

**Southwestern Line Constructors**

**AREA JOINT APPRENTICESHIP AND  
TRAINING COMMITTEE**

**General Policy Statement**

## Table of Contents

Article	I	Expenditures .....	4
Article	II	Subcommittee .....	4
Article	III	Instructors .....	5
Article	IV	Applications .....	6
Article	V	Interviews and Selections.....	7
Article	VI	Credit for Previous Experience.....	8
Article	VII	Apprentice Registration .....	9
Article	VIII	Employment Of Apprentices .....	9
Article	IX	Commercial Drivers License.....	10
Article	X	Drugs and Alcohol .....	11
Article	XI	Sexual Harassment.....	14
Article	XII	Probationary Period .....	16
Article	XIII	Disciplinary Actions .....	17
Article	XIV	Personal Conduct .....	17
Article	XV	Adjustment of Differences - Appeals....	18
Article	XVI	Leave Of Absence.....	18
Article	XVII	Military Service .....	19
Article	XVIII	Transfer of Apprenticeship .....	20
Article	XIX	Termination of Employment, Lay Off and Job Assignments .....	20
Article	XX	Working Out of Jurisdiction.....	21
Article	XXI	Employer Evaluations .....	21
Article	XXII	Apprentice Reports .....	22
Article	XXIII	Course Material .....	23
Article	XXIV	Related Instruction .....	23
Article	XXV	Classroom and Field Training .....	24
Article	XXVI	Apprentice Advancement .....	25
Article	XXVI	Subcommittee Meeting.....	26
Article	XXVI	Completion of Apprenticeship .....	26
Article	XXIX	Apprentice Address.....	27
Article	XXX	Skill Improvement Courses.....	27
Article	XXXI	Training Materials, Equipment and Supplies.....	28
Article	XXXI	Policy Change and Administration .....	30

**SOUTHWESTERN LINE CONSTRUCTORS AREA  
JOINT APPRENTICESHIP AND TRAINING  
COMMITTEE**

**General Policy Statement**

**FOREWARD**

All matters of apprenticeship and training shall be conducted in conformity with the area training agreement, area apprenticeship standards and this policy statement.

It is the policy of Southwestern Line Constructors Area Joint Apprenticeship and Training Committee (AJATC) that the selection and training of apprentices shall be on the basis of qualifications alone, without regard to race, color, religion, national origin or sex.

## **ARTICLE I EXPENDITURES**

- A. The AJATC shall have sole authority over the initiation and certification of all expenditures of funds for the operation of the program. They shall authorize the expenditures for such purpose, and in a manner prescribed by them, as they may deem advisable and practical.
- B. Disbursements for authorized expenditures shall be supported by such receipts or reasonable proof of claim as may be required by the AJATC.

## **ARTICLE II SUBCOMMITTEE**

- A. Where needed, the Area Joint Apprenticeship and Training Committee (AJATC) will establish subcommittees to assist in the operation and administration of the program. The subcommittee shall consider and act on all issues of apprenticeship and training in keeping with this policy statement, and shall hear and consider all violations of the apprenticeship agreement; making such ruling as is deemed necessary in each case.
- B. Subcommittees may adopt such procedures as necessary to properly administer the program, provided such procedures shall not conflict with the policies and rules of the AJATC.
- C. Subcommittees shall be composed of six members, three representing IBEW and three representing NECA. They shall be selected in the same manner as

the AJATC and may be removed for cause, in accordance with the provisions of the area training agreement and apprenticeship standards.

- D. Subcommittees shall meet bi-monthly or at such times as is necessary to properly administer the program, and shall meet upon call by the chairman, secretary, or training director.
- E. At least one member from NECA and one member from IBEW shall constitute a quorum for the transaction of business. Each party may cast its full vote as if all were present.
- F. In the event a subcommittee should be unable to reach a majority decision on any matter pertaining to apprenticeship and training, the matter in dispute shall be referred to the AJATC, whose decision shall be final.
- G. Accurate minutes shall be kept of all subcommittee meetings and a copy shall be sent to the AJATC office.

### **ARTICLE III INSTRUCTORS**

- A. The director shall secure instructors, whose knowledge, experience and ability to teach shall be carefully examined. Instructor's shall be employees of Southwestern Line Constructor's AJATC and shall sign an instructor agreement upon being selected. The agreement may be cancelled upon written notification by either party at any time.
- B. Instructors shall use the materials furnished by the program and all instruction shall meet the standards as approved by the AJATC. Instructors shall control and

supervise the detailed manner and methods of instruction, in accordance with the agreement between instructors and the AJATC.

