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October 22, 2007

Don Davis
Los Angeles Co. Inside Wireman Electrical JATC
6023 South Garfield
City of Industry, CA 90040

Dear Mr. Davis:

Congratulations on having your Federal Standards approved. We look forward to serving your program and assisting you in any way we can. Patty Garcia will act as your primary point of contact from this point forward. You may reach her directly at 415 625-2232 (garcia.patricia@dol.gov). Please also feel free to contact me at any time should you have any questions.

Enclosed is a copy of your approved federal standards, selection procedure, affirmative action plan and a certificate of program registration.

Thank you.

Sincerely,

Michael W. Longeuy
Regional Director

CC: Patricia Garcia, Acting CA State Director
Sponsor file

LOCAL APPRENTICESHIP AND TRAINING STANDARDS

FOR THE

LOS ANGELES COUNTY INSIDE WIREMAN

Electrical Joint Apprenticeship and Training Committee

Representing the

Los Angeles Chapter

National Electrical Contractors Association, Inc.

And

Local Union 11

International Brotherhood of Electrical Workers

ADOPTED, APPROVED AND REGISTERED AS REFLECTED ON THE SIGNATURE PAGE OF THIS DOCUMENT

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Procedure for Registering New Standards Or Amending Existing Standards

1. The local JATC will obtain a copy of the National Guideline Standards. Using these National Guideline Standards, the local JATC will indicate all appropriate local determinations where a specific entry by the JATC is required. These areas are identified throughout the document by the following graphic symbol:



INDICATES NEED FOR LOCAL ENTRY OR ACTION. DIRECTIONS ARE PROVIDED AS APPROPRIATE. THESE SECTIONS WILL BE REMOVED BEFORE PRINTING OF THE LOCAL STANDARDS BY THE NJATC AS INDICATED IN ITEM 4 BELOW.

2. With local determinations made, the JATC will officially adopt the Standards. the date of adoption will be indicated on the seven (7) copies of the signature page provided by the NJATC (or reproduced locally). The JATC Chairman and Secretary will sign and date all seven (7) signature pages. One completed copy of the National Guideline Standards and the seven (7) signature pages will then be sent directly to the NJATC. Seven copies of Appendix D, reproduced on JATC letterhead, should also be included. [The JATC should make a duplicate copy of the submitted package for their records].

 3. If the local JATC amends the language contained within the National Guideline Standards in any manner whatsoever, an addendum shall be attached to the National Guideline Standards when they are submitted to the NJATC. The addendum shall contain every page of the Standards where a proposed modification appears. All modifications shall be clearly indicated by highlighting the text where a change has been proposed.

 4. The NJATC will review the submitted National Guideline Standards including all proposed additions and/or modifications reflected in the accompanying addendums. When approved by the NJATC, the local apprenticeship Standards will be reprinted to reflect local determinations and any approved modifications, deleting all language that does not apply to local Standards. Seven (7) copies of the approved local apprenticeship Standards will then be sent directly to the JATC. A signed and dated signature page will be made a part of each copy of the approved Standards along with a copy of appendix d on JATC letterhead. [the NJATC will print any number of extra copies for the cost of printing plus shipping and handling].

 5. The local JATC will then forward all seven (7) copies of the local Standards to the Registration Agency along with copies of the JATC's Selection Procedures and Affirmative Action Plan. [The JATC should make a duplicate copy of the submitted package for their records.]

 6. The Registration Agency will review the submitted local Standards. When approved, the local Standards will be signed by the Registration Agency Representative. The Registration Agency will retain at least one copy and return the remainder to the local JATC. The local JATC will forward one (1) copy to the NJATC, provide one (1) copy to the NECA Chapter, provide one (1) copy to the IBEW Local Union and retain the remaining copies—filing them in a secure manner.

 7. Local Standards and modifications to the Standards shall not be implemented prior to the approval and registration of the Standards—first by the NJATC and then by the Registration Agency. This is in compliance with IBEW Basic Laws and Policies, Category-One Contract Language, Industry Policy and the Certified National Guideline Apprenticeship Standards.
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FOREWORD

The terms Journeyman, Journeyman Wireman, and Craftsmanship, as used in these Standards, are meant to define a recognized level of competency and include both male and female.

The science of electricity is constantly changing and expanding at an ever increasing rate. From its inception, the electrical industry has kept pace with new technologies and is now one of the largest industries in the United States. This rapid expansion means that the electrical apprentice must be given sound basic training in the knowledge of the trade, supplemented by sufficient instruction in the theories of electrical science.

The electrical trade is unique in that it is mechanical, technical and professional. In order to meet industry demands in an ever evolving technological environment, the electrical industry must select individuals who have the aptitude to learn and develop the knowledge, skills and abilities necessary to proficiently perform the individual job tasks associated with the work processes of the trade. The industry must select and train individuals who will diligently work and study to stay abreast of current and future emerging technologies.

The Electrical Industry, by its very nature, places a high degree of personal responsibility on each individual. While supervision is most often provided on the job, the electrical worker is constantly called upon to make decisions concerning proper performance methodology.

Today's electrical installations are very complex and highly sophisticated. Faulty installations often prove to be extremely expensive and hazardous. Much of the complex wiring involved in the work is hidden from view when the job is completed; any defect in this hidden work can cause serious damage and prove to be extremely costly. The well-trained electrical worker takes pride in the appearance of their work, and in its technical correctness and structural soundness.

The Joint Apprenticeship and Training Committee (JATC), representing the parties to the local Collective Bargaining Agreement (CBA) - The National Electrical Contractors Association (NECA) and The International Brotherhood of Electrical Workers (IBEW) - has dedicated its time to develop an efficient training program so the apprentice can, through a systematic program of schooling and on-the-job training, become a well-qualified electrical worker. The degree of success the JATC has in its operation will depend entirely upon the willingness of all local parties of the electrical industry to cooperate in this joint activity. Quality training remains a high priority with the IBEW and NECA.

All functions of the JATC shall be on the basis of a nonprofit endeavor. The JATC will adopt and promote nationally developed Apprenticeship Standards and Curricula to insure quality apprenticeship and training for the industry in the best interest of the apprentice, management, labor, the customer and the public.

DEFINITIONS

THE FOLLOWING DEFINITIONS APPLY TO TERMS AND ACRONYMS COMMONLY USED THROUGHOUT THIS DOCUMENT.

ACE - American Council on Education

APPRENTICE - A person who is covered by a written apprenticeship agreement with the JATC. The apprenticeship agreement shall be properly registered with the appropriate Registration Agency.

APPRENTICESHIP COMMITTEE - Those persons appointed by the NECA Chapter and the IBEW Local Union to administrate and operate the apprenticeship program.

APPRENTICESHIP AGREEMENT - A written agreement between an apprentice and his or her apprenticeship committee, which contains the terms and conditions of the employment and training of the apprentice.

APPRENTICESHIP PROGRAM - A plan (Standards of Apprenticeship) containing all terms and conditions for the qualification, recruitment, selection, employment and training of apprentices, including such matters as the requirement for a written apprenticeship agreement.

CANCELLATION - the termination of the apprenticeship agreement

CBA - Collective Bargaining Agreement

CEU - Continuing Education Units

CPR - Cardiopulmonary Resuscitation

DOL - U.S. Department of Labor

EEO - Equal Employment Opportunity

EMPLOYER - Any person or organization employing an apprentice whether or not such person or organization is a party to an apprenticeship agreement with the apprentice.

GED - General Education Development Certificate

IBEW - International Brotherhood of Electrical Workers

INDENTURE - The signing and registration of the apprenticeship agreement.

JATC - Joint Apprenticeship and Training Committee

NECA - National Electrical Contractors Association

NJATC - National Joint Apprenticeship and Training Committee for the Electrical Industry

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

OJT - On-The-Job Training

OSHA - Occupational Safety and Health Act

PROBATIONARY PERIOD - 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.

REGISTRATION AGENCY - The Office of Apprenticeship or recognized State Apprenticeship Agency.

RELATED INSTRUCTION - An organized and systematic form of instruction designed to provide the apprentice with knowledge of the theoretical and technical subjects related to their trade.

SPONSOR - The JATC in whose name the local Standards of Apprenticeship are registered and that will be responsible for administering and operating the registered apprenticeship program.

SECTION I - Policy

- A. The local apprenticeship and training program shall be administered by the Joint Apprenticeship and Training Committee (JATC). All parties and all apprentices shall conform to these Standards.
- B. All JATC Standards will be registered with, and approved by, the National Joint Apprenticeship and Training Committee (NJATC) prior to being submitted to the California Apprenticeship Council for final approval.
- C. These Standards, after proper registration with the California Apprenticeship Council, shall supersede all previous JATC Standards. However, Apprenticeship Agreements in force under preceding Standards shall remain in force unless changed by written consent of the apprentice, the JATC and the CAC.
- D. All entities and/or individuals shall refer all matters involving any apprentice or pertaining to apprenticeship and training to the JATC. The JATC shall take action and dispose of all apprenticeship matters before action is reported to, or acted upon by, the sponsoring organizations (see Section XXI).
In the event the JATC cannot resolve an issue not covered by these Standards, the matter in dispute (excluding EEO complaints) shall be referred to the sponsoring parties for settlement. EEO complaints and non-CBA issues may be taken to the California Apprenticeship Council by either the JATC or the apprentice.
The provisions of these Standards shall not be construed as permitting violation of any applicable local, State or Federal law or regulation having the effect of law.
These Standards shall not be interpreted as being inconsistent with existing or subsequent CBA language establishing higher standards. The higher standard shall always prevail.
- E. The jurisdictional area which these Standards cover shall be the wage area as set forth in the local CBA (Los Angeles County).

SECTION II - Composition of Joint Committee

- A. The JATC shall be composed of six (6) members three (3) who are qualified and duly appointed in writing (See Appendix A) to represent the NECA Chapter, and three (3) who are qualified and duly appointed in writing to represent the IBEW Local Union. Each party shall have equal representation. Members of the JATC shall be appointed in writing by the party they represent.
- B. The term of office shall be for three (3) years. The term of one (1) employer representative and one (1) union representative shall expire each year on December 31. A committee member may be reappointed. Any reappointment shall also be in writing for the same specified term.
- C. 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 set forth in the basic CBA).
- D. Any vacancy created as a result of members leaving the JATC prior to the expiration of their appointment, shall be filled by the appropriate party to complete the unexpired term (the appointment shall be in writing).

Any JATC officer or member may be removed by the sponsoring organization upon recommendation of a majority vote of the JATC for dereliction of duty, breach of confidentiality or misconduct as a member/trustee. Such a recommendation shall be forwarded in writing to the proper sponsoring organization for action.

- E. A JATC member shall also serve as a JATC trustee. Likewise, a JATC trustee must also be a member of the JATC.
- F. JATC minutes shall reflect all appointments, reappointments, resignations and terminations of JATC members/trustees.
- G. 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 state law provides otherwise.
- H. Consultants and guests may be invited to attend meetings of the JATC (via invitational acceptance or approved request), but shall have no official voice and no vote.
- I. The JATC may establish or authorize a joint subcommittee to be similarly constituted and appointed to meet a specific need, such as a Residential or TeleCommunication subcommittee. Such subcommittees shall be established at the discretion of the JATC and shall remain in place until terminated by a majority vote of the JATC. Subcommittee members shall be appointed by the sponsoring parties in the same manner that JATC members are appointed.

SECTION III - Duties of the JATC

- A. The JATC shall, in conformity with the National Joint Apprenticeship and Training Committee's Standards and Policies and the local CBA, adopt and establish approved Standards governing the qualifications, selection, employment, education and training of all apprentices, and register such Standards with the California Apprenticeship Council. The JATC shall also be responsible for the training of Journeymen and others.
- B. All funds for the operation of the apprenticeship and training program shall be held in a Trust Fund originally established by the IBEW Local Union and the NECA Chapter. The JATC members/trustees shall certify all expenditures of the Trust Fund.
- C. Each sponsoring party must have at least one (1) JATC member present to establish a quorum at JATC meetings.
Each sponsoring party shall have a total number of votes at JATC meetings equal to its allowable number of JATC members as stipulated in Section II, paragraph A., regardless of the number of members present. In the event that the parties are divided on an issue, each party may cast its full vote as if all were present. However, 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.
- D. 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.

- E. The JATC may employ a Training Director. The Training Director shall assume such responsibility and authority for the day-to-day operation of the apprenticeship and training programs as is delegated by the JATC. However, all governing responsibility for the apprenticeship program rests with the JATC including interviewing, selecting and supervising apprentices and assuring full compliance with these Standards, the Affirmative Action Plan and the Selection Procedures.
- F. The JATC shall determine the number of apprentices needed to keep the area supplied with an adequate number of Journey-level workers in the areas covered by these Standards. The JATC shall consider all factors (employment opportunities, attrition, etc.) having a bearing on the number of apprentices needed when determining the number to indenture. The JATC shall also consider its capability to provide on-the-job training (OJT) and related instructional training.
- G. The JATC shall select apprentices without discrimination because of race, color, religion, national origin, sex or age except the applicant must meet the minimum age requirement. The JATC does not, and will not, discriminate against a qualified individual with a disability because of the disability of such individual as per the Affirmative Action Plan and Selection Procedures made a part of these Standards.
- H. The JATC shall see that each apprentice satisfactorily completes the minimum course materials produced by the NJATC.
- I. The JATC shall strive to see that each apprentice receives supervised on-the-job experience in the work processes and job tasks as outlined in these Standards (see Section XVI).
- J. The JATC shall determine the adequacy of each participating employer to provide the apprentice the necessary training needed to gain experience in the various job tasks and work processes of the trade.
- K. In order to provide diversity of training and/or employment opportunities, the JATC shall have full power and authority, as per the CBA, to transfer apprentices from one job or shop* to another, or from one participating employer to another. (*shop designates the compliment of workers who report daily to the employer's designated place of business; e.g. the "service-truck" crew).
- L. All OJT transfers and assignments shall be issued by the JATC as set forth in the CBA, using a form similar to that shown in Appendix B of these Standards.
- M. If an unsafe worksite condition is brought to the JATC's attention, it shall be investigated immediately by the JATC and brought to the attention of the employer and the Local Union. Failure to respond to any recommendations made by the JATC shall be just cause for removing any remaining apprentices from a specific jobsite or from the employer.
- N. The JATC cannot, and does not, employ apprentices. Therefore, it is not obligated to actually employ the apprentice but shall use every effort to keep the apprentice employed in a reasonably continuous manner with the participating employers.
- O. Before selected applicants for apprenticeship are given OJT assignments, the JATC shall see that each apprentice is properly indentured with the JATC (through the execution of an apprenticeship agreement) and registered with the Secretary of the California

Apprenticeship Council, hereinafter referred to as the "Registration Agency." The apprenticeship agreement may be canceled at the request of the apprentice, or may be suspended, canceled, or terminated by the sponsor, for good cause, with due notice to the apprentice and a reasonable opportunity for corrective action, and with written notice to the apprentice and to the California Apprenticeship Council of the final action taken (see Sections XI, XII and XXI). Vacancies created by the cancellation of the apprenticeship agreement may be filled as stipulated in Section XXI, Paragraph F.

