



**IBEW**NECA



## Tulsa Electrical Joint Apprenticeship And Training Committee

1120 N. Iroquois Avenue, Tulsa, OK 74106 - Phone: 918-592-2929- Fax: 918-592-2930  
[information@tulsajatc.org](mailto:information@tulsajatc.org)

### **New Apprentice Information Booklet**

1120 N. Iroquois Avenue  
Tulsa, OK 74106

Phone: 918-592-2929

Class announcements – School Closings/Opening 918-592-2929  
Press option 302

Email: [information@tulsajatc.org](mailto:information@tulsajatc.org)  
[www.tulsajatc.org](http://www.tulsajatc.org) (website)

Office Hours: Monday-Thursday 8:00 AM to 5:30 PM  
Friday 8:00 AM to Noon

Committee Members: Jerry Brown, *Chairman*  
Jeremy Griffin, *Secretary*  
Michael Gomez  
Audie Strickland  
Dustin Phelan  
Joe Wexler

Training Director: Ted Jenkins

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**HELPFUL CONTACT INFORMATION**

Local Union 584

Dustin Phelen, Business Manager  
584 S. Lewis  
Tulsa, OK 74104  
(918) 592-2989  
Fax: (918) 599-0584  
Cell: 918-960-4409  
[www.ibew584.com](http://www.ibew584.com)

Southwest Health and Welfare

P.O. Box 819015  
Dallas, TX 75381  
800-527-0320  
Fax: (972) 387-1160

Workforce Oklahoma Unemployment

14002 E. 21<sup>st</sup>, Suite 1030  
Tulsa, OK 74134  
(918) 796-1200  
800-555-1554

Local Pension, Profit Sharing, and Annuity

Paul Klass  
PO Box 860007  
Plano, TX 75086  
(888) 959-5105

NECA

Ruth Fox  
P.O. Box 140968  
Broken Arrow, OK 74014  
(918) 749-9449

National Electrical Benefit Fund (NEBF)

2400 Research Blvd.  
Rockville, MD 20850  
(301) 556-4300  
[www.nebfonline.org](http://www.nebfonline.org)

IO Pension

900 7<sup>th</sup> Street NW  
Washington, D.C. 20001  
(202) 728-6206  
Fax: (202) 728-6138

Delta Dental

P.O. Box 1809  
Alpharetta, GA 30023-1809  
(800-336-8264)  
[www.deltadentalins.com](http://www.deltadentalins.com)

Dept. of Labor/Office of Apprenticeship

Attn: State Director  
215 Dean A. McGee, Suite 346  
Oklahoma City, OK 73102  
(405) 231-4338  
Fax: (405) 231-5894

## **I. POLICY STATEMENT**

### **APPRENTICE REGULATIONS**

The following rules and regulations are in addition to those in the Local JATC Standards, pursuant to Section III A and R of the Standards.

The JATC has the prerogative to place an apprentice on probation, authorize or withhold a divisional raise, extend the term of the apprenticeship, advance or hold back an apprentice in the related instructional portion of the Program, or suspend or remove an apprentice from the Program.

The JATC recognizes the sacrifices and efforts necessary to successfully participate in this training program, but also realizes its obligation to see that the rules are carefully observed in order for the program to be a success. Keep in mind that the purpose of this apprenticeship training is to make "YOU", the apprentice, into a well-trained, skilled craftsman, and that your future depends entirely on your own efforts put forth while in the training program.

All Apprentices must maintain a valid Driver's License before entering the Apprenticeship and throughout the duration of the program.

You must have reliable transportation to and from any job assignments as well as class. A non-working vehicle is not a valid excuse to miss class or work.

A copy of the Standards, with this Policy Statement attached is available to all apprentices to read in the classroom or front office.

## **II. EMPLOYMENT-RELATED PROCEDURES**

**\*\*\*\*RECOMMENDED TOOL LIST\*\*\*\***

1. 155010- KLEIN TOOLS POCKET KNIFE
2. 510216- KLEIN TOOL BAG
3. 9006- KLEIN TOOLS 6 FT. WOOD RULE INSIDE READING
4. 60053- KLEIN TOOLS PRO EYEWEAR BLACK W/ CLEAR LENS
5. 66311- KLEIN TOOLS 5/16 INCH CENTER PUNCH
6. 70579- KLEIN TOOLS FOLDING HEX KEY SET
7. 80718- KLEIN TOOLS ELECTRICIANS HAMMER
8. 701S- KLEIN TOOLS DUAL PURPOSE 12 INCH HACKSAW
9. J2038- KLEIN TOOLS 8 INCH LONG NOSE PLIERS Journeyman
10. J20009NE- KLEIN TOOLS 9 INCH SIDE CUTTING PLIERS Journeyman
11. J200048- KLEIN TOOLS 8 INCH DIAGONAL CUTTING PLIERS Journeyman
12. J50210- 10 INCH PUMP PLIERS Journeyman (1)
13. J50210- 10 INCH PUMP PLIERS Journeyman (2)
14. 6026- KLEIN TOOLS 6 INCH ROUND SCREWDRIVER
15. 6054- KLEIN TOOLS 4 INCH CAB PT SCREWDRIVER
16. 6034- KLEIN TOOLS #2 PHILLIPS SCREWDRIVER
17. 6124- KLEIN TOOLS TERMINAL BLOCK SCREWDRIVER
18. 11045- KLEIN TOOLS WIRE STRIPPER

Each apprentice should have a working timepiece (wristwatch or pocket watch) with them on the job each day.

**It is not a requirement that you purchase these brands of tools, you may choose any brand you want. But remember, these are the tools you will earn a living with so you should select a brand of high quality. Klein tools are available at many electrical material wholesale companies, if you tell them you are in the apprenticeship program, they will generally sell them to you at the contractor's price. If you wish, the JATC can furnish the tools needed (M2039076KIT), current price will need to be paid at the time you place your order with the JATC for these tools.**

**YOU MUST HAVE THESE TOOLS IN YOUR POSSESSION THE DAY YOU BEGIN YOUR ON THE JOB TRAINING IN THE APPRENTICESHIP PROGRAM.**

**THE APPRENTICE REPRESENTS THE CONTRACTOR, THE IBEW & NECA, AS WELL AS THE JATC COMMITTEE, & THE CUSTOMER. EACH APPRENTICE IS EXPECTED TO PRESENT A CLEAN NEAT APPEARANCE AT WORK AND IN CLASS AT ALL TIMES.**

**APPROPRIATE CLOTHING IS REQUIRED (NO OFFENSIVE ATTIRE OR ATTIRE MAKING STATEMENTS). NO OPEN TOE SHOES, FLIP FLOPS, HOUSE SHOES AND DRESS FOR SCHOOL LIKE YOU ARE GOING TO WORK AND NOT LIKE YOU ARE GOING OUT. ACCEPTABLE PERSONAL HYGIENE MUST BE MAINTAINED AT ALL TIMES. THIS INCLUDES YOUR HAIR, BEARDS, AND MUSTACHES.**

1. **REGISTRATION CARDS**- All apprentices indentured to the Tulsa Electrical JATC shall apply for, and maintain in their possession at all times while employed, an active apprentice registration card from the State of Oklahoma as soon as possible,

and a determination will be made regarding the apprentice's work assignment. If your apprentice card expires, your pay raise will be delayed the same amount of time and the hours worked do not count toward your 8,000 hours.

