

# ***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](http://www.nejatc.org)***



Dear Sir or Madam:

Thank you for your interest in the Nashville Electrical Joint Apprenticeship and Training Committee's apprenticeship program.

Please note that we are currently taking applications for upcoming classes. All eligible\* applicants will be placed on an eligibility list for selection and will stay on that list for 1 year. If work becomes available before class starts, individuals can be put to work. Again, that is if work is available.

In this document you will find an application along with instructions, a high school transcript request form and information packet.

If you decide to bring this application back to the NEJATC, please do so between the hours of 10:00 a.m. and 3:00 p.m. Monday through Friday. Otherwise, you can mail the application to our office at your convenience.

**IMPORTANT:** Please read all of the information carefully. It is important to become familiar with the NEJATC Policy Statement, as you will be questioned about it during the interview process. It is also important to note that apprentices in this program are **SELECTED** as per the Apprenticeship and Training Standards for the Nashville Electrical Joint Apprenticeship and Training Committee which means applicants are not automatically enrolled in class even though they are on eligibility list.

We welcome any calls you make to this office if you have questions or need assistance with the application process.

Thank you!

\*Eligible applicants, are those who have made application, paid the application fee, met all eligibility requirements, passed the AIR aptitude test and have been interviewed by the committee members of this apprenticeship program.

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## **INSTRUCTIONS FOR WEB APPLICATION PROCESS**

1. Download this entire document. Print the NEJATC Application documents **linked** below and fill them out completely.
  - **Signature sheet for receiving/reading the NEJATC application information**
  - **Application request form**
  - **Application (Page 1)**
  - **Application (Page 2) DO NOT FORGET TO SIGN THIS PAGE**
  - **Application Question #8 Supplemental Informational Sheet**
  - **Work History Summary Sheet**
  - **Supplemental Information Form**
2. Read and understand the **NEJATC Application Information (link)** BEFORE you submit your Application.
3. Along with a \$30.00 money order or cashier's check (no personal checks or cash), mail the completed application documents and OFFICIAL transcripts (if available) to:

Nashville Electrical JATC  
310 Fesslers Lane  
Nashville TN 37210
4. Applicants showing that they have met the basic eligibility requirements will be scheduled for the next available aptitude test and will be notified by mail of the date and time.
5. Applicants should feel free to call this office regarding their application.
6. Applications filled out incompletely will be returned to applicant for completion and will not be processed until all information is gathered.

## **A SPECIAL NOTE REGARDING TRANSCRIPTS**

All applicants are required to supply this apprenticeship program with a high school transcript. If an applicant has received a GED or HISET, this apprenticeship program needs the GED or HISET test scores AND the high school transcript. If an individual took Algebra 1 in college but not in high school, we will need a transcript from the high school and college. Remember, all **transcripts must be official copies and cannot be faxed to us.** **A transcript request form (link) has been included in this information file for APPLICANTS to request their school transcripts to be mailed to the JATC.** Applicants can submit applications without transcripts as applicants have 60 days from the date the apprenticeship office receives the application to all required documentation. If an OFFICIAL transcript is available, it is acceptable to mail it in with the application.

**THIS APPLICATION CAN BE MAILED OR  
SUBMITTED IN PERSON TO:**

**Nashville Electrical JATC  
310 Fesslers Lane  
Nashville, TN 37210**

**DO NOT FORGET THE \$30.00 APPLICATION FEE.**

**PAYMENTS ARE TO BE PAYABLE TO THE NEJATC  
IN THE FORM OF A MONEY ORDER OR CASHIER'S  
CHECK OR CREDIT OR DEBIT CARD.**

**DO NOT SEND A PERSONAL CHECK OR CASH.**

**PLEASE NOTE: Applications are  
only accepted in the office  
Monday through Friday between  
10:00 and 3:00 P.M.**

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By signing below, I am attesting that I have received from the Nashville Electrical Joint Apprenticeship and Training Committee an applicant information packet that contains a copy of their **Policy Statement (linked)** and **“What Does a Journeyman-Wireman do?” (linked)** on the date indicated below:

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

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

# *Nashville Electrical Joint Apprenticeship and Training Committee*

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## Apprenticeship Application Request Form

NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ PHONE NUMBERS \_\_\_\_\_

CITY: \_\_\_\_\_ HOME: \_\_\_\_\_

ST / ZIP: \_\_\_\_\_ CELL: \_\_\_\_\_

EMAIL: \_\_\_\_\_

### APPLICATION FEE

IN ORDER TO RECEIVE THE APPLICATION FORM FOR THIS APPRENTICESHIP PROGRAM, AN APPLICATION FEE OF **\$30.00** MUST ACCOMPANY THIS APPRENTICESHIP APPLICATION REQUEST FORM. MAKE YOUR MONEY ORDER OR CASHIER'S CHECK PAYABLE TO: **NEJATC** OR YOU MAY PAY WITH A CREDIT OR DEBIT CARD.

\*Documented economic hardships may be considered for waiver on a case by case basis. Contact the JATC for additional information.

THE RECRUITMENT, SELECTION, EMPLOYMENT, AND TRAINING OF APPRENTICES DURING THEIR APPRENTICESHIP SHALL BE WITHOUT DISCRIMINATION BASED ON RACE, COLOR, RELIGION, NATIONAL ORIGIN, 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. --- EXCEPT THE APPLICANT MUST BE AT LEAST 17 YEARS OF AGE TO APPLY AND 18 YEARS OF AGE AT THE TIME OF INDENTURE.

