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| Local Union 278 | Southeast Texas Chapter |
| IBEW | NECA |
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**Article A-01 PURPOSE**

The Members and Trustees of the Texas Gulf Coast Electrical Joint Apprenticeship Training Committee (TXGCJATC), hereinafter referred to as **"**TXGCJATC or Committee," recognizes the importance of providing proper and adequate training for all Apprentices and others to produce the most highly skilled and productive Journeyman. 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 Southeast Chapter of NECA and IBEW Local Union 278, the JATC accepts and assumes its responsibility, obligation, and commitment to oversee all aspects of training without discrimination of any kind. A primary 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 ensure the best success in obtaining these goals with fair and non-selective enforcement.

These rules and policies are 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. The TXGCJATC 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.

To maximize Apprentices training on the job and in the classroom, the TXGCJATC will enforce all policies for the wellbeing of our industry. It is the responsibility of the TXGCJATC 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 professional manner.

**Article A-02 BASIC PRINCIPLES**

It is the sincere desire of the TXGCJATC to present an up to date and adequate program of training for all enrolled participants, in order that they might receive the proper training required to perform the work of this trade. The TXGCJATC operates with the thought of mind that the apprentices trained today are to become the journeymen of tomorrow and, therefore, find it necessary to conduct the training program with firmness and in accord with the National Standards and Rules, as set forth by the TXGCJATC. To promote a smoother operating program and for matters of clarification, the TXGCJATC, therefore, sets forth the following policies and rules, which must be observed by every Apprentice in this program. Words used in these policies in the masculine gender shall include the feminine.

**Article A-03 EDUCATIONAL PRINCIPALS**

The Committee responds to the needs of the total person indentured to the Electrical JATC when applicable and practical as determined by the Committee. The Committee feels that the individuals can be selected and developed within the past and present standards of the program. If an individual cannot obtain program standards with supplemental help as provided, the Committee is obligated to terminate the individual's apprentice agreement.

**Article A-04 VOCATIONAL EDUCATION POLICIES**

On-the-job training and academic training constitute the TXGCJATC program. If an individual is found to be unsuitable to the trade, his or her apprenticeship agreement shall be terminated by the Committee following the guidelines detailed in this manual. Substandard effort, motivation, or skill development are indications that a participant may not belong in the program or the construction industry. In addition to the successful completion of apprenticeship training, it is necessary for an individual to be employed in the trade for several years to develop the vocational skills and competency levels required by the industry.

**Article A-05 RESPONSIBILITY AND AUTHORITY**

The TXGCJATC has full responsibility and authority for selection, qualification, certification, and supervision of all apprentices, as well as all the other matters regarding apprentices or apprenticeship.

**Article A-06 TRAINING DIRECTOR**

The Training Director is responsible for the TXGCJATC for all administrative procedures required to operate the TXGCJATC. The Training Director shall act for, and under the policy of the Committee in the administration of TXGCJATC school in cooperation with school officials.

The Training Director Shall act on behalf of the TXGCJATC in implementing the administration of the policies. Disciplinary problems shall first be handled by the Training Director. Whenever the Director's efforts fail to produce the desired results, he/she shall refer the matter to the Committee for action.

**Article A-07 WORK JURISDICTION**

It shall be understood that the counties the TXGCJATC apprentices can work in are as follows:

1. Calhoun
2. Goliad
3. Refugio
4. San Patricio
5. Jim Wells
6. Jim Hogg
7. Victoria
8. Bee
9. Live Oak
10. Nueces
11. Duval
12. Kennedy
13. Aransas
14. Brooks
15. Kleberg

Students will be required to work anywhere within this jurisdiction regardless of residential location. Per Diem for traveling to these locations is not "Mandatory" and at the discretion of the Employer.

**Articles A-08 Indenture**

Each Apprentice is indentured to the TXGCJATC and is directly responsible to them for all matters pertaining to their apprenticeship training.

**Article A-09 PROBATIONARY PERIOD POLICY**

1. The probationary period is 1,000 hours of on the job training and completion of 6 months of classroom curriculum from the Inside Wireman Program. Program standards are registered with the Department of Labor. During this period, an apprentice's indenture agreement may be canceled for any reason by either the TXGCJATC or the Apprentice without the formality of a hearing.
2. Prior to the end of an apprentice's probationary period, the Committee shall review the Apprentice's ability and development. Action must be taken on each probationary Apprentice to end his/her probation or cancel his/her indenture agreement if the Apprentice is not developing as needed. All interested parties shall be notified of such action.
3. Probationary Apprentices will have bi-monthly evaluations done by their contractors. Any evaluation feedback that the JATC might find disturbing, negative, or harmful to you or the industry as a whole will require the JATC to cancel your indenture agreement without the formality of a hearing.
4. The Committee recommends that all the apprentices shall be eligible for the union membership upon satisfactory completion of the probationary indentured process. Union membership is also available before completion of the probationary indenture process.

**Article A-10 ADDRESS/PHONE NOTIFICATION POLICY**

All apprentices are responsible for keeping their address and telephone number current with the JATC office at all times. Any change of address or phone number should be filed with the JATC office within five (5) days of the change.

Apprentices are required to notify the Local Union Hall, and Credit Union of any change in address and contact telephone number(s) for relevant mailings.