## 2. JOB TRAINING ASSIGNMENTS/SHORT CALL PROCEDURES

- a) New beginning apprentices should start to work no later than two weeks after notification of an available job by the JATC. This will allow ample time to notify your present employer.
- b) When the Training Director calls with a job assignment you must take the job assignment given to you. **This is not a pick and choose situation. If you turn down a job assignment for any reason other than serious medical issues, death in the immediate family, or military duty, you will move to the bottom of the out-of-work list. YOU CANNOT REFUSE A JOB IN THE APPRENTICESHIP. Failure to adhere to this will necessitate your appearance before the committee for disciplinary action up to and including removal from the Apprenticeship Program.**
- c) The Training Director will provide you with three (3) copies of the job assignment form. One is for your records, one is for the Union Hall, and one is for your employer. You must be in good standing with the Apprenticeship to get job call assignments (this means grades, work reports, current apprentice license and class attendance must be within acceptable limits) You also cannot be on disciplinary suspension, or waiting to go before the committee for any violation of school policies or on the job related actions.
- d) Unless otherwise directed, you will report to the JATC. The JATC will provide you with a job assignment, you will then be sent to the Union Hall for your referral.
- e) An apprentice **reports to work each day** where the JATC assigns them, either at a job site or at the employer's shop.
- f) All apprentices are required to have State Apprentice License. State License renew every year. Each Apprentice must present a copy of his/her license to the JATC Office by the start of the school year. If the apprentice does not have his/her license, you will not be sent out on any job calls, no verification of hours or anything you request will be fulfilled by the JATC until he/she presents a current license to the JATC office.
- g) **A job call duration longer than fifteen (15) regular business working days, whether with one or more contractors, will require the apprentice to sign the bottom of the out-of-work list.**
- h) An apprentice who is laid off from a call less than 15 days will maintain his/her position on the out-of-work list and will not need to re-sign the out-of-work list but will need to report in person to the Apprenticeship Office and present his/her termination notice.
- i) Apprentices are to sign the out-of-work list between the hours of 8:00 a.m. and noon Monday through Friday, excluding holidays.

## Job Assignment Procedure

All Apprentices on the Out of Work List will be available to receive a call from the apprenticeship from 8:00am to 10:00am Monday thru Friday.

Apprentices will be prepared to report to the apprenticeship to pick up your work assignments the day you are contacted.

Apprentices per the Rules and Policies will be responsible for maintaining their contact information current and active and any changes corrected and reported to the Apprenticeship Office. Failure to notify the Apprenticeship Office of any issues you have with your contact information beforehand will not excuse the apprentice from missing a job assignment.

Apprentices who are on the Out of Work List per the Rules and policies will notify the Apprenticeship Office for approval of any upcoming dates that due to serious medical issues, death in the immediate family or military duty that they will not be available to take a job assignment.

Apprentices who fail to answer a call for a job assignment either (2) times in a row or 3 times in a school year without prior approval you will be suspended from taking a job assignment until they have appeared before the JATC Committee for disciplinary action up to and including removal from the apprenticeship Program.

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Apprentice Signature

Date

- j) A termination notice from the contractor must be presented to the Apprenticeship Office between the hours of 8:00 a.m. and noon on Monday through Friday, excluding holidays, at the time the apprentice reports he/she is out of work.
- k) Apprentices out of work must be readily available to receive job calls from 8:00 a.m. to 4:00 p.m. daily if you are out of work and on the out of work list.
- l) Apprentices who are terminated from a job call, but fail to come into the apprenticeship with an ROF and to sign the out of work list, will be brought in front of the committee for disciplinary action.
- m) All out of town job assignments that are out of our jurisdiction has to be approved by the training director as well as the training director of the jurisdiction where you are going to work.

3. **NORMAL CONSTRUCTION LABOR MARKET-** The Normal construction labor market means the following geographical area plus commuting distance adjacent thereto, which includes the area from which the normal labor supply is secured, The areas include the following counties: Adair, Atoka, Cherokee, Coal, Craig, Creek, Haskell, Delaware, Hughes, Latimer, Leflore (except Braden, Pocola, and Spiro townships), Mayes, McIntosh, Muskogee, Nowata, Okfuskee, Okmulgee, Osage (that portion east of State Highway No. 18), Ottawa, Pawnee (that portion east of State Highway No. 18), Payne (Eagle, Indian, Mound and Union Townships only), Pittsburg, Pushmataha, Rogers, Sequoyah (That portion west of Akins, Gans, Hanson, Long and Redland Townships), Tulsa, Wagoner, and Washington Counties.

4. **LAYOFFS-RESIGNATIONS-DISMISSALS PROCEDURES-** If for some reason you should find yourself unemployed, such as being laid off or fired, immediately contact the Apprenticeship Directors office. You will be placed in employment again as soon as work is available provided you come in with your ROF and sign the out of work list.

a) **LAYOFFS-** It is not uncommon for layoffs to occur in the construction trade. Do not be alarmed should you find yourself in this situation. **You must report to the JATC Director immediately following any layoff with a Reduction of Force (ROF) letter or a termination slip, no later than 12:00 p.m. of the next regular work day after being laid off or fired from your job assignment. YOU MUST HAVE THE ROF letter to sign the book to be eligible for another assignment. The out of work list will be followed on a first in first out basis. The sooner you report a layoff with the necessary ROF letter, the sooner you go back to work.**

b) **RESIGNATIONS-** You cannot quit a job or ask for an ROF without contacting the JATC office and discussing the matter with the Training Director so the problem can be investigated. The vast majority of problems that apprentices have quit over in the past could have been prevented if a "third party" had been called onto the scene.

c) **DISMISSALS-** If an apprentice is dismissed, he or she should report to the Director's office immediately. The JATC will investigate the circumstances as soon as possible, and a determination will be made regarding the apprentice's work assignment. You will have to present a ROF/Termination Slip to sign the out of work list.



- d) If an apprentice is terminated from any job assignment or denied employment by a contractor due to a failed background check, you authorize the Tulsa Electrical JATC to do a background check to investigate the non-employment situation.
- e) If you get an ineligible for rehire, this will necessitate an appearance before the committee before you are sent back out on a new job assignment.