- P. The JATC shall retain all application forms submitted along with all related documents and materials for a period of five (5) years regardless of the application outcome. Such records shall include all announcements of apprenticeship opportunity. (See Section XXVI)
- Q. The JATC shall maintain complete and accurate records (including employment records) on all apprentices for a minimum of five (5) years following the last committee action including graduation (see Section XXVI).
- R. The JATC shall consider and act on all matters, issues or problems concerning apprenticeship and training to the best of its ability avoiding, if at all possible, referring such matters to the sponsoring parties.
- S. The JATC shall establish a written Policy Document that sets forth the policies, rules, and penalties regarding conduct within the program. The policies, rules and penalties shall be consistently applied in a nondiscriminatory manner. Every indentured apprentice shall be provided a copy of the Policies at time of indenture and a copy of all subsequent modifications. A copy of the JATC's Policy document and subsequent changes shall be submitted to the California Apprenticeship Council.
- T. The JATC will hear and consider all violations of its policies and rules and of the apprenticeship agreement, and shall make such rulings in a consistent and nondiscriminatory manner.
- U. The JATC shall establish and implement a written complaint procedure in accordance with Section XXI. A copy of the complaint procedure shall be provided to every apprentice.
- V. The JATC shall call upon the NJATC and professional consultants for assistance and guidance when deemed necessary.
- W. The JATC shall work cooperatively with the NJATC in completing Industry surveys and annual reports, and in maintaining the Industry's National Standards.
- X. It shall be the duty of the JATC to see that all sections of these Standards, the Affirmative Action Plan, the Selection Procedures, Policy Document, Rules and Regulations are enforced without discrimination.

SECTION IV - Qualifications & Duties of Participating Employers

An employer who is eligible to train apprentices shall be signatory to the local CBA, comply with the qualifying requirements as set forth in the basic labor agreement, 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

registered Standards of Apprenticeship, the Affirmative Action Plan and Selection Procedures, and the JATC's policies and rules. The employer shall only secure apprentices through the JATC. Qualifying employers shall contribute to the JATC trust fund the rate established by the joint sponsors of the JATC and/or as stipulated in the local CBA.

While the apprentice is on the jobsite it shall be the responsibility of the Employer to provide the apprentice a safe and healthful workplace and conditions of employment and work assignments that the apprentice can safely perform.

The employer will determine the ability of its Journeyman level workers to adequately train and supervise the OJT of the apprentice based upon the work processes being learned, and assign apprentices accordingly.

SECTION V - Term of Apprenticeship

A. The JATC shall see that each apprentice completes a minimum of 8000 hours of reasonably continuous supervised employment (OJT). The JATC shall attempt to provide for participation in all of the work processes as outlined in Section XVI of these Standards. The apprentice shall participate in a minimum of 180 hours of related classroom training per year, outside the normal work hours. The JATC shall require each apprentice to satisfactorily complete the NJATC Five-Year Inside Wireman Apprenticeship Course Material.

B. This JATC has established ten periods of apprenticeship as stipulated below.

Period	Percent of Journeyman Rate	Minimum + Accumulative OJT Hours	+	Related Training
1	40%	0	+	N/A
2	45%	1000	+	Satisfactory Progress
3	50%	2000	+	1 st Yr. School Completed
4	55%	2750	+	Satisfactory Progress
5	60%	3500	+	2 nd Yr. School Completed
6	65%	4250	+	Satisfactory Progress
7	70%	5000	+	3 rd Yr. School Completed
8	75%	5750	+	Satisfactory Progress
9	80%	6500	+	4 th Yr. School Completed
10	85%	7250	+	Satisfactory Progress
Completion	100%	8000	+	5 th Yr. School Progress

To be advanced, the apprentice must have satisfactorily completed all requirements: OJT Accumulative Hours and Related Training as indicated above (see Section XIX).

At the time of registration of these Standards, the Journeyman rate is **\$34.25**. The California Apprenticeship Council will be notified of any changes in the Journeyman rate in a timely manner.

SECTION VI - Wages

Apprentices shall be employed on a stipulated hourly wage basis, as provided by the local CBA. Level increases shall be subject to satisfactory progress on the job and satisfactory progress or completion of related instruction. See Section V for the periods of advancement and rates of pay.

SECTION VII - Equal Employment Opportunity Pledge

The recruitment, selection, employment and training of apprentices during their apprenticeship, shall be without discrimination because of race, color, religion, national origin, sex or age—except the applicant must meet the minimum age requirement. The JATC does not, and will not, discriminate against a qualified individual with a disability because of the disability of such individual. The JATC will take affirmative action to provide equal opportunity in apprenticeship and will operate this apprenticeship program as required under Title 29, Code of Federal Regulations, Part 30, as amended, and other applicable laws and lawful regulations.

SECTION VIII - Qualification for Apprenticeship

- A. Individuals may enter the pool of qualified applicants by any of the following means stated below. Every individual selected for apprenticeship shall come from this established pool and shall serve the same probationary period required of all newly indentured apprentices.

Individuals who can show that they meet the conditions in one or more of the means listed below will be afforded an oral interview by the JATC. Once interviewed, an applicant shall remain active in the Apprentice Application Record Book, subject to selection, for a period of two (2) calendar years from the date of interview unless they decline an offer, request to be removed from the list, or fail to qualify on applicable post-selection requirements (such as a drug screen), or they are approved for a re-interview after one year following the date of their most recent interview.

- 1) To qualify for interview and ranking, applicants must:
 - a. complete an application form, accurately responding to all questions and items including statements indicating that they are:
 - i. physically and mentally able to safely perform or learn to safely perform essential functions of the job either with or without reasonable accommodations.
 - ii. able to get to and from work at job sites anywhere within the geographical area that this apprenticeship program covers.
 - iii. able and willing to attend all related classroom training as required to complete their apprenticeship.
 - iv. able to climb and work from ladders, scaffolds, poles and towers of various heights.
 - v. able to crawl and work in confined spaces such as attics, manholes and crawlspaces.

- vi. able to read, hear and understand instructions and warnings.
 - b. meet the minimum age requirement of 17 ½ at the time of application (must provide evidence of minimum age as required by the JATC, in accordance with State laws and regulations).
 - c. be at least a high school graduate, have a GED, or have a two-year Associate Degree or higher.
 - d. show evidence of successful completion of one full year of high school algebra with a passing grade of “C” or better, or one semester of post high school algebra course (e.g. Adult Education, Continuing Education, Community College, etc.) with a passing grade of “C” or better, or provide evidence of having successfully completed the NJATC Math Course.
 - e. provide an official transcript(s) for high school and post high school education and training. All GED records must be submitted if applicable.
 - f. possess a valid Driver’s License.
 - g. obtain a qualifying score of 70% or higher on the ETI’s entrance aptitude test.
 - h. submit a DD-214 to verify military training with electrical construction experience. This will exempt the applicant from the above requirement Item G of taking and passing the entrance exam.
- 2) Individuals who can verify (by providing undisputable documenting evidence) that they have worked a minimum of four-thousand (4000) hours specifically in the electrical construction trade, will qualify for an oral interview by the JATC to be considered along with other qualified applicants. To qualify under this provision, applicants must:
- a. complete an application form, accurately responding to all questions and items including statements indicating that they are:
 - i. physically and mentally able to safely perform or learn to safely perform essential functions of the job either with or without reasonable accommodations.
 - ii. able to get to and from work at job sites anywhere within the geographical area that this apprenticeship program covers.
 - iii. able and willing to attend all related classroom training as required to complete their apprenticeship.
 - iv. able to climb and work from ladders, scaffolds, poles and towers of various heights.
 - v. able to crawl and work in confined spaces such as attics, manholes and crawlspaces.
 - vi. able to read, hear and understand instructions and warnings.
 - b. provide to the JATC proper, undisputable documentation that defines their

experience in the electrical construction industry. This documentation must be comprised of official documents such as tax/payroll records, notarized letters of experience confirmation and sworn statements. Such documentation must remain with the applicant's record. The JATC will examine all documentation submitted to determine qualification of the applicant. 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. (Note: meeting this qualification allows the applicant to be interviewed during the normal selection process—this is NOT a form of direct entry. If selected under this provision, the JATC will determine, using standard means of evaluation (see Section X), if OJT and/or related instruction credit will be awarded for previous training and experience.

- 3) An electrical construction employee of a non-signatory employer not qualifying as a Journeyman when the employer becomes signatory, shall be evaluated by the JATC, using consistent, standard, nondiscriminatory means (see Section X), and indentured at the appropriate period of apprenticeship based on previous work experience and related training. Note: this is a method of direct entry into the apprenticeship program, whereby all minimum qualifications in paragraph 1) above, for interview and selection, are waived with all other post selection requirements remaining in force. For such applicants to be considered, they must:
 - a. complete an application form.
 - b. 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.
 - c. supply the JATC with required reliable documentation and adequate verification to substantiate previous employment and experience to warrant their indenture.
 - d. be deserving of advanced standing, based upon evaluation by the JATC (see Section X).
- 4) Transfer of Apprenticeship - Direct Entry. 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.
 - a. The apprentice must submit a written request for transfer, describing in detail the needs and reasons upon which the request is based.
 - b. The apprentice's sponsoring JATC must agree to the transfer.
 - c. The receiving JATC must agree to accept the transfer.
 - d. The parent organizations of both JATCs (the two NECA Chapters and the two IBEW Local Unions) must agree to the transfer.
 - e. The receiving JATC shall have complete access to all apprenticeship records

pertaining to the transferring apprentice.

f. The transferring apprentice must:

(1) complete an application form.

(2) provide to the JATC official documentation pertaining to their participation in the apprenticeship program that 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. 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.

(3) upon being accepted by the receiving JATC, have their existing apprenticeship agreement terminated.

(4) have indenture proceedings initiated immediately by the receiving JATC and the California Apprenticeship Council.

Those accepted for transfer will be given full credit for on-the-job training experience and related instruction successfully completed while indentured in an IBEW/NECA inside apprenticeship program.

5) An individual who signs an authorization card during an organizing effort—wherein fifty percent 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 Journeyman, shall be evaluated by the JATC, using consistent, standard, nondiscriminatory means (see Section X), and indentured at the appropriate period of apprenticeship based on previous work experience and related training. Note: this is a method of direct entry into the apprenticeship program, whereby all minimum qualifications in paragraph (1) above, for interview and selection, are waived with all other post selection requirements remaining in force. All employees of the non-signatory electrical contractor must have been offered the opportunity to sign authorization cards. For such applicants to be considered, they must:

a. complete an application form.

b. have previous work experience (with non-participating employer(s)) that warrants some OJT credit, based on the provisions of these Standards (see Section X).

c. 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.

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

6) A military veteran who completed military training applicable to the electrical construction trade (as determined by the JATC), and can document a minimum of two (2) years of

military experience with honorable discharge, will qualify for an oral interview by the JATC to be considered along with other qualified applicants. Note: meeting this qualification allows the applicant to be interviewed during the normal selection process—this is NOT a form of direct entry. If selected under this provision, the JATC will determine, using standard means of evaluation (see Section X), if OJT and/or related instruction credit will be awarded for previous training and experience. All post selection requirements remain in force. To qualify under this provision, applicants must:

- a. complete an application form, accurately responding to all questions and items including statements indicating that they are:
 - i. physically and mentally able to safely perform or learn to safely perform essential functions of the job either with or without reasonable accommodations.
 - ii. able to get to and from work at job sites anywhere within the geographical area that this apprenticeship program covers.
 - iii. able and willing to attend all related classroom training as required to complete their apprenticeship.
 - iv. able to climb and work from ladders, scaffolds, poles and towers of various heights.
 - v. able to crawl and work in confined spaces such as attics, manholes and crawlspaces.
 - vi. able to read, hear and understand instructions and warnings.
- b. provide reliable documentation and adequate verification (which shall be recorded and securely filed in the applicant's file) to substantiate previous military training and experience, in order to qualify for interview under this provision.

B. Applicants selected for apprenticeship shall be employed only with participating (signatory) employers upon becoming indentured.

C. 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 OJT credit. Such individuals will be properly evaluated by the JATC and placed in the appropriate year of related training (see Section X).

D. All selected applicants (including direct entry) must provide the documentation specified to complete their application. Regardless of how one qualifies for apprenticeship, following selection, but prior to indenture, ALL individuals being offered an apprenticeship will qualify on:

1. Attend an orientation meeting to explain the details of the Apprenticeship Program.

2. Pass a drug-screen test. Cost of the test is to be borne by the JATC.

If the applicant fails the pre-indentured drug test, the offer of enrollment in the JATC apprenticeship program will be revoked. The applicant may re-apply for enrollment no sooner than one (1) year. At that time, the applicant must meet the JATC board and provide proof that they have completed a chemical dependency evaluation, followed all

professional treatment recommendations and agree to submit to follow-up random testing to verify ongoing compliance with the JATC alcohol and drug policy requirements.

