Local Apprenticeship and Training Standards
With Selection Procedures And EEO/AA Plan

For the

Alameda County Electrical Joint Apprenticeship
and Training Committee
16400 Catalina Street
San Leandro, CA 94577

Representing the

Northern California Chapter
National Electrical Contractors Association, Inc.

And

Local Union No. 595
International Brotherhood of Electrical Workers

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Definitions

The following definitions apply to terms and acronyms commonly used throughout this document. They are intended to be consistent with the definitions in 29 CFR Parts 29 and 30.

ACE. American Council on Education.

APPRENTICE. Any individual meeting the qualifications described in the Standards of Apprenticeship who has signed an Apprenticeship Agreement with the JATC providing training and related instruction under these Standards, and who is registered with the Registration Agency.

APPRENTICESHIP AGREEMENT. The written agreement between the apprentice and the JATC setting forth the responsibilities and obligations regarding the Apprentice's employment and training under these Standards. Each Apprenticeship Agreement must be registered with the Registration Agency.

APPRENTICESHIP COMMITTEE (or COMMITTEE). Those persons appointed by the IBEW Local Union and the NECA Chapter to administer the apprenticeship program. The joint committee is composed of an equal number of representatives of the IBEW Local Union and NECA Chapter. Committee Members are also Trustees.

APPRENTICESHIP PROGRAM. The program administered under these Standards of Apprenticeship.

CANCELLATION. The termination of an apprenticeship agreement.

CERTIFICATE OF COMPLETION OF APPRENTICESHIP. The Certificate of Completion of Apprenticeship issued by the *electrical training ALLIANCE* for the JATC to provide to those registered apprentices certified and documented as successfully completing the apprentice training requirements outlined in these Standards of Apprenticeship.

COLLECTIVE BARGAINING AGREMENT (or CBA). The negotiated agreement between the Local Union and the Local Chapter, or with signatory employers, that sets forth the terms and conditions of employment for apprentices during on-the-job training.

COMPETENCY. Competency means the attainment of manual or technical skills and knowledge, as specified by an occupational standard and demonstrated by an appropriate written and hands-on proficiency measurement as defined by the *electrical training ALLIANCE.*

DIRECT ENTRY. A method of entry into the Apprenticeship Program permitted under these Standards under which qualifying applicants are directly admitted into the apprenticeship program. Each direct method of entry will have certain minimum requirements, and post-offer, pre-registration selection requirements.

DIRECT INTERVIEW. A method of entry into the Apprenticeship Program permitted under these Standards under which qualifying applicants may be allowed to bypass certain minimum requirements and go directly to the interview. Each direct interview method of entry will have certain minimum requirements and post-offer, pre-registration selection requirements.

DOL. U.S. Department of Labor. Most references are to the Employment & Training Administration, Office of Apprenticeship, but the term may be used to refer to other offices of the U.S. DOL.

EEO/AA PLAN. The Equal Employment Opportunity Policies and Affirmative Action Plan established by the JATC that is part of these Standards. Formerly known as the Affirmative Action Plan or AAP.

***electrical training ALLIANCE*.** The national organization created by the IBEW and NECA, formerly known as the National Joint Apprenticeship and Training Committee or the NJATC.

ELECTRONIC MEDIA. Media that utilizes electronics or electromechanical energy for the end user (audience) to access the content and includes, but is not limited to, electronic storage media, transmission media, the Internet, the extranet, lease lines, dial-up lines, private networks, and the physical movement of removable/transportable electronic media and/or interactive distance learning.

EMPLOYEE RETIRMENT INCOME SECURITY ACT or ERISA. A federal law, the Employee Retirement Income Security Act of 1974, as amended, that imposes requirements on various types of employee welfare and pension plans, including apprenticeship plans, and enforced by the DOL.

EMPLOYER. Any person or organization employing an apprentice for on-the-job training as part of the Apprenticeship Program. Also sometimes referred to as a "Participating Employer" with the JATC, or as a "Contractor".

IBEW. International Brotherhood of Electrical Workers.

INDUSTRY. The electrical construction industry in general, and in particular the IBEW-NECA segment of the industry.

INSTRUCTOR. An individual employed or used by a JATC to provide related instruction to apprentices.

INTERIM CREDENTIAL (CERTIFICATE OF TRAINING). Interim Credential means a credential issued by the Registration Agency, upon request of the appropriate sponsor, as certification of competency attainment by an apprentice. Also used by the *electrical training ALLIANCE* to refer to the credential obtained through a curriculum for high school students, which is the equivalent of completion of the 1st Year curriculum.

JATC. Joint Apprenticeship and Training Committee or "Committee". References to the "JATC" are to the local JATC created by the Local Union and the Local Chapter pursuant to a CBA that includes the Category One, Standards Inside Apprenticeship Language from Article V of the IBEW-NECA pattern Inside Agreement.

JATT. Joint Apprenticeship Training Trust. The legal entity through which the local apprenticeship training fund exists, which was created by a Trust Agreement. Under ERISA, the Board of Trustees of the JATT is the "plan sponsor" that is generally responsible, as set forth in the Trust Agreement, for the administration of the plan.

JOURNEY-LEVEL WORKER. A worker who has attained a level of skill, abilities, and competencies recognized within an industry as having mastered the skills and competencies required for the occupation. (Use of the term may also refer to a mentor, technician, specialist, or other skilled worker who has documented sufficient skills and knowledge of an occupation, either through formal apprenticeship, or through practical on-the-job experience and formal training). Formerly sometimes referred to as a "Journeyman".

LOCAL CHAPTER (or NECA CHAPTER). The NECA Chapter(s) involved in the creation of the JATC and JATT and is one of the settlors of the Trust.

LOCAL UNION (or IBEW LOCAL). The IBEW Local(s) involved in the creation of the JATC and JATT and is one of the settlors of the Trust.

NECA. National Electrical Contractors Association.

OA. U.S. Department of Labor, Office of Apprenticeship.

OJT. On-the-Job Training.

OSHA. Occupational Safety and Health Administration.

PARTY or PARTIES. Refers to the parties to the CBA, i.e., the Local Union and Local Chapter. Used in some provisions derived directly from the Standard Inside Apprenticeship Article V language.

POLICIES and PROCEDURES. The rules, policies and procedures established by the JATC for day-to-day administration of the Apprenticeship Program, that address rights and responsibilities of apprentices and contractors and the operation of Related Instruction but does not include any other policies and procedures that the JATC or JATT may establish for their internal operations.

PROBATION PERIOD. A defined period of time during which the apprenticeship agreement may be terminated by either party to the agreement upon written notice to the Registration Agency. In no case shall the probationary period exceed 25% of the program length or one (1) year; whichever is shorter.

QUALIFIED ELECTRICAL WORKER ("QEW"). A Journey-level worker in the electrical industry, who has graduated from a registered apprenticeship program or obtained equivalent skills and experience. Equivalent to the former terms Lineman or Wireman.

REGISTERED APPRENTICESHIP PARTNERS INFORMATION DATA SYSTEM ("RAPIDS"). The Federal system which provides for the automated collection, retention, updating, retrieval, and summarization of information related to apprentices and apprenticeship programs.

REGISTRATION AGENCY. Means, depending on the state, the U.S. Department of Labor, Office of Apprenticeship and/or the State Apprenticeship Agency that has responsibility for registering apprenticeship programs and apprentices; providing technical assistance; conducting reviews for compliance with Title 29 C.F.R. Parts 29 and 30 and quality assurance assessments.

RELATED INSTRUCTION. An organized and systematic form of instruction designed to provide the apprentice with knowledge of the theoretical and technical subjects related to apprentice's occupation. Such instruction may be given in a classroom, through occupational or industrial courses, correspondence courses of equivalent value, on-line courses or other digital media or formats, or other forms of self-study approved by the Registration Agency.

SELECTION PROCEDURES. The Apprentice Selection Procedures that are part of these Standards.

STANDARDS OF APPRENTICESHIP (or STANDARDS). This entire document, including the Selection Procedures and EEO/AA Plan.

SUPERVISOR. An individual designed by an Employer to supervise or have charge and direction of an apprentice during on-the-job training.

TIME-BASED OCCUPATION. The time-based approach measures skill acquisition through the individual apprentice's completion of at least 8,000 hours of on-the-job learning as described in a work process schedule as well as required minimum number of hours of related instruction.

TRANSFER. A shift of an apprentice's apprenticeship agreement from one JATC to another JATC.

TRUST AGREEMENT. The multi-employer plan trust agreement that created the JATT.

TRUSTEES or BOARD OF TRUSTEES. Those persons appointed by the IBEW Local Union and the NECA Chapter to administer the Joint Apprenticeship Training Trust. The JATT joint committee is composed of an equal number of representatives of the IBEW Local Union and NECA Chapter. The applicable Trust Agreement will typically say that Trustees are solely responsible for the administration of the trust. Trustees are also Committee members.

TRUST FUND. A term sometimes referred to the JATT, where the funds are held.

1. General

1.1 This apprenticeship and training program shall be administered by the Trustees and the Committee. The Trustees shall administer the JATT under the terms of the Trust Agreement and applicable law. The Trustees and the Committee may, if they are named fiduciaries under ERISA, allocate responsibility between them for operation of the apprenticeship program, except for non-allocable Trustee responsibilities. Absent some other agreement, the duties of the Trustees shall be limited to those set for in the Trust Agreement or law.

1.2 The JATC shall establish and adopt Standards governing the qualifications, selection, employment, education, and training of all apprentices that conform with the *electrical training ALLIANCE* National Requirements for Local Apprenticeship Standards, the CBA, and the requirements of the Registration Agency. These Standards (including the Selection Procedures and EEO/AA Plan), and any subsequent amendments, must be approved in advance by the *electrical training ALLIANCE* prior to being submitted to the appropriate Registration Agency for approval and registration.

1.3 These Standards, after approval by the *electrical training ALLIANCE* and the Registration Agency, shall supersede all previous JATC Standards. Apprenticeship Agreements in force under preceding Standards shall remain in force unless changed by written consent of the apprentice, the JATC, and the Registration Agency.

1.4 Pursuant to the apprenticeship language in the applicable CBA, the IBEW-NECA pattern Inside Agreement Article V, IBEW Basic Laws and Policies, and industry practices, these Standards shall apply to the IBEW Local Union and NECA Local Chapter and; the members; to employers who are party to the CBA or are otherwise signatory or participating employers; to all applicants and apprentices in this Apprenticeship Program; and, to all others receiving training from this Apprenticeship Program.

1.5 The provisions of these Standards shall not be construed as permitting violation of any applicable local, state, or Federal law.

1.6 These Standards shall not be interpreted as being inconsistent with existing or subsequent local CBA language establishing more demanding standards; the more demanding standard shall always prevail.

1.7 The jurisdictional area which these Standards cover shall be the wage area as set forth in the local CBA. The jurisdictional area is described in the Policies and Procedures.

1.8 All funds for the operation of the apprenticeship and training program shall be held in a Trust Fund established by the IBEW Local and the NECA Chapter. The Trustees shall administer the Trust Fund in accordance with the Trust Agreement and applicable law.

1.9 Whenever these Standards refer to providing any type of document, information, notice or other communication, unless otherwise specified or required by the Registration Agency, or applicable law, such communication and transmittals may be made by any effective means, including electronic or digital transmission.

2. Composition of Joint Committee; Meetings

2.1 The JATC and JATT shall be composed of eight (8) members; the IBEW Local Union and NECA Chapter shall each appoint an equal number four (4) of individuals who shall serve as both Committee members and Trustees. These dual appointments as Committee members and Trustees must be in writing. Individuals appointed by the NECA Chapter must be members or employees of NECA and active in the Industry. Individuals appointed by the IBEW Local must be members or staff of the IBEW and active in the Industry. Current Committee members/Trustees shall be identified in the Policies and Procedures and/or on the JATC's website.

2.2 The term of office shall be for three (3) years. The term of one (1) NECA appointee and one (1) IBEW appointee shall expire each year on December 31. A Committee member/Trustee may be reappointed. Any reappointment shall also be in writing for the same specified term.

2.3 The Committee shall select from its membership, but not both from the same party, a Chairman and a Secretary, who shall retain voting privileges as members. The Committee may establish term limits for officers if not otherwise established by its governing documents.

2.4 JATC members shall complete their appointed term unless removed for cause by the party to the CBA that appointed them, they voluntarily resign or die. All vacancies shall be filled immediately by the party who appointed that individual to complete the unexpired term. The IBEW Local and NECA Chapter retain the discretion to determine what is "cause" subject to any applicable local or national IBEW or NECA rules. JATC/JATT minutes shall reflect all appointments, reappointments, resignations, and terminations of Committee members/ Trustees.

2.5 The Committee and Trustees shall adopt appropriate internal policies and procedures for their respective areas of responsibility and the conduct of Committee members/Trustees, including confidentiality. The JATC shall also ensure that Committee members/Trustees have access to appropriate education regarding their obligations and duties, as an expense of the Trust.

2.6 The Committee may establish or authorize one or more joint subcommittees to be similarly constituted and appointed for training purposes to meet a specific need, such as a Residential or Telecommunication subcommittee. Such subcommittees may be established at the discretion of the Committee and shall remain in place until terminated by a majority vote of the Committee. Subcommittee members shall be appointed by the sponsoring parties in the same manner that the JATC members are appointed. Members of a subcommittee may or may not be JATC members. Subcommittees shall operate under the same rules as the Committee. There shall be no subcommittee of the JATT unless permitted by the terms of the Trust Agreement.

2.7 The JATC shall meet at least once a month, and on call of the Chairman when a specific need arises. The JATC may agree to cancel a regularly scheduled monthly meeting due to specific or unusual circumstances. Upon notice by the Chairman and Secretary, a JATC meeting may be held via audio, video, or other electronic conference. JATC members in attendance, through any authorized means, may vote. There must be at least one (1) JATC member present who was appointed by each party to establish a quorum at JATC meetings. Each party shall have a total number of votes at JATC meetings equal to its allowable number of JATC members, regardless of the number of members present. In the event the parties are divided on an issue, each party may cast one full vote as if all were present. A vote to abstain is an official vote, it

represents one of the votes the sponsoring party is entitled to and is not counted as either a yea or a nay. An individual member must be present (in-person or electronically) to personally vote on JATC matters. No absentee votes or proxy votes will be valid.

2.8 Due to the confidential nature of Apprenticeship Agreements and apprentice records and issues, all JATC meetings are to be considered as "closed" meetings, except where applicable law provides otherwise.