## **ARTICLE IV APPLICATIONS**

- A. Applications will be available online through the SWLCAT website.
- B. Applications must be completed within forty-five (45) days from the date they are downloaded. An application is not complete until all required supporting documents and information have been received in the AJATC office.
- C. Applicants will be allowed to apply and interview in all Subcommittee Areas in which they want to be considered for selection.
- D. If an applicant accepts an opportunity for apprenticeship in any subcommittee area, they will immediately be removed from all other lists of ranked applicants.
- E. Any applicant, who alters or who intentionally submits false documents or information, shall be disqualified for apprenticeship and may not reapply.
- F. Applicants not meeting the minimum requirements for apprenticeship shall be advised in writing, stating the specific requirement that has not been met.
- G. A \$30 application fee will be required for each subcommittee area applied for.

## ARTICLE V INTERVIEWS AND SELECTIONS

- A. Interviews, ranking and selections shall conform to the procedures adopted by the AJATC.
- B. The AJATC office will schedule and refer eligible applicants to the appropriate subcommittee for interview and ranking.
- C. After interview, applicants will be placed on the applicable ranking list, and eligible for selection. If not selected for apprenticeship within twenty four months from their interview date, applicants will be removed from the ranking list and no longer eligible for selection. Applicants, who have been removed from the ranking list, may re-apply.
- D. Selections from the ranking list shall be made in the order of ranking. The highest ranked will be selected first. In the event of a tie, selection will be made by application number; lowest number selected first.
- E. Those selected for apprenticeship will be notified by the AJATC office and be required to attend an orientation at a location chosen by the AJATC committee. Failure to respond will result in the applicant being bypassed for the apprenticeship offer and a written notice will be sent to the applicant to verify that they are still interested in being selected. The applicant will not lose his/her place on the ranking list unless they fail to respond to the written notice.
- F. Applicants not responding to the notice of selection, or who do not accept apprenticeship, will be removed from the ranking list and will no longer be eligible for selection. Any applicant who is reached for selection may request to be held for a later date.

The request may be made twice and must be in writing. The third selection must be accepted or the applicant will be removed from all rank lists. That request must be sent to the AJATC office within ten (10) days of original notification.

- G. Only those applicants in good health and physically able to perform the work (as determined by a physician) will be eligible for apprenticeship. A physical examination and drug screen are required upon being selected for apprenticeship and the cost will be borne by the program. Applicants will be advised of any unsatisfactory medical report.

## **ARTICLE VI CREDIT FOR PREVIOUS EXPERIENCE**

- A. Applicants may request credit for previous line experience during the interview process.
- B. Any applicant claiming more than 1000 hours credit shall be required to present evidence of previous experience. The evidence shall include employer certification of specific types of work performed and the dates and places worked. All evidence of prior experience shall be sent to the AJATC office.
- C. Advanced credit will be reviewed prior to the next advancement and all or part of that credit may be removed if the apprentice's performance does not warrant the credit. In that case, the apprentice will be re-classified to a lower appropriate wage.



## **ARTICLE VII APPRENTICE REGISTRATION**

Apprentices are indentured to the Southwestern Line Constructors AJATC and registered with the Office of Apprenticeship and Training, and the U.S. Department of Labor.

## **ARTICLE VIII EMPLOYMENT OF APPRENTICES**

- A. Assignments of work for apprentices will be based upon employer requests and training needs of the available apprentices.
- B. Each qualified employer shall be allowed a maximum 2 to 1 ratio of apprentices to journeymen specified in the area training agreement, provided indentured apprentices are available. However, the adequacy and willingness of each employer to train apprentices shall determine whether or not an individual employer is entitled to any apprentices.
- C. No employer shall be guaranteed any number of apprentices.
- D. Subcommittees are responsible for the transfer of apprentices from one job to another within their respective areas. All assignments and re-assignments for work shall be issued by the AJATC office.
- E. The training director shall have authority over all transfers of apprentices from one local union or subcommittee area to another and between this program and another AJATC. The director is

authorized to devise such procedure as is necessary to carry out this responsibility.

