

# **Local Apprenticeship Standards With Selection Procedures And EEO/AA Plan**

For the

**Alaska Joint Electrical Apprenticeship  
and Training Trust**

5800 B Street  
Anchorage, AK 99518

Representing the

**Alaska Chapter  
National Electrical Contractors Association, Inc.**

And

**Local Union No. 1547  
International Brotherhood of Electrical Workers**

FOR ALL OCCUPATIONS REGISTERED  
DOL Program No.: AK000780015  
Jurisdictional Area: Alaska

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## Foreword

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 occupation, supplemented by sufficient instruction in the theories of electrical science.

The electrical occupation 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 occupation. 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.

This Joint Apprenticeship and Training Committee ("JATC") was formed under the local Collective Bargaining Agreement ("CBA") by the local union of the International Brotherhood of Electrical Workers ("IBEW") and the local chapter of the National Electrical Contractors Association ("NECA"). The local union, the local chapter, and the JATC have dedicated their 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.

The JATC will adopt and promote nationally developed Apprenticeship Standards and curricula to ensure 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. They are intended to be consistent with the definitions in 29 CFR Parts 29 and 30.

**ACE.** American Council on Education.

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

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

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

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

**BOOT CAMP.** An optional post-selection, pre-registration program used by some JATCs to determine if applicants possess the ability to learn and to perform the essential requirements of an electrical worker.

**CANCELLATION.** The termination of an apprenticeship agreement.

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

**CEU.** Continuing Education Units.

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

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

**CPR.** Cardiopulmonary Resuscitation.

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

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

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

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

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

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

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

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

**GED.** General Educational Development Certificate.

**HYBRID OCCUPATION.** The hybrid approach measures the individual apprentice’s skill acquisition through a combination of specified minimum number of hours of on-the-job-learning and the successful demonstration of competency as described in a work process schedule and may include some related instruction.

**IBEW.** International Brotherhood of Electrical Workers.

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

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

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

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

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

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

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

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

**NECA.** National Electrical Contractors Association.

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

**OJT.** On-the-Job Training.

**O\*NET-SOC CODE.** The Occupational Information Network (O\*NET) codes and titles are based on the new Standard Occupational Classification (SOC) system mandated by the federal Office of Management and Budget for use in collecting statistical information on occupations. The O\*NET classification uses an 8-digit O\*NET-SOC code. Use of the SOC classification as a basis for the O\*NET codes ensures that O\*NET information can be readily linked to labor market information such as occupational employment and wage data at the national, State, and local levels.

**OSHA.** Occupational Safety and Health Administration.

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

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

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

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

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

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

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

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

**SHOP.** Designates the complement of workers who report daily to an Employer's designated place of business, e.g., the "service-truck" crew.

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

**STATE APPRENTICESHIP AGENCY or SAA.** The state Bureau of Apprenticeship Training, or similar state agency, with authority over apprenticeship programs in that state.

**SUPERVISION.** To oversee an employee or employees by giving direction and laying out work tasks to an employee based on the skills and ability to perform such tasks. Supervision shall be within an appropriate distance that allows for communication channels to provide guidance, feedback, and/or direction, which will ensure the safe execution and performance of the work by the rules, procedures, and electrical safety-related work practices. **Direct Supervision** is when the Journey-Level Worker is observing an employee closely enough to provide immediate feedback in case the employee is about to perform an unsafe act (work practice). The purpose of this close supervision is to ensure that proper safety rules, operating procedures, and electrical safety-related work practices are being followed. The individual supervising the apprentice shall be a Journey-Level Worker for the task that is being performed.