# APPRENTICESHIP APPLICATION

APPLICANT APPLICATION NO.

**FORM FOR: (Darken Only One)**

- ☒ Wireman    ☐ Residential  
☐ Lineman    ☐ Telecommunications

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**THE APPLICANT APPLICATION NUMBER WILL BE COMPLETED BY THE JATC OFFICE UPON RECEIPT OF APPLICATION AND APPLICATION FEE.****THE REMAINDER OF THIS FORM IS TO BE COMPLETED ENTIRELY BY THE APPLICANT**

Print Letters (IN CAPS) and Numbers Inside the Box. Use Black or Blue Ink. Darken Appropriate Oval(s) to Indicate Your Responses, Where Required.

NAME															MONTH		DAY		YEAR											
Last																Date of This Application			/			/								
First																Middle														
Address																														
City																									State		Zip			
Phone (    )    -																									Social Security Number		-		-	

**NAME CHANGE:** Please provide the name that will appear on documents or transcripts that you submit, if it is different than your present name.

Last																First										
------	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	-------	--	--	--	--	--	--	--	--	--	--

**Required Information Must Be Provided to Complete this Application.**

1. Darken the Appropriate Oval(s) (A-F) to Indicate Your Means of Qualification for Apprenticeship. Completely fill in the marked Oval(s).

- ☐ A. I believe I can meet all minimum qualifications for apprenticeship.
- ☐ B. I can produce undisputable documentation to verify that I have at least 4,000 hours of electrical construction work experience.
- ☐ C. I am currently performing electrical construction work for an electrical contractor who became signatory to a union contract.  
The name of the contractor is: \_\_\_\_\_
- ☐ D. I am among the 50%, or more, who signed authorization cards while working for an electrical contractor during an organizing effort.  
The name of the contractor is: \_\_\_\_\_
- ☐ E. I am attempting to qualify for, and participate in, the School-to-Registered-Apprenticeship Program.
- ☐ F. I am attempting to transfer into this program from another IBEW/NECA registered apprenticeship program for the same trade.

**EDUCATION**

2. Fill in the Oval to indicate the years of formal education you have completed:

<10	10	11	12	13	14	15	16	17	18	>18
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

3. Are you a High School Graduate?      Yes ☐      No ☐If NO, do you have a GED?      Yes ☐      No ☐

4. List College Degree(s) earned (PRINT within the boxes below):

Degree 1 (Highest Degree Earned)

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Major

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

School

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Degree 2 (Second Highest Degree Earned, if any)

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Major

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

School

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

5. Have you received one (1) full credit for Algebra, or some higher math course, from an accredited school?      Yes ☐      No ☐

5a. Indicate Math course(s) completed:

- ☐ Algebra I      ☐ Algebra II  
☐ Geometry      ☐ Trigonometry  
☐ Calculus      ☐ NJATC Tech Math

6. Have you completed any vocational/technical courses or training during or after high school?      Yes ☐      No ☐

6a. List courses and/or training completed:

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**BACKGROUND**7. Have you served in the US military?      Yes ☐      No ☐

7a. If YES, how Long?

In Months

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7b. Which Branch?    Army ☐    Navy ☐    Air Force ☐    Marines ☐Coast Guard ☐    Military Reserve ☐

7c. List which military training schools you completed, if any. \_\_\_\_\_

8. Have you ever been convicted of a felony?      Yes ☐      No ☐  
(Conviction will not automatically disqualify you.)

If YES, explain the conviction: \_\_\_\_\_

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

**COMPLETE BOTH SIDES OF THIS APPLICATION**

--	--	--	--	--	--

9. Do you have electrical construction work experience? Yes ☐ No ☐
- 9a. If yes, how many months? Months 

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10. Do you have other construction work experience? Yes ☐ No ☐
11. Do you have any electrical/electronic work experience? Yes ☐ No ☐
12. Have you applied with this apprenticeship program before? Yes ☐ No ☐
- 12a. If YES, how many times? Times 

--
13. Are you now, or have you ever been, a registered apprentice? Yes ☐ No ☐
- 13a. If "Yes", list apprenticeship sponsor or employer: \_\_\_\_\_
- 13b. If "Yes" are you still an active apprentice in that program? Yes ☐ No ☐
14. Do you have a valid Driver's License? Yes ☐ No ☐
15. Do you have a Commercial Driver's License (CDL)? Yes ☐ No ☐
- 15a. If YES, what class CDL do you have? A ☐ B ☐ Other ☐

### INTERESTS & ABILITIES

16. List the main reason or reasons, you are applying for this apprenticeship program.  
\_\_\_\_\_  
\_\_\_\_\_
17. Are you physically and mentally able to safely perform or learn to safely perform essential functions of the job either with or without reasonable accommodations? Yes ☐ No ☐
18. Are you able to get to and from work at job sites anywhere within the geographical area that this apprenticeship program covers? Yes ☐ No ☐
19. Are you able and willing to attend all related classroom training as required to complete your apprenticeship? Yes ☐ No ☐
20. Are you able to climb and work from ladders, scaffolds, poles and towers of various heights? Yes ☐ No ☐
21. Are you able to crawl and work in confined spaces such as attics, manholes and crawlspaces? Yes ☐ No ☐
22. Are you able to read, hear, and understand instructions and warnings? Yes ☐ No ☐