- F. Any apprentice transferring in or out of the SWLCAT jurisdiction must get approval from the AJATC prior to the transfer. Failure to do so will result in disciplinary action.

## **ARTICLE IX**

### **COMMERCIAL DRIVERS LICENSE (CDL)**

- A. A valid Class A CDL license and medical card must be obtained to qualify for interview
- B. Intrastate restrictions will be allowed for apprentices under the age of twenty-one.
- C. Apprentices must maintain a valid Class A CDL and medical card throughout their apprenticeship. Failure to maintain a valid Class A CDL and medical card will result in forfeiture of 1000 hrs. It is the responsibility of the apprentice to notify the AJATC within ten days of having any change in status of his/her license. Failure to notify the AJATC of any change in status will result in cancellation of the apprenticeship agreement.
- D. Any apprentice that has his/her license suspended or revoked will be allowed to remain in the program as long as proper notification process requirements were met. Employment of such an apprentice will be subject to contractor approval of the license status. The inability to obtain a valid Class A CDL and medical card within 18 months of any revocation or suspension will result in cancellation of the apprenticeship agreement.

## **ARTICLE X DRUGS AND ALCOHOL**

### **OBJECTIVES**

1. The Southwestern Line Constructors Area Joint Apprenticeship and Training Committee supports, and is committed to an industry goal of establishing and maintaining a safe work environment that is free from the effects of drugs and alcohol.
2. It is the responsibility of each apprentice to report for work and to their apprentice classes in a condition to perform his or her duties safely and effectively, and to maintain that condition while at work and in class. This policy has been developed, setting out the program's position on drug and alcohol abuse, drug testing, and the consequences for violations of the policy.

### **DEFINITION**

1. Some of the drugs which are illegal under state and federal laws include; Amphetamines, Barbiturates, Cannabinoids, Cocaine, Methaqualone, Opiates, Phencyclidine, Benzodiazepines, Propoxyphene, not prescribed for current personal treatment by an accredited physician. "Drugs", as used herein, include synthesized analogues of controlled substances.

### **APPLICANTS**

1. After being selected for apprenticeship, but prior to being indentured, applicants will be instructed to report for a physical examination and urine drug screen. The costs of which will be borne by the program.
2. Applicants who fail to report for the physical examination and drug screen will be removed from all ranks lists.
3. A “non-negative” finding on an initial drug screen will not be considered final until the same urine sample has been re-tested. The results will be considered final when the laboratory has confirmed the initial “non-negative” results, and any legitimate use of the drugs has been ruled out.
4. Applicants with a confirmed non-negative drug screen result will be informed that their names have been removed from all rank lists and may re-apply after one year from removal date.

## APPRENTICES

1. In the event an apprentice shall be required to undergo drug/alcohol screening for employment or continued employment purpose, and is discharged for failing to pass a drug/alcohol screen, or for refusal to submit to a drug/alcohol screen, the following action shall be taken.
  - (a) Probationary apprentices shall be removed from the program without notice or the formality of a hearing; they shall not be eligible for reinstatement.
  - (b) Non-probationary apprentices shall be suspended

from the program after due notice to the apprentice. A suspended apprentice shall not be referred or employed as an apprentice lineman.

2. After having been suspended for a period of six (6) months, and apprentice may apply for reinstatement by making a written request to the AJATC office, and provide documentation of having completed an accredited rehabilitation program.
3. If the subcommittee does not approve the request for reinstatement, the apprenticeship agreement will then be cancelled.
4. If the subcommittee approves reinstatement, the director will schedule the apprentice to report for a drug/alcohol screen. If the results of the drug/alcohol screen are “negative”, the apprentice will be re-instated at the same period as before the suspension, if the drug/alcohol screen is confirmed as “positive”, the apprenticeship agreement will be cancelled.
5. Should the re-instated apprentice be discharged a second time for producing a non-negative sample, the apprenticeship agreement will be cancelled.

## ALCOHOL

1. Being under the influence of alcohol or using alcoholic beverages while on the job can jeopardize the safety of the individual and of others, and is inconsistent with the objectives of providing a safe and efficient work environment. An apprentice, who is discharged for being under the influence of alcohol or

for using alcoholic beverages while on the job, shall be subject to disciplinary action as the subcommittee shall deem appropriate, up to and including removal from the program. Apprentices shall not report to their classes while under the influence of alcohol, nor shall they use alcoholic beverages during classes. Instructors shall refer such violations to the subcommittee and they shall take such disciplinary action as they may deem appropriate, up to and including removal from the program.

