



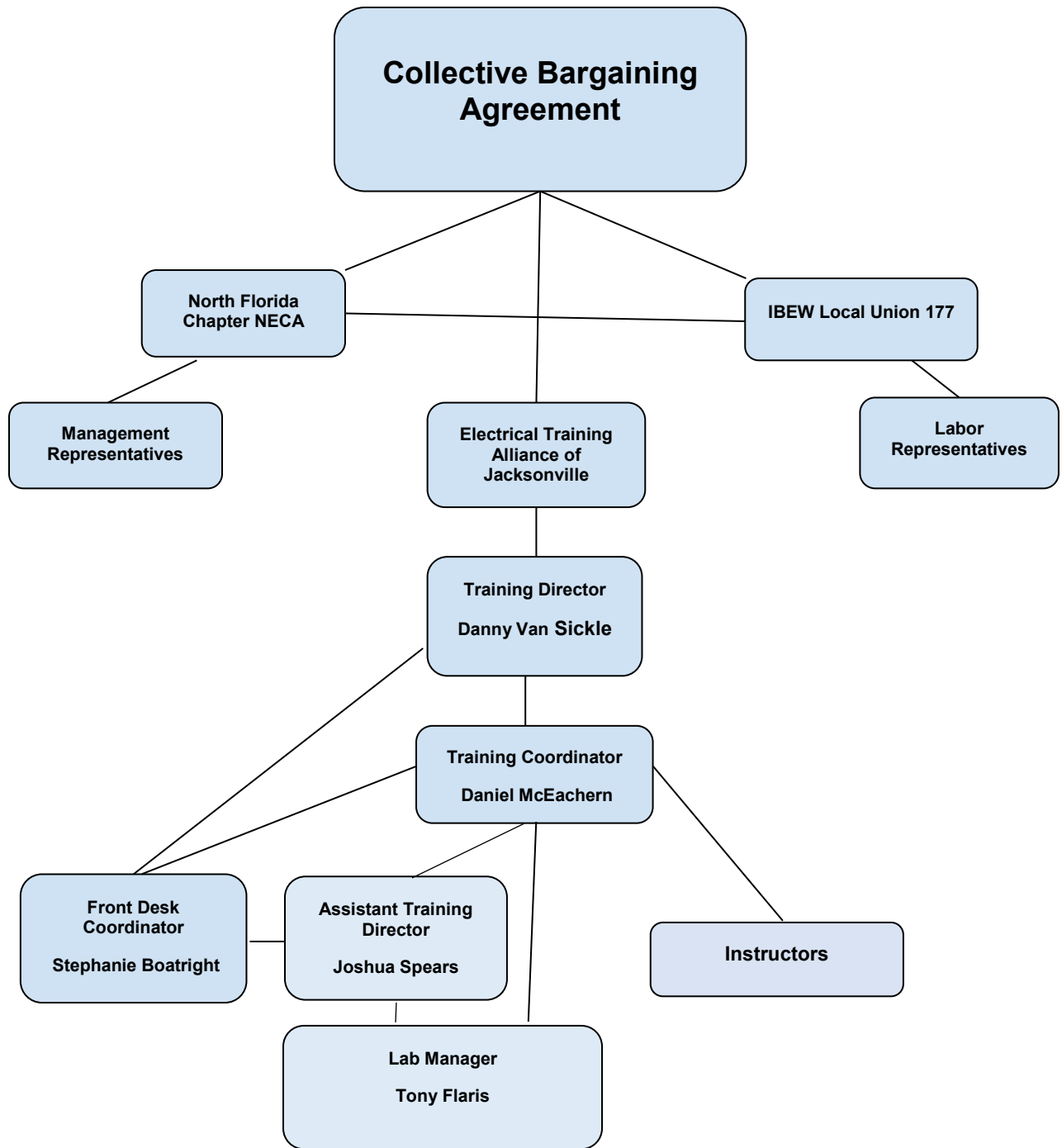
# APPRENTICESHIP HANDBOOK

**2026/2027**

Version: DM11725

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Organizational Chart

## ABOUT US

The Electrical Training Alliance is the leading publisher of educational material for the electrical industry. They have been the sole provider of the curriculum for the industry's largest labor organization – IBEW and NECA. The Electrical Training of Alliance of Jacksonville (ETAJAX) and Training Trust Fund began in Jacksonville, Florida in 1944, a 501(c)(3) nonprofit organization, dedicated to the excellence in the training of electrical industry professionals. The North Florida Chapter National Electrical Contractors Association (NF NECA) and the International Brotherhood of Electrical Workers Local Union 177 (IBEW LU 177) continue to grow in Jacksonville and surrounding counties.

The ETAJAX, Training Trust Fund and its apprenticeship program are overseen by a six (6) member committee, made up of three (3) members appointed by the NF NECA and three (3) members appointed by the IBEW LU 177. Together these 6 members are known as the ETAJAX Board of Trustees, Joint Apprenticeship Training Committee (JATC), and/or Committee.

The JATC is delegated the full responsibility and authority for selection, qualification, education, training, evaluation, certification and supervision of all apprentices as well as all other matters concerning apprentices and apprenticeship.

The JATC may employ a Training Director. The Training Director shall assume such responsibility and authority for the day-to-day operation of the apprenticeship and training programs as is delegated by the JATC. However, all governing responsibility for the apprenticeship program rests with JATC – including interviewing, selecting and supervising apprentices and assuring full compliance with these Standards, the Affirmative Action Plan and the Selection Procedures.

The JATC reserves the right to amend and change the policies in this handbook, and other official documentation, as often as they determine necessary.

## MISSION STATEMENT

The Electrical Training Alliance of Jacksonville's primary mission is to develop the most skilled, responsible, and responsive Electricians in the United States of America. We are dedicated to building professionals who have the expertise, character, and sense of teamwork to bring value to the clients they serve, the union they represent, and the contractors who employ them.

