



Tucson Electrical Joint Apprenticeship & Training Program

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The Seal of Quality in Electrical Construction

Tucson Electrical JATC Rules and Policies

- I. It is the apprentice responsibility to keep the Tucson Electrical Joint Apprenticeship & Training Program office notified of your current mailing address and phone number.

- II. **RELATED INSTRUCTION AND JOBSITE PROGRESS**

Your grades in school and progress on the job will be checked. You must attain a passing grade in related instruction and receive satisfactory job site progress reports before you advance in training or pay grade. The policy regarding grading procedures is as follows:

The minimum requirement to advance to the next school year in the apprenticeship program is an overall average score of 75%. Each test scored below the minimum requirement of 75%, the apprentice will attend a mandatory four-hour Saturday class for each failed test, \$50.00 fee for each failed test.

Homework is mandatory with successful completion of 75% for each lesson. The following grade conversion to a college letter system applies:

93 – 100 = A

85 – 92 = B

75 – 84 = C

0 – 74 = F

Classroom and/or remote classroom attendance is mandatory. The training standards for the Tucson Electrical Joint Apprenticeship and Training program require a minimum of 180 classroom hours per year. One class is equal to 2.5 to 3 hours.

1. An apprentice may have no more than two (2) unexcused absences in one school year. If an apprentice receives three unexcused absences in one school year, he/she will be eliminated from the apprenticeship program. Every absence must be made up at the next scheduled make-up class. Every absence must be made up, excused or unexcused. If you miss a class, it will be considered unexcused. If you have an absence because of causes such as a death in the family, hospitalization or emergency room visit etc. (with valid documentation of date of service), you must notify the apprenticeship office and you will be required to appear at the next Tucson Electrical Joint Apprenticeship Committee meeting. If you feel you have a valid reason for your absence, you may request to meet with the committee and must bring in clear documentation. The committee meets typically every 4th Tuesday of the month. If an apprentice fails to appear before the committee, it will be considered an unexcused absence, your upgrade will be delayed one month, or you may be eliminated from the program.

Consequences for unexcused absences:

- a. First Absence, cost of make-up class (\$20.00 to be paid prior to taking the class), upgrade will be delayed one month.
 - b. Second Absence, cost of make-up class (\$20.00 to be paid prior to taking the class), upgrade will be delayed one additional month, totaling two months for the year.
 - c. Third Absence, apprentice has eliminated himself/herself from the program.
2. Apprentices who are out of work due to medical reasons for three or more days, must contact the apprenticeship office and the apprentice must provide the apprenticeship and their employer a Release to Return to Work from Medical Absences.
3. It is the apprentice's responsibility to coordinate a schedule with the instructor to keep up with their classwork if they ARE absent.
4. Make-up classes will be scheduled, and you will be notified of the date and time. There is a \$20.00 fee for each unexcused absence, which must be paid to the Tucson Electrical Joint Apprenticeship Office.
5. The apprentice will be notified by text message or email with the date, time and location, classes will begin. Classes will begin at the scheduled time. An apprentice arriving up to fifteen minutes late for class will be marked tardy, arriving more than 15 minutes late or leaving class early will be marked absent. If asked to leave the class, you will be marked absent and will be requested to appear before the Tucson Electrical Joint Apprenticeship Committee. Three tardy equal one unexcused absence.
6. Each apprentice must submit their work report online. This report must be submitted on TradeSchool by the 10th of the following month. Failure to submit these reports on time will delay the apprentices upgrade by one month for each late report.
7. The Tucson Electrical JATC will request Apprentice Performance Evaluations from the apprentices' employer periodically. Apprentices performing below satisfactorily will be requested to appear before the Committee.
8. An apprentice who is terminated from their assigned employer for any reason, will notify the TEJATP (apprenticeship office) within **seven (7) calendar days of the termination**. Failure to comply will require the apprentice to appear before the apprenticeship committee at the next scheduled committee meeting prior to receiving a new work assignment. In addition, the apprentice will be delayed the next scheduled wage upgrade, one month for each week the apprentice does not notify the apprenticeship office of the termination. An apprentice terminated from an employer for other than "reduction of

force” must appear before the committee. Termination for “cause” may result in discipline, to include but not limited to, delay of future upgrades and/or elimination from the program.

TEJATC apprentices will be required to follow their assigned employers’ rules, policies and other requirements as directed by the employer. Failure to do so may result in termination from the employer and the apprenticeship program as determined by the committee.

Tucson Electrical JATC will not discriminate against applicants/apprentices based on race, color, religion, national origin, sex (including pregnancy and gender identity), sexual orientation, genetic information (including family medical history), disability or age (a person 40-year-old or older).

Tucson Electrical JATC will take affirmative action to provide equal opportunity to all apprentices and provide reasonable accommodations as required by State and Federal laws. Tucson Electrical JATC will operate the apprenticeship program as required under Title 29 of the Code of Federal Regulations, part 30.

