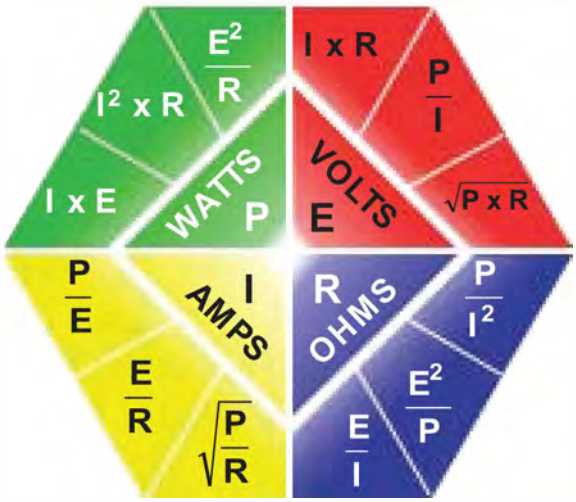
**Are you interested in the electrical industry as an…**

IBEW NECA

**Electrician Or Lineman ?**
**Apprentice or Helper ?**




**Are Wages Important to YOU?**

**Do YOU Need Health Insurance ?**

**Would YOU Like A Pension Plan?**

***YES!…Then speak to us!***

*Nashville Electrical JATC*
*Website: www.nejatc.org*
*Telephone: (615) 242-9950*
*Email: info@nejatc.org*

# The Nashville Electrical Joint Apprenticeship and Training Committee (NEJATC) Apprenticeship Program

**is sponsored by the**

# International Brotherhood of Electrical Workers (IBEW) Local Union #429

**and the**

# East Tennessee Chapter National Electrical Contractors Association (NECA)

*Nashville Electrical Joint Apprenticeship and Training Committee*

*310 Fesslers Lane*
*Nashville, Tennessee 37210*
*Telephone: (615) 242-9950*
*Fax: (615) 242-0329*
*Website: www.nejatc.org*

**IMPORTANT NOTICE**
**TO APPLICANTS TO THIS APPRENTICESHIP PROGRAM**

**At the time of application, all applicants must pay a $75.00 application fee.**

**This fee is to be paid online to start the application.**

**We recommend to individuals who do not have the basic qualifications to refrain from completing an application to this apprenticeship program.**

**Please see the enclosed qualifications.**

NOTICE!
The NEJATC Policy Statement
Is To Read & Understood
Before Interview

# *Nashville Electrical Joint Apprenticeship and Training Committee*


***310 Fesslers Lane***
***Nashville, Tennessee 37210***
***Telephone: (615) 242-9950***
***Fax: (615) 242-0329***
***Website: www.nejatc.org***


## ELECTRICIANS

**SKILLS TO BE LEARNED**: Apprentices learn to install, maintain and repair many types of electrical equipment and electronic systems in residential, commercial and industrial establishments. You will also learn to install, connect and test electrical wiring systems for lights, heat, power and communication (data) in any premise, building, or structure.

**EDUCATION DISCIPLINES:** AC/DC theory, analog/digital electronics, motor design and motor control, and industry orientation. Systems: instrumentation, PLC's, data communications, security, high voltage termination and splicing, fire alarms, & building automation. A college degree path is available if chosen through Community College of Allegheny County (CCAC).

**LENGTH OF PROGRAM**: Four (4) years.

**WAGES**: See chart on reverse.

**BENEFITS**: Comprehensive health care plan for you and your family, retirement plan, two pension plans, and life insurance plans.

**NASHVILLE ELECTRICAL JOINT APPRENTICESHIP AND TRAINING COMMITTEE**

**CONTACT PERSON**: John Ledwell, Training Director, Scot West, Assistant Training Director, or Amanda Porter Miller, Office Manager

**ADDRESS**: Nashville Electrical J.A.T.C.
310 Fesslers Lane
Nashville TN 37210

**PHONE NUMBER**: (615) 242-9950 **FAX**: (615) 242-0329

**GENERAL INFORMATION:** Must complete a minimum of 180 hours of classroom training per year and 8000 hours of on the job training during the four year program.

### WHEN TO APPLY

**Applications are accepted online at www.nejatc.org/apply. There is a $75.00 application fee payable with debit card or credit card upon time of application.**

### MINIMUM QUALIFICATIONS

**Must be a minimum of 18 years of age at time of selection. Must be a high school graduate or have a GED or two-year Associate Degree or higher. Must have completed one full year of high school level algebra course or equivalent with a passing grade or one post high school algebra course or equivalent with a passing grade. Applicants must possess a valid driver's license.**

### AFFILIATIONS

**International Brotherhood of Electrical Workers, Local Union #429**
**&**
**the East Tennessee Chapter National Electrical Contractors Association**

**Local Union 429 (Nashville Division, NECA)** **Effective June 1, 2024-May 31, 2027**

| INSIDE | | CHANGE--> | $1.75 | ($0.10) | $1.30 | ($0.10) | $0.80 |
|---|---|---|---|---|---|---|---|
| **Wage Rates** | JW + | | 6/1/2024 | 1/1/2025 | 6/1/2025 | 1/1/2026 | 6/1/2026 |
| **JW** | | | **$34.92** | **$34.82** | **$36.12** | **$36.02** | **$36.82** |
| JW Cable Splicer | $0.25 | | $35.17 | $35.07 | $36.37 | $36.27 | $37.07 |
| JW Welder | $0.25 | | $35.17 | $35.07 | $36.37 | $36.27 | $37.07 |
| Foreman | 10% | | $38.41 | $38.30 | $39.73 | $39.62 | $40.50 |
| General Foreman | 15% | | $40.16 | $40.04 | $41.54 | $41.42 | $42.34 |
| **Apprentice Wage Rate** | | | | | | | |
| 1st period | 60% | | $20.95 | $20.89 | $21.67 | $21.61 | $22.09 |
| 2nd period | 60% | | $20.95 | $20.89 | $21.67 | $21.61 | $22.09 |
| 3rd period | 65% | | $22.70 | $22.63 | $23.48 | $23.41 | $23.93 |
| 4thperiod | 70% | | $24.44 | $24.37 | $25.28 | $25.21 | $25.77 |
| 5th period | 75% | | $26.19 | $26.12 | $27.09 | $27.02 | $27.62 |
| 6th period | 80% | | $27.94 | $27.86 | $28.90 | $28.82 | $29.46 |
| Un-Indentured | 45% | | $15.71 | $15.67 | $16.25 | $16.21 | $16.57 |
| **CE/CW Wage Rates** | | | | | | | |
| CW Level 1 | 45% | | $15.71 | $15.67 | $16.25 | $16.21 | $16.57 |
| CW Level 2 | 50% | | $17.46 | $17.41 | $18.06 | $18.01 | $18.41 |
| CW Level 3 | 55% | | $19.21 | $19.15 | $19.87 | $19.81 | $20.25 |
| CW Level 4 | 60% | | $20.95 | $20.89 | $21.67 | $21.61 | $22.09 |
| CW Level 5 | 65% | | $22.70 | $22.63 | $23.48 | $23.41 | $23.93 |
| CE Level 1 | 70% | | $24.44 | $24.37 | $25.28 | $25.21 | $25.77 |
| CE Level 2 | 75% | | $26.19 | $26.12 | $27.09 | $27.02 | $27.62 |
| CE Level 3 | 80% | | $27.94 | $27.86 | $28.90 | $28.82 | $29.46 |

## Benefits/Fringes

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| *** NEBF** | 3.0% | of gross payroll | | | | | |
| *** HEALTH & WELFARE** | | | 6/1/2024 | 1/1/2025 | 6/1/2025 | 1/1/2026 | 6/1/2026 |
| JW & Apprentices Period 4-6 | | Per hour | $8.50 | $8.70 | $8.70 | $8.90 | $8.90 |
| Apprentices Periods 1-3 | | Per hour | $5.10 | $5.22 | $5.22 | $5.34 | $5.34 |
| CW2-5, CE1-3 | | Per hour | $3.93 | $4.02 | $4.02 | $4.11 | $4.11 |

| | | | | | |
|---|---|---|---|---|---|
| *** LOCAL PENSION (SERF)** | | | 6/1/2024 | 6/1/2025 | 6/1/2026 |
| Journeyman and above | | Per hour | $4.50 | $5.00 | $6.00 |
| Apprentices Periods 3-6 | 10.0% | of gross payroll | | | |
| CE 1-3 | 5.0% | of gross payroll | | | |
| *** JATC** | 2.0% | of gross payroll | | | |
| *** NECA (members only)** | 1.0% | of gross payroll | | | |
| *** Administrative Maintenance Fund (AMF)** | | .5% of gross payroll | | | |
| *** NLMCC** | $0.01 | Per hour | | | |
| *** LMCC** | $0.02 | Per hour | | | |
| *** Parking Lot Expansion Fund** | $0.05 | Per hour | | | |

REVISED
5/4/2026

## REQUIREMENTS FOR ELIGIBILITY FOR THE APPRENTICESHIP PROGRAM

In order to participate in the apprenticeship program, individuals must meet certain criteria before they can be eligible for an interview. Below are the steps an individual must take in order to be eligible for selection to this apprenticeship program (not necessarily in this order).