## CODE OF CONDUCT AND POLICIES OVERVIEW

The ETA and the Department of Labor (DOL) have established the rules, regulations, and procedures found in the Apprenticeship Handbook and the National Standards to promote the ETAJAX mission and to protect the rights of apprentices, faculty, and staff. Apprentice

membership in the ETAJAX community is a privilege that provides certain rights and requires certain obligations that are defined in this handbook. It is expected that apprentices will understand and exercise their rights, fulfill their obligations, and respect the rights of others. Each apprentice also must take all steps necessary to become familiar with, understand, and agree to comply with the ETAJAX and DOL rules, regulations, and policies. Lack of knowledge of a regulation or policy will not be accepted as an excuse for failure to observe it.

## CITIZENSHIP WITHIN THE ELECTRICAL TRAINING CENTER COMMUNITY

### Membership Rights and Obligations

Membership as an apprentice, faculty member, or staff member in the community known as the ETAJAX is a privilege and carries with it obligations to participate in and contribute to the educational mission of the institution. Concurrent with these obligations are rights and freedoms for everyone as guaranteed by the United States Constitution including, but not limited to, the right to inquire, learn, communicate by speech and action, to assemble, and the right to due process. The ETAJAX desires to maintain an orderly climate in which academic inquiry and freedom may occur. The apprentices and the ETAJAX have a reciprocal obligation to preserve that freedom and to protect the rights of all members of the ETAJAX.

### Separate Body of Rules

All apprentices are members of the larger community of the city, state, and nation, and as such, enjoy the rights of citizenship. However, the apprentice's status does not protect him or her. The ETAJAX has the option of sanctioning apprentices, as well as the courts, for violation of certain laws. The relationship an apprentice has with the courts does not alter the apprentice's relationship with the ETAJAX unless the apprentice is found guilty of violating the regulations of the ETAJAX.

### Purpose of the Electrical Training Center Experience

The ETAJAX strives to promote the advancement of knowledge and skills through excellence in the classroom and hands-on instruction, as well as quality on-the-job training. The ETAJAX also aims to develop a brotherhood community in each apprentice to demonstrate respect for the dignity and worth of all individuals. ETAJAX also aims to develop a desire and capacity for critical reasoning, an appreciation and understanding of scholarship and creativity, diversity in apprentice life, the ability to communicate, and a continuing desire for knowledge.

## Training Overview

The apprentice's training consists of two equally critical areas; classroom/lab and on-the-job training. The apprentice can successfully complete this program only with satisfactory performance in both areas. The apprentices are on probation for the first 2,000 OJT hours. At this point, the Board of Trustees will decide if each apprentice's performance and skill are progressing properly. The ETAJAX trains professionals who will have the ability to travel and work nationwide. It is the duty of the ETAJAX, Board of Trustees, Instructors, Contractors, Journeyman Wireman, and the individual Apprentice to create a future Journeyman Wireman whom our school is proud to have representing them.

## APPRENTICE TOOL LIST:

Each Apprentice 1<sup>st</sup> through 4<sup>th</sup> year shall provide themselves with a minimum of the following tools effective September 1, 2024:

- 1 – Klein or equal pliers
- 1 – pair long nose pliers (optional)
- 1 - 6-foot rule
- 1- pair Diagonals
- 2 - pairs channel lock pliers
- 1 – Pocket Knife
- 1 – 2 Way Level
- 1 - pencil
- 2 - screw drivers, assorted sizes

All tools must be maintained and in proper working condition.

## Probation

Defined: This is a determination by policy, or ETAJAX's decision, that places the apprentice in a period where the apprentice can be terminated for any additional violations. The ETAJAX has the determination to place any apprentice who has violated any rules or standards stated in the apprentice handbook on probation. In addition, the ETAJAX has the determination to decide the length of time the apprentice is placed on probation, depending on the severity of the violation.

## CLASSROOM / LAB REQUIREMENTS

### Course Registration

Every 1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup> year apprentice is required to pay a deposit of \$200.00 by the 2<sup>nd</sup> class night in May toward their next year's course fees. Failure to do this will result in a delay in upgrade pay by 1 month. Each month the deposit is late will result in another month of delayed upgrade pay.

Final payment is due no later than the 3<sup>rd</sup> official class night for every 2<sup>nd</sup>, 3<sup>rd</sup>, and 4<sup>th</sup> year Apprentice. Failure to do this will result in Termination of Apprenticeship or repeating that year of apprenticeship as decided by the JATC.

New 1<sup>st</sup> year apprentices are required to pay \$250.00 upon acceptance into the program. Final course fee payment for new 1<sup>st</sup> year apprentices is due no later than the 3<sup>rd</sup> class night in October. Failure to do so will result in Termination of Apprenticeship or repeating that year of apprenticeship as decided by the JATC.

A \$50 late fee may be charged for any unpaid balance.

Computer based training courses must be paid in full before courses are registered.

### Instructors

During related training classes, the instructor has the same authority as the employer. Apprentices are required to follow all directions of the instructor. Apprentices shall leave the Training Facility Premises immediately at the request of any instructor or JATC staff member.

Apprentices cannot leave class without the permission of the instructor.

All homework and coursework assigned by the instructor will be completed to the best of your ability before the beginning of each class. Failure to arrive prepared for class may result in your removal from class and the apprentice receiving an "unexcused absence" for that class period.

## Grades / Classroom / Lab

All apprentices are expected to maintain a related training minimum average of 75%. Apprentices with an average at, or below, 80% must meet with the Training Director for evaluation. Apprentices with an average below 80% shall be required to perform mandatory remedial coursework and / or tutoring at the discretion of the Training Director. Apprentices whose average remains at or below 80% for more than one subject block shall be required to appear before the JATC.

