

Central California Electrical Training Institute (CCETI)

Policies and Procedures (Rules and Regulations)

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1. PURPOSE

The Central California Electrical Training Institute (“CCETI”) exists to provide apprentices with the classroom instruction, practical training, safety education, and professional development necessary to become skilled and competent inside wiremen.

These Policies and Procedures are intended to establish clear expectations for apprentices; promote professionalism, accountability, and safety; ensure compliance with apprenticeship standards and applicable laws; provide fair and consistent corrective discipline; maintain accountability through a progressive point system; provide apprentices with the right to appeal disciplinary actions; ensure due process in disciplinary matters; maintain a respectful and harassment-free educational and workplace environment; and support successful completion of apprenticeship training.

The CCETI reserves the right to interpret and apply these Policies and Procedures consistent with apprenticeship standards, training objectives, and applicable law. The program is subject to both State and Federal Apprenticeship Standards; in the event of any inconsistency between these Policies and Procedures and those standards, the Federal and State Standards will prevail. The committee reserves the right to revise these Policies and Procedures as it deems appropriate in the exercise of its discretion and consistent with applicable laws.

2. DEFINITIONS

2.1 Self-Elimination Point System

The CCETI utilizes a mandatory progressive disciplinary point system to address violations of apprenticeship standards, attendance requirements, classroom conduct, work performance, safety obligations, professional expectations, as well as such other conduct as the committee determines is violative of program rules.

2.2 Probation

Probation is an evaluation period during which apprentice conduct, attendance, and performance are closely monitored. An Apprentice's Apprenticeship Agreement may be canceled at any time during the probationary period.

2.3 Disciplinary Alert

Disciplinary Alert is an elevated disciplinary status imposed by the JATC Committee due to repeated violations, poor performance, or serious misconduct. If imposed, this status lasts for (12) twelve months from the assignment of Disciplinary alert by the committee. An assessment of (1) one or more points toward the self-elimination policy while on Disciplinary Alert will result in the cancellation of the Apprentice's Apprenticeship Agreement.

2.4 Remediation RSI

Remediation Related Supplemental Instruction ("Remediation RSI") refers to supplemental classroom instruction, tutoring, or hands-on training assigned to improve apprentice performance or compliance.

2.5 Suspension

Suspension means temporary removal from dispatch, classroom participation, and all apprenticeship activities pending corrective action or Committee review.

2.6 Termination or Cancellation

Termination or cancellation refers to cancellation of the apprenticeship agreement following review and action by the JATC Committee.

2.7 JATC or JATC Committee

The JATC was an old name used to describe the CCETI, it stands for Joint Apprenticeship Training Committee. The JATC is the organization that manages and oversees the CCETI. It is a Joint management comprised of three labor representatives and three management representatives working in consort for the betterment of the local industry and its workers. Any appeals of disciplinary issues are made with the JATC.

3. SELF-ELIMINATION POINT SYSTEM

3.1 General Policy

The CCETI utilizes a mandatory progressive disciplinary point system to address violations of apprenticeship standards, attendance requirements, classroom conduct, safety obligations, and work performance expectations.

All point assessments identified within these Policies and Procedures shall be mandatory unless overturned through the appeal process established herein.

Point assessments shall accumulate throughout the duration of the apprentice's registered apprenticeship unless removed by formal action of the JATC Committee through the appeal process.

3.2 Maximum Point Accumulation

An apprentice shall not exceed six and one-half (6.5) cumulative points during the course of apprenticeship.

Upon receiving seven or more cumulative points, the apprentice shall be suspended from dispatch; removed from work assignments; suspended from Related Supplemental Instruction (RSI); and relieved of all other apprenticeship responsibilities and privileges pending review by the JATC Committee.

During the review process, the JATC Committee may review all assessed violations and supporting documentation; hear testimony or statements from the apprentice; consider mitigating circumstances; dismiss assessed points; reduce assessed points; or uphold assessed points.

If the JATC Committee upholds point assessments resulting in the apprentice receiving seven or more cumulative points, the apprentice's apprenticeship agreement shall be cancelled.

Prior to cancellation, the apprentice shall receive notice of the review; and be provided the opportunity to appear before the JATC Committee in accordance with the CCETI Appeal Procedures.

Upon cancellation, the apprentice shall no longer participate in the apprenticeship program; shall no longer be eligible for dispatch through the CCETI/JATC; shall no longer attend Related Supplemental Instruction (RSI); and shall no longer maintain apprentice status under the program.