The JATC's Drug Policy is a part of its official Rules and Policies. Applicants shall be notified that such a Policy exists, given an opportunity to review it, and sign a statement of understanding of this requirement prior to indenture.

SECTION IX - Application Process, Affirmative Action Plan and Selection Procedure

The recruitment, selection, employment and training of apprentices shall be in accordance with the written Affirmative Action Plan and Selection Procedure approved by the California Apprenticeship Council and made a part of these Standards.

This apprenticeship program's Affirmative Action Plan and Selection Procedure are in compliance with the guidelines established by the NJATC.

SECTION X - Credit for On-the-Job Skill Acquisition and Previous Related Training

A. Candidates with previous knowledge and skill acquisition in the electrical construction trade can ask for and have such work and job experience evaluated by the JATC prior to starting the related supplemental instruction. Where such experience warrants, the JATC will place the apprentice in the appropriate period with commensurate wages as determined by the JATC. Such advanced credit and standing shall be subject to review prior to advancement beyond the probationary period.

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.

The JATC will award as much credit as possible based on an equitable, nondiscriminatory evaluation of both OJT and related instruction. Hours of OJT credit awarded and related instruction placement level 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.

The granting of advanced standing or credit for previously acquired experience, training, or skills shall be applied equally to all applicants and measured against the work processes, with commensurate wages for any progression step so granted.

- B. After starting related supplemental instruction a selected apprentice cannot request an evaluation of past experience.
- C. Advance 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 reevaluation and reassignment of apprenticeship period and level of related instruction, as the JATC determines.
- D. The JATC permits individuals with previous education and training to test out of related courses. It has developed a nondiscriminatory policy adopting uniform written and

proficiency-type examinations to be used in determining whether or not to award credit and waive specific course(s), or area(s) of training.

SECTION XI - The Apprenticeship Agreement

- A. Before being employed as an apprentice or enrolled in related instruction classes, the selected applicant will sign an Apprentice Agreement with the JATC. This Apprentice Agreement will immediately be submitted to the California Apprenticeship Council. These Standards of Apprenticeship, including the Affirmative Action Plan and Selection Procedures, shall be considered a part of the Apprentice Agreement (See Appendix B).
- B. Prior to signing the apprentice agreement, each selected applicant shall be given an opportunity to read and review these Standards, the JATC's written Policies, the Apprentice Agreement and the sections of the CBA that pertains to apprenticeship. Selected applicants shall sign an acknowledgment that they have reviewed the documents and are willing to abide by them (See Appendix C).
- C. The JATC shall have one (1) original copy of the apprentice agreement properly completed and signed by the apprentice and the JATC. This original will be submitted to the California Apprenticeship Council. Two (2) copies will be returned to the JATC, one (1) shall be provided to the apprentice, and one (1) shall be retained and filed by the JATC.

SECTION XII - Probationary Period

The first 2,000 hours of OJT and satisfactory performance in related classroom training during such time shall constitute the probationary period. During this period the Apprentice Agreement may be canceled by either party without the formality of a hearing. The California Apprenticeship Council shall be notified of such cancellations. Furthermore, the California Apprenticeship Council shall be notified in writing of any extension of the probationary period in lieu of terminating the Apprentice Agreement.

During the probationary period, the JATC shall make a thorough review of the apprentice's ability and development. Advanced standing for previous training or experience does not reduce the probationary period.

Applicants awarded advanced standing at the time of indenture shall have their demonstrated skill, knowledge and overall performance evaluated during the probationary period. Adjustments, to the assigned period of apprenticeship and/or level of related classroom training may be made during the probationary period, following appropriate reviews and evaluation by the JATC. Such reviews and determinations shall be properly documented and applied equally to all apprentices.

Prior to the end of the probationary period, action must be taken on each probationary apprentice to end the probation, extend the probation, or cancel the apprenticeship agreement. All interested parties shall be notified of such action.

SECTION XIII - Related Instruction

- A. Each apprentice shall be required to participate in non-compensable related instructions

away from the job as specified below.

- B. Topics to be studied (completed) as part of the required NJATC curriculum shall include, but not be limited to those listed below may change from time to time:

FIRST YEAR -180 HOURS MIN.

BLUE PRINT READING
CONDUIT FABRICATION
ELECTRICAL THEORY
INDUSTRY ORIENTATION
JOB INFORMATION
MATHEMATICS
NATIONAL ELECTRICAL CODE
OSHA/SAFETY AWARENESS
SAFETY & HEALTH AWARENESS

FOURTH YEAR – 180 HOURS MIN.

DIGITAL ELECTRONICS
ELECTRICAL THEORY
FIBER OPTICS
INDUSTRY ORIENTATION
JOB INFORMATION
MOTOR CONTROL
NATIONAL ELECTRICAL CODE
PROGRAMMABLE CONTROLLER
SYSTEMS, ANALYSIS, REPAIR &
CERTIFICATION

SECOND YEAR – 180 HOURS MIN.

BLUE PRINT READING
CONDUIT FABRICATION
ELECTRICAL THEORY
INDUSTRY ORIENTATION
JOB INFORMATION
MATHEMATICS
NATIONAL ELECTRICAL CODE
TRANSFORMERS

FIFTH YEAR – 180 HOURS MIN.

AIR CONDITIONING
ALTERNATIVE ENERGY SOURCES
(SOLAR, WIND, FUEL CELL, ETC)
DISTRIBUTED CONTROL
FIRE ALARM
INDUSTRY ORIENTATION
INSTRUMENTATION
INTELLIGENT WIRING SYSTEMS
JOB INFORMATION
LOCAL AREA NETWORK SYSTEMS
LOW VOLTAGE SYSTEMS
NATIONAL ELECTRICAL CODE
PROCESS CONTROL
PROGRAMMABLE CONTROLLERS
SECURITY SYSTEMS
SYSTEMS ANALYSIS, REPAIR &
CERTIFICATION
TELECOMMUNICATIONS

THIRD YEAR – 180 HOURS MIN.

BLUE PRINT READING
ELECTRICAL THEORY
ELECTRICAL GROUNDING
ELECTRONICS
INDUSTRY ORIENTATION
JOB INFORMATION
MOTORS
NATIONAL ELECTRICAL CODE
SYSTEMS ANALYSIS, REPAIR & CERTIFICATION

- C. The time spent in related classroom instruction shall be in addition to the required minimum hours of on-the-job training. 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 California Apprenticeship Council.
- D. The JATC shall secure competent Instructors whose knowledge, experience and ability to teach shall be carefully examined and monitored. When possible, the Instructors shall take the teacher training courses made available from the NJATC.
- E. The JATC shall secure the instructional aids and equipment it deems necessary to provide quality instruction.
- F. The Instructors shall administer NJATC standardized tests in a timely manner. Such tests shall be evaluated and scored by the Instructor and reviewed with the class. Immediately

following class review of the tests the Instructor shall return all tests and materials to the JATC for proper filing. No test or test materials will be left in the hands of any apprentice. The JATC and the Instructors will be prudent and diligent in all efforts to protect the integrity of the testing materials.

- G. 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 the 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.
- H. The JATC shall inform each graduating apprentice of the availability of college credit through the NJATC's College Credit Program with the American Council on Education (ACE), and any Continuing Education Units (CEUs) that may be available.

SECTION XIV - Safety and Health Training

- A. The employer shall instruct the apprentice 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 the Secretary of Labor under Public Law 91-596, dated December 29, 1970 and as amended by Public Law 101-552, dated November 5, 1990, or State, or local standards that have been found to be at least as effective as the Federal standards.
- B. While on the jobsite, it shall be the responsibility of the Employer to provide the apprentice a safe and healthful workplace and conditions of employment, and work assignments that the apprentice can safely perform.
- C. 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.
- D. The JATC shall see that each apprentice successfully completes the NJATC, OSHA approved, Ten-Hour Construction Safety course, before beginning the Second-Year of related instructional training. NOTE: There will be additional classroom time (estimated at 18 hours) needed to complete this training.
- E. The JATC shall see that each apprentice successfully completes the additional NJATC/OSHA training course materials necessary to acquire the OSHA Thirty-Hour Card—within one calendar year from the date of completion of the Ten-Hour course. NOTE: This training will require additional time estimated to be approximately fifteen to twenty clock hours.

SECTION XV - Hours of Work

- A. The apprentice shall work the hours that are specified in the local CBA. The apprentice's work shall not interfere with attending related instructional classes.

The JATC shall maintain a standard procedure to best ensure reasonable continuous employment for all apprentices. The JATC shall make all OJT assignments, reassignments and transfers as stipulated in the CBA—ensuring adequate training and employment opportunities. Should the current employer be unable to provide the apprentice full employment on a reasonably continuous basis in the work processes outlined in these Standards, the apprentice may be transferred or reassigned to another participating employer as determined by the JATC.

- B. In the event that the JATC is unable to provide an eligible apprentice an on-the-job training 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. Additionally, apprentices shall remain at all times subject to immediate call by the JATC for an on-the-job training 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 Collective Bargaining Agreement. Failure to immediately comply with instructions to return to the JATC for an on-the-job training assignment may result in termination of the apprentice's apprenticeship agreement.

SECTION XVI - Work Experience

- A. In order to provide for the development of the necessary trade 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.

<u>WORK PROCESS</u>	<u>OJT HRS</u>
PROJECT LAYOUT AND PLANNING	200
Reading and interpreting blueprints and specifications	
Coordination between crafts, engineers and architects	
Layout feeders, risers and branch circuits	
TEMPORARY POWER INSTALLATION	200
Establishing Temporary Power during construction	
Maintaining Temporary Power and Lighting	
Relocating Temporary Power and Lighting	
UNDERGROUND INSTALLATIONS	400
Trenching and ditch digging	
Direct Burial Pre-Cast Structures	
Installing PVC/Rigid Conduit	
Installing grounding electrode systems	
CONDUIT RACEWAY SYSTEMS	1200
Installation of conduit, fittings and boxes	
Installation of fastening and supporting devices	
Bender setup and bending	
Pre-Fabrication	
FLEXIBLE CONDUIT RACEWAY AND ARMORED CABLE SYSTEMS	1200
Installation of Conduit, A/C cable, fittings and boxes	
Installation of fastening and supporting devices	
Pre-Fabrication	
INSTALLING TRANSFORMERS, SWITCHBOARDS AND PANELS	800
Mounting and Seismic Bracing	
Breaker Installation	
Terminations	
Grounding Systems	
INSTALLING, SPLICING & TERMINATING WIRES AND CABLES	1200
Feeder and branch circuit wiring	
Control wiring	
Splices, taps and terminations	
LIGHTING SYSTEM INSTALLATION	1200
Installing outlet boxes and conductors	
Installing fixtures and seismic restraints	
Control devices	

<u>WORK PROCESS</u>	<u>OJT HRS</u>
FINISH DEVICE INSTALLATION	1000
Installing switches and receptacles	
Installing special receptacles and ground fault interruption	
TESTING AND TROUBLESHOOTING FEEDERS AND BRANCH CIRCUITS	200
Testing, analyze and repair lighting and power circuits	
Checking circuit continuity and meggering	
Identifying fault current to ground	
Ground Verification	
Repairs and maintenance	
SPECIAL LOW-VOLTAGE SYSTEMS	400
Installing sound and communication systems	
Security and camera system installation	
Fire Alarm installation	
Nurse and emergency-call system	
Control system installation	
Installing and programming programmable controls	
Installing instrumentation and process control systems	
TOTAL MINIMUM HOURS OF OJT	8,000

- B. 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. Further, the JATC shall use the reports to provide an accumulative OJT record of experience in the various work processes for each apprentice. OJT reports similar to the sample shown in Appendix E and referenced in Section XIX of these Standards shall be used for reporting purposes.
- C. All work (OJT) shall be performed under the supervision of a Journeyman Wireman. Supervision will not be of such nature as to prevent the development of responsibility and initiative. Work may be laid out by the 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 trade competencies.
- D. 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 Journeyman. While the apprentice's supervising Journeyman Wireman must be present on the jobsite, such apprentice may be assigned to independently perform job tasks at the jobsite consistent with the apprentice's skills, knowledge and ability to perform the work as determined by the employer.
- E. An apprentice shall not supervise the work of any other apprentice or workers of any other classification.

SECTION XVII - Number of Apprentices: The Ratio

The numeric ratio of apprentices to journeymen, consistent with proper supervision, training, safety and continuity of employment, shall be as specified in Collective Bargaining Agreement applicable to these Standards.

SECTION XVIII - Temporary Training Opportunities

Apprentices may be permitted to receive OJT and related training on a temporary basis with another IBEW/NECA JATC, provided the two JATCs, their respective parent organizations and the apprentice 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 California Apprenticeship Council. Apprentices shall remain subject to immediate reassignment by the JATC with whom they are indentured. Failure to immediately comply with such instruction to return to the JATC with whom they are indentured may result in the termination of the apprentice's apprenticeship agreement; in which case, they would no longer be employable under the CBA in the jurisdiction.

SECTION XIX - Advancement of Apprentices

- A. Every year of apprenticeship, the JATC shall examine the progress of the apprentice on the job and in related instruction. A performance evaluation form similar to that provided in Appendix F of these Standards shall be used. The JATC will also receive a periodic OJT training report from the employer showing the experience and training in the various work processes acquired by the apprentice and evaluating the apprentice. See Appendix E for sample form.
- B. 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 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.

SECTION XX - Local JATC Rules and Policies

- A. The apprentice is subject to the written Policies of the JATC as presently in existence, or as may be modified from time to time. The JATC will provide the California Apprenticeship Council with a copy of the written Rules and Policies and any modifications thereto.
- B. The apprentice will be provided with a copy of the written Rules and Policies and will sign an acknowledgment receipt of same (see Appendix C). This procedure will be followed whenever revisions or modifications are made to the Rules and Policies.