**Article A-11 PERSONAL APPEARANCE**

The Apprentice, while on the job, represents his Employer, the Union, and this Training Program to the public. The Apprentice shall report for work and school in clean work clothes and be neat about his personal appearance. Piercings and Non-prescription contact lenses shall not be worn on the job or while
attending school.

**Article A-12 COUNT NIGHT**

The TXGCJATC receives grant money to keep registration fees at a minimum. In order to keep costs to a minimum, apprentices are required to be present on the third night of class. If an apprentice is absent on the third official night of class, the Apprentice will be responsible for reimbursing the TXGCJATC the full expense of what the state awards the TXGCJATC if that Apprentice were to of been present.

**Article A-13 DISCIPLINE PROCEDURE**

1. **Verbal Warning**: If the Committee or Training Director issues a verbal warning to an apprentice, a note will be placed in the Apprentice's file. If the Training Director issues a verbal warning, the Committee shall be informed of such action at the next committee meeting.
2. **Written Warning**: If the Committee or Training Director issues a written warning, a copy of the warning, signed by the Apprentice and the Chairman or Training Director of the JATC will be entered in the Apprentice's file. All written warnings will be made available to the JATC committee at all committee meetings.
3. **Pre-termination Probation:** For serious violations of the Committee policy, the Apprentice will be immediately placed on pre-termination probation. This period shall be a minimum of three months in length. There will be no scheduled upgrades while on probation. The JATC reserves the right to extend the length of the pre-termination probation for the remainder of the Apprentice's term of the apprenticeship for repeated violations. Should this occur, scheduled upgrades may or may not be affected. Depending on the severity of the violation, this step may be taken with or without disciplinary action.
4. **Termination of Apprenticeship Agreement:**Termination of Apprenticeship agreement may occur when dealing with issues involving evaluation, academics, absenteeism, employment terminations, and employment status. Depending on the severity of the violation, this step may be taken with or without prior disciplinary action. In the event an apprenticeship agreement is terminated, he/she will be notified in writing of their right to appeal. Provided the Apprentice is no longer on their probationary period. If an apprentice is still in the probationary period, please see Article A-09.
5. **Criminal Prosecution:** Any apprentice involved with misdemeanor or felony actions against the JATC, JATC property, while on JATC property, or when representing JATC, will be immediately removed from employment status, denied access to classroom training and prosecuted to the fullest extent of the law.

 **ARTICLE A-14 DRUG AND ALCOHOL POLICY**

 The TXGCJATC is committed to maintaining a safe, healthy, and productive work and classroom environment that reflects concern for our apprentices' health and safety. Apprentices under the influence of alcohol, drugs, or other controlled substances not only impair their performance but may also pose a safety risk to other individuals. The JATC recognizes that alcohol and drug abuse have become a major issue both in the workplace and within our communities and families. Whenever possible, efforts will be made by the TXGCJATC to provide the help that is requested by an apprentice or employee, and in these instances, strict confidentiality will be observed.

As a result, the JATC has implemented the following guidelines to help facilitate a drug and alcohol-free environment. The JATC considers adherence to this policy to be essential and an absolute condition of indentureship or employment.

1. Unless prescribed by a physician, the use, manufacture, sale or possession of narcotics, alcohol, drugs, or controlled substances while on the job, company vehicle, class or premises is prohibited. Any use of or being under the influence of drugs or alcohol while at school will be subject to dismissal from this apprenticeship program.
2. The use of controlled substances prescribed by a licensed physician is not prohibited, but apprentices are required to inform their immediate supervisor and Training Director when a prescription(s) may affect their performance or impact the safety of other workers.
3. Any apprentice who, during their probationary period, tests positive (includes two-time dilute, providing an adulterated or out-of-temperature test specimen, or did not test within 24 hours of

notification to test), will be terminated from the apprenticeship program and will not be eligible to

reapply for the program for one (1) year. At the time of reapplication, proof must be provided that the individual is drug-free, at their own expense.

1. Any apprentice subject to random testing or who is referred to an employer or job site where mandatory substance abuse testing is conducted who tests positive at any time during the apprenticeship must have the results released to the TXGCJATC. An apprentice who receives a positive test, as determined by a medical review officer, or refuses to accept a job assignment to a project with pre-hire substance abuse screening shall not be permitted to return to work until a negative drug screen is supplied to the TXGCJATC at the Apprentices' expense. Refusing a job assignment due to drug test requirements is automatically considered a positive test result.
2. Any apprentice testing positive or refusing to accept a job assignment to a project with pre-hire

substance abuse screening on a second occasion during the duration of their apprenticeship will be terminated from the program.

Apprentices are required to notify the Training Director within five (5) days of any criminal drug conviction. If an apprentice's Employer holds a federal agency contract of $25,000 or more, then said the conviction will be reported to the Apprentice's Employer and the applicable contracting agency within thirty (30) days of receipt of the employee's notice of the conviction.

**Article A-15 ON THE JOB TRAINING**

The TXGCJATC Training director shall recommend all of the apprentices for job placement.

