

# **Fresno JATC Policies and Procedures**

**09/09/2024**

## **Self-Elimination Policy:**

The Fresno Area Electrical Training Center (Fresno JATC) adheres to a strict, transparent self-elimination policy. Unless specified otherwise, each infraction of the Fresno JATC's Rules and Regulations, as well as any Poor Student Evaluation(s) (PSE), and Poor Work Evaluation(s) (PWE), will result in 1 point toward the self-elimination policy. Any apprentice who accrues seven (7) points will automatically be suspended from work and dispatch pending JATC Committee review. After the consideration and review of the JATC Committee, any apprentice who has accrued seven (7) points toward the self-elimination policy will be self-eliminated and subsequently have their apprenticeship agreement cancelled. Any apprentice has the right to appeal action (points) taken by the JATC Committee. The apprentice is required to complete all assigned remediation RSI while waiting for the JATC Committee to act on any appeal. Any unexcused missed scheduled remediation RSI will be considered an unexcused absence (see unexcused absence)

## **Probation:**

**Probation-**Each apprentice will be on probation for one year from the apprentice's indenture date or first 2000 hours of OJT, whichever is shorter. The assessment of one (1) point toward the self-elimination policy while on probation will result in the cancellation of one's apprenticeship agreement.

## **Disciplinary Alert:**

**Disciplinary Alert-**Placement on disciplinary alert is considered the same as being on probation. The assessment of one (1) point toward the self-elimination policy while on disciplinary alert will result in the cancellation of one's apprenticeship agreement. The committee has the right to place an apprentice on disciplinary alert at any time. Any apprentice who accrues two (2) or more points within a twelve (12) month span will automatically be placed on disciplinary alert.

## **Related Supplemental Instruction (RSI)**

The Fresno JATC intends to use remediation classes to help any apprentice struggling, whether that is in the classroom or in the lab training hands-on skills. The Fresno JATC will offer tutoring for both the theoretical aspects of our industry, and hands-on training by offering evening classes year-round. These classes may be attended voluntarily by any apprentice. The classes may also be assigned by the Training Director to apprentices that are deemed to need supplemental instruction by the JATC staff. Not attending assigned remediation classes will be considered an unexcused absence (see attendance policy).

**Failed quarter-**Each apprentice will earn one (1) cumulative grade for each class session (one week). This score will be an average of classroom and hands-on examinations. Failure to achieve the passing score of a 75% average for the session will result in a poor student

evaluation (see poor student evaluation). The offending apprentice will be required to attend four (4) hours every other week of mandatory remediation RSI. Remediation RSI will be assigned by the Training Director immediately after the class session is completed and continue until the apprentice retakes the appropriate exam(s) and raises the quarter grade to 75% minimum. Upon successful completion of remediation RSI and retesting, the quarter grade will reflect a passing grade of 75%. A minimum of four (4) hours of remediation RSI are required before and between retesting. *Each individual offence will result in a poor student evaluation, which will incur a one (1) point assessment toward the self-elimination scale.* Any apprentice may seek an appeal from the JATC committee yet will continue remediation RSI until the appeal has been heard.

**Failed Craft Certification Exam-**Upon failing any part of the craft certification exam, the apprentice will be required to take a minimum of four (4) hours remediation RSI and reschedule a test date with the JATC. Remediation RSI will be scheduled by the JATC staff with the permission of the Training Director. Any wage increase will be withheld until the apprentice has passed the craft certification exam. *There will be no point assessed for failure to pass craft certification.*

**California State Licensing-**Apprentices must pass the California State General Electrician Exam to graduate from the Fresno JATC. Apprentices will remain a 10<sup>th</sup> period apprentice until proof is shown of passing the state exam. The apprentice will continue to fulfill all the obligations of apprenticeship until proof of passing the state exam is shown, this includes attending school. Apprentices will have one year from their originally scheduled graduation date to pass the state exam at which time the apprentice will be terminated from the program. *There will be no point assessment for failure to pass the state exam.*