2.9 There are to be no alternate or ex-officio members of the JATC. Consultants and guests may be invited to or permitted to attend meetings of the JATC but shall have no official voice and no vote. A designated representative of the IBEW Local or the NECA Chapter, such as the local union Business Manager or NECA Chapter Manager, shall have the right to attend a JATC meeting with due notice given the JATC.

2.10 Meetings of the JATT should be scheduled in the same manner, following the meeting of the JATC, and follow similar procedures as t hose for JATC meetings, unless the Trust Agreement provides otherwise.

3. Equal Employment Opportunity

3.1 This Apprenticeship Program shall be operated in a manner that does not discriminate on the basis of any protected characteristics or conduct under federal, state, and local law. These policies are set and detailed in the EEO/AA Plan (Appendix B).

3.2 The JATC will not discriminate against an apprentice or applicant on the basis of race, color, religion, national origin, sex (including pregnancy and gender identity), sexual orientation, age (40 or older), genetic information, or disability with regard to its apprenticeship and other programs, including its recruitment, outreach, and selection procedures; grading, assessment, and advancement; on-the-job opportunities and assignments; rates of pay; imposition of penalties or other disciplinary action and termination; or, any other benefit, term, condition, or privilege associated with apprenticeship.

3.3 The JATC will take affirmative action to provide equal opportunity in apprenticeship and will operate the apprenticeship program as required under Title 29, Code of Federal Regulations, part 30, as amended, and other applicable laws.

4. General Duties of the JATC

4.1 The JATC may develop training for Qualified Electrical Workers (QEW), pre-apprenticeship programs, and other related training, so long as such programs do not violate applicable law.

4.2 The JATC may employ a Training Director or other staff to assist in the day-to-day operation of the apprenticeship and training programs. All governing responsibility for the apprenticeship program and for compliance with applicable laws rests with the JATC and/or the Trustees of the JATT, and cannot be delegated, including assuring full compliance with these Standards, the EEO/AA Plan, and the Selection Procedures.

4.3 The JATC shall determine the number of apprentices needed to keep the jurisdictional area supplied with an adequate number of Journey-level workers in the areas covered by these

Standards. The JATC shall consider all factors (e.g., employment opportunities, attrition) having a bearing on the number of apprentices needed when determining the number to register. The JATC shall also consider its capability to provide on-the-job training and related instructional training.

4.4 The JATC shall see that each apprentice satisfactorily completes the minimum course materials and curriculum produced by the *electrical training ALLIANCE.*

4.5 The JATC shall periodically review the progress of each apprentice to ensure they receive supervised on-the-job experience in the work processes and job tasks as outlined in these Standards (See Section 16).

4.6 In order to provide diversity of training and/or employment opportunities, the JATC shall have full power and authority, as per the CBA, to assign, transfer, or reassign apprentices from one job or shop to another, or from one participating employer to another. All OJT transfers and assignments shall be issued by the JATC as set forth in the CBA.

4.7 The JATC is not an employer of apprentices engaged in on-the-job training and is not obligated to ensure the employment of any apprentice. The JATC shall endeavor to keep all apprentices employed in a reasonably continuous manner with the participating employers, while also ensuring a diversity of on-the-job training.

4.8 Since the JATC is not an employer of apprentices, nothing in these Standards regarding the JATC's duties regarding OJT shall be interpreted to change or relieve any rights or duties of Employers. Except where required by applicable federal or state laws, nothing in these Standards is intended to create any right or obligation enforceable by apprentices against the JATT, the Trustees, the JATC, the IBEW Local, or the NECA Chapter.

4.9 The JATC shall follow any procedures required by the Registration Agency, the U.S. Department of Labor, Office of Apprenticeship and the Department of Industrial Relations – Division of Apprenticeship for registration of new apprentices and for providing or updating information about registered apprentices.

4.10 The JATC shall adopt written Policies and Procedures and applicable procedures that set out the rights and responsibilities of applicants, apprentices or other participants, and applicable procedures. The Policies and Procedures shall not be inconsistent with the Standards or other requirements adopted by the *electrical training ALLIANCE* to implement the Standards. The Rules and Policies shall be consistently applied in a non-discriminatory manner. Every registered apprentice shall be provided a copy of the Policies and Procedures at the time of registration and a copy of all subsequent modifications and must sign an acknowledgement. Policies and Procedures may be provided through and receipt acknowledge by electronic means. A copy of the JATC's Policies and Procedures (and subsequent changes) shall be submitted to the Registration Agency if so required by the Registration Agency.

4.11 The JATC and/or JATT may establish such other rules, policies, and procedures as they deem appropriate for their internal operations (e.g., finance and administration, confidentiality, operation of OJT) or as may be required by law or to implement the Standards.

4.12 In the first quarter of each year, the JATC shall provide the IBEW Local and the NECA Chapter a summary of the JATC's activities for the preceding year. The summary shall include a review

of the prior year's EEO/AA Plan, its overall effectiveness, and changes made to the EEO/AA Plan as a result of the review. Such report shall not include any information identifying individual apprentices in any manner. The JATC shall work cooperatively with the *electrical training ALLIANCE* in timely completing any Industry surveys and reports requested by the *electrical training ALLIANCE* and in maintaining the National Requirements.

5. Qualifications & Duties of Participating Employers

5.1 The JATC shall determine the adequacy of each participating Employer to provide apprentices the necessary training needed to gain experience in the various job tasks and work processes of the occupation. The JATC shall have the authority to suspend or withdraw the approval of an Employer to train apprentices when appropriate. The JATC shall establish minimum expectations for all Employers consistent with these Standards. The JATC may also conduct orientations, workshops, or other educational sessions for Employers to explain the Apprenticeship Program's Standards and the operation of the Apprenticeship Program.

5.2 An Employer who is eligible to train apprentices shall be signatory to a local CBA, comply with the qualifying requirements as set for in the CBA, and be able to provide the necessary work experience for training as determined by the JATC. Participating Employers must comply with all provisions of the Apprenticeship Program, including the Standards, Selection Procedures, and the EEO/AA Plan, the JATC's Policies and Procedures and any other rules or agreements required by the JATC. An Employer shall only secure apprentices through the JATC Participating Employers shall contribute to the JATC Trust Fund at the rate established in the CBA. Failure to contribute to the Trust Fund may be just cause for removing any apprentices from an Employer.

5.3 While an apprentice is on the job site, it shall be the responsibility of that Employer to provide the apprentice a non-discriminatory and safe workplace and conditions of employment and work assignments that the apprentice can safely perform.

5.4 The Employer will assign apprentices to those QEWs who have the ability to adequately train and supervise the on-the-job training of the apprentice based upon the work processes being learned.

5.5 Employers must cooperate with the JATC by ensuring the timely and accurate completion of work reports and such other evaluations as the JATC requests of apprentices. Employers must promptly inform the JATC of any serious complaints or grievances by or against apprentices, including but not limited to complaints of discrimination or harassment, and permit the JATC on request to monitor any investigation involving apprentices. Employers will also participate in appropriate training provided by the JATC, such as that required by 29 C.F.R. Part 30.

6. Term of Apprenticeship

6.1 The JATC shall see that each apprentice completes the minimum of 8,000 hours of reasonably continuous supervised employment on-the-job training prior to the change in classification. The JATC shall attempt to provide for participation in all of the work processes as outlined in Section 16 of these Standards.

Apprentices shall participate in a minimum of 190 hours of related classroom training per year, outside the normal work hours. The JATC shall require each apprentice to satisfactorily

complete the *electrical training ALLIANCE*'s Five-Year Inside Wireman Apprenticeship Course material. The JATC may choose in their discretion to schedule related instruction to allow apprentices to complete the material in less than five years.

6.2 The following table identifies minimum requirements to enter each Period of Apprenticeship. This JATC has established ten periods of apprenticeship as stipulated below.

Period	Percent of QEW Rate	Minimum Accumulative OJT Hours	+	Related Training
1	40	0	+	N/A
2	40	800	+	Satisfactory Progress
3	45	1600	+	1st Year School Completed
4	50	2400	+	Satisfactory Progress
5	55	3200	+	2nd Year School Completed
6	60	4000	+	Satisfactory Progress
7	65	4800	+	3rd Year School Completed
8	70	5600	+	Satisfactory Progress
9	75	6400	+	4th Year School Completed
10	80	7200	+	Satisfactory Progress
Completion	100	8000	+	5th Year School Completed

At the time of registration of these Standards, the QEW rate is $63.30. The Registration Agency will be notified of any changes to the QEW rate in a timely manner.

To be advanced, the apprentice must have satisfactorily completed both requirements: OJT hours and Related Training as indicated above.

7. Wages and Fringe Benefits

Apprentices shall be employed on a stipulated hourly wage and benefits basis, as provided in the local CBA. Increases shall be subject to satisfactory progress on the job and satisfactory progress or completion of related instruction. Section 6 for the periods of advancement and rates of pay.

8. Qualification for Apprenticeship

8.1 *Methods of Entry.* Every individual selected for apprenticeship shall come from the pool of qualified applicants on the ranked list, unless otherwise qualifying for Direct Interview or Direct Entry. No applicant shall be excluded from consideration because they fail to meet qualifications for Direct Interview or Direct Entry; they must be considered under the standard method of entry.

8.2 *Application.* Every applicant must fill out an application form, either in paper format or electronically; accurately; and completely responding to all questions and items listed in the application.

8.3 *Minimum Qualifications.* Except as provided in paragraphs 8.5 and 8.6 for those eligible for Direct Interview or Direct Entry, each applicant must meet the following minimum qualifications and will be required to provide evidence satisfactory to the JATC at the time indicated in the Selection Procedures.

8.3.1 Each applicant must be: (i) a high school graduate, or (ii) have a Certificate of High School Equivalency or GED, or (iii) have a two-year Associate Degree (or its equivalent) or higher. (If equivalent education was obtained outside of the United States, the applicant will be required to provide appropriate documentation.)

8.3.2 Each applicant must have successfully completed: (i) one full year of high school algebra (or its equivalent) with a grade of "C" or better, or (ii) one semester of post-high school algebra (e.g., Adult Education, Continuing Education, Community College, etc.) with a grade of "C" or better, or (iii) the *electrical training ALLIANCE*'s online Tech Math course.

8.3.3 Each applicant must be able to work legally in the United States and provide a valid social security number. The JATC will not seek to verify authorization to work in the U.S. since that is the responsibility of the Employers during on-the-job training, but if the JATC learns that an applicant is not eligible to work and will not be eligible at the time of registration, the JATC may terminate the application.

8.3.4 Each applicant must be capable of completing all requirements of the apprenticeship program and performing the work required of an electrical worker, with or without reasonable accommodations, including being able and willing to:

8.3.4.1 Safely perform or learn to safely perform the essential functions of the job;

8.3.4.2 Get to and from work at job sites anywhere within the geographical jurisdiction of this Apprenticeship Program.

8.3.4.3 Attend and successfully pass all related instruction;

8.3.4.4 Understand and follow all JATC Policies and Procedures;

8.3.4.5 Push, pull, crawl, crouch, and work in confined spaces such as attics, manholes, and crawlspaces, lift 25–50-pound objects on a fairly consistent schedule, and use various hand and power-assisted tools to install conduit, wiring, fixtures, devices, and electrical apparatus within commercial, industrial, and residential buildings.

8.3.4.6 Read, hear, speak, and understand instructions and warnings in English.

8.3.5 Each applicant must be a minimum of eighteen (18) years old at the time of registration, except that otherwise qualified applicants may be registered by the JATC prior to turning age 18 if permitted by state law.

8.3.6 Applicant must have a valid driver's license.

8.4 *Written Examination.*

8.4.1 Each applicant will be required to take the Aptitude Test prepared by the *electrical training ALLIANCE*. Applicants who do not qualify for Direct Interview or Direct Entry must receive a minimum passing score of "5".

8.4.2 Applicants who qualify for Direct Interview or Direct Entry, and who are subsequently registered in the program, will be required to take the Aptitude Test, either before or after registration, to assist in placement and identify areas where they may require additional support.

8.5 *Direct Interview Qualification.* The applicants described below will not be required to obtain a qualifying score on the Aptitude Test or meet the requirements of 8.3.1 High School diploma or GED, or 8.3.2 math. If they meet all other minimum qualifications above, and the requirements below, they will be invited to an interview. These individuals must still meet all

post-selection requirements in paragraph 8.7. Applicants are not required to apply through these methods and may choose to apply through the standard method of entry.

8.5.1 Military Experience.

8.5.1.1 Applicants who have completed at least three years of active-duty military service with the U.S. Armed Forces, with a discharge under honorable conditions within five years of the application date.

8.5.1.2 Applicants who have completed at least six years of U.S. military reserve service, who are still serving as a military reservist or have an honorable discharge within two years of the application date.

8.5.1.3 Applicants who have been honorably discharged from the military and have completed military technical training school in a Military Occupational Specialty ("MOS") applicable to the commercial and/or industrial electrical construction industry and can document a minimum of two years of military experience in that MOS within five years of the date of application. These individuals may also qualify for direct entry.

8.5.1.4 To qualify under 8.5.1.1, 8.5.1.2 and 8.5.1.3, applicants must provide a DD Form 214 or equivalent documentation acceptable to the JATC to establish their experience.

8.5.1.5 Applicants who have served overseas and/or lived on a military installation for a minimum of two (2) years prior to application will have any existing residency restriction waived.

8.5.2 Industry Experience.

8.5.2.1 2,000 Hours. Applicants who can verify that they have worked a minimum of two thousand (2,000) hours specifically in the electrical construction industry.

8.5.2.2 4,000 Hours. Applicants who can verify that they have worked a minimum of 4,000 hours specifically in the commercial and/or industrial electrical construction trade. These individuals may also qualify for direct entry. An absolute minimum of four-thousand hours of electrical construction work experience must be proven to meet this qualification. No other form of electronic or electrical experience/training or construction experience will be given credit under this provision.

8.5.2.3 Individuals applying under these two methods must provide to the JATC sufficient documentation, satisfactory to the JATC, to demonstrate their experience in the electrical construction industry. This documentation may be comprised of official documents such as tax/payroll records, or notarized letters of experience from prior employers.

8.5.3 *electrical training ALLIANCE* Interim Credential.

Individuals who have received an Interim Credential through the program developed by the *electrical training ALLIANCE*, which represents that they have successfully completed the First-Year curriculum. These individuals may also be eligible for direct entry.

8.5.4 School to Apprenticeship

8.5.4.1 Individuals who have completed a School to Registered Apprenticeship (STA) Program in the electrical industry, including School to Registered Apprenticeship (STRA) program involving the JATC. To be eligible, the STA or STRA program must meet the following requirements:

8.5.4.1.1. Shall be available to all schools within the jurisdiction of the CBA who agree to participate in the STRA program.

