



Approved 8.16.22 Rev 6

## Introduction

This Apprentice Handbook contains the personnel policies and procedures for the EJATC of Watertown for the Electrical Industry Office.

Apprentices should read it carefully since it is the reference to the EJATC of Watertown's program policies. The policies in this Apprentice Handbook remain in effect and supersede all policies issued before distribution of this Apprentice Handbook.

## Changes in Procedures

The EJATC of Watertown reserves the right to interpret a change in information of the Apprentice Handbook at any time. The contents of our Apprentice Handbook are in effect until distribution of written changes. Changes are distributed in memo format. Apprentices should contact the Training Director immediately when they feel they have not received information given to other apprentices. Apprentices are responsible for keeping their Apprentice Handbook up to date, replacing previous policies with newly distributed material. The JATC is not responsible for the result of any apprentice's failure to keep information up to date. The Training Director is authorized to answer any questions.

## Classroom Rules

All Apprentice Day classes will begin promptly at 7:30 A.M. and end at 3:00 P.M. each day. Classes will be held according to the yearly schedule and will not be changed without the Training Director's approval. (Schedule will be handed out at the first class of the year)

All Apprentice night classes will begin promptly at 5:00 P.M. and end at 9:00 P.M. each night. Classes will be held according to the yearly schedule and will not be changed without the Training Director's approval.

A school year consist of all your scheduled classes (you will not receive credit for the school year unless you meet the required classes). There may also be additional classes for welding, first aid, field trips, safety classes and labs held outside your scheduled classes.

If a class is forced to use distance learning (due to not being able to attend in-person classes) you will need to be in a learning environment with proper equipment as if you were in the training center itself.

Work assignments, shift work or overtime are not legitimate excuses for missing class.



Any apprentice caught compromising (cheating, stealing test etc.,) on the NJATC testing system will be terminated from this program immediately.

Apprentices will not be allowed to leave the building during classroom hours. (This does not include your 30-minute lunch break) Please make sure to bring everything needed to class with you.

Any apprentice that brings food into the training center must take their garbage with them. If we find left over food in the garbage cans, you will not be allowed to have food in the training centers.

All apprentices will dress and conduct themselves in a professional manner, both on the job and in the classroom.

All apprentices will report to class with the proper tools and clothing needed to complete the labs. During hands-on training, you will be required to have on pants and work boots.

Apprentices who are insubordinate, use abusive and/or threatening language, directed toward a student, instructor, committee member, or union official will be subject to disciplinary action and possible termination from the program.

## **Cell Phone Use**

Cell phones will not be permitted to be used during classroom hours. Any apprentice caught using a cell phone will be excused from class and credited with an absence. The EJATC committee will discipline an apprentice that continues to use a cell phone. Disciplinary action to be determined by the committee.

## **Laptop**

All students are required to have a working computer with a camera and microphone. It is also the student's responsibility to keep it in working order, so it does not slow the class down. (Appendix 2)

Any apprentice caught using the laptop during school hours for anything other than classroom training will be excused from class and credited with an unexcused absence. The EJATC committee will discipline an apprentice that continues to misuse the laptop. Disciplinary action to be determined by the committee.



## Test

All coursework must be completed with a passing grade prior to taking any test.

Any apprentice that misses class on a test day/night will be required to make that test before the next scheduled class. (Arrangements are to be made with the instructor) and the apprentice will reimburse any additional expense to the EJATC or receive a zero for that test.

The Electrical Joint Apprenticeship training committee of Watertown states that if you fail a course you will have to repeat that course. This will be scheduled by the instructor and training director. If you fail more than two courses in a year you will be required to report to the committee. Failing of two courses are reason for termination from the program.

If a student fails, the practical exam at the end of the year they will be required to re-take that exam. If you fail, the second time there will be 500 hours added to your next pay increase. You will also have to report to the committee and explain why you cannot pass the practical exam. The minimum-passing grade, as set by the National J.A.T.C. is 75% and less than a 75% average will be grounds for termination of their indenture ship

## Attendance

The Electrical Joint Apprenticeship training committee of Watertown states that every student is allowed to have two excused absences a year. All classroom hours that are missed are required to be made up. (The excused absence only means the 150-dollar fee is waived)

Any apprentice attending night classes will make there hours up during normal class hours (7:30 AM - 3:00 PM)

If a student misses a class they are required to contact, there instructor to find out what is due for the next class.