## RECORDS AND INFORMATION

1. Apprentices will be required to sign a Medical Record Release Form allowing transfer of medical information between the AJATC and the employer as well as the employer and the AJATC.
2. All medical and drug screen records and information shall be kept strictly confidential and shall be used only on a “need to know” basis.

## ARTICLE XI SEXUAL HARASSMENT

- A. The AJATC does not tolerate sexual harassment of any type. Sexual harassment is unlawful, and such prohibited conduct exposes not only the Committee, but individuals involved in such conduct to significant liability under the law. The Committee expects employees (including instructors), employers who hire apprentices, and apprentices to treat each other with respect and dignity. Sexual harassment not only hurts the immediate

victim, but also can result in a general atmosphere in which the purpose of the apprenticeship and training program is undermined. The Committee, therefore, is committed to vigorously enforcing the policy against sexual harassment.

## B. WHAT CONSTITUTES SEXUAL HARASSMENT

1. Sexual harassment according to the federal Equal Employment Commission (EEOC) consists of unwelcome sexual advances, requests for sexual favors and any other verbal or physical conduct of a sexual nature when:
  - (a) Submission to such conduct is made explicitly or implicitly a term or condition of employment;
  - (b) Submission to, or rejection of, such conduct by an individual is used as the basis for a training-related or employment-related decision affecting such individual; or
  - (c) Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, abusive or offensive working environment.
  
- C. Sexual harassment may include, but not limited to, intentional physical conduct that is sexual in nature, such as touching, pinching, patting, sexually-oriented gestures, noises, remarks, jokes or comments

about a person's sexuality or sexual experience; and displaying pictures, posters, calendars, graffiti, objects, promotional materials, reading materials or other materials that are sexually suggestive, sexually demeaning or pornographic.

1. Apprentices who engage in such conduct will be disciplined.
2. Employers who engage in such conduct against apprentices will be denied access to apprentices.
3. Any complaints regarding sexual harassment at AJATC facilities, or involving employees of the AJATC, should be submitted to the AJATC Director.
4. The Committee will not tolerate any form of retaliation against an apprentice or a Committee employee who has made a complaint or cooperated in an investigation of alleged sexual harassment.

## **ARTICLE XII PROBATIONARY PERIOD**

- A. The first 1750 hours of OJT shall be a probationary period.
- B. An apprentice, who has not shown satisfactory ability and development, or proper attitude, shall have their apprenticeship agreement cancelled. Such action during the probationary period does not require the formality of a hearing.
- C. Action to cancel an apprenticeship agreement shall be entered into the minutes and a written notice served to the apprentice, employer, AJATC office and local union.



**ARTICLE XIII**  
**DISCIPLINARY ACTION**

- A. After having completed the probationary period, an apprentice is entitled to a hearing by the subcommittee before disciplinary action is taken, or cancellation of the apprenticeship agreement.
- B. Should an apprentice fail to respond to a written notice of a hearing, the subcommittee shall proceed as though the apprentice were present. Accurate minutes shall be kept of such hearing.
- C. When the hearing results in a change of the apprentice's status, the apprentice, employer, AJATC office and local union shall be advised.
- D. Any apprentice having their apprenticeship agreement cancelled for any reason, will not be eligible to reapply for one (1) year.

**ARTICLE XIV**  
**PERSONAL CONDUCT**

- A. It is the SWLCAT policy to comply with all the laws, which are applicable to its business, wherever conducted. Compliance with the law means observing both the letter and the spirit of the law, and conducting all affairs so the program continues to earn the highest respect in the community, and from the customers we serve. Therefore, any violation of a legal statute or SWLCAT policy will result in the appropriate disciplinary action, which may include termination from the program, legal action, and civil or criminal penalties.

**ARTICLE XV**  
**ADJUSTMENT OF DIFFERENCES – APPEALS**

- A. In the event that a difference arises between an apprentice and Subcommittee, and the difference is not satisfactory resolved between those two parties, the difference may be appealed to the AJATC, as set forth in this article.
- B. Appeals shall be made in writing, and sent by certified or registered mail to the Director.
- C. The appeal must be postmarked within 30 days following the Subcommittee decision.
- D. The appeal will be discussed at the next scheduled AJATC meeting. Meetings are held quarterly.
- E. The AJATC committee will render a final decision, and notify the parties of such decision.
- F. Subcommittee members, instructors, apprentices and other parties to the dispute shall cooperate with the AJATC committee during their examination of the case.
- G. All parties will immediately comply with the decision of the appeal committee.