**Failure to complete Homework-**Coursework will be assigned and scheduled by the JATC instructor. All coursework is expected to be completed on the schedule provided by the instructor. Any course work not completed according to the assignment schedule will result in a poor student evaluation (see poor student evaluation). The 1<sup>st</sup> offence will result in four (4) hours of assigned remediation RSI, a 2<sup>nd</sup> offence will result in eight (8) hours of assigned remediation RSI, a 3<sup>rd</sup> offence will result in twelve (12) hours of assigned remediation RSI, a 4<sup>th</sup> offence will result in sixteen (16) hours of assigned remediation RSI, a 5<sup>th</sup> offence will result in twenty (20) hours of assigned remediation RSI, a 6<sup>th</sup> offence will result in twenty-four (24) hours of assigned remediation RSI. Remediation RSI will be assigned by the Training Director immediately after the class session has ended. Any apprentice may appeal a poor student evaluation yet will continue remediation RSI until the appeal has been heard.

**Poor student evaluations-**Student evaluations shall score class attitude, homework, personal attitude, participation and test scores. A poor grade in one (1) or more of these categories will result in a PSE. *The apprentice will incur a one (1) point assessment toward the self-elimination policy for each individual score of a poor or below on each student evaluation.* Any apprentice has the right to appeal a PSE to the JATC Committee.

**Failure to adhere to all lab safety instructions-**The Fresno JATC places personal safety at the highest priority. All apprentices are required to follow all safety instructions and utilize all

required PPE while participating in hands-on learning. Every apprentice will wear the required PPE when in areas of the JATC used for hands-on learning. *1<sup>st</sup> offence will result in a verbal warning, 2<sup>nd</sup> offence will result in a written warning, 3<sup>rd</sup> offence will result in a PSE.*

#### **Attendance Policy:**

It has been determined by the Fresno JATC that to properly prepare and train an inside wireman for our local industry needs, we will require nine hundred (900) hours of Supplemental Related Instruction. We fulfill this requirement by providing every apprentice with twenty weeks of instruction over the course of five (5) years, forty-five (45) hours each week. Each student is required and expected to attend each class session according to the schedule. The apprentice will be in class on time every day and generally will not be allowed to leave until the scheduled class has ended. Any scheduled instruction time missed will always be required to be made-up. The make-up time will be scheduled by the instructor or training director, and the time must be completed within fourteen (14) calendar days of the absence. *Failure to make-up the missed RSI will result in 1 point toward the self-elimination policy.*

**Unexcused absence from school**-Two (2) tardies in single a week of school will equate to one (1) unexcused absence. Being late over thirty (30) minutes for a scheduled class will be considered an unexcused absence. *Each unexcused absence requires make-up time and will incur a .5-point assessment toward the self-elimination policy.*

A tardy will be defined as anything thirty (30) minutes or less late for a scheduled class, an unexcused absence will be defined as being over thirty (30) minutes late for an assigned class. For a tardy or absence to be considered excused, it must be approved and scheduled, in writing or email, with the JATC staff a minimum of twenty-four (24) hours prior to the time in question.

**Missed test scheduled or unexcused**-The apprentice will have three (3) calendar days to reschedule a missed test (in writing or email) and another eleven (11) calendar days take a missed test. *After fourteen (14) days, the test will be scored a zero.*

**Failure to attend a mandatory, non-instructional meeting or event**-Apprentices are required to attend all mandatory meetings or events scheduled by the JATC. *The training director will assign remediation RSI classes to make up time for the missed event and will incur a 1-point assessment toward the self-elimination policy. Time must be made up within fourteen (14) days of the offence. Failure to do so will result in 1 point toward the self-elimination policy.*

**Failure to appear**-*Failure to appear before the committee when summoned either by mail or email will result in a 2-point assessment toward the self-elimination policy.*

#### **General Rules and Regulations:**

**Failure to update all contact information**-It is the apprentice's responsibility to keep a current mailing address, telephone number, and e-mail address with the JATC always. To change contact information, the apprentice must e-mail the office manager and receive confirmation from the

office manager. *The 1st offence will result in a written warning, each subsequent offence will incur a .5-point assessment toward the Self-Elimination Policy.*

**Theft or Vandalism**-Theft or vandalism will not be tolerated by the Fresno JATC. Any theft or vandalism occurring at the JATC, or jobsite will automatically incur a seven (7) point assessment toward the self-elimination policy. Any apprentice has the right to appeal action (points) taken by the JATC Committee.