### WORK HISTORY

**You Must Attach a Work History Summary Sheet  
Indicating your present and previous employers, if any.**

23. Are you presently employed? Yes ☐ No ☐
- 23a. If YES, do you request that we NOT contact your present employer at this time? Yes ☐ No ☐
24. Did you have any part-time or summer jobs while attending school? Yes ☐ No ☐
25. Do you have the legal right to work in the United States of America? Yes ☐ No ☐

### STATEMENTS OF UNDERSTANDING

**You Must Darken the Oval ☐ for Each of the Statements (A through I) Below to Indicate Your Knowledge and Understanding.**

**NOTE: If You Need Clarification On Any Item Do NOT Hesitate to Ask.**

- A. ☐ I am aware that it is my responsibility to keep this program informed of any change in my address or phone number.
- B. ☐ I have read and understand the basic qualifications for entry into the program.
- C. ☐ I understand that I must furnish certain specific documentation to provide evidence that I meet the qualifications required for entry into the pool of eligible candidates for this apprenticeship.
- D. ☐ I understand it is my responsibility to see that all OFFICIAL transcripts and other required documents are provided in a timely manner. If I fail to do so, my application will become null and void.
- E. ☐ I understand that interviews for qualified applicants will be conducted in the order in which applications are completed.
- F. ☐ I understand that any false information provided as part of my application shall be just cause for denial of oral interview, or termination of my apprenticeship indenture agreement, should I be selected for the program.
- G. ☐ I understand that an incomplete or unsigned application form will NOT be processed.
- H. ☐ I understand that if selected, I may be required to complete examinations which may include a physical examination or a drug test, if required by the sponsor; either before and/or after signing an indenture.
- I. ☐ I understand that only this ORIGINAL application form will be processed, and that Photocopies are NOT acceptable.

I have darkened all the above (A thru I) to indicate my understanding, and state that all information provided on this form is true and accurate. I hereby grant permission to all former employers and references listed to disclose any information concerning my past employment and/or qualifications, unless I have indicated otherwise(23a.). I agree that any false statements made by me on this application form shall constitute grounds for disqualification of my selection or grounds for my discharge, if false information is discovered after being selected for apprenticeship.

I hereby apply for an apprenticeship indenture with this sponsor and agree that if selected, I will abide by all of the sponsor's Standards, Rules and Policies and the Indenture (Apprenticeship Agreement).

SIGNED: \_\_\_\_\_

APPLICANT MUST

ALSO PROVIDE DATE: \_\_\_\_\_

**COMPLETE BOTH SIDES OF THIS APPLICATION**

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Name of Applicant

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Date of Application

This section is in reference to Question #8 on page 1 of the application.

If you marked Yes to Question #8, please answer the following questions.

1. What was the arrest and conviction for?

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2. When was the arrest and / or conviction?

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3. Are you currently on probation?

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4. If yes to Question #2 above, please provide the following information:

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Name of Probation Officer

Address

Phone number

We reserve the right to perform a background check to verify the above information.



Work History Summary Sheet for: \_\_\_\_\_  
Name of Applicant \_\_\_\_\_ Date of Application \_\_\_\_\_

Please make sure to list your current employer if applicable.

Employer: \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_

State \_\_\_\_\_

Zip Code \_\_\_\_\_

Employed from \_\_\_\_\_ to \_\_\_\_\_

Job Description: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

Employer: \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_

State \_\_\_\_\_

Zip Code \_\_\_\_\_

Employed from \_\_\_\_\_ to \_\_\_\_\_

Job Description: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

Employer: \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_

State \_\_\_\_\_

Zip Code \_\_\_\_\_

Employed from \_\_\_\_\_ to \_\_\_\_\_

Job Description: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

# Supplemental Information Form

## Marking Instructions

For optimum accuracy, please print all numbers in black or blue ink. Avoid contact with the edge of the box. Completely fill in the oval(s) that reflect the correct response. All Responses should look like the examples below.

Numeric Example:

0	1	2	3	4	5	6	7	8	9
---	---	---	---	---	---	---	---	---	---

Oval Example:



Your Application No. is:

--	--	--	--	--	--

## Apprenticeship Application EEOC Supplemental Information Form

THIS APPRENTICESHIP SPONSOR IS COMMITTED TO EQUAL OPPORTUNITY FOR ALL APPLICANTS. THE RECRUITMENT, SELECTION, EMPLOYMENT AND TRAINING OF APPRENTICES DURING THEIR APPRENTICESHIP, SHALL BE WITHOUT DISCRIMINATION BECAUSE OF RACE, COLOR, RELIGION, NATIONAL ORIGIN, GENDER OR AGE - EXCEPT THAT THE APPLICANT MUST MEET THE MINIMUM AGE REQUIREMENT. THE JATC DOES NOT, AND WILL NOT, DISCRIMINATE AGAINST A QUALIFIED INDIVIDUAL WITH A DISABILITY BECAUSE OF THE DISABILITY OF SUCH INDIVIDUAL. WE RESPECTFULLY REQUEST THAT YOU RETURN THIS FORM ALONG WITH YOUR COMPLETED APPLICATION FORM FOR APPRENTICESHIP.