8.5.4.1.2 Shall require participants to be at least 16 years of age.

8.5.4.1.3 Shall require participants to complete their Junior Year (11th Grade) of High School prior to being employed as an apprentice in this program.

8.5.4.1.4 Shall allow the JATC to work with the school to encourage participating school systems to include in their academic curriculum: A basic Computer Course and Mechanical Drawing, or Computer Aided Design. The JATC may determine that participants must complete the First Year of industry related classroom training (*electrical training ALLIANCE* Curriculum), specific *electrical training ALLIANCE* courses or industry orientation related seminars, or classes. These classes and seminars shall be taught by the JATC. The *electrical training ALLIANCE* course materials may be presented during the evening hours.

8.5.4.1.5 May permit the scheduling of alternating weeks of academic study and OJT experience, as determined by the JATC, and agreed to by the participating school(s).

8.5.4.1.6 Shall mandate that failure to successfully complete academic studies (high school and JATC) shall be just cause for termination from the program.

8.5.4.1.7 Shall mandate that failure to demonstrate progress in safely and proficiently accomplishing work practices shall be just cause for termination.

8.5.5 Job Corps.

Applicants who completed a Job Corps training program in electrical construction within two (2) years prior to application, and who obtain a qualifying score on the Aptitude Test.

8.5.6 Pre-Apprenticeship Programs.

8.5.6.1 Individuals who can verify that they have completed a structured pre-apprenticeship training program meeting minimum requirements recognized by the JATC, and sponsored by community outreach groups, the IBEW or NECA, the Local, State, Regional or National Building Trades programs, or by the JATC. These individuals may also qualify for direct entry.

8.5.6.2 Applicants under this method must provide the JATC with appropriate documentation, satisfactory to the JATC, confirming that they meet the specific requirements of the pre-apprenticeship program. This documentation must be comprised of official documents such as: completion/graduation certificates, transcripts, notarized letters of confirmation and sworn statements.

8.5.7 Industry Needs. Applicants who meet unique industry needs or requirements, and who obtain a qualifying score on the Aptitude Test, will qualify for direct interview by the JATC as soon as possible after application submission, and may qualify for direct entry. To qualify under this method, applicants must either:

8.5.7.1 Be in categories for which signatory contractors are required to recruit and hire under project labor agreements ("PLAs"), project stabilization agreements ("PSAs"), and/or other federal, state, or local governmental contracts or agreements, provided that those categories are not defined by Protected Characteristics as defined in the JATC's

EEO/AA Plan (e.g., requirements for veterans, local residents, or disadvantaged workers as defined by income or other factors than the Protected Characteristics); or

8.5.7.2 Be located in a geographic area for which there is a high demand that cannot be reasonably served with a sufficient number of apprentices because of the excessive travel distances.

8.6 *Direct Entry*. Applicants who meet the following qualifications will be offered direct entry into the Apprenticeship Program, with certain requirements waived and without being placed on or selected from the ranked list of qualified applicants. These individuals must still meet all post-selection requirements in paragraph 8.7, unless expressly exempted.

8.6.1 New Signatory Employer. An electrical construction employee of a non-signatory employer not qualifying as a Qualified Electrical Worker when the employer becomes a signatory shall be evaluated by the JATC, using consistent, standard, non-discriminatory means and registered at the appropriate period of apprenticeship based on previous work experience and related training.

8.6.1.1 Such applicants must meet the minimum requirements of 8.3.4. Such applicants must also:

8.6.1.1.1 Provide official, undisputable documentation to show that they were an employee performing electrical construction work prior to and at the time the employer becomes signatory.

8.6.1.1.2 Supply the JATC with required reliable documentation and adequate verification to substantiate previous employment and experience to warrant their registration.

8.6.2 30% Cards. An individual who signs an authorization card during an organizing effort, where 30% or more of the employees have signed authorization cards, whether or not the employer becomes signatory, and is an employee of the non-signatory electrical contractor and does not qualify as a Qualified Electrical Worker, shall be evaluated by the JATC, using consistent, standard, non-discriminatory means and registered at the appropriate period of apprenticeship based on previous work experience and related training.

8.6.2.1 All employees of the non-signatory electrical contractor must have been offered the opportunity to sign authorization cards.

8.6.2.2 For such applicants to be considered, they must meet the minimum requirements of 8.3.4. Such applicants must also:

8.6.2.2.1 Have previous work experience (with non-participation employer(s)) that warrants some OJT credit, based on the provisions of these Standards, provide reliable documentation and adequate verification (which shall be recorded and securely filed in the applicant's file) to substantiate previous employment and experience, in order to qualify for direct entry under this provision.

8.6.2.2.2 Provide official documentation to show length of employment with present electrical employer and all other previous electrical employers.

8.6.3 Transfer of Apprenticeship.

8.6.3.1 A registered apprentice who wishes to transfer an Apprenticeship Agreement between two local IBEW/NECA JATCs having registered inside apprenticeship programs. This is a method of direct entry.

8.6.3.2 In order to transfer an apprenticeship agreement between two local IBEW/NECA JATCs having a registered inside apprenticeship program, the following requirements must be met. The apprentice must submit a written request for transfer, describing in detail the needs and reasons upon which the request is based.

8.6.3.3 The apprentice's sponsoring JATC must agree to the transfer, acting on behalf of the official program sponsors for the IBEW and NECA.

8.6.3.4 The receiving JATC must agree to accept the transfer, acting on behalf of the official program sponsors for the IBEW and NECA.

8.6.3.5 The receiving JATC shall have complete access to all apprenticeship records pertaining to the transferring apprentice.

8.6.3.6 The transferring apprentice must:

8.6.3.6.1 Complete an Application.

8.6.3.6.2 Provide to the JATC official documentation pertaining to their participation in the apprenticeship program they are transferring from. An official copy of all records established with the sponsoring JATC (including a copy of the application form and the apprenticeship agreement – properly registered with the Registration Agency) and other information submitted shall be provided to the receiving JATC.

8.6.3.6.3 The receiving JATC will examine all documentation submitted before granting permission to transfer. All such records shall become part of the receiving JATC's permanent files.

8.6.3.6.4 Upon being accepted by the receiving JATC, have their existing apprenticeship agreement terminated and have registration proceedings initiated immediately by the receiving JATC and the appropriate Registration Agency. The Registration Agency will be provided with all documentation necessary and/or required to verify that the transfer is justifiable.

8.6.3.7 The apprentice will receive full credit for probationary time previously served. No plan assets will be transferred between the plans to cover the cost of the apprentice's education.

8.6.4 Other Means.

8.6.4.1 Individuals who qualify under 8.5.1.3 two years military electrical experience, 8.5.2.2 4,000 hours, 8.5.3 Interim Credential, 8.5.6 pre-apprenticeship, or 8.5.7 industry needs, may qualify for direct entry, after interview based upon standard, non-discriminatory

8.6.4.2 evaluation factors (e.g., top 50% of class ranking for those with Interim Credentials, a defined cut-off or pass/fail score on knowledge-based tests or skills-based tests or other exams, or a pass/fail interview).

8.6.4.3 The JATC may, in its discretion, determine that due to industry needs, individuals in one or more categories under 8.5 will be offered direct entry rather than direct interview for a period of time.

8.6.4.4 Decisions to permit direct entry under these options, and for what period of time, should be recorded in the Minutes of the Committee and publicized through the Notice of Apprenticeship Opportunity, prior to each period of application and interviews.

8.6.4.5 A decision to permit direct entry instead of direct interview must be made before or promptly after an interview before interviewees are placed on the ranked list. Once an applicant is placed on the ranked list, their status cannot be changed to Direct Entry.

8.7 *Post-Selection Requirements*. All selected applicants (including those admitted through direct entry) must meet the following minimum requirements at the time indicated in these Selection Procedures, typically after a conditional offer is made and prior to registration.

8.7.1 Provide any remaining documentation required to complete the selection process.

8.7.2 Not be disqualified as a result of information obtained by the JATC during the selection process, including interviews, verification of information, reference checks or other information made available to the JATC prior to registration.

8.7.3 Pass all required drug-screen tests. The cost of the tests is borne by the JATC. If the applicant fails any pre-registration drug test, refuses to take any pre-registration drug test, or has insufficient hair or urine for any pre-registered drug test, each of which constitutes a failed pre-registered drug test, the conditional offer will be revoked.

8.7.4 Attend and successfully complete the JATC's Orientation. Applicants will not be paid for the time they attend this program. The JATC's conditional offer may be rescinded if the applicant demonstrates in any way that he or she is unlikely to be successful in the apprenticeship program, (e.g., inability to learn or employ appropriate safety skills, poor attendance or tardiness, or failing to demonstrate the physical abilities required).

9. Selection and Placement

Selection of Applicants will be done under the Selection Procedures (Appendix A). Applicants placed on the ranked list shall remain active for one (1) calendar year from the date of interview, subject to exceptions.

10. Credit for On-The-Job Skill Acquisition and Previous Related Training

10.1 Every applicant who qualifies for Direct Interview or Direct Entry, and who is subsequently registered, will be evaluated by the JATC to determine, using standard means of evaluation, if OJT and/or related instruction credit will be awarded for previous training and experience.

10.2 Qualified applicants interviewed and selected for apprenticeship under these Standards who have previously completed another IBEW/NECA apprenticeship will be awarded a minimum of three thousand, five hundred (3,500) hours of OJT credit. Such individuals will be properly evaluated by the JATC and placed in the appropriate year of related training.

10.3 Qualified applicants selected for registration who have the *electrical training ALLIANCE* Interim Credential may be placed in Second Year related instruction if the Interim Credential was received within three (3) years of the date of registration.

10.4 Other applicants selected for registration who have previous knowledge and skill acquisition in the electrical construction industry can ask for and have such work and job experience

evaluated by the JATC prior to signing an Apprenticeship Agreement. The apprentice cannot request an evaluation of past experience after signing.

10.5 Where such experience warrants, the JATC can place the apprentice in the appropriate period with the commensurate wages as determined by the JATC. The JATC will use consistent and equal ways and means for measuring and evaluating individuals to determine how much credit to award, for both OJT and related training. Hours of OJT credit awarded, and related instruction placement are independent of one another. Those awarded OJT credit and assigned to the appropriate pay period classification may be given additional time to successfully complete related instructional requirements.

10.6 Advanced standing is subject to review throughout the probationary period. During this time, OJT and classroom performance will be evaluated to determine if any readjustment concerning OJT or related training status is warranted, including re-evaluation and reassignment of apprenticeship period and level of related instruction, as the JATC determines.

11. The Apprenticeship Agreement

11.1 Before being employed as an apprentice or enrolled in related instruction classes, the selected applicant must sign an Apprenticeship Agreement with the JATC. The Apprenticeship Agreement will be submitted to the Registration Agency for approval if required. The Standards and the JATC's Policies and Procedures (as they may be amended) shall be considered a part of the Apprenticeship Agreement.

11.2 Prior to signing the Apprenticeship Agreement, each selected applicant shall be given an opportunity to read and review the Standards, the JATC's Rules and Policies, the Apprenticeship Agreement, and the section of the CBA that pertains to apprenticeship. Selected applicants shall sign an acknowledgement that they have reviewed the documents and willing to abide by them.

11.3 The JATC and the Apprentice shall sign the Apprenticeship Agreement, and each receive a signed copy. The JATC shall follow the procedures of the Registration Agency regarding the submission of the Apprenticeship Agreement (e.g., through RAPIDS for DOL states, number of signed originals).

12. Probationary Period

12.1 The first 2,000 hours of OJT, and satisfactory performance in related classroom training during such time, shall constitute the probationary period. During the probationary period, the JATC shall make a thorough review of the apprentice's ability and development.

12.2 Prior to the end of the probationary period, the JATC will decide whether to end the probation, extend the probation or cancel the Apprenticeship Agreement. If the Registration Agency so requires, the Registration Agency shall be notified of cancellations or extensions.

12.3 During the probationary period, the JATC may extend the probation up to the maximum, or cancel the apprenticeship agreement, without the formality of a hearing and at the discretion of the JATC, so long as the JATC is acting in a non-discriminatory manner. Apprentices whose agreements are cancelled during the probationary period have no appeal rights other than those provided in the EEO/AA Plan.

13. Related Instruction

13.1 Each apprentice shall be required to participate in non-compensable related instruction away from the job as specified below.

13.2 Topics to be studied (completed) as part of the required *electrical training ALLIANCE* curriculum shall include, but not be limited to those listed below. The order of presentation and/or year of presentation may change from time to time.

FIRST YEAR – 180 HOURS MINIMUM
Codes and Standards
Electrical Theory
Industry Orientation
Installation Applications
Jobsite Skills and Practices
Safety Awareness

SECOND YEAR – 180 HOURS MINIMUM
Codes and Standards
Construction Documentation
Electrical Equipment
Electrical Theory
Industry Orientation
Installation Applications
Safety Awareness

THIRD YEAR – 180 HOURS MINIMUM (108 HOURS CORE MINIMUM AND 72 HOURS ADVANCED MINIMUM)
Codes and Standards
Construction Documentation
Construction Leadership
Electrical Systems
Electrical Theory
Safe Material and Equipment Handling
Safety Awareness

FOURTH YEAR – 180 HOURS MINIMUM (72 HOURS CORE MINIMUM AND 108 HOURS ADVANCED MINIMUM)
Codes and Standards
Construction Documentation
Electrical Control Systems
Electrical Systems
Electrical Equipment
Safety Awareness

FIFTH YEAR – 180 HOURS MINIMUM (72 HOURS CORE MINIMUM AND 108 HOURS ADVANCED MINIMUM)
Codes and Standards
Electrical Control Systems

Electrical Equipment
Industry Orientation
Jobsite Skills and Practices
Safety Awareness

ADVANCED TOPICS
THIRD YEAR – 72 HOURS MINIMUM, FOURTH YEAR – 108 HOURS MINIMUM, FIFTH YEAR – 108 HOURS MINIMUM
Advanced Codes and Standards
Advanced Construction Documentation
Advanced Construction Leadership
Advanced Distributed Generation
Advanced Communications Systems
Advanced Control Systems
Advanced Electrical Equipment
Advanced Electrical Systems
Advanced Limited Energy Systems
Advanced Safety Awareness
Advanced Theory

13.3 The time spent in related classroom instruction, which may include blended learning, shall be in addition to the required minimum hours of OJT. The minimum number of classroom hours per year may change from time to time in order to meet training needs. Such changes must be properly approved by the Registration Agency.