1. A non-refundable $75.00 application fee is to be paid at the time of application online. Please note that documented hardship cases may be considered for waiver based on a case-by-case basis.

2. An application in the JATC office is to be filled out online at www.nejatc.org/apply.

3. All applicants are to provide the JATC office with an "official" high school transcript and other documents necessary to prove that one has a high school diploma or a G.E.D. and Algebra 1 or Technical Math 1 & Technical Math 2. Any math greater than or equivalent to Algebra 1 is also accepted.

4. All applicants have only 60 days from date of application to furnish the JATC all pertinent application documentation.

5. All applicants will be required to complete a Personal Experience Form with GAN Human Resources and take the GAN aptitude test. If an applicant fails to complete the Personal Experience Form with GAN Human Resources within the alloted time, the application will be cancelled. The JATC office will administer the GAN aptitde test at specific dates and times to be announced as scheduled. If the applicant is non-responsive to test date and time scheduled, the application will be considered null and void and will be cancelled.

6. All applicants must possess a valid driver's license with date of birth on it and furnish the JATC a color copy.

7. When all of the above has been accomplished, the application will be considered complete. Completed applicants will placed on the eligibility list in ranking order.

8. At least 10% more applicants than the committee will select for apprenticeship will be interviewed.

9. Applicants interviewed will be re-ranked based on interview score and final selections will be made from that list

10. Selected applicants will take a drug screening (urinalysis). Only those with negative results will be allowed to enter this apprenticeship program as an indentured apprentice. Applicants will be notified as to when and where this test is to be administered.

11. It is the responsibility of applicants to provide current addresses and phone numbers and email addresses to the JATC to insure proper notification of scheduled interviews and test dates.

When an individual fills out an application, that person will be required to read the JATC's Policy Statement that all JATC apprentices are expected to adhere to. A course outline is available as well. Applicants should feel free to ask any questions regarding the application process or the apprenticeship program.

Please feel free to call this office at 1-615-242-9950

# Registered Apprenticeship

**What is Apprenticeship?**

Apprenticeship, in simplest terms, is applied education in skilled occupations that require a wide and diverse range of skill and knowledge, as well as maturity and independence of judgement. It is comprised of planned, day-by-day training on the job (OJT) and experience under proper supervision of a skilled worker, combined with related theoretical instruction. Apprenticeship is an educational training strategy that prepares people for professional employment by training in bona fide, formalized and structured employment settings. There are over 825 recognized apprenticeable occupations ranging from Accordian maker to X-ray equipment tester. The content of training, both on the job and related instruction, is defined and dictated by the needs of the particular industry. The length of training is determined by the needs of the specific occupation within an industry. For the occupation of Electrical Construction Apprentice the minimum length established is 8000 hours over approximately 4 years of practicum with a minimum of 180 hours of related instruction per year.

**Essential Ingredients in Apprenticeship**

Apprenticeship programs are sponsored by employers, employer associations, or jointly by management and labor. There must be an employer/employee situation in existence to establish an apprenticeship program. All apprenticeship programs must meet the minimum guideline requirements delineated in Federal and State laws and regulations:

1. Development and implementation of apprenticeship standards -- Those standards contain the 22 basic elements to establish a registered program. They embody the terms and conditions of employment, training, and supervision of one or more apprentices. Elements contained in the standards include wage progression, term of apprenticeship, safety, ratio of apprentices to mentors, EEO guidelines and record keeping, etc.

2. Registration of apprentices – Once the standards have been registered by the appropriate registration agency, the sponsor is now in position to register apprentices. This is accomplished by completing a registration form provided by the registration agency. Once the form is completed and signed by the principles, it must be forwarded to the agency for registration and the appropriate signature of the agency representative. It will then be returned to the sponsor and the apprentice for their records.

**Registration Agency**
There are two apprenticeship registration agencies:

1. The Office of Apprenticeship and Training (OAT). Previously known as the Bureau of Apprenticeship and Training (BAT)

2. State Apprenticeship Councils (SAC)

Each of these entities has specific geographical areas of responsibility. The Office of Apprenticeship and Training registers programs and apprentices in 23 states and has oversight responsibility of the State Apprenticeship Councils in 27 states, 3 Territories and the District of Columbia. In concert with the apprenticeship sponsor, OAT and SAC also, cancel, suspend, and issue apprenticeship completion certificates.

# What does an Inside Journeyman Wireman Electrician do?

While the Outside Lineman works on the distribution network, bringing power from sources of generation to the customers, the Inside Wireman's job is to distribute and connect the customer's electrical equipment to that power source. The Inside Wireman installs and maintains all of the various types of electrical systems found in commercial and industrial facilities. This equipment may be lighting and receptacles, to motors, to heating equipment, to systems that control the operation of all of a facility's energy usage.

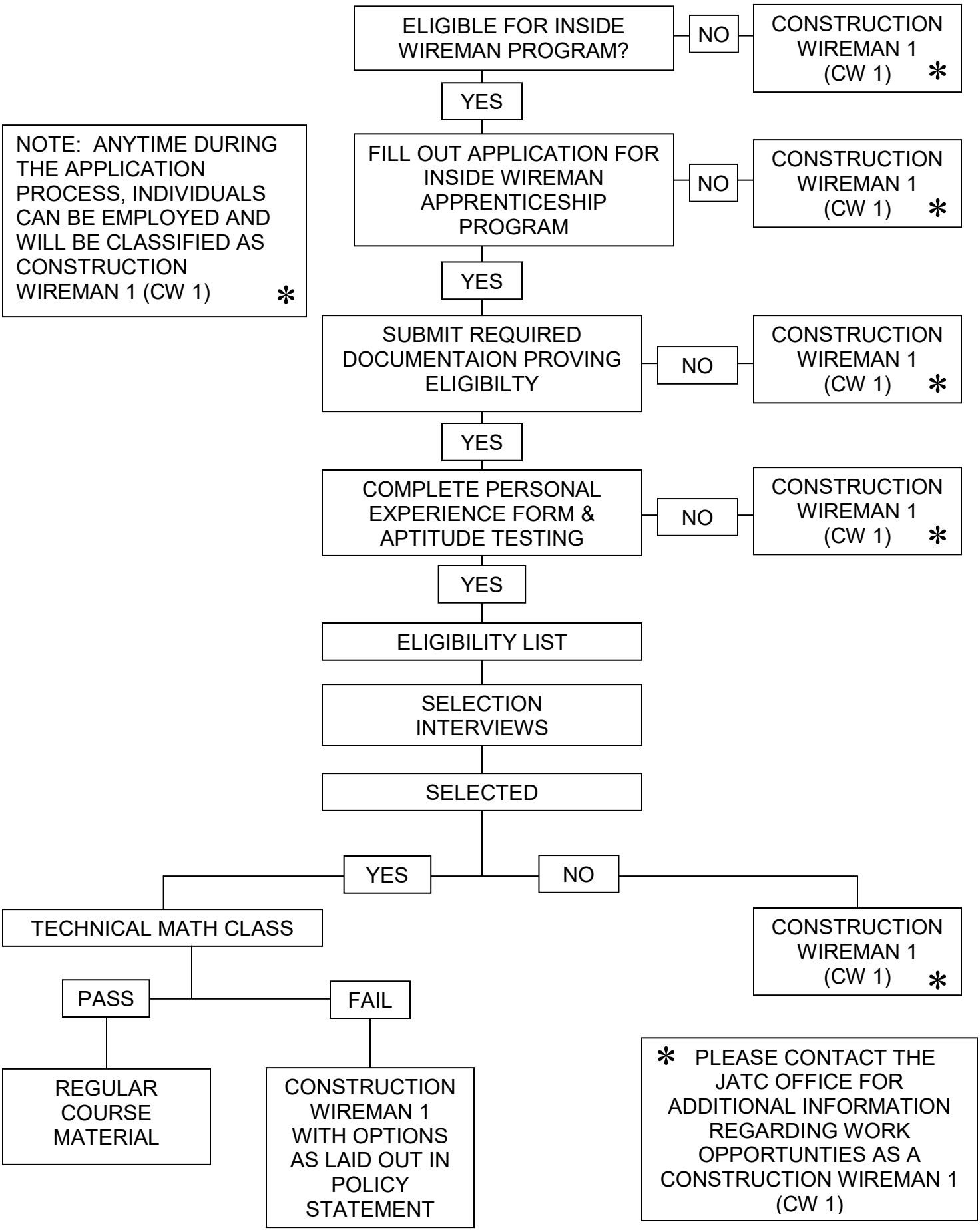
The Inside Wireman installs conduit systems that contain the wire from the motor control centers or panel boards to all of the equipment that uses electricity. Those conduits may contain power cables or control cables. Many of the conduit systems are exposed and must be installed to exacting standards using neat and workmanlike craftsmanship.
The work of an Inside Wireman can vary. One day the Inside Wireman could be installing a Fire Alarm System or Security System in a high rise building and the next day he or she could be installing conduit in a ditch on the outside of the building. Inside Wireman also install electrical systems in industrial facilities such as chemical plants, power plants, chip manufacturing facilities and automobile plants. Each type of installation has specific electrical needs and systems to support those needs. While there are many tasks associated with the Inside Wireman classification, the apprenticeship training provides all of the knowledge necessary for an individual to perform these tasks in a professional manner while helping the individual to sharpen his or her skills and abilities to be the best workers in the electrical construction and maintenance industry.