1. If an apprentice refuses his recommendation for assignment, he will be put on suspension until he appears before the Texas Gulf Coast ETA.
2. All recommendations for an assignment will be based upon the Employer's request and training needs of the available apprentices.
	1. While an apprentice is employed, he shall notify his Contractor's Foreman or General Foreman when he is unable to report for work. See Section A-16 Contractor Absence/Tardy Notification
3. No apprentice shall quit his job without first talking to the training director
4. Any apprentice terminated for cause will have his record reviewed by the Texas Gulf Coast ETA and disciplinary action taken, if necessary.
5. When an apprentice's employment is terminated for any reason, he shall report in person to the Training Center within 24 hours or the next working day after his termination. If he fails to do so, he will be subject to disciplinary action by the TXGCJATC. After reporting to the Training Center, the Training Director will recommend the Apprentice for reassignment, when work is available unless the termination was for absenteeism or tardiness.
6. Any apprentice terminated from employment or denied employment for any reason, must immediately register on the out-of-work book at the TXGCJATC, but will be removed from employment eligibility pending the outcome of TXGCJATC investigation and final determination of appropriate disciplinary action.
7. A notice to appear before the TXGCJATC will be given to the Apprentice in writing instruction him/her of the date, place, and time to appear, as well as the charges. All proceedings of this appearance are to be documented and maintained in the individual's personnel file for the term of apprenticeship
8. Failure to appear in front of the committee will be considered a volunatry quit.
9. Any apprentice fired for absenteeism or tardiness will automatically have the disciplinary action imposed upon him:
10. The First Time fired for absenteeism or tardiness – will be placed on suspension for ten (10) working days.
11. The Second Time fired for absenteeism or tardiness – will be placed on one-month suspension and summoned to appear before the TXGCJATC. A notice to appear before the JATC will be given to the Apprentice in writing instruction him/her of the date, place, and time to appear, as well as the charges. All proceedings of this appearance are to be documented and maintained in the individual's personnel file for the term of apprenticeship
12. The Third Time fired for absenteeism or tardiness – will be automatically dropped from the Training Program. A letter of appeal will be sent to the Apprentice, and the Apprentice will have thirty (30) days to submit the letter of appeal. Apprentice will then be notified of date and time to meet with Committee regarding the appeal. All proceedings of this Apprentice are to be documented and maintained in the individual's personnel file.
13. No cell phones permitted on the job site unless authorized by the Employer.
14. Apprentices are required to observe all safety rules and regulations, at school and on the job
15. Apprentices are responsible for having transportation to the job and to school. The TXGJATC recommends that alternate means of transportation be pre-arranged, should it be needed.
16. 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.
17. Apprentices are required to report to work, per the collective bargaining agreement, with all of the following tools:

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| 1-Tool Box | 1. Wiggins Type Tester
 | 1. Center Punch
 |
| 1. Pair of Wire Cutters
 | 1. 10" Crescent
 | 1. 8" Level
 |
| 1. Channel Locks Pliers
 | 1. Set of Allen wrenches in graduated sizes 1/16" to 5/8"
 | 1. Pair of Diagonal Pliers
 |
| 1. 6" Screw Driver
 | 1. Keyhole Saw
 | 1. Lock
 |
| 1. 10" Screw Driver
 | 1. Knife
 | 1. Hacksaw Frame
 |
| 1. Claw Hammer
 | 1. Phillips Screw Driver
 | 1. Pencil
 |
| 1. 6 Foor Rule
 | 1. ½" Steel Chisel
 | 1. Pair Stake on Pliers
 |

**Article A-16 CONTRACTOR ABSENCE/TARDY NOTIFICATION**

The Contractor's ability to complete their job in a timely manner and according to the contractual obligations requires their work crews to be on the job site for all scheduled hours. Any apprentice absent from or tardy to their assigned training assignment impedes the Contractor's ability to effectively schedule their work. If you are unable to work due to illness, vacation, or emergency, you must notify the Contractor. Any apprentice absent from or tardy to their assigned classes impedes their ability to effectively progress with the TXGCJATC curriculum.

 The following absence and/ or tardy notification (call-in) policy must be followed:

1. Whenever an apprentice receives a training assignment, it is the responsibility of the Apprentice to verify the Contractors call-in procedure and phone number.
2. Every Apprentice is required to periodically verify the phone number of the job site supervisor, Journeyman, TXGCJATC, and the Training Director.
3. Any apprentice anticipating being absent from their training assignment for any reason must notify the Contractor BEFORE the scheduled start of the work shift.
4. Any apprentice anticipating being tardy to work for any reason must notify the Contractor as soon as possible.
5. Penalties for absenteeism or tardiness regarding the apprentices' training assignment are established by the Contractor to which the Apprentice is assigned. It is the responsibility of the Apprentice to verify all attendance requirements for their assigned Contractor.
6. Any violation of this policy will result in the JATC taking appropriate disciplinary action.