5. **ABSENTEEISM/LATE ARRIVALS**

- a) Apprentices shall maintain favorable “on-the-job” evaluation and performance reports. Apprentices are expected to be on the job every day work is available, to report to work on time, and be able to learn the skills, techniques, and methods of installations of electrical materials and apparatus of this trade in a timely and productive manner, failure to do so could result in dismissal from the program by the JATC.
- b) **IF AT ANY TIME YOU CANNOT GET TO THE JOB ON TIME, OR AT ALL, NOTIFY YOUR EMPLOYER IMMEDIATELY.** If you are unable to reach the job by phone, call the employers office. If you can give him a day’s notice, do so. If you cannot for any reason get in touch with the job or the employers office, contact the JATC director immediately. Absenteeism that is long term under extenuating circumstances will be reviewed by the committee.
- c) **Vacations- DO NOT SCHEDULE ANY VACATION TIME DURING THE SCHOOL SESSION.**

**Habitual tardiness or chronic absenteeism constitutes grounds for dismissal from the program unless it is approved by the committee for long term period. Tardy to class or getting back from breaks will be recorded by the instructor. Every 4<sup>th</sup> tardy will be considered a full absence and will cause your pay raise to be delayed.**

6. **ROTATION OF APPRENTICES-** Apprentices may be rotated from one job/shop situation to another job/shop situation approximately every 12-24 months, pending the overall work situation.

Only sixth period apprentices will be allowed to perform electrical construction work without direct supervision of a journeyman. If a foreman or journeyman is on the job and an apprentice has been assigned to that foreman or journeyman, no matter what period the apprentice is in, he/she will report to the assigned foreman or journeyman only.

7. **JOB PROBLEMS-** Occasionally problems do arise on the job. If at any time there is a question in your mind regarding a job problem, and you are unable to resolve the problem on the job, contact the Training Director at the JATC office immediately. Remember, not all of the journeymen you meet will be easy to get along with. Some will be more adept at some portion of the trade than others; however, all of these Journeymen know their trade better than you and you can learn from each of them. Remember, the “Golden Rule” applies at work also.

8. **PERIODIC WAGE INCREASE REQUIREMENTS** ARE BASED ON THE FOLLOWING:

- a) School attendance
- b) A grade of 80% or higher on Blended Learning and on Tests.
- c) Work Reports have to be current, no holds of any kind.
- d) Satisfying the JATC as to making progress in on-the-job training
- e) Compliance with the JATC Rules and Regulations
- f) Wage increases will be effective after the first 1000 hours and the second 1000 hours, and every 1500 hours, along with the completion of the school year, provided all other requirements are met. **Note:** Increases may be held up pending the (1) outcome of school term and (2) increase to journeyman rate shall be no earlier than successfully completing the school term and all school documents have been received and are in possession of a journeyman license issued by the State of Oklahoma. (3) submitting completed Monthly Work Reports on time. PLEASE NOTE: Delinquent Apprentice License can get you pulled off your current Job Assignment.
- g) Penalty Delays for absences and/or late work reports will carry over to the next year if you have maxed out your pay raises for the current year you are in. If at the end of the 5<sup>th</sup> year and you have any holds of any kind, the Union Hall **will NOT** receive your recommendation letter to classify you as a Journeyman until all penalties have been enforced.

**Start of the 5<sup>th</sup> Year**

**Finish the Program**

1. Have JW license – no action needed ~ graduate at the end of the 5<sup>th</sup> Year
2. With the start of the 5<sup>th</sup> year and you have accumulated 8,000 hours, applied and paid for your state test, your 6 months test window will begin. With the completion of the 5<sup>th</sup> year curriculum and you have obtained your JW license, you will graduate. If at the end of your 5<sup>th</sup> year curriculum and your 6 month window has expired and you have not obtained your JW license, you will be transferred to the CW/CE program and you will be classified as a JW as soon as the JATC has your passing test paper from PSI.
3. You have not obtained your 8,000 hours of OJT plus school hours prior to beginning your 5<sup>th</sup> year, your 5<sup>th</sup> year book fees will include a \$75.00 application fee to the CIB to apply for the state license. Once you obtain your 8,000 hours of OJT plus school hours, you will coordinate with the JATC to file your paperwork with the CIB, your 6 month window begins with your JW application to the CIB which allows by state testing procedures to take the state JW test 3 times. Fees and scheduling will be the apprentice's responsibility; **the JATC needs to be informed of your testing dates.**

4. Finish the 5<sup>th</sup> year and you have not obtained your 8,000 hours- you will repeat the 5<sup>th</sup> year (1) time. At the end of your repeat year, if you do not have your JW license; you will be dropped or moved to the CW/CE program, if you obtain your JW license during the CW/CE program, you will be classified as a JW as soon as the JATC has your test paper from PSI. If you quit or are removed from the program, you will not be reclassified until 2 years after your class would have normally graduated and you must complete all requirements of the CW/CE program.

9. **PERFORMING WORK OUTSIDE THE UNION**- Apprentices indentured to the Tulsa Electrical JATC shall not perform any type of electrical work for their employer outside the Local Union 584 jurisdiction without prior approval of the JATC. The counties of the State that are included in Local 584's jurisdiction are listed in the Collective Bargaining Agreement (CBA) between Local 584 and the National Electrical Contractors Association (NECA). Additionally, the apprentice shall not perform any type of electrical work for anyone other than his employer at any time. In the event that the JATC is unable to provide an eligible apprentice with an OJT assignment, apprentices may seek temporary employment outside of the electrical construction industry. Regardless of employment status, apprentices must continue to report for their regularly scheduled related instructional classes. Additionally, apprentices shall remain at all times subject to immediate call by the JATC for an OJT assignment given by the JATC. Under NO CIRCUMSTANCES shall a participating employer be denied the assignment of an apprentice due to an apprentice temporarily working outside the CBA. Failure to immediately comply with instructions to return to the JATC for an OJT assignment may result in termination of the apprentice's apprenticeship agreement so make sure your temporary employer is aware of this before you start any temporary assignment outside the JATC.

10. **CODE OF CONDUCT ON THE JOB- ANY ILLEGAL ACTIVITY** on the jobsite, on or off company time is strictly prohibited. Anyone caught doing illegal activity on a contractor's jobsite will be brought in front of the committee for disciplinary action which could include termination from your job assignment up to dismissal from the apprenticeship program.

### **III. SCHOOL-RELATED PROCEDURES**

#### **\*\*NO EATING IN THE CLASSROOMS\*\***

You have been provided with excellent materials and instructions, so make the most of it.

#### **CHAIN OF COMMAND—SEE THE TRAINING DIRECTOR FIRST—**

Seldom do problems arise with our school; however, if a problem exists with a problem on the job or at the school, bring it to the attention of the **Training Director FIRST**. If the problem cannot be fixed, the apprentice can request an appearance before the committee.

Anyone who is NOT a student or an instructor has to check in with the front office before entering the facility for liability purposes.

1. **ABSENTEEISM/TARDINESS**- If you are absent, you will fall behind in the related training and it is difficult to catch up. The instructor does not have time to teach the same material twice for an absentee's benefit. If you are always trying to catch up, you cannot properly learn the material being presented. Absenteeism that is long term under extenuating circumstances will be reviewed by the committee.