**Cheating on a test**- Any apprentice found cheating on an exam will be allowed to schedule a retake of the exam. *The apprentice will be assessed one (1) point toward the self-elimination policy*

**Violation of the Authority of the JATC Staff/Committee**-*Violating the authority of the JATC Staff or Committee will incur a two (2) point assessment toward the self-elimination policy.*

**Aggressive verbal behavior to staff/committee**-Aggressive verbal behavior directed toward the JATC staff or committee will not be tolerated. *The JATC will follow the Fresno JATC Harassment Policy and will incur a two (2) point assessment toward the self-elimination policy.*

**Aggressive physical behavior toward JATC staff/committee**-*Aggressive physical behavior toward the JATC Staff or Committee will not be tolerated. The Fresno JATC will follow the Fresno JATC Workplace Violence Prevention Plan and will incur a seven (7) point assessment toward the self-elimination policy.* Any apprentice has the right to appeal action (points) taken by the JATC Committee.

**Aggressive verbal behavior on the job site**-*Aggressive verbal behavior on the jobsite will not be tolerated. The Fresno JATC will follow the Fresno JATC Harassment Policy, and will incur a two (2) point assessment toward the self-elimination policy*

**Aggressive physical behavior on the jobsite**-*Aggressive physical behavior on the job site will not be tolerated. The Fresno JATC will follow the Fresno JATC Workplace Violence Prevention Plan and will incur a seven (7) point assessment toward the self-elimination policy.* Any apprentice has the right to appeal action (points) taken by the JATC Committee.

**Tobacco, cell phones, prohibited areas, exit/egress, trash**-The use of any tobacco products, including electronic cigarettes, is prohibited in the JATC building. Consumption of food and beverages is allowed in the designated break area only. Personal phone calls are to be made only when the apprentice is on break. Cell phones are prohibited from the classroom. Apprentices are prohibited in the administrative offices, conference rooms, instructors' offices, or IT rooms. Apprentices must enter and leave the JATC through the main lobby entrance only. All other exits are reserved for emergencies only. All trash, litter, and food is to be properly discarded. *Any offence listed in this paragraph will incur a .5-point assessment toward the self-elimination policy.*

Each apprentice must, with reasonable accommodation, be physically able to perform all the work of the occupation of electrical construction.

Each apprentice must be able to read, speak, and understand the English language,

Each apprentice must be able to get to work, anywhere within the IBEW Local 100 jurisdiction, on time.

**Failure to fulfill any Policies and Procedures not specified-***Failure to fulfill any of the policies and procedures of the Fresno JATC not specified in this document will incur a one (1) to seven (7) point assessment toward the Self Elimination Policy per incident. Any apprentice has the right to appeal any disciplinary action to the JATC Committee.*

### **Drug and Alcohol Policy**

**Drug/Alcohol Use or under the influence at school or work-**The use of illegal drugs and/or alcohol on JATC property or on a jobsite, as well as being under the influence of illegal drugs and/or alcohol at the JATC or on a jobsite is strictly forbidden. *Any violation of this rule will incur a two (2) point assessment toward the self-elimination policy.*

All applicants will sign a “release of liability and informed consent for drug testing” form prior to indenture. Any applicant that fails the required drug and alcohol screen, or refuses the required drug and alcohol screen will not be indentured, and will be removed from the “pool of eligibility list” (POE)

All apprentices will be subject to drug and alcohol screening for the duration of their apprenticeship. Drug and alcohol screening may be any validated testing method which will be determined by the JATC Committee. Apprentices may be required to take a drug or alcohol test for any of the following reasons:

- a) Accidental injury
- b) Reasonable suspicion (absenteeism, tardiness, erratic behavior, etc.)
- c) Probable cause (observed drug or alcohol use, apparent intoxication, etc.)
- d) Random drug/alcohol screen administered thru the Fresno JATC Drug and Alcohol Policy Program Administrator

Any test that has been deemed “invalid” by the drug testing facility will be considered a “positive” test. Refusal to take a drug screen as well as “positive” drug screens will result in disciplinary action from the committee. Consequences for a non-compliant drug or alcohol screen are addressed in the Fresno JATC Drug and Alcohol Policy Manual. All apprentices shall comply with the JATC Drug and Alcohol Policy Manual.