### — PLEASE COMPLETE THE FOLLOWING —

THE INFORMATION VOLUNTARILY PROVIDED BELOW IS SIMPLY FOR  
EQUAL EMPLOYMENT OPPORTUNITY COMMISSION (EEOC) PURPOSES. THIS INFORMATION  
WILL ASSIST US IN OUR EFFORTS TO PROVIDE ACCURATE INFORMATION IN COMPLIANCE WITH  
EEOC REGULATIONS AND REQUIREMENTS.

Race: (DARKEN ONLY ONE)

- ☐ American Indian or Alaskan Native
- ☐ Asian or Pacific Islander
- ☐ Black
- ☐ White

Ethnic Group: (DARKEN ONLY ONE)

- ☐ Hispanic Orgin
- ☐ Not of Hispanic Orgin

Gender: ☐ Male ☐ Female

How did you become aware of this apprenticeship opportunity?

- ☐ Word-of-Mouth
- ☐ TV
- ☐ Career Day
- ☐ Posted Announcement
- ☐ Guidance Counselor
- ☐ Teacher/Instructor
- ☐ Outreach Organization
- ☐ Radio
- ☐ Newspaper
- ☐ Other

NAME OF PAPER: \_\_\_\_\_

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## **TRANSCRIPT REQUEST FORM**

**IT IS THE APPLICANT'S RESPONSIBILITY TO REQUEST TRANSCRIPTS TO BE SENT TO THE JATC.  
THIS FORM MAY BE USED FOR THAT PURPOSE.**

DATE: \_\_\_\_\_

\_\_\_\_\_  
Registrar or Principal

\_\_\_\_\_  
Name of School

\_\_\_\_\_  
Street Address of School

\_\_\_\_\_  
City, State and Zip Code of School

Dear School Official:

For the purpose of completing admissions requirements, please mail a complete transcript of my records to:

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

I last attended your school in: \_\_\_\_\_

For Identification purposes, my social security number is: \_\_\_\_\_

My date of birth is: \_\_\_\_\_

If there is any charge for this service, please bill me at the address below:

\_\_\_\_\_  
Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
City, State and Zip Code

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
Signature

Please send transcripts **AFTER** final grades / graduation dates have been recorded.

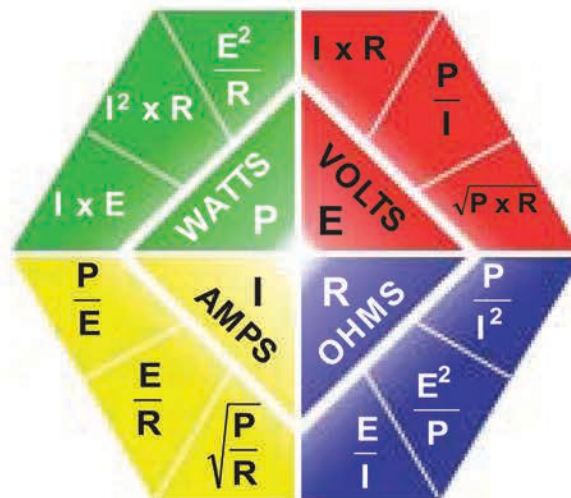
If your high school work was completed by a G.E.D., please submit a copy of your G.E.D. scores and your high school transcript.

**\*\*\*\* IMPORTANT NOTE: WE DO NOT ACCEPT FAXED TRANSCRIPTS.**

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



**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](http://www.nejatc.org)***

***Telephone: (615) 242-9950  
Email: [info@nejatc.org](mailto: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)**



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

**At the time of application, all applicants must pay a \$30.00 application fee.**

**This fee is to be paid with a MONEY ORDER, CASHIER'S CHECK, DEBIT CARD OR CREDIT CARD.**

**PERSONAL CHECKS AND CASH WILL NOT BE ACCEPTED.**

**Aptitude tests will not be scheduled for individuals until OFFICIAL transcripts have been submitted to this apprenticeship program for the basic qualifications.**

**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**

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## **ELECTRICIANS**

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**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, & air conditioning/refrigeration. 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.

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### **NASHVILLE ELECTRICAL JOINT APPRENTICESHIP AND TRAINING COMMITTEE**

**CONTACT PERSON:** John Ledwell, Training Director, Stephen Hall, Assistant Training Director,  
or Amanda Porter Miller, Administrative Assistant

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

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

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**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.

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### **WHEN TO APPLY**

Applications are accepted in the office Monday through Thursday from 1:30 p.m. to 3:00 p.m. Applications are also available by mail and on [www.nejatc.org](http://www.nejatc.org) under the Applicant Information heading. There is a \$30.00 application fee payable only with a cashier's check, money order, debit card or credit card upon time of application.

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### **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. Must take the A.I.R. aptitude test and receive a qualifying score. Applicants must possess a valid driver's license. Other means of qualification are also available for Honorably Discharged Veterans, individuals with prior experience and other factors as described in the current National Apprenticeship Standards.