**ARTICLE XVI**  
**LEAVE OF ABSENCE**

- A. A leave of absence may be granted by a subcommittee, when in their judgment such leave is necessary and in the best interest of the apprentice and program. When such leave is approved, the affected apprentice will be placed on inactive status.
- B. Leaves of absence shall not be approved for the

purpose of taking other employment, or for attending any school or educational institution.

- C. All requests for leave of absence must be made to the subcommittee, in writing. A copy of that request shall be sent to the AJATC office.
- D. Leave of absence shall be approved for a specific period of time, not to exceed three (3) calendar months. An extension of three (3) calendar months may be approved by the subcommittee; provided the request for an extension is made in writing to the subcommittee, and a copy of the request is sent to the AJATC office.
- E. Apprentices shall be given written notice of the terms and conditions of any approved leave, with a copy sent to the AJATC office.
- F. At the end of a leave of absence, or extension thereof, apprentices shall be in good health and physically fit. Should health or physical fitness be questionable, a physical examination may be required before the apprentice is permitted to return to active status.
- G. After six calendar months of leave, the apprentice must return to active status or be removed from the program.
- H. This Article does not apply to military service (Article XVII).

## **ARTICLE XVII**

### **MILITARY SERVICE**

- A. An apprentice, who enters full time military service, will be re-instated after the first tour of duty, provided:
  - 1. The AJATC office is advised that the apprentice is

entering military service, including the date entered and length of tour.

2. Written request for re-instated is made to the AJATC office within 90 days after discharge.
3. A copy of the military discharge is mailed to the AJATC office with the request for reinstatement.
4. The discharge from military duty must be honorable. Reinstatement will not be permitted if the discharge is dishonorable or less than honorable.

### **ARTICLE XVIII**

#### **TRANSFER OF APPRENTICESHIP FROM ONE SUBCOMMITTEE AREA TO ANOTHER**

- A. The apprentice must submit a written request for transfer to the AJATC office.
- B. The apprentice's current subcommittee must agree to the transfer.
- C. The receiving subcommittee must agree to the transfer.
- D. Those accepted for transfer will be given full credit for on-the-job training and experience.

### **ARTICLE XIX**

#### **TERMINATION OF EMPLOYMENT, LAY OFF AND JOB ASSIGNMENTS**

- A. Apprentices shall not terminate themselves from their place of employment, without prior subcommittee approval.
- B. Apprentices that have been terminated by their employer shall not be reassigned to another

employer without the subcommittee approval.

- C. Apprentices that are laid off or become unemployed for any reason shall immediately notify their local union and the JATC office. In no case shall the time of such notification exceed three (3) business days.
- D. When directed to do so by the subcommittee, apprentices must accept a rotation of employment.

## **ARTICLE XX WORKING OUT OF JURISDICTION**

- A. Apprentices shall not leave the jurisdiction of their subcommittee without subcommittee approval and authorization of the director, and will return to the jurisdiction upon notice.
- B. When traveling and working in another subcommittee area, apprentices are required to comply with instructions of the subcommittee within whose jurisdiction they are working. This does not apply to their course material units or monthly work reports.

## **ARTICLE XXI EMPLOYER EVALUATIONS**

- A. Apprentices are required to perform diligently and faithfully the work of the trade. When an unsatisfactory employer evaluation is received, the subcommittee will discuss the report with the apprentice involved.
- B. Failure to correct and maintain satisfactory employer evaluations is sufficient cause for cancellation of the apprenticeship agreement.