**Article A-17 RELATED INSTRUCTION ABSENTEE POLICY**

1. The Training Director will assign you to a mandatory absence makeup class and notify your Employer of the date of makeup.
2. Absence makeups will consist of the total hours the full class. If class is three (3) hours, the apprentice will be required to stay three (3) hours. Scheduled class times can vary, the apprentice is responisble for the number of hours the class missed contained on the day missed.
3. Apprentices will pay an Instructor Reimbursement fee of $20.00 per makeup class.
4. Failure to attend any assigned makeup class will result in a notice to appear before the TXGCJATC will be given to the Apprentice in writing instruction him/her of the date, place, and time to appear, as well as the charges.
5. Under no circumstances will credit toward absences be given for any work voluntarily performed for, at, or on behalf of the JATC.
6. Three (3) tardies to class will constitute one (1) absence. A Tardy is defined as coming to up to 15 minutes late.
7. Any student not in the classroom when instruction begins will be marked tardy. Any student arriving to class later than 15 minutes after the start time will be told to leave the classroom and counted absent.
8. Any student who reports to class without his/her books or materials will be told to leave the classroom and be marked absent.
9. All absences will be assessed with the following penalties:
10. First (1st), second (2nd) and third (3rd) Absences (UNEXCUSED)- Makeup mandatory, Training Director will assign a mandatory makeup class of 3 hours. Failure to attend any assigned makeup class will result in a notice to appear before the TXGCJATC will be given to the Apprentice in writing instruction him/her of the date, place, and time to appear, as well as the charges.
11. Fourth (4th ) Absence (UNEXCUSED)- Make up mandatory, the Training Director will assign a mandatory makeup class. Counseling by the Taking Director on the absentee policy will take place. Failure to attend any assigned makeup class will result in a notice to appear before the TXGCJATC will be given to the Apprentice in writing instruction him/her of the date, place, and time to appear, as well as the charges.
12. Fifth (5th) Absence (UNEXCUSED)- Make up mandatory, the Training Director will assign a mandatory makeup class. A notice to appear before the TXGCJATC will be given to the Apprentice in writing instructing him/her of the date, place, and time to appear, as well as the charges. A final warning will be given.
13. Sixth (6th) Absence (UNEXCUSED)- Automatic termination of Apprenticeship Agreement, with the right to appeal. Apprentice will receive a notification via Training Director and letter mailed to address. Apprentice can write a letter of appeal for the Committee to review within 30 days of termination of the program. Training Director will notify Apprentice when to report for appeal once the letter is received. The letter will also be sent to Apprentice on appeal date via mail.
14. For Apprentices in period seven (7) – ten (10), absences can be made up by tutoring other apprentices who require extra help. Apprentices who choose to make up class absences by tutoring other apprentices may only tutor on materials they have previously studied and passed. Tutoring must be approved by the Training Director and take place before the next scheduled makeup class. If tutoring is not approved, scheduled, and held before the next scheduled makeup class, he/she will have to attend the next scheduled makeup class.
15. The Apprenticeship Program is aware that special circumstances need to be considered for absences that are beyond our control. Absences due to:
	* 1. Medical-related issues pertaining to yourself only
		2. Death in the immediate family
		3. Birth of a child

 will be considered excused if proper documentation is brought in within the ten (10) day time period The following procedures must take place to be considered excused:

* 1. The Apprentice must submit the written documentation regarding the special circumstance to the JATC office within ten (10) days from the date of absence. The Training Director is not responsible for notifying you of needed documentation. Supplying documentation is the sole responsibility of the Apprentice. We encourage any medical documentation supporting your absence to be turned in with your written letter for authenticity. Documentation received after ten (10) days will be an UN-EXCUSED absence. Providing documentation does not guarantee the absence will be excused.
	2. Written Documentation/Special Circumstance will be reviewed by the training Director. If the documentation/special circumstance is not approved by the Training Director, the absence will be UN-EXCUSED.
	3. Any absence that was approved by the Training Director with written documentation within ten (10) days from the date of absence will be considered MEDICALLY EXCUSED.
1. Every Apprentice is required to periodically verify the phone number of their instructors.
2. Any apprentice anticipating being absent from their assigned classes must notify their Instructor and JATC or Director BEFORE the scheduled start of the class period. Such notification DOES NOT excuse the absence. Not doing so will result in an UNEXCUSED absence.
3. Any apprentice anticipating being tardy to their assigned classes must notify their Instructor and the JATC or Director as soon as possible. Any tardies, other than documented medical emergencies, is un-excused.
4. All absences during the fifth (5th) year must be made up before the Apprentice is eligible to be classified as a JIW.

**Article A-18 WORK EVALUATIONS POLICY**

1. Bi-Monthly evaluations of probationary and 1st-year apprentices on-the-job training are necessary for the TXGCJATC to be able to thoroughly evaluate progress. Evaluations shall be emailed to employers bi-monthly on the 1st of every month and return no later than the 10th of every month. This will allow time for the Employer to accurately assess the progress of each Apprentice and to discuss the assessment with the Apprentice.
2. Apprentices in the 2nd-5th year will have work evaluations done every four (4) months, January, May, and September of each year. Evaluations of apprentices on-the-job training are necessary for the TXGCJATC to be able to thoroughly evaluate progress. Evaluations shall be emailed to employers bi-monthly on the 1st of every month and return no later than the 10th of every month. This will allow time for the Employer to accurately assess the progress of each Apprentice and to discuss the assessment with the Apprentice.
3. The individual who is directly supervising the Apprentice shall fill out the evaluation. After the evaluation form is scored, the Apprentice shall be allowed to review the scores with the evaluator and be given the opportunity to make any comments or take any corrective action as may be needed. Both the evaluator and the Apprentice are required to sign the evaluation and provide phone numbers for the TXGCJATC to contact if there are questions about their evaluation.
4. The Contractor is required to return the completed evaluation to the TXGCJATC office by the required date requested. A list of all employers who do not comply with the requirements of this section shall be given to the TXGCJATC for action. Any employer found in repeat violation of the requirements of this section may be denied having apprentices to them.
5. Forgery on any work evaluation is not allowed. If the Apprentice is found forging or filling out their own evaluation, he/she will be brought in front of the Committee for disciplinary action.

