

Administrative Policy Statement

Based on 4 year apprenticeship

Marion-Kokomo Joint Apprenticeship and Training Committee

Representing the

Central Indiana Chapter of NECA

And

IBEW Local Union 873

Subject to change without notice. Effective: 10/10/2023

Amended: 6/10/2024

3/10/2025 (Change to 4 year model)

JATC Point System

The purpose of the point system is the systematic and automatic self-elimination from the apprenticeship program of an apprentice who consistently fails to perform his or her duties. Points are cumulative throughout the term of apprenticeship. Points are automatically tallied on an apprentice's record for each violation of the policy which is not specifically excused by the committee.

Upon the accumulation of (15) fifteen points in any one year (on a rolling basis) or (32) points during the course of apprenticeship, an apprentice has automatically eliminated themselves from the program and the Committee will take all formal actions necessary to complete the cancellation of the indenture. Any violation which occurs unavoidably will always be excused by the Committee after being presented with the facts. Excused violations will not be tallied on an apprentices' point record and will not count as points. Indenture dates constitutes the start of the year.

Penalty

Violation

6 points

Failure to attend scheduled school class. The apprentice will appear before the Committee. The two listed below are acceptable absences with proof provided to the Committee.

1) Doctor's excuse

2) Documentation of a death in the immediate family

The Committee will determine if other absences will be excused or unexcused when the apprentice appears before the Committee. Excused absences will not count as points. *

2-6 points.

If an apprentice is less than 30 minutes tardy for class, this will result in (2) two points for up to 30 minutes. After 30 minutes tardy, will be counted as an absence and the apprentice will be given (6) six points. If an apprentice leaves class before being excused and without informing their instructor, they will be given (6) six points.

5 points

Failure to perform satisfactorily on the job or in the classroom.

1 point/week

Failure to pay the Committee any monies owed to it on time, except for justifiable cause to be determined by the Committee. (1) One point per week late. **

1 pt./week

Failure to submit monthly work report/evaluation on time. ***

5 points

Failure to appear before the Committee when notified.

5-15 points	Improper conduct in class or on Training assignments (i.e.: disturbing others, being disrespectful to instructors, etc.)*****
5 points	Failure to give the Committee true information.
10 points	Negative termination (i.e.: non RIF, excluding rotation)*****

Anything not listed can be applied points based on committee's discretion, if blatant attempts to manipulate the system. Also, blatant attempts to manipulate the system on detailed acts above may result in more strict points being applied.

*An apprentice is permitted to miss two classes each school year for personal reasons. These absences will be excused, and the apprentice will not be required to appear before the committee to explain the absence; however, **the apprentice will be responsible for any Homework or Tests assigned during the absence.** If an apprentice misses more than (6) six hours of school in a single school year, whether excused or unexcused, they will be required to make up those days on their own time, at the discretion of the Committee. If unexcused, apprentice must pay for instructor's time to make up class as well as be given (6) six points. Apprentices must notify Training Director and instructor via text message prior to missing regularly scheduled classes.

Example: Apprentice misses 4 classes, with 2 of them having a doctor's note. The 2 with a doctor's note will be excused and your freebies will apply to those 2. The 2 unexcused absences will result in 12 points (6 per missed class) and you paying for the instructor's time to make up 6 hours of class (3 hours per night of class) while delaying your raise until you can meet requirements. You don't get 2 freebies on top of 2 excused absences.

At the beginning of each school year the MKJATC will purchase the necessary books and materials for that year. Apprentices are required to pay back the total expense split into two scheduled payments on **September 1st and **October 31st** (for example, if the apprentice's yearly responsibility is \$600, then \$300 will be due September 1st and the remaining \$300 will be due by October 31st). If either of these payments are late, the amount due at that time will then be 1.5x (i.e., if the first \$300 payment is not made by September 1st, then the amount due at that time will become **\$450** and the apprentice will receive 1 point per week until payment is received. The amount due October 31st will still be the remaining \$300).

***Apprentices are required to submit monthly workhour reports online to the MKJATC office before the 8th of the following month via tradeschool app. Apprentice must also turn in evaluation by the same time period via turning in physical copy to JATC or emailing them to mkjadc@ibew873.com. Failure to do so will result in the apprentice having to appear before the Committee. The accuracy of recording on-the-job work experience is the responsibility of each apprentice. These hours will be checked with contractor reports at a later date. Any significant difference will require a committee appearance to resolve the discrepancy.

****An apprentice shall not attend work or school under the influence of drugs, alcohol or narcotics. Any abuse of this policy will require that the apprentice appear before the committee at their next scheduled meeting to explain the violation.

*****An apprentice cannot ask for layoff on any job. If he/she feels that they should be transferred to another contractor or jobsite, then they must submit a letter to the director to be reviewed by the committee. Extenuating circumstances will be decided by the Committee. Cannot quit contractor.

Apprenticeship Program Participation

As an apprentice in this apprenticeship and training program, you will be required to report for the on-the-job training assignments within the employment jurisdiction of the JATC. The geographic jurisdiction, by county, of this JATC is as follows:

Clinton, Howard, Grant, Miami, Tipton, and Wabash Counties

As an apprentice in this apprenticeship and training program, periodic advances are presently awarded according to the following schedule, as long as all requirements are met.

