

Southwestern Line Constructors

**AREA JOINT APPRENTICESHIP AND
TRAINING COMMITTEE**

**Construction Lineman
General Policy Statement**

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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 Construction Lineman 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 as necessary to properly administer the program, and shall meet upon call by the Chairman, Secretary, or Executive 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. Instructors shall be employees of Southwestern Line Constructors 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
EMPLOYMENT OF CONSTRUCTION
LINEMAN**

- A. Assignments of work for construction lineman will be based upon employer requests and training needs of the available construction lineman.
- B. However, the adequacy and willingness of each employer to train construction lineman shall determine whether or not an individual employer is entitled to any construction lineman.
- C. Subcommittees are responsible for the transfer of construction lineman from one job to another within their respective areas. All assignments and re-assignments for work shall be issued by the AJATC office.
- D. The training director shall have authority over all transfers of construction lineman. The director is authorized to devise such procedure as is necessary to carry out this responsibility.

**ARTICLE V
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.
- 3. 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.

CONSTRUCTION LINEMAN

1. In the event a construction lineman 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. Evaluation period construction lineman shall be removed from the program without notice or the formality of a hearing; they shall not be eligible for reinstatement
 - b. Evaluation period construction lineman shall be suspended from the program after due notice to the construction lineman. A suspended construction lineman shall not be referred or employed as a construction lineman.
2. After having been suspended for a period of six (6) months, a construction lineman must apply for reinstatement by making a written request to the AJATC office, and provide documentation of having completed an accredited rehabilitation program. Failure to request re-instatement within six months of the suspension date will result in cancellation of the apprenticeship agreement.
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 construction lineman to report for a drug/alcohol screen. If the results of the drug/alcohol screen are "negative," the construction lineman will be re-instated at the same period as before the suspension; if the drug/alcohol screen is confirmed as "Non-negative," the apprenticeship agreement will be cancelled.
5. Should the re-instated construction lineman 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. A construction lineman, 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. Construction lineman 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 deem appropriate, up to and including removal from the program.

RECORDS AND INFORMATION

1. Construction lineman 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 VI 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 construction lineman, and construction lineman 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 Opportunity 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 is 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. Construction lineman who engage in such conduct will be disciplined.
 2. Employers who engage in such conduct against construction lineman will be denied access to construction lineman.
 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 VII

EVALUATION PERIOD

- A. The first 500 hours and 90 days OJT shall be an evaluation period.
- B. During the probationary period, A construction lineman 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 construction lineman, employer, AJATC office, and local union.

ARTICLE VIII

DISCIPLINARY ACTION

- A. After having completed the-evaluation period, a construction lineman is entitled to a hearing by the subcommittee before disciplinary action is taken. In some cases, this policy allows for an automatic drop, meaning there is no need for a formal subcommittee meeting and a construction lineman's agreement is automatically canceled.
- B. Should a construction lineman fail to respond to a written notice of a hearing, the subcommittee shall proceed as though the construction lineman were present. Accurate minutes shall be kept of such hearing.
- C. When the hearing results in a change of the construction lineman 's status, the construction lineman, employer, AJATC office, and local union shall be advised.
- D. Any construction lineman receiving a third strike for violation of this policy, will have their apprenticeship agreement canceled. Strikes will be given for termination of employment, first late/non submission of OJT hours and not attending mandatory classes. All other strikes are subject to subcommittee approval.

ARTICLE IX

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 X
ADJUSTMENT OF DIFFERENCE — APPEALS

- A. In the event that a difference arises between a construction lineman and Subcommittee, and the difference is not satisfactorily 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 Executive 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, construction lineman, 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 XI
LEAVE OF ABSENCE

- A. A leave of absence may be granted by a subcommittee, when in their judgement such leave is necessary and in the best interest of the construction lineman and program. When such leave is approved, the affected construction lineman will be placed on inactive status.
- B. Leave 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. Construction lineman 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, construction lineman shall be in good health and physically fit. Should health or fitness be questionable, a physical examination may be required before the construction lineman is permitted to return to active status.
- G. After six calendar months of leave, the construction lineman must return to active status or be removed from the program.
- H. During a leave of absence, construction lineman may not participate in any scheduled

classes or testing sessions.