Apprentices whose related training average falls below 75% will undergo mandatory remedial coursework and / or tutoring as directed by the Training Director. Related Training Average is based on standardized test scores, hands-on test scores, Craft Certification Level exam scores and classroom participation.

A Related Training Average below 75% at the end of the school year will result in:

- Cancellation of your apprenticeship agreement or,
- At the discretion of the JATC, repeat of the current school year at the same pay rate and period.

All fourth term apprentices shall be encouraged to get a Duval County Electrical License, either by taking the City of Jacksonville license examination or obtain a reciprocating license with St. Johns County.

Any apprentice repeating, for any reason, will automatically be placed on probation. Any apprentice accumulating 6 failing reported grades during their period of apprenticeship will be automatically dropped from the program.

The end of the term grade for each apprentice shall be determined by the average grades per section. End of term grade is weighted with Course Grades counting 70% and the Final Exam counting 30% of the term grade. The Final Exam shall be the National Electrical Certification Board Level (1, 2, 3, 4 & 5) Performance Evaluation and the Inside Wireman Craft Certification Written Exam. Failure to meet the minimum passing grade of the Final Exam will require an appearance before the JATC to determine if you are qualified and have a desire to continue your apprenticeship.

**A grade of 70% is required for all 5 levels to receive Credentials from National Electrical Certification Board.**

## Course Grades

Course grades will be calculated as follows:

- **Homework / Class Participation:** 30%
- **Tests:** 70%

## Laboratory Activities

Apprentices are required to participate in all lab activities. Approved safety gloves and safety glasses are required to be worn in each lab. Additional safety equipment may also be required as directed by the Instructor. Failure to wear proper PPE will result in being sent home with an ‘unexcused absence’ and may result in the apprentice to appear in front of the Trustee Committee.

## Homework

Completion of homework is mandatory and shall be completed prior to the beginning of class. Instructors and the Committee will be monitoring homework. Apprentices that are not compliant will be brought before the Committee. Instructors are required to give an Apprentice a zero if the homework is not completed on time; students may be required to meet with the Training Coordinator or Assistant Training Director.

## TESTS

All tests, including Hands-On Tests, must be taken as scheduled by the Instructor. If an apprentice misses a test due to work or an emergency, the apprentice MUST make up the test, either with the Instructor or at the ETAJAX office. Failure to do so will result in being charged with receiving a zero. It is the apprentice’s responsibility to meet with his or her Instructor and schedule a date and time to make up missed tests, not the Instructor’s or the ETAJAX’s. If you cannot get a test rescheduled with your Instructor, call the ETAJAX office.

## Failed Tests

75% is the minimum test score accepted for all quizzes, section tests and Block Grades. The first score achieved on any given test will be the score applied to the apprentice's related training average. All failed tests must be retaken until a passing score is achieved. Retake tests will cover the same material as the original test, but may not contain identical questions or tasks. Within two weeks of a failed test, and upon completion of the required tutoring the apprentice shall contact the JATC office to schedule a retake test.

If the apprentice fails to achieve a passing score on a retake test in the approved time, the apprentice will be scheduled for the next make up session for a minimum of three (3) hours, or until a passing score is achieved. The following disciplinary actions will be taken for failed tests:

### **First failed test.**

- Complete three (6) hours of remedial tutoring within two (2) weeks of the date of the failing grade.
- Achieve passing score on retake test.

### **Second failed test.**

- Cancellation of your apprenticeship agreement or,
- At the discretion of the JATC, repeat of the current school year at the same pay rate and period

The above disciplinary actions are per school year beginning July 1 and ending June 30. Individuals with cancelled apprenticeship agreements are not eligible to re-apply to the program for one (1) year from their cancellation date at the discretion of the JATC. CML Curriculum tests will be administered only when an apprentice has achieved a minimum of 91% of the related CML coursework. Failure to meet the completion requirement will result in meeting with the Apprenticeship Trustees.

## Remedial Coursework and Tutoring

Apprentices who, at the discretion of the JATC are allowed to repeat the school year will be required to complete additional remedial coursework. Successful completion of course work is required before the apprentice will be eligible to begin regular Related Training Classes.

Remedial coursework and tutoring content will be at the discretion of the JATC and the apprentice will be notified of the content and requirements.

Remedial course work and tutoring must be approved by the Training Director, is not limited to, but may include any or all of the following:

- Text, computer or video based training. (Course and session fee required)
- Hands-on training.
- Monitored self-study.

Apprentices are responsible for logging their tutoring and remediation hours. Properly completed logs will be verified by the JATC. Logs not submitted by the due date will not be accepted. Failure to complete tutoring as required will result in:

- One (1) month delay in the next scheduled wage advancement for each violation.
- Failure to complete remedial coursework as required may result in cancellation of your apprenticeship agreement.

Individuals with cancelled apprenticeship agreements are not eligible to re-apply to the program for one (1) year from their cancellation date at the discretion of the JATC.

## Incentive

Any Apprentice that maintains a 94% GPA, has no class absences and no Late Work Reports for the year will receive a credit of \$500.00 towards his/her next year course registration, 4<sup>th</sup> year apprentices will receive a check at graduation for this credit.

An apprentice that is having difficulty with the homework, blended learning homework or subject block exams may request a meeting with a counselor/instructor on non-class nights by appointment through the Apprenticeship office ([dmceachern@etajax.org](mailto:dmceachern@etajax.org)), or ([dvansickle@etajax.org](mailto:dvansickle@etajax.org)) The Training Director or Training Coordinator will schedule a counselor at the next non-class night with the next Instructor/Tutor that is available. All requests shall be in writing/email with a brief description of what subject needs review, apprentices' name, telephone number and email address. A confirmation email will be sent to the apprentice and the instructor with a time, date and location.