## **ARTICLE XXII**

### **APPRENTICE REPORTS**

- A. Apprentices shall promptly file such reports as may be required by the subcommittee, instructor or director.
- B. It shall be the responsibility of each apprentice to submit accurate monthly work reports, specifying the hours worked and types of work performed during each calendar month. An employer evaluation will be submitted in the same manner and as part of their monthly work report. Falsification of such reports will result in disciplinary action.
- C. After the last day of each month, a work report must be submitted to the AJATC office. Any work report received after 5:00 PM MST of the 10<sup>th</sup> day of the following month shall not be allowed as credit, nor will these hours be used to compute future advancements.
- D. Continuing or excessive failure to submit monthly work reports is sufficient cause for cancellation of the apprenticeship agreement or other disciplinary action.
  - (a) Penalty for not reporting or being late the first time will be forfeiture of the hours worked and a written warning.
  - (b) Penalty for the second offense will necessitate the apprentice appearing before the subcommittee, forfeiture of the hours worked and an additional 500 hours applied to the next advancement.
  - (c) Penalty for the third offense will be cause for further discipline up to and including termination of the apprenticeship agreement.

- E. When it has been determined that a monthly report has not been turned in, the apprentice will be notified and will promptly submit such report (including an employer evaluation) although the hours worked will not be counted toward their advancement.
- F. Reports will be submitted, even if the apprentice did not work in that calendar month.

### **ARTICLE XXIII COURSE MATERIAL**

Course material will be distributed upon the successful completion of the orientation course. A “Book reimbursement agreement” must also be signed. The agreement states, if an apprentice successfully completes the program, the course material will be provided at no cost to the apprentice. In the event that the apprentice is removed from the program for cause, or voluntarily exits the program, the cost of the course material will be paid by the apprentice, back to the AJATC.

### **ARTICLE XXIV RELATED INSTRUCTION**

- A. Apprentices are required to maintain satisfactory progress in the related instruction. Time spent in the related instruction shall be in addition to the required 7000 hours of on-the-job training and shall not be considered hours of work.
- B. Failure to maintain satisfactory progress in the related instruction will result in advancement delays. If it should become apparent that an apprentice is unable or unwilling to maintain satisfactory progress in the related

instruction, action will be taken to cancel the apprenticeship agreement, thereby, removing the apprentice from the program.

- (1) A completed workbook and related test(s) will be due every two (2) calendar months.
- (2) At no time will any advancement be granted until all required workbooks and tests are completed.
- (3) Tests will be taken in a reasonable time following the completion of the workbook .
- (4) Penalty for being behind on workbooks and/or tests will result in disciplinary action.

D. Should an apprentice fail to make a passing score on any test (75% or above), the score will be recorded and another test will be issued after the apprentice is notified of the failing score.

- (1) Should the apprentice fail the second test or a subsequent test throughout the program, they will be called before the subcommittee to show cause for not being removed from the program.
- (2) Should the apprentice be allowed to remain in the program, the third failed test will be sufficient cause for cancellation of the apprenticeship agreement.

## **ARTICLE XXV CLASSROOM AND FIELD TRAINING**

A. Apprentices shall attend all field and/or classroom training when instructed to do so. Such attendance



shall be at the apprentice's expense, except when otherwise specifically authorized by the AJATC. Class attendance will take precedence over scheduled work.

- B. Unexcused absence of field or classroom sessions will result in the apprentice appearing before the Sub-Committee, resulting in discipline up to and including cancellation of apprentice agreement.
- C. Time spent in classes shall be in addition to the required 7000 hours of On-The-Job Training and shall not be considered hours of work.
- D. Apprentices are expected to cooperate with the instructor in maintaining an orderly class. An apprentice shall not be permitted to attend or remain in class when, by doing so, their attendance would be distracting or disruptive to the class.
- E. The subcommittee shall take whatever action is necessary to see that classroom discipline is maintained.

## **ARTICLE XXVI APPRENTICE ADVANCEMENT**

- A. To be eligible for advancement from one wage period to another, apprentices must have:
  - 1. Worked at least 1000 hours since the last advancement.
  - 2. Completed six calendar months in the last step.
  - 3. Satisfactory progress in the related instruction.
  - 4. Satisfactory classroom and field training attendance.
- B. Each of the requirements for advancement will be reviewed by the AJATC and deficiency in any one

or more of the requirements will cause an appropriate deferment of the advancement. Future advancements will be calculated from the new date.

- C. Apprentices shall not be permitted, nor shall they accept, payment for wages above those authorized by the subcommittee.

## **ARTICLE XXVII SUBCOMMITTEE MEETING**

When instructed to do so by the subcommittee, instructor, or director, apprentices shall meet with the subcommittee.