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

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

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

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

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

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

# 1. General

- 1.1 This apprenticeship and training program shall be administered by the Trustees and the Committee. The Trustees shall administer the Alaska Joint Electrical Apprenticeship and Training Trust (AJEATT) under the terms of the Trust Agreement and applicable law. The Trustees and the Committee may, if they are named fiduciaries under ERISA, allocate responsibility between them for operation of the apprenticeship program, except for non-allocable Trustee responsibilities. Absent some other agreement, the duties of the Trustees shall be limited to those set forth in the Trust Agreement or law.
- 1.2 The JATC shall establish and adopt Standards governing the qualifications, selection, employment, education, and training of all apprentices that conform with the *electrical training ALLIANCE* National Requirements for Local Apprenticeship Standards, the CBA, and the requirements of the Registration Agency. These Standards (including the Selection Procedures and EEO/AA Plan), and any subsequent amendments, must be approved in advance by the *electrical training ALLIANCE* prior to being submitted to the appropriate Registration Agency for approval and registration.
- 1.3 These Standards, after approval by the *electrical training ALLIANCE* and the Registration Agency, shall supersede all previous JATC Standards. Apprenticeship Agreements in force under preceding Standards shall remain in force unless changed by written consent of the apprentice, the JATC, and the Registration Agency.
- 1.4 Pursuant to the apprenticeship language in the applicable CBA, the IBEW-NECA pattern Inside Agreement Article V, IBEW Basic Laws and Policies, and industry practices, these Standards shall apply to the IBEW Local Union and NECA Local Chapter and the members; to employers who are party to the CBA or are otherwise signatory or participating employers; to all applicants and apprentices in this Apprenticeship Program; and, to all others receiving training from this Apprenticeship Program.
- 1.5 The provisions of these Standards shall not be construed as permitting violation of any applicable local, state, or Federal law.
- 1.6 These Standards shall not be interpreted as being inconsistent with existing or subsequent local CBA language establishing more demanding standards, the more demanding standard shall always prevail.
- 1.7 The jurisdictional area which these Standards cover shall be the wage area as set forth in the local CBA. The jurisdictional area is described in the Rules and Policies.
- 1.8 All funds for the operation of the apprenticeship and training program shall be held in a Trust Fund established by the IBEW Local and the NECA Chapter. The Trustees shall administer the Trust Fund in accordance with the Trust Agreement and applicable law.
- 1.9 Whenever these Standards refer to providing any type of document, information, notice or other communication, unless otherwise specified or required by the Registration Agency, or applicable law, such communications and transmittals may be made by any effective means, including electronic or digital transmission.

## **2. Composition of Joint Committee; Meetings**

- 2.1 The JATC and JATT shall be composed of no less than ten (10) and no more than eighteen (18) members; the IBEW Local and NECA Chapter shall each appoint an equal number of no less than five (5) and no more than nine (9) individuals who shall serve as both Committee members and Trustees. These dual appointments as Committee Member and Trustee must be in writing. Individuals appointed by the NECA Chapter must be members or employees of NECA and active in the Industry. Individuals appointed by the IBEW Local must be members or staff of the IBEW and active in the Industry. Current Committee members/Trustees shall be identified in the Rules and Policies and/or on the JATC's website.
- 2.2 The term of office shall be for one (1) year. The term of one (1) each NECA appointee and each IBEW appointee shall expire each year on December 31. A Committee member/Trustee may be reappointed. Any reappointment shall also be in writing for the same specified term.
- 2.3 The Committee shall select from its membership, but not both from the same party, two (2) Co-Chairs, who shall retain voting privileges as members. The Committee may establish term limits for officers if not otherwise established by its governing documents.
- 2.4 JATC members shall complete their appointed term unless removed for cause by the party to the CBA that appointed them, they voluntarily resign or die. All vacancies shall be filled immediately by the party who appointed that individual to complete the unexpired term. The IBEW Local and NECA Chapter retain the discretion to determine what is "cause" subject to any applicable local or national IBEW or NECA rules. JATC/JATT minutes shall reflect all appointments, reappointments, resignations, and terminations of Committee Members/Trustees.
- 2.5 The Committee and Trustees shall adopt appropriate internal policies and procedures for their respective areas of responsibility and the conduct of Committee members/Trustees, including confidentiality. The JATC shall also ensure that Committee members/Trustees have access to appropriate education regarding their obligations and duties, as an expense of the Trust.
- 2.6 The Committee may establish or authorize one or more joint subcommittees to be similarly constituted and appointed for training purposes to meet a specific need, such as a Residential or Telecommunication subcommittee. Such subcommittees may be established at the discretion of the Committee and shall remain in place until terminated by a majority vote of the Committee. Subcommittee members shall be appointed by the sponsoring parties in the same manner that the JATC members are appointed. Members of a subcommittee may or may not be JATC members. Subcommittees shall operate under the same rules as the Committee. There shall be no subcommittee of the JATT unless permitted by the terms of the Trust Agreement.
- 2.7 The JATC shall meet on a biannual basis, and on call of the Co-Chairs when a specific need arises. The JATC may agree to cancel a regularly scheduled biannual meeting due to specific or unusual circumstances. Upon notice by the Co-Chairs, a JATC meeting may be held via audio, video, or other electronic conference. JATC members in attendance, through any authorized means, may vote. There must be at least four (4) JATC members present who was appointed by each party to establish a quorum at JATC meetings. Each party shall have a total number of votes at JATC meetings equal to its allowable number of JATC members, regardless of the number of members present. In the event the parties are divided on an issue, each party may cast one full vote as if all were present. A vote to abstain is an official vote, it represents one of the votes the sponsoring party is entitled to and is not counted as either a yea or a nay. An individual member must be present (in-