**Article A-19 WORK HOUR SUMMARY RESPONSIBILITIES AND PENALTIES**

 One of the requirements to be eligible for periodic pay raises is the number of on the job training hours for each period, as posted in the pay advancement chart, Article A-22. Every Apprentice is solely responsible for submitting work hour summaries timely and accurately.

Work Hour Summaries must be received no later than the 10th of each month following the month in which the work was accomplished. Any work hour summaries received after the 10th of the month will be considered late, and penalties will be applied.

If you are unemployed, you must still submit a work hour summary with zero "0" hours for every month unemployed.

Penalties for late or incorrect work hour summaries are as follows:

1. The first (1st) late or incorrect work hour summary report will require counseling from the Training Director. Training Director will go over procedures for submitting work hour summaries and go over website instructions, username, and passwords. Apprentice will sign a written warning with the Training Director explaining corrective action taken.
2. The second (2nd) late or incorrect work hour summary will require a three (3) day suspension from work.
3. The third late or incorrect work hour summary will require a one (1) week suspension from work, and Apprentice will be summoned to the TXGCJATC committee. A notice to appear before the TXGCJATC will be given to the Apprentice in writing instruction him/her of the date, place, and time to appear, as well as the charges. All proceedings of this appearance are to be documented and maintained in the individual's personnel file for the term of apprenticeship
4. The fourth late or incorrect work hour summary will be an automatic termination of your apprenticeship agreement. A letter of appeal will be sent to the Apprentice. If Apprentice appeals, a letter of appeal must be received within thirty (30) days of termination. Once an appeal letter is received, the Apprentice will receive a letter with a date and time to speak with the Committee about the appeal.
5. This policy is not a year to year policy, four (4) late work hour summaries during the five (5) year program will result in automatic termination of your apprenticeship agreement.

**Article A-20 RELATED INSTRUCTION POLICY**

The classroom curriculum is a vital part of the Apprentice's overall training. The following policies and procedures are established to help guide the Apprentice through successful completion of his/her apprenticeship studies.

1. Apprentices are required to report to class on time and be adequately prepared. Homework assignments must be completed prior to each class session, ready for instructor inspection.
2. Apprentices must sign in at each class session in order to be counted present. Failure to sign

in, for any reason, will result in the Apprentice being counted absent for that class.

1. The Instructor may give any quiz to the class as deemed necessary. The quiz may be open or closed book at the discretion of the Instructor. Quizzes will be used to determine the overall progress of the class, but any score given on the quiz will not be used in the calculation of the Apprentice's average.
2. JATC tests will be administered as closed-book tests, with the exception of tests covering the National Electrical Code.
3. Test are administered online, if you do not bring a computer to take a test, you will be counted absent and asked to leqave the class.
4. Only approved calculators are approved for test purposes. Please keep track of the calculators given to you during 1st year. Replacement calculators can be bought from the JATC.
5. If an apprentice is absent from class when a TXGCJATC test is given, he/she will be required to take the test at the JATC office during regular office hours. The test will be administered by the Training Director and must be made up before the Apprentice can return to class or work.
6. The minimum passing score for a JATC test is 75%.
7. Grades: all apprentices in the first year are required to maintain a grade average of 75% or

better to be considered satisfactory. An unsatisfactory grade may cause the TXGJATC to cancel

the indenture agreement.

1. All apprentices are required to maintain a grade average of 75% or better in the second (2nd), third (3rd), fourth (4th), and fifth (5th) years to be considered satisfactory.
2. After all testing for the curriculum year is completed, the scores will be weighted and averaged. At the completion of each curriculum year, any apprentice not scoring an average of 75% or higher, will be directed to appear before the TXGCJATC for a complete review of his/her academic work history. At the discretion of the Committee, the Apprentice will either be placed on pre-termination probation and required to repeat the school year or will be removed from employment status and have his/her apprenticeship agreement canceled.
3. The test will count for 75% of your yearly average.
4. Blended learning will count for 25% of your yearly average. All apprentices are expected to

apply themselves to their homework/blended learning to be adequately prepared for each

class. If an apprentice reports to class without having this homework/blended learning completed, it will be counted as a zero "0," and the Apprentice will be sent home. This will result in an unexcused absence. Late work will not be accepted, blended learning will not be regraded for a higher grade.

1. The JATC Grading Scaled is as follows:
	* + 1. 100-90 = A
			2. 80-90 = B
			3. 75-80 = C
			4. 74 and below = F
2. If an apprentice is placed on pre-termination probation and required to repeat the

the school year, the following conditions will be enforced:

1. The Apprentice's upgrade to the next period of the apprenticeship will be withheld regardless of the amount of OJT hours.
2. The Training Director will monitor the academic progress of the Apprentice and report said progress to the TXGCJATC monthly.
3. After three test scores are posted, if the Apprentice's weighted average drops below 75%, he/she will be removed from employment status and have his/her apprentice agreement canceled. This will be done without the need for further review by the JATC, and all interested parties will be notified in writing of his action.
4. Attendance at all class sessions by the Apprentice is mandatory. Any absence from an assigned class session is considered unexcused, except in the case of an approved documented personal emergency.
5. Any apprentice who leaves class before the scheduled completion time will be marked as absent.
6. Any Apprentice late coming back from a scheduled break will be coutned absent and asked to leqave the class.
7. All classes will begin at the assigned start time. Any apprentice who is not in the classroom at the assigned start time will be marked as tardy. An apprentice who is late returning from a scheduled break will also be marked as tardy. Three tardies during a curriculum year will be considered an absence and result in disciplinary action. Any Apprentice reporting to class later than 15 mins late, shall be sent home and it will be counted as an absence.
8. The TXGCJATC and/or Training Director reserves the right to schedule any extra training or demonstrations that they feel would benefit the educational progress of the Apprentice. At the discretion of the JATC and/or Training Director, attendance at these extra classes may or may not be mandatory.
9. An apprentice who is disruptive or verbally abusive in class will be directed to leave the classroom and the JATC property. He/she will not be allowed to return to class and will be referred to the JATC for disciplinary action.
10. The Apprentice will, at all times, demonstrate respect for the classroom Instructor. If the Apprentice disagrees with the Instructor, they will abide by the Instructor's decision until they can contact the Training Director concerning the issue in question. The Apprentice will not be confrontational with the Instructor or other Apprentices while in class, on school property, or on the job.
11. 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.
12. No marking on walls, desks, tables, or other furniture or equipment. 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 the law and /or terminated from the program.
13. An apprentice caught cheating on any Chapter, Semester, or Final Exam will immediately surrender his/her test to the Instructor and be directed to leave the classroom and the TXGCJATC property. He/she will not be allowed to return to the class and will be referred to the TXGCJATC for disciplinary action.
14. Cellular phones or other communication devices may not be used for any communication purposes, including text messaging during class time. The use of a silent mode will only be allowed in cases of imminent need, such as the Birth of a child, and only with the prior permission of the Training Director.
15. Apprentices shall not play any loud music from vehicles during school hours or at any school functions.
16. No leaving trash anywhere except in designated containers. 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 appropriately aligned.
17. Apprentices are required to do bathroom duties on nights assigned.
18. No smoking anywhere inside the training facilities or within 15 feet of any entry or exit door of the building.
19. Children are not allowed at the TXGCJATC during school hours.
20. Pets are not allowed at the TXGCJATC at any time.
21. Apprentices should park their motor vehicles in areas not designated as no parking. If an

apprentice parked in a designated no parking area, he will be asked to leave class, he will be

counted absent, and this absence must be made up.

**Article A-21 BOOKS, REGISTRATION AND MATERIALS POLICY**

1. The TXGCJATC will purchase all needed textbooks and lesson materials from publishers. The materials will be issued to the Apprentice upon payment of the registration fee.
2. Books and lesson materials will be issued at a time chosen by the Training Director.
3. Payment by the apprentices will be made by money order, or cashiers check, at the time chosen by the Committee.
4. Cash, checks, and credit cards will not be accepted.
5. There are no payment plans.
6. If the Apprentice fails to make the payment at the time of registration, they will have until the 1st day of school. If Apprentice does not have tuition by the first (1st) day of school, he/she cannot physically be in class. This will be counted as an unexcused absence. Apprentice should look into utilizing WIOA funding with the workforce, loans from the Corpus Christi Teachers Federal Credit union, or their own financial institution, scholarship opportunities with the Apprenticeship Program, and IBEW assistance programs, or setting up a savings account to save for the yearly registration fee.
7. All book and registration fees are non-refundable.
8. Apprentice shall provide and bring a laptop to class to be adequately prepared for classwork

and blended learning.

**Article A-22 PERIODIC PAY ADVANCEMENTS**

The Texas Gulf Coast ETA has established ten periods of advancement, as stipulated below. To be eligible for advancement, the Apprentice must:

1. Have the minimum accumulative OJT (On-the-job training) for advancement.
2. Must have a minimum passing grade average of 75 % or better.
3. Have all work reports submitted by the tenth of the following month.
4. No outstanding absences.

Each of the above requirements will be checked prior to each advancement. Deficiency in any one of these requirements will cause an appropriate deferment of that advancement. Pay advancements are only done once a month, typically the 11th of every month, unless the 11th falls on a weekend. If the 11th falls on a weekend, pay advancements will take place the following Monday. If the Apprentice is deficient in any field for a pay advancement, he/she will not receive a pay advancement until the 11th of the next month if all requirements are met. No pay advancements will take place between months.

**3% pay raises effective for classes that started after 2019.**

|  |  |  |
| --- | --- | --- |
| **PD./Percentage** | **Minimum OJT Hours** | **Related Training Required** |
| 1. 55%
 | No hours- Probationary | Starting 1st Year |
| 1. 60%
 | 1000 – 2000 Hours | Satisfactory progress – 75 Average or Above + Work Hour Summaries + No Outstanding Absences |
| 1. 63%
 | 2000-2750 Hours | Completed First (1st) Year + Work Hour Summaries+ No Outstanding Absences |
| 1. 66%
 | 2750-3500 Hours | Satisfactory progress- 75 Average or Above + Work Hour Summaries + No Outstanding Absences |
| 1. 69%
 | 3500- 4250 Hours | Completed Second (2nd) Year + Work Hour Summaries + No Outstanding Absences  |
| 1. 72%
 | 4250-5000 Hours | Satisfactory progress- 75 Average or Above + Work Hour Summaries + No Outstanding Absences |
| 1. 75%
 | 5000-5750 Hours | Completed Third (3rd) Year + Work Hour Summaries + No Outstanding Absences |
| 1. 78%
 | 5750-6500 Hours | Satisfactory progress- 75 Average or Above = Work Hour Summaries + No Outstanding Absences |
| 1. 81%
 | 6500-7250 Hours | Completed Fourth (4th) Year + Work Hour Summaries |
|  10 – 84% | 7250-8000 Hours | Satisfactory progress- 75 Average or Above + Work Hour Summaries + No Outstanding Absences |
| CompletionJIW Wages | 8000 Hours | Completed Fifth (5th) Year ++ No Outstanding Absences + Work Hour Summaries + Passed Journeyman Exam |