13.4 The JATC shall secure competent instructors whose knowledge, experience, and ability to teach shall be carefully examined and monitored. The instructors shall take the teacher training courses made available from the *electrical training ALLIANCE* (or state required equivalent) through attendance, participation and working towards completion of the Industry's Four-Year National Training Institute Teacher-Training program.

13.5 The JATC shall secure the instructional aids and equipment it deems necessary to provide quality instruction.

13.6 The instructors shall administer or oversee *electrical training ALLIANCE* standardized tests in a timely manner. Such tests shall be evaluated, scored, and reviewed with the class. If tests are not administered electronically, the instructor shall ensure that all tests and materials are collected and provided to the JATC.

13.7 The JATC shall monitor the apprentice's performance in related training and take appropriate action to encourage improvement where warranted. JATCs will require performance reports to be filed on a regular basis by each instructor, evaluating the apprentice's related instructional training performance. Such reports shall be maintained by the JATC as part of its official file for each apprentice, providing an accumulative record of performance in related training.

13.8 The JATC shall inform each graduating apprentice of availability of college credit through the *electrical training ALLIANCE*'s College Credit Program with the American Council on Education ("ACE"), and any Continuing Education Units ("CEUs") that may be available.

13.9 Certain related instruction may be provided online, rather than in a traditional classroom or laboratory setting. If an apprentice is required to attend related instruction online, the apprentice

must have access to the Internet via a computer and must complete all online assignments and the total required hours of each session in the allotted amount of time. The computer will not be provided by the apprenticeship program and the Internet access fees will not be paid by the apprenticeship program.

14. Safety and Health Training

14.1 The Employers are responsible for instructing apprentices in safe and healthful work practices and shall ensure that the apprentice is trained in facilities and other environments that are in compliance with either the Occupational Safety and Health Act standards promulgated by DOL or State or local standards that have been found to be at least as effective as the Federal standards.

14.2 The JATC shall see that all apprentices complete CPR/First Aid training during their probationary period. The JATC shall also attempt to see that graduates of its apprenticeship program possess a current CPR/First Aid card. NOTE: This training requires additional classroom hours.

14.3 The JATC shall see that each apprentice successfully completes the *electrical training ALLIANCE*, OSHA approved, Ten-Hour Construction Safety course, before beginning the Second-Year of related instructional training. NOTE: This training requires additional classroom hours.

15. Hours of Work; Assignments

15.1. The apprentice shall work the hours that are specified in the local CBA or such hours that are set by an Employer consistent with the CBA. The current hours of work shall be included in the Policies and Procedures. The apprentice's work shall not interfere with attending related instructional classes.

15.2. The JATC shall maintain a standard procedure for assignment of apprentices and endeavor to ensure continuous employment for all apprentices, and adequate training and experience in all work process as described in Section 16. The JATC shall make all OJT assignments and reassignments consistent with the CBA. In order to achieve these objectives an apprentice may be transferred or reassigned to another participating employer as determined by the JATC in its discretion.

15.3. In the event that the JATC is unable to provide an eligible apprentice with an OJT assignment, apprentices may seek temporary employment outside of the electrical construction industry. Regardless of employment status, apprentices must continue to report for their regularly scheduled related instructional classes. Apprentices shall remain at all times subject to immediate call by the JATC for an OJT assignment given by the JATC. Under no circumstances shall a participating employer be denied the assignment of an apprentice due to an apprentice temporarily working outside the CBA. Failure to immediately comply with instructions to return to the JATC for an OJT assignment may result in cancellation of the apprentice's apprenticeship agreement.

15.4. The JATC may assist apprentices in seeking temporary employment by providing access to resources, establishing connections with local employers or other methods.

16. Work Experience

16.1 In order to provide for the development of the necessary occupational skills in the various work processes, the JATC shall attempt to provide the apprentice with OJT in the following categories, as job training assignments permit. These estimates are not minimum requirements for proficiency. Some job assignments may relate to more than one work process.

INSIDE QUALIFIED ELECTRICAL WORKER
(Existing Title: Electrician)
O*NET-SOC CODE: 47-2111.00
RAPIDS CODE: 0159

WORK PROCESS	APPROX. HOURS OJT
PROJECT LAYOUT AND PLANNING Reading and interpreting blueprints and specifications Coordination between crafts, engineers, and architects Layout feeders, risers, and branch circuits	200
UNDERGROUND INSTALLATIONS Trenching and ditch digging Direct burial Installing PVC/Rigid conduit Installing grounding electrode systems	500
THINWALL CONDUIT RACEWAY SYSTEMS Fastening and supporting devices Conduit fabrication Installation of conduit, fittings, and boxes	1200
RIGID CONDUIT RACEWAY SYSTEMS Fastening and supporting devices Bender setup Conduit fabrication Installation of conduit, fittings, and boxes	800
INSTALLING SERVICES, SWITCHBOARDS AND PANELS Mounting devices Breaker installation Terminations	500
FLOOR DUCT INSTALLATION Transit/grade establishment Installing duct and fittings Core drilling and outlet installation	200
MOTOR CONTROL CENTER INSTALLATION Rigging and mounting Terminating feeders, branch circuits and control wiring	100

INSTALLING, SPLICING & TERMINATING WIRES AND CABLES	1200
Establishing temporary power	
Feeders and branch circuits	
Control wiring	
Splices, taps and terminations	
CABLE TRAY INSTALLATION	300
Fabrication	
Installing support devices	
Installing cable tray and covers	
LIGHTING SYSTEM INSTALLATION	1000
Installing outlet boxes and conductors	
Installing fixtures	
Control devices	
TESTING AND TROUBLESHOOTING FEEDERS, MOTORS, AND BRANCH CIRCUITS	100
Checking circuit continuity	
Identifying fault current to ground	
Meggering and Hi Potting	
Certifying system operations	
Repair and maintenance	
Ground verification	
FIRE ALARM INSTALLATION	300
Blueprint and specification interpretation	
Layout and circuit installation	
Control panel and device installation	
Programming and testing	
MOTOR INSTALLATION	400
Rigging and setting	
Alignment	
Circuiting and Terminations	
Testing	
CONTROL SYSTEM INSTALLATION	200
Blueprint and specification interpretation	
Layout and circuit installation	
Distributed control	
INSTALLING AND PROGRAMMING PROGRAMMABLE LOGIC CONTROLLERS	100
Module installation	
Control wiring and devices	
Programming	
INSTALLING INSTRUMENTATION AND PROCESS CONTROL SYSTEMS	100
Blueprint and specification interpretation	
Layout and installation	

Calibration	
SECURITY SYSTEM INSTALLATION Blueprint and specification interpretation Layout Box and circuit installation Termination Testing	100
INSTALLING SOUND AND COMMUNICATION SYSTEMS Blueprint and specification interpretation Layout Conduit and box installation Installing panels and network Circuit installation Terminations and testing	150
INSTALLING AND TERMINATING TRANSFORMERS Rigging and mounting Primary and secondary terminations Testing and troubleshooting	100
INSTALLING FIBER OPTIC CABLE Equipment layout Installing cable Polishing and terminating Testing and verifying	100
ALTERNATIVE ENERGY SOURCES (SOLAR, WIND, FUEL CELL, ETC.) Blueprint and specification interpretation Layout and installation Testing, verifying, and troubleshooting	250
WELDING AND BRAZING Machine setup Fabrication Welding, grinding, and finishing	50
SERVICE AND TROUBLESHOOTING Testing and analysis and repair of: motors, transformers, electrical devices, electronic devices, magnetic devices, lighting and power circuits, equipment and machinery, control circuits and devices	100
MATERIAL HANDLING AND PRE-FABRICATION Material/equipment awareness Fabricating for field installation	150
SAFETY AWARENESS & OTHER SPECIALIZED AREAS	200
TOTAL MINIMUM HOURS OF OJT	8,000

16.4 The JATC shall require each apprentice to submit a work report on a monthly basis. Such reports shall be maintained by the JATC as part of its official file for each apprentice. The JATC shall use reports and other evaluations and records to provide an accumulative OJT record of experience in the various work processes for each apprentice.

16.5 All OJT work shall be performed under the supervision of a Qualified Electrical Worker. Supervision will not be of such nature as to prevent the development of responsibility and initiative. Work may be laid out by an Employer's designated supervisor based on the apprentice's skills and ability to perform the job tasks, after which the apprentice shall be permitted to perform job tasks in order to develop job skills and industry competencies.

16.6 Apprentices with a minimum of 6,500 hours of OJT who have successfully completed the Fourth Year of related instruction, may be permitted to perform electrical construction work without the direct supervision of a Qualified Electrical Worker as follows: while the apprentice's supervising Qualified Electrical Worker must be present on the job site, and the apprentice should not be the first worker assigned to the job, such apprentice may be assigned to independently perform job tasks at the job site consistent with the apprentice's skills, knowledge, and ability to perform the work as determined by the Employer.

16.7 An apprentice shall not supervise the work of any other apprentice or workers of any other classification.

17. Number of Apprentices: The Ratio

The numeric ratio of apprentices to QEWs, consistent with proper supervision, training, safety, and continuity of employment, shall be specified in CBAs applicable to these Standards and must be expressed numerically. The ratio for the Alameda County Electrical Joint Apprenticeship and Training Committee as per the CBA is (2) apprentices to (3) QEWs.

18. Temporary Training Opportunities

Apprentices may be permitted to receive OJT and related training on a temporary basis with another IBEW/NECA JATC, provided that the apprentice, both the JATCs and their respective Local Unions and Local Chapters agree on such assignment. Before apprentices are given a temporary OJT assignment, they must supply the host JATC with an official copy of their apprenticeship agreement, clearly indicating that it has been properly registered with the applicable Registration Agency. Apprentices shall remain subject to reassignment by the JATC with whom they are registered. Failure to immediately comply with such instruction to return to the JATC with whom they are registered may result in the cancellation of the apprentice's apprenticeship agreement; in which case, the apprentice would no longer be employable under the CBA in any jurisdiction.

19. Advancement of Apprentices

19.1 Every two months during the first year of apprenticeship, and at least yearly thereafter, the JATC shall examine the progress of the apprentice on the job and in related instruction, based on apprenticeship evaluation completed by an Employer and other available information. The JATC shall also receive a monthly OJT training report from each Employer showing the experience and training in the various work processes acquired by the apprentice and evaluating the apprentice.

19.2 The JATC shall evaluate the apprentice's overall performance and accomplishments at the end of each period. Action must be taken on each apprentice to approve advancement, extend present rating for a specified probationary period, or cancel the apprenticeship agreement, with due notice to the apprentice and a reasonable opportunity for corrective action. Proper documentation shall be maintained of all action taken by the JATC.

20. Cancellation or Resignation of Apprenticeship Agreement

20.1 An Apprenticeship Agreement may be canceled at the request of the apprentice at any time.

20.2 An Apprenticeship Agreement may be suspended for a specified period of time, canceled, or terminated by the JATC for good cause, with due notice to the apprentice and, in appropriate circumstances, a reasonable opportunity for corrective action. Written notice shall be provided to the apprentice and to the Registration Agency (if required).

20.3 Individuals who have been suspended or terminated from apprenticeship shall not be assigned by the JATC in any capacity. Suspended or terminated apprentices are not eligible to participate in any related training activities and, as per the CBA, they are not eligible for any job assignments under the CBA unless the JATC has determined that the individual is eligible for a change to another classification recognized in the CBA.

20.4 When an apprentice's Apprenticeship Agreement is terminated before satisfactory completion of their apprenticeship, the resulting vacancy may be filled by selecting and registering the next individual from the current eligibility list; provided all registered apprentices who are available for OJT assignments are so assigned. In the event that related instructional training classes are not available in the immediate future, the individual(s) registered shall begin informational/awareness classes just as soon as possible. These courses may include topics such as: Industry Awareness, Communications, Productivity, Marketing, CPR, Tech Math, Safety Awareness, and General Orientation.

21. Complaint Procedures

21.1 The JATC shall have full authority and responsibility to review and shall seek to resolve all issues and/or disputes pertaining to all apprenticeship and training matters. The JATC shall hear and consider all complaints of violations concerning the Apprenticeship Agreement and the Standards, and shall make such rulings, as it deems necessary and appropriate in its discretion. Apprentices have the right to request an appearance before the JATC concerning specific issues or matters dealing with their apprenticeship agreement. Such requests must be in writing. The JATC shall adopt a formal Complaint Procedures as part of its Policies and Procedures. Apprentices and applicants have no right to representation by an attorney or others during JATC investigations and meetings, unless otherwise provided in the Policies and Procedures.

21.2 Any apprentice or applicant for apprenticeship who believes they have been subject to discrimination in violation of the EEO/AA Plan or federal, state, or local law has the right to file an internal complaint with the JATC and rights to file external complaints with the U.S. Department of Labor, EEOC, and/or applicable state or local agencies. See EEO/AA Plan.

21.3 All applicants and apprentices have the right to file complaints regarding any issue with the Registration Agency. Applicants and apprentices will be provided with a copy of the Notice of Rights. See EEO/AA Plan.

21.4 All apprentices have the right to seek resolution through the applicable Grievance and Arbitration Articles of the CBA for issues arising on the job: wages, hours, working conditions, and other issues covered by the CBA. Apprentices should first provide notice to the JATC.

21.5 A Local Union receiving a grievance from or about an apprentice shall notify and involve the JATC, which has the primary responsibility for apprentices under Article V of the standard Inside Agreement.

22. Certification of Completion

22.1 Upon satisfactory completion of the *electrical training ALLIANCE*'s Five-Year course of study and accumulation of a minimum of 8,000 hours of OJT, the JATC will certify to the sponsoring parties, to the *electrical training ALLIANCE* and to the Registration Agency that the apprentice has satisfied the requirements of his or her apprenticeship agreement.

22.2 The JATC will present each completing apprentice with a Certificate of Completion issued by the *electrical training ALLIANCE*. The JATC shall request a Completion Certificate from the *electrical training ALLIANCE* for every individual completing the apprenticeship program. Each Certificate shall be approved and signed by the officers of the JATC. The JATC shall submit a signed request for a Certificate of Completion of Apprenticeship to the Registration Agency.

22.3 The JATC shall notify the IBEW Local Union of the date of each satisfactory completion, allowing the Local Union to reclassify the individual as per IBEW By-Laws, rules, and policies. The JATC will likewise notify the graduating apprentice's current Employer and the NECA Chapter.

