

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 3rd. absence in any semester, the apprentice shall appear before the committee for disciplinary action and one of the following actions will be taken:
 - 1. A third (3rd) absence from class for an apprentice with an above 75 average in school will be summoned before the Committee for further action.
 - 2. A third (3rd) absence from class for an apprentice with an above 60 average but with a below 75 average in school will be suspended for one year with an option to return to the same year of school providing he/she has a work record in good standing (subject to Policy Statement).
 - 3. A third (3rd) absence from class for an apprentice with a below 60 average will be dismissed from the program.
 - 4. 1st. and 2nd. period probationary apprentices receiving a third (3rd) absence in any semester will be released from the program.
 - 5. Any apprentice 3rd. period and above who has 4 absences in any semester from class regardless of grade point average will be released from the program.
 - 6. All apprentices are expected to be in the classroom and on the job at starting time. Three (3) tardies in relation to the classroom will be equivalent to one (1) absence.
 - 7. Upon receipt of a fourth (4th) absence from work reported by the employing

contractor or contractor's representative during any four month period, the apprentice will be required to appear before the committee to explain job 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 1st, 2nd and 3rd 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 3rd, 4th, 5th, or 6th 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 (1st. or 2nd. 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 (1st. or 2nd. 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 1st and 2nd periods of apprenticeship and fifteen hundred (1500) hours in each of the 3rd, 4th, 5th, and 6th periods of apprenticeship.
 - 2. Promotion to the next pay grade percentage will be determined by satisfactory completion of related 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. 1st time: Written or verbal warning.
 - 2. 2nd time: Apprentice(s) will be required to clean up his or her area and sent home with an absence from class.
 - 3. 3rd 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 XVIII 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 XVIII 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 XVIII.
- 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.
- 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.