Students are expected to sign in on the attendance sheet at the end of each class session. **Signatures on the sign in sheet must be legible.** If JATC staff cannot read your signature legibly, you will not receive credit for that class session. **YOU ARE UNDER NO CIRCUMSTANCES TO SIGN ANYONE ELSE'S NAME IN ON THE SIGN IN SHEETS OTHER THAN YOUR OWN, SIGNING SOMEONE ELSE IN COULD RESULT IN DISCIPLINARY ACTION.**

The JATC expects 100% classroom attendance. OVER TIME IS NOT AN EXCUSE TO MISS CLASS, YOUR JW WILL NEED TO SCHEDULE YOUR OT ON NIGHTS YOU ARE NOT IN CLASS OR YOU CAN USE YOUR 1 FREE DAY TO WORK IT ON YOUR CLASS NIGHT BUT REMEMBER PAY RAISE DELAYS WILL START BEING ASSESSED IF YOU MISS AGAIN AFTER YOUR 1 FREE DAY IS USED.

**Tardiness will not be tolerated. Habitual absenteeism or tardiness from work or school will necessitate your appearance before the JATC Committee for disciplinary action which could include your apprenticeship contract to be cancelled.**

**Class starts promptly at 5:00 pm; DO NOT BE LATE. Have your dinner done before class and your homework completed. You will not be allowed to eat your dinner in class. You will have (1) 15 minute break in the middle of the class session.**

**a) Disciplinary Action-** Every apprentice will be allowed one absence per school year (every 10 months) without disciplinary action (use it wisely); **No doctor's notes will be accepted for any absence(s) unless it is an extended illness/injury and has been approved by the committee.** See (v.) below for further guidance on extended illness/injuries.

- i. Second absence- the next scheduled pay raise will be delayed eight (8) weeks.
- ii. Third absence- - the next scheduled pay raise will be delayed another eight (8) weeks.
- iii. Fourth Absence- 16 week pay raise delay and you will be brought in front of the committee and you could be dropped from the Program at this time, if the committee allows you to continue with the program, you cannot miss any more class sessions for the remainder of the year. This will be your final warning.
- iv. Fifth absence- Termination from the Apprenticeship Program.
- v. If an extended injury/illness requires you to miss more than 2 consecutive days of class, you will have to fill out paperwork for a medical leave of absence and you will be brought in front of the committee for approval for the extended time off from

school/work. During this time, you will need to present the committee with medical records for the injury/illness for the time off to be approved. The doctor's letter must state that you cannot attend class/work due to the injury/illness. At the end of the approved medical leave, you will need to present a medical release from your doctor stating that you can return to class/work.

Class **will not be cancelled** due to inclement weather. It is the apprentice's responsibility to call 918-561-6210 after 3:00 pm the day of class for information on closure of the school. If the JATC is closed class will be held online and all apprentices will be expected to be online for class.

2. **KEEPING JATC DIRECTOR INFORMED OF CONTACT INFORMATION** -All apprentices shall keep the Director informed of their current mailing address and telephone numbers. Failure to adhere to this will necessitate a committee meeting and possible disciplinary action. We have to be able to reach you at all times while you are in this program.
  
3. **OUT OF POCKET EXPENSES**- All apprentices are required to pay to the JATC trust fund the amount based on the school year that applies to covering the cost of books and materials furnished to each apprentice. The yearly book and materials fee shall be due in the following manner:
  - a) All apprentices shall pay for their portion of the book fees in full when received on the first night of school or prior to, (when books become available) for that year. Books will not be furnished unless payment is made in full at that time. **PAYMENTS CAN BE MADE BY CHECK OR MONEY ORDER ONLY. CASH WILL NOT BE ACCEPTED BY THE JATC.** Every week books are not paid for, delays the pay raise the same amount of time. Any student who has not paid for their books within 2 weeks after the start of class will be brought before the committee to explain why they have not paid for their book fees. The Committee will decide any action to be taken at this time.
  - b) Veterans who have not paid for their books must make arrangements prior to school beginning so that the necessary paperwork is completed with the VA.
  - c) All Apprentices must be able to pass a background check on Felony Convictions for the past 7 years. This means any felony whether it's violent or non-violent.
  
4. **GRADES**- A GRADE OF 80% IN BOTH BLENDED LEARNING & ON YOUR TEST IS NECESSARY TO REMAIN IN THE PROGRAM, each grade is measured separately. AN APPRENTICE IS REQUIRED TO REPORT TO CLASS WITH ALL ASSIGNED LESSONS COMPLETED AND TO TAKE AN ACTIVE PART IN CLASSROOM DISCUSSION AND WORK AS DIRECTED BY THE INSTRUCTOR.

Anytime during the school year, apprentices could be brought before the JATC for disciplinary action for a less than an 80% grade in either Blended Learning OR a test grade.

5<sup>th</sup> year apprentices who have received their final raise and who have passed the Oklahoma Journey Workers Test are still bound by the JATC Rules and Policies. You must still maintain an 80% grade or higher and attendance as well as work reports still apply. Apprentices who do not complete all of the requirements set forth herein will NOT receive a letter of completion to the Local or the DOL.

5. **HOMEWORK (ONLINE ASSIGNMENTS) - You have to maintain an 80% average in Blended Learning \*\*CURRENTLY ASSIGNMENTS IN BLENDED LEARNING ARE NOT COMPATIBLE WITH APPLE BASED OR MAC BASED COMPUTERS AND IT IS NOT ADVISED TO USE A SMART PHONE FOR THESE ASSIGNMENTS, YOU WILL NEED TO MAKE ARRANGEMENTS OUTSIDE OF THE JATC FOR A LAPTOP THAT IS COMPATIBLE\*\*.** If an instructor assigns a lesson that is to be completed by a certain date, make sure it is done before class starts on that date or a 0 grade will be recorded for the lessons not completed by the instructors' completion date. Online assignments, student workbooks, or other assigned JATC approved materials are considered homework and must be completed before coming to the next class. THERE IS NO EXCEPTIONS OR EXCUSES FOR THIS NOT BEING COMPLETED. ALL online assignments must be completed before that section test to be counted. Also, although the online assignments allow you multiple attempts to improve your grade for each quiz, the 1<sup>st</sup> score you get is the only one we count and that score will be your final score for that specific quiz regardless if you get a better score on the other attempts. The apprentice must be prepared for class in ALL ways that are required by the instructor. Violation of this homework requirement will require the instructor to indicate such on the sign in sheet. If an apprentice is written up twice in the same school year, a 2 week delay in his/her advancement will be assessed. If an apprentice is written up three times in one school year, the apprentice, at the Committee's discretion, they will decide disciplinary action which could include dismissal from the program.