### **Job-assignments**

**Failure to possess proper Identification for I-9 (employee eligibility verification form)-**Failure to possess proper identification for the employee verification form (I-9) will result in suspension

from dispatch until proof of the necessary identification is received by the Fresno JATC. The apprentice will be given a maximum of 6 months to show this proof. After 6 months, the apprentice will be terminated from the program. *Each offence will incur a one (1) point assessment toward the self-elimination policy.*

**Reliable means of transportation**-Each apprentice will have reliable means of transportation to ensure prompt and punctual attendance at both work and school.

An apprentice must notify the JATC immediately upon termination from employment. An apprentice shall be available each day he/she is unemployed for assignment to a new job.

**Refuse a job assignment**-An apprentice shall accept any job assignment within Local 100 jurisdiction, made by the JATC without debate. *Each refusal of a job assignment will result in a fourteen (14) day suspension starting from the day of refusal and two (2) points will be assessed toward the self-elimination policy. The suspension will be assigned by the Training Director.*

Any apprentice may refuse a job assignment and/or request rotation from a contractor that is currently delinquent in payment to the JATC, Pension Trust, Health and Welfare Trust, or Vacation account. The apprentice will be notified by the JATC of any known delinquencies.

To mitigate excessive travel costs, job location and proximity to the apprentice's home will be a priority during the apprentice's first four (4) periods (pay scale). After such time, an apprentice will be dispatched/rotated without regard to daily travel.

If the apprentice does not agree with the job assignment, the apprentice may request to appear before the JATC Committee. The apprentice shall continue the job assignment until action is taken by the committee.

**Quit the employer**-An apprentice shall not quit his/her employer. *Each "quit" will result in a fourteen (14) day suspension from dispatch starting the day of the Quit and two (2) points assessed toward the self-elimination policy. The suspension will be assigned by the Training Director.*

### **On-The-Job Training**

All employers must comply with the Fresno JATC Standards, Policies and Procedures, and must sign an approval to train form (DAS-7).

An apprentice must have a valid job assignment, furnished by the Fresno JATC before reporting to a job assignment.

Each apprentice is required to report to work punctually for each assigned workday. Job tardiness, absenteeism or poor work performance will not be allowed.

**DAS-103 Blue Book**-Each apprentice shall be responsible for maintaining a current record of the hours spent on each work process. These records will be kept by the apprentice both on a das-

103 form and electronically through the Fresno JATC Student Portal. Blue books are to be turned into the JATC each Monday when the apprentice is scheduled for class. The work process hours shall be logged into the student portal on the last day of each month. *Each failure to update work process hours as scheduled, or when requested by the JATC will incur a .5-point assessment toward the self-elimination policy*

### **Rotation**

It is the responsibility of the JATC committee to furnish relevant, on-the-job training for each apprentice. To adequately serve these ends, the JATC Committee and Training Director have the authority to rotate apprentices from one employer to another, and from one jobsite to another. The JATC Committee and Training Director have the authority to transfer an apprentice within an employers' organization.

When an apprentice has worked for an employer for approximately one (1) year (TBD by the JATC), that apprentice will be considered available for rotation. Rotation dates can vary and may be postponed with JATC approval. Employers and apprentices must be given a minimum of two (2) weeks' notice of the rotation date. Notice will be given electronically to both the apprentice and the employer.

The selection of the apprentice's employer will be determined by the Training Director. Employer selection will be based on work process hours, work process deficiencies, and possible upcoming projects that may be of benefit for an apprentice.

To mitigate excessive travel costs, job location and proximity to the apprentice's home will be a priority during the apprentice's 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>, and 4<sup>th</sup> periods (pay scale). After such time, an apprentice will be rotated without regard to daily travel.

When any apprentice has worked for an employer for a minimum of 6 months, that apprentice may request a rotation from the JATC. If no employer is available, the apprentice shall be put on the out of work list.

Apprentices in their 7<sup>th</sup>, 8<sup>th</sup>, 9<sup>th</sup> or 10<sup>th</sup> period will be rotated only by the request of the apprentice. Apprentices in their 7<sup>th</sup>, 8<sup>th</sup>, 9<sup>th</sup> or 10<sup>th</sup> period may request a rotation to any employer they had previously worked for with approval from that employer. The rotation request to a contractor of their choice may only be used once by the apprentice.