SECTION XXI - Adjustment of Differences: Cancellation or Resignation of Apprenticeship Agreement

- A. 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.
- B. Apprentice agreements may be canceled at any time during the term of apprenticeship as follows: The apprentice agreement may be canceled at the request of the apprentice or 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 a reasonable opportunity for corrective action. Written notice shall be provided to the apprentice and to the California Apprenticeship Council of any such action taken (probation extension, suspension or cancellation).

Individuals who have been suspended or terminated from apprenticeship shall not be assigned by the JATC in any capacity. Furthermore, they are not eligible to participate in any related training activities and per the CBA, they are not eligible for any job assignments under the CBA.

- C. Apprentices shall have the right to request an appearance before the JATC concerning specific issues or matters dealing with their apprentice agreement. Such requests must be in writing.
- D. Complaint Procedure - In lieu of establishing a Complaint Review Body, the JATC will supply all apprentices with a copy of the Notice found in Appendix D.

The JATC has full authority to supervise the enforcement of these Standards. Its decision will be final and binding on the employer, the local union and the apprentice, unless otherwise noted below.

If applicants or apprentices believe an issue exists that adversely affects their participation in the apprenticeship program or violates the provisions of the Apprentice Agreement or Standards, relief may be sought through one or more of the following avenues, based on the nature of the issue:

1. For issues regarding wages, hours, working conditions, and other issues covered by the Collective Bargaining Agreement, apprentices may seek resolution through the applicable Grievance and Arbitration Articles of the collective bargaining agreement after first bringing documented evidence to the JATC.
2. The local JATC shall hear and consider all complaints of violations concerning the Apprentice Agreement and the registered Standards. The local JATC shall make such rulings as it deems necessary in each individual case. Either party to the Apprentice Agreement may consult with the California Apprenticeship Council for an interpretation of any provision of the Standards over which differences occur.
3. Any apprentice or applicant for apprenticeship who believes they have been discriminated against on the basis of race, color, religion, national origin, sex or age—except the applicant must meet the minimum age requirement—with regard to apprenticeship, or that the equal opportunity standards with respect to their selection have not been followed in the operation of the apprenticeship program, may contact

directly the Federal, State or local Equal Employment Opportunity Commission (EEOC), and/or the U.S. Department of Labor, Bureau of Apprenticeship and Training or the California Apprenticeship Council.

Complaints which may be filed by the apprentice or through an authorized representative of the apprentice, must be filed not later than 180 days from the date of the alleged discrimination or specified failure to follow the equal opportunity standards. The complaint shall be in writing and shall be signed by the complainant. It must include the name, address, and telephone number of the person allegedly discriminated against, the persons or entities involved, and a brief description of the circumstances of the failure to apply the equal opportunity standard.

The JATC shall provide each applicant and apprentice with this complaint procedure and the names and addresses of the local, State and Federal contacts for receiving complaints. This procedure is also a part of the Affirmative Action Plan.

- E. The Complaint Procedure shall be equitably applied to all applicants and apprentices.
- F. When an apprentice's indenture (Apprentice Agreement) is terminated before satisfactory completion of their apprenticeship, the resulting vacancy may be filled by selecting and indenturing the next individual from the current eligibility list; provided all indentured apprentices who are available for on-the-job training assignments are so assigned. In the event that related instructional training classes are not available in the immediate future, the individual(s) indentured 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.

SECTION XXII – Certification of Completion

- A. Upon satisfactory completion of the NJATC's Five-Year course of study, accumulation of a minimum of 8,000 hours of OJT, and acquisition of the State of California Journeyman Electrical Certification; the JATC will certify to the sponsoring parties, to the NJATC and to the California Apprenticeship Council that the apprentice has satisfied all of the requirements of his or her apprentice agreement.
- B. The JATC will present each graduating apprentice with a Certificate of Completion issued by the NJATC (see Appendix E). The JATC shall request a Completion Certificate from the NJATC for every individual completing the apprenticeship program. Each Certificate shall be approved and signed by the officers of the JATC. The JATC shall likewise submit a signed request for a Completion Certificate to the California Apprenticeship Council.
- C. The JATC will notify the IBEW Local Union of the date of each satisfactory completion, allowing the Local Union to reclassify the individual per IBEW By-Laws.

SECTION XXIII - Program Registration

These Standards of Apprenticeship will be approved by the NJATC and properly registered with the California Apprenticeship Council (see Sections I and III).

SECTION XXIV - Modification of these Standards

Rapid changes in the electrical industry may require modification or revision of these Standards from time to time. Such modification, when adopted by the JATC, shall be submitted to the California Apprenticeship Council before implementation. Modification or changes in these Standards, including amendments, shall not alter conditions of apprenticeship already in force without the consent of the JATC.

SECTION XXV - Program Deregistration

This program may be deregistered upon the voluntary action of the JATC by request to the California Apprenticeship Council for cancellation of the registration. The program may also be deregistered for reasonable cause by the California Apprenticeship Council, 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 29.7 and any applicable State or local regulations.

SECTION XXVI - Maintenance of Records

The JATC shall maintain for a period of five (5) years all records relating to apprentice applications (regardless of outcome), the employment and training of apprentices, and information relevant to the operation of the program. This includes, but is not limited to, records on the recruitment, application and selection of apprentices, periodic advancements, disciplinary actions, layoffs, terminations, rates of pay, hours of on-the-job training and related instruction, evaluations and other pertinent data. This DOES NOT include JATC Trust Fund records.

All JATC records shall be made available upon request of the U. S. Department of Labor, Bureau of Apprenticeship and Training and the California Apprenticeship Council. This provision DOES NOT include JATC Trust Fund records.

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JOINTLY ADOPTED BY JATC ON THIS 26th DAY OF September, 2007.



Signature of JATC Chairman

9/26/07

Date



Signature of JATC Secretary

9/26/07

Date

REGISTERED WITH AND APPROVED BY THE NJATC:



Executive Director

9/28/07

Date

REGISTERED WITH AND APPROVED BY:

USDOL/Office of Apprenticeship

Registration Agency

Date

BY: _____
Registration Agency Representative

TITLE: Regional Director

APPRENTICESHIP STANDARDS

APPENDICES

APPENDIX A

LOS ANGELES COUNTY ELECTRICAL JOINT APPRENTICESHIP AND EDUCATIONAL TRAINING COMMITTEE

EMPLOYER REPRESENTATIVES

Gary Leder, Secretary

Electric Service & Supply, 2668 E. Foothill Blvd., Pasadena, CA 91107

Phone: 626-523-5234 (cell)

Fax: 626-795-9197

Rick Jarvis

Morrow Meadows Corp, 231 Benton Court, Walnut, CA 91789

Phone: 951-830-9567 (cell)

Fax: 909-594-3410

Jim Willson

NECA, L A County Chapter, 675 S. Arroyo Parkway, Suite 300
Pasadena, CA 91105

Phone: 626-792-6372

Fax: 626-792-6372

EMPLOYEE REPRESENTATIVES

Dean Todd, Chairman

IBEW/ Local 11, 6023 S. Garfield Avenue, Commerce, CA 90040

Phone: 323-517-9610

Fax: 323-726-0623

Marvin Kropke

IBEW/ Local 11, 297 N. Marengo Avenue, Pasadena, CA 91101

Phone: 626-243-9700 x 706

Fax: 626-793-9743

Gregory Belda

3557 Ocean View Avenue, Los Angeles, CA 90066 – Mike Brown Electric

Phone: N/A

Fax: 818-781-4456

APPENDIX B

APPENDIX C

I have received a copy of the Apprentice Policies. They have been thoroughly explained to me, and I understand I will be governed by these policies so long as I am indentured to the Los Angeles County Apprenticeship Committee. Additionally, I understand I am permitted to review the approved Apprenticeship Standards at the ETI office upon my request. I have had the opportunity to ask questions concerning these documents. I understand I must remain knowledgeable of, and abide by all of these policies throughout the duration of my program.

PRINT NAME: _____

SIGNATURE: _____

DATE: _____

APPENDIX E



The Trustees
of



The National Joint Apprenticeship and Training Committee
for the
INTERNATIONAL BROTHERHOOD OF ELECTRICAL WORKERS,
and the
NATIONAL ELECTRICAL CONTRACTORS ASSOCIATION

upon the Recommendation of the
Los Angeles Co. Electrical
JOINT APPRENTICESHIP AND TRAINING COMMITTEE
do hereby present this diploma to

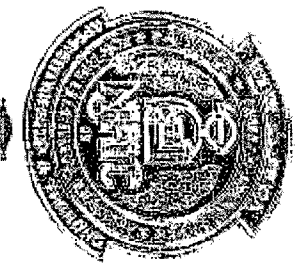
In recognition of satisfactory completion of their indenture, as indicated by acquiring the minimum number of on-the-job hours, related studies and/or classroom training, thereby accomplishing a degree of knowledge and skill level which is mastered only by those who attain the goals and standards set forth by this Industry. The above named graduate is therefore worthy and deserving of the Internationally Recognized classification of

Journeyman Wireman

which is herewith conferred as acknowledged by the signatures of the Trustees on this eleventh day of September in the year 2007

Francis Della
President, 33389418

John M. Star
Governor/ Vice President & CEO, NCEA



Robert F. Felt
IATB Chairman
Tom Taylor
IATB Secretary

APPRENTICESHIP SELECTION PROCEDURES

FOR THE

LOS ANGELES COUNTY INSIDE WIREMAN

Electrical Joint Apprenticeship and Training Committee

Representing the

Los Angeles Chapter
National Electrical Contractors Association, Inc.

And

Local Union 11
International Brotherhood of Electrical Workers

ADOPTED, APPROVED AND CERTIFIED AS REFLECTED ON THE SIGNATURE PAGE OF THIS
DOCUMENT

THESE PROCEDURES ARE CONSIDERED CONSISTENT WITH THE DEPARTMENT OF
LABOR'S REGULATIONS,
TITLE 29 CFR PART 30, AS AMENDED MAY 12, 1978

PROCEDURES FOR PROCESSING APPLICATIONS AND SELECTING APPRENTICES

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

Any amendments to these Selection Procedures shall not be implemented, in any manner, prior to the approval and registration of such amendments first by the NJATC and then by the California Apprenticeship Council.

The terms Journeyman and Craftsmanship, as used in these Procedures, are meant to define a recognized level of competency and include both male and female.

SECTION I: APPLICATION AVAILABILITY

The JATC has adopted a procedure for issuing and accepting applications for apprenticeship to all potential applicants on predetermined and published dates and times at a designated location. The frequency of application acceptance will be as indicated below.

YEAR-ROUND APPLICATIONS

The JATC will make applications available from **8:30 AM until 10:00 AM** on Wednesday the fourth week of each month, except December. The time, number of days per week, or week of the month the JATC will issue application forms may be changed by the JATC with proper notification given to all interested parties.

The JATC will properly notify the appropriate parties, including recognized outreach and affirmative action groups, as required by the JATC's approved Affirmative Action Plan informing them of its year-round application procedure, the description of apprenticeship, requirements for admission, availability of apprenticeship opportunities, and the equal opportunity policy of the sponsor. (See Appendix A).

INTERVIEW FREQUENCY

The JATC will determine how often interviews will be conducted, based upon the number of successful qualifying applicants each month. The JATC will strive to interview, on a monthly basis, those who qualified the previous month.

SECTION II: GENERAL RULES CONCERNING APPLICATIONS AND RECORD KEEPING

- 1 Application forms will be made available exclusively by the JATC as indicated in Section I. All such application forms will be serially numbered and accounted for in the Application Record Book, identifying the applicant and the serially numbered application form issued. (See Appendix B)
- 2 All application forms and all related information and documents pertaining to applicants shall be the property of the JATC and shall be considered information protected under the Privacy Act.

- 3 The Application Record Book will be maintained by the JATC and shall be considered confidential in nature and shall not be disclosed, except to authorized JATC staff and California Apprenticeship Council Representatives who have authority or responsibility on such matters.
- 4 No member of the JATC, or any employee of the JATC, shall reveal or discuss any information pertaining to any applicant outside the applicable meetings of the JATC.
- 5 All application forms and related documents will be maintained and retained (for a minimum of five (5) years by the JATC and shall comply with all applicable laws and regulations concerning such matters (See Appendix C Application Form and Appendix D - Apprenticeship Application EEOC Supplemental Information Form).

SECTION III: STEP-BY-STEP APPLICATION PROCESS

- 1 The applicant shall appear in person and complete the issued official application request form at the JATC's directed location. (See Appendix B).
- 2 Each applicant will be issued the next available, unused, serially numbered Application Form to be filled out, signed, and submitted to the designated application office. Each completed application submitted must be accompanied by required documents to prove the applicant possess all of the minimum qualifications outlined as follows;
 - A. MINIMUM AGE REQUIREMENTS**

All Applicants must be a minimum of seventeen and one-half (17 ½) years of age at the time of application. Further, applicants must be a minimum of eighteen (18) years of age prior to indenture.
 - B. EDUCATION/CITIZENSHIP REQUIREMENTS**

Each applicant must submit evidence to satisfy the following:

 1. High School Graduate, General Equivalency Diploma (G.E.D.) or High School Proficiency Exam (H.S.P.E.)
 2. One full year of High School Algebra, or one semester of College Algebra with a passing grade of "C" or better.
 - C. PHYSICAL REQUIREMENTS**

Each applicant must be physically capable of performing the work required of the Electrical Construction Industry. In the event a physical examination is required, the cost of the examination shall be borne by the JATC.
 - D. TESTING**

Each qualified applicant will be required to take and pass a comprehensive written Entry Level Examination with a passing score of 70% or better to qualify for an Oral Interview. This test will be administered the same day as the application is completed.
- 3 The applicant will be provided with a list of the basic qualifications required. A written description of the basic requirements will be provided to anyone expressing an interest in the apprenticeship program. This information will be provided upon request where application

forms are issued, and is available on the JATC's website at www.laett.com. (See Appendix A),

- 4 A copy of the registered Apprenticeship Standards, the Affirmative Action Plan, the Selection Procedures, and the JATC's Apprentice Policies, will be available upon request for all applicants to read. Applicants shall be made aware of the apprentice's obligations and requirements to participate in, and successfully complete, all work processes and the related classroom instruction.
- 5 Each applicant will be provided with 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 (See Appendix A).
- 6 Upon completion of the application form, the JATC will properly record all information in the Record Book and properly file the application form.
- 7 The applicant's aptitude test results will be entered in the Record Book.
- 8 The JATC will schedule and interview all applicants who qualify (See Appendix C). The JATC will schedule oral interviews as indicated in Section I, in order to maintain an adequate list of eligible applicants available for ranking and selection to meet industry needs.
- 9 Copies of all correspondence sent to applicants shall be properly filed and maintained by the JATC for a period of five (5) years.