The decision of the JATC Committee shall be final unless otherwise provided by applicable law or apprenticeship standards.

3.3 Multiple Violations

The CCETI reserves the right to assess multiple violations arising from a single incident where separate violations occur.

3.4 Mandatory Point Assessments

Violations of these Policies and Procedures shall result in the following mandatory point assessments:

Violation	Mandatory Point Assessment
Unexcused absence	0.5 point

Violation	Mandatory Point Assessment
Two tardies within the same instructional week	0.5 point
Failure to complete makeup instruction	1 point
Poor Student Evaluation (PSE)	1 point per “Poor” or “Unsatisfactory” rating
Poor Work Evaluation (PWE)	1 point per “Poor” or “Unsatisfactory” rating
Termination With Cause (TWC)	2 points per occurrence
Failure to complete coursework	1 point
Failure to attend mandatory remediation RSI	1 point
Failure to maintain required records or documentation	0.5 point
Refusal of job assignment	2 points
Voluntary quit without JATC approval	2 points
Aggressive verbal behavior	2 points
Violation of JATC authority or directives	2 points
Drug or alcohol test failure	2 points
Serious safety violation	2 points
Cheating or academic dishonesty	Up to 7 points depending on severity
Unauthorized recording or distribution of CCETI materials	Up to 7 points depending on severity
Theft or vandalism	Up to 7 points depending on severity
Physical violence or threats of violence	Up to 7 points depending on severity

Harassment, discrimination, retaliation, or other violations requiring formal investigation shall be addressed by the JATC Committee and disciplinary action shall be determined based upon the findings of the investigation and applicable law.

Violations involving theft; vandalism; physical violence; threats of violence; intimidation; or credible threats of bodily harm shall be reviewed by the JATC Committee on a case-by-case basis.

Point assessments for these violations may range from one (1) point; up to seven (7) points depending upon severity of conduct; safety concerns; intent; damage caused; prior disciplinary history; involvement of law enforcement; workplace impact; and risk posed to others.

Serious violations may also result in immediate suspension from dispatch; removal from classroom instruction; mandatory remediation; employer notification; referral to law enforcement; or cancellation of the apprenticeship agreement following JATC Committee review.

All apprentices retain the right to appeal disciplinary action in accordance with the CCETI Appeal Procedures.

4. PROBATION AND DISCIPLINARY ALERT

4.1 Initial Probationary Period

Each inside wireman apprentice shall serve a probationary period consisting of the first 20% of their scheduled apprenticeship:

- the first one (1) year/(12) Months from indenture date or the first 2,000 OJT hours, whichever occurs first.

Each Sound and Communication apprentice shall serve a probationary period consisting of the first 25% of their scheduled apprenticeship:

- the first (9) months from indenture date for or the first 1,500 OJT hours, whichever occurs first.

4.2 Disciplinary Alert

An apprentice may be placed on Disciplinary Alert for repeated violations; accumulation of two (2) or more points within a twelve (12) month period; poor performance patterns; poor evaluations; Terminations With Cause; safety concerns; or serious misconduct.

4.3 Violations While on Probation or Disciplinary Alert

Receiving one or more points while an apprentice is on probation; or disciplinary alert shall result in the apprentice being immediately suspended from dispatch; removed from work assignments; suspended from Related Supplemental Instruction (RSI); and relieved of all other apprenticeship responsibilities and privileges pending review by the JATC Committee.

If the JATC Committee upholds the disciplinary action and point assessment, the apprentice's apprenticeship agreement shall be cancelled.

Prior to cancellation, the apprentice shall receive notice of the violation; and be provided the opportunity to appear before the JATC Committee in accordance with the CCETI Appeal Procedures.

Upon cancellation, the apprentice shall no longer participate in the apprenticeship program; shall no longer be eligible for dispatch through the CCETI/JATC; shall no longer attend Related Supplemental Instruction (RSI); and shall no longer maintain apprentice status under the program.

The decision of the JATC Committee shall be final unless otherwise provided by applicable law or apprenticeship standards.

5. ACADEMIC PERFORMANCE

5.1 RELATED SUPPLEMENTAL INSTRUCTION (RSI)

The CCETI uses regularly scheduled Classroom, hands on, and one-on-one Instruction to teach the related classroom topics to students. The CCETI may also assign additional Remediation RSI to assist apprentices experiencing academic deficiencies; attendance issues; safety concerns; skill deficiencies; or workplace performance problems.