IF YOU FAIL ANY YEAR DUE TO GRADES, YOU WILL BE MOVED TO THE CW/CE PROGRAM, IF YOU OBTAIN YOUR JW LICENSE WHILE ON THE CW/CE PROGRAM, YOU WILL NOT BE CLASSIFIED AS A JW UNTIL 2 YEARS AFTER YOUR CLASS WOULD HAVE NORMALLY GRADUATED AND YOU MUST COMPLETE ALL REQUIREMENTS OF THE CW/CE PROGRAM.

6. **TEST- You have to maintain an 80% on your test average.** If an apprentice is caught cheating on a test; he/she will receive a zero for that test and may be subject to termination from the program or may be required to repeat the year over in its entirety. Test missed by an apprentice during the school year will be the sole responsibility of the apprentice to make up. These tests must be made up within one (1) week after the apprentice returns to school. Arrangements must be made by the apprentice through the apprenticeship office to make up the test(s). Test not made up within one (1) week will be marked as a 0% test score, and will be reflected in the apprentice's yearly average. It is up to the apprentice to find out from the Instructor if a test has been missed due to absence from school or

scheduled vacation. No makeup test will be given to apprentices who have failed test.

7. **CLASSROOM CONDUCT- NO CELL PHONE USE IN CLASS.** Conduct in the classroom is very important. How you act in the classroom reflects a lot about you and how you will handle yourself on the job. If the instructor feels that you are disrespectful to the staff or other classmates, the instructor has the authority to ask you to leave the classroom. It will also require you to appear before the committee and you will be counted as absent for that night's class and you will be put on immediate suspension. Depending on the nature of the matter, will determine whether or not you will be terminated from the program entirely. **ANY ILLEGAL ACTIVITY** in the classroom is strictly prohibited. Anyone caught doing illegal activity on a JATC property will be brought in front of the committee for disciplinary action which could include termination from your current job assignment up to dismissal from the apprenticeship program.
8. **CLASS AND SCHEDULES-** All apprentices indentured to the Tulsa Electrical JATC shall attend the regular apprenticeship classes at the time and date designated on the schedules for all apprenticeship classes including non-scheduled classes such as OSHA, First Aid and CPR, pipe bending or any other lab or special class as deemed necessary by the committee, given in one six hour session on a Saturday and will be given to all indentured apprentices at least every two years (and at any other time designated by the JATC.) If you miss any scheduled Saturday class, it will then be up to the apprentice to make sure he/she gets enrolled to get his/her own certification and that cost will be the responsibility of the apprentice. Your pay raise will be delayed the same amount of time until we receive your certification. Over time work or vacations will not exempt an apprentice from attending class, completing homework or maintaining a passing grade.
9. **PAY INCREASES/ADVANCEMENTS-** The Local 584 Union will be notified by the director as to when pay increases/Advancement are to go into effect for each Apprentice. An apprentice WILL NOT advance to the next pay period unless ALL of the following requirements have been met:
  - a) All up to date work reports have been turned in.
  - b) Satisfactory attendance at school and on the job.
  - c) Good employer reports
  - d) Minimum grade is at least 80% or higher in both Blended Learning & Test.
  - e) Not late with any work reports prior to the most current one being turned in.
  - f) EACH OF THESE REQUIREMENTS WILL BE CHECKED PRIOR TO ANY ADVANCEMENT.
  - g) You must be in good standing with the apprenticeship.
  - h) Pay Raise delays for absences and/or late work reports will carry over to the next year if you have maxed out your pay raise for the current year you are in.

10. **NO SMOKING POLICY**- There will be absolutely no smoking or chewing on all JATC training facilities, except in designated areas as decided by each facility.
11. **USE OF ILLEGAL DRUGS OR ALCOHOL**- Drugs or alcohol will not be permitted in the building or on JATC property or neighboring property at any time. If it is even suspected, the student will be sent for a drug/alcohol test immediately. Such abuse will be grounds for suspension or probable termination from the program. Any apprentice who uses illegal drugs or alcohol on the job, at the school, or reports to work or school under the influence of illegal drugs and/or alcohol, you will be brought before the JATC for disciplinary action and this will be considered just cause for dropping the apprentice from the program. This will also pertain to any facility used for training by the JATC. All drugs, alcohol, and smoking policies at any other facility besides that of the JATC will also be honored.
12. **DRUG/ALCOHOL TESTING FOR CAUSE**

Whereas the Tulsa Electrical Joint Apprenticeship and Training Committee (T.E.J.A.T.C.) recognize the Joint Resolution between the International Brotherhood of Electrical Workers and the National Electrical Contractors Association and Substance Abuse in the Workplace, the T.E.J.A.T.C. has adopted the following substance abuse policy. The purpose of this policy is to provide the electrical industry with mentally and physically competent apprentices capable of performing their assigned duties in the safest manner possible. This responsibility extends from the workplace through and including the T.E.J.A.T.C. sponsored training exercises without exception. This policy shall be administered in a fair and equitable manner while maintaining confidentiality. All persons entering into this apprentice program, regardless of the method of entry are subject to the rules and regulations governing substance abuse. For the purpose of this program, substance abuse can be in the form of alcohol or drugs.

## POLICY

### New Applicants

- A. All participants receiving a conditional offer of acceptance into this program from the J.A.T.C. will submit to a pre-employment substance abuse screening, prior to being indentured into the apprenticeship program.
- B. Failure of this screening will be grounds for dismissal from the current selection. Those rejected from this selection process will be eligible to reapply in not less than one year without penalty.

### Apprentices

- A. It shall be the policy of this J.A.T.C. that each apprentice in the program will submit to a yearly substance abuse screening. The times for random selection substance abuse screening shall be randomly chosen. Each apprentice will be tested at least once a year and possible once per month.
- B. Any apprentice refusing to accept a training assignment to a project with a pre-hire substance abuse screening will result in J.A.T.C. Disciplinary Action.



- C. Should the substance screening results be negative but exhibit any evidence of tampering with the sample as reported or noted by the testing lab, discipline may be result up to and including termination from the apprenticeship program.
- D. The use or possession of alcohol or drugs by any apprentice at any time on J.A.T.C. property, at a J.A.T.C. training exercise on a job site, on company Property or in a company vehicle is strictly prohibited, and will result in J.A.T.C. Disciplinary Action.
- E. Any apprentice terminated for any reason other than a reduction of force, will be required to submit to a substance abuse screening test within twenty four (24) hours of receiving the termination of employment slip. The location of this test will be determined by the J.A.T.C. office.
- F. **With written notice from an approved rehabilitation program;**  
In the event that the apprentice has failed to report to the J.A.T.C. within twenty four (24) hours of receiving the termination of employment slip, the apprentice will automatically be suspended from working for our signatory contractors for not less than four weeks, but will continue to attend school while being evaluated by an approved rehabilitation program.
- G. In the event of an apprentice refusing or not completing a substance abuse screening, during a class day random test, the action shall be considered as a refusal to submit to a substance screening and will be handled accordingly with ARTICLE III #11.