SECTION IV: PROCEDURES FOR INTERVIEWS

- 1 All qualifying applicants will be alphabetically listed in the order in which they are to be interviewed.
- 2 The list of applicants to be interviewed may be broken into smaller groups if more than one interview session is scheduled.
- 3 Applicants will be notified to appear for interview using a standard letter (See Appendix C). This notification will specify the date, time and location for the oral interview.
- 4 To conduct an Oral Interview, each interviewer is to be provided with an Interview Rating Form (See Appendix D) and a copy of the applicant's Application. At the top of the Rating Form, the interviewer will fill in the applicant's name, the date and his or her name. Interviewers will be given sufficient time to review the application, and the applicant will then be introduced to the JATC interviewers and the interview will commence.
- 5 The applicant will be put at ease by introduction and brief general conversation. Interviewers will be sensitive to the fact that this is an important step for the applicant who may be under some minor stress and/or nervous tension. Therefore, it is imperative that proper interviewing techniques and decorum be employed at all times.
- 6 Interviewers will ask questions of the applicant with the purpose of determining as much as possible about them as an individual, and their capacity to become an apprentice and eventually a Journeyman. The applicant will be interviewed and evaluated with due consideration of industry standards and needs. Applicants will not be judged against, or compared to, other applicants. They will be rated based on the standards and needs of the industry. The Interview Rating Form will provide a summary of the questions asked of the

applicant and responses to said questions. On the rating form, each interviewer will indicate (by circling) the questions that were asked of an applicant and how they rated the applicant in each area.

- 7 Before being excused from the interview, the applicant will be informed they will be notified of the results by mailed letter.
- 8 When the interview is over and the applicant has been excused, the interviewers will individually review their Interview Rating Form and award a final overall rating or Interview score using the scale provided at the bottom of the Rating Form (See Appendix D). Each interviewer will then SIGN and DATE his or her Rating Form for that applicant.
- 9 Interview assessments will take into account:
 - A. Education - Algebra I and II, Geometry, Trigonometry, Advanced Math, Physical Sciences, Physics, Chemistry, Industrial Arts, Mechanical Drawing/Drafting, Computer Literacy/Programming, Related Vocational/Technical Courses, etc. Attendance records and grades received will be reviewed along with work history, experience and past performance.
 - B. Ability to punctually report for on-the-job training assignments and related instructional classes on a regular and continuous basis.
 - C. Factors which are brought out during the oral interview, such as:
 1. Interest in Apprenticeship
 2. Personal Character
 3. Cooperativeness
 4. Judgment
 5. Ability to develop alternative solutions and choose the best to solve a problem.
 6. Ability to plan and organize tasks to meet deadlines
 7. Ability to maintain good relations with others in a work setting
 8. Ability to work with others as a team to complete a task
 9. Ability to be self-motivated, responsible, and dependable without close supervision
 10. Ability to remain calm in an emergency situation
 11. Ability to understand verbal instructions, especially safety related
 12. Ability to communicate with others
 - D. Rating of individual applicants shall be done against a standard of what the industry needs, not as a comparison to the other applicants.
- 10 All Interview Rating Forms, and Application copies are to be immediately collected at the end of the interview. The names of the interviewers and their individual scores will be recorded on the Master Interview Rating Sheet. (See Appendix E). The individual scores will then be combined and a final interview score will be computed and properly recorded in the Official Apprentice Application Record Book.
- 11 The original Application Form and ALL Interview Rating Forms shall be placed in the Applicant's folder becoming a part of the JATC's official record. Confidential information shall NOT be disclosed.
- 12 All interviewed applicants will be instructed they shall remain on the active eligible list for a period of two (2) years from the date of their oral interview (See Appendix M).

- 13 If after one year from the date of their initial interview, an applicant has gained at least 1,000 hours of work experience in the electrical construction industry, or has successfully completed two or more post-secondary, trade related classes (See Section IV, Paragraph 11 A.), they may be re-interviewed. If such a request is made, the individual must complete the Re-Interview Request Form (See Appendix F). The JATC will consider the request and determine whether or not a re-interview is justified, and respond to the request using the Re-Interview Response Form (See Appendix G). This provision shall be equitably applied to ALL applicants.
- 14 The JATC will place all individuals currently active on the eligibility list in ranked order. The ranked list will identify each individual's rank, name, date of application, date of interview, and interview score to one decimal place. (See Appendix H).
- 15 When new interviews are scheduled and completed, the JATC will add the newly interviewed applicants to its existing ranked list of applicants. All lists will be maintained by the JATC for a minimum of five (5) years.

SECTION V: SELECTION FROM JATC RATINGS

- 1 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.
- 2 The California Apprenticeship Council shall be promptly notified of all individuals entering the apprenticeship program through the selection process, the approved organizing procedures, or via the approved transfer of apprenticeship procedure.
- 3 The actual selection of individuals will be made by using the current ranked list starting with the top score and continuing in descending order until the desired number of accepted applicants has been reached.
- 4 All selected applicants will be notified in writing of the JATC's offer of apprenticeship. (See Appendix I).

SECTION VI: APPRENTICE APPLICANT APPEALS PROCEDURE

- 1 An Appeals Committee is hereby established composed of one member appointed by Labor, one member appointed by Management and a Public member jointly appointed by both Labor and Management. Each sponsoring organization shall appoint its own representative on the Appeals Committee in such a manner as it desires, except that no member of The JATC, or officer of either sponsoring party, shall serve on the Appeals Committee.
- 2 Management and Labor shall mutually agree to, and select, the Public member of this committee.
- 3 The authority of the Appeals Committee shall be limited to rendering decisions on cases involving unjust treatment of applicants for the apprenticeship program with regards to selection. This committee shall have no other involvement whatsoever with the JATC and shall not determine basic qualifications for apprenticeship or selection procedures.

- 4 Any appeal must be filed in writing within thirty (30) days of the letter date of notification to the applicant regarding the interview score. Appeals will be filed directly with the Appeals Committee at the address provided to all interviewed applicants.
- 5 A copy of the appeal shall be filed with the JATC.
- 6 The Appeals Committee shall consider the written evidence and conduct a hearing. A final decision shall be rendered within thirty (30) days from the date of this hearing, and the decision of the Appeals Committee shall be final and binding upon the both parties.
- 7 The letters that appear in Appendices J and M shall include notification of the right to appeal.
- 8 The Complaint Procedure that appears in the JATC's Affirmative Action Plan applies to apprenticeship applicants who feel that they have been discriminated against on the basis of race, color, religion, national origin, sex or age (except applicant must meet the minimum age requirement).

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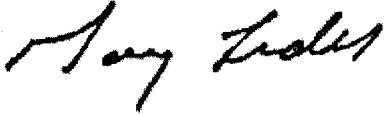
JOINTLY ADOPTED BY JATC ON THIS 26th DAY OF September, 2007.



SIGNATURE OF JATC CHAIRMAN

9/26/07

DATE



SIGNATURE OF JATC SECRETARY

9/26/07

DATE

REGISTERED WITH AND APPROVED BY:

USDOL/Office of Apprenticeship

REGISTRATION AGENCY

DATE

By: _____

REGISTRATION AGENCY REPRESENTATIVE

TITLE: Regional Director

APPRENTICESHIP SELECTION PROCEDURES

APPENDICES

APPENDIX A



ELECTRICAL TRAINING INSTITUTE
For
National Electrical Contractors Association L.A. County Chapter
And
International Brotherhood of Electrical Workers Local Union No. 11



OFFICIAL NOTICE

Apprentice Opportunity for the Inside Electrical Wireman Program

The Joint Apprenticeship & Training Committee offers a complete 5-year program incorporating on-the-job training and supplemental classroom related instruction for the Inside Electrical Wireman Program, and continues to accept applications from eligible applicants in accordance with its approved standards and selection procedure.

In order to be eligible for an interview you must submit an application with the following required documents:

- 1. A Birth Certificate or Driver's License - showing that you are at least 18 years of age.*
- 2. A High School Diploma, G.E.D., or U.S.P.E.*
- 3. Official, unopened, transcripts showing that you have passed one year (two semesters) of High School Algebra or one semester of College Algebra, with a passing grade of "C" or better.*
- 4. Must bring original Social Security Card.*
- 5. Must be a U.S. Citizen or meet INS requirements.*

These must be in legal document form. Photocopies will be made and must remain in the applicant's file, with the originals being returned to the applicant.

Applications will be accepted on the fourth Wednesday of each month, and occasional additional days according to our industry's employment needs. These added days will be posted at this facility, and on our Web-site: www.jaett.com

*All applicants must appear in person with all of the above listed original documentary evidence between the hours of **8:30 AM - 10:00 AM** only at the:*

**Electrical Training Institute
6023 S. Garfield Avenue
City of Commerce, CA 90040**

The required written exam will begin on the same day immediately after the submission of applications. Oral Interviews will be held within four (4) weeks after completion of the written exam, but only for those who passed. A score of 70% or better is required to obtain a qualified status. A study guide for this exam is available at this facility for a nominal charge of \$13.00. Each qualified applicant will be required to participate in an oral interview with the Electrical Joint Apprenticeship Committee. The purpose of this interview is to evaluate and determine eligibility, and the proper period of apprenticeship for which the applicant qualifies. This evaluation procedure may consist of a Credit for Prior Experience exam (CPE), the oral interview, and any supportive documents submitted by the applicant to ascertain his/her skill level within the program. All applicants who complete the interview process will be eligible for this program subject to the needs of the industry.

All applications will be received and processed without regard to race, color, religion, national origin, or sex.



ELECTRICAL TRAINING INSTITUTE
For
National Electrical Contractors Association L.A. County Chapter
And
International Brotherhood of Electrical Workers Local Union No. 11



What is Apprenticeship?

Apprenticeship is a well-organized and supervised training method we use to enable people with little or no prior knowledge of our craft or trade to become qualified journeymen. It is an "earn while you learn program" as the on-the-job portion of the training is a full-time, well-paid job.

- 1. The apprentices are employed under a union contract, which includes regular wage increases and diversified training.*
- 2. You are paid good wages while you learn.*
- 3. You will gain experience using the most modern practices.*
- 4. You will work under the direction of a competent Journeyman who will teach you the trade in the shop and at the job-site. You will receive close personal attention.*
- 5. You will attend evening classes a minimum of six (6) hours each week, and one (1) or more Saturday classes per month to receive technical instruction related to our trade. This is one reason for our high academic entrance requirements.*

Job Description

The Inside Electrical Construction Trade requires physical effort on the part of the apprentice to accomplish ladder and scaffold climbing, pulling, pushing, crawling, crouching, working in cramped and confined quarters, and lifting of 25 to 50 pound objects on a fairly constant schedule. The individual must possess the ability to closely follow specific instructions, especially safety directions. Depending on the job location, the worker may perform either indoors or outdoors, in semi-sheltered, or in unfinished buildings.

We Are Selective

We are seeking men and women of all races who demonstrate the best character, aptitude, motivation, and traits conducive to success in our trade. Employers and union representatives who make up the JAC, interview all qualified candidates in an effort to select only the best candidates.

A good candidate is one with a record of having done well in school, especially in math and in science, one who has demonstrated reliability, possesses a sincere desire to succeed, and one who has a positive attitude and a desire to work hard. The electrical construction trade is an occupation requiring a high level of knowledge and skill which we teach to hundreds of successful, qualified, and fortunate individuals.



ELECTRICAL TRAINING INSTITUTE
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What Benefits Do I Gain if I Am Accepted?

- 1. An opportunity to learn a most respected trade in one of the most technical crafts of the building trades, and earn a good wage while you learn.*
- 2. An opportunity to become a member of the most respected and progressive Union in the Building and Construction Trades; The International Brotherhood of Electrical Workers.*
- 3. The opportunity to “earn” journeyman status and certification, which is recognized throughout the United States. Your journeyman ticket is security for yourself and your family for life.*
- 4. The opportunity to continue your education after you become a journeyman, for our industry has extension courses to teach various specialties of our trade, and keep you updated on the most modern technologies.*
- 5. The opportunity to earn an exceptional wage during your working life, and receive valuable benefits throughout your retirement.*

What is expected of me if I am selected?