23. Program Deregistration

This Program may be deregistered upon the voluntary action of both the Local Union and the Local Chapter through their request to the Registration Agency for cancellation of the registration. The program may also be deregistered for reasonable causes by the Registration Agency, in accordance with its formal deregistration proceedings.

Upon deregistration or voluntary cancellation of the program, the JATC will inform each apprentice within 15 days of the deregistration or cancellation and the effect of such action. This notification will conform to the requirements of Title 29, Code of Federal Regulations, Part 29.8 and any applicable State or local regulations.

24. Maintenance of Records

The JATC shall maintain records as required by law.

25. Collective Bargaining Agreement

Nothing in these Standards or in any apprenticeship agreement will operate to invalidate:

25.1 Any apprenticeship provision in any collective bargaining agreement between employer and employees establishing higher apprenticeship standards; or,

25.2 Any special provision for veterans, minorities or women in the Standards, apprentice qualifications or operation of the program, or in the apprenticeship agreement, which is not otherwise prohibited by law, Executive Order, or authorized regulation.

26. Conformance with Federal Law and Regulations

No Section of these Standards of Apprenticeship shall be construed as permitting violation of any Federal Law or Regulation.

APPENDIX A

Apprenticeship Selection Procedures

27. Procedures for Processing Applications and Selecting Apprentices

The JATC has adopted the following Selection Procedures for its Apprenticeship Program. These procedures shall be uniformly maintained and consistently applied to all individuals interested in the Apprenticeship Program.

27.1 Application Availability.

27.1.1 The JATC accepts applications in the time and manner indicated below.

METHOD A – Year-Round **Quarterly** Application

The JATC will make applications available **online, once per quarter of the calendar year. The application window will be open for no less than fourteen (14) calendar days, excluding Holidays.**

27.1.2 The JATC will notify the Registration Agency and other appropriate parties (including recognized outreach and affirmative action groups), as indicated in the JATC's EEO/AA Plan, informing them of its year-round application procedure – including the nature of apprenticeship, requirements for admission to apprenticeship, availability of apprenticeship opportunities, how to access apprenticeship applications, and the JATC's EEO/AA policies.

27.1.3 The JATC has discretion to determine how often interviews will be conducted, and this may change during the year based upon industry needs. If a fixed interview schedule is established (e.g., monthly, quarterly, or semi-annually), the JATC will notify the Registration Agency of the dates as part of its semi-annual notice. If the JATC decides to interview on an as needed basis, the Registration agency will be notified of the scheduled interviews a minimum of thirty (30) days prior to the first interview date. Interviews shall be conducted in accordance with the notification supplied to the Registration Agency.

The JATC will interview on the following basis: Quarterly

27.2 General Rules Concerning Applications and Record Keeping

27.2.1 The JATC will use the Application and any related forms approved by the *electrical training ALLIANCE*.

27.2.2 Application forms will be issued and accepted electronically, or in accordance with the procedure adopted by the JATC indicated in Section 27.4.

27.2.3 Everyone expressing an interest in making application with the JATC will be provided access to and/or issued an application form during the application period. The application must conform so no one will be denied a right to apply, even if there is a question about their ability to meet minimum qualifications.

27.2.4 The JATC shall provide reasonable accommodations during the application process to individuals with disabilities who request them. The JATC's procedures for requests for accommodation are contained in its Policies and Procedures.

27.2.5 An Application Record in the computer database will be maintained by the JATC to show the status of each applicant.

27.2.6 No member of the JATC, or any employee of the JATC, shall reveal or discuss any information pertaining to any applicant except during the applicable meetings of the JATC or to members of the JATC staff involved in the application process.

27.2.7 All application forms and all related information and documents pertaining to applicants, including all correspondence sent to applicants by mail or electronically, are the property of the JATC and shall be considered confidential proprietary information. Records shall be maintained as required by the Registration Agency and by law.

27.3 Qualifications for Applicants

The various methods under which an applicant may qualify for entry into the ranked pool, Direct Interview or Direct Entry are detailed in the Standards. These must be summarized in the Notice of Apprenticeship Opportunity.

27.4 Application Process

27.4.1 Application.

27.4.1.1 A written description of the basic requirements shall be included in the Notice of Apprenticeship Opportunity, must be posted electronically and must be available at the JATC office.

27.4.1.2 The JATC shall collect and maintain information on individuals requesting access to applications. The JATC may establish procedures to follow-up with those expressing interest as part of its recruitment efforts.

27.4.1.3 The applicant will be provided electronic access or in paper format to an application and the voluntary self-identification forms. Applicants must submit the application; resumes or similar documents will not be accepted in lieu of the application.

27.4.1.4 As each application is received, the JATC shall ensure that it receives a unique serial number for that applicant. The applicant's name, date of the application, and serial number of the application will then be included in the Application Record computer database.

27.4.2 Information to be Provided to and Received from Applicants.

27.4.2.1 The following information must be provided to each applicant either online or within a reasonable time of not more than ten (10) business days after the Application is received. If permitted by the Registration Agency, this information may be provided in paper or electronic formats, and transmitted to applicants in person, mail, by electronic means and/or by a link to the JATC's website or another online site.

27.4.2.1.1 A list of the Basic Qualifications required to enter the pool of eligible applicants.

27.4.2.1.2 A copy of the Standards (including the EEO/AA Plan and Selection Procedures), and the JATC's Policies and Procedures.

27.4.2.1.3 Specific information pertaining to the apprenticeship program, noting the geographical area of the jurisdiction, the periods of apprenticeship and the wages provided for each period. The applicant's attention will also be called to the work processes in the Standards and the apprentice's obligations and requirements to participate in, and complete, related instruction. The JATC may, but is not required to, highlight any other key requirements from the JATC's Policies and Procedures.

27.4.2.1.4 A list of things the applicant must do, and items they must provide, in order to qualify for an interview with the JATC. This document will inform the applicant if they are required to take the Aptitude Test to qualify for the interview, and that qualified applicants are interviewed in the order in which they complete their application by provide all required documents and transcripts.

27.4.2.1.5 A list of information they may have to provide as part of the application process, and post-selection requirements that they will have to meet if they are selected from the list or through Direct Entry and are given a conditional offer of indenture, as provided in the Standards. This information will be available for review when getting access to an application, and again when invited to the interview. Note: All items listed in 27.4.2 will be made available on the website, the link address to these documents will be provided on the Application. Receipt given to all applicants as application is turned into the JATC office.

27.4.2.2 Applicants will be informed that they have (10) business days to provide all transcripts, and any other documentation required by the JATC, to qualify for an interview.

27.4.2.3 Applicants will be informed of optional information that they are permitted to provide and information that the JATC will or may obtain and use. This list will be available for review when getting access to an application, and again when invited to the interview.

27.4.3 Processing Applications.

27.4.3.1 As applicant information is received, the JATC will record dates and other pertinent information in the Application Record computer database. When all information and documentation is complete, the date of receipt of the last required information will be recorded in the Application Record computer database in the completion column.

27.4.3.2 If an applicant fails to provide all required documentation by the cut-off date, the column indicated "Application Not Completed" will be checked in the Application Record computer database.

27.5 Testing and Interview Process

27.5.1 Aptitude Test

The JATC will schedule all qualified applicants (other than those entitled to Direct Interview or Direct Entry) for the properly validated aptitude test required by the JATC and approved by the *electrical training ALLIANCE*. The applicant will be notified in writing as to the time, place, and date they are to complete the aptitude test. The applicant's aptitude test results will be entered into the Application Record. Aptitude Test scores will not be shared with the interview committee. The Aptitude Test scores should not be shared with the applicant, only pass/fail.

27.5.2 Scheduling for Interviews

27.5.2.1 After all transcripts, materials, and aptitude test results (if applicable) are received, the JATC will review the documents to determine if the applicant qualifies for an interview based on the qualifications outline in the Standards. If the applicant does not qualify for an interview with the JATC, the applicant will be so notified. The Application Record will note that the applicant was "Not Qualified for Apprenticeship" and the date the letter was sent.

27.5.2.2 The JATC will schedule interviews as indicated in Section 1. The JATC will interview all applicants who qualify for an interview and report for the interview as scheduled. The applicants will be interviewed in order based upon the date and time their application process was complete.

27.5.2.3 The list of applicants to be interviewed may be broken into smaller groups if more than one interview session is to be scheduled. Interview sessions will be scheduled to allow for the interviewing of all applicants who qualify for an interview.

27.5.3 Conduct of Interview

27.5.3.1 Interviews will be conducted in accordance with the interview forms and procedures developed by the *electrical training ALLIANCE*.

27.5.3.2 Unless an applicant is referred to the JATC due to potential disqualifying factor upon completing all scheduled interview sessions, all interviewed applicants will be notified that they shall remain on the active list, subject to selection, for a period of one (1) year from the date of their interview. This notification shall indicate that on the anniversary date, their eligibility shall expire.

27.6 Disqualification

Prior to, during or after the interview, and prior to registration, the JATC may learn of information that may disqualify the applicant or render them unable to meet the requirements of the program. The JATC or its designee shall discuss those issues with the applicant, provide the applicant with an opportunity to explain and, where appropriate, obtain relevant documentation. If the applicant does not voluntarily withdraw his or her application, the applicant may be referred to the JATC for a decision on whether the applicant should be disqualified and not placed on the active list or should be removed from the list.

27.7 Re-Interview Process

27.7.1 If after a minimum of ninety (90) days from the date of their most recent interview with the JATC, an applicant has gained at least 450 hours of documented work experience in

the electrical construction industry or has successfully completed two (2) or more post-secondary, industry related classes, the applicant is eligible to make a request to be re-interviewed by the JATC by completing the JATC's Re-Interview Request Form. Examples of related classes include Algebra II, Trigonometry, Advanced Math, Physical Sciences, Physics, Chemistry, Industrial Arts, Mechanical Drawing/Drafting, Computer Literacy/Programming, Related Vocational/Technical Courses.

27.7.2 The JATC is not obligated to grant a re-interview to an applicant where the factors on which the score was based would not be affected by additional experience or education. The JATC will respond to the request in a timely manner.

27.8 Ranking and Selection

27.8.1 The JATC will place all individuals currently active on the list in ranked order. The ranked list will identify each individual's: rank, name, application number, date of interview, score to three decimal places, and eligibility expiration date. A current copy of the complete ranked list will be filed with the Registration Agency prior to selection and registration to any individual entering the apprenticeship program through the standard selection process.

27.8.2 When new interviews are scheduled and completed, the JATC will add the newly interviewed applicants to its existing ranked list of applicants. Whenever a new ranking list is created, a copy will be provided to the Registration Agency.

27.8.3 The number of new apprentices to be selected, at any time, will be determined by the JATC, based on industry needs and the JATC's ability to provide training.

27.8.4 Selection of individuals from the list of interviewed applicants will not be done until all pre-scheduled interview sessions are completed. The Registration Agency shall be promptly notified of all individuals entering the apprenticeship program through any means of entry.

27.8.5 The actual selection of individuals will be made by using the current ranked list, starting with the top score, and continuing on, in descending order, until the desired number of accepted applicants has been reached. The only individuals who may be registered ahead of those on the current ranked list are those entering through approved direct entry methods, including transfer, and organizing procedures. Selection from the current ranked list must be the highest on the list; the JATC cannot skip over individuals.

27.8.6 All selected applicants will be notified in writing of the JATC's offer of apprenticeship. The offer will be conditioned on completion of any required post-selection steps set out in the Standards and will note which conditions apply.

27.8.7 Once applicants are interviewed and placed on the ranked list, they shall remain active and subject to selection, for a period of one (1) calendar year from the date of interview, unless they decline an offer, request to be removed from the list, fail to meet post-selection requirements, or they are approved for a re-interview.

27.8.8 Applicants will be deemed to have requested to be removed from the ranked list and/or declined an offer if they (i) fail to notify the JATC of changes in contact information; or (ii) fail to promptly respond to communication from the JATC, including offers.

27.8.9 All selected applicants (including direct entry) must provide any remaining documentation required to complete their applications process and satisfy all post-selection requirements in the Standards.

27.9 Applicant Appeals Procedure

Any applicant for apprenticeship who believes that he or she has been subjected to discrimination or other unfair treatment during the selection process on the basis of any protected category may file a complaint of discrimination using the JATC's internal Complaint Procedure set out in the JATC's Standards and EEO/AA Plan.

APPENDIX B

Equal Employment Opportunity Policy and Affirmative Action Plan

Preface

The *electrical training ALLIANCE* and the JATC adopting this EEO/AA Plan are committed to the concept and practice of Equal Employment Opportunity and Affirmative Action in all aspects of its apprenticeship programs and services. No apprentice or applicant for apprenticeship, or any other participant in JATC programs or services, will be treated differently or otherwise discriminated against on the basis of race, color, religion, national origin, sex (including pregnancy and gender identity), sexual orientation, age (40 or older), genetic information, disability, or other characteristics or conduct protected under applicable state or local laws.

The EEO/AA Plan is intended to comply with, and shall be interpreted consistent with, the affirmative action obligations under 29 C.F.R. Part 30, Title VII of the Civil Rights Act of 1964 (Title VII), the Age Discrimination in Employment Act (ADEA), Title I of the Americans with Disabilities Act (ADA), the Genetic Information Non-Discrimination Act (GINA), and any other federal, state, or local non-discrimination laws applicable to the JATC.

This EEO/AA Plan will remain in effect until the EEO/AA Plan is updated by the *electrical training ALLIANCE*, or until the JATC determines (based on its annual review) that there is a need for modification to ensure greater success in the recruitment, selection and retention of minorities, women, and individuals with disabilities. Any and all changes must be submitted to the *electrical training ALLIANCE* and the Registration Agency for approval before implementation.

28 Part I – General Provisions

28.1 Affirmative Action and Equal Opportunity

National data analyzed by the U.S. Department of Labor (DOL) reflects that in people of diverse race and ethnicity, women and individuals with disabilities have not shared proportionately in the rewards and opportunities within many industries and occupations. DOL determined, in revising the regulations in 29 C.F.R. Part 30, that more aggressive action is needed to attract, select, and retain qualified applicants into apprenticeship programs, including more individuals of diverse race and ethnicity, women, and individuals with disabilities.

The IBEW-NECA segment of the Electrical Construction Industry has vigorously attempted to maintain an open-door application policy regardless of race, color, ethnicity, religion, national origin, sex, age, disability, and other protected characteristics. The JATC will engage in reasonable equal opportunity and affirmative action measures intended to increase the recruitment of qualified

minorities, females, and individuals with disabilities who apply for, are selected, and ultimately become Qualified Electrical Workers.