Additional remediation classes are designed to help any apprentice struggling, whether that is in the classroom or in the lab training hands-on skills. The CCETI 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 CCETI staff. Each unexcused failure to attend an assigned Remediation RSI shall result in one half (.5) point assessment per incident.

5.2 Failure to adhere to all lab safety instructions-The CCETI 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 CCETI used for hands-on learning. 1st offence will result in a verbal warning, 2nd offence will result in a written warning, 3rd offence will result in a PSE (see 5.6)

5.3 Minimum Passing Standards

A quarterly minimum average score of seventy-five percent (75%) is required to maintain satisfactory academic standing.

5.4 Failed Session or Examination

Failure to achieve a passing score shall result in assigned remediation RSI; mandatory retesting; delayed advancement where applicable; and a Poor Student Evaluation (“PSE”).

Each Poor Student Evaluation (“PSE”) shall result in a mandatory one (1) point assessment under the Self-Elimination Point System.

Failure to complete required remediation or retesting within the timeframe established by the CCETI shall result in additional disciplinary action.

5.5 Homework and Coursework

Failure to complete coursework according to schedule shall result in remediation assignments; progressive discipline; and a Poor Student Evaluation (“PSE”).

Each PSE shall result in a one (1) point assessment.

5.6 Poor Student Evaluations (PSE)

A Poor Student Evaluation (“PSE”) may be issued for failure to maintain passing grades; failure to complete assignments; poor classroom participation; disruptive conduct;

excessive tardiness; failure to comply with instructor directives; academic dishonesty; failure to complete required remediation; or other unsatisfactory academic performance.

Any apprentice receiving a rating of “Poor”; or “Unsatisfactory” on a Student Evaluation shall receive a mandatory one (1) point assessment under the Self-Elimination Point System for each individual “Poor” or “Unsatisfactory” rating received.

In addition to the mandatory point assessment, apprentices shall be assigned mandatory Remediation RSI as follows:

Number of PSEs	Mandatory RSI Assignment
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First PSE	4 hours of RSI
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Second PSE	8 hours of RSI
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Third PSE	12 hours of RSI
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Fourth PSE	16 hours of RSI
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Each additional PSE Additional 4 hours of RSI per occurrence

Failure to complete assigned RSI within the timeframe established by the CCETI shall result in additional disciplinary action and may result in further point assessments under the Self-Elimination Point System.

Multiple Poor Student Evaluations may also result in delayed advancement; disciplinary alert status; suspension; or cancellation of the apprenticeship agreement following review by the JATC Committee.

All apprentices retain the right to appeal any Poor Student Evaluation or related disciplinary action in accordance with the CCETI Appeal Procedures.

5.7 Craft Certification Examinations

Successful completion of all required craft certification examinations is mandatory for participation and advancement within the apprenticeship program.

If an apprentice fails a required craft certification examination, the apprentice shall be required to complete a minimum of four (4) hours of Remediation RSI prior to being permitted to retake the examination.

Any scheduled wage advancement or pay increase shall be withheld until successful completion of the required craft certification examination. An Apprentice shall not receive any points towards the self-elimination policy for a failed Craft Cert Examination.

5.8 California State General Electrician Certification Requirement

Apprentices must successfully obtain a California State General Electrician Certification in order to graduate from the apprenticeship program.

Any apprentice who does not successfully pass the California State General Electrician Certification examination by their scheduled graduation date shall remain classified as a 10th period apprentice until the state certification examination has been successfully passed; or for a maximum period of twelve (12) Months from the originally scheduled graduation date, whichever occurs first.

While remaining classified as a 10th period apprentice, the apprentice shall continue to follow all CCETI Policies and Procedures; attend all scheduled classroom instruction; attend all assigned RSI; comply with dispatch requirements; and maintain all apprenticeship obligations.

Failure to obtain the required California State General Electrician Certification within one (1) year of the apprentice's originally scheduled graduation date shall result in cancellation of the apprentice's apprenticeship agreement.

6. ATTENDANCE AND CLASSROOM CONDUCT

6.1 Attendance

Regular attendance is mandatory.