Any reported section grade below 80% shall be considered a low grade. Any reported grade below 75% shall be considered a failing grade. The following disciplinary action shall be taken for low

and failing reported grades:

- 1<sup>st</sup> & 2<sup>nd</sup> Low Grade - The apprentice must arrange for a conference with the Director or Coordinator to discuss their progress in the apprenticeship program. This must be done within two weeks after receiving the low grade, and during regular work hours of the Director or Coordinator, (Mon-Fri, 8:30-5:00).
- 3<sup>rd</sup> Low Grade & 1<sup>st</sup> Failing Grade - Shall be called before the Committee for evaluation and possible disciplinary action.
- 2<sup>nd</sup> Failing Grade – Automatic repeat of failed year unless not allowed to repeat by the Apprenticeship Committee.
- Any apprentice repeating a semester for any reason will automatically be placed on probation. Any apprentice accumulating 6 failing reported grades during their period of apprenticeship will be automatically dropped from the program.
- The end of the term grade for each apprentice shall be determined by the average grades per section, counting 70% and the Final Exam counting 30%. The Final Exam shall be the National Electrical Certification Board Level (1, 2, 3, 4 5) Performance Evaluation and the Inside Wireman Craft Certification Written Exam. Failure to meet the minimum passing grade of the Final Exam will require an appearance before the Apprenticeship Committee to determine if you are qualified and have desire to continue your apprenticeship.
- 70% is required for all 5 levels to receive Credentials from National Electrical Certification Board.
- Failure to appear before the Director, Coordinator and/or Committee when notified to appear may result in termination of apprenticeship.

## County License Examination

No apprentice will be allowed to take any city or county license examination until they are a fourth term apprentice and then only when approved by the Committee. All fourth term apprentices shall be encouraged to get a Duval License, either by taking the City of Jacksonville examination or reciprocity with St. Johns County. A fourth term apprentice with a county license will be reimbursed the cost of the license exam fee after successful completion of licensing exam.

## Upgrade Procedures

Upgrading or advancement of apprentices is not automatic. Apprentices will not be upgraded until approved by the Committee.

Advancements require satisfactory performance in related studies (class) and on the job. Electrical apprentices must have met all of the grade requirements, worked a minimum of 2000 hours the first term and an additional 2000 hours on the job each term thereafter. Work hours on the job must be substantiated by monthly work reports in order to be upgraded. If any apprentice does not get the required minimum hours of related training during the regular school term, or fails to meet the grade requirements, then this apprentice will be automatically put on probation and must repeat the entire semester; unless not allowed to do so by the Director or the JATC. If any apprentice does not have the minimum hours of OJT, substantiated by work reports, the apprentice cannot be upgraded until these hours have been worked and substantiated by graded and signed work reports.

Apprentices shall be upgraded to the next period of apprenticeship upon completion of the required OJT hours and completed the Related Training for each Period in accordance with the JATC Registered Standards. Upon completing these requirements the apprentice shall receive a new Period of Apprenticeship Job Assignment to the next Period. This new Period of Apprenticeship Job Assignment is to be taken to the IBEW Local Union for a new Period of Apprenticeship Referral. The new Period of Apprenticeship Referral shall be taken back to the original contractor for reclassification.

Pay upgrades will commence the 1st week of July for all 2<sup>nd</sup> – 4th year apprentices who qualify that began their apprenticeship in September; Apprentices that begin their apprenticeship in January will receive pay upgrades the first week of December. Delayed upgrades for missing or late work reports, failure to pay course fee payments, etc., will still be assessed.

## Attendance

Each apprentice is required to attend ALL classes. Make up work will be required for each and every class missed. Subsequent class hour's absences (more than 9) will subject them to the following:

- The tenth class hour absence (in any year and for any reason) will require the apprentice to repeat that year if allowed to by the Director and/or the JATC.
- Each tardy will count as one hour missed. Three hours missed will count as one absence. Apprentices should avoid being late to class.
- Any absence will require make up work to be completed by the apprentice upon returning to class and requesting an assignment from your instructor. This make up assignment is due to be completed within one week. (See posted attendance policy).
- All class absences (date and reason) must be reported, by the apprentice, to the office within one week of the absence. Working overtime on the job is no reason to miss school. Taking a vacation is no reason to miss school. Class always comes first!

## Tardiness

All apprentices are expected to be in class on time. This does not mean arriving in the parking lot at 6:00 P.M. All apprentices should be seated in the classroom and ready to learn at 6:00 P.M. for 1<sup>st</sup> through 3<sup>rd</sup> period apprentices and 6:30 P.M. sharp for 4<sup>th</sup> period apprentices. Three tardies will equal one absence. To avoid any time discrepancies, apprentices are to go strictly by the clock displayed in the classroom. We will not debate over time differences.

As mentioned before, class nights begin promptly at 6:00 P.M. and end no earlier than 9:30 P.M. Any time an apprentice leaves class before 9:30 P.M. will be counted as an absence on the apprentice's record. 4<sup>th</sup>

## CLASS DISRUPTION

### Training Facility Premises Rules of Conduct

For the purposes of clarification, the Training Facility Premises is defined as all buildings and property including or associated with the Jacksonville Electrical JATC Training Center. The Training Director and/or the Assistant Training Director reserves the right to refer an apprentice to the Trustees for disciplinary action or consultation at any time, for any reason, at their discretion.

### Classroom Conduct and Dress Code

As representatives of the electrical industry, apprentices are required to maintain a neat and clean appearance when on training assignments and while attending related training. This includes hair, beards, mustaches, body hygiene, as well as clothing. Since electrical work is often messy, dirty work, this is not to imply that an apprentice must stay clean while working. Each apprentice represents the Apprenticeship Program, the NECA Contractor who provides their wages, and the IBEW. Each of these organizations requires all of their apprentices to project a good image on their behalf.

