evidence and answer any questions of the committee. If the committee excuses the violation, any points accumulated for the violation in question will be automatically deducted. Excused violations will not be tallied on the apprentice's point record and will not count against them.

If the apprentice accumulates enough points for elimination due to point accumulation, they shall be immediately suspended from school and work until summoned to appear in front of the committee. Any appearance in front of the committee may lead to termination unless sufficient evidence is provided.

The apprentice has the right to appeal any termination before the next scheduled committee meeting. The process of submitting any appeal is the same:

- Email toledoatc@tejatc.org with the subject line "Points appeal for (insert your name)"
- Include the point description in question.
- Include the reason for appeal and supporting documentation.

Elimination due to point accumulation:

Elimination points (see Appendix "A" for individual point descriptions) shall be based on the following point accumulation:

- 12 points each year.
- 45 points in a 5-year program
- 36 points in a 4-year program
- 27 points in a 3-year program

For the purpose of instituting this system each current apprentice will start with 0 points but be limited to the average of 9 points for each year left in their apprenticeship and no more than 12 in a given year.

Immediate Expulsion:

The following offenses are a violation of the SOP and will result in immediate expulsion from the apprenticeship program.

- Physical Altercation
- 3rd absence in a semester
- 2nd termination by employer for cause
- Failure to meet with Committee when called upon.
- Possession of a firearm on the grounds of the TEJATC

- Refusing to accept a work assignment from the TEJATC.
- 2nd failure of industry recognized substance abuse program
- Late work reports equivalent to 10 days per year
- Defacing, abusing, intentionally destroying, or stealing any property, materials, or tools belonging to another student, the TEJATC or the surrounding grounds.

Rules and Regulations:

- The training center is a no-tobacco facility. This includes snuff, chewing tobacco, cigarettes, cigars, and electronic cigarettes. Please feel free to use these products outside at break time. Also, please use the provided ash trays near the doors.
- No food in the classrooms.
- Electronic devices shall be silenced and always concealed in the classroom.
- Only apprentices currently enrolled in the program are allowed in the building.
- Park in designated spots only. Vehicles parked in an obstructing manner will be towed at the owner's expense.
- First year apprentices may perform all tasks assigned by a general foreman, foreman, and/or journeyman. However, they shall not work on or near live circuits or systems.
- No apprentice can work outside of the jurisdiction described in the collective bargaining agreement unless prior approval has been given by the committee.
- All apprentices shall provide themselves with reliable, independent transportation. Transportation problems are not an excuse for absenteeism or tardiness from school or work.
- All apprentices shall provide themselves with an operating telephone and shall keep the working number on file with the apprenticeship office.
- All apprentices will undergo competency evaluations during each year of apprenticeship and must pass to be advanced in period. Failure of a third attempt at the HOCE or any test may result in scholastic probation and/or restarting a semester. Tutoring is available every Thursday night from 6PM-10PM. Please make use of this before problems arise.
- Absolutely no apparel deemed vulgar or politically charged shall be worn in the facility or work at any time.
- Any altercation with any staff may be deemed a violation of the SOP. Be respectful of the office staff, instructors, and directors.
- Breaks will be given at the discretion of the instructor. At no time will breaks exceed 15 minutes. You may not leave the grounds at break times, but you may at lunch.
- Work does not exempt you from attending classes, completing homework assignments, or maintaining passing grades on all tests.
- Absences do not exempt an apprentice from maintaining passing grades on all tests.
- No apprentice is excused from classes because of joining any organization which may conflict with their apprenticeship except for joining the military.
- The assignments given to apprentices are considered homework and shall be substantially completed by the designated deadline. If it is not, it is considered a

violation of the SOP and points may be assigned. If no homework is completed, then you will be directed to work and counted as absent.

- Possession or use of alcoholic beverages/controlled substances on the school grounds or during the school day will not be tolerated. This is a violation of state regulations, committee policies, and in some cases the law. *See Appendix A.*

Computer Use:

The TEJATC provides the opportunity for each student to utilize computers and to have internet as a resource to help reach academic goals. We have computer labs that we will utilize at times in class. This will allow you to have access to view your online coursework while here in class. You shall understand that use of computers here as well as any internet access is a privilege and comes with some guidelines. You are to adhere to a strict ethical standard in its use and shall agree to the following conditions:

- You will only use training center computers and devices for school related activities and will follow all copyright and plagiarism laws.
- You will not alter, modify, or install anything on computers or devices that do not belong to you.
- You will not use technology to harass others or to send, create, duplicate, or in any way convey inappropriate messages, images, or videos.
- You will be held responsible for any misuse of the network or the training center computers, including sharing login information, cheater applications or tutorials, bypassing security, or “hacking” information.
- You will be held responsible for any damage you cause to the network and/or the lab computers.

Amendments:

This document may be amended to any extent, at any time by the local Joint Apprenticeship and Training Committee. Notice of changes will be displayed and circulated properly.

Summary:

The committee fervently hopes that you recognize the career opportunities our program offers as well as the possible hardships and sacrifices with which you may be faced. We also realize that rules and regulations shall be judiciously adhered to for the program to be successful. Our objective, in sponsoring these programs, is to train you to become a qualified Journeyman in the IBEW. Your future in the industry depends entirely upon your own efforts. If you have any problems or need assistance, we encourage you to contact the Training Directors.

Attachment 1: Acknowledgement Record

Acknowledgment Statement

I hereby acknowledge that I have received and reviewed this Statement of Policy (SOP). I understand its contents, requirements, and obligations, and I agree to comply fully with all provisions contained herein. I further understand that failure to adhere to this SOP may result in disciplinary action, up to and including termination of my apprenticeship.