- 1. Your complete cooperation and willingness to learn.*
- 2. Regular school attendance and interest in continuing your education.*
- 3. Dependability on the job.*
- 4. A day's work for a day's pay.*



ELECTRICAL TRAINING INSTITUTE
 For
 National Electrical Contractors Association L.A. County Chapter
 And
 International Brotherhood of Electrical Workers Local Union No. 11



Upcoming Application Dates For 2007

S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
JANUARY							FEBRUARY							MARCH							APRIL						
	1	2	3	4	5	6					1	2	3					1	2	3	1	2	3	4	5	6	7
7	8	9	10	11	12	13	4	5	6	7	8	9	10	4	5	6	7	8	9	10	8	9	10	11	12	13	14
14	15	16	17	18	19	20	11	12	13	14	15	16	17	11	12	13	14	15	16	17	15	16	17	18	19	20	21
21	22	23	24	25	26	27	18	19	20	21	22	23	24	18	19	20	21	22	23	24	22	23	24	25	26	27	28
28	29	30	31				25	26	27	28				25	26	27	28	29	30	31	29	30					
MAY							JUNE							JULY							AUGUST						
		1	2	3	4	5					1	2	1	2	3	4	5	6	7				1	2	3	4	
6	7	8	9	10	11	12	3	4	5	6	7	8	9	8	9	10	11	12	13	14	5	6	7	8	9	10	11
13	14	15	16	17	18	19	10	11	12	13	14	15	16	15	16	17	18	19	20	21	12	13	14	15	16	17	18
20	21	22	23	24	25	26	17	18	19	20	21	22	23	22	23	24	25	26	27	28	19	20	21	22	23	24	25
27	28	29	30	31			24	25	26	27	28	29	30	29	30	31				26	27	28	29	30	31		
SEPTEMBER							OCTOBER							NOVEMBER							DECEMBER						
						1		1	2	3	4	5	6					1	2	3	1	2	3	4	5	6	7
2	3	4	5	6	7	8	7	8	9	10	11	12	13	4	5	6	7	8	9	10	9	10	11	12	13	14	15
9	10	11	12	13	14	15	14	15	16	17	18	19	20	11	12	13	14	15	16	17	16	17	18	19	20	21	22
16	17	18	19	20	21	22	21	22	23	24	25	26	27	18	19	20	21	22	23	24	23	24	25	26	27	28	29
23	24	25	26	27	28	29	28	29	30	31				25	26	27	28	29	30	30	31						
30																											

ETI Web Address: www.laett.com

APPENDIX B



test

SPONSOR
PROGRAM NUMBER
OR I.D. CODE

APPRENTICESHIP APPLICATION

Appendix C

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APPLICANT APPLICATION NO.

Form For: (Choose One Only)

- Wireman
 Transp
 Residential
 Telecommunications

ALL THE ABOVE (TOP SECTION) IS TO BE COMPLETED BEFORE GIVING THIS FORM TO THE APPLICANT

THE REMAINDER OF THIS FORM IS TO BE COMPLETED ENTIRELY BY THE APPLICANT.

All Letters, Numbers and Marks MUST be inside the Boxes. Please Use INK and Enter No Stray Marks.

Social Security Number

[][][] - [][] - [][][][]

Date of this Application

[][] / [][] / [][][][]

Last Name

First Name

MI

--	--	--

Address

--

City

State

Zip Code

--	--	--

Home Phone

Other Phone Number

([][][]) [][][] - [][][][]
--

([][][]) [][][] - [][][][]
--

EDUCATION

Highest Year of Education Completed

- | | |
|--|---|
| <input type="checkbox"/> 8th Grade or Less | <input type="checkbox"/> 1 Year of College |
| <input type="checkbox"/> 9th Grade | <input type="checkbox"/> 2 Years of College |
| <input type="checkbox"/> 10th Grade | <input type="checkbox"/> 3 Year of College |
| <input type="checkbox"/> 11th Grade | <input type="checkbox"/> 4 or more Years of College |
| <input type="checkbox"/> 12th Grade (or GED Certificate) | |

2. Are you a High School Graduate? YES NO
- If NO, do you have a GED? YES NO

3. List Highest College Degree earned (PRINT within the boxes below):

Degree

--

4. Did you satisfactorily complete and receive credit for Algebra I (or some higher math) in high school or in a post high school institution? YES NO
- 4a. JTC Math course successfully enrolled/completed? Yes NO
5. Did you ever participate in any kind of vocational technical training during or after high school? YES NO
- 5a. If YES, how long was the program? Months [][]
- 5b. Did you complete the program? YES NO
6. Did you participate in any kind of school-to-career program while you were in high school? YES NO
- 6a. If YES, did you complete the program? YES NO

BACKGROUND

7. Have you served in the US military? Yes No
- Entry Date
- 7a. If yes, please enter dates. [][][] / [][][] / [][][][]
- Discharge Date
- [][][] / [][][] / [][][][]
- 7b. Which branch? _____
- 7c. List which military training schools you completed, if any.
- _____
- _____
8. Have you ever been convicted of a felony? YES NO
(Conviction will not automatically disqualify you.)
If YES, explain the conviction.
- _____
9. Do you have any electrical/electronic experience? YES NO
10. Have you applied with this apprenticeship program before? YES NO
- 10a. If YES, how many times? Times [][]
11. Have you participated in an apprenticeship of any kind? YES NO
- If YES, in what? _____
12. Are you currently serving an apprenticeship? YES NO
- If YES, list the employer or apprenticeship sponsor: _____
13. Do you have a valid Driver's License? YES NO
14. Do you have a Commercial Driver's License (CDL)? YES NO
- If YES, what class CDL do you have? _____



10472

APPLICANT APPLICATION NO.

Application number entry grid

Application Number Entered by JATC -->

INTEREST & ABILITY

15. List reason(s) why you are applying for this apprenticeship program:

Blank lines for answer to question 15

16. Give a brief description of the kind of work you think is involved with this trade:

Blank lines for answer to question 16

- 17-23. Physical and mental ability questions with YES/NO checkboxes

WORK HISTORY

You Must Complete, and Return With This Application, a Work History Summary Sheet, indicating your present and previous employers.

- 24-26. Work history questions with YES/NO checkboxes

STATEMENTS OF UNDERSTANDING

You Must Darken the Box for Each of the Statements (A through M) Below to Indicate Your Knowledge and Understanding. NOTE: If You Need Clarification On Any Item Do NOT Hesitate to Ask.

- A-M. Statements of understanding with checkboxes

I have darkened all the above(A thru M) to indicate my understanding, and state that, to the best of my knowledge, all information provided on this form is true and accurate. I hereby grant permission to all former employers and references listed to disclose any information concerning my past employment and/or qualifications. I agree that any false statements made by me in this application shall constitute grounds for disqualification of my selection or grounds for my discharge, if false information is discovered after being selected for apprenticeship. I hereby apply for an apprenticeship indenture with this sponsor and agree that if selected, I will abide by all Standards, Rules and Policies covered by the Indenture (Apprenticeship Agreement).

SIGNED: DATE:

Applicant Must Provide Date

APPLICATION FOR EMPLOYMENT - (CONDENSED)

Prospective employees will receive consideration without discrimination based on race, creed, color, sex, age, national origin, handicap, veteran status or any condition proscribed by state or local law.

P E R S O N A L	Last Name		First	Middle	Date
	Street Address				Home Telephone ()
	City, State, Zip				Business Telephone ()
	Have you ever applied for employment with us? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes: Month and Year _____ Location _____				Social Security #
	Position Desired				Pay Expected
	Apart from absence for religious observance, are you available for full-time work? <input type="checkbox"/> Yes <input type="checkbox"/> No If not, what hours can you work? _____				Will you work overtime if asked? <input type="checkbox"/> Yes <input type="checkbox"/> No
	Are you legally eligible for employment in the United States?				When will you be available to begin work? _____
	Have you been convicted of any crimes in the past ten years, excluding misdemeanors and summary offenses, which have not been annulled, expunged or sealed by a court? <input type="checkbox"/> Yes <input type="checkbox"/> No If "Yes," describe in full.				Have you ever been bonded? <input type="checkbox"/> Yes <input type="checkbox"/> No If "Yes," with what employers?
	Membership in professional and civic organizations (Exclude those which may disclose your race, color, religion, age or national origin). Other special training or skills (languages, machine operation, etc.), special accomplishments or awards.				

E D U C A T I O N	School	Name and Location of School	Course of Study	No. of Years Completed	Did you Graduate?	Degree or Diploma
	Graduate				<input type="checkbox"/> Yes <input type="checkbox"/> No	
	College				<input type="checkbox"/> Yes <input type="checkbox"/> No	
	Business /Trade/ Technical				<input type="checkbox"/> Yes <input type="checkbox"/> No	
	High School				<input type="checkbox"/> Yes <input type="checkbox"/> No	
	Elementary				<input type="checkbox"/> Yes <input type="checkbox"/> No	

MILITARY	Did you serve in the U.S. Armed Forces? <input type="checkbox"/> Yes <input type="checkbox"/> No	If "Yes," in what Branch?
Describe any training received relevant to the position for which you are applying. _____		

EMPLOYMENT

Please give accurate, complete full-time and part-time employment record. Start with your present or most recent employer.

1	Company Name	Telephone ()
	Address	Employed - (State month and year) From To
	Name of Supervisor	Weekly pay Start Last
	State Job Title and Describe Your Work _____	Reason for leaving

2	Company Name	Telephone ()
	Address	Employed - (State month and year) From To
	Name of Supervisor	Weekly pay Start Last
	State Job Title and Describe Your Work _____	Reason for leaving

3	Company Name	Telephone ()
	Address	Employed - (State month and year) From To
	Name of Supervisor	Weekly pay Start Last
	State Job Title and Describe Your Work _____	Reason for leaving

We may contact the employers listed above unless you indicate those you do not want us to contact.	DO NOT CONTACT	
	Employer Number(s) _____	Reason _____

S I G N A T U R E	<p>Please read and understand this statement before signing your application:</p> <p>The information I provided in this Application for Employment is true. False, incomplete or misrepresented information will be sufficient cause for my application to be rejected or, if discovered after I am employed, cause for immediate termination of my employment.</p> <p>I authorize the employer to obtain information about me from previous employers, educational institutions and and other parties to verify the accuracy of information in this application, a related employment resume or personal interview. I waive all rights and claims I may otherwise have against the employer or its representatives, for seeking, and using information to evaluate my employment request and all other persons who provide information for this purpose.</p> <p>This application will expire in 30 days. Unless otherwise notified, I understand that my status as an applicant will end. I may re-apply for employment in the future by completing a new application.</p>	<p>This application is not an employment agreement. If I accept an offer of employment I understand the employer may terminate my employment at any time, with or without cause and without prior notice, unless required by law. I understand that no one, other than an executive officer of the employer, has authority to enter into any employment agreement with terms contrary to the foregoing and then only in writing signed by such officer.</p>
	I accept all terms and conditions in the above statement.	
	_____	_____
	Date	Signature

SELECTFORM, INC. believes the information solicited from the applicant is in full compliance with all Federal and State equal employment laws and with the Fair Credit Reporting Act. We do not assume responsibility for the user's inclusion in this "Application for Employment" of any question which may violate Federal, State or local laws and users should consult their own counsel with respect to any legal questions concerning the use of this form.

APPENDIX C

July 18, 2017

«FirstName» «LastName»
«Address_Line_1»
«Students_City», «Students_State» «Students_PostalCode»

Dear «FirstName»:

You are hereby notified to appear for an interview before the Oral Interview Committee on **Thursday, September 27, 2007 at 10:00 A.M.** at the following location:

**Electrical Training Institute
6023 S Garfield Avenue
City of Commerce, CA 90040**

At this time, you may bring any documentation that you wish to submit to the Committee for their consideration. This may include proof of pertinent scholastic records and certifications, proof of prior work experience in the electrical construction industry, and letters of recommendation.

Please arrive on or before the above scheduled time and expect to spend approximately 1-3 hours waiting for your individual interview before the Committee. If you are unable to appear on the above scheduled date or are no longer interested, please contact the ETI office at (323) 221-5881, **before the scheduled date**. Failure to appear without notification will cause your name to be dropped from further consideration. Thank you for your interest in this exciting career opportunity.

Sincerely,



Bill Nowak
Deputy Director

BN/jvb

APPENDIX D

APPRENTICESHIP ORAL INTERVIEW RATING FORM

APPLICANT: _____ «FirstName» «LastName»

(Circle Appropriate Rating)

ATTITUDE

Toward hard work (has he/she done any?) Toward school work (attendance and Department)

Toward authority (does he/she recognize team effort?)

Unacceptable	Poor	Fair	Good	Excellent
--------------	------	------	------	-----------

REMARKS:

INTEREST

Desire to be an electrician: reason for choosing trade, hobbies, interest in mechanical activities.

Total lack of interest in this trade. Just wants a job.	Little interest. Past interests and hobbies show very slight interest in this area.	Fair interest. Hobbies and past interests are mechanical or electrical.	Manifests real interest in the trade.	Shows strong interest in being a journeyman electrician.
---	---	---	---------------------------------------	--

REMARKS:

CONFIDENCE

Self-understanding, good judgment, expresses willingness to appraise him/herself.

Unacceptable	Poor	Fair	Good	Excellent
--------------	------	------	------	-----------

REMARKS:

COOPERATIVENESS

Ability to get along with others: will he/she work with a crew? Does he/she respect authority?

Unacceptable	Poor	Fair	Good	Excellent
--------------	------	------	------	-----------

REMARKS:

STABILITY

Unacceptable	Poor	Fair	Good	Excellent
--------------	------	------	------	-----------

REMARKS:

TOTAL SCORE

After careful consideration of all factors my grade for this applicant is:

(In appropriate box, write in exact numerical grade, such as 62, 87, 73.)

0 - 10	10 - 20	20 - 30	30 - 40	40 - 50	50 - 60	60 - 70	70 - 80	80 - 90	90 - 100
--------	---------	---------	---------	---------	---------	---------	---------	---------	----------

Interviewer: _____

Date: _____

APPENDIX E

NON-ORGANIZED

MASTER INTERVIEW RATING SHEET

APPLICANT'S NAME _____ «FirstName» «LastName»

STARTING PAY _____ %

SCHOOL LEVEL _____

STARTING WORK HOURS _____

ENTER ALL FINAL PERCENTAGES FROM THE COMMITTEE'S ORAL INTERVIEW RATING FORMS:

1. _____

2. _____

3. _____

TOTAL OF ABOVE: _____
(ADD AND DIVIDE BY THREE FOR COMBINED AVERAGE)

COMBINED AVERAGE: _____

SIGNATURE _____

COMMITTEE MEMBER

APPENDIX F

APPLICANT RE-INTERVIEW REQUEST FORM
--

I understand that after one year from the date of initial interview, if I have gained at least 1,000 hours of work experience in the electrical residential industry, or successfully completed two or more post-secondary, trade related classes, I may request a re-interview. Therefore, I am at this time respectfully requesting consideration of the documentation I have submitted to determine if a re-interview is warranted.