Each apprentice is required to keep his or her hair neat and presentable, meeting with a professional appearance and be able to wear Personal Protective Equipment properly. This is for safety purposes as well as to maintain a good image for the apprenticeship program.

Dress code for school, work, or meetings: no sleeveless shirts, clothing or accessories deemed inappropriate per staff and administrative discretion. All lab work will require the apprentice to dress in clothing appropriate for the job site environment.

Open toed, open back, and soft or flexible manufactured footwear are not permitted on campus. Footwear such as shower slides, flip flops, crocs or other footwear that is deemed unsafe or inappropriate for worksite conditions are not permitted. All footwear should totally enclose and protect the feet from injury such as boots, dress shoes and tennis shoes. Violation of the Shoe Policy will result in the following:

- 1<sup>st</sup> Time - Sent home with an Unexcused Absence
- 2<sup>nd</sup> Time - Sent home with an Unexcused Absence and see the Assistant Training Director
- 3<sup>rd</sup> Time – Sent home with an Unexcused Absence and placed on the Trustee Agenda for disciplinary action

Apprentices in violation will not be allowed in class and this will count as an unexcused absence. Judgments on violations will be solely based on the Director or JATC discretion.

Leaving related training classes early will be counted as an unexcused absence.

Disruptions before, during, or after related training classes will not be tolerated. Disruptions will result in immediate removal from class, an appearance before the JATC, and disciplinary action up to and including cancellation of the apprenticeship agreement.

Any violence before, during, or after related training classes will result in the immediate suspension of all involved parties from related training, an appearance before the JATC, and disciplinary action up to and including cancellation of the apprenticeship agreement.

Guests or visitors including, but not limited to, friends or family members are not permitted on Training Facility Premises without prior authorization of the Training Director.

## Food, Drink, Alcohol, Controlled Substances, Firearms and Explosives

- No alcohol or other controlled substance is permitted on the Training Facility Premises.
- Apprentices are subject to the JATC's adopted "Substance Abuse Policy" at all times.
- No firearms or explosives are permitted on the Training Facility Premises.
- No food is permitted in the classrooms; non-alcoholic beverages are permitted in a covered container with a fixed lid.
- No beverages are permitted in the computer lab or the electronics lab.
- No tobacco products or E-Cigarettes are permitted to be used in the Training Facility.

- The Designated Smoking Area Shall be the southeast corner of the property and or outside the fenced area of the property.

## ETA Open Carry Firearms, Weapons or Explosives Policy

The **Electrical Training Alliance of Jacksonville** (ETAJax) is committed to providing a safe workplace free from firearms, weapons and/or explosives. The following policy outlines what is prohibited while on ETAJax property.

- This policy applies to all apprentices, Construction Wireman (CW), Construction Electrician (CE), Pre-Apprentice, Journey Worker, contractors and to non-employees or visitors who may be on the ETAJax property.
- It is the policy of the **Electrical Training Alliance of Jacksonville** (ETAJax) to prohibit (1) open carried firearms, (2) weapons of any kind and (3) explosive materials or explosive weapons on ETAJax property with the exception of legally owned firearms stored securely in private vehicles in the designated parking lot as permitted by Florida state statute.
- Individuals that report the presence of weapons or explosives in good faith are protected from retaliation by the **Electrical Training Alliance of Jacksonville** (ETAJax). Any reports of a violation of this policy will be confidential and the person(s) reporting it will remain anonymous.
- The **Electrical Training Alliance of Jacksonville** (ETAJax) will promptly notify appropriate law enforcement authorities to investigate any reports or suspicions of violations of this policy. All employees and students of the **Electrical Training Alliance of Jacksonville** (ETAJax) are expected to cooperate with investigations in order to ensure the safety of the students.

Violations of this policy may result in disciplinary actions including suspension and termination from the program. Additionally, violations may also result in law enforcement being notified as necessary

## Parking

- Do not park in designated Instructor parking spaces.
- Do not park on the grass.
- Do not play loud music, (Hospital next door)
- Speed limit is 10 MPH.

## LEAVE OF ABSENCE

### Medical

If an apprentice is sick or not feeling well, they are not to attend class. If they would like the absence to be excused, they must get a doctors note the day of, or the day after, class. After presenting that note to the instructor, the instructor will assign a makeup night in the Remedial Tutoring Lab. Only after the completion of those hours will the apprentice be given credit for attendance of the missed class.

### Military Service

Apprentices will furnish a letter from their Commanding Officer, or a copy of their orders, to the ETAJAX. If an apprentice is absent due to military commitment, he or she must complete and pass all classes for the year the apprentice left for duty when he or she returns before they can advance to the next year.

A waiver (credit for) up to 80 hours (two weeks) work per calendar year may be granted by the JATC to apprentices serving summer active duty with the Armed Forces, when credit is requested in advance. Before the waiver is granted, the apprentice must make a request in writing to the Committee and a copy of the military orders or a letter must accompany the request from the Commanding Officer of the military unit. Such orders or letter must state a specified period of time of active duty and will remain in the apprentice's record.

### Restriction of Children

Children are prohibited from all training facilities during class nights and all school events unless prior approval has been accepted by the Training Director or they are invited.

## Electronics

- Cell phones: Unless your instructor approves, apprentices are not to have their cell phones present in class.
- Laptops and Tablets: All apprentices must have laptops. These laptops are only to be used when it is school-related. Under some circumstances, instructors may permit the use of laptops/tablets for other reasons not related to school. This is subject to each Instructor's discretion.

## DISCRIMINATION AND HARASSMENT

### Discrimination

The JATC will **NOT** tolerate discrimination based on race, gender, sexual orientation, age, disability, national origin, or religion. Every apprentice and employee in the JATC community has the obligation not to engage in any unlawful discrimination or harassment of other apprentices, instructors, or staff. The JATC requires all apprentices to take, complete, and pass the "Harassment Prevention" course at Protech Skills Institute every year.