It has been determined by the CCETI 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.*

For an absence to be considered excused, the absence must be approved by CCETI/JATC staff at least twenty-four (24) hours prior to the absence unless emergency circumstances exist. The Training Director shall determine whether or not the absence is excused or unexcused.

Unexcused absences shall result in mandatory point assessments; required makeup work; and possible remediation RSI.

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.*

6.2 Tardiness

Two tardies within the same instructional week shall result in a mandatory one-half (0.5) point assessment. Tardies are less than 30 minutes late. 30 minutes or more will count as an unexcused absence.

6.3 Classroom Conduct

Apprentices shall conduct themselves professionally; comply with instructor directives; refrain from disruptive conduct; and maintain respectful behavior at all times.

6.4 Instructional and Non-instructional Mandatory Events/Meetings

Time missed due to either excused or unexcused absences from mandatory events or meetings must be made up. In addition, each unexcused absence will result in the assessment of 0.5 disciplinary points.

Each unexcused failure to attend an assigned Remediation RSI shall result in one half (.5) point assessment per incident.

The most common mandatory event is the CCETI Annual Rodeo; however, apprentices may be required to attend other mandatory meetings, training sessions, orientations, or events as designated by the CCETI.

7. ON THE JOB TRAINING

7.1 General on-the-job information

All employers must comply with the CCETI Standards, Rules and Regulations (policies and procedures), and must sign an approval to train form (DAS-7).

An apprentice must have a valid job assignment, furnished by the CCETI 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.

Each Apprentice shall complete 8000 hours of on the job work experience during the duration of their apprenticeship in line with the CCETI's standards, State and Federal requirements.

7.2 Job Assignments:

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 CCETI. 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.*

An apprentice shall accept any job assignment within Local 100 jurisdiction, made by the CCETI 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 CCETI, Pension Trust, Health and Welfare Trust, or Vacation account. The apprentice will be notified by the CCETI 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.

7.3 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 electronically through the CCETI Student Portal. Work process hours are to be turned into the CCETI 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 CCETI will incur a .5-point assessment toward the self-elimination policy.

7.4 Poor Work Evaluations (PWE)

A Poor Work Evaluation (“PWE”) is issued by the employer and may be issued for poor job performance; failure to follow direction; excessive absenteeism or tardiness at work; unsafe work practices; poor attitude; lack of productivity; insubordination; failure to comply with employer policies; unprofessional conduct; or other unsatisfactory jobsite performance.

Any apprentice receiving a rating of “Poor”; or “Unsatisfactory” on a Work Evaluation shall receive a mandatory one (1) point assessment under the Self-Elimination Point System for each individual “Poor” or “Unsatisfactory” rating received.

In addition to the mandatory point assessment, apprentices shall be assigned mandatory Remediation RSI as follows:

Number of PWEs	Mandatory RSI Assignment
First PWE	4 hours of RSI
Second PWE	8 hours of RSI
Third PWE	12 hours of RSI
Fourth PWE	16 hours of RSI

Number of PWEs Mandatory RSI Assignment

Each additional PWE Additional 4 hours of RSI per occurrence

Failure to complete assigned RSI within the timeframe established by the CCETI shall result in additional disciplinary action and may result in further point assessments under the Self-Elimination Point System.

Multiple Poor Work Evaluations may also result in delayed advancement; disciplinary alert status; mandatory rotation; suspension; or cancellation of the apprenticeship agreement following review by the JATC Committee.

All apprentices retain the right to appeal any Poor Work Evaluation or related disciplinary action in accordance with the CCETI Appeal Procedures.

7.5 Termination With Cause (TWC)

A Termination With Cause (“TWC”) occurs when an apprentice is terminated by an employer for reasons including, but not limited to: unsafe work practices; insubordination; excessive absenteeism or tardiness; violation of employer policies; harassment; workplace violence; theft; dishonesty; poor work performance; substance abuse violations; refusal to follow direction; destruction of property; unprofessional conduct; or other serious misconduct.

Any apprentice receiving a Termination With Cause (“TWC”) shall receive a mandatory two (2) point assessment under the Self-Elimination Point System for each occurrence.

In addition to the mandatory point assessment, apprentices shall be placed on disciplinary alert status and assigned mandatory Remediation RSI as follows:

Number of TWC Offenses Mandatory RSI Assignment

First TWC	8 hours of RSI
Second TWC	16 hours of RSI
Third TWC	24 hours of RSI

Failure to complete assigned RSI within the timeframe established by the CCETI shall result in additional disciplinary action and may result in further point assessments under the Self-Elimination Point System.