person or electronically) to personally vote on JATC matters. No absentee votes or proxy votes will be valid.

- 2.8 Due to the confidential nature of Apprenticeship Agreements and apprentice records and issues, all JATC meetings are to be considered as “closed” meetings, except where applicable law provides otherwise.
- 2.9 There are to be no alternate or ex-officio members of the JATC. Consultants and guests may be invited to or permitted to attend meetings of the JATC but shall have no official voice and no vote. A designated representative of the IBEW Local or the NECA Chapter, such as the local union Business Manager or NECA Chapter Manager, shall have the right to attend a JATC meeting with due notice given to the JATC.
- 2.10 Meetings of the JATT should be scheduled in the same manner, following the meeting of the JATC, and follow similar procedures as those for JATC meetings, unless the Trust Agreement provides otherwise.

### **3. Equal Employment Opportunity**

- 3.1 This Apprenticeship Program shall be operated in a manner that does not discriminate on the basis of any protected characteristics or conduct under federal, state, and local law. These policies are set and detailed in the EEO/AA Plan (Appendix B).
- 3.2 The JATC will not discriminate against an apprentice or applicant on the basis of race, color, religion, national origin, sex (including pregnancy and gender identity), sexual orientation, age (40 or older), genetic information, or disability with regard to its apprenticeship and other programs, including its recruitment, outreach, and selection procedures; grading, assessment, and advancement; on-the-job opportunities and assignments; rates of pay; imposition of penalties or other disciplinary action and termination; or, any other benefit, term, condition, or privilege associated with apprenticeship.
- 3.3 The JATC will take affirmative action to provide equal opportunity in apprenticeship and will operate the apprenticeship program as required under Title 29, Code of Federal Regulations, part 30, as amended, and other applicable laws.

### **4. General Duties of the JATC**

- 4.1 The JATC may develop training for pre-apprenticeship programs, and other related training, so long as such programs do not violate applicable law.
- 4.2 The JATC may employ a Training Director or other staff to assist in the day-to-day operation of the apprenticeship and training programs. All governing responsibility for the apprenticeship program and for compliance with applicable laws rests with the JATC and/or the Trustees of the JATT, and cannot be delegated, including assuring full compliance with these Standards, the EEO/AA Plan, and the Selection Procedures.
- 4.3 The JATC shall determine the number of apprentices needed to keep the jurisdictional area supplied with an adequate number of Journey-level workers in the areas covered by these Standards. The JATC shall consider all factors (e.g., employment opportunities, attrition) having a bearing on the

number of apprentices needed when determining the number to register. The JATC shall also consider its capability to provide on-the-job training and related instructional training.