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### **AFFILIATIONS**

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

INSIDE		CHANGE-->	\$1.75	(\$0.10)	\$1.30	(\$0.10)	\$1.55	
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	\$37.57
JW Cable Splicer	\$0.25		\$35.17	\$35.07	\$36.37	\$36.27	\$37.82	
JW Welder	\$0.25		\$35.17	\$35.07	\$36.37	\$36.27	\$37.82	
Foreman	10%		\$38.41	\$38.30	\$39.73	\$39.62	\$41.33	
General Foreman	15%		\$40.16	\$40.04	\$41.54	\$41.42	\$43.21	
Apprentice Wage Rate								
1st period	60%		\$20.95	\$20.89	\$21.67	\$21.61	\$22.54	
2nd period	60%		\$20.95	\$20.89	\$21.67	\$21.61	\$22.54	
3rd period	65%		\$22.70	\$22.63	\$23.48	\$23.41	\$24.42	
4th period	70%		\$24.44	\$24.37	\$25.28	\$25.21	\$26.30	
5th period	75%		\$26.19	\$26.12	\$27.09	\$27.02	\$28.18	
6th period	80%		\$27.94	\$27.86	\$28.90	\$28.82	\$30.06	
Un-Indentured	45%		\$15.71	\$15.67	\$16.25	\$16.21	\$16.91	
CE/CW Wage Rates								
CW Level 1	45%		\$15.71	\$15.67	\$16.25	\$16.21	\$16.91	
CW Level 2	50%		\$17.46	\$17.41	\$18.06	\$18.01	\$18.79	
CW Level 3	55%		\$19.21	\$19.15	\$19.87	\$19.81	\$20.66	
CW Level 4	60%		\$20.95	\$20.89	\$21.67	\$21.61	\$22.54	
CW Level 5	65%		\$22.70	\$22.63	\$23.48	\$23.41	\$24.42	
CE Level 1	70%		\$24.44	\$24.37	\$25.28	\$25.21	\$26.30	
CE Level 2	75%		\$26.19	\$26.12	\$27.09	\$27.02	\$28.18	
CE Level 3	80%		\$27.94	\$27.86	\$28.90	\$28.82	\$30.06	
Benefits / Fringes Paid on Behalf of Employees								
* 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	\$5.25			
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  
5/2/2025



## **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 \$30.00 application fee is to be paid with a cashier's check, money order, debit card or credit card. Personal checks or cash will **not** be accepted. 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 during the specified dates and times.
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. If qualifying by other means, applicants must submit appropriate satisfactory documentation to prove eligibility.
4. All applicants have only 60 days from date of application to furnish the JATC all pertinent application documentation except for the A.I.R. aptitude testing results (see below).
5. All applicants are required to take the A.I.R. aptitude test and receive a qualifying score. The JATC office will administer this test at specific dates and times to be announced as scheduled. If the applicant is non-responsive to test date and time scheduled, application will be considered null and void.
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 be scheduled for an interview before the trustees of the JATC.
8. 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.
9. It is the responsibility of applicants to provide current addresses and phone numbers 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 Accordion 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.

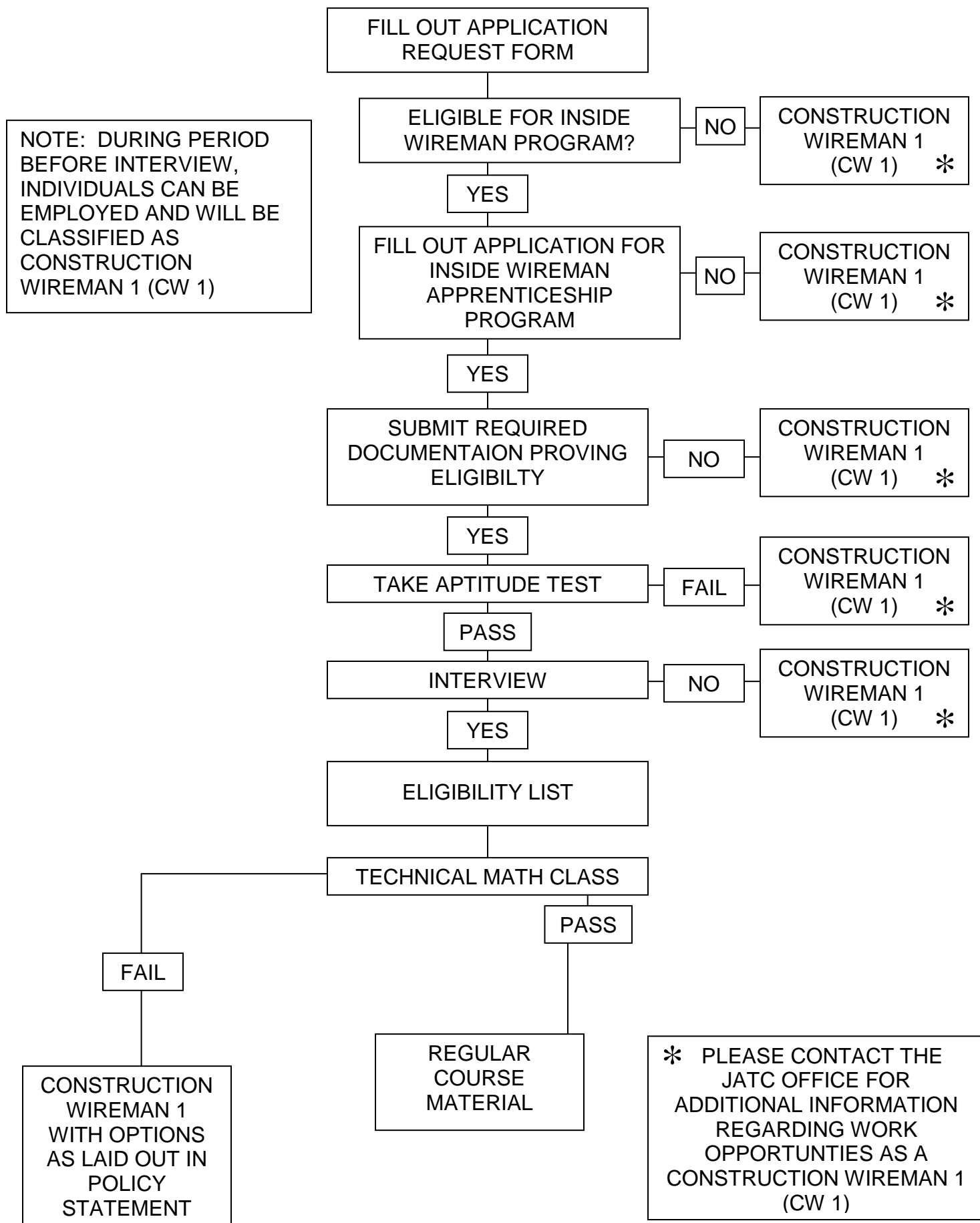
The Inside Wireman installs conduit systems that contain the wire from the motor control centers or panel boards to all of the equipment that uses electricity. Those conduits may contain power cables or control cables. Many of the conduit systems are exposed and must be installed to exacting standards 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.