28.2 Responsibility for Implementation

The coordination of responsibility for implementation of the EEO/AA Plan and any related policies and practices is assigned by the Committee to the Training Director who shall serve as the JATC's EEO/AA Coordinator. The EEO/AA Coordinator has the full resources of and access to JATC, Local Union, and Local Chapter leadership to insure effective implementation. The designation of a responsible person, as required by DOL regulations, does not relieve the Committee from its obligation to ensure compliance with 29 C.F.R. Part 30 and applicable laws, or the effective implementation of this EEO/AA Plan.

The duties and responsibilities of the EEO/AA Coordinator include, but are not limited to:

- Monitoring all registered apprenticeship activity to ensure compliance with the non-discrimination and affirmative action obligations;
- Developing and implementing EEO/AA policies;
- Developing and implementing internal and external communication techniques;
- Identifying potential problem areas;
- Assisting the JATC and others to arrive at solutions to identified problems;
- Serving as liaison between the JATC and enforcement agencies;
- Serving as liaison between the JATC and organizations, community action groups or other entities concerned with employment opportunities for minorities, women, and individuals with disabilities;
- Keeping the JATC, Local Union, and Local Chapter informed of the latest developments in the equal opportunity area;
- Meeting with the NECA Chapter and contractors as appropriate to make certain that the JATC's EEO/AA policies are being followed;
- Maintaining required records;
- Generating and submitting reports as required by the relevant Registration Agency; and,
- Designing and implementing auditing and reporting systems that, on an annual basis (as appropriate) will measure the effectiveness of the EEO/AA Plan, determine the degree to which the JATC's goals and objectives are being attained, and identify any need for remedial action.

28.3 Dissemination of EEO/AA Plan

The JATC will inform all applicants for apprenticeship, apprentices, and individuals who operate or administer any aspect of the registered apprenticeship program, of its commitment to equal opportunity and its affirmative action obligations. At a minimum, the JATC will:

- Publish its Equal Opportunity Pledge in the Apprenticeship Standards and in other relevant publications, such as the JATC's Policies and Procedures; newsletters; recruitment publications and other appropriate publications; other documents disseminated by JATC; or documents that otherwise describe the nature of the sponsorship;

- Post its Equal Opportunity Pledge on its website and bulletin boards, and through electronic media, to ensure that it is accessible to all apprentices and apprenticeship applicants;
- Conduct orientation information sessions for new apprentices, and periodic information sessions for apprentices, JATC staff, instructors and the JATC;
- Provide the EEO/AA Plan to the leadership of the Local Union and NECA Chapter; and,
- Provide copies of the EEO Pledge and other information to participating employers for their employees who are connected with the administration or operation of the apprenticeship program.

28.4 Anti-Harassment Training

As part of its efforts, the JATC will provide periodic anti-harassment training for all apprentices, JATC staff, instructors, and Committee members. This training must be attended in-person or be completed via interactive online training. The training must communicate, at minimum, the following: (a) that harassing conduct will not be tolerated; (b) the definition of harassment and the types of conduct that constitute unlawful harassment on the basis of race, color, religion, national origin, sex, sexual orientation, age (40 or older), genetic information, and disability; and, (c) the right to file a harassment complaint.

The JATC will also take steps, in consultation with the Local NECA Chapter, to ensure that all individuals connected with the administration or operation of the apprenticeship program will receive similar anti-harassment training, including all supervisors and Qualified Electrical Workers who work with apprentices.

28.5 Universal Outreach and Recruitment

The JATC will implement measures to insure that its outreach and recruitment efforts for apprentices extend to all persons available for apprenticeship within the sponsor's relevant recruitment area without regard to race, color, religion, national origin, sex (pregnancy, gender identity), sexual orientation, age (40 or older), genetic information, or disability. These actions are identified in Part III.

28.6 Complaint Procedure

28.6.1 Internal Complaints

All apprentices and applicants for apprenticeship have a right to and are encouraged to report any form of alleged discrimination or harassment that they may encounter in the administration or operation of this apprenticeship program on the basis of race, color, religion, national origin, sex, sexual orientation, age (40 or older), genetic information, disability, or other protected characteristics, or retaliation by the JATC, its staff or instructors, or other apprentices, whether in class, on-the-job or otherwise; or that occurs on-the-job by contractors, Qualified Electrical Workers, or others.

JATC instructors and staff are expected to promptly report to the EEO/AA Coordinator any incident that they observe or learn of that may involve discrimination, harassment, or retaliation in violation of this EEO/AA Plan. Instructors should also act promptly to stop and reprimand any discrimination or harassment that they may observe.

All apprentices are encouraged to report to the EEO/AA Coordinator any incident that they observe or learn of that may involve discrimination, harassment, or retaliation of fellow apprentices in violation of this EEO/AA Plan, whether occurring during related instruction or on-the-job.

All applicants for apprenticeship and all apprentices will be provided with written notice of their right to file a discrimination complaint and the procedures for doing so. Apprentices are not required to use this internal complaint procedure before filing a formal complaint with outside agencies and filing an internal complaint does not limit an apprentice's right to use other complaint procedures.

All complaints regarding discrimination or harassment should be submitted to the EEO/AA Coordinator or an individual designated by the EEO/AA Coordinator or the Training Director. Complaints may be made in writing or orally, and anonymous complaints will be accepted. A complaint of harassment may be made by someone who is not the target of harassment. Complaints should be filed as soon as possible after the alleged discrimination in order to allow prompt investigation. Complaints that are made more than 180 days after the date of the alleged discrimination may be accepted for good cause.

Complaints of discrimination, harassment, or retaliation will be fully investigated. Complaints and information obtained in the course of an investigation will be treated as confidential to the extent consistent with the JATC's obligation under this EEO/AA Plan. The investigation process may vary based upon the nature of the complaint. For example, when alleged harassment occurs on the job, the JATC will typically notify the Employer, which will typically have the right and duty to investigate and take appropriate action. Employers are expected to notify the JATC when an incident on the job involves apprentices.

Any JATC employee or apprentice found to have committed an act of discrimination, harassment, or retaliation will be immediately disciplined. The nature of the discipline imposed will depend on the nature and severity of the misconduct and other factors, up to termination of employment or termination of apprentices from the program.

28.6.2 External Complaints

Any apprentice or applicant for apprenticeship who believes that he or she has been or is being discriminated against on the basis of race, color, religion, national origin, sex, sexual orientation, age (40 or older), genetic information, or disability, with regard to apprenticeship, or who believes he or she has been retaliated against, may, personally or through an authorized representative, file a written complaint with the DOL, EEOC, state or local fair employment practices agency, and/or the state apprenticeship bureau. The JATC has posted and distributed the DOL Notice describing "Your Right to Equal Opportunity" and included this notice on its website. A copy is attached as Exhibit A. The details of other rights are included in the Standards and the Policies and Procedures.

28.7 Invitation to Self-Identify

The JATC is required under federal regulations to analyze its recruitment, selection, and retention as part of its Affirmative Action Plan (See Part III). To assist in this process, the JATC will invite applicants and apprentices to voluntarily self-identify their gender, race, ethnicity, and disability. This will be done at the time and manner permitted by 29 C.F.R. Part 30. The JATC will not compel or coerce any individual to self-identify. All information on self-identification will be kept confidential and used only for statistical analysis and reporting under the EEO/AA Plan. The JATC

may also inquire whether an individual who discloses a disability requires any reasonable accommodations to participate in the apprenticeship program.

The JATC invites applicants and apprentices with disabilities to self-identify by using the appropriate forms as follows:

- When an applicant applies or is considered for apprenticeship, the JATC will provide the applicant with a voluntary form at the same time that it invites the applicant to self-identify with respect to other characteristics.
- At any time after acceptance into the apprenticeship program, but before the individual begins the program, the JATC will provide a copy of the form to each new apprentice.
- The JATC will annually notify all apprentices of their ability to voluntarily self-identify as a person with a disability.
- The JATC will post a copy of the "Voluntary Self-Identification of Disability" form on its intranet in the event the apprentice's status changes and the apprentice would like to self-identify.

The JATC will also note in its records that an apprentice is an individual with a disability when: (i) the disability is obvious; or (ii) when an applicant or apprentice requests accommodation for a physical or mental impairment that meets the definition of a disability under the ADA. Unless the JATC receives information from an apprentice that a disability has ended, the JATC will continue to include in its records that the person has a disability.

28.8 Recordkeeping

As part of its EEO/AA obligations the JATC must collect and maintain records, including but not limited to records relating to:

- Selection for apprenticeship, including applications, tests and test results, interview notes, bases for selection or rejection, and any other records required to be maintained under the Uniform Requirements on Employee Selection Procedures ("UGESP");
- The invitation to self-identify as an individual with a disability;
- Information relative to the operation of the apprenticeship program, including but not limited to job assignments in all components of the occupation, promotion, demotion, transfer, layoff, termination, rates of pay, other forms of compensation, conditions of work, hours of work, hours of training provided;
- Any other records relevant to EEO complaints filed with the Registration Agency or with other enforcement agencies;
- Compliance with the requirements of Section 30.3, Equal Opportunity Standards;
- Requests for reasonable accommodation; and,
- Any other records pertinent to a determination of compliance with 29 C.F.R. Part 30, including those required by 29 CFR §§ 30.5, 30.6, 30.7, 30.8, 30.9, and 30.11.

DOL regulations require that for any record the JATC maintains pursuant to this part, the JATC must be able to identify the race, sex, ethnicity (Hispanic or Latino/non-Hispanic or Latino) and, when known, disability status of each apprentice, and where possible, the race, sex, ethnicity, and disability status of each applicant to apprenticeship, and to supply this information upon request to the Registration Agency. Although DOL prefers voluntary self-identification as the method of

collecting information regarding race, gender, ethnicity, and disability, DOL permits other methods to be used, including information provided in post-selection, employment records or visual observation, if there is a factual basis (such as visual observation of gender or obvious physical disabilities; requests for accommodations; or complaints or comments by the applicant or apprentice disclosing race, gender, ethnicity, or disability). The JATC will not guess or assume the gender, race, ethnicity, or disability of an applicant or apprentice.

All required records shall be maintained in accordance with law. The JATC will permit access to the Registration Agency during normal business hours to its places of business for the purpose of conducting EEO compliance reviews and complaint investigations and inspecting and copying such books, accounts, and records, including electronic records, and any other material the Registration Agency deems relevant to the matter under investigation and pertinent to compliance.

29. Part II – EEO Policies and Procedures

29.1 Non-Discrimination and Equal Employment Opportunity

The JATC does not, and will not, discriminate against an apprentice or applicant, or any other participants in JATC programs and services, on the basis of race, color, religion, national origin, sex (including pregnancy and gender identity), sexual orientation, age (40 or older), genetic information, or disability with regard to any aspect of its apprenticeship programs, including but not limited to recruitment, outreach, and selection procedures, grading, assessment, and advancement; on-the-job opportunities and assignments; rates of pay; imposition of penalties or other disciplinary action and termination; and, any other benefit, term, condition, or privilege associated with apprenticeship.

29.2 Selection of Apprentices

The JATC's procedures for selection of apprentices are included in its Standards and Selection Procedures (Appendix A).

The JATC has reviewed its apprentice selection methods and has determined that they meet the following requirements:

- Compliance with the Uniform Requirements on Employee Selection Procedures ("UGESP") and 29 CFR Part 30, including the requirements to evaluate the impact of the selection procedures on race, sex, and ethnic groups (Hispanic or Latino/non-Hispanic or Latino), and to demonstrate job-relatedness and business necessity for those procedures that may result in adverse impact in accordance with the requirements of UGESP.
- The selection procedures are uniformly and consistently applied to all applicants and apprentices.
- The selection procedures comply with Title I of the ADA and the EEOC's implementing regulations at 29 C.F.R. Part 1630.
- The selection procedures are facially neutral in terms of race, color, religion, national origin, sex, sexual orientation, age (40 or older), genetic information, and disability.
- The selection procedures do not screen out or tend to screen out individuals with disabilities or classes of individuals with disabilities on the basis of disability. To the extent this does occur,

the standard, test, and other selection criteria, are job related for the position in question and are consistent with business necessity.

29.3 Prohibition of Harassment

The JATC does not tolerate conduct, whether intentional or unintentional or verbal or physical, that results in harassment of an individual or group, or that creates an intimidating, hostile, or offensive work and training environment, on the basis of race, color, religion, national origin, sex, sexual orientation, age (40 or older), genetic information, disability, or other protected characteristics.

The JATC has developed and implemented procedures to prevent and address harassment of apprentices, including the following activities:

- Communicate to all individuals involved with the Apprenticeship Program that harassing conduct will not be tolerated;
- Provide anti-harassment training to all apprentices, JATC staff, and Committee members, and work with participating Employers to ensure that similar training is provided to all of their employees who have dealings with or supervisor apprentices.
- Make all facilities and apprenticeship activities available without regard to any protected characteristic; and,
- Establish and implement procedures for investigating and resolving complaints of harassment.

The JATC expects its employees, apprentices, and Employers and their employees, to treat each other with respect and dignity. Discriminatory harassment not only hurts the immediate victim but can result in a general atmosphere in which the purpose of the apprenticeship and training program is undermined.

All managers, supervisors, instructors, employees, and apprentices have a responsibility to maintain an environment free of unlawful harassment. JATC employees or apprentices who engage in such conduct will be disciplined, up to and including termination of employment or from the program. Employers who engage in such conduct against apprentices, or who permit their employees to do so, may be denied access to apprentices.

Unlawful discriminatory harassment is defined as unwelcome and unsolicited conduct when:

- Submission to such conduct is either explicitly or implicitly made a term or condition of an individual's employment; submission to or reject of such conduct is used as the basis for employment decisions affecting the individual; or,
- Such conduct has the purpose of effect or unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

Examples of conduct that may be discriminatory harassment if based upon protected characteristics include:

- Epithets, slurs, negative stereotyping, or threatening intimidating or hostile acts that relate to an individual's characteristics:
- Graphic, abusive, degrading, intimidating, or offensive jokes, comments, remarks, or gestures directed at an individual.
- Physical contact or intimidation against an individual;
- Teasing, tricks, gossip, workplace slights;

- Display of pictures, posters, graffiti, objects, or other materials; or,
- Other conduct intended to harass, intimidate, or retaliate against an individual or group based on protected characteristics.

Complaints of harassment should be made under the Complaint Procedures in Part I 28.6.

29.4 Reasonable Accommodation Because of Religion

Under Title VII, the prohibition on discrimination based upon religion includes the obligation to make reasonable accommodations for religious beliefs or practices unless the accommodation would impose an undue hardship. The definition of "undue hardship" for religious accommodations is imposing a more than a *de minimus* burden on the Employer, program, or others.