## Basic Inside Journeyman Wireman Job Description

The duties of an Inside Wireman are listed below. The number next to each duty is the average of the percentage of journeymen reporting that they perform that task.

| | |
|---|---|
| **99%** | Installing New Wiring and Repairing Old Wiring |
| **98%** | Installing Receptacles, Lighting Systems and Fixtures |
| **97%** | Planning and Installing Raceway Systems |
| **94%** | Troubleshooting and Repairing Electrical Systems |
| **92%** | Planning and Initiating Project |
| **92%** | Supervising Journeymen and Apprentices |
| **88%** | Establishing Temporary Power During Construction |
| **88%** | Establishing Power Distribution within Project |
| **87%** | Establishing Grounding System |
| **86%** | Installing Service to Buildings and Other Structures |
| **86%** | Providing Power and Controls to Motors, HVAC, and Other Equipment |
| **82%** | Installing Fire Alarm Systems |
| **71%** | Installing and Repairing Traffic Signals, Outdoor Lighting, and Outdoor Power Feeders |
| **67%** | Establishing OSHA and Customer Safety Requirements |
| **67%** | Installing Instrumentation and Process Control Systems, Including Energy Management Systems |
| **64%** | Erecting and Assembling Power Generation Equipment |
| **57%** | Installing Security Systems |
| **56%** | Installing, Maintaining and Repairing Lightning] Protection Systems |
| **36%** | Installing and Repairing Telephone and Data Systems |

# Step by Step Processes for Inside Wireman Apprenticeship



| Construction Wireman Advancement Schedule | | | |
|---|---|---|---|
| **To advance to these pay periods:** | | **Minimum OJT hours required** | **And complete these course materials:** |
| **Classification** | **Wage % of JW** | | |
| CW1 | 45 | 0 | |
| CW2 | 50 | 1,000 | IBEW Orientation, OSHA 10, CPR & First Aid Training and C.O.E class |
| CW3 | 55 | 3,500 | Conduit Bending home study and DC Theory home study. Must pass exam for each course |
| CW4 | 60 | 5,000 | AC Theory home study. Must pass exam. |
| CW5 | 65 | 6,500 | Grounding and Codeology home study courses. Must pass exams for each course |
| CE1 | 70 | 8,000 | Blueprint Reading and Safe Work Practices 1&2 home study courses. Must pass exams for each course |
| CE2 | 75 | 10,000 | Any code related course and Motors course. Must pass exams for each course |
| CE3 | 80 | 12,000 | Any code related course and Transformers course. Must pass exams for each course |
| Journeyman * | 100 | 14,000 | Any code related course and Motor Controls course. Must pass exams for each course. |
| * MAY BE REQUIRED TO TAKE A FINAL EVALUATION / EXAM TO ATTAIN JOURNEYMAN WIREMAN STATUS. | | | |

## INSURANCE COVERAGE FOR CW'S, CE'S, UN-INDENTURED WORKERS AND INDENTURED APPRENTICES

| Classification: | Time of employment before contractor begins paying for health insurance benefits: |
|---|---|
| Construction Wiremen Level 1: | |
| Construction Wiremen Level 2 – 5: | Immediately upon employment. |
| Construction Electricians Level 1-3: | Immediately upon employment. |
| Un-Indentured Workers: | 90 days of employment. (If a CW works 90 days before becoming an un-indentured worker, the contractor would start paying on that person immediately. |
| Indentured Apprentices 1st - 6th period: | Immediately upon employment. |

NOTE: In regard to all of the above classifications, benefit coverage will start on the initial eligibility date. For example, if one is an employee and the employer makes contributions for at least 140 credited hours for work performed in January, coverage will begin in March 1.

## REQUIRED APPRENTICE TOOL LIST

### (ALSO FOR UN-INDENTURED WORKERS AND CONSTRUCTION WIREMEN)

TOOL BAG
KNIFE
POCKET LEVEL (torpedo level)
25' TAPE MEASURE OR 6' RULE
PENCIL
PLIERS-WIRESTRIPPERS
PLIERS-CUTTING
PLIERS-CHANNEL LOCK
PLIERS-STAK ON (crimping pliers)
SCREWDRIVER-SMALL
SCREWDRIVER-MEDIUM
WORKBOOTS- Steel toed

# Personal Experience Form (PEF) Information

Gather the documents described below **in advance**, so you will be prepared for your mandatory PEF submittal.

### Educational and Training Documentation:

- Transcripts (do not need to be official)
- Certificates for any relevant certificate programs (e.g., helmets to hardhats, pre-apprenticeship, etc.)
- Transcripts or certificates for any relevant vocational training courses.

### Work Experience Documentation:

- Documentation needs to demonstrate how many hours you have completed. Paystubs, W-2's, or a letter from your employer can be used. Note that if you are using a W-2 to verify AND you have more than 1000 hours with that employer you must also provide at least one pay stub.

### Military Documentation:

- DD-214 or other documentation that defines your experience.

### Letters of Recommendation:

You may upload one or more letters of recommendation to support your application. Only the highest scoring letter will be considered. Letters can be from:

- Electrical Contractor
- Journeyman Electrician
- Construction Contractor
- Community Group Member
- School Official or Teacher
- Mentor, Employer or Other

# GAN Aptitude Test – What You Need to Know

After submitting your application and completing the **Personal Experience Form (PEF)**, you will be scheduled to take the **GAN Aptitude Test**

## What is the GAN Aptitude Test?

The test will be administered electronically on computers supplied by the apprenticeship program. The GAN Aptitude Test is designed to measure the skills and abilities that are essential for success in the electrical trade. Unlike the previous test, this is **not pass/fail**—your score will help determine your ranking on the eligibility list.

The test evaluates:

- **Math Skills** – Numerical computation and reasoning
- **Reading Skills** – Reading comprehension
- **Spatial Skills** – Visualizing and manipulating shapes
- **Mechanical Reasoning** – Understanding physical and mechanical principles

## Test Structure

The GAN Aptitude Battery Test consists of **five sections**:

1. **Numerical Computation** – Basic arithmetic (whole numbers, fractions, decimals).
2. **Numerical Reasoning** – Logical thinking and pattern recognition.
3. **Paper Folding** – Tests spatial visualization skills.
4. **Reading Comprehension** – Understanding and interpreting written material.
5. **Mechanical Reasoning** – Knowledge of physical and mechanical principles.

## Important Test Rules

- Bring a **valid photo ID**. Your ID will be checked before the test.
- **Your GAN login credentials (User ID and Password)**
- Arrive **15 minutes early**. Late arrivals cannot be admitted.
- **No calculators allowed.**
- **No electronic devices will be allowed during testing.** This includes cell phones, smart watches, smart glasses, earbuds or other wearable technology. You may use your phone to obtain your GAN login credentials.
- The computer, mouse, pencils and scrap paper will be provided.
- If you cannot attend your scheduled test date, contact us immediately to reschedule.

# GAN Aptitude Test – What You Need to Know, Cont.

## How Your Score is Used

- Your score will help determine your **score on the ranked list**.
- Rankings remain valid for **one year** from the date you received your ranked score.

## How to Prepare

- Review basic math skills: arithmetic, fractions, decimals, and pattern recognition.
- Practice reading comprehension: focus on understanding and interpreting written passages.
- Explore spatial reasoning exercises (e.g., paper folding or shape manipulation).
- Brush up on mechanical principles (basic physics concepts like levers, pulleys, gears).

## Helpful Resources:

- GAN Human Resources has study guides available for purchase at: https://ganhumanresources.com/study-guide-1
- Free practice problems and study guides are available online.
- Paid and free test-prep programs can help you strengthen your skills.
- We have located some websites that may be helpful:

  https://www.ultimateelectriciansguide.com/gan-aptitude-test-guide/

  https://www.iprep.online/courses/gan-aptitude-practice-test/

  https://quizlet.com/927460807/gan-apprentice-aptitude-test-flash-

  cards/https://www.12minprep.com/knowledge-hub/gan-aptitude-test/

SCHOLARSHIP LOAN AGREEMENT
Between the Apprentice and the Nashville Electrical Joint Apprenticeship and Training Committee

This is an agreement between the Nashville Electrical Joint Apprenticeship and Training Committee (hereinafter the "Committee") and _____ (hereinafter "Apprentice"). The Apprentice understands and agrees that the Committee
(PLEASE PRINT NAME HERE)
will expend significant sums of money for the training of the Apprentices in the specialized skills necessary for employment in the Electrical Industry; which will result in a substantial direct benefit, as well as a substantial indirect and intangible benefit, to the Apprentice from this training which is valued at a minimum, in the amount set forth in Paragraph I hereof (the "Scholarship Loan"). The Apprentice further understands that these considerable expenditures will be repaid to the Committee by the Apprentices working in the Electrical Industry resulting in contributions being made to the Committee pursuant to the Collective Bargaining Agreements.