All rotation requests must be made by e-mail or letter to the Training Director.

Rotations can be made to achieve well-rounded work experience or to mitigate conflicts that can arise between apprentice and journeyman.

Specific requests to prompt, postpone, or prohibit apprentice transfers, whether made by the apprentice, the employer, or the union, shall be considered on a case-by-case basis by the JATC Committee. Placement with any employer, at any specific jobsite, and performing any general

classification of electrical work, shall be at the discretion of the committee. The decisions of the committee concerning apprentice transfers shall be final.

**Poor Work Evaluation/Termination with Cause:  
(PWE/TWC)**

Apprentices will be given work evaluations throughout the course of apprenticeship. These evaluations will grade attendance, punctuality, skill level and attitude. A poor work evaluation given to any apprentice should and will be addressed by the Fresno JATC.

**Poor work evaluation**-An apprentice receiving the 1<sup>st</sup> PWE will result in four (4) hours of remediation RSI. A 2<sup>nd</sup> PWE will result in eight (8) hours of remediation RSI. A 3<sup>rd</sup> PWE will result in sixteen (16) hours of remediation RSI. A 4<sup>th</sup> PWE will result in twenty-four (24) hours of remediation RSI. A 5<sup>th</sup> offence will result in thirty-two (32) hours of remediation RSI. A 6<sup>th</sup> PWE will result in forty (40) hours of remediation RSI. All remediation RSI will be assigned immediately by the Training Director. *Each PWE will incur a one (1) point assessment toward the Self-Elimination Policy.* Any apprentice may seek an appeal from the JATC committee yet will continue the assigned remediation RSI until the appeal has been heard and action has been taken by the JATC committee.

**Termination with cause**- An apprentice receiving the 1<sup>st</sup> TWC will result in eight (8) hours of remediation RSI. A 2<sup>nd</sup> TWC will result in sixteen (16) hours of remediation RSI. A 3<sup>rd</sup> TWC will result in twenty-four (24) hours of remediation RSI. Remediation RSI will be assigned immediately by the Training Director from when the TWC is received by the JATC. *Each TWC will also result in an automatic appearance before the JATC Committee, incur a two (2) point assessment toward the Self-Elimination Policy and placement on disciplinary alert.* Any apprentice may seek an appeal from the JATC committee yet will continue the assigned remediation RSI until the appeal has been heard and action has been taken by the JATC committee.

There will be no “double jeopardy” for an apprentice who receives a PWE and a TWC from the same incident.

**Failure to fulfill any Policies and Procedures not specified**-Failure to fulfill any of the Fresno JATC Policies and Procedures not specified in this document will result in a minimum *one (1) point, up to a seven (7) assessment toward the Self Elimination Policy per incident.* Any apprentice has the right to appeal action (points) taken by the JATC Committee.



## **Cheat Sheet/Points**

**Disciplinary alert/probation-** accruing 1 point will result in automatic termination.

**Failed Quarter-**4 hours mandatory remediation every other week, minimum of 4 hours, retest exam to pass quarter, 1 point assessed

**Failure to complete homework-**4-, 8-, 16-, 24-, 32- and 40-hours remediation assigned by the Training Director. 1 point per offence.

**Poor Student Evaluation-**1 point per offence (up to 5 points possible per PSE)

**Poor Work Evaluation-**4, 8, 16, 24, 32 and 40 hours of remediation assigned by the Training Director. 1 point per offence

**Termination With Cause-**8, 16, 24 hours remediation assigned by the Training Director, 2 points per offence, disciplinary alert, meet with committee

**Unexcused absence-**. Mandatory to make up all time missed. .5 points per unexcused absence.

**Unexcused absence from mandatory, non-instructional meeting or event-**Make up time. 1 point

**Failure to update Contact Information-**. Written warning, 1 points per offence

**Theft, Vandalism-**2 points pending Committee review for maximum of 7 points.

**Failure to turn in Blue Books or report process hours worked-**.5 points per offence

**Failure to fulfill policies or rules and regulations not specified-**1 to 7 point per offence