<u>Period</u>	<u>% of JW Rate</u>	<u>Minimum OJT Hours</u>	<u>Requirements</u>
1	55%	0	Accepted into Program
2	60%	1,000	Satisfactory Progress
3	65%	2,000	1 st Year completed + CS*
4	75%	3,500	2 nd Year completed + CS*
5	80%	5,000	3 rd Year completed + CS *
6	85%	6,500	Satisfactory Progress + 3 rd Year
JW	100%	8,000	4 th year completed + c/s*

Example: To advance to third period, one must have satisfactorily completed the first year of related training, submitted the required community service, and must have accumulated 2000 OJT hours with satisfactorily performance.

As part of History of Organized Labor, we have installed 18 hours of community service as a requirement for periodic advancement. It is hoped that that by participation in our communities, the apprentice will achieve a greater understanding of the labor organization they are a part of. Community service is for unpaid work that was volunteered at a non-profit business. Each union meeting attended will count for 3 hours towards community service requirements

Apprentices will obtain an Associate's of Applied Science upon completing all tech classes and the required gen ed classes. The four gen ed classes will be AIVY 105 (Personal Finance), AENA 101 (Technical Writing), ACOA 101 (Human Relations in the Workplace), and AHSA 101 (History of Organized Labor). If providing transcripts to be considered for acceptable credit, all official transcripts must be sent to transcripts@ivytech.edu and mkiatc@ibew873.com prior to completion of your first semester. No Exceptions.

All Quizzes in course lessons assigned by instructors, **SHALL be completed** with a passing score of **60% or above**, or will be graded as incomplete. If an apprentice misses taking a test or **scores below a 75%**, they will be required to appear before the committee. If an apprentice is caught cheating on a test, they will receive a **zero** for that test and **may be required to repeat the entire school year**. Each year must be passed with a 76% or better, or you will be required to retake the year and pass with a score of 80% or better. Scoring below 70% on first attempt, or below 80% on second attempt will result in your dismissal from the program.

When an apprentice becomes unemployed, they must immediately sign the out of work list. They must bring the termination slip and explain to the committee if termination is anything other than a reduction in force before being referred back out to work.

An apprentice must be dependable and on time for work every day. In the event that an apprentice is unable to report for work, for whatever reason, the apprentice is required to notify the employers jobsite and/or office no later than the start-time for work on that day.

As an apprentice in this training program, you cannot under any circumstance perform any electrical related work outside your normal training assignment. Anyone found to be contracting or subcontracting may be subject to disciplinary action by the IBEW and the JATC.

Each apprentice is required to show proof of completion of an **OSHA 10-hour** Construction Safety course before being employed by a contractor. Some job sites may require OSHA 10 and won't allow you on the site until you provide documentation to the JATC.

If an apprentice loses any books, or required materials, they must ask the Director to order new copies which will be sold to them at cost plus shipping.

When attending class and OJT, an apprentice will be required to be neat, clean, and presentable at all times. The instructor has the authority to ask the student to leave class. If a student is asked to leave, they will be marked absent and required to appear before the Committee. Any altercation with an instructor, another student, or during OJT will result in immediate suspension, an appearance before the committee, and probable termination from the program.

No alcoholic beverages, illicit drugs, or firearms will be allowed in the building. Students caught with these will be immediately suspended and more than likely dropped from the program.

Prior to graduation all fifth-year apprentices must have their books paid in full, completion of course quizzes and tests with a cumulative score of 76% or above, as well as completing all community service.

All records and personal files are the sole property of the Marion-Kokomo Joint Apprenticeship and Training Committee and will be used only by the JATC or Training Director and staff as needed to perform the daily duties of the Apprenticeship Office, including but not limited to the overall performance of the apprentice.

A maternity leave of up to one year will be granted to any apprentice who is pregnant. The apprentice may remain in the classroom to continue her training if she so desires. If an apprentice takes her leave during the school year and does not attend classes, it will be necessary for her to repeat the entire school year.

If an apprentice feels that he or she has been treated unfairly or cancelled without due course, he or she may, within (15) fifteen days of the date of notice of the Committee's action, file a written complaint with the Committee.

This complaint shall be in writing and signed by the apprentice and shall include his or her name and address.

No reinstatement shall be considered unless a written appeal is received within (15) fifteen days from the date of a cancellation notice from the JATC.

Any situation not covered in this statement of policy will be handled on an individual basis by the Committee.

This policy is in effect for all current and newly indentured apprentices and goes into effect on 10/10/2023.

This policy statement may be amended at any time by the Marion-Kokomo Joint Apprenticeship and Training Committee. Notice of said changes will be properly displayed and circulated.

Apprentice Name: (PRINT) _____

I have read the 2023 Administrative Policy Statement of the Marion-Kokomo JATC and have been given access to Local Apprenticeship and Training Standards, and I agree to abide by the rules and policies of this Committee. This Policy Statement includes an explanation of the point system as well as the periods of apprenticeship and wages provided with each period.

Signature: _____ Date: _____

RETURN ONLY THIS PAGE

Keep Policy Statement for your reference.