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

## Step by Step Processes for Inside Wireman Apprenticeship



## SAMPLE A.I.R. APTITUDE TEST QUESTIONS

### Sample Algebra and Functions

This is a test of your ability to solve problems using algebra. Three sample questions are shown below.

1. Consider the following formula:

$$A = B + 3(4 - C)$$

If B equals 5 and C equals 2, what is the value of A?

- A. 7
- B. 11
- C. 12
- D. 17

2. Consider the following formula:

$$y = 3(x + 5)(x - 2)$$

Which of the following formulas is equivalent to this one?

- A.  $y = 3x^2 + 9x - 30$
- B.  $y = x^2 + 3x - 10$
- C.  $y = 3x^2 + 3x - 10$
- D.  $y = 3x^2 + 3x - 30$



3. Consider the following equation:

$$Y = X + 5$$

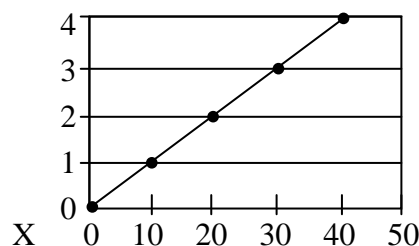
Which of the following choices represents the same relationship as demonstrated in this equation?

A.	Y	X
	5	10
	10	15
	15	20
	20	25

- B. Y is equivalent to the sum of a constant C and X, where C equals 5.

- C.  $Y = (X + 20) / 4$

- D. Y

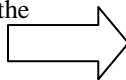


### Sample Reading Comprehension

This test measures your ability to obtain information from written passages. You will be presented with a passage followed by a number of questions about it. A sample passage is shown below, followed by three sample questions. The passage is shorter than those on the actual test.

Passage:

The timing of New Year's Day has changed with customs and calendars. The Mayan civilization, on what is now called the Yucatan peninsula of Mexico, celebrated the New Year on one of the two days when the noonday sun is directly overhead. In the equatorial regions of the earth, between the Tropics of Cancer and Capricorn, the sun is in this position twice a year, once on its passage southward, and once on its passage northward. At the early Mayan city of Izapa in the southern Yucatan, the overhead date for the sun on its southward passage was August 13. The Mayans celebrated this as the date for the beginning of the New Year. Later at the more northerly Mayan site at Edzna, the corresponding overhead date is July 26. Analyses of Mayan pictorial calendars indicate that they celebrated the New Year on August 13 prior to 150 AD, and on July 26 after that year. This change has been explained by archaeological dating showing that 150 AD was the time that the Mayans moved the hub of their civilization from the southern to the northern site.



4. According to the passage, the sun at Edzna was directly overhead at noon on:

- A. July 26 only
- B. August 13 only
- C. July 26 and one other date
- D. August 13 and one other date

5. If the Mayans had moved their civilization's center south of Izapa, their new date of celebration of the New Year would probably have been closest to which of the following dates?

- A. January 1
- B. February 20
- C. March 25
- D. September 15

6. Why did the Mayans move their capital city from Izapa to Edzna?

- A. The climate at Edzna was more temperate.
- B. Lunar eclipses were more visible at Edzna.
- C. The terrain near Edzna was more suitable for agriculture.
- D. Cannot be determined from the information given.

SAMPLE A.I.R. APTITUDE TEST ANSWER SHEET

You may wish to remove this answer sheet from the booklet, making it easier to use when answering the sample questions.

Sample Algebra and Functions

- 1. (A) (B) (C) (D)
- 2. (A) (B) (C) (D)
- 3. (A) (B) (C) (D)

Sample Reading Comprehension

- 4. (A) (B) (C) (D)
- 5. (A) (B) (C) (D)
- 6. (A) (B) (C) (D)

WHEN SEARCHING FOR A CAREER...