In consideration for providing to the Apprentice training for the _____ Apprenticeship training, the parties agree as follows:

SCHOLARSHIP LOAN: The parties hereby agree that the cost of training, including administrative expense, instructors' salaries, and related materials and the amount of the Scholarship Loan for the _____ of training covered by this agreement is $720.00 provided by the Committee.

1. SUBSEQUENT YEARS OF TRAINING: The parties hereby agree that the cost of the training, including administrative expense, instructor manuals, necessary equipment, instructors' salaries, and related materials excluding book and lab fees for each subsequent year of training shall be calculated by the Committee, and that amount shall be placed in a new Scholarship Loan Agreement which the Apprentice shall sign for each semester of training.

2. TERM OF TRAINING: The Committee will provide training worth at least the amount loaned to the Apprentice hereby during the period from of the _____.

3. NOTICES: All notices under this agreement will be sent to the Apprentice at the last known address as provided by the Apprentice:

APPRENTICE: _____

STREET ADDRESS: _____

CITY/STATE/ZIP: _____

PHONE: _____

ALTERNATE PHONE: _____

Check here if this is a change of address.

SAMPLE DOCUMENT

COMMITTEE: Nashville Electrical J.A.T.C.
310 Fesslers Lane
Nashville, TN 37210

4. REPAYMENT OF SCHOLARSHIP LOAN: The Scholarship Loan may be repaid by the Apprentice in full either in cash or in-kind credits as set forth in Paragraph 7 hereof. The amount to be repaid from time to time is as follows:

| JOURNEYMAN YEARS WORKED | | PERCENT OF TOTAL REDUCED | ANNUAL AMOUNT REDUCED | NET AMOUNT DUE |
|---|---|---|---|---|
| 1 | (0-12 months) | 0% | $ 0.00 | $ 7200.00 |
| 2 | (13-24 months) | 10% | $ 720.00 | $ 6480.00 |
| 3 | (25-36 months) | 20% | $ 1360.00 | $ 4760.00 |
| 4 | (37-48 months) | 30% | $ 2040.00 | $ 2720.00 |
| 5 | (49-60 months) | 40% | $ 2720.00 | $ -0.00- |

5. OBLIGATION OF THE APPRENTICE: The Apprentice agrees that he or she will neither seek nor accept employment from an Employer engaged in any General Electrical in Residential, Commercial or Industrial fields, or Electrical sign or motor repair, or any other work covered by the Constitution of the I.B.E.W., unless such employment is performed under the terms of a collective bargaining agreement that provided for the payment of contributions by such Employer to the Committee to another Joint Apprenticeship and Training Committee sponsored by or affiliated with a local union of the I.B.E.W.

6. BREACH OF THIS AGREEMENT: It will constitute an immediate breach of this Agreement if the Apprentice accepts employment in the Electrical Industry from an Employer who does not have a collective bargaining agreement described in Paragraph 5 above. Apprentice is also obligated to repay this scholarship loan before a transfer to another J.A.T.C. is allowed or if Apprentice leaves the program by withdrawing voluntarily.

7. REPAYMENT BY IN-KIND CREDITS: An Apprentice, who works pursuant to a collective bargaining agreement described in Paragraph 6 above, will receive a credit for each year (year based on 2000 hours) of such employment as a journeyman in the amount shown in Column 3 in Paragraph 5 above.

8. ALL AMOUNTS DUE AND PAYABLE IF BREACH OCCURS: If the apprentice breaches this agreement as provided in Paragraph 7, all amounts due and owing on the Scholarship Loan, reduced by any credit received by the Apprentice pursuant to Paragraph 8 hereof, or any cash payments made, will become immediately due and payable, together with interest at the prime rate then prevailing at Sun Trust Bank, Nashville TN from the date of the breach. In addition, Apprentice will be liable for all costs of collection, including reasonable attorneys' fees. All amounts due and payable shall be paid to the Nashville Electrical Joint Apprenticeship and Training Committee who has contributed direct funds to the Loans as set forth in Paragraph 1 herein. The Apprentice hereby agrees and covenants to accept the jurisdiction of any competent court selected by the Committee and further agrees to accept personal service by the mailing of a copy of the complaint brought pursuant to this agreement to the current address provided in Paragraph 4.

9. WAIVER OF BREACH: An inadvertent breach of this Agreement can be waived in writing by agreement of the Committee in their sole discretion, and a waiver of such inadvertent breach of this Agreement will not be unreasonably withheld.

10. ELECTRICAL INDUSTRY: As used herein, the term "Electrical Industry" means any and all types of work covered by collective bargaining agreements to which the I.B.E.W. and /or any affiliated Local Union are a party or under the trade jurisdiction of the International Union's Constitution; or in a related building trade or any other work to which an Electrical worker has been assigned, referred or can perform because of his skills and training as an Electrician.

Signed and agreed this _____ day of _____, 20__

By: _____ _____

Signature/Apprentice J.A.T.C Director/Date

SAMPLE DOCUMENT

_____

Name Apprentice

_____

LAST 4 of Social Security Number

# POLICY STATEMENT
# NASHVILLE ELECTRICAL JOINT APPRENTICESHIP & TRAINING COMMITTEE
# EFFECTIVE NOVEMBER 1, 2026

## I. SELECTION OF APPRENTICES

Applicants will undergo a four-part selection process, including the administration of an aptitude test, completion of a Personal Experience Form (PEF), submission of letters of recommendation, and an in-person interview of at least 10% more than the Committee will select for apprenticeship. As a part of the overall selection score, these tools will be weighted as follows: 50% aptitude test, 40% PEF, and 10% letters of recommendation. A top-down approach will be implemented to determine which applicants will be interviewed based on the weighted total of the selection tools. Applicants that are interviewed will be re-ranked based on their interview score and final selection will be made from that ranking list.

## II. RELATED TRAINING

A. The Training Director shall act for, and under, the policy of the Committee in the administration of the apprentice school in cooperation with school officials.

B. Disciplinary problems shall first be handled by the Training Director. Whenever the Director's efforts fail to produce the desired results, they shall refer the matter to the Committee for action.

C. Each apprentice is expected to attend all classes. Excessive absenteeism on the job and/or at apprentice school will be grounds for dismissal or suspension from the program. When an apprentice has two (2) absences from classes in any semester, the Training Director shall deliver a letter of reprimand or verbal warning to the apprentice upon receipt of appropriate information from the instructor. Upon receipt of a 3rd absence in any semester, the apprentice shall appear before the committee for disciplinary action and one of the following actions will be taken:

1. A third (3rd) absence from class for an apprentice with an above 75 average in school will be summoned before the Committee for further action.
2. A third (3rd) absence from class for an apprentice with an above 60 average but with a below 75 average in school will be suspended for one year with an option to return to the same year of school providing they have a work record in good standing (subject to Policy Statement).
3. A third (3rd) absence from class for an apprentice with a below 60 average will be dismissed from the program.
4. 1st and 2nd period probationary apprentices receiving a third (3rd) absence in any semester will be released from the program.
5. Any apprentice 3rd period and above who has 4 absences in any semester from class regardless of grade point average will be released from the program.
6. All apprentices are expected to be in the classroom and on the job at starting time. Three (3) tardies in relation to the classroom will be equivalent to one (1) absence.
7. All apprentices will be allowed to make up two (2) absences per semester in order to be in compliance with the policy statement.
8. If an apprentice's absence is due to a pregnancy accommodation approved under Section IX.E, it will not count against them under this Section.

D. It is understood by the apprentice that there will be required study of course material outside the classroom. The national average is 6 to 8 hours per week. Each individual's study habits and the course material being covered will determine the amount of time required to achieve success. Homework completion should be the end result of successful study habits therefore lesson plans assigned by

instructors should be at least eighty percent (80%) complete when entering the classroom. It will be the option of the instructor to check homework on a regular or interim basis.

E. Students who are delinquent in doing their homework as described above may be required to attend study classes on their off-nights (either Tuesdays & Thursdays or Mondays & Wednesdays) or will have per each infraction 3 points taken from their next test grade. The above will be activated when the student coming to class for the second time with homework not at least seventy-five percent (75%) complete.