- 4.4 The JATC shall see that each apprentice satisfactorily completes the minimum course materials and curriculum as determined by the AJEATT and the *electrical training ALLIANCE*.
- 4.5 The JATC shall periodically review the progress of each apprentice to ensure they receive supervised on-the-job experience in the work processes and job tasks as outlined in these Standards (see Section 16).
- 4.6 In order to provide diversity of training and/or employment opportunities, the JATC shall have full power and authority, as per the CBA, to assign, transfer, or reassign apprentices from one job or shop to another, or from one participating employer to another. All OJT transfers and assignments shall be issued by the JATC as set forth in the CBA.
- 4.7 The JATC is not an employer of apprentices engaged in on-the-job training and is not obligated to ensure the employment of any apprentice. The JATC shall endeavor to keep all apprentices employed in a reasonably continuous manner with the participating employers, while also ensuring a diversity of on-the-job training.
- 4.8 Since the JATC is not an employer of apprentices, nothing in these Standards regarding the JATC's duties regarding OJT shall be interpreted to change or relieve any rights or duties of Employers. Except where required by applicable federal or state laws, nothing in these Standards is intended to create any right or obligation enforceable by apprentices against the JATT, the Trustees, the JATC, the IBEW Local, or the NECA Chapter.
- 4.9 The JATC shall follow any procedures required by the Registration Agency, U.S. Department of Labor, Office of Apprenticeship for registration of new apprentices and for providing or updating information about registered apprentices.
- 4.10 The JATC shall adopt written Rules and Policies and applicable procedures that set out the rights and responsibilities of applicants, apprentices or other participants, and applicable procedures. The Rules and Policies shall not be inconsistent with the Standards or other requirements adopted by the *electrical training ALLIANCE* to implement the Standards. The Rules and Policies shall be consistently applied in a non-discriminatory manner. Every registered apprentice shall be provided a copy of the Rules and Policies at the time of registration and a copy of all subsequent modifications and must sign an acknowledgement. Rules and Policies may be provided through, and receipt acknowledged by electronic means. A copy of the JATC's Rules and Policies (and subsequent changes) shall be submitted to the Registration Agency if so required by the Registration Agency.
- 4.11 The JATC and/or JATT may establish such other rules, policies, and procedures as they deem appropriate for their internal operations (e.g., finance and administration, confidentiality, operation of OJT) or as may be required by law or to implement the Standards.
- 4.12 In the first quarter of each year, the JATC shall provide the IBEW Local and the NECA Chapter a summary of the JATC's activities for the preceding year. The summary shall include a review of the prior year's EEO/AA Plan, its overall effectiveness, and changes made to the EEO/AA Plan as a result of the review. Such report shall not include any information identifying individual apprentices in any manner. The JATC shall work cooperatively with the *electrical training*

*ALLIANCE* in timely completing any Industry surveys and reports requested by the *electrical training ALLIANCE* and in maintaining the National Requirements.

## 5. Qualifications & Duties of Participating Employers

- 5.1 The JATC shall determine the adequacy of each participating Employer to provide apprentices the necessary training needed to gain experience in the various job tasks and work processes of the occupation. The JATC shall have the authority to suspend or withdraw the approval of an Employer or individual to train apprentices when appropriate. The JATC shall establish minimum expectations for all Employers consistent with these Standards. The JATC may also conduct orientations, workshops, or other educational sessions for Employers to explain the Apprenticeship Program's Standards and the operation of the Apprenticeship Program.
- 5.2 An Employer who is eligible to train apprentices shall be signatory to a local CBA, comply with the qualifying requirements as set forth in the CBA, and be able to provide the necessary work experience for training as determined by the JATC. Participating Employers must comply with all provisions of the Apprenticeship Program, including the Standards, Selection Procedures, and the EEO/AA Plan, the JATC's Rules and Policies and any other rules or agreements required by the JATC. An Employer shall only secure apprentices through the JATC. Participating Employers shall contribute to the JATC Trust Fund at the rate established in the CBA. Failure to contribute to the Trust Fund may be just cause for removing any apprentices from an Employer.
- 5.3 While an apprentice is on the job site, it shall be the responsibility of that Employer to provide the apprentice a non-discriminatory and safe workplace and conditions of employment and work assignments that the apprentice can safely perform.
- 5.4 The Employer will assign apprentices to those Journey-Level Workers who have the ability to adequately train and supervise the on-the-job training of the apprentice based upon the work processes being learned.
- 5.5 Employers must cooperate with the JATC by ensuring the timely and accurate completion of work reports and such other evaluations as the JATC requests of apprentices. Employers must promptly inform the JATC of any serious complaints or grievances by or against apprentices, including but not limited to complaints of discrimination or harassment, and permit the JATC on request to monitor any investigation involving apprentices. Employers will also participate in appropriate training provided by the JATC, such as that required by 29 CFR Part 30.

## 6. Term of Apprenticeship

- 6.1 The JATC shall see that each Inside Wireman, Lineman, and Telecommunications apprentice completes a minimum of 8,000 hours of reasonably continuous supervised employment (OJT). The JATC shall see that each Residential Wireman and Tree Trimmer apprentice completes a minimum of 4,000 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 16 of these Standards.