Any apprentice receiving a TWC may also be subject to mandatory rotation; suspension from dispatch; delayed advancement; review by the JATC Committee; or cancellation of the apprenticeship agreement.

The JATC Committee reserves the authority to independently review the circumstances surrounding any TWC and determine whether additional disciplinary action is appropriate.

All apprentices retain the right to appeal any TWC-related disciplinary action in accordance with the CCETI Appeal Procedures.

8. ROTATION AND EMPLOYMENT POLICIES

8.1 Mandatory Rotation

Apprentices in periods 1 through 6 shall be subject to mandatory rotation after approximately one (1) year with the same employer.

There shall be no mandatory rotation for apprentices in periods 7, 8, 9, or 10.

8.2 Apprentice Rotation Requests

Apprentices may request rotation after six (6) months with their current employer.

Rotation requests shall be reviewed by the Training Director and/or JATC Committee.

Apprentices in Periods 7, 8, 9, or 10 may request reassignment to a previous contractor. If the previous contractor requests the apprentice's return and a position is available, the CCETI will honor the request whenever practicable and in accordance with program requirements.

This reassignment option to a previous contractor may be exercised only once during an apprentice's participation in the apprenticeship program.

8.3 Voluntary Quit Policy

Apprentices shall not voluntarily quit employment assignments.

Apprentices experiencing workplace issues shall contact the Training Director.

The Training Director may work with the employer to resolve issues; rotate the apprentice within the employer's jobs; or rotate the apprentice to another employer.

Voluntary quitting without authorization shall result in a mandatory two (2) point assessment.

9. OTHER GENERAL RULES

9.1 Theft or Vandalism

Theft or vandalism will not be tolerated by the Fresno JATC. Any theft or vandalism occurring at the CCETI or jobsite will automatically incur a one (1) to seven (7) point assessment toward the self-elimination policy as determined by the JATC Committee. Any apprentice has the right to appeal action (points) taken by the JATC Committee.

9.2 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

9.3 Tobacco, cell phones, prohibited areas, exit/egress, trash

The use of any tobacco products, including electronic cigarettes, is prohibited in the CCETI 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. Personal Cell phone use is prohibited in 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 section will incur a .5-point assessment toward the self-elimination policy.*

9.4 General Requirements of an Apprentice

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.

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.

10. APPEALS PROCEDURES

10.1 Right to Appeal

All apprentices retain the right to appeal point assessments; disciplinary actions; suspensions; disciplinary alert status; cancellations; or other adverse actions.

10.2 Appeal Process

Appeals shall be submitted in writing; identify the disciplinary action being appealed; state the basis for the appeal; and be submitted within the timeframe established by the JATC Committee.

The apprentice shall have the opportunity to appear before the JATC Committee; present evidence; provide testimony; and respond to allegations.

The decision of the JATC Committee shall be final unless otherwise provided by applicable law.

11. DRUG AND ALCOHOL POLICY

11.1 Drug and Alcohol Free Environment

The Central California Electrical Training Institute (“CCETI”) and the JATC Committee are committed to maintaining a safe, productive, and drug-free educational and work environment.

The use, possession, sale, distribution, manufacture, or being under the influence of illegal drugs; controlled substances; alcohol; marijuana; intoxicating substances; or misuse of prescription medication During apprenticeship-related activities is strictly prohibited.

This policy applies to classroom instruction; Related Supplemental Instruction (RSI); jobsites; employer facilities; apprenticeship events; training activities; and all apprenticeship-related functions

11.2 Testing Requirement

The CCETI uses a 3rd party to implement its drug policy, that 3rd party may use any approved method of sample collection including but not limited to urine, saliva and hair collection. Apprentices may be required to submit to pre-employment testing; random testing; post-accident testing; reasonable suspicion testing; return-to-duty testing; follow-up testing; or testing required by employers, contractors, project owners, collective bargaining agreements, or applicable law.

Refusal to submit to a required drug or alcohol test shall be treated as a failed test.

11.3 Failed Drug or Alcohol Test

Failure of a drug or alcohol test shall result in a mandatory two (2) point assessment under the Self-Elimination Point System. Additional consequences including but not limited to immediate suspension from dispatch and removal from apprenticeship responsibilities, may be implemented pending JATC Committee review.