F. There shall be a Fall and Spring Semester as prescribed by the NEJATC for all students. There will be a summer semester for 1st Year apprentices. There will be a minimum of two (2) class sessions per week during the school term. The length (in hours) of each session will be determined by the JATC trustees. Each apprentice shall complete a minimum of 720 classroom training. Each apprentice shall maintain a grade average of at least seventy five percent (75%) for any semester before being promoted to the next higher classification. Students shall be required to complete mandatory lab sessions prior to advancement to the next pay grade.

1. An apprentice will be allowed to re-take one test per semester. When an apprentice re-takes a test, they will receive the average of the two tests.

G. Any non probationary apprentice who fails to obtain the above requirements for any semesters, as per the NEJATC standards, will repeat those particular semesters at the same classification while being placed on probation and required to maintain an eighty percent (80%) average or a "C" average at all times during those repeated semesters. Failure to maintain an eighty percent (80%) or "C" average at all times could result in dismissal from the program. No apprentice will be allowed to repeat a semester or year more than one time.

H. If a probationary apprentice fails to achieve a seventy-five percent (75%) GPA, as per the NEJATC standard, during the first, second or third semester of the first year as prescribed by the NEJATC, they shall be dismissed from the program. If a probationary apprentice passed but their average is below eighty percent (80%) they shall remain on probation for an additional 1000 on-the-job training hours. If at any time during the additional probationary period they fall below seventy-five percent (75%) GPA, dismissal may result.

I. All students transferring from another JATC and all applicants requesting advanced placement will be required to take proficiency tests to assure skill levels. If skills are found to be lacking, students will be required to retest to show proficiency in those skill levels prior to placement at approved pay levels.

J. Apprentices must pass the craft certification test as listed in the Standards in order to be eligible to move to the next period of their apprenticeship.

1. If an apprentice fails a craft certification test, they must wait at least two weeks before they can re-take that test. They must re-take the test within six weeks of failing the previous test. If they do not, they will go before the committee.
2. If an apprentice has two failed attempts at re-taking any one test, they will go before the committee.
3. No Apprentice will be allowed to take the next level Craft Certification test without passing the one before it.

## III. EMPLOYMENT OF APPRENTICES

A. Apprentice assignments to the job will be made by the NEJATC office upon the recommendation of the Committee after a satisfactory grade has been made on the aptitude test and previous reports.

B. The Training Director will act for and under the policy of the Program Standards and Committee in the administration of this procedure.

C. All recommendations for assignment of apprentices will be based upon the employer's request and the training needs of the available apprentice.

D. Upon receipt of a fourth (4th) absence from work reported by the employing contractor or contractor's representative during any four month period, the apprentice will be required to appear before the committee to explain job absentees.

E. If a non probationary apprentice is discharged from an employer for other than lack-of-work, they shall appear before the Committee for a hearing.

F. If a probationary apprentice is discharged from an employer for other than lack-of-work, they shall be dismissed.

G. An apprentice shall not voluntarily quit their employer at any time.

H. Any apprentice who is released from the apprenticeship program for any reason, will have their indenturement cancelled and will be required to make out another application for the NEJATC program. There will be a 30 day waiting period prior to having another interview or being reassigned to a job site.

I. Students determined to be deficient in the required job skills of the trade either reported by their journeyman-wireman, or contractor representative on three different occasions or determined to be deficient through proficiency tests, pay may be reduced to an appropriate pay grade allowance to allow for re-training. If apprentice is unwilling to comply with the requirements mandated by the committee, the apprentice will be dismissed. Apprentices will be removed from the classroom until appropriate skills are acquired.

J. Apprentices who have satisfactorily completed the first three years of related classroom training using the NJATC curriculum and accumulated 6,500 hours of on-the-job-training with satisfactory performance, shall be permitted to work alone on any jobsite and receive work assignments in the same manner as a Journeyman Wireman. Apprentices shall not supervise the work of others. An apprentice shall not work on anything still connected to electric power (hot) at any time.

K. Upon dismissal from any participating contractor, every apprentice shall be subject to review. This review will come directly from the contractor representative to the NEJATC. Negative evaluations may result in action from the committee, up to and including dismissal from the apprenticeship.

L. Injuries During Training. Any injury or accident that occurs during NEJATC classroom or lab activities must be reported to the Training Director immediately, regardless of how minor it may appear.

## IV. DRIVER'S LICENSE REQUIREMENT

A. The requirements of the National JATC Policies & Standards are that all apprentices shall have a valid driver's license. Apprentices without valid driver's license will be dismissed from this apprenticeship program with the option to return once their driver's license has been reinstated. Apprentice must appear before the Committee for a hearing regarding approval for re-entrance into the program.

## V. PERIODIC ADVANCEMENT OF APPRENTICES

A. Apprentices will be eligible for advancement from the date of the last advancement according to the Labor Management Agreement for those apprentices who have been accepted in the training program.

1. At least one thousand (1000) hours of employment in each of the 1st and 2nd periods of apprenticeship and fifteen hundred (1500) hours in each of the 3rd, 4th, 5th, and 6th periods of apprenticeship.

2. Promotion to the next pay grade percentage will be determined by satisfactory completion of related classroom, on-the-job training and craft certification testing. The apprentice will be

responsible for tracking the total number of work hours and notifying the JATC thirty (30) days in advance of expected date of advancement. If the upgrade comes between the contractor payroll reporting period, the apprentices will be expected to bring copies of paycheck stubs or confirmation from the employing contractor as to the hours worked during this pay period. Apprentices unwilling to do this will be upgraded after payroll reports have been processed.

3. Good employer reports. The Training Director is authorized to visit jobs or shops when necessary in order to ascertain the ability and progress of any apprentice.

4. Satisfactory attendance at school and on the job.

B. Each of the preceding requirements will be checked prior to each advancement.

C. Deficiency in any one or more of these requirements will cause an appropriate deferment of that advancement date.

D. Future advancement will be approved by the Committee.

E. The Training Director will act for and under the direction of the Committee in the administration of this procedure.

## VI. PROBATIONARY PERIOD

A. The first two thousand (2000) hours (approximately one year of employment) shall be a probationary period. During this period the apprenticeship agreement may be cancelled by the Committee without a hearing.

B. The probationary period may be extended into the second year if it is seen necessary by the Committee for low grades or disciplinary problems.

C. All apprentices shall be eligible for Union membership upon acceptance to the NEJATC program. Membership shall be as per the constitution and by-laws of IBEW Local Union #429.

## VII. COMPLETION OF APPRENTICESHIP

A. Each apprentice shall have eight thousand (8000) hours of on-the-job training and have completed the required educational materials to be eligible for a change of classification to Journeyman.

B. As each apprentice becomes eligible for a change of classification, the Committee will notify all interested parties in writing.

## VIII. TRAINING DIRECTOR

A. The Training Director is responsible to the Nashville Electrical Joint Apprenticeship and Training Committee (NEJATC) for all administrative procedures required to operate the Nashville Electrical Joint Apprenticeship and Training Committee Trust Fund.

## IX. NASHVILLE ELECTRICAL J.A.T.C. COMMITTEE'S RESPONSIBILITIES

A. This Committee's responsibility pertaining to the interviewing of apprentice applicants is limited to the selection of the first-year apprentices only. Prior experience and schooling in the electrical field should be considered only in the selection of first-year apprentices. The only work time and schooling to be considered for set-ups would be that which is achieved after their indenturement as a first-year apprentice as stated in their contract.

B. Prior credit / advanced placement will only be considered when an applicant is interviewed for indenturement into this program. At no time afterward will prior credit / advanced placement be considered for anyone.

C. All applications will be received and processed without regard to race, color, religion, national origin, or sex (including pregnancy and gender identity), sexual orientation, genetic information, or because they are an individual with a disability or a person 40 years old or older.

D. NEJATC will comply with applicable federal equal employment opportunity requirements for registered apprenticeship programs, including 29 CFR Part 30, and will maintain required records and any applicable Affirmative Action Program. Required records will be retained for at least five years.

E. If an apprentice needs a reasonable accommodation related to pregnancy, childbirth, or a related medical condition in connection with classroom instruction, lab activities, or another part of the apprenticeship program administered by NEJATC, NEJATC will work with the apprentice to identify an effective accommodation. NEJATC will provide a reasonable accommodation unless it would create an undue hardship or conflict with an essential safety or training requirement. An apprentice will not be required to leave the training program when another reasonable accommodation would allow continued participation. The employing contractor remains responsible for workplace accommodations under applicable law. NEJATC and the employing contractor may coordinate when an accommodation affects both employment and participation in the apprenticeship program.

## X. CONTROLLED DRUG SUBSTANCE

A. It shall be the policy of the Joint Apprentice Training Committee to require all applicants selected for apprenticeship to have laboratory work (URINALYSIS OR BLOOD WORK) to determine if there has been drug use. If the results are positive, these applicants shall not be put to work under this program and the offer for apprenticeship shall be rescinded.