The **Inside Wireman** apprentice shall participate in a minimum of two hundred eighty (280) hours of related classroom training per session, outside normal work hours. The JATC shall require each apprentice to satisfactorily complete the *electrical training ALLIANCE's* Five-Year Inside Wireman Apprenticeship Course Material. The JATC may choose in their discretion to schedule related instruction to allow apprentices to complete the material in less than five years.

The **Outside Lineman** apprentice shall participate in a minimum of three hundred twenty (320) hours of related classroom training per session, outside normal work hours. The JATC shall require each apprentice to satisfactorily complete the *electrical training ALLIANCE's* Three-Year Outside Lineman Apprenticeship Course Material.

The **Telecommunications Worker** apprentice shall participate in a minimum of three hundred twenty (320) hours of related classroom training for each of the first two sessions, and two hundred forty (240) hours of related classroom training for the final one session for Outside or final two sessions for Inside, outside normal work hours. The AJEATT shall require each Telecommunications Worker apprentice to satisfactorily complete either the Inside or Outside Telecommunications Installer Technician (Telecommunications Worker) Apprenticeship Course Material.

The **Residential Wireman** apprentice shall participate in a minimum of one hundred sixty (160) hours of related classroom training per session, outside normal work hours. The AJEATT shall require each Residential Wireman apprentice to satisfactorily complete year one and two of the *electrical training ALLIANCE's* Residential Wireman Apprenticeship Course Material.

The **Tree Trimmer** apprentice shall participate in a minimum of one hundred sixty (160) hours of related instruction per session, outside normal work hours. The AJEATT shall require each Tree Trimmer apprentice to satisfactorily complete the Two-Year Power Line Clearance and Tree Trimming Apprenticeship Course Material.

6.2 The following tables identify minimum requirements to enter each Period of Apprenticeship.

This JATC has established eight periods of apprenticeship for the **Inside Wireman** apprentice as stipulated in the CBA and below.

Period	Percent of JLW Rate	Minimum Accumulative OJT Hours	+ Related Training
1	50	0	+ N/A
2	50	1000	+ Satisfactory Progress
3	55	2000	+ 1 <sup>st</sup> Year School Completed + Level 1 CC*
4	60	3000	+ Satisfactory Progress
5	65	4000	+ 2 <sup>nd</sup> Year School Completed + Level 2 CC*
6	70	5000	+ Satisfactory Progress
7	75	6000	+ 3 <sup>rd</sup> Year School Completed + Level 3 CC*
8	80	7000	+ 4 <sup>th</sup> Year School Completed + Level 4 CC*
Completion	100	8000	+ 5 <sup>th</sup> Year School Completed + Craft Certified

\*Craft Certification

At the time of registration of these Standards, the Journey-Level Worker rate is \$41.69. The Registration Agency will be notified of any changes to the Journey-Level Worker rate in a timely manner.

To be advanced, the apprentice must have satisfactorily completed all requirements: OJT Accumulative Hours and Related Training as indicated above (see Section 19).

[Example: To advance to third period, one must have satisfactorily progressed in related training and must also have accumulated 2,000 hours of OJT with satisfactory performance.]

This JATC has established eight periods of apprenticeship for the **Outside Lineman** apprentice as stipulated in the CBA and below.

Period	Percent of JLW Rate	Minimum Accumulative OJT Hours	+	Related Training
1	50	0	+	N/A
2	55	1000	+	Satisfactory Progress
3	60	2000	+	1 <sup>st</sup> Year School Completed
4	65	3000	+	Satisfactory Progress
5	70	4000	+	Satisfactory Progress
6	75	5000	+	2 <sup>nd</sup> Year School Completed
7	80	6000	+	Satisfactory Progress
8	85	7000	+	Satisfactory Progress
Completion	100	8000	+	3 <sup>rd</sup> Year School Completed + Final Exam Passed

At the time of registration of these Standards, the Journey-Level Worker rate is \$59.04. The Registration Agency will be notified of any changes to the Journey-Level Worker rate in a timely manner.

To be advanced, the apprentice must have satisfactorily completed all requirements: OJT Accumulative Hours and Related Training as indicated above (see Section 19).

[Example: To advance to third period, one must have satisfactorily progressed in related training and must also have accumulated 2,000 hours of OJT with satisfactory performance.]

The periods of apprenticeship for **Inside and Outside Telecommunications Workers** are as follows:

This JATC has established eight periods of apprenticeship for the **Inside Telecommunications Worker** apprentice as stipulated in the CBA and below.