Apprentices who believe they need a modification or adjustment of any JATC Policies and Procedures or other aspects of the apprenticeship because of their religious practices and beliefs should make the request in writing to the EEO/AA Coordinator. If the request involves on-the-job training or an Employer, the request must also be made to that Employer. In some cases, documentation may be needed. Certain requests may require review and approval by the JATC. The ability to accommodate absences from mandatory classes may be limited by the JATC's absence policy and the availability of make-up classes.

29.5 Retaliation Prohibited

The JATC will not tolerate any form of intimidation, coercion, threats, adverse actions, or other forms of retaliation against an applicant or apprentice who has: (i) made an internal or external complaint of discrimination or harassment on the basis of protected characteristics or other alleged violation of this EEO/AAP or applicable federal, state, or local equal opportunity law, or otherwise opposed any unlawful discriminatory practices; (ii) furnished information to, or assisted or participated in any manner, in any investigation, compliance review, proceeding, or hearing under these policies or under any federal, state, or local equal opportunity law; or, (iii) otherwise exercised any rights and privileges under this EEO/AA Plan, 29 C.F.R. Part 30 or any federal, state, or local equal opportunity law. These are collectively "protected activities".

All persons contacted in the course of an investigation will be advised that they and other individuals involved in a complaint are entitled to be treated in a professional and respectful manner, and that any retaliation or reprisal against an individual based upon protected activities is prohibited and could result in discipline up to, and including, termination of employment or discharge from the program.

Complaints of retaliation should be made under the Complaint Procedures in Part I 28.6.

29.6 Employer Responsibilities

Employers who provide on-the-job training to apprentices in this program are expected to work cooperatively with the JATC on EEO matters and this EEO/AA Plan. IBEW-NECA apprenticeship programs have always worked cooperatively with contractors and the Local Union to prevent and address discrimination and harassment of apprentices on the job. DOL regulations under 29 C.F.R. Part 30 impose obligations on JATCs concerning on-the-job discrimination and harassment. The JATC will develop new processes, in consultation with the Local NECA Chapter and the Local Union, to address these issues.

Employers are expected to establish their own policies against discrimination, harassment, and retaliation, including procedures for the filing, investigating, and resolving of complaints. Employers should understand that under federal, state, and local anti-discrimination laws, they may be responsible for harassment of apprentices by their supervisory employees and under some circumstances, by co-workers. The failure of an Employer to take appropriate action regarding an apprentice's complaint of discrimination, harassment, or retaliation on the job may result in the contractor being denied access to apprentices in the program.

29.7 Americans with Disabilities Act Compliance

The JATC is committed to compliance with the requirements of the ADA and other laws protecting persons with disabilities. The JATC will not discriminate against qualified applicants or persons with disabilities in its application, testing, selection, or training opportunities. Reasonable accommodations will be provided unless they would impose an undue hardship or result in a fundamental alteration of the program.

The JATC is also committed to helping apprentices with disabilities in dealing with Employers that provide on-the-job training. Apprentices who believe they have been subjected to discrimination or denied reasonable accommodation by an Employer should bring the matter to the attention of the EEO/AA Coordinator.

29.8 Mentoring and Other Support for Apprentices

The JATC acknowledges DOL's concerns that in many industries, including the construction industry, women, minorities, and individuals with disabilities have a higher drop-out or termination rate than others. The JATC recognizes that these traditionally underrepresented groups, as well as others who lack experience with unionized apprenticeship, the building trades, or the electrical construction industry; often struggle in their first year. The JATC will seek to address these concerns through the following activities:

- Tracking and monitoring retention rates for women, minorities, and individuals with disabilities, as well as those without prior experience with unionized apprenticeship, the building trades, or the electrical industry;
- Mentoring programs involving instructors, senior apprentices, journeymen, and/or other apprentices;
- Consideration of other best practices for retention in the unionized electrical industry and building trades; and,
- Other actions described in the EEO/AA Plan, Part III.

29.9 Other Participants in JATC Programs

The JATC is committed to the principles of non-discrimination in all programs and activities of the JATC. The JATC may, consistent with DOL OA and ERISA requirements, engage in certain activities where there are participants other than apprentices or applicants for apprenticeship. Examples may include training programs that are open to Qualified Electrical Workers, Employers and their employees involved in apprenticeship, and Pre-Apprenticeship programs. When the JATC directly conducts or oversees any such programs or activities, it will not discriminate on the basis of Protected Characteristics and follow where applicable the following provisions of this

EEO/AA Plan: Part I 28.6.1 internal complaint procedures; Part II 29.1 Non-discrimination; 29.3 Harassment; 29.4 Reasonable accommodation; and 29.5 Retaliation.

Participants in these programs and activities may or may not be protected under federal or state EEO laws. Nothing in this EEO/AA Plan should be interpreted as waiving any rights of the JATC or creating any enforceable obligations not imposed by law.

30. Part III – Affirmative Action Plan

30.1 Definitions and Terminology

In developing this Affirmative Action Plan, terminology of 29 C.F.R. Part 30 has been used as a guide. The use of such terms as "availability", "utilization", or "utilization goal", have the terms and meanings in those regulations and the criteria used in relation to these terms are those specified in the regulations.

DOL regulations require a utilization analysis to be performed as to race, sex, ethnicity, and individuals with disabilities. This utilization analysis must be based on certain statistical comparisons, geographical areas, and sources of statistics. The JATC's use of such data does not indicate that it agrees that the data is appropriate, that the sources of statistics are the most relevant, or that the resulting statistical comparisons are probative. This analysis should not be construed as an acknowledgement or admission on the part of the JATC that, in fact, either minorities, females, or individuals with disabilities have been or presently are being underutilized or discriminated against in any way in violation of federal, state, or local law. The utilization analysis and other statistical comparisons are intended to have no significance outside the context of the EEO/AA Plan.

30.2 Internal Review of Program Processes and Effectiveness

The JATC engages in an annual review to ensure that it is operating the apprenticeship program free from discrimination based on race, color, religion, national origin, sex, sexual orientation, age (40 or older), genetic information, and disability. This is a careful, thorough, and systematic review of all aspects of the apprenticeship program at the program industry and occupation level, including, but not limited to:

- Qualifications for apprenticeship
- Application and selection procedures
- Wages
- Outreach and recruitment activities
- Advancement opportunities
- Promotions
- Work assignments
- Job performance
- Rotations among all work processes of the occupation
- Disciplinary actions

- Handling of requests for reasonable accommodations
- The program's accessibility to individuals with disabilities, including access to the use of information and communication techniques

Following this review, the JATC will include a description of its review as part of this EEO/AA Plan and identify any modifications made, or to be made, to the program as a result of its review. A copy of the current analysis is attached as Exhibit B-1. Under revised 29 C.F.R. Part 30.9(a), the review and analysis must be done annually.

30.3 Targeted Outreach, Recruitment and Retention

The JATC will undertake action-oriented programs, including targeted outreach, recruitment, and retention activities, designed to correct any problem areas it may identify as a result of review of its processes in Part III, 30.1, and any finding of underutilization of minorities, women, Hispanics or Latinos, and individuals with disabilities, as a result of the analysis in Part III 30.3.

30.3.1 Specific Activities for Affirmative Action

The JATC makes a good faith effort to increase each year the recruitment, selection, and retention of individuals who are minorities, females, Hispanic or Latino, or individuals with disabilities, until its Affirmative Action goals are met. The JATC will engage in the following affirmative action activities in addition to those actions described in Parts I and II above.

30.3.1.1 Recruitment Activities

- Disseminate information to organizations serving the underutilized group regarding the nature of the apprenticeship, requirements for selection for apprenticeship, availability of apprenticeship opportunities, and the equal opportunity pledge of the JATC. These organizations may include community-based organizations; local high schools; local community colleges; local vocational, career and technical schools; and local workforce system partners including One Stop Career Centers.
- Advertise openings for apprenticeship opportunities by publishing advertisements in appropriate media which have wide circulation in the relevant recruitment areas.
- Cooperate with local school boards and vocational education systems to develop and/or establish relationships with pre-apprenticeship programs targeting students from underutilized group to prepare them to meet the standards and criteria required to qualify for entry into apprenticeship programs.
- Establish linkage agreements or partnerships enlisting the assistance and support of pre-apprenticeship programs, community-based organizations, advocacy organizations, or other appropriate organizations, in recruiting qualified individuals for apprenticeship.
- Participate in *electrical training ALLIANCE*, DOL Office of Apprenticeship and/or State Apprenticeship Agency workshops and seminars to learn and discuss more about the need, ways and means of promoting and advertising for apprenticeship, and recruiting and retaining minorities, females, ethnically diverse individuals, and individuals with disabilities.
- Dedicate staff time for EEO/AA compliance (Note: Describe, e.g., new full-time position; make this 5% of the job of a designated individual or title.).

- Develop and annually update a list of current recruitment sources that will generate referrals from all demographic groups within the relevant recruitment area.
- Relevant recruitment sources may include:
  - Vocational, career, and technical schools;
  - Pre-apprenticeship programs;
  - Federally funded, youth-job training programs such as YouthBuild and Job Corps or their successors;
  - Community based organizations; or
  - Community based colleges;
- Identification of contact persons, mailing addresses, telephone numbers, and email addresses for all recruitment sources.
- Provide recruitment sources with advance notice of at least 30 days of apprenticeship openings so that they can notify and refer candidates. Such notification will include a copy of the Equal Opportunity Pledge.
- Include in its list of referral sources groups within the JATC's jurisdictional area whose membership is focused on minorities, females, Hispanics or Latinos, and individuals with disabilities. Notify those groups when applications for apprenticeship are available.
- Contact and seek to build position relationships with groups established or the purpose of assisting and preparing minorities, females, Hispanics or Latinos, and individuals with disabilities for careers.
- Make all participating Employers and Local Union Members aware of the need to recruit qualified applicants who are minorities, females, Hispanic or Latino, or have disabilities, and encouraging them to refer any potential candidates to the JATC.
- Notice of Apprenticeship Opportunities and other application information will be disseminated in the media that is most likely to reach the minority, female, ethnic, and disabled communities, and will include information concerning the nature of apprenticeship, requirements for admission, availability of apprenticeship opportunities, sources of applications, and the JATC's EEO/AA Plan. The availability of trust funds and the effectiveness of such media advertising will be included in the annual review.
- Develop a social media campaign as part of the JATC's outreach.
- Participate in local secondary and post-secondary school programs and communicate with local Guidance Counselors and Placement Coordinators to make apprenticeship opportunities known, with emphasis on the need for minority, female, ethnically diverse, and disable applicants who meet the minimum qualifications. The JATC will also provide written notice of apprenticeship opportunities to all secondary and post-secondary schools within the sponsor's jurisdiction.
- Sponsor outreach information activities with area guidance counselors, identifying requirements for entrance into apprenticeship and successful completion and/or program.
- Post public announcements of the Apprenticeship Opportunity in commercial establishments and public facilities normally frequented by minorities and/or females.

30.3.1.2 Preparation of Potential Applicants

- Identify those individuals who meet all minimum requirements except for the mathematics component and develop options or strategies to assist them in meeting this requirement. (If the applicant's original application response time has expired, she/he will need to reapply.)
- The JATC will create or identify partnerships with pre-apprenticeship programs designed for or having significant participation by underrepresented groups. Depending upon the curriculum in that program, individuals successfully completing those programs will be offered direct interview or direct entry, subject to other requirements in the Standards and Selection Procedures.
- The JATC will create or identify partnerships with programs designed for or having significant participation by underrepresented groups that provide curriculum similar to the Apprentice Program First Year curriculum. Individuals successfully completing those programs will be offered direct interview or direct entry, and advanced standing, subject to other requirements in the Standards and Selection Procedures.
- The JATC will publicize to all referral sources, especially to those whose membership is focused on minorities, females, Hispanics or Latinos, and individuals with disabilities, the availability of any "hybrid" options of selection or to gain relevant job experience through the CW/CE classifications.

30.3.1.3 Equal Opportunity Awareness

- Conduct annual informational classes or similar training for all apprentices, clearly and concisely explaining the JATC's Policies and Procedures, including Equal Opportunity policies and Complaint Procedure.
- Internally communicate its Equal Opportunity Policy in such a manner as to foster understanding, acceptance, and support among the sponsoring parties' various officers, supervisors, employees, and members and to encourage such persons to take the necessary action to aid the JATC in meeting its obligation in this area.

30.3.1.4 Mentoring and Retention Activities

- Inform all classroom instructors to promptly report to the JATC any major signs of weakness in study habits or any detectable learning deficiencies, and identify strategies, assistance or referrals that can be offered to those apprentices.
- The JATC recognizes that some selected applicants have been away from any formal education for some time, resulting in weakened study habits and math skills. The JATC will offer the following programs to better prepare them for their related studies in the apprenticeship program: tutoring, *electrical training ALLIANCE* Online Tech Math course, and Chabot Math 103 course.
- Establish a committee of minority members who have reached Qualified Electrical Worker status (when Qualified Electrical Workers are available and willing to serve in such a capacity) for the purpose of recruiting more qualified minority applicants and to aid in the retention of minority apprentices. This special committee will be appointed by, and serve at the pleasure of, the JATC.
- Establish a committee of female members who have reached Qualified Electrical Worker status (when Qualified Electrical Workers are available and willing to serve in

such a capacity) for the purpose of recruiting more qualified female applicants and to aid in the retention of female apprentices. This special committee will be appointed by, and serve at the pleasure of, the JATC.

- Establish a committee of ethnically diverse members who have reached Qualified Electrical Worker status (when Qualified Electrical Workers are available and wiling to serve in such a capacity) for the purpose of recruiting more qualified ethnically diverse applicants and to aid in the retention of ethnically diverse apprentices. This special committee will be appointed by, and serve at the pleasure of, the JATC.
- Establish a committee of members with disabilities who have reached Qualified Electrical Worker status (when Qualified Electrical Workers are available and willing to serve in such a capacity) for the purpose of recruiting more qualified individuals with disabilities as applicants and to aid in the retention of apprentices with disabilities. This special committee will be appointed by, and serve at the pleasure of, the JATC.
- Conduct exit interviews with individuals leaving the apprenticeship program in an effort to identify reasons for dissatisfaction and meaningful efforts designed to improve retention.
- Offer special classes for the purpose of tutoring apprentices.