B. All apprentices, teachers, Committee members, and journeyman-wiremen associated with this program will be tested randomly or for cause at the discretion of the JATC. Also any apprentices transferring from one job to another due to a lay-off, rotation or discharge (being fired) will be tested automatically before being re-assigned. Testing will be done within twenty-four (24) hours from day of layoff, transfer request or discharge (being fired). Cost for drug tests incurred for in-between job assignments or random testing will be paid by the JATC. Failure to have a drug screen within twenty-four (24) hours from day of layoff, transfer request or discharge (being fired) will result in an immediate dismissal from this apprenticeship program. If a test is ordered because staff suspect drug or alcohol use, whoever made that call shall write down what they observed within twenty-four (24) hours of the test.

C. Our Committee will dismiss an apprentice for positive drug screen results but with the understanding that they attend a rehabilitation center for counseling. They will be required to bring proof that they attended a rehab center before they are reconsidered for the program. Students arrested and convicted for any drug offenses such as use, possession, manufacture, delivery or sale of controlled substances will be dismissed from this program. Students arrested and convicted for driving under the influence (first offense) will be dismissed from the apprenticeship program unless a temporary driver's license can be acquired. Multiple offenses (D.U.I.) will result in dismissal from the apprenticeship program.

D. Any apprentice arrested, convicted or pleading guilty of any offense shall notify NEJATC immediately. Failure to provide required notice may result in disciplinary action, up to and including dismissal.

E. Apprentices who receive a negative-dilute result on a drug screen will be allowed to take one (1) additional drug screen at their cost within twenty-four hours of notification by an employee of the NEJATC. If the results are negative-dilute again, the NEJATC will treat them as positive results and disciplinary action will be taken as shown in Paragraph B for a positive drug screen.

F. Any use of or being under the influence of drugs or alcohol while at school will be subject to dismissal from this apprenticeship program.

G. There shall be NO drugs or alcohol on NEJATC property and NO firearms inside the classroom, training facility, or office areas. Nothing in this policy prohibits the lawful transportation or storage of a firearm in a privately owned vehicle in accordance with Tennessee law. Students found in violation of this policy may be subject to disciplinary action, up to and including dismissal from the apprenticeship program.

H. Any student or instructor in violation of any of the above policies will be subject to dismissal from this apprenticeship program or removed from such position.

## XI. LONG TERM CONVALESCENCE (MEDICAL)

A. In the event that an apprentice becomes incapacitated to the point that they cannot continue with the training requirements of the trade-related instructional training for an extended period of time (30 hours or 10 nights per school year effective one year from class start date) and/or assigned on-the-job training for an extended period of time (120 days or 4 months per year effective one year from class start date), they shall be subject to suspension from the apprenticeship program. Before suspending an apprentice, the Committee shall determine whether a reasonable accommodation would allow the apprentice to continue participating in the training program, unless the accommodation would create an undue hardship or prevent the apprentice from meeting an essential safety or training requirement. The Committee shall determine the conditions and duration of the suspension. The registration agency shall be notified of said suspension and while it is in effect, an apprentice shall not be allowed to attend related instructional classes or participate in on-the-job training assignments. When an apprentice demonstrates to the Committee that they are able to meet all training requirements, with or without a reasonable accommodation, the Committee shall review the situation and inform the apprentice of their findings.

## XII. SCHOOL REGISTRATION & FEES

A. All students will be required to register with the JATC at predetermined dates by the JATC. Once notification of dates of registration is established, students will be expected to buy books and complete all necessary paperwork on that established date as indicated.

B. The Nashville Electrical Joint Apprenticeship and Training Committee requires each student to pay eighty dollars ($80.00) lab fee for the Technical Math Course and each year of apprenticeship. This shall be paid at the time books are bought for classroom studies.

C. If a student does not pay book and lab fee money and register within the time frame allotted by the Committee, that student will be required to sit out that semester. Apprentice can be reinstated as per committee direction at any time.

D. All course materials (workbooks, textbooks, etc.) required to complete the National JATC implemented course curriculum, must be purchased directly from the Nashville Electrical JATC.

E. Students who leave the program during a semester for any reason will be expected to pay all costs incurred by the NEJATC to take the same course material again.

## XIII. WORK JURISDICTION

A. It shall be understood that the area the NEJATC encompasses is a radius of one hundred (100) miles from Nashville, TN. Students will be required to work anywhere within this jurisdiction regardless of residential location.

## XIV. SCHOLARSHIP LOAN AGREEMENT

A. Starting with the first-year apprentices beginning the 1993-1994 school year, each apprentice will sign a Scholarship Loan Agreement every semester based on costs required to train an individual for training.

B. Apprentice's wishing to transfer to other IBEW-NECA areas will be required to pay the loan scholarship loan agreement costs as accrued to date prior to the members/trustees agreeing to transfer or B.A.T. indenturement being cancelled.

## XV. SEXUAL HARASSMENT POLICY

A. Statement of Purpose - It has been the policy of the Nashville Electrical Joint Apprenticeship and Training Committee not to discriminate against individuals or groups of individuals for any of the reasons listed in Section IX.C of this Policy Statement. This separate policy reaffirms clearly and unequivocally that sexual harassment by teachers, committee members, staff, and students of the Nashville Electrical Joint Apprenticeship and Training Committee is prohibited.

B. Policy Statement - It is the policy of the NEJATC to provide an environment free of unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct or communication constituting sexual harassment, as defined and prohibited by law and policy.

C. Definition of Sexual Harassment - Sexual harassment is defined in this policy as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature imposed on the basis of sex when:

1. submission to such conduct is made, either explicitly or implicitly, a term or condition of an individual's employment
2. submission to or rejection of such conduct by an individual is used as the basis for the employment decisions affecting that individual
3. submission to such conduct is made, either explicitly or implicitly, a term or condition of a student's selection or rejection for a service or benefit
4. such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or a student's academic development, or creates an intimidating, hostile, or offensive work/learning environment

D. It shall be a violation of this policy for an individual to:

1. enhance or adversely affect any subordinate's employment status, or conditions of employment, or any student's education in exchange for sexual favors
2. grant, recommend, or refuse to take any academic or other action consistent with their duties and responsibilities because of sexual favors
3. take or fail to take a personnel action as a reprisal against an employee for rejection or reporting sexual advances
4. deny, limit, provide different, or condition the provision of benefits, treatment, or services based on sex, in violation of Title VII of the Civil Rights Act, the Tennessee Human Rights Act, or Title IX (P.L. 92-318), all of which protect students from this kind of discrimination
5. engage in more subtle forms of harassment such as unwelcome posters, cartoons, caricatures, jokes of a sexual nature, sex oriented verbal kidding, or abuse and unwelcome deliberate physical contact

E. Complaint Procedure - Employees and students who feel aggrieved because of sexual harassment have a number of ways to make their concern known. The law protects both men and women from sexual

harassment. Sexual harassment can also affect co-workers as well as those subject to unwelcome advances from supervisors. All such instances of harassment should be reported.

1. Aggrieved persons who feel comfortable doing so should directly inform the person engaging in the harassing conduct or communications.
2. In the event an individual does not wish to communicate directly with the person whose conduct or communications is offensive, or if the communication with such offending party has been ineffectual, the complainant may contact the offending party's immediate supervisor and/or the apprenticeship director for counsel and/or assistance.
3. Any individual who does not wish to pursue either of the procedures suggested above, or who does not believe the situation has been corrected at either of those levels, may file a formal grievance in accordance with the provisions of the appropriate grievance procedure.
4. The apprentice should inform job supervisor, teacher, apprenticeship director, or the Committee of the offensive conduct. The director shall investigate the charges and take appropriate action. If an apprentice does not feel comfortable reporting the harassment to any of the local certified staff or does not believe that the situation was corrected after the investigation, they may call the Equal Employment Opportunity Commission for assistance at 1-800-669-4000.

F. As a safeguard against false accusations, the person accused will have the opportunity to reply to the complaint during the investigative process. No disciplinary action will be taken unless a complaint is found to be justified.

G. In those situations where the charges or complaints are found to be true, appropriate corrective and/or disciplinary action up to and perhaps including discharge will be taken.

H. Confidentiality during the investigation will be maintained to the degree possible. Any reprisal or retaliation against the complainant or witnesses for participating in the investigation is prohibited and could be grounds for disciplinary action.

## XVI. TELEPHONES

A. All telephones owned by students are to be turned off or left in their automobiles during school and work hours. Teachers are instructed to take up all electronic devices of this nature if they should present themselves in the classroom. Telephones will be brought to the NEJATC office and apprentice can retrieve them from the director. All contractors will be notified that this same policy will relate to the job-site as well. Teachers will also adhere to this policy.

## XVII. TRAINING FACILITY RULES & REGULATIONS

A. These rules and regulations shall be applicable to all students, instructors, visitors or other individuals who participate in any activities conducted in this facility.

B. All times listed within this policy are referencing hours related to normal apprentice training hours.

C. All classes are scheduled to be held between 5:30 p.m. and 8:30 p.m.

D. All students and instructors are required to remain in their assigned classroom the entire scheduled class time, with the exception of scheduled break times.