Period	Percent of JLW Rate	Minimum Accumulative OJT Hours	+	Related Training
1	50	0	+	N/A
2	50	1000	+	Satisfactory Progress
3	55	2000	+	Satisfactory Progress
4	60	3000	+	1 <sup>st</sup> Year School Completed
5	65	4000	+	Satisfactory Progress
6	70	5000	+	2 <sup>nd</sup> Year School Completed
7	75	6000	+	3 <sup>rd</sup> Year School Completed
8	80	7000	+	Satisfactory Progress
Completion	100	8000	+	4 <sup>th</sup> Year School Completed + Final Exam Passed

At the time of registration of these Standards, the Journey-Level Worker rate is \$40.27. The Registration Agency will be notified of any changes to the Journey-Level Worker rate in a timely manner.

To be advanced, the apprentice must have satisfactorily completed all requirements: OJT Accumulative Hours and Related Training as indicated above (see Section 19).

[Example: To advance to third period, one must have satisfactorily progressed in related training and must also have accumulated 2,000 hours of OJT with satisfactory performance.]

This JATC has established eight periods of apprenticeship for the **Outside Telecommunications Worker** apprentice as stipulated in the CBA and below.

Period	Percent of JLW Rate	Minimum Accumulative OJT Hours	+	Related Training
1	50	0	+	N/A
2	55	1000	+	Satisfactory Progress
3	60	2000	+	Satisfactory Progress
4	65	3000	+	1 <sup>st</sup> Year School Completed
5	70	4000	+	Satisfactory Progress
6	75	5000	+	2 <sup>nd</sup> Year School Completed
7	80	6000	+	Satisfactory Progress
8	85	7000	+	Satisfactory Progress
Completion	100	8000	+	3 <sup>rd</sup> Year School Completed + Final Exam Passed

At the time of registration of these Standards, the Journey-Level Worker rate is \$48.78. The Registration Agency will be notified of any changes to the Journey-Level Worker rate in a timely manner.

To be advanced, the apprentice must have satisfactorily completed all requirements: OJT Accumulative Hours and Related Training as indicated above (see Section 19).

[Example: To advance to third period, one must have satisfactorily progressed in related training and must also have accumulated 2,000 hours of OJT with satisfactory performance.]

This JATC has established four periods of apprenticeship for the **Residential Wireman** apprentice as stipulated in the CBA and below.

Period	Percent of JLW Rate	Minimum Accumulative OJT Hours	+	Related Training
1	60	0	+	N/A
2	70	1000	+	Satisfactory Progress
3	80	2000	+	1 <sup>st</sup> Year School Completed
4	90	3000	+	Satisfactory Progress
Completion	100	4000	+	2 <sup>nd</sup> Year School Completed + Final Exam Passed

At the time of registration of these Standards, the Journey-Level Worker rate is \$21.06. The Registration Agency will be notified of any changes to the Journey-Level Worker rate in a timely manner.

To be advanced, the apprentice must have satisfactorily completed all requirements: OJT Accumulative Hours and Related Training as indicated above (see Section 19).

[Example: To advance to third period, one must have satisfactorily progressed in related training and must also have accumulated 2,000 hours of OJT with satisfactory performance.]

This JATC has established four periods of apprenticeship for the **Tree Trimmer** apprentice as stipulated in the CBA and below.

Period	Percent of JLW Rate	Minimum Accumulative OJT Hours	+	Related Training
1	50	0	+	N/A
2	60	1000	+	Satisfactory Progress
3	70	2000	+	1 <sup>st</sup> Year School Completed
4	80	3000	+	Satisfactory Progress
Completion	100	4000	+	2 <sup>nd</sup> Year School Completed + Final Exam Passed

At the time of registration of these Standards, the Journey-Level Worker rate is \$37.30. The Registration Agency will be notified of any changes to the Journey-Level Worker rate in a timely manner.

To be advanced, the apprentice must have satisfactorily completed all requirements: OJT Accumulative Hours and Related Training as indicated above (see Section 19).

[Example: To advance to third period, one must have satisfactorily progressed in related training and must also have accumulated 2,000 hours of OJT with satisfactory performance.]