Failure to do so will be considered a violation of AJATC policy. At his or her request, an apprentice shall be given the opportunity to meet with Subcommittee.

## **ARTICLE XXVIII COMPLETION OF APPRENTICESHIP**

- A. To be eligible for advancement to journeyman, apprentices must;
  - 1. Have completed 1000 hours of on-the-job training in each of the seven steps of apprenticeship.
  - 2. Must have spent a minimum of six calendar months in each of the seven steps of apprenticeship.
  - 3. Must have completed 850 hours of energized work (Hot Time) at 1000 volts or above.
  - 4. Have satisfactorily completed the related course material (book and tests).
- B. The nature of any completion awards shall be determined by the AJATC.

- C. Graduation ceremonies shall be consistent with the guidelines and procedures as approved by the AJATC.
- D. Completion certificates will be mailed to the last known address on file of the individual.

### **ARTICLE XXIX APPRENTICE ADDRESS**

- A. Each apprentice is responsible for informing the AJATC office, local union and employer of any change of address and/ or telephone number, within ten (10) days of such change.

### **ARTICLE XXX SKILL IMPROVEMENT COURSES**

- A. Those enrolled in skill improvement courses may be required to pay a fee sufficient to cover the cost of books and other material, as determined by the AJATC.
- B. A record showing the type of course offered, date started and completed names of those enrolled and their attendance and grades shall be sent to the AJATC office at the completion of the course.
- C. Where applicable, the AJATC will arrange for completion certificates to be presented to those who successfully complete a skill improvement course.

### **ARTICLE XXXI**

## **TRAINING MATERIALS, EQUIPMENT AND SUPPLIES**

**The majority of training cost will be absorbed by the AJATC, however, a tuition fee will be collected by the program from the apprentice payroll. A tuition reimbursement agreement will be signed upon selection. If the apprentice meets the requirements of the agreement, all tuition will be returned, if the apprentice does not meet the requirements, the tuition will be forfeited.**

- A. All text and instructional material, training equipment, office supplies, and all other materials and records shall remain the property of the Southwestern Line Constructors Program.
- B. Upon demand of the AJATC, all such material, supplies, equipment and records in the care of, or in possession of Subcommittee members or instructors, shall be returned to the AJATC office.
- C. When an apprentice has completed the apprenticeship, his/her records will remain on file for five years. Records will not be released without authorization of the individual, AJATC or by legal requirement.

### **Energized Work Guidelines**

Primary Energized work – Work that is performed within reaching or falling distance of any energized component that is energized above 600 volts.

Secondary Energized work – Work that is being

performed on any energized component that is energized between 0 and 600 volts.

### **SWLCATPOLICY**

Energized primary work – Anytime any apprentice is engaged in primary energized work, the apprentice shall have a minimum of 1000 hours of on the job experience in the Southwestern Line Constructors apprenticeship program and must be at least a fourth step apprentice. While performing the work the apprentice shall be under the direct supervision of a journeyman lineman and the journeyman shall be in a position to physically control the work being performed by the apprentice. A second Journeyman lineman must also be present and act as a qualified observer. An apprentice shall never be a qualified observer. In the event that a local union has addressed a primary energized work policy in their collective bargaining agreement, the more stringent of the two shall remain in effect.

Energized Secondary work – Anytime an apprentice is engaged in secondary energized work, the apprentice shall have a minimum of 1000 hours of on the job experience in the Southwestern Line Constructors apprenticeship program and must be at least a second step apprentice. While performing the work, the apprentice shall be under the direct supervision of a journeyman lineman. If the voltage being worked on is above 250 volts, the journeyman lineman shall remain in the immediate area of the apprentice

performing the work. In the event that a local union has addressed a secondary energized work policy in their collective bargaining agreement, the more stringent of the two shall remain in effect.

Any questions about energized work not specifically discussed in this policy statement, shall be forwarded to the Director to verify program compliance.

## **ARTICLE XXXII POLICY CHANGE AND ADMINISTRATION**

- A. This policy and the rules and regulations may be changed at any time by the AJATC.
- B. The director is authorized to require such reports and to adopt such procedures as is deemed necessary to effectively carry out the administration of the program.

Revised November 2004

Revised April 2005

Revised February 2012

Revised September 2014

Revised July 2016

Revised September 2017

Reprinted May 2007

Reprinted February 2012

Reprinted September 2014

Reprinted December 2016