Apprentice Name (Print): _____

Apprentice Signature: _____

Date: _____

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ATTACHMENT 2: POINT SYSTEM RECORD

Apprentice Name & Date of Incident:		
Points	Description	Initial(s)
General Violations		
1	Failure to notify Committee and TEJATC of address, phone or email change within 2 weeks	
2	Any safety violation with tools, equipment, or school property	
Apprentice Employment/Job Assignment		
	Failure to sign the out of work list: 1 point upon separation from the employer within two business days (not including day of separation) 2 additional points for every 5 business days thereafter	
4	Termination by employer – 1 st incidence	
Work Report		
1	Work report not properly and/or accurately filled out – per incidence	
1	Work reports not turned in by the 15 th of month first time	
2	Work reports not turned in by the 15 th of month subsequently	
3	Work reports not turned in by the 1 st day of each following month following the 15 th	
School Regulations		
1	Not silencing or concealing electronic devices while class is in session	
	Tardiness each incidence (start of class, break or lunch) per year 1 point for the first incidence 2 points for each additional incidence - A third incidence may result in the apprentice being sent directly to the job site and will not be eligible for student grant for that day and considered absent.	
3	Cheating on tests: Points will be assigned, and the Apprentice will be required to restart the school semester on Scholastic Probation.	
	Failure to submit homework by the designated deadline 1 point for the first incidence - For any additional incidence Apprentice will be requested to report to work and considered absent from class, regardless of timeframe in the apprenticeship program	
	Test/HOCE Failure 1 point for failure of the 1st test/HOCE of year 2 points for failure of the 2nd test/HOCE of year 3 points for failure of the same test/HOCE 2nd time of year - Failure of third attempt on any test/HOCE will result in starting the year over and being placed on scholastic probation	
	Poor Work Report Evaluation, regardless of timeframe 0 points for the 1st incidence 2 points for the 2nd incidence 3 points for the 3rd incidence – every subsequent incident	
	Absence per semester 0 points for the 1st incidence 4 points for the 2nd incidence 3rd incidence will result in automatic and immediate expulsion	
	Unruly conduct in class or on school property 5 points for unruly conduct 8 points if expelled from class due to unruly conduct	
4	Failure to apply, obtain, and maintain licenses and certifications throughout their entire Apprenticeship; and must provide proof of renewal each year, unless through no fault of their own	
4	Possession of drugs or alcohol on campus	
4	First failure of any required Industry Recognized Substance Abuse Policy test (Apprentice <u>cannot attend class until regaining current status</u>)	
5	Failure to maintain current status with Industry Recognized Substance Abuse Policy once notified, Chain of Custody form is received, and when substance abuse testing is required	
	General violation of the SOP not covered above; points to be determined by committee upon review	
Point Reduction: See attached Service-Learning Record for point reduction		
Please provide comments if needed on the reverse side of this form		
Apprentice Signature & Date:		
Witness Signature & Date:		

ATTACHMENT 3: SERVICE-LEARNING RECORD

This section must be completed and preapproved to receive service-learning activity credit

Participants Name (print, sign, date): _____

Phone _____ Email _____

Placement Site or Activity which one best describes your service learning

- | | |
|--|---|
| ☐ Training Facility | ☐ Tutoring/Mentoring |
| ☐ Community Project | ☐ Community Building Project |
| ☐ Blood Drive on campus (2 Hours) | ☐ Outreach Program |
| ☐ Blood Drive off campus | ☐ Educational Program |
| ☐ Other _____ | |

Describe specific service-learning activity and hour(s) volunteered.

PRE-APPROVED by Director (print, sign, date): _____

IBEW or NECA Member Signature: _____ **Phone** _____

Card # or title: _____ **Service site/address** _____

Date of service _____ **Hour(s) served** _____ (hours earned can be used in 2-hour increments)

Purpose: Toledo Electrical Joint Apprenticeship and Training Committee (TEJATC) expects that its apprentices develop a sense of social responsibility beneficial to the community. The TEJATC believes that by the apprentice's volunteering in a service-learning project they will develop a service ethic and gain a deeper understanding of the ties of the International Brotherhood of Electrical Workers (Local Union 8) and the National Electrical Contractors Association (Ohio / Michigan Chapter) with the community. Service learning involves apprentices in community service which provides the opportunity to develop or strengthen a service ethic. Through service learning, apprentices broaden their knowledge and personal development by participating in community-based activities that earn service-learning credits. **Remember that the TEJATC cannot be aligned with any politics or religion.**

Guidelines: Service learning is used to clarify, illustrate, or stimulate additional thought about topics covered in the classroom, while at the same time encouraging apprentices to develop a habit of service to the community. Service-learning activities should:

- integrate community and classroom learning
- take place only at service sites approved by the TEJATC
- not be part of any other required community service or TEJATC makeup requirements
- meet community needs and be identified in conjunction with community organizations
- be given for credit only for activities so described and approved by the TEJATC in advance
- be documented by the community service organization IBEW or NECA Member and turned into the TEJATC for credit.
- service-learning credit(s) are valid as of the TEJATC approval date. No more than four hours may be applied during a scholastic year. Two hours of service is equal to two hours of service-learning credit. Accumulated hours are valid throughout the entire apprenticeship. Service-learning is implemented in 2-hour increments. 2-hour credits may be used at the start of the day for tardiness. If testing/HOCE is missed, the participant will need to attend a testing makeup session. 2-hour credits may be used at the end of day for early dismissal and must be approved by Instructor!

FOR JATC USE ONLY do not write below this line

☐ Approved for _____ credit hours (equally interchangeable to reduction point) as determined by the JATC

☐ Not approved _____

Committee Member or Director (print, sign, date): _____