### **Failure of Substance Screening**

#### FIRST OFFENSE

- A. Should an apprentice fail a substance screening or refuse to submit to screening or have test results that are noted by the testing facility as exhibiting the characteristics of a tampered sample, that apprentice shall report to the Training Director immediately.
- B. In the event that the test results are inconclusive (dilute, abnormal, outside the normal ranges, etc.) another specimen will be required the following morning. After being informed of this test, this office will contact the apprentice and schedule the additional substance screening. No OJT shall be performed until the test is conclusive.
- C. In the event that the apprentice has failed a substance abuse screening or has refused to submit to a substance screening or has test results that are noted by the testing facility as exhibiting characteristics of a tampered sample or any combination thereof the apprentice will be suspended from working for our signatory contractors, but will continue to attend school while going through an approved rehabilitation program.
- D. The apprentice will be given an opportunity to enroll in an approved substance abuse rehabilitation program, within thirty (30) days of the suspension date, at the expense of the apprentice.
- E. When the rehabilitation period is complete, as recommended by the counselor, a substance screening is required with a negative result, at the apprentice's expense, to insure that the apprentice is drug free. With final approval from the Committee, the apprentice will be eligible to sign the Out of Work list and be given a new training assignment when it becomes available.
- F. In all cases, the apprentice must appear at the next regularly scheduled Committee

Meeting of the J.A.T.C. or report otherwise directed by the Training Director.

## SECOND OFFENSE

- A. In the event that the apprentice has failed a substance abuse screening or has refused to submit to a substance screening or has test results that are noted by the testing facility as exhibiting characteristics of a tampered sample or any combination thereof for the second time, the apprentice can at the discretion of the committee, be permanently removed from the program.

### **Treatment**

Any apprentice who seeks treatment for substance abuse ***prior*** to being selected for testing will be given credit for the following:

- A. The apprentice must be in a bona fide treatment program with an open communication link established between the treatment program and the Training Director. It is the responsibility of the apprentice to name the Training Director as a contact for the release of medical information.
- B. The apprentice must submit a re-employment substance test, with negative results before receiving a training assignment.
- C. In seeking treatment, the apprentice is responsible for notifying the J.A.T.C. of this plan of action in writing. The J.A.T.C will. NOT be responsible for making this communication exist.

### **Failure to Comply**

Failure of the apprentice to comply with any of the rules may result in the termination of the apprenticeship agreement.

### **Records**

Records of substance abuse tests shall be maintained by a TPA and/or the Medical Review Officer.

13. **MATERNITY LEAVE-** A maternity leave of up to 1 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 class, then it will be necessary for the apprentice to repeat the entire school year.
14. **PROCEDURE FOR VETERANS-** (If eligible for the G.I. Bill) Contact the Veterans Administration at [benefits.va.gov/benefits](http://benefits.va.gov/benefits). We are an approved Apprenticeship thru the VA. Upon approval from the VA you will receive a letter stating you are approved for the benefits. You will bring the Letter saying you are approved to the JATC office and the paperwork that needs to be sent in will be filled out and the documents they require will be sent to the VA. The Apprentice will have to sign the paperwork. A Monthly Certification of On-The-Job and Apprenticeship Training form will be sent in with your hours from your work reports by office staff.

15. **WRITTEN REQUEST FOR APPRENTICE RECORDS**- You are required by the JATC to turn in a written request if you need copies of any Apprentice Records. It could take up to ten (10) days for the JATC to fulfill your written request and you must clarify which items in your file you wish to have copied.
16. **INSUBORDINATION**-Insubordination toward any employees of the JATC will necessitate an appearance before the Apprenticeship Committee.
17. **DESTRUCTION, DEFACING & USE OF JATC PROPERTY**- Destruction or Defacing of JATC equipment or property belonging to the JATC will necessitate an appearance before the Apprenticeship Committee. The trash receptacle in the parking lot is for JATC purposes only, please do not bring your trash from home to deposit in it. Do not get in the container for any reason.
18. **DEROGATORY COMMENTS MADE REGARDING THE JATC**- Any Derogatory comments made by any apprentice regarding the JATC verbally or electronically, will necessitate an appearance before the Apprenticeship Committee.
19. **APPEALS**- Apprentices shall have the right to request an appearance before the JATC Committee concerning specific issues or matters dealing with their apprenticeship agreement. Such request must be in writing and must be within 30 days of the committee decision for which you are appealing.
20. **PENALTIES FOR INSUBORDINATION, DESTRUCTION OF JATC PROPERTY**- Penalties for insubordination or destruction of JATC property, can range in fines up to \$500.00, termination from your current job assignment, or termination from the apprenticeship program or all of the above depending on the severity.
21. **SURVEILLANCE**- The JATC property is under constant video surveillance 24 hours a day, 7 days a week, and 365 days a year. Everything you do is captured via live video so be careful what you do on and around the JATC property.

#### **IV. MONTHLY WORK REPORT INSTRUCTIONS**

##### **MONTHLY WORK REPORTS (MWRs) ARE DUE BY THE 10<sup>TH</sup> OF THE MONTH FOR THE PREVIOUS MONTHS HOURS WORKED!!**

1. **MONTHLY WORK REPORTS**- Each apprentice shall furnish the JATC Director a Monthly Work Report by the 10<sup>th</sup> day of each month indicating the classes of work performed for the prior month plus other required information on the report (either brought to the office or sent by email). **This includes any time the school is out. Failure to do so will result in the JATC withholding the apprentice's next periodic wage increase one week for every week or part thereof the work report is late.** The JATC will not accept an incomplete or unsigned work report and will be considered not turned in and late until a completed copy is received. PLEASE NOTE that if your journeyman/foreman refuses to fill out the work report, he/she is required to forward the work report directly to the

# Inside Apprentice Monthly Work Report

(Due in the JATC Office by 10<sup>th</sup> day of each Month)

For optimum accuracy print in ink. Use capital letters or numbers and avoid contact with the edge of the box. The following will serve as an example.

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z
Apprentice ID Number										Date Report Received															
Last Name										Last Day of THIS Report Period															
First Name										Employer															
Period																									

Enter the number of actual Clock Hours (including Overtime) for Each Category Worked This Month.