**5% pay raises for classes that started before 2019.**

|  |  |  |
| --- | --- | --- |
| **PD./Percentage** | **Minimum OJT Hours** | **Related Training Required** |
| 1. 55%
 | No hours- Probationary | Starting 1st Year |
| 1. 60%
 | 1000-2000 Hours | Satisfactory progress - 75 Average or Above + Work Hour Summaries + No Outstanding Absences |
| 1. 65%
 | 2000-2750 Hours | Completed First (1st) Year + Work Hour Summaries + No Outstanding Absences |
| 1. 70%
 | 2750-3500 Hours | Satisfactory progress- 75 Average or Above + Work Hour Summaries + No Outstanding Absences |
| 1. 75%
 | 3500-4250 Hours | Completed Second (2nd) Year + Work Hour Summaries + No Outstanding Absences |
| 1. 80%
 | 4250-5000 Hours | Satisfactory progress- 75 Average or Above + Work Hour Summaries + No Outstanding Absences |
| 1. 85%
 | 5000-5750 Hours | Completed Third (3rd) Year + Work Hour Summaries + No Outstanding Absences |
| 1. 90%
 | 5750-6500 Hours | Satisfactory progress- 75 Average or Above + Work Hour Summaries + No Outstanding Absences |
| 1. 95%
 | 6500-7250 Hours | Completed Fourth (4th) Year + Work Hour Summaries + No Outstanding Absences |
|  10 – 95% | 7250-8000 Hours | Satisfactory progress- 75 Average or Above + Work Hour Summaries + No Outstanding Absences |
| CompletionJIW Wages | 8000 Hours | Completed Fifth (5th) Year + Work Hour Summaries + No Outstanding Absences + Passed Journeyman Exam |

**Article A-23 FAMILY/MEDICAL LEAVE POLICY**

It is the policy of the TXGCJATC to accommodate reasonable requests for Family Leave of up to 90 days for the Birth of a child, the Apprentice's serious health condition or the serious health condition of a family member. All requests for Family/Medical Leave from the Apprenticeship Program must be approved by the TXGCJATC PRIOR to taking a leave of absence. The terms of any Family/Medical Leave will be set forth in writing. Any Apprentice is eligible for Family/Medical Leave, provided the Apprentice furnishes a letter from the attending physician or authorized person(s) verifying the reasons and length of time for leave. When the need for leave is foreseeable, for example, when leave is requested for the Birth of a child, the Apprentice must provide the JATC with at least 30 days' notice. When the need for leave is not foreseeable, for example, for a serious illness or injury, the Apprentice must notify the TXGCJATC of the need for leave as soon as possible.

1. An Apprentice returning from Family/Medical Leave must have a signed statement from the attending physician or another authorized person (s) indicating that the Apprentice is physically able to return to employment as an Apprentice.
2. The TXGCJATC may grant an Apprentice an extended Family/Medical Leave for a period not to exceed the greater of one calendar year.
3. Apprentices granted Family/Medical Leave are expected to fulfill all obligations to complete a semester or Apprentice school year while on their leave unless it is impossible for the Apprentice to do so for medical reasons.
4. Family/Medical Leave is unpaid. Apprentices may qualify for State disability insurance during periods of Family/Medical Leave.

**Article A-24 MILITARY LEAVE POLICY**

All apprentices are required to submit military leave information to the Committee before entering military service. The Electrical JATC will follow required guidelines per the Uniformed Service Employment and Re-employment Rights Act of 1994 (USERRA).

An Apprentice requesting a leave of absence for military service must provide the JATC with a copy of his/her orders for active service, or enlistment and reporting papers when submitting his/her request for leave. Apprentices returning from approved military leaves shall report back to the JATC within ninety (90) days of their release from military service. Apprentices returning from a military leave of 180 days or less shall report back to the JATC within fourteen (14) days their release from military service. An Apprentice who fails to report back to the JATC within the required time may be considered to have voluntarily quit the Apprenticeship Program.

Veterans' Benefits – The JATC is prepared to assist all TXGCJATC Apprentices in applying for VA benefits.

**Article A-25 HARASSMENT POLICY**

The TXGCJATC hereby acknowledges that harassment of any Apprentice, male or female, undermines the integrity of that Apprentice's employment and student status. Harassment is a form of employment discrimination that violates Title VII of the Civil Rights Act of 1964, the Age Discrimination in Employment Act of 1967 (ADEA), and the Americans with Disabilities Act of 1990 (ADA). Harassment is unwelcome conduct that is based on race, color, religion, sex (including pregnancy), national origin, age (40 or older), disability or genetic information. Harassment becomes unlawful where

1. enduring the offensive conduct becomes a condition of continued employment, or
2. the conduct is severe or pervasive enough to create a work environment that a reasonable person would consider intimidating, hostile, or abusive. Anti-discrimination laws also prohibit harassment against individuals in retaliation for filing a discrimination charge, testifying, or participating in any way in an investigation, proceeding, or lawsuit under these laws; or opposing employment practices that they reasonably believe discriminate against individuals, in violation of these laws.