If a student miss more than two classes, they will be required to make that class when scheduled by the training director. The student will also be required to pay 150 dollars for the makeup class. Arrangements for the makeup class shall be made with the Training Director. Apprentices who fail to attend the makeup class shall be subject to disciplinary action as determined by the committee.  
**Continued absenteeism will be grounds for termination from this program.**



# **Electrical JATC** Joint Apprenticeship Training Committee Of Watertown NY

## **Assignments**

Any Apprentice reporting to class without their Assignments complete will be excused from class and credited with an unexcused absence.

All apprentices must have their Assignments completed by 7 A.M. the day before your class. This will allow the instructors to review the Assignment and better prepare for the class.

## **Layoff**

Any apprentice that receives a layoff will notify the training director immediately.

## **Contact info**

Any apprentice that changes their telephone number, address or any other contact info is required to notify the office immediately. (Please use our website to make changes)

## **Wage Upgrade**

There will be no wage upgrading until class hours, OJT hours and work evaluations are reviewed and accepted by this program. (This could take up to two weeks upon completion of the school year) There will also be no upgrade until any indebtedness to this program is paid in full. It is the apprentice's responsibility to pay their debt no later than August 15, of the school year, in which the debt has occurred.

Apprentices who fail to pay their debt prior to the fore-mentioned date shall be subject to disciplinary action, as determined by the committee.

## **Union Meetings**

As of 1/10/86, all sworn in apprentices of local 910 I.B.E.W., will be required to attend a minimum of six Union meetings per year.

## **Committee Meetings**

The JATC committee meets the third Monday of every month. Any apprentice with problems or questions is encouraged to come in and discuss them with the committee.

Please contact the training director to make an appointment before the meeting.



## **Missing work or class due to medical reasons**

Any apprentice that misses more than 3 days in a row will be required to submit a copy of the return-to-work form. (Please see Appendix 1)

## **Bluebooks/Evaluations**

Updated Blue Books must be with you at all classes, as well as on the job. Your book must be totaled and verified by your Foreman. All Blue Book information, Monthly OJT reports and Evaluations are due in the Watertown JATC office by the 10<sup>th</sup> of the following month. Failure to comply will result in following disciplinary action.

- **8 hours will be added to your upgrade each day it is handed in past the 10<sup>th</sup> of the following month.**  
**Example if you hand it in on the 11<sup>th</sup> that's an 8-hour penalty, if you hand it on the 20<sup>th</sup> that would be an 80-hour penalty. Penalty do not start until your eligible for an upgrade.**

If an apprentice does not turn in a report the apprentice will be required to report to the committee and may be subject to further disciplinary action including suspension or termination from the apprenticeship program. The committee will determine such actions.

**Any apprentice that has completed their 4<sup>th</sup> year of classroom training and has 8200 hours of OJT hours, verified by the EJATC, will no longer be required to turn in monthly work reports, evaluation, or bluebooks.**



# Electrical JATC

Joint Apprenticeship Training Committee

## Of Watertown NY

## Payment of books

EJATC of Watertown will accept Cash or Check for payment of books. Books must be paid in full before or on the day/night of class. If full payment of books is not received by the day/night of class, you will not be eligible to attend classes.

## Drug Use

Any apprentice reporting to class under the influence or in possession of illegal drugs or alcohol during class hours will be dismissed from the class and subject to disciplinary action or termination. Possession or refusal of testing is equivalent to a positive test result.

Instructors will use their reasonable suspicion training, if it is suspected you will be asked to have someone come pick you up

All training centers are tobacco free. Anyone caught using tobacco at the training centers will be removed from class and credited with an unexcused absents. **(This includes Vaping)**

If any Apprentice tests positive for substance abuse, A) Probationary Apprentice will be terminated from the program immediately, B) Non-Probationary Apprentices will be suspended for 90 days from this program and be required to complete a substance abuse Rehabilitation Program before reinstatement and be subject to periodic drug testing. The second time the Non-Probationary Apprentice tests positive he/she will be terminated from the program.

## High Average Perfect Attendance

If a student has high average and perfect attendance, they will receive the next year's books for free. If the student is getting their book cost covered another way, then they will receive a check for \$500.00 dollars. A fifth-year student will receive a check for \$500.00 dollars. If the student has perfect attendance and high average for all 5 years of the apprenticeship, they will receive a tool kit on top of the \$500.00 dollars. If a student gets high average but not perfect attendance, they will receive \$100.00 dollars. There will be no reward for just perfect attendance.