# ACADEMIC INTEGRITY

## Introduction

As members of a nationally recognized apprenticeship training program, apprentices are expected to recognize and uphold the standards of integrity. The JATC expects apprentices to be honest and submit only their own assignments and tests. The JATC also requires apprentices to refrain from all forms of dishonorable, unethical, and illegal conduct related to their apprenticeship work. All members of the apprenticeship program, including apprentices, instructors, and staff are expected to report violations of these standards of conduct to the Training Director. To foster an environment of an integral brotherhood, and to prevent dishonesty, apprentices are expected to discuss freely and ask questions with the Training Director, instructors, and other members of the brotherhood pertaining to the provisions of this policy.

## Definitions and Examples

The definitions and examples given below are intended to clarify the standards by which academic honesty and academically honorable conduct are to be judged. This list is merely illustrative of the kinds of infractions that may occur and it is not intended to be exhaustive, but to provide examples. There may be conditions, scenarios and situations, not specifically addressed in this list that would be considered academically questionable. Any situation where the integrity of an apprentice's academic performance, or actions, is questionable will be determined by the JATC at their discretion; as well as any disciplinary actions being determined as a result of their findings.

## Plagiarism

Plagiarism is defined as any paraphrasing or summarizing of the works of another person without acknowledgment, including the submitting of another apprentice's work as one's own.

Plagiarism frequently involves a failure to acknowledge in the text, notes, or footnotes the quotation of paragraphs, sentences, or even a few phrases written or spoken by someone else.

The submission of research, completed papers, or projects by someone else is plagiarism, as is the unacknowledged use of research sources gathered by someone else when the instructor specifically forbids that use. Any work in whole or partly taken from the internet, or other computer-based resources, without properly referencing the source is considered plagiarism. A complete reference page is required in order that all parties reading the product may locate and view the original source if any form of reference is used. The apprentice is responsible for understanding the legitimate use of sources, the appropriate ways of acknowledging academic, scholarly, or creative indebtedness, and the consequences of violating the responsibility.

## Cheating on Homework/Exams

Cheating on homework and/or exams involves giving or receiving unauthorized help before, during, or after an examination. Examples of unauthorized help include the use of notes, texts, information sheets, or sharing information with another apprentice during an exam (unless specifically approved by the instructor). Other examples include intentionally allowing another apprentice to view one's own exam and collaboration before or after an examination.

## Unauthorized Collaboration

Submitted work represented as being one's own, which has been created by a substantial collaboration with another person or computer-based resources, is a violation of academic honesty. Unauthorized collaboration is also a violation of academic honesty to knowingly provide such assistance. Collaborative work authorized by an instructor is allowed.

## Evidence and Burden of Proof

In determining whether academic dishonesty has occurred, the standard that should be used in most of the evidence must prove guilt. This means if the evidence indicating that the academic dishonesty that occurred produces a stronger impression and is more convincing as to its truth when weighed against opposing evidence, then academic dishonesty has been proven. In other words, the evidence does not have to be enough to free the mind from reasonable doubt but must be enough to incline a reasonable and impartial mind to one side of the issue rather than to the other. Evidence, as used in this statement, can be any observation, admission, statement, or document that would either directly or circumstantially indicate that academic dishonesty has occurred. Violations of the policy on academic honesty can result in immediate cancellation of the apprentice's participation in his or her apprenticeship.

## EMPLOYMENT

### Training Assignments

During their period of indenture with the JATC, no apprentice shall be permitted to work beyond the jurisdictional area of this JATC, as described in the current Collective Bargaining Agreement, **without prior approval of the Training Director and/or Training Coordinator.**

Any absence from work must be reported to the employer immediately, and in advance if possible. It is the responsibility of each apprentice to know how and whom to call within their employers

company to report absences. After 3 consecutive days of absences from work the apprentice must also notify the apprenticeship office.

All training assignments and transfers shall be issued through the JATC office and then processed through the local union referral office.

The JATC cannot and does not guarantee steady employment, but will use every reasonable effort to keep apprentices employed.

Apprentices are expected to work every day that work is available. If unable to be present, apprentices should promptly notify the employer or employer's representative.

The JATC will assign the first apprentice from the JATC Out-of-Work List who meets the criteria of the employer request.

Any apprentice refusing a training assignment, or failing to report for a training assignment may be required to appear before the JATC before becoming eligible for further training assignments.

When temporarily unavailable for assignment, it is the responsibility of the apprentice to notify the JATC office in advance as follows:

- A minimum of five (5) days prior to the date becoming unavailable, submit a written notification of the reason for the unavailability, and the starting and ending dates of the unavailability.
- Apprentice will be ineligible to accept a training assignment during the above dates.
- Periods of unavailability are limited to a maximum of ten (10) days in any calendar year (Saturdays, Sundays, and Holidays excluded).
- Periods of unavailability must be a minimum of five (5) consecutive days at any one time.
- An apprentice will not advance on the Out-of-Work List while unavailable to accept a training assignment.

Vacations or other leave that does not conflict with related classroom training should be scheduled directly with the employer and the JATC. All such leave should be properly entered on monthly work reports.

After one calendar year in the apprenticeship program a waiver (credit for) of up to 80 hours (two weeks) work per calendar year for a vacation shall be granted to the apprentice, provided the employer and the apprenticeship office are notified in writing two weeks prior to the time to be taken off for vacation.

On the job, apprentices are under the supervision of the employer or employer representative.

Any alleged violation of the Apprenticeship Agreement, Apprenticeship Standards, JATC Policy and Rules, or the Collective Bargaining Agreement should be immediately reported to the JATC office in writing. All alleged violations properly submitted will be investigated.

Any alleged hardship related to a training assignment should be reported to the JATC office in writing. Relief, if justified, will be at the discretion of the JATC.