*Always inquire about health insurance, pensions and other benefits, as well as wage structure.*

*Be sure to differentiate between what is “fact” and what is “promised.” Promises do not pay doctor bills, make car payment or cover the rent – wages and benefits do! Some things, that simply do not seem that important today, will eventually be extremely important to every working man and woman in this country.*

ANSWER KEY TO SAMPLE A.I.R. APTITUDE TEST QUESTIONS.

Sample Algebra and Functions

1. B

2. A

3. B

Sample Reading Comprehension

4. C

5. D

6. D

# REVIEW WEBSITES FOR MATH & READING STUDY / TEST PREPARATION

The website found here at [www.ElectricPrep.com](http://www.ElectricPrep.com) was developed by our national office, the Electrical Training Alliance to help individuals prepare for the aptitude test, fill out the application and give interview tips. There is a cost involved to use this website and may be the best place for help on the AIR test, however there are other free sites on the internet that are useful if you would rather not spend fees at this time. NOTE: There are FREE courses on this site describing the work of an electrician and some other helpful courses.

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The following list contains websites that we have found that may be helpful in preparation for our aptitude test. These were found by creating an online search for reading comprehension and algebra websites. Most of these sites are free with registration being the only requirement on some. Some are just for math or reading help but some have help for both subjects.

We can't endorse any of these as we have only briefly researched them, but there is a lot of information to be gained from them. There are probably a lot more of these type websites so applicants can do their own searches and find sites comfortable to them.

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<http://www.electricianapprenticehq.com/aptitude-test-questions/>

[Mathisfun.com](http://Mathisfun.com)

[Mathplanet.com](http://Mathplanet.com)

<https://www.khanacademy.org/math/algebra>

<https://www.jobtestprep.com/free-ibew-practice-test> (has a cost associated)

<https://www.iprep.online/courses/njatc-aptitude-test-free/>

The following contain practice tests or courses for reading comprehension and math:

[Readtheory.org](http://Readtheory.org)

[Alison.com](http://Alison.com) (many topics)



# Introducing ElectricPrep

**Providing voluntary  
online courses,  
specifically crafted  
for applicants  
seeking to enter  
the IBEW/  
NECA electrical  
apprenticeship.**

**ElectricPrep.com**

**Partnered with**





## 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:
<hr/>	
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.

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### 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

## 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.

- 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.
- TERM OF TRAINING:** The Committee will provide training worth at least the amount loaned to the Apprentice hereby during the period from of the \_\_\_\_\_.
- 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 ADDRESS: \_\_\_\_\_

COMMITTEE:

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

**SAMPLE DOCUMENT**

Check here if you are a change of address.

- 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-

- 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

LAST 4 of Social Security Number

**POLICY STATEMENT**  
**NASHVILLE ELECTRICAL JOINT APPRENTICESHIP & TRAINING COMMITTEE**  
**EFFECTIVE JANUARY 21, 2014**

**I. SELECTION OF APPRENTICES**

- A. All applicants who meet the minimum requirements will be interviewed by the Committee.
- B. After each interview, the applicant will be graded by each Committee member present. These grades will be averaged to obtain a single grade for the applicant.
- C. Final selection of apprentices will be based upon their grades given by the Committee.
- D. The Committee will act upon all applications. These applications will be submitted to the Committee by the Training Director.

**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, he/she 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 position or verbal warning to the apprentice upon receipt of appropriate information from the instructor. Upon receipt of a 3<sup>rd</sup>. 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 (3<sup>rd</sup>) 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 (3<sup>rd</sup>) 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 he/she has a work record in good standing (subject to Policy Statement).
  - 3. A third (3<sup>rd</sup>) absence from class for an apprentice with a below 60 average will be dismissed from the program.
  - 4. 1<sup>st</sup>. and 2<sup>nd</sup>. period probationary apprentices receiving a third (3<sup>rd</sup>) absence in any semester will be released from the program.
  - 5. Any apprentice 3<sup>rd</sup>. 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. Upon receipt of a fourth (4<sup>th</sup>) 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 absences.

- 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 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> period 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 105 hours (Fall Semester), 105 hours (Spring Semester) and 66 hours (Summer Semester) of classroom training each year while maintaining 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.
- G. Any 3<sup>rd</sup>, 4<sup>th</sup>, 5<sup>th</sup>. or 6<sup>th</sup> period 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 first-year, probationary apprentice (1<sup>st</sup>. or 2<sup>nd</sup>. Period) 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, he or she shall be dismissed from the program. If a first-year (1<sup>st</sup>. or 2<sup>nd</sup>. Period) apprentice passed but his/her average is below eighty percent (80%) he or she shall remain on probation for the first six (6) months of the following year. If at any time during the following six (6) months he/she falls below seventy-five percent (75%) GPA, dismissal may result.
- I. If an apprentice is discharged from an employer for other than lack-of-work, he/she shall appear before the Committee for a hearing. An apprentice shall not voluntarily quit his/her employer at any time.
  - 1. If a probationary apprentice is discharged from an employer for other than lack-of-work, he or she shall be dismissed.
- J. Any apprentice who is released from the apprenticeship program for any reason, shall be removed from the job site, his indenture will be 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.