10	<b>A Project Layout and Planning</b> - Reading & interpreting blueprints and specifications/Coordination between crafts, engineers & architects/Layout Feeders, risers & branch circuits		<b>M Motor Installation</b> - Rigging and setting/Alignment/Circuiting and terminations/Testing
	<b>B Underground Installations</b> - Trenching and ditch digging/ Direct burial/ Installing PVC rigid conduit/Installing grounding electrode systems		<b>N Control System Installation</b> - Blueprint & specification interpretation/Layout & circuit installation/Distributed control
	<b>C Thinwall Conduit Raceway Systems</b> - Fastening & supporting devices/Conduit fabrication/Installation of conduit, fittings and boxes		<b>O Installing &amp; Programming Programmable Logic Controllers</b> - Module installation/Control wiring and devices/Programming
	<b>D Rigid Conduit Raceway Systems</b> - Fastening & supporting devices/Bender setup/Conduit fabrication/Installation of conduit, fittings and boxes		<b>P Installing Instrumentation &amp; Process Control Systems</b> - Blueprint & specification interpretation/Layout installation/ Calibration
15	<b>E Installing Services</b> - Mounting devices/Installing circuit breakers and fuses/Terminations		<b>Q Security System Installation</b> - Blueprint & specification interpretation/Layout/Box & circuit installation/Terminations & testing
	<b>F Floor Duct Installations</b> - Transit-grade establishment/Installing duct & fittings/Core drilling and outlet installation		<b>R Installing Sound &amp; Communication Systems</b> - Blueprint & specification interpretation/Layout/Conduit & box installation/ Installing panels & network devices/Circuit installation/ Terminations & testing
	<b>G Motor Control Center Installation</b> - Rigging & mounting/ Terminating feeders, branch circuits & control wiring		<b>S Installing &amp; Terminating Transformers</b> - Rigging & mounting/ Primary & secondary terminations/Testing & troubleshooting
	<b>H Installing, Splicing &amp; Terminating Wires &amp; Cables</b> - Establishing temporary power/Feeders & branch circuits/ Control wiring/Splices, taps & terminations		<b>T Installing Fiber Optic Cable</b> - Equipment layout/Installing cable/ Polishing & terminations/Testing & verifying
	<b>I Cable Tray Installation</b> - Fabrication/Installing support devices/Installing cable tray and covers		<b>U Welding &amp; Brazing</b> - Machine setup/Fabrication/Welding, grinding & finishing
	<b>J Lighting System Installation</b> - Installing outlet boxes & conductors/Installing fixtures/Installing control devices		<b>V Service &amp; Troubleshooting</b> - Testing, analysis & repair of: motors, transformers, electrical devices, electronic devices, magnetic devices, lighting & power circuits, equipment & machinery, control circuits & devices
	<b>K Testing &amp; Troubleshooting Feeders, Motors &amp; Branch Circuits</b> - Checkout circuit continuity/Identifying fault current to ground/Megging and Hi-potting/Certifying system operation/Repair & maintenance/Ground verification	100	<b>W Material Handling &amp; Pre-Fabrication</b> - Material-equipment awareness/ Fabricating for field installation
	<b>L Fire Alarm Installation</b> - Blueprint & specification interpretation/ Layout & circuit installation/Control panel & device installation/Programming & testing		<b>X Other Specialized Area</b> - (Briefly describe) _____

Total number of hours you worked this month. <span style="float: right;">125</span>	Of the total number of work hours that were available to you, indicate the number of hours you DID NOT work. <span style="float: right;">20</span>
---	--

Indicate below the reason(s) and number of hours for absenteeism. Show hours for ALL that apply:

Illness, Medical or Injury <span style="float: right;">10</span>	Personal <span style="float: right;">10</span>	Scheduled Vacation <span style="float: right;">0</span>
--	--	---

Joe Blow

Journeyman's Printed Name

---

Joe Blow

Journeyman Signature

---

William Wilson

Apprentice Signature

Date

Front + Back Filled Out

contractor's office, Until you reach journeyman status, you will be responsible for getting these filled out, signed and turned in. NO EXCEPTIONS. Your hours are tabulated by the monthly work reports you turn in. If no work reports are turned in, then you will not receive any hours for that month which will affect pay raises, advancements and will put you in an unacceptable standing with the apprenticeship. PLEASE NOTE: Delinquent work reports can get you pulled off your job assignment. Also if you do not maintain a current valid apprentice license, that can get you pulled off your current job assignment and keep you from being sent out on a new job assignment until you obtain a current valid apprentice license. You can Email the work reports to [information@tulsajatc.org](mailto:information@tulsajatc.org) or drop them in the box on the wall by the door coming into the office. Work reports must be filled out properly when being submitted.

- a) Submit only 1 form per month. If you are working for more than one contractor during the month, total the hours you worked and have end of month journeyman sign.
- b) Total number of hours you worked this month should be total hours of all boxes,
- c) Of the total number of work hours that were available... you must enter the difference in the total monthly work hours available that you could have worked verses the hours you actually worked.
- d) For the available hours NOT worked, indicate how many hours were for illness, medical/injury, personal or vacation.
- e) Get as close to the actual numbers you worked on the report as possible. Internal audits will be performed on these each month; any major discrepancies will be brought to the director's attention and could necessitate a meeting with the committee.
- f) You are responsible for submitting this report on time at the end of each month NO LATER THAN THE 10<sup>TH</sup> OF THE FOLLOWING MONTH, IF THE 10<sup>TH</sup> IS ON A WEEKEND OR A HOLIDAY, you may email them to [information@tulsajatc.org](mailto:information@tulsajatc.org). These have to be turned in whether you are working or not and also have to be turned in even in the summer months when school is not in session.
- f) These forms are not to be forged; you will get caught if you even try it. ONLY FILL IN AREAS YOU ARE SUPPOSED TO, THE EVALUATION PORTION ON THE BACK IS NOT FOR THE APPRENTICE TO FILL OUT and NEVER sign the Journeyman's signature. If you are unemployed, turn the form into the JATC and the Training Director will sign as your journeyman.

**\*\*ANYONE CAUGHT BREAKING ANY OF THE ABOVE RULES OR NOT FOLLOWING JATC GUIDELINES ON THIS WILL BE DEALT WITH \*\*  
ANY RULES/REGULATIONS NOT COVERED IN THIS DOCUMENT FOR UNFORSEEN FUTURE ISSUES WILL BE HANDLED ON A CASE BY CASE BASIS WITH THE APPROVAL OF THE COMMITTEE.**

**Attached is a Work Report filled out properly. Please make sure your reports are filled out properly.**

**Also attached is a form to be signed acknowledging you were informed about Work Reports.**

## V. Sexual Harassment Policy

# POLICY AGAINST SEXUAL HARRASSMENT



**IBEW**NECA



Tulsa Electrical Joint Apprenticeship  
And Training Committee

1120 N. Iroquois Avenue, Tulsa, OK 74106 - Phone: 918-592-2929- Fax: 918-592-2930  
[information@tulsajatc.org](mailto:information@tulsajatc.org)

# WORK REPORTS

During your Apprenticeship at the Tulsa JATC, you will be responsible for turning in a work report of your hours **on a monthly basis**. You will not be reminded to turn in your Work Report.

If you do not turn a work report in for 3 months you will be required to go before The Committee to explain why you cannot turn in a work report.

Also, if your work report is turned in later than the 10<sup>th</sup> of each month, your next raise will be pushed out by the number of days the work report is late.

I acknowledge that I was informed about work reports.