Under no circumstances are registered apprentices allowed to work for noncontributing electrical contractors.

## Supervision

For the purposes of clarification, the JATC recognizes that telecommunications work processes fall under the scope of work for a journeyman wireman. A telecommunications apprentice may work under the supervision of a journeyman wireman if ALL of the following conditions are met:

- The employer is signatory to the collective bargaining agreement under which the apprentice is indentured.
- The apprentice is properly trained to perform the assigned task(s).
- The apprentice can safely perform the assigned task(s).
- The journeyman wireman is properly qualified to train the apprentice in the assigned task(s).

- The assigned task(s) fall under the scope of work for the classification under which the apprentice is indentured.

## On-the-Job Training Assignment and Referral Procedures and Policy

Employer requests for apprentices will be processed as follows:

- Upon receipt of a Request for Apprentice, the JATC will provide the employer with the “Employer Request for Apprentice Training Assignment” form by email.
- The employer shall provide the JATC with a properly completed “Employer Request for Apprentice Training Assignment” form for each apprentice requested.
- Upon request the employer will receive the “JATC Apprentice Out-of-Work List”. The “JATC Apprentice Out-of-Work List” is an active list of out-of-work apprentice names, periods, and availability status.

Permissive Requests for Referral of Indentured Apprentices by Training Period. Participating Employers may request referral of indentured Apprentices as follows:

- The first Apprentice selected by a participating Employer may be by training period, and the JATC shall use its best efforts to refer and assign the next chronologically available apprentice within one training period of the training period requested or a CW or CE if no apprentices are available. Unemployed apprentices should be referred prior to using a CW or CE.
- Best Efforts of the JATC. The JATC is not obligated to refer and assign any Apprentice of a specified training period to a participating Employer, but will use its best reasonable efforts to refer and assign indentured apprentices, as requested by participating employers, according to this Policy.
- Ineligible For Rehire Exclusion. Participating Employers shall not be required to employ indentured Apprentices who have been previously discharged for cause by that Employer, as determined by the JATC.
- JATC Determination of Discharge for Cause. The JATC is authorized and may, in its discretion and upon investigation, determine the validity and accept or reject any alleged discharge for cause.
- Temporary Selection Restriction. The JATC shall not select any applicants for indenture as apprentices when indentured apprentices are on the chronological out-of-work list and are available, eligible, and qualified to accept a training referral and assignment. Best efforts will be put forth to transfer an indentured apprentice when the job requires a registered apprentice.

## Terminations

Upon termination, employers shall provide apprentices with a properly completed “Notice of Termination”. Apprentices are required to report to the JATC office with the “Notice of Termination” by the end of the next business day following termination. “Notice of Termination” received via facsimile when accompanied by a follow-up telephone call will be accepted.

Apprentices will be placed on the “JATC Apprentice Out-of-Work List” chronologically in the order in which “Notice of Termination” are received at the JATC office.

Apprentices will not be placed on the “JATC Apprentice Out-of-Work List” until a proper “Notice of Termination” is received at the JATC office.

Placement on the out-of-work list is at the discretion of the Training Director. Apprentices may be ineligible for placement on the out-of-work list pending possible disciplinary action by the JATC.

Appearance before the JATC for disciplinary action will be required upon any termination except the following:

- Reduction in force.
- Transfer by the JATC.

Terminations other than those listed above shall require an appearance before the JATC before becoming eligible for further training assignments. Terminations other than those listed above may result in disciplinary action up to and including the following:

- Additional or remedial coursework.
- Suspension from related training and/or training assignments.
- Probation.
- Delay in advancement.
- Placement at an earlier period and/or pay rate.
- Repeat of the current year of related training.
- Cancellation of the apprenticeship agreement.

Any apprentice who quits their job without **prior** approval of the Training Director, or terminated for cause shall not be assigned to another employer without approval of the JATC.

Apprentices terminated for cause by an employer may not be eligible for future employment by that employer. Apprentices not eligible for future employment by an employer may be passed on the “Out-of-Work List” to furnish that employer with an apprentice.

An appearance before the JATC may be required as a result of a negative exit evaluation regardless of the type of termination.

Apprentices are required to report any temporary layoff, regardless of duration to the JATC office.

Individuals with cancelled apprenticeship agreements are not eligible to re-apply to the program for one (1) year from their cancellation date.

## Monthly Work Reports/ Monthly Evaluation

All Apprentices are required to submit a properly completed, signed monthly work report regardless of employment status or accumulated hours.

Monthly work reports are due at the JATC office **on the first (1st) and before the fifteenth (15<sup>th</sup>)** of each month covering the previous months working hours. Monthly work reports received after the fifteenth (15<sup>th</sup>) are considered late.

It is the responsibility of the apprentice to complete monthly work reports as follows:

- The apprentice shall complete and sign the On-the-Job-Training hour's portion of the report.
- The apprentice shall present the report to his or her journeyman.
- The journeyman shall complete and sign the evaluation including any appropriate comments. The journeyman shall sign the front and back of the report.
- The apprentice shall present the report to his or her foreman for appropriate comments and signature.
- The apprentice shall print the name(s) of the supervisors signing the report adjacent to the signatures.
- If the supervising journeyman and supervising foreman is the same person, the apprentice shall indicate such on the evaluation.

Falsification of a work report is cause for cancellation of your apprenticeship agreement.

Disciplinary action for late monthly work reports are as follows:

- One (1) late monthly work report – no action.
- A second (2<sup>nd</sup>) late monthly work report will result in a one (1) month delay in the next scheduled wage advancement for each late report.
- Three (3) or more late monthly work reports will result in an appearance before the Director and or the JATC for further disciplinary action.
- Six (6) late monthly work reports during your apprenticeship may result in cancellation of your apprenticeship agreement.