Work Experience I have Gained (DOCUMENTATION ATTACHED):

Additional Related Education & Training I have Gained (DOCUMENTATION ATTACHED):

My signature below indicates I fully understand that if a re-interview is granted, the resulting interview score will supersede any previous scores.

Applicant's Name (print)

Applicant's Signature

Today's Date

APPENDIX G

July 18, 2017

«FirstName» «MiddleInitial» «LastName»
«Address_Line_1»
«Students_City», «Students_State» «Students_PostalCode»

Dear «FirstName»:

After one year from the date of initial interview, an applicant who has gained at least 1,000 hours of work experience in the electrical residential industry, or successfully completed two or more post-secondary, trade related classes, may request a re-interview.

Your request for a re-interview has been duly considered, including a thorough review of all information and documentation you submitted. Based on the evidence presented, it has been determined that:

- A re-interview would not be in order at this time. Your original interview score will remain active and you will be eligible for selection until such time that your original two (2) year eligibility expires. Following that expiration, you may reapply when applications are again being accepted.
- A re-interview would be in order at this time. You will be notified by this office of the exact day, time, and location of your re-interview. In order to bring your file up-to-date, you will be required to complete a new application form. Your failure to report at the designate time will indicate that you are no longer interested in a re-interview. Be advised and reminded, the interview score that results from your re-interview will supersede your previous score. Your new score and eligibility for selection will remain active for two (2) years from the date of your re-interview.

If you should have any questions, or require additional information, please contact the undersigned. Thank you for your assistance in this matter.

Sincerely,

Don R. Davis
Executive Director

APPENDIX H

Pool of Eligibles Report Setup
 Report Sorting: Oral Score DESC, Oral Date, FullName, MemberID
 Report Selection Criteria:
 Type: poe, sh, mat
 Application Type: aw
 Most Current Application For Each Program: current

September 25, 2007

Electrical Training Institute

Pool of Eligibles

Count	Member ID	Full Name	Type	Application Type	Test Date	Test Score	Oral Date	Oral Score	Orientation Date	Total Score	Application Comments
1		Magana, Omar	Poe	AW	06/27/2007	56	07/24/2007	86.5		142	
2		Rodriguez, Daniel	Poe	AW	06/27/2007	55	08/29/2007	86.5	09/13/2007	141	
3		Arellano, David C	Poe	AW	06/28/2006	59	07/28/2006	86	04/24/2007	145	4/17/07 declined Aw program, has another job at this time. /pam
4		Lawlor, Jacob C	Poe	AW	04/25/2007	60	05/25/2007	86	07/06/2007	146	7/13/07 Jacob going on family vacation, will return Aug 10, 2007.
5		Drake, William E	Poe	AW	03/28/2007	51	06/18/2007	85.5	08/21/2007	137	
6		Rinehart, Theodore	Poe	AW	07/25/2007	62	08/27/2007	85.5	09/13/2007	148	
7		Ponce, Rene	Poe	AW	04/25/2007	49	08/29/2007	85.5	09/13/2007	135	7/17/07 brought in Tech Math Certificate. 5/31/07 only wants AW, will bring in Certificate when completes Tech Math on-line, then will be switched to AW. /pam
8		Gherman, John E	Poe	AW	04/25/2007	51	05/25/2007	85	08/21/2007	136	Will back from vacation 08/30/2007. DRD 09/06/2007 - Back from vacation - ready to go to work.
9		Rodriguez, Richard	Poe	AW	07/25/2007	51	08/27/2007	84.5	09/13/2007	135	
10		Tsabetsaye, Lynelle	Poe	AW			08/29/2007	84.5	09/13/2007	84	
11		Kurowski, Matthew D	Poe	AW	07/25/2007	52	08/23/2007	83.5		136	
12		Rosello, Gabriel	Poe	AW	07/25/2007	56	09/27/2007	83.5	09/13/2007	140	
13		Youngblood, Brian	SH	AW	07/25/2007	49	08/29/2007	83.5	09/13/2007	133	
14		Gaxiola, Alejandro	SH	AW	10/26/2005	49	12/22/2005	83	07/21/2006	132	
15		Fish, Jeremiah J	Poe	AW	05/23/2007	51	06/14/2007	83	07/06/2007	134	08/20/07 Jeremiah called and is now available for work. hs 7/31/07 advised he has project going at present job, won't be available for about 3 weeks. /pam
16		Saldana, Gabriel A	Poe	AW	07/25/2007	51	08/27/2007	83		134	

AFFIRMATIVE ACTION PLAN

To Be Administered by the

LOS ANGELES COUNTY INSIDE WIREMAN

ELECTRICAL JOINT APPRENTICESHIP AND TRAINING COMMITTEE

Prepared By
The National Joint Apprenticeship and Training Committee
per
National Standards and Policies

Procedure For Registering A New Affirmative Action Plan or Amending An Existing Affirmative Action Plan

- 1 The local JATC will obtain seven (7) copies of the Apprenticeship Affirmative Action Plan from the NJATC.
- 2 The local JATC will complete all seven (7) copies of the Affirmative Action Plan, being careful to make proper entries everywhere within the Affirmative Action Plan that require a specific entry by the JATC.
- 3 The JATC will officially adopt the Affirmative Action Plan, as provided in the Apprenticeship Standards. Date of adoption will be indicated on the signature page of all seven (7) copies of the Affirmative Action Plan.
- 4 The JATC Chairman and Secretary will sign and date all seven (7) copies of the Affirmative Action Plan. The procedures have been pre-approved by the NJATC and the United States Department of Labor - Bureau of Apprenticeship and Training and bear the proper signatures.
- 5 The local JATC will then forward seven (7) copies of the Affirmative Action Plan to the Registration Agency along with the JATC's Apprenticeship Standards and Selection Procedures. [The JATC should make a duplicate copy of the submitted package for their records].
- 6 The Registration Agency will review the submitted Affirmative Action Plan. When approved, the Affirmative Action Plan will be signed by the Registration Agency Representative. The Registration Agency will retain the necessary number of copies and return the remainder directly to the local JATC. The local JATC will forward one (1) copy directly to the NJATC, provide one (1) copy to the NECA Chapter Manager, provide one (1) copy to the IBEW Business Manager and retain the remaining copies.
- 7 No part of the Affirmative Action Plan shall be implemented, in any manner, prior to the approval and registration of the Affirmative Action Plan by the Registration Agency.

PART I -PREAMBLE

It remains apparent that some ethnic and racial groups as well as females have not shared, in a desirable proportion, in the rewards and opportunities within many industries and occupations. The Electrical Construction Industry shoulders this same problem.

While the IBEW-NECA segment of the Electrical Construction Industry has vigorously attempted to maintain an open-door application policy, regardless of race, color, religion, national origin or sex; more aggressive affirmative action is needed to attract a realistic number of qualified minority and female applicants who become eligible for an oral interview. As a result, the JATC will take affirmative action to increase the number of minority and female applicants who meet the minimum qualifications and apply for an apprenticeship program, with the goal of increasing the number of minorities and females who apply, are selected, and ultimately become Journey-level members of the Local Union.

To address this situation, the JATC will make reasonable efforts, to the extent its resources will permit, to accomplish the identified affirmative action measures. The goal of these efforts is to increase the recruitment of qualified minority and female applicants for possible selection into the apprenticeship program as long as females and/or minorities are under-represented in the Local Union.

The JATC will seek to have an equitable representation of qualified minorities and females appearing for interview to compete for apprenticeship. The goal of the JATC is to have a representative number of qualified minority and female applicants appearing for oral interview as determined by the workforce population percentage of minorities within the jurisdiction of the JATC, and fifty-percent of the female workforce population residing within the JATC's jurisdiction. To strengthen its endeavors, the JATC will conduct an annual review of selected applicants as a part of its effectiveness analysis (See Part VI).

Past experience has clearly shown a higher attrition rate among minority and female apprentices. Therefore, the JATC will take affirmative action to seek ways and means of increasing retention among all apprentices selected and indentured into apprenticeship and to identify why attrition rates are higher among minorities and females. Appropriate action shall be taken to increase retention levels.

Another problem that confronts the Electrical Construction Industry concerns minority and female retention at the Journey-level. While the JATC has no direct control over individuals after they have obtained Journey-level status, it is committed to working in concert with the Local Union and the Local Contractors Association Group in an effort to find suitable ways and means of encouraging these sought after individuals to remain in the Electrical Construction trade.

The terms Journeyman, Journeyman Wireman, and Craftsmanship, as used in this Affirmative Action Plan, are meant to define a recognized level of competency and include both male and female.

PART II -AFFIRMATIVE ACTION PLEDGE AND NON-DISCRIMINATION

While The JATC does not, and will not, discriminate against any applicant, it will take affirmative action steps to increase minority and female participation within the local apprenticeship program. The recruitment, selection, employment and training of apprentices during their apprenticeship, shall be without discrimination because of race, color, religion, national origin, sex or age—except the applicant must meet the minimum age requirement. The JATC does not, and will not, discriminate against a qualified individual with a disability because of the disability of such individual.

PART III -UTILIZATION ANALYSIS, GOALS AND TIMETABLES

The JATC's goal shall be to select a number of minority applicants, and to select a number of female applicants equal to the percentages of the current workforce of minorities, and fifty-percent of the current female workforce population residing within the geographical area of the JATC's jurisdiction.

PART IV -AFFIRMATIVE ACTION OUT- REACH

The JATC will demonstrate a good faith effort to recruit, retain and graduate larger numbers of minorities and females by taking the following affirmative action measures.

- Contact and support minority and female groups (within the JATC's jurisdictional area) established for the purpose of assisting and preparing minorities and females for careers in non-traditional occupations. Such an effort will not be a passive exercise. It will be an aggressive effort to communicate and build positive relationships with such assistance groups.
- Make all participating Employers and Local Union Members aware of the need to recruit minority and female applicants, encouraging them to refer any potential minority or female candidate to the JATC. Individuals referred to the JATC will be notified when applications for apprenticeship are available, and provided requested assistance in successfully completing the application process.
- As our program customarily accept applications throughout the year, application information shall be regularly disseminated to those organization most likely to reach the minority and female communities, and will include information concerning the nature of apprenticeship, requirements for admission, availability of apprenticeship opportunities, sources of applications and sponsor's equal opportunity policy.
- Take affirmative action to provide equal opportunity in apprenticeship and operate the program as required under applicable laws and regulations.
- Inform all classroom Instructors to immediately report to the JATC any major signs of weakness in study habits, or any detectable learning deficiencies. The JATC will seek ways and means to assist those individuals in need of special attention or advise them where they may seek assistance; however, the JATC will not be expected to bare any cost for remedial education or training.
- Inform the entire Staff and Instructional Faculty of their responsibility to conduct themselves in all related training activities in such a manner as to not permit, or allow, any kind of racial or sexual misconduct/harassment within the program. Any violation of such JATC rule will be addressed immediately by the JATC.

- Establish a special file to reflect all correspondence and action taken by the local JATC that would, or could, be viewed as an affirmative action effort to disseminate information about apprenticeship opportunities. All correspondence shall clearly define the basic qualifications an applicant must meet in order to reach the oral interview stage of the selection process.
- 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 obligations in this area.
- Adopt and internally communicate its Policy Against Sexual Harassment 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 obligations in this area (See Apprenticeship Policy A-33).

To further strengthen the JATC's affirmative action efforts and to increase the participation of minorities and females, the JATC will take the additional steps outlined below:

- ◆ Conduct exit interviews when possible with individuals leaving the apprenticeship program in an effort to identify reasons for dissatisfaction and meaningful efforts designed to improve retention (See Appendix A).
- ◆ Identify those individuals who meet all minimum requirements except for the Mathematics component. These individuals will be offered the opportunity to enroll in a special offering of the JATC's Tech Math course. Successful completion of this course will satisfy the mathematical minimum requirement for the apprenticeship program.
- ◆ Many selected applicants have been away from any formal education for some time, resulting in weakened study habits and math skills. The JATC will provide a math review course developed by the NJATC to all selected applicants. This will better prepare them for their related studies in the apprenticeship program.
- ◆ Offer special opportunities for the purpose of tutoring indentured apprentices.
- ◆ Participate in NJATC and CAC 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 and females.
- ◆ 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 and female applicants who meet the minimum qualifications.
- ◆ Sponsor out-reach information activities with area guidance counselors, identifying requirements for entrance into apprenticeship and successful completion of the program.

PART V -COMPLAINT PROCEDURE

Any Apprentice or Applicant for Apprenticeship who believes that he or she has been discriminated against on the basis of race, color, religion, national origin or sex with regard to apprenticeship, or that equal opportunity standards have not been followed, has thirty (30) days from the date of the alleged discrimination to register a complaint. The complaint shall be in writing and shall be signed by the

complainant. It must include the name, address and telephone number of the person allegedly discriminated against, the program sponsored involved, and a brief description of the circumstances of the failure to apply the equal opportunity standards. Complaints may be registered with the JATC, California Apprenticeship Council (CAC) or the Equal Employment Opportunity Commission (EEOC). The written Complaint Procedure with names and addresses of the organizations to which complaints may be filed will be provided to all applicants and apprentices (See Appendix B).

PART VI -INTERNAL REVIEW AND EFFECTIVENESS AUDIT

The JATC will make an *annual* review of its current Affirmative Action Plan and its overall effectiveness and institute any revisions or modifications warranted. Said review shall analyze the affirmative action steps taken by the JATC—evaluating for positive impact, as well as, adverse impact in the areas of Outreach, Selection and Retention. The JATC will work diligently to identify and measure the results of their affirmative action measures. The JATC will continually monitor recruitment, selection and attrition as it endeavors to identify the need for new affirmative action efforts and/or deletion of ineffective existing activity. The JATC's annual review shall not include any information identifying individual apprentices in any manner.