In addition, any apprentice who fails a drug or alcohol test shall be required to comply with all recommendations made by the approved third-party substance abuse professional, counselor, rehabilitation provider, medical review officer, or evaluation program as it pertains to work eligibility; treatment; rehabilitation; counseling; testing requirements; return-to-duty status; or continued participation in apprenticeship activities.

Failure to comply with required recommendations, treatment programs, testing requirements, or return-to-duty conditions may result in additional disciplinary action; continued suspension; or cancellation of the apprenticeship agreement following JATC Committee review.

11.4 Possession or Distribution

Possession, sale, distribution, or manufacture of illegal drugs; alcohol; controlled substances without authorization; drug paraphernalia; or intoxicating substances during apprenticeship-related activities may result in immediate suspension; employer notification; referral to law enforcement; disciplinary point assessments; or cancellation of the apprenticeship agreement following JATC Committee review.

Serious violations involving distribution or criminal conduct may result in immediate recommendation for cancellation from the apprenticeship program.

11.5 Prescription Medication

Apprentices using prescription medication that may impair judgment; alertness; coordination; or safe work practices; must comply with employer and safety requirements regarding fitness for duty.

Nothing in this policy prohibits the lawful use of prescribed medication. However, apprentices may be removed from duty, training activities, or other program-related functions when the use of medication creates a safety concern or impairs the apprentice's ability to perform assigned duties safely.

The use, possession, distribution, sale, or being under the influence of marijuana while participating in any CCETI-sponsored training, event, class, meeting, or work assignment is strictly prohibited.

11.6 Return to Duty

Before returning to dispatch or apprenticeship activities following a failed drug or alcohol test, an apprentice may be required to complete rehabilitation recommendations; provide proof of compliance; pass return-to-duty testing; sign last-chance agreements where applicable; complete remediation RSI; or satisfy additional conditions imposed by the JATC Committee or employer.

The JATC Committee reserves the authority to determine whether the apprentice may safely and appropriately return to apprenticeship participation.

11.7 Appeal Rights

All apprentices retain the right to appeal disciplinary action arising under this policy in accordance with the CCETI Appeal Procedures.

Nothing in this policy limits employer rights, contractor requirements, collective bargaining agreements, project owner requirements, or applicable federal or California law.

12. HARASSMENT, DISCRIMINATION, AND RETALIATION POLICY

12.1 Equal Opportunity Policy

The Central California Electrical Training Institute (“CCETI”) and the JATC Committee are committed to maintaining an educational and workplace environment free from harassment; discrimination; retaliation; bullying; intimidation; and unlawful conduct.

The CCETI prohibits discrimination or harassment based upon any protected classification under applicable federal, California, or local law, including but not limited to: race; color; ancestry; national origin; religion; creed; age; sex; gender; gender identity; gender expression; sexual orientation; pregnancy; childbirth or related medical conditions; disability; medical condition; genetic information; marital status; military or veteran status; or any other protected classification recognized by law.

This policy applies to apprentices; instructors; staff; employers; contractors; vendors; visitors; and all individuals participating in apprenticeship-related activities.

12.2 Prohibited Conduct

Harassment, discrimination, retaliation, intimidation, or bullying of any kind is prohibited.

Prohibited conduct includes, but is not limited to: verbal harassment; physical harassment; threats; intimidation; racial slurs; offensive jokes; derogatory comments; unwanted physical contact; sexual harassment; inappropriate touching; stalking; hazing; visual harassment; offensive images or messages; electronic harassment; cyberbullying; retaliation for reporting misconduct; or conduct creating a hostile, intimidating, or offensive environment.

Sexual harassment includes unwelcome sexual advances; requests for sexual favors; sexual comments; sexually offensive conduct; visual displays of sexual material; or other verbal, visual, or physical conduct of a sexual nature.

This policy applies to conduct occurring in the classroom; at jobsites; during RSI; during apprenticeship activities; during travel associated with apprenticeship; through electronic communications; on social media where apprenticeship-related conduct is involved; or at any location connected to apprenticeship participation.

12.3 Reporting Procedures

Any apprentice who experiences, witnesses, or becomes aware of possible harassment, discrimination, retaliation, intimidation, or bullying shall immediately report the conduct to the Training Director; CCETI staff; a JATC Committee member; an instructor; or other designated program representative.