The above actions are in any 12 month span. Individuals with cancelled apprenticeship agreements are not eligible to re-apply to the program for one (1) year from their cancellation date at the discretion of the JATC.

**Failure to appear before the Director and/or JATC when notified to appear may result in termination of apprenticeship. Apprentices are required to notify the apprenticeship office, employer and Local Union immediately of any change in their home/ mailing address, telephone number or email.**

The JATC reserves the right to act in extraordinary situations in which an apprentice's conduct outside of class or off-the-job, such as criminal behavior, might be disruptive to or interfere with classroom training, OJT or other aspects of the program such as pose a risk to the health, safety or security of others; or might tend to adversely affect the reputation of the Committee, contractors, the IBEW, NECA, the industry; or would likely interfere with the apprentice's ability to be employed by contractors. Normally, the JATC will only take action against off duty conduct if it has such a nexus to the program, but the JATC reserves the discretion to take action based upon any conduct that renders the apprentice unfit to remain in the program or become a Journeyman electrical worker.

## APPEAL POLICY

Students will have 60 days from the date of notification to appeal decisions made by the Trustees, in writing, regarding their apprenticeship status. Appeals need to be submitted to the Training Director.

## COMMUNICATION

It is required that all apprentices provide a current phone number and email address to the JATC office. This is the main mode of communication for Job Assignments as well as other important reminders such as rescheduling of classes, payment due dates of tuition, books, course fees, etc.

It is the responsibility of the apprentice to keep their current contact information updated with the JATC office:

**Sboatright@etajax.org**  
**Office: (904) 737-7533**

## WAGE ADVANCEMENTS

Wages are determined by the Collective Bargaining Agreement (CBA). A copy of the CBA is in the ETAJAX office and is available for inspection during their normal business hours.

Periodically, wage rate, which is based on a percentage of the Journeyman Wage, increases are based on satisfactory progress of the OJT training.

1 <sup>st</sup> Period – 51% JW	0 – 2,000 OJT Hours
2 <sup>nd</sup> Period – 59% JW	2,001-4,000 OJT Hours
3 <sup>rd</sup> Period – 67% JW	4,001-6,000 OJT Hours
4 <sup>th</sup> Period – 75% JW	6,001 – 8,000 OJT Hours
JW	Completion

## IBEW CODE OF EXCELLENCE

The Code of Excellence is a program designed to bring out the best in our construction member and demonstrate to our customers that IBEW members:

- Perform the highest quality and quantity of work
- Utilize their skills and abilities to the maximum

- Exercise safety and productive work practices

The Code of Excellence is not only about an IBEW job built right the first time, on schedule and under budget; it is also about pride in IBEW membership and craftsmanship and leaving a lasting impression of quality workmanship with the customer. . . thus, prompting him to again employ the IBEW on future projects. The Code of Excellence program is also a means to build and project positive attitudes about who we are and the work we do . . . on and off the job.

Local Union training with respect to the Code of Excellence program may be facilitated by an International Representative but, regardless of delivery method or by whom, the Code of Excellence program training is to convey a strong message that IBEW construction members will:

**C**ome to work on time, fit for duty and ready to work.

**O**bey recognized customer and employer work rules.

**D**emonstrate zero tolerance for alcohol and substance abuse.

**E**xercise proper safety, health and sanitation practices.

**O**wn up to ‘8 for 8’ and be on the job unless otherwise allowed or authorized to leave.

**F**ollow safe, reasonable and legitimate management directives.

**E**ncourage respect for the customer’s rights and property, as well as for others on the job.

**E**xercise the skills and abilities of the trade.

**C**are for tools and equipment provided by the employer.

**E**liminate waste and other forms of property destruction, including graffiti.

**L**imit lunch and break times to allocated periods; adhere to established start and quit times.

**L**eave inappropriate behavior to those of lesser knowledge.

**E**mploy the proper tool for the job and maintain personal tool responsibilities.

**do N**ot solicit funds or sell merchandise without the Business Manager’s approval.

**C**urtail idle time or pursuit of personal business during work hours, including cell phone use.

**E**xpel job disruptions and refuse to engage in slowdowns or activities designed to extend the job or create overtime or any other conduct that would cast the IBEW in a bad light.

As with Stewards, IBEW members employed in management/supervision must have knowledge of the Code of Excellence program principles, its relationship to IBEW organizing and overall membership responsibilities to the Brotherhood. Yet, more importantly, members in these roles need to know how effectively managing their jobs will be a corresponding obligation to the Code of Excellence program. IBEW “rank and file” members honoring the Code of Excellence program will rightfully have similar expectations of Brothers and Sisters in management/supervision, with these being in the areas of:

- Management responsibilities to the collective bargaining agreement.
- Total acceptance of supervisory positions and related responsibilities.
- Communication and cooperation with the job Steward.
- Employee encouragement but, if necessary, fair and consistent discipline.
- Job safety, health and sanitation needs or requirements.
- Ample job layout/directions to minimize down time and maximize employee productivity.
- Availability and timely delivery of necessary materials.
- Proper number and type of tools and equipment to ensure job progress.
- Maintenance and upkeep of tools and equipment.
- Storage and protection of employer and employee tools and equipment.
- Employ adequate number of employees to perform efficiently or, conversely, limit number of employees to work at hand.

## SIGNATURE / ACKNOWLEDGEMENT PAGE

By signing below, \_\_\_\_\_ acknowledges that he or she has carefully read  
(print name)  
and agrees to abide by all standards and policies stated in this Apprenticeship Handbook.

Signature \_\_\_\_\_

Printed Name \_\_\_\_\_  
(Apprentice Name)

Signature \_\_\_\_\_

Printed Name \_\_\_\_\_  
(Witness Name)

Date Signed \_\_\_\_\_  
(Date)

Apprentice Copy

## SIGNATURE / ACKNOWLEDGEMENT PAGE

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(Date)

Office Copy