E. All classes will end at 8:20 p.m. to allow time for classroom cleaning and dismissal at 8:30 p.m. under normal circumstances.

F. There shall be NO drugs or alcohol on NEJATC property and NO firearms inside the classroom, training facility, or office areas. NEJATC may contact Metro Police when there is a reasonable, documented basis to suspect unlawful activity involving a vehicle. Nothing in this policy prohibits lawful transportation or

storage of a firearm in a privately owned vehicle in accordance with Tennessee law. See Section X, Controlled Drug Substance.

G. THIS IS A NON-SMOKING, NON-TOBACCO CHEWING, VAPOR-FREE FACILITY. NO TOBACCO PRODUCTS, E-CIGARETTES, OR VAPES ARE TO BE USED WITHIN THIS FACILITY. TENNESSEE LAW TREATS VAPING THE SAME AS SMOKING. ANY STUDENT FOUND DEFACING, DESTROYING OR IMPROPERLY UTILIZING THIS FACILITY OR ANY NEJATC PROPERTY WILL BE SUBJECT TO DISMISSAL FROM THIS PROGRAM.

H. Food and/or drinks must remain in the break area only. Food and/or drinks are NOT permitted in the restrooms, hallways or classrooms. Drink cans, food wrappers and all other trash shall be placed in the outdoor or break trash cans only. FOOD, SOFT DRINKS OR TOBACCO PRODUCTS SHALL NOT BE DISPOSED OF IN HAND SINKS, TOILETS, URINALS OR WATER FOUNTAINS.

I. All students shall have a clean pair of shoes available at all times to wear to ensure jobsite mud and debris are not brought into the building. Shoe covers will be available at the NEJATC office at a cost. Debris shall not be brought into the building by way of any clothing or other materials.

J. Students shall be required to clean their respective classrooms they are occupying each night. The instructor of the classroom shall alternate student tasks each week. Cleaning tasks to be completed:

1. Marker board to be cleaned.
2. Tables and chairs (including lower frames) to be wiped down.
3. Floor to be swept and dust mopped.
4. Trash to be emptied nightly.

K. Walls shall not be used for a foot, arm or backrest. Students found using walls inappropriately shall be required to clean and/or refurbish the damaged areas (please read Item F).

L. Trash in the parking lot is to be picked up and deposited in the outdoor trash receptacles or the main dumpster. Students found throwing trash out of their vehicles (especially tobacco products) will be required to pick up trash on the whole property or will be dismissed from this apprenticeship program.

M. The restrooms, entrance area, and office areas will be cleaned daily. If the cleanliness or conditions of these areas are abused by students, the trustees/committee members will take required steps necessary to insure these areas are maintained in an acceptable manner.

N. If a student or instructor spills liquids or creates unacceptable or unsafe conditions, the situation shall be addressed immediately and rectified. A written memo by the instructor regarding the situation and subsequent action shall be turned in to the director's office before leaving the building at the end of that class.

O. If an apprentice has problems with their vehicle and need to leave it in the NEJATC parking lot, that apprentice will need to notify the NEJATC office by leaving a note on the vehicle and on the office window. The notes left should have the owner's name, phone number, and the expected time that the vehicle will be removed. If a vehicle has been left in the NEJATC parking lot for 3 days and the office has still not been notified, the vehicle may be towed at the cost of the apprentice/vehicle owner.

P. Apprentices are required to follow all applicable safety rules and wear all required PPE while on a jobsite or participating in classroom or hands-on lab training. Failure to follow safety requirements may result in disciplinary action, up to and including dismissal from the apprenticeship program.

Q. The penalties for failure to comply with these training facility rules and regulations are as follows:

1. 1st time: Written or verbal warning.
2. 2nd time: Apprentice(s) will be required to clean up their area and will be sent home with an absence from class.

3. 3rd time: Dismissal.

## XVIII. CONSTRUCTION WIREMAN/CONSTRUCTION ELECTRICIAN POLICY

A. Applicable to those individuals who have applied at the NEJATC, have been hired by the contractor under the NEJATC Policy Statement Section XIX or filled out an application request form at the IBEW Local Union #429.

B. The NEJATC members/trustees recommend a joint effort between the NEJATC, Local Union #429 and all signatory contractors to take application request forms in their offices to increase recruitment to the NEJATC and aid in organizing for IBEW Local Union #429.

C. Contractors advertising and/or hiring these construction wiremen in their office will have 48 hours to process Work Notification forms and send them to the NEJATC. The NEJATC will forward to the IBEW all pertinent information to IBEW. Based on information from the Work Notification Form, individual will receive an information packet from the NEJATC by U.S. mail. The information packet will contain information regarding the Inside Wireman program, and the Construction Wireman program.

D. The NEJATC members/trustees will allow these individuals to go to work immediately for the recruiting contractor. These placements will be recognized as construction wiremen not as un-indentured workers or indentured apprentices.

E. Basic qualifications:

1. Must be willing to fill out Work Notification Form.
2. Must be 18 years of age or older.
3. Possess a valid driver's license.

F. Construction wiremen/construction electricians shall not replace un-indentured workers or indentured apprentices under any circumstances.

G. Work performed may count toward an apprenticeship, as may be determined later by the NEJATC members/trustees. Work performed shall be the same as un-indentured workers or indentured apprentices.

H. The rate of pay and benefits paid on construction wiremen/construction electricians shall be determined as per contract.

I. When an employer hires under the guidelines of the NEJATC's Policy Statement Section XIX the ratio of journeyman wiremen to construction wiremen/construction electricians shall be a 2 to 1. No employer is guaranteed construction wiremen/construction electricians.

J. Employing contractors with construction wiremen/construction electricians will be required (upon notice from the NEJATC director) to hire un-indentured workers or indentured apprentices once they become available.

K. This policy shall not in any way conflict with the NEJATC policies and procedures.

L. The employer assumes all liability in regard to the employment of construction wiremen/construction electricians.

M. Being sent out on a job assignment by the NEJATC as a construction wireman or being hired by the employer does not guarantee acceptance into this apprenticeship program.

N. If any construction wireman is laid-off for lack of work, quits a job or is removed from employment opportunities for infractions of any of the NEJATC policies or policies of the employing contractor, the employer will notify the NEJATC and Local Union #429, in writing, of the names of the construction wiremen, the last date of employment and send a copy of the discharge documentation within 48 hours.

O. If any construction wireman quits a job or is removed from employment opportunities for infractions of any of the NEJATC policies or policies of the employing contractor, the construction wireman will have no other employment opportunities with the NEJATC or that employing contractor.

P. All construction wiremen are expected to read and understand the NEJATC Policy Statement. Construction wiremen found to be in violation of any of these standards and policies that apply to them will be removed from the job-site and application will be voided.

Q. Construction wiremen/construction electricians will take the AIR test or another competency test and pass upon completion of the remedial education program before entering the NEJATC apprenticeship program.

R. If the construction wireman/construction electrician is accepted into the program, the apprenticeship director or the NEJATC members/trustees may require the employer to return the construction wireman/construction electrician to the director for reassignment.

S. At the time the construction wireman/construction electrician completes the application process (has met all requirements and has had an interview with the NEJATC members/trustees), they must sign an Un-Indentured Worker Placement Policy in order to continue job opportunities.

T. Persons hired as construction wiremen will be subject to the hiring rules and regulations of the NEJATC Policy Statement's Section XIX.

U. Failure to comply with these policies will result in the loss of advancements in pay grades.

V. Violation of any of the guidelines of the NEJATC's Policy Statement Section XIX by the employing contractor on a continual basis shall result in the employer becoming ineligible to receive any future indentured apprentices, un-indentured worker or construction wiremen.

W. See Construction Wireman/Electrician chart for requirements for advancement.

X. All construction wiremen/construction electricians shall report to the IBEW Local #429, 2001 Elm Hill Pike, Nashville, TN 37210, telephone: (615) 889-4429, to fill out required paperwork within five (5) business days of starting employment.

## XIX. UN-INDENTURED WORKER POLICY

A. Applicable to those applicants who have applied at the NEJATC and meet all qualifications for the next available class. Those who, in the estimation of the Apprenticeship Training Director, meet the requirements for the program are to be considered as eligible for apprentice placement.

B. Placement shall be as an un-indentured worker, not an apprentice. The NEJATC will place the Un-Indentured Workers with the employer.

C. Placement shall be for a maximum of 2000 hours on the job and shall be stated as so on the referral. If deemed necessary by the NEJATC director, employment may be extended for periods not to exceed 90 additional days at a time.

D. Un-Indentured Workers shall not replace qualified workers.

E. Work performed shall not count toward an apprenticeship, except as might be determined later by the NEJATC when application is made for an apprenticeship. Work performed shall be the same as apprentices perform.