## Rotation Policy

1. Apprentices will be required to be employed by multiple employers during their term of apprenticeship. Approximately 1500 hours of employment with each employer is most desirable- 1000 hours of employment will be considered as satisfying a transfer requirement.
2. The initial placement by the Electrical JATC will constitute the first employer. (Please note placement as any other classification does not count) The employer will be required to provide a quarterly report on all apprentices.
3. Electrical JATC training director has the right to rotate any apprentice, at any time. This will only be for Apprentice Periods 1-4.
4. If upon checking the monthly evaluations/classroom performance labs, the Electrical JATC finds the apprentice is not getting the proper training or spending too much time on any one phase of work the training director will contact the employer with his concerns prior to rotating the apprentice. If the employer cannot provide the proper training or refuses to move that apprentice to a different phase of work the Electrical JATC will transfer that apprentice to a different employer immediately.
5. Apprentices that feel they are not getting the proper training must bring it to the Electrical JATC training Director.
6. Change of employers due to layoffs will be considered a rotation if the terms in paragraph 1 have been meant.
7. Any exemptions from rotation shall be at the discretion of the board of trustees. A contractor must request an in-person meeting with the JATC.
8. Rotation Period will be from January 1 through December 31 each year.
9. The Electrical JATC will administer the rotation record and keep on record the following:
  - A. Name of the employer the apprentice is rotating to and from.
  - B. What the OJT the apprentice had with each employer.
  - C. What OJT the apprentice will need during the next rotation period.

**All party's involved will have the right to review these records**



# **Electrical JATC**

Joint Apprenticeship Training Committee  
Of Watertown NY

## **Apprentice Tool List**

- 1-Voltage/Ohm Meter with readable scale
  - 1-Cutting Pliers (9" Linesman pliers)
  - 1-Long nose pliers (needle nose)
  - 1ea. Small, medium, large, stubby straight blade screwdriver
  - 1-Phillips screwdriver
  - 1-holdeze screwdriver
  - 1-claw hammer
  - 1-set Allen wrenches to 3/8
  - 1-10" adjustable open end wrench
  - 1-M.C. cable cutter (roto split)
  - 1-Hacksaw
  - 1-Pocket knife
  - 1-Keyholesaw
  - 1-torpedo level (w/Magnets)
  - 1-Flashlight
  - 1-25' Tape measure
  - 1-Diagonal Cutting pliers (dykes)
  - 2 Sets of Pump Pliers (Chanel Locks)
  - 1-Tool belt with pouch
  - 1-Tool box or tote bag
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## Appendix 1

### RELEASE TO RETURN TO WORK FROM MEDICAL ABSENCES

Program Name: \_\_\_\_\_

Apprentice Name: \_\_\_\_\_

Date(s) of Absence from Work: \_\_\_\_\_

I give permission for the physician named on this form to provide information on my medical status to the apprenticeship program named above.

Signature of Apprentice: \_\_\_\_\_

Date: \_\_\_\_\_

#### To the Apprentice:

You have been absent from work and/or classes due to a medical condition. As a condition of future assignments the Committee needs to make sure that you are able to safely return to the performance of the essential functions of the job of an apprentice electrical worker. Please have your personal physician complete the following form and return it to the Training Director. If your physician indicates that you can only work with restrictions, you must meet with the Training Director to discuss whether these restrictions affect your ability to perform the essential tasks of an electrical worker, and whether there are accommodations that will enable you to safely perform the essential functions of the position.

#### To the Physician:

This patient of yours is an apprentice electrical worker. The JATC wants to ensure that apprentices who have been out of work for medical reasons can safely perform the essential tasks required of electrical workers. Electrical work is a demanding occupation that requires good sensory abilities, dexterity, endurance, strength, balance and agility. Attached to this form is a job description for this position. If you are not familiar with the job duties of electrical workers, we ask that you review this description before giving your opinion.

The apprentice can return to work and safely perform all of the tasks of electrical work.

The apprentice can return to work with the following restrictions:

These restrictions will last until at least (insert date): \_\_\_\_\_

Physician Signature: \_\_\_\_\_

Date: \_\_\_\_\_

#### Physician Information

Name: \_\_\_\_\_

Telephone: \_\_\_\_\_

Address: \_\_\_\_\_

E-mail: \_\_\_\_\_

## Appendix 2

### Computer requirements

#### Operating Systems:

- Windows 8, 8.1, or 10
- Mac OS X 10.10 Yosemite or Newer
- Chromebook \*
- iPad iOS 11 or Newer \*
- Android 10 \*

#### Browsers:\*

- For Windows: Edge, Firefox, or Chrome
- For Mac: Safari, Firefox, or Chrome
- For iPad: Safari, Firefox, or Chrome
- For Android: Chrome

\*Various components of the Blended Learning System might require use of one browser or operating system over another. This requirement is noted at the time it is needed (From The Electrical training alliance website.)

I have read and understand the Electrical Joint Apprenticeship Training  
Committees Handbook.

**NAME:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
Please print

\_\_\_\_\_  
Signature