30.4 Utilization Analysis for Race, Sex and Ethnicity

As part of its EEO/AA Plan, the JATC will perform a utilization analysis of the racial, sex, and ethnic composition of its apprenticeship program workforce by determining whether the race, sex, and ethnicity of apprentices reflects persons available for apprenticeship by race, sex, and ethnicity in the relevant recruitment area. The purpose of the utilization analysis is to provide a method for assessing whether possible barriers to apprenticeship exist for particular groups of individuals. Where significant disparity exists between availability in the relevant recruitment area and representation in the apprenticeship program, a utilization goal will be established. This evaluation will be performed on an annual basis pursuant to 29 C.F.R. 30.9.

The utilization analysis consists of several steps, including an analysis of the apprenticeship program workforce, an analysis of the availability of qualified individuals in the relevant recruitment areas, a determination of the rate of utilization, and a determination of whether any utilization goals must be established.

30.4.1 Apprenticeship Program Workforce Analysis

The JATC will analyze the racial, sex, and ethnic composition of the apprenticeship program workforce. This entails grouping all occupational titles represented in the program by industry, and then identifying the race, sex, and ethnicity of the apprentices within each of the industry designations.

30.4.2 Apprentice Availability Analysis

Once the apprenticeship program workforce has been analyzed, the JATC will perform an availability analysis to establish a benchmark against which the demographic composition of the apprenticeship program can be compared as part of determining whether barriers to equal opportunity exist. “Availability” is an estimate of the number of qualified individuals available for apprenticeship by race, sex, and ethnicity expressed as a percentage of all qualified persons available for apprenticeship in the JATC’s relevant recruitment area.

To determine availability, the JATC considers the percentage of individuals available with the current or potential capacity for apprenticeship in the JATC's relevant recruitment area broken down by race, sex, and ethnicity. Statistical information is used to derive availability figures. The JATC will typically use statistical information from census data unless other sources have been approved by the Registration Agency.

The "relevant recruitment area" is the geographic area from which the JATC usually seeks or reasonably could seek apprentices. This JATC's recruitment area is the jurisdictional area of IBEW Local Union 595 in Alameda County and the surrounding area.

30.4.3 Utilization Rate

Based on the apprenticeship program workforce analysis and the availability analysis, the JATC will measure whether utilization in its program of women, Hispanics or Latinos, or any race (Black/African American, Asian, American Indian or Alaska Native, Native Hawaiian and Other Pacific Islander, and White) is less than what would reasonably be expected given the availability of such individuals for apprenticeship in the reasonable recruitment area.

30.4.4 Establishing Utilization Goals for Race, Sex and Ethnicity

If there is a disparity in the utilization rates versus the availability rates, the JATC will establish a utilization goal for any "underutilized" group. No goals are required if there is no significant disparity (at least two standard deviations) between the availability and utilization rates. If the JATC sets a goal for a particular group, the percentage goal established will be at least equal to the availability figure for that group. The determination that a goal is required in neither a finding nor an admission of discrimination; rather, utilization goals serve as objectives or targets reasonably attainable by means of applying every good faith effort to make all aspects of the entire affirmative action program work. Utilization goals are used to measure the effectiveness of the JATC's outreach, recruitment, and retention efforts.

In establishing utilization goals, the JATC applies the following principles:

- Utilization goals are not rigid and inflexible quotas, which must be met.
- Utilization goals are neither a ceiling nor a floor for selection of particular groups as apprentices.
- Utilization goals do not require or provide the JATC with a justification to extend a preference to any individual, select an individual, or adversely, affect an individual's status as an apprentice, on the basis of that person's race, sex, or ethnicity.
- Utilization goals do not create set-asides for specific groups.
- Utilization goals are not intended to achieve proportional representation or equal results.
- Utilization goals are intended to assist with identifying the existence of barriers to equal opportunity.
- Utilization goals may not be used to supersede eligibility requirements for apprenticeship.
- JATCs are not required to select a person who lacks qualifications to participate in the apprenticeship program successfully.

- JATCs are not required to select a less-qualified person in preference for a more qualified one.

30.4.5 Current Utilization Goal

The JATC will maintain records and worksheets used during this analysis. The JATC's review and determination of the steps to take to meet those goals are included in its analysis (Exhibit B-2). The results of the most recent utilization analysis and goals are also contained in Exhibit B-2.

30.5 Utilization Analysis for Individuals with Disabilities

The JATC will conduct a similar analysis of its apprenticeship program for representation of Individuals with Disabilities (IWDs) in each occupational title by individual industry and then identify the number of apprentices with disabilities in each title.

DOL has set a current utilization goal of 7% for qualified IWDs. The JATC will use 7% as its goal for IWD representation in each occupational title in its apprenticeship program until that goal is changed by DOL. If the percentage of IWDs in an occupational title is less than 7%, the Title will be considered under-utilized as to IWDs and a goal of 7% will be set.

The results of the most recent utilization analysis and goals for individuals with disabilities are contained in Exhibit B-1. The JATC will maintain all records and worksheets used during the analysis. The JATC's review and determination of the steps to take to meet those goals are included in its analysis (Exhibit B-1). This evaluation will be performed on an annual basis pursuant to 29 C.F.R. 30.9.

APPENDIX C

Residential Wireman Training Program Standards

The JATC has adopted a Residential Wireman training element of its Apprenticeship Program. The following modifications will apply to the Residential Wireman training program only. Any function of the training program not detailed below, will be adhered to per the preceding document.

31. Composition of Joint Committee; Meetings

31.1 The JATC will establish a Sub-Committee to oversee the Residential Wireman Program and will remain in place until terminated by the majority vote of the Committee. Subcommittee members shall be appointed by the sponsoring parties in the same manner that the JATC members are appointed. Members of the subcommittee may or may not be JATC members. Subcommittees shall operate under the same rules as the Committee.

31.2 The Residential subcommittee shall consist of a total of four (4) members: two (2) who are qualified and duly appointed to represent the NECA Chapter, and two (2) who are qualified and duly appointed to represent the IBEW Local Union.

31.3 Subcommittee members representing labor will be employed in, or formerly employed in, the residential electrical field. Subcommittee members representing management shall represent employers who perform construction, installation, and/or maintenance work in the residential electrical field.

31.4 The Subcommittee shall select from its membership, but not both from the same party, a Chairman and Secretary who shall retain voting privileges.

31.5 Each sponsoring party must have at least one (1) Subcommittee member present to establish a quorum at Subcommittee meetings. Each sponsoring party shall have a total number of votes at Subcommittee meetings equal to its allowable number of Subcommittee members as stipulated above, regardless of the number of members present. An individual member must be physically present to personally vote. Written (absentee) votes are not acceptable.

31.6 The Subcommittee shall meet no less than quarterly, and on call of the Chairman when a specific need arises. A full annual report of program status shall be made to the JATC.

31.7 The Subcommittee will recommend to the JATC the number of new residential wireman apprentices it feels are needed to meet local industry needs.

31.8 The Subcommittee may offer to the JATC recommendations for proposed Policy Statement modifications related to the Residential program.

32. Term of Apprenticeship

32.1 The JATC shall see that each apprentice completes the minimum of 4,800 hours of reasonably continuous supervised employment on-the-job training prior to the change in classification. The JATC shall attempt to provide for participation in all of the work processes as outlined in Section 5 of these Standards.

Apprentices shall participate in a minimum of 160 hours of related classroom training per year, outside the normal work hours. The JATC shall require each apprentice to satisfactorily complete the *electrical training ALLIANCE*'s Three-Year Residential Wireman Apprenticeship Course material. The JATC may choose in their discretion to schedule related instruction to allow apprentices to complete the material in less than three years.

32.2 The following table identifies minimum requirements to enter each Period of Apprenticeship. This JATC has established six periods of apprenticeship as stipulated below.

Period	Percent of QEW Rate	Minimum Accumulative OJT Hours	+	Related Training
1	50	0	+	N/A
2	58	800	+	Satisfactory Progress
3	66	1600	+	160 Hours of Related Instruction
4	74	2400	+	Satisfactory Progress
5	82	3200	+	320 Hours of Related Instruction
6	90	4000	+	Satisfactory Progress
Completion	100	4800	+	Completed Assigned Curriculum

At the time of registration of these Standards, the QEW rate is $38.50. The Registration Agency will be notified of any changes to the QEW rate in a timely manner.

To be advanced, the apprentice must have satisfactorily completed both requirements: OJT hours and Related Training as indicated above.

33. Probationary Period

33.1 The first 1,200 hours of OJT, and satisfactory performance in related classroom training during such time, shall constitute the probationary period. During the probationary period, the JATC shall make a thorough review of the apprentice's ability and development.

34. Related Instruction

34.1 Each apprentice shall be required to participate in non-compensable related instruction away from the job as specified below.

34.2. Topics to be studied (completed) as part of the required *electrical training ALLIANCE* curriculum shall include, but not be limited to those listed below. The order of presentation and/or year of presentation may change from time to time.

FIRST YEAR – 160 HOURS MINIMUM
Blueprint Reading
Circuit Diagram Interpretation
Communication Skills
Conduit Fabrication
Codes and Standards
Electrical Theory

Industry Orientation
Installation Applications
Material Identification
Mathematics
Jobsite Skills and Practices
Safety Awareness
Took Identification

SECOND YEAR – 160 HOURS MINIMUM
Basic Control Systems
Basic Refrigeration and HVAC
Basic Security Alarm Systems
Branch Circuit Distribution
Conduit Fabrication
Construction Documentation
Distribution Systems
Electrical Equipment
Electrical Theory
Grounding
Industry Orientation
Installation Applications
Job Information
Low Voltage Transmission Fundamental
Mathematics
National Electrical Code
Remote Control Wiring
Safety Awareness
Transformers

THIRD YEAR – 160 HOURS MINIMUM
Air Conditioning and Refrigeration
Basic Motor Controls
Basic Fiber Optic Principles
Blueprint Reading
Electrical Motor Properties
Electrical Theory
Electrical Components
Entertainment Systems
Fire Alarm Systems
Grounding
Industry Orientation
Job Information
Lightning Protection Systems
Mathematics
National Electrical Code
Residential Control Systems
Security Systems
Solar Power Generation
Sound Systems
Systems Analysis, Repair and Certification
Telephony

Video Distribution

35. Work Experience

35.1 In order to provide for the development of the necessary occupational skills in the various work processes, the JATC shall attempt to provide the apprentice with OJT in the following categories, as job training assignments permit. These estimates are not minimum requirements for proficiency. Some job assignments may relate to more than one work process.

RESIDENTIAL ELECTRICAL WORKER
(Existing Title: Electrician)
O*NET-SOC CODE: 47-2111.00
RAPIDS CODE: 1022

WORK PROCESS	APPROX. HOURS OJT
PROJECT LAYOUT AND PLANNING Reading and interpreting blueprints and specifications Coordination between crafts, engineers, and architects Layout feeders, risers, and branch circuits	250
UNDERGROUND INSTALLATIONS Trenching and ditch digging Direct burial Installing PVC/Rigid conduit Installing grounding electrode systems	250
THINWALL CONDUIT RACEWAY SYSTEMS Fastening and supporting devices Conduit fabrication Installation of conduit, fittings, and boxes	200
RIGID CONDUIT RACEWAY SYSTEMS Fastening and supporting devices Bender setup Conduit fabrication Installation of conduit, fittings, and boxes	200
INSTALLING SERVICES AND PANELS Mounting devices Breaker installation Fuse installation Terminations and bonding	500
INSTALLING, SPLICING & TERMINATING WIRES AND CABLES Installing Non-metallic sheath cable Establishing temporary power Terminations	1200
LIGHTING SYSTEM INSTALLATION	400

Installing outlet boxes and conductors
Installing fixtures
Control devices

TESTING AND TROUBLESHOOTING FEEDERS, MOTORS, AND BRANCH CIRCUITS 150
Checking circuit continuity
Identifying fault current to ground
Meggering and Hi Potting
Certifying system operations
Repair and maintenance
Ground verification

FIRE ALARM INSTALLATION 200
Blueprint and specification interpretation
Layout and circuit installation
Control panel and device installation
Programming and testing

CONTROL SYSTEM INSTALLATION 150
Blueprint and specification interpretation
Layout and circuit installation
Distributed control

SECURITY SYSTEM INSTALLATION 100
Blueprint and specification interpretation
Layout
Box and circuit installation
Termination
Testing

INSTALLING SOUND AND COMMUNICATION SYSTEMS 150
Blueprint and specification interpretation
Layout
Conduit and box installation
Installing panels and network
Circuit installation
Terminations and testing

INSTALLING AND TERMINATING TRANSFORMERS 100
Rigging and mounting
Primary and secondary terminations
Testing and troubleshooting

INSTALLING SPECIALIZED SYSTEMS 300
Basic Life Safety
Custom and low-voltage control
Entertainment and environmental

SERVICE AND TROUBLESHOOTING 200

Testing and analysis and repair of: motors, transformers, electrical devices, electronic devices, magnetic devices, lighting and power circuits, equipment and machinery, control circuits and devices	
MATERIAL HANDLING AND PRE-FABRICATION Material/equipment awareness Fabricating for field installation	150
SAFETY AWARENESS & OTHER SPECIALIZED AREAS	300
TOTAL MINIMUM HOURS OF OJT	4,800

36. Number of Apprentices: The Ratio

36.1 The numeric ratio of apprentices to QEWs, consistent with proper supervision, training, safety, and continuity of employment, shall be specified in CBAs applicable to these Standards and must be expressed numerically. The ratio for the Alameda County Electrical Joint Apprenticeship and Training Committee as per the CBA is (2) apprentices to (1) QEWs.

37. Certificate of Completion

37.1 Upon satisfactory completion of the electrical training ALLIANCE's Three-Year course of study and accumulation of a minimum of 4,800 hours of OJT, the JATC will certify to the sponsoring parties, to the electrical training ALLIANCE and to the Registration Agency that the apprentice has satisfied the requirements of his or her apprenticeship agreement

APPROVAL OF STANDARDS

The forgoing Standards, with Selection Procedures and EEO/AA Plan, have been adopted by Alameda County Electrical JATC on this 14 day of October, 2024.

Signature of JATC Chairman — Date: 10/16/24

Signature of JATC Secretary — Date: 10/16/2024

Registered With and Approved By the *electrical training ALLIANCE*:

Todd Stafford — Digitally signed by Todd Stafford Date: 2024.10.08 14:18:00 -04'00'

Todd Stafford
Executive Director

Date

Registered With and Approved by:

USDOl Office of Apprenticeship

Registration Agency — Date

By: DOUGLAS HOWELL — Digitally signed by DOUGLAS HOWELL Date: 2024.10.17 07:02:08 -07'00'

Registration Agency Representative — Title