\_\_\_\_\_  
Apprentice Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

**AS ADOPTED BY THE  
TULSA, IBEW LOCAL UNION 584  
AND EASTERN OKLAHOMA N.E.C.A.  
APPRENTICESHIP AND TRAINING COMMITTEE**

**GENERAL**

The Joint Apprenticeship and Training Committee does not tolerate sexual harassment of any type. Sexual harassment is unlawful, and such prohibited conduct exposes not only the Committee, but individuals involved in such conduct to significant liability under the law. The Committee expects committee employees, including instructors, employers who hire apprentices, and apprentices to treat each other with respect and dignity so as not to offend the sensibilities of any individual. Sexual harassment not only hurts the immediate victim, but other employees. Incidents of harassment can result in a general atmosphere in which the purpose of the apprenticeship and training program is undermined. The Committee, therefore, is committed to vigorously enforcing this policy against sexual harassment. Committee employees or apprentices who engage in such conduct will be disciplined. Employers who engage in such conduct against apprentices will be denied access to apprentices.

**WHAT CONSTITUTES SEXUAL HARASSMENT?**

Sexual harassment according to the Federal Equal Employment Opportunity Commission (EEOC) consist of unwelcome sexual advances, request for sexual favors and any other verbal or physical conduct of sexual nature when:

- a. Submission to such conduct is made explicitly or inexplicitly, a term or condition of an individual's training or employment.
- b. Submission to, or rejection of, such conduct by an individual is used as the basis for a training-related or employment-related decision affecting such individual.
- c. Such conduct as the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, abusive or offensive work environment.

Sexual harassment may include, but is not limited to, intentional physical conduct that is sexual in nature, such as touching, pinching, patting, sexually-oriented gestures, noises, remarks, jokes or comments about a person sexuality or sexual experience(s) and displaying pictures, posters, calendars, graffiti, objects, promotional materials, reading materials or other materials that are sexually suggestive, sexually demeaning or pornographic.

**FILING AND INVESTIGATING COMPLAINTS**

Any complaints of, or regarding, sexual harassment should be submitted to the JATC Director, and shall be treated confidentially except to the extent necessary to investigate and resolve the complaint. Complaints may be made in writing or orally, and

anonymous complaints will be accepted. A complaint of harassment may be made by someone who is not the target of harassment, and, indeed, anyone who observes sexual harassment is encouraged to report it. Complaints of sexual harassment will be fully investigated and a determination of the facts will be made on a case-by-case basis. If the Employer has an established plan or policy that deals with sexual harassment, the apprentice should follow such procedures as set forth in the Employer's policy against sexual harassment, though they may elect to bring the matter to the JATC.

Class Instructors are responsible bringing it to the attention of the JATC Director if the instructor observes or of which the instructor becomes aware of an act of sexual harassment against another apprentice. The JATC Director will determine the proper chain of command to take and it will be done with the upmost confidential avenue that can possibly be taken.

If any employee wishes to pursue a sexual harassment complaint through a government agency or to seek outside help, he or she is entitled to do so. An individual may consult with the JATC Director for advice on how to proceed.

## **RESOLVING COMPLAINTS**

After a thorough investigation, any committee employee or apprentice found to have committed an act of sexual harassment shall be immediately disciplined. The discipline imposed will depend on the nature and severity of the misconduct found upon the investigation and may include discharge as a first offense. The decision may be appealed back to the Committee for review within thirty (30) days of receiving the JATC's decision.

## **RETALIATION PROHIBITED**

The Committee will not tolerate any form of retaliation against an employee who has made a complaint or cooperated in an investigation of alleged sexual harassment. All persons contacted in the course of an investigation will be advised that they and other individuals involved in a complain are entitled to be treated in a professional manner, and that any retaliation or reprisal against any individual who is an alleged target of harassment or who has made a complaint, or has provided evidence in conjunction with a complaint, is prohibited and could result in discipline up to, and including, termination. Committee employees or apprentices who are found to have engaged in retaliation or who fail to cooperate with an investigation of sexual harassment or retaliation will be subject to substantial discipline up to, and including, discharge or termination from the program.

## **CONTRACTOR RESPONSIBILITES**

Employers who hire apprentices from this program are expected to establish their own policies against sexual harassment and retaliation, including procedures for filing, investigating and resolving complaints as the elect. Contractors should understand that under EEOC's discrimination regulations, an employer is responsible for the acts of its



agents, and its supervisory employees when acting in an agency capacity, without regard to the employer's specific authorization or knowledge of such acts by them. (Supervisors will be treated as acting in an agency capacity if the employer fails to establish an explicit policy against sexual harassment or fails to establish a reasonably accessible procedure by which victims of sexual harassment can make their own complaints known to appropriate officials and have them rectified.) With respect to sexually harassment conduct between non-supervisory employees, the employer is responsible where the employer (or its agents) knows or should have known of the conduct, unless the employer takes immediate and appropriate corrective action.

The failure of a contractor to take appropriate action regarding an apprentice's complaint of sexual harassment on the job may result in the contractor being denied access to apprentices in the program. It is expected that contractors will work cooperatively with the JATC Director on matters concerning the Committees Policy against sexual harassment.

## **VI. Local JATC Rules and Policies**

A. The apprentice is subject to the written Rules and Policies of the JATC as presently in existence or as may be adopted or modified from time to time. The JATC will provide the Registration Agency with a copy of the written Rules and Policies and any modifications thereto.

B. The apprentice will be provided with a copy of the written Rules and Policies and will sign acknowledgement receipt stating they have received such Rules and Policies. This procedure will be followed whenever revisions or modifications are made to the Rules and Policies.

C. Per the JATC Standards, Any Apprentice refusing to sign or abide by the JATC Rules and Policies will be considered as voluntarily withdrawing from the program.

*This document is subject to change at JATC's Discretion. If any changes affect the participant, the participant will be notified.*

These Policies, rules, and regulations were reviewed, revised and approved by the Tulsa Electrical Joint Apprenticeship and Training Committee on this \_\_\_\_\_ day of \_\_\_\_\_, 2018.

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Jerry Brown, Chairman

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Jeremy Griffin

# Apprenticeship Information Acknowledgement

I have been given the opportunity to read and review the JATC's Apprenticeship Standards and written Rules and Policies. A representative of the JATC has adequately reviewed this material with me and satisfactorily answered all questions. I understand my responsibilities, as outlined in this entire document, I agree to abide by this document, and I accept full responsibility for my actions while I am an apprentice in this program. I understand that my failure to abide by these regulations may result in termination of my apprenticeship indenture.

My signature below certifies that I have read the written Rules and Policies and that I have previously received a copy of the Standards as adopted by the JATC.

## APPRENTICE: PLEASE SIGN AND DATE

(If you DO NOT sign and date this form, it will be considered as voluntarily withdrawing from the program and you will not be returning to continue with the Apprenticeship Program)

\_\_\_\_\_  
Apprentice Signature

\_\_\_\_\_  
Date Received

\_\_\_\_\_  
Apprentice Name (PLEASE PRINT)