ARTICLE XII

TERMINATION OF EMPLOYMENT, LAY OFF, AND JOB ASSIGNMENTS

- A. Construction lineman shall not self-terminate from their place of employment, without prior subcommittee approval. Self-termination will result in cancelation of the apprenticeship agreement.
- B. Construction lineman that have been terminated by their employer shall not be reassigned to another employer without subcommittee approval.
- C. Construction lineman 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, construction lineman must accept a rotation of employment.
- E. Construction lineman that are terminated for cause will be required to see the subcommittee.

ARTICLE XIII

WORKING OUT OF JURISDICTION

- A. Construction lineman 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, construction lineman are required to comply with instructions of the subcommittee within whose jurisdiction they are working.

ARTICLE XIV

EMPLOYER EVALUATIONS

- A. Construction lineman 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 XV

Construction Lineman REPORTS

- A. Construction lineman shall promptly file such reports as may be required by the subcommittee, instructor, or director.
- B. It shall be the responsibility of each construction lineman 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 on the 10th day of the following month will be considered late. Disciplinary action for late time sheets shall be as follows:
 - a) First late/no time sheet- construction lineman will see the subcommittee to receive a strike.
 - b) Second and third late/no time sheet- construction lineman will see the subcommittee. No strikes will be given.
 - c) Fourth late/no time sheet- construction lineman will automatically have their apprenticeship agreement canceled.
- D. When it has been determined that a monthly report has not been turned in, the construction lineman will be notified and will promptly submit such report (including an employer evaluation).
- E. Reports will be submitted, even if the construction lineman did not work in that calendar month.

ARTICLE XVI

RELATED INSTRUCTION

- A. Construction lineman are required to maintain satisfactory progress in the related instruction. Time spent in the related instruction shall be in addition to the required blueprint
- B. Failure to maintain satisfactory progress in the related instruction may result in a cancelation of the construction linemen agreement. If it should become apparent that a construction lineman is unable or unwilling to maintain satisfactory progress in the related instruction, action will be taken to cancel the apprenticeship agreement, thereby, removing the construction lineman from the program.

- 1) Upon being blueprinted, a completed module and related test(s) will be due every two (2) calendar months
 - 2) At no time will module completion be granted until all required modules and tests are completed.
 - 3) Tests will be taken in a reasonable time following the completion of the modules.
 - 4) Penalty for being behind on-modules and/or tests will result in disciplinary action.
- C. Should a construction lineman 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 construction lineman is notified of the failing score.

ARTICLE XVII

CLASSROOM AND FIELD TRAINING

- A. Construction lineman shall attend all field and/or classroom training when instructed to do so. Such attendance shall be at the construction lineman's expense, except when otherwise specifically authorized by the AJATC. Class attendance will take precedence over scheduled work.
- B. Unexcused absence of the mandatory week-long classroom sessions will result in the construction lineman being scheduled to appear at their next regularly scheduled class, a visit to the subcommittee and a strike given. Accumulation of three strikes will result in the cancellation of the apprenticeship agreement.
- C. Construction lineman are expected to cooperate with the instructor in maintaining an orderly class. A construction lineman shall not be permitted to attend or remain in class when, by doing so, their attendance would be distractive or disruptive to the class.

ARTICLE XVIII

SUBCOMMITTEE MEETING

When instructed to do so by the subcommittee, instructor, or director, construction lineman shall meet with the subcommittee. Failure to do so will be considered a violation of AJATC policy. At his or her request, a construction lineman shall be given the opportunity to meet with the Subcommittee.

ARTICLE XIX

COMPLETION OF CL PROGRAM

- A. To be eligible for advancement to journeyman, construction lineman must;
 1. Have completed the blueprint.
 2. Have satisfactorily completed the related course material and related modules.

3. Have passed the Journeyman Lineman Exam.

ARTICLE XX

CONSTRUCTION LINEMAN ADDRESS

- A. Each construction lineman 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 XXI

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 XXII

TRAINING MATERIALS, EQUIPMENT, AND SUPPLIES

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.

- A. Upon demand of the AJATC, all such material, supplies, equipment, and records in the care of, or in the possession of Subcommittee members or instructors, shall be returned to the AJATC office.
- B. When a construction lineman 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.

Qualified Observer- Construction Lineman that have completed the AJATC 40 hour hot class,

have completed the qualified observer course, will be allowed to function as a qualified observer. All the requirements must be met and must be in compliance with the local bargaining agreement.

SWLCAT POLICY

Energized primary work — Any time any construction lineman is engaged in primary energized work, the construction lineman 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 construction lineman. 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.

ARTICLE XXIII 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.

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