F. The rate of pay shall be 45% of journeyman-wireman rate or as determined by the NEJATC committee members/trustees.

G. Wages paid to Un-indentured Workers are to be included in gross labor payroll and the specified percentage of gross labor payroll to NEBF must include Un-Indentured Workers wages. No local pension

or annuity shall be paid. Health and Welfare payments are mandatory once the individual has been employed for ninety (90) days. The ninety (90) days is to include employment under other classifications such as the applicant classification or the construction wireman classification.

H. Whether an employer receives an Un-Indentured Worker is at the sole discretion of the Training Director. No employer is guaranteed any Un-indentured Workers.

I. The Un-Indentured Worker may be replaced by an Indentured Apprentice.

J. This informal understanding shall not in any way conflict with the NEJATC policies and procedures.

K. The employer assumes all liability in regard to the employment of Un-Indentured Workers.

L. Violation of any of the above guidelines shall result in the cancellation of the undersigned employer's Un-Indentured Worker understanding.

M. Being sent out on a job assignment as an Un-Indentured Worker does not guarantee acceptance into this apprenticeship program.

N. If the Un-Indentured Worker is accepted into the program, the apprenticeship director or the NEJATC members/trustees may require the employer to return the Un-Indentured Worker to the director for re-assignment.

O. If the apprenticeship program is offered to the Un-Indentured Worker and that Un-Indentured Worker refuses to start at that time, work privileges will be rescinded.

P. Any Un-Indentured Worker removed from employment opportunities for infractions of the NEJATC policies will have no other employment opportunities until the NEJATC members/trustees complete the interview process with the applicant. If the applicant has already had an interview, and is removed from the employment opportunities, he will be dropped from the eligibility list and will be required to re-apply for the program and again will not have job opportunities until applicant has another interview with JATC members/trustees.

## XX. NEJATC TECHNOLOGY USE POLICY

A. The computers, local hard drives, network drives, user accounts, personal drive space and their contents are all property of the NEJATC. As such, this property will be checked by a member of the staff without notice, in order to maintain compliance with this acceptable computer use policy. Privacy of information stored on school property should not be expected.

B. All student computers have a MAC address which is stored on our server. Network activity is tracked by this address. Any violation of this policy attributed to a student's hardware profile will result in disciplinary action being taken against that student.

C. NEJATC offers Internet access for student use. This is the wireless broadcast labeled "Student" only. Users of the Internet are expected to abide by the generally accepted rules of network etiquette. Each student is automatically given access to the Internet. Using the Internet is a privilege, which carries along with it the responsibility of using it properly. The internet is to be used for school-related activities and other appropriate material only. The following are specifically not permitted:

1. Accessing, producing, posting, sending or displaying material that is offensive by nature. This includes obscene, discriminating, profane, lewd, vulgar, rude, inflammatory, threatening, disrespectful, or sexually suggestive language or images.
2. Harassing, insulting or attacking others.
3. Attempting to damage computers, computer systems, software, or networks.
4. Illegal use of data in folders or work files.

5. Intentionally wasting limited resources.

6. Using the computer network for commercial purposes.

7. Using the system for political lobbying.

8. Attempting to gain unauthorized access to the password protected NEJATC network and servers.

9. Posting false or defamatory information about a person or organization.

D. Any violation will result in access privileges being revoked and possible removal from the apprenticeship. In the case of unlawful behavior, the NEJATC may prosecute to the fullest extent of the law.

E. The NEJATC is not responsible for a student's exposure to inappropriate or unacceptable material, and cannot guarantee the accuracy or quality of any information found on the internet. The NEJATC is not responsible for damages which may occur as a result of interruption of service or loss of data, or financial obligations which result from unauthorized or improper use of the network or the internet.

## XXI. ARTIFICIAL INTELLIGENCE (AI) USE POLICY

A. Artificial Intelligence (AI) tools, including chatbots and other generative AI programs, may be used as a supplemental study aid. AI tools shall not replace hands-on training, safe work practices, or an apprentice's own knowledge and understanding of required course material.

B. Apprentices may use AI tools to assist with understanding course material or studying for tests. All graded homework, workbook assignments, and lab work shall reflect the apprentice's own work and understanding. Apprentices shall not use AI tools to complete assignments and submit such work as their own.

C. AI tools, phones, or other unauthorized devices shall not be used during aptitude tests, craft certification tests, or any Tradeschool/LMS quiz or examination. Use of an AI tool during testing shall be considered cheating and may result in a failing grade, required retesting under Section II.J, or appearance before the Committee for further action.

D. Apprentices and journeyman wiremen may use AI tools as supplemental reference materials only. AI tools shall not replace the National Electrical Code, manufacturer instructions, or directions provided by the employing contractor, supervising journeyman, or instructor. Any information obtained through an AI tool shall be verified for accuracy and safety before being relied upon. Consistent with Section III.J, AI tools shall not be relied upon when performing work on equipment or systems that remain connected to electrical power.

E. Apprentices, instructors, and staff shall not enter a contractor's confidential information, another individual's personal information, or any nonpublic NEJATC record into a public AI tool.

F. Use of AI tools on NEJATC computers, devices, or networks shall also be subject to Section XX, Technology Use Policy.

## XXII. CONCERNING SOCIAL MEDIA

A. The NEJATC respects the right of students, employees, alumni, and other members of our community to utilize the variety of social media options available, we must insist that the following standards be met by our students and administration at all times, as well as all other users who participate in NEJATC-sponsored sites.

B. Comments to NEJATC-sponsored sites, such as its website or social media sites, are welcome and encouraged, and we look forward to hearing from you. To promote respectful discussion within this

forum, we request that you be courteous and productive and avoid comments that are profane, obscene, offensive, sexually explicit, inappropriate, inflammatory or otherwise objectionable.

C. For the privacy of users and their families, please assume that all postings to NEJATC-sponsored sites will be publicly available on the internet and therefore publicly accessible without limitation or protection of any kind. Please consider how much personal information to share, with the understanding that this information may be linked to your name and published on the internet.

D. By posting a comment or other material to NEJATC-sponsored sites as outlined above, users give the NEJATC the irrevocable right and license to exercise all copyright and publicity with respect to any content you provide, which includes using your submission for any purpose in any form and on any media, including but not limited to: displaying, modifying, reproducing, distributing, creating other works from, and publishing your submission. The NEJATC reserves the right to review all comments before they are posted, and to edit them to preserve readability for other users.

E. The NEJATC further reserves the right to reject or remove comments for any reason, including but not limited to our belief that the comments violate this policy, to determine in its sole discretion which submissions meet its qualifications for posting, and to remove comments for any reason, including but not limited to our belief that the comments violate this policy. Any submissions that fail to follow this policy in any way or are otherwise irrelevant will be removed.

F. All NEJATC policies for job site and classroom behavior are extended to our online sponsored sites, and a violation of those conduct rules may result in action from the committee, up to and including dismissal from this program.

## XXIII. PARTICIPANT ONLINE REQUIREMENTS

A. Every apprentice shall be required to maintain a valid/accessible email account. This email account will be used as the primary method of communication throughout the apprenticeship. Should you need to change your email address during your apprenticeship let the administration know as soon as possible. It is the apprentices responsibility to keep all contact information up to date.

B. All apprentices are required to have a computer or other approved device to participate in the Learning Management System (LMS) to complete Blended Learning and/or Computer Mediated Learning (CML) courses. The computer or other approved device must meet the Electrical Training Alliance requirements to complete required testing.

C. After the initial orientation, all apprentices will be required to login to Tradeschool through our website: www.NEJATC.org.

D. Every apprentice will be required to maintain their records through this portal. This includes training hours, address, contact information, etc.

E. Training hours are to be submitted through Tradeschool monthly. This is to be done by the 5th day of the following month. The penalties for failure to comply with this policy are as follows:

1. 1st time: 3 months pay held at next advancement.
2. 2nd time: 6 months pay held at next advancement.
3. 3rd time: 9 months pay held at next advancement and must appear before the committee at that time.

## XXIV. ACKNOWLEDGMENT OF RECEIPT

A. Apprentice Acknowledgment. I acknowledge that I have received, read, and understand this Policy Statement, including the Controlled Drug Substance, Sexual Harassment, Equal Employment Opportunity, Technology Use, and Artificial Intelligence Use sections. I agree to comply with the policies and requirements that apply to me.

_____ _____

Apprentice Signature Date

_____

Print Name

B. Instructor Acknowledgment. I acknowledge that I have received and understand the sections of this Policy Statement that apply to me.

_____ _____

Instructor Date

_____

Print Name

**THESE POLICIES WILL BE STRICTLY ENFORCED**

The Nashville Electrical Joint Apprenticeship Training Committee has the right to amend, modify or change these Rules, Regulations and Guidelines from time to time as the Committee deems necessary.

This Policy Statement has been approved by the Nashville Electrical J.A.T.C. Members/Trustees effective November 1, 2026 until further notice.

_____ 10/9/2026

Larry Pittsley, Chairman Date

_____ 10-1-26

Kyle French, Secretary Treasurer Date