Reports may be made verbally; in writing; by email; or through other approved reporting methods.

Supervisors, instructors, and staff receiving complaints or observing prohibited conduct shall promptly report the matter to the appropriate CCETI or JATC representatives for investigation.

12.4 Investigation Procedures

The CCETI and JATC Committee shall promptly and impartially investigate complaints of harassment; discrimination; retaliation; intimidation; or bullying.

Investigations may include witness interviews; review of documents; review of electronic communications; review of video or photographic evidence; employer coordination; and other investigative procedures deemed appropriate.

Confidentiality shall be maintained to the extent reasonably possible consistent with conducting a fair and thorough investigation.

12.5 Retaliation Prohibited

Retaliation against any individual for reporting misconduct; participating in an investigation; cooperating with an inquiry; or exercising rights under this policy is strictly prohibited.

Retaliation constitutes a separate violation of these Policies and Procedures and may result in severe disciplinary action independent of the original complaint.

12.6 Corrective Action

Violation of this policy may result in disciplinary action; mandatory remediation RSI; point assessments where applicable; suspension from dispatch; removal from classroom instruction; disciplinary alert status; employer notification; referral to law enforcement; or cancellation of the apprenticeship agreement following JATC Committee review.

Disciplinary action shall be based upon severity of conduct; frequency; safety concerns; legal obligations; and findings of the investigation.

All apprentices retain the right to appeal disciplinary action in accordance with the CCETI Appeal Procedures.

12.7 Compliance With Law

This policy is intended to comply with Title VII of the Civil Rights Act of 1964; the Americans with Disabilities Act (ADA); the California Fair Employment and Housing Act (FEHA); California harassment prevention requirements; and all other applicable federal, state, and local laws governing discrimination, harassment, retaliation, and workplace rights.

The CCETI and JATC Committee reserve the right to modify procedures as necessary to maintain compliance with changes in applicable law.

13. ELECTRONIC DEVICE AND ACADEMIC INTEGRITY POLICY

13.1 Permitted Devices

Apprentices may utilize laptops; tablets; approved calculators; and instructor-approved electronic devices for legitimate educational purposes related to apprenticeship instruction and classroom activities.

Use of electronic devices shall be limited to instructional and training-related activities authorized by the instructor or CCETI staff.

13.2 Prohibited Conduct

Electronic devices shall not be used to cheat or attempt to cheat; access unauthorized information during testing; communicate during examinations; photograph or record testing materials; distribute instructional materials without authorization; utilize unauthorized artificial intelligence tools during testing; or otherwise compromise academic integrity.

The following devices are prohibited during testing unless specifically authorized by the instructor or CCETI staff: cellular phones; smart phones; smart watches; Meta glasses or smart glasses; Bluetooth communication devices; earbuds or headphones; wearable technology; and recording devices.

Electronic devices may also be restricted or prohibited during classroom instruction when determined necessary by the instructor or CCETI staff.

13.3 Recording of Materials

The unauthorized recording; photographing; scanning; copying; reproduction; transmission; or distribution of CCETI instructional materials, testing materials, classroom presentations, proprietary content, or JATC materials is strictly prohibited.

This prohibition applies to electronic recordings; video recordings; audio recordings; screenshots; photographs; AI-generated reproductions; and all other forms of digital or physical reproduction.

13.4 Academic Dishonesty

Cheating, academic dishonesty, or misuse of electronic devices shall result in disciplinary action; a failing score where applicable; mandatory remediation RSI; and up to a seven (7) point assessment under the Self-Elimination Point System.

Serious or repeated violations may result in suspension from dispatch; disciplinary alert status; cancellation of apprenticeship; or additional disciplinary action following review by the JATC Committee.

All apprentices retain the right to appeal disciplinary action in accordance with the CCETI Appeal Procedures.

13.5 Artificial Intelligence and Emerging Technology

The unauthorized use of artificial intelligence (AI) tools; smart glasses; wearable technology; automated answer-generation software; or similar emerging technology for the purpose of cheating, unauthorized assistance, recording, or circumvention of testing or instructional procedures is prohibited.

The CCETI and JATC Committee reserve the right to restrict or prohibit emerging technologies when necessary to maintain academic integrity; testing security; confidentiality of instructional materials; and fair evaluation standards.

Failure to comply with technology restrictions shall result in disciplinary action under these Policies and Procedures.

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.