9. If, for any of the above reasons, an apprentice is held back for a period that exceeds one (1) year, he/she will be eliminated from the program and will be removed from employment under this program.

A. APPEARANCE AND CONDUCT

1. Apprentices receiving communication from the Apprenticeship Program, via text message, email, or US mail, the Apprentice is required to respond. Ignoring communication may result in disciplinary action.
2. Each apprentice shall be well groomed, and wear required PPE for their various work assignments. An apprentice shall furnish safety shoes, long sleeve protective shirts, etc., as the situation dictates. In addition, employers may require an apprentice to have trim haircuts and to keep facial hair neatly trimmed.
3. Classroom: Closed toed shoes and jobsite appropriate clothing.
4. Do not write on walls, desks, displays, or any other furniture. Apprentices breaking into secured doors, theft, or destruction of JATC property will appear before the committee for possible elimination from the Apprenticeship Program. Take pride in your classroom facilities and help keep them clean and respectable. The apprentice is expected to clean up his/her work area at the end of each class session.

5. The use of tobacco products, vaping in ANY form is prohibited in the training facility, Smoking/vaping is allowed in outdoor designated areas.

Alcohol and/or drugs are prohibited on the premises, AT ANY TIME. Anyone showing signs of alcohol consumption or drug use will be dismissed from class, marked absent for the class, and will be required to appear before the Committee. If an apprentice violates this policy and/or the Substance Abuse Policy, he/she is subject to elimination from the Apprenticeship Program.

Each apprentice shall be subject to the Southern Arizona Chapter and IBEW Local 570 Drug Free Workplace Program. Refusal to submit to a drug test or produce a positive reading is subject to termination by his/her employer and termination from the Apprenticeship Program. Apprentices shall be required to comply with individual employer's drug testing policies and procedures.

6. Please use trash cans for trash and other refuse, and place cigarette butts in appropriate containers outside the building. *PLEASE DO NOT LITTER ANYWHERE!*
7. No reckless or inappropriate driving in Apprenticeship parking lots, IBEW Union Hall, and/or jobsites. Do not park in front of gates or leave blind spots in neighborhoods. You are a representative of this program and are expected to act appropriately towards the neighbors and surrounding businesses.
8. Use of cell phones are prohibited in the classroom.
9. The Tucson Electrical Joint Apprenticeship & Training Program **will not** condone cheating. This includes:
 - Cheating on a test, copying homework, inappropriate use of computers, and inappropriate use of calculator is prohibited.

When cheating is suspected, the instructors and the apprenticeship staff will take reasonable action to establish whether it occurred. If it has, the instructor will dismiss the apprentice from class; the apprentice will receive a zero for the class and be required to appear before the Apprenticeship Committee. Appropriate disciplinary action may include elimination from the program.

B. DISCIPLINE

1. Any apprentice who causes a disturbance in class will be dismissed from class immediately and this dismissal will constitute an unexcused absence. The apprentice will not be allowed to return to class until he/she appears before the Training Director and/or the Committee.
2. Any apprentice refusing a work assignment will be immediately terminated from the program.

3. Apprentice Performance Evaluation will be reviewed by the Committee. Based on Apprentice Performance Evaluation the Committee will take corrective action up to and including termination from the program.
4. If an apprentice is notified to appear before the Apprenticeship Committee, he/she must comply, or it will be counted as an unexcused absence from class and may be subject to termination from the program.
5. Every apprentice shall complete the IBEW Local Union 570 & Southern Arizona NECA Code of Excellence training and shall comply with all program requirements.
6. Behavior that is unbecoming of an apprentice is subject to termination from the Apprenticeship Program. The Code of Excellence applies to all apprentices who are currently in the program. The Code of Excellence applies to conduct on Apprenticeship Property, or other Apprenticeship Sponsored Activity, regardless of modality or location (including online) or regardless of the location violates Apprenticeship policy or violates local, state, or federal law.
7. Effective Class of 2021 and classes to follow: Apprentices who receive a Felony after they are selected and indentured will be immediately removed from the apprenticeship Program with no Committee Action.

C. PROGRAM

1. As set forth in the Local Inside Wireman Apprentice and Training Standards for the Tucson EJATC, *the term of apprenticeship shall not be less than 8,000 hours of employment and may require more than four years to complete in view of possible employment lapses.* Apprentices must successfully complete OSHA 10 prior to advancing to 2nd year, 24 hours of M.S.H.A. prior to advancing to 3rd year. Additional classes for program completion: Code of Excellence, electrical Safety based on 70E and current CPR/First Aid.
2. The first 2,000 hours of on-the-job training and satisfactory performance in related classroom training during such time shall constitute the probationary period. During this period the apprenticeship agreement may be canceled by either party without the formality of a hearing.

Signature of Apprentice

Date

Print Name