Petty slights, annoyances, and isolated incidents (unless extremely serious) will not rise to the level of illegality. To be unlawful, the conduct must create a work environment that would be intimidating, hostile, or offensive to reasonable people.

Offensive conduct may include, but is not limited to, offensive jokes, slurs, epithets or name-calling, physical assaults or threats, intimidation, ridicule or mockery, insults or put-downs, offensive objects or pictures, and interference with work performance. Harassment can occur in a variety of circumstances, including, but not limited to, the following:

1. The harasser can be the victim's supervisor, a supervisor in another area, an agent of the Employer, a co-worker, or a non-employee.
2. The victim does not have to be the person harassed but can be anyone affected by the offensive conduct.
3. Unlawful harassment may occur without economic injury to, or discharge of, the victim.

Prevention is the best tool to eliminate harassment in the workplace. Employers are encouraged to take appropriate steps to prevent and correct unlawful harassment. They should clearly communicate to employees that unwelcome harassing conduct will not be tolerated. They can do this by establishing an effective complaint or grievance process, providing anti-harassment training to their managers and employees, and taking immediate and appropriate action when an employee complains. Employers should strive to create an environment in which employees feel free to raise concerns and are confident that those concerns will be addressed.

Employees are encouraged to inform the harasser directly that the conduct is unwelcome and must stop. Employees should also report harassment to management at an early stage to prevent its escalation.

**Article A-26 SEXUAL HARASSMENT POLICY**

This policy specifically prohibits all forms of sexual harassment ofApprentices regardless of whether the harassment is committed by other Apprentices, instructors, employees ofthe JATC, co-workers, or supervisory or non-supervisory personnel of any employer. Any Apprentice found tohave engaged in sexual harassment will be subject to severe disciplinary action up to and including cancellationof his/her Apprenticeship agreement.

Any instructor or employee of the TXGCJATC found to have engaged in sexual harassment shall be subject to disciplinary action up to and including termination. Any employer whose supervisory or non-supervisory employee(s) are found to have engaged in sexual harassment may be subject to appropriate action by the TXGCJATC, including, but not limited to, the refusal to assign Apprentices to that Employer.

Sexual harassment is:

Any unwelcome sexual advance, or visual, verbal or physical conduct directed at a person because of his

or her sex. Sexual harassment may be committed by either a person of the opposite sex or a person of the same sex.

The following are examples of sexual harassment:

1. Making or using derogatory comments, slurs, or jokes.
2. Making sexual gestures, leering, displaying sexually suggestive objects or pictures, photographs, cartoons, literature or posters, audio and/or videotapes, electronically generated audio, video, and text.
3. Verbal abuse of a sexual nature, including comments about an individual's body or sexual activities, sexually degrading words to describe a person, suggestive or obscene letters, notes, or invitations.
4. Physical touching, assault, impeding or blocking/trapping movements, and stalking by any method.
5. Written or verbal sexual advances or propositions in any form, including but not limited to telephone and any electronic communication methods.
6. Offering any benefit in exchange for sexual favors or making or threatening any reprisal after a negative response to sexual advances.

This policy prohibits retaliation against any person who makes a sexual harassment complaint in good faith, or who assists in investigating such a complaint, regardless of whether the complaint is ultimately found to have merit. Such retaliation may result in the type of disciplinary action described herein. In addition, state law specifically prohibits such retaliation.

Any Apprentice who believes that he/she has been subjected to any form of harassment based on sex or any of the other protected characteristics in section 29.1 should report the incident(s) immediately to the TXGCJATC Training Director's Office. All such claims will be investigated promptly by the TXGCJATC, and appropriate corrective action shall be taken. Any person who knowingly and intentionally fabricates a claim of sexual harassment or any other form of harassment mentioned above will also be subject to appropriate disciplinary action. Any Apprentice who believes that he/she has been subjected to any form of harassment based on sex or any of the other protected characteristics in section 29.1 may also file a charge with the Texas Department of Fair Employment and Housing or the United States Equal Opportunity Commission. Those agencies will investigate such claims and can take appropriate legal action if they find merit to a claim. Apprentices should contact these agencies directly or speak with the TXGCJATC Training Director's office. The TXGC JATC is committed to providing a work environment free from all forms of discrimination, including, but not limited to, harassment. The TXGCJATC will investigate all complaints in a timely, thorough, and confidential manner, and take appropriate actions based upon policies stated herein, and all governing agency directives.

**Article A-27 COMPLETION OF APPRENTICESHIP**

Each Apprentice shall have 8000 hours of on the job training, have completed the five-year course, and have passed a state-approved exam for the Texas state licensing to be eligible to work as or change the classification to Journeyman. These requirements must be met to be in compliance with the Electrical Training Alliance, The International office of the IBEW, and the Bureau of Apprenticeship and Training- US Department of Labor.

**Article A-28 APPEALS PROCESS**

An Apprentice may NOT challenge the rules and policies established by the TXGCJATC, 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 TXGCJATC 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.

**Article A-29 CHANGES IN COLLECTIVE BARGAINING AGREEMENT**

Whenever changes are made in the Collective Bargaining Agreement that alters the wages, hours, or working conditions in the industry, such changes shall be made a part of these Policies and Procedures and any Apprenticeship Agreements hereunder.