PART VII -MAINTENANCE OF RECORDS

The JATC will maintain, for a period of five (5) years from the date of the last action, all records relating to apprentice applications (regardless of outcome), the employment and training of apprentices and information relevant to the operation of the program. This includes, but is not limited to, records on the recruitment, application and selection of apprentices, periodic advancements, disciplinary action, promotion, demotion, layoffs, terminations, rates of pay, hours of on-the-job training and related instruction, evaluations and other pertinent data. The records pertaining to individual applicants, selected or rejected, shall be maintained in such manner as to permit identification of minorities and females (minority and non-minority).

All JATC records will be made available upon request of the California Apprenticeship Council.

PART VIII -ADOPTION -DISTRIBUTION

The JATC hereby adopts this Affirmative Action Plan for the purpose of recruiting and selecting a larger and more realistic number of minority and female apprentices and to retain same until they have reached Journey-level status.

This Affirmative Action Plan shall remain in effect until the Affirmative Action Plan is updated by the NJATC, or until the JATC determine, based on its annual review, that there is a need for modification to insure greater success in the recruitment, selection and retention of minorities and females.

TO AFFIRM ADOPTION OF THIS DOCUMENT BY JATC ON THIS 26th DAY OF September, 2007. THE FOLLOWING SIGNATURES ARE PROVIDED:



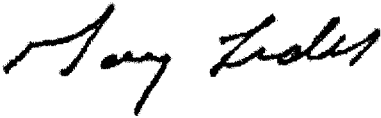
SIGNATURE OF JATC CHAIRMAN

9/26/07

DATE

Dean Todd

TYPE JATC CHAIRMAN'S NAME



SIGNATURE OF JATC SECRETARY

9/26/07

DATE

Gary Leder

TYPE JATC SECRETARY'S NAME

REGISTERED WITH AND APPROVED BY:

USDOL/Office of Apprenticeship

REGISTRATION AGENCY

DATE

BY: _____

REGISTRATION AGENCY REPRESENTATIVE

TITLE: Regional Director

APPENDIX A

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(TO BE REPRODUCED ON JATC LETTERHEAD)

EQUAL OPPORTUNITY IN APPRENTICESHIP TRAINING

FOR THE POSITION OF INSIDE WIREMAN (ELECTRICIAN) APPRENTICE

The undersigned are committed to the following pledge of equal opportunity for apprenticeship positions in the _____ electrical apprenticeship program. The sponsors of the apprenticeship program are dedicated to this pledge of equal opportunity. The undersigned are resolved to the communication of this equal opportunity policy in such a manner as to foster understanding, acceptance and support among the industry's various officers, supervisors, employers and employees and encourages such persons to take all necessary action to aid the apprenticeship sponsor in preserving this commitment to equal opportunity. The spirit of equal opportunity shall be carried forth in the uniform application of rules and regulations concerning apprentices, including but not limited to, equality of wages, periodic advancement, promotion, assignment of work, job performance, rotation among work processes, imposition of penalties and other disciplinary action, and all other aspects of the apprenticeship program.

The recruitment, selection, employment and training of apprentices during their apprenticeship, shall be without discrimination because of race, color, religion, national origin, sex or age—except the applicant must meet the minimum age requirement. The JATC does not, and will not, discriminate against a qualified individual with a disability because of the disability of such individual.

JATC CHAIRMAN

ADDRESS

CITY STATE ZIP

JATC SECRETARY

ADDRESS

CITY STATE ZIP

LOCAL UNION BUSINESS MANAGER

ADDRESS

CITY STATE ZIP

CHAPTER MANAGER

ADDRESS

CITY STATE ZIP

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APPENDIX B

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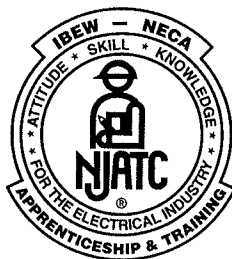
Policy Against Sexual Harassment

AS ADOPTED

BY

THE

APPRENTICESHIP
AND
TRAINING COMMITTEE



POLICY AGAINST SEXUAL HARASSMENT

I. GENERAL

The Joint Apprenticeship and Training Committee does not tolerate sexual harassment of any type. Sexual harassment is unlawful, and such prohibited conduct exposes not only the Committee, but individuals involved in such conduct to significant liability under the law. The Committee expects committee employees (including instructors), employers who hire apprentices, and apprentices to treat each other with respect and dignity. Sexual harassment not only hurts the immediate victim, but can result in a general atmosphere in which the purpose of the apprenticeship and training program is undermined. The Committee, therefore, is committed to vigorously enforcing this policy against sexual harassment. Committee employees or apprentices who engage in such conduct will be disciplined. Employers who engage in such conduct against apprentices will be denied access to apprentices.

II. WHAT CONSTITUTES SEXUAL HARASSMENT?

Sexual harassment according to the federal Equal Employment Opportunity Commission (EEOC) consists of unwelcome sexual advances, requests for sexual favors and any other verbal or physical conduct of a sexual nature when:

- a. submission to such conduct is made explicitly or implicitly a term or condition of an individual's training or employment;
- b. submission to, or rejection of, such conduct by an individual is used as the basis for a training-related or employment-related decision affecting such individual; or
- c. such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, abusive or offensive working environment.

Sexual harassment may include, but is not limited to, intentional physical conduct that is sexual in nature, such as touching, pinching, patting; sexually-oriented gestures, noises, remarks, jokes or comments about a person's sexuality or sexual experience; and displaying pictures, posters, calendars, graffiti, objects, promotional materials, reading materials or other materials that are sexually suggestive, sexually demeaning or pornographic.

III. FILING AND INVESTIGATING COMPLAINTS

Any complaints regarding sexual harassment occurring at JATC facilities, or involving employees of the JATC, should be submitted to the JATC Training Director or an individual designated by 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, and, indeed, anyone who observes sexual harassment is encouraged to report it. Complaints of sexual harassment will be fully investigated and a determination of the facts will be made on a case-by-case basis. Complaints and information obtained in the course of investigations of complaints shall be treated confidentially except to the extent necessary to investigate and resolve such complaints or as may be necessary to respond to such complaints in a legal proceeding before a court or administrative agency.

Committee instructors are responsible for reprimanding an apprentice for engaging in an act of sexual harassment against another apprentice which the instructor observes or of which the instructor becomes aware. If the conduct continues or recurs, the instructor should file an official complaint with the JATC Training Director.

If an employee wishes to pursue a sexual harassment complaint through a government agency or to seek outside help from a third party, he or she has a legal right to do so. Under no circumstances should Committee employees interfere with that right.

IV. RESOLVING COMPLAINTS

After a thorough investigation, any Committee employee or apprentice found to have committed an act of sexual harassment shall be immediately disciplined. The nature of the discipline imposed will depend on the nature and severity of the misconduct found upon investigation, and may include discharge for a first offense. Reconsideration by the Committee may be requested within thirty days of receiving the Committee's decision.

V. RETALIATION PROHIBITED

The Committee will not tolerate any form of retaliation against an apprentice or a Committee employee who has made a complaint or cooperated in an investigation of alleged sexual harassment.

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 who is an alleged target of harassment or who has made a complaint, or has provided evidence in conjunction with a complaint, is prohibited and could result in discipline up to, and including, termination. Committee employees or apprentices who are found to have engaged in retaliation or who fail to cooperate with an investigation of sexual harassment will be subject to substantial discipline up to, and including, discharge or termination from the program.

VI. EMPLOYER RESPONSIBILITIES

Employers who hire apprentices from this program are expected to establish their own policies against sexual harassment and retaliation, including specific procedures for the filing, investigating and resolving of complaints. Contractors should understand that under EEOC's sex discrimination regulations, and court decisions, an employer may be responsible for the acts of its supervisory employees, without regard to the employer's specific authorization or knowledge of such acts by them. (Supervisors will be treated as agents of the employer if the employer fails to establish an explicit policy against sexual harassment or fails to establish a reasonably accessible procedure by which victims of sexual harassment can make their complaints known to appropriate officials and have them rectified. With respect to sexually harassing conduct between non-supervisory employees, the employer is responsible where the employer (or its agent) knows or should have known of the conduct, unless the employer takes immediate and appropriate corrective action.)

The failure of an employer to take appropriate action regarding an apprentice's complaint of sexual harassment on the job may result in the employer being denied access to apprentices in the program. It is expected that employers will work cooperatively with the JATC on matters concerning the Committee's policy against sexual harassment.

This policy is adopted by the _____ JATC,

Effective _____.

Date

SIGNATURE OF JATC CHAIRMAN

TYPE JATC CHAIRMAN'S NAME

Date

SIGNATURE OF JATC SECRETARY

TYPE JATC SECRETARY'S NAME

APPENDIX C

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EXIT - INTERVIEW - FORM

IN A CONTINUOUS EFFORT TO IMPROVE OUR APPRENTICESHIP AND TRAINING PROGRAMS, WE ARE RESPECTFULLY ASKING FOR YOUR CANDID COMMENTS CONCERNING YOUR TENURE AS AN APPRENTICE IN THIS PROGRAM. PLEASE COMPLETE THE FOLLOWING FORM IN ITS ENTIRETY. THIS FORM IS TO BE FILLED OUT BY ALL INDIVIDUALS EXITING THE PROGRAM. YOUR PERSONAL COMMENTS ARE EXTREMELY BENEFICIAL TO US.

NAME _____ DATE _____

1. YEAR OF APPRENTICESHIP I WAS IN: 1st 2nd 3rd 4th 5th

(Please complete the following statement, using your own words)

2. MY DECISION TO LEAVE THE APPRENTICESHIP PROGRAM WAS BASED ON THE FACT THAT:

- I disliked the related instruction classes. I disliked the type of work involved.
- I will be moving out of the area. The wages are too low.
- I decided to go to school full-time, pursuing a career in: _____
- I've accepted an employment opportunity with: _____
Pursuing a career in: _____
- Other (PLEASE EXPLAIN) _____

3. WHAT DID YOU LIKE THE MOST ABOUT THE APPRENTICESHIP PROGRAM?

- The related instruction classes. The on-the-job work experience.
- The people I worked with. The wages and fringes.
- The variety of job sites and co-workers The classroom Instructors
- Other (PLEASE EXPLAIN) _____

4. OVERALL ALL, HOW DO YOU FEEL YOU WERE TREATED BY THIS APPRENTICESHIP PROGRAM DURING APPLICATION, SELECTION AND AS AN APPRENTICE?

(PLEASE EXPLAIN) _____

OVER

5. WHAT DID YOU LIKE THE LEAST ABOUT THE APPRENTICESHIP PROGRAM?

- The related instruction classes.
- The on-the-job work experience.
- The people I worked with.
- The wages and fringes.
- The variety of job sites and co-workers.
- The classroom Instructors
- Other (PLEASE EXPLAIN) _____

6. HOW WOULD YOU RATE THE QUALITY OF THE APPRENTICESHIP PROGRAM'S RELATED INSTRUCTIONAL TRAINING CLASSES?

- Excellent
- Good
- Average
- Poor
- Totally Lacking

COMMENTS: _____

7. HOW WOULD YOU RATE THE QUALITY OF YOUR ON-THE-JOB TRAINING EXPERIENCES?

- Excellent
- Good
- Average
- Poor
- Totally Lacking

COMMENTS: _____

8. HOW WOULD YOU RATE THE OVERALL INTEREST AND INVOLVEMENT OF THE PROGRAM'S JOINT APPRENTICESHIP AND TRAINING COMMITTEE?

- Very concerned about the apprenticeship program and the apprentices.
- Very concerned about the apprenticeship program, but not at all about the apprentices *in* the program.
- Barely concerned with either the apprenticeship program or the apprentices.
- Applies discipline fairly and consistently
- Applies discipline inconsistently

COMMENTS: _____

9. HOW WOULD YOU RATE THE KNOWLEDGE, SKILL AND ABILITIES OF THE JOURNEYMEN YOU WORKED WITH ON THE JOB?

- Excellent
- Good
- Average
- Poor
- Inadequate

COMMENTS: _____

10. WHAT CHANGES, IF ANY, WOULD YOU RECOMMEND TO IMPROVE THE OVERALL QUALITY OF THE APPRENTICESHIP PROGRAM?

COMMENTS: _____

THANK YOU FOR TAKING THE TIME TO COMPLETE THIS QUESTIONNAIRE AND BEST OF LUCK IN YOUR FUTURE ENDEAVORS

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APPENDIX D

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NOTICE

OF

RIGHT TO REGISTER COMPLAINTS

Any Apprentice or Applicant for Apprenticeship (or Agent on their behalf) who believes that he or she has been discriminated against on the basis of race, color, religion, national origin, sex or age—except the applicant must meet the minimum age requirement—with regard to apprenticeship, or that equal opportunity standards have not been followed, has 180 days from the date of the alleged discrimination to register a complaint. The complaint shall be in writing and shall be signed by the complainant. It must include the name, address and telephone number of the person allegedly discriminated against, the program sponsor involved, and a brief description of the circumstances of the failure to apply the equal opportunity standards. Complaints may be registered with the AJATC, the U.S. Department of Labor, Office of Apprenticeship (OA), and the Registration Agency if other than the OA or the Equal Employment Opportunity Commission (EEOC) at the following local, State or Federal addresses:

U.S. Department of Labor - Office of Apprenticeship
90 – 7th Street, Suite 17-100
San Francisco, CA 94103-1516

APPENDIX

(Los Angeles County Inside Wireman)

Note: This EEO Pledge supersedes the EEO Pledge in the earlier-adopted Standards.

Dated: November 16, 2017

Standards EEO Pledge Addendum

The Los Angeles Electrical Joint Apprenticeship & Educational Training Committee will not discriminate against apprentices based on race, color, religion, national origin, sex (including pregnancy and gender identity), sexual orientation, genetic information, or because they are an individual with a disability or a person 40 years old or older. The Los Angeles Electrical Joint Apprenticeship & Educational Training Committee will take affirmative action to provide equal opportunity in apprenticeship and will operate the apprenticeship program as required under Title 29 of the Code of Federal Regulations, part 30.