- K. 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.
- L. 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 his or her driver's license has been reinstated. Apprentice must appear before the Committee for a hearing regarding approval for re-entrance into the program.
- M. 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.
- N. 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.
- O. 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.

### **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.

### **IV. 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 1<sup>st</sup> and 2<sup>nd</sup> periods of apprenticeship and fifteen hundred (1500) hours in each of the 3<sup>rd</sup>, 4<sup>th</sup>, 5<sup>th</sup>, and 6<sup>th</sup> periods of apprenticeship.
  - 2. Promotion to the next pay grade percentage will be determined by satisfactory completion of related school and on-the-job training. 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.

**V. 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.

**VI. 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.

**VII. 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.

**VIII. 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 his/her indenturement as a first-year apprentice as stated in his/her contract.
- B. Prior credit will only be considered when an applicant is interviewed for indenturement into this program. At no time afterward will prior credit be considered for anyone.
- C. All applications will be received and processed without regard to race, color, religion,

national origin, or sex.

**IX. CONTROLLED DRUG SUBSTANCE**

- A. It shall be the policy of the Joint Apprentice Training Committee to require all newly selected apprentices to have laboratory work (URINALYSIS OR BLOOD WORK) at the newly selected apprentices' cost to determine if there has been drug use. If the results are positive, these people shall not be put to work under this program.
- 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.
- C. Our Committee will dismiss an apprentice for positive drug screen results but with the understanding that he/she attend a rehabilitation center for counseling. He/she is required to bring proof he/she attended a rehab center before he/she is 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 offence) 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 do so will result in an immediate dismissal.
- E. Apprentices who receive a negative-dilute result on a drug screen will be allowed to take one (1) additional drug screen at his or her 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, alcohol or firearms on NEJATC property. The NEJATC reserves the right to call Metro Police to have any or all vehicles searched if there is a "for cause" situation. Students who are found with drugs, alcohol or firearms will be subject to dismissal from this apprenticeship program.
- H. Any student, instructor, staff or committee member / trustee in violation of any of the above policies will be subject to dismissal from this apprenticeship program or removed from such position.

**X. LONG TERM CONVALESCENCE (MEDICAL)**

- A. In the event that an apprentice becomes incapacitated to the point that he or she 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), he/she shall be subject to suspension from the apprenticeship program. 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 he or she is able to meet all training requirements, the Committee shall review the situation and inform the apprentice of their findings.

**XI. 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.

**XII. 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.

**XIII. 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.

**XIV. 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 because of race, color, national origin, sex, religion, age, or handicap. 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 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 his or her 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 included under Title IX (P.L. 92-318) which protects students from discrimination based on sex
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, he or she may call the Equal Employment Opportunity Coordinator 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.

**XV. TELEPHONES AND BEEPERS**

- A. All telephones and beepers 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. Beepers and 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.

**XVI. 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, alcohol or firearms on NEJATC property. The NEJATC reserves the right to call Metro Police to have any or all vehicles searched if there is a "for cause" situation. Students who are found with drugs, alcohol or firearms will be subject to dismissal from this apprenticeship program. (See Section IX. CONTROLLED DRUG SUBSTANCE)
- G. THIS IS A NON-SMOKING, NON-TOBACCO CHEWING FACILITY. NO TOBACCO PRODUCTS ARE TO BE USED WITHIN THIS FACILITY. 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 insure jobsite mud and debris is 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 his or her 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 will be towed at the cost of the apprentice/vehicle owner.
- P. The penalties for failure to comply with these training facility rules and regulations are as follows:
  - 1. 1<sup>st</sup> time: Written or verbal warning.
  - 2. 2<sup>nd</sup> time: Apprentice(s) will be required to clean up his or her area and sent home with an absence from class.
  - 3. 3<sup>rd</sup> time: Dismissal

**XVII. 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 XXII 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 XXII 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 to (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. Remedial education will be available to construction wiremen/construction electricians if he or she is interested in entering the electrical apprenticeship program.
  - 1. Remedial education will include, but not limited to, reading, reading comprehension and mathematics.
  - 2. The remedial classes will only be used for the apprenticeship program and can not be transferred as credit to other educational institutions.
- R. 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.
- S. 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.
- T. 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), he or she must sign an Un-Indentured Worker Placement Policy in order to continue job opportunities.
- U. Persons hired as construction wiremen will be subject to the hiring rules and regulations of the NEJATC Policy Statement's Section XXI.
- V. Failure to comply with these policies will result in the loss of advancements in pay grades.
- W. Violation of any of any of the guidelines of the NEJATC's Policy Statement Section XXII by the employing contractor on continual basis shall result in the employer becoming ineligible to receive any future indentured apprentices un-indentured worker or construction wiremen.
- X. See Construction Wireman/Electrician chart for requirements for advancement.
- Y. 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.

#### **XVIII. UN-IDENTURED 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.

**XIX. 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. Computers are 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.

## **XV. 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.

#### **XVI. 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. The NEJATC will maintain a computer lab where all apprentices will be able to setup and access your email account, as well as other online applications.
- C. After the initial orientation, all apprentices will be required to login to Tradeschool through our website: [www.NEJATC.org](http://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.

#### **THESE POLICIES WILL BE STRICTLY ENFORCED**

This Policy Statement has been approved by the Nashville Electrical J.A.T.C.  
Members/Trustees effective January 21, 2014, until further notice.