## **7. Wages and Fringe Benefits**

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

## **8. Qualification for Apprenticeship**

- 8.1 *Methods of Entry.* Every individual selected for apprenticeship shall come from the pool of qualified applicants on the ranked list, unless otherwise qualifying for Direct Entry. No applicant shall be excluded from consideration because they fail to meet qualifications for Direct Interview or Direct Entry; they must be considered under the standard method of entry.
- 8.2 *Application.* Every applicant must fill out an application form electronically, accurately, and completely responding to all questions and items listed in the application.
- 8.3 *Minimum Qualifications.* Except as provided in paragraphs 8.4 and 8.5 for those eligible for Direct Interview or Direct Entry, each applicant must meet the following minimum qualifications and will be required to provide evidence satisfactory to the JATC at the time indicated in the Selection Procedures.
  - 8.3.1 Each applicant must be: (i) a high school graduate, or (ii) have a Certificate of High School Equivalency or GED, or (iii) have a two-year Associate Degree (or its equivalent) or higher. (If equivalent education was obtained outside of the United States, the applicant will be required to provide appropriate documentation.)
  - 8.3.2 Each applicant must have successfully completed: (i) one full year of high school algebra (or its equivalent) with a grade of “C” or better, or (ii) one semester of post-high school algebra (e.g., Adult Education, Continuing Education, Community College, etc.) with a grade of “C” or better, or (iii) the *electrical training ALLIANCE*’s online Tech Math course, or the Alaska Department of Labor Work Keys Math Course with a score of 6 or higher, or the electrical industry’s aptitude test, developed and validated by the American Institutes for Research, with a qualifying score of 4 or higher.
  - 8.3.3 Each applicant must be able to work legally in the United States and provide a valid social security number. The JATC will not seek to verify authorization to work in the U.S. since that is the responsibility of the Employers during on-the-job training, but if the JATC learns that an applicant is not eligible to work and will not be eligible at the time of registration, the JATC may terminate the application.
  - 8.3.4 Each applicant must be capable of completing all requirements of the apprenticeship program and performing the work required of an electrical worker, with or without reasonable accommodations, including being able and willing to:

- 8.3.4.1 Safely perform or learn to safely perform the essential functions of the job.
- 8.3.4.2 Get to and from work at job sites anywhere within the geographical jurisdiction of this Apprenticeship Program.
- 8.3.4.3 Attend and successfully pass all related instruction.
- 8.3.4.4 Understand and follow all JATC Rules and Policies.
- 8.3.4.5 Push, pull, crawl, crouch, and work in confined spaces such as attics, manholes, and crawlspaces, lift up to 50-pound objects on a fairly consistent schedule, and use various hand and power-assisted tools.
- 8.3.4.6 Read, hear, speak, and understand instructions and warnings in English.
- 8.3.5 Each applicant must be a minimum of eighteen (18) years old at the time of registration, and a minimum of seventeen (17) years old at the time of application, except that an applicant participating in an approved School-To-Apprenticeship (STA) program may be a minimum of sixteen (16) years old at the time of registration.
- 8.3.6 Each applicant must possess a valid Driver's License.
- 8.3.7 Each applicant must submit a Full Individual driving record obtained within 90 days of application date.
- 8.4 *Direct Interview Qualification.* The applicants described below will not be required to meet the requirements of 8.3.1 High School diploma or GED, or 8.3.2 math. If they meet all other minimum qualifications above, and the requirements below, they will be invited to an interview. These individuals must still meet all post-selection requirements in paragraph 8.8. Applicants are not required to apply through these methods and may choose to apply through the standard method of entry.
  - 8.4.1 Military Experience.
    - 8.4.1.1 Applicants who have completed at least three years of active-duty military service with the U.S. Armed Forces, with a discharge under honorable conditions within five years of the application date.
    - 8.4.1.2 Applicants who have completed at least six years of U.S. military reserve service, who are still serving as a military reservist or have an honorable discharge within two years of the application date.
    - 8.4.1.3 Applicants who have been honorably discharged from the military and have completed military technical training school in a Military Occupational Specialty ("MOS") applicable to the apprenticeable occupation for which they are applying and can document a minimum of two years of military experience in that MOS within five years of the date of application. These individuals may also qualify for direct entry.
    - 8.4.1.4 To qualify under 8.4.1.1, 8.4.1.2 and 8.4.1.3, applicants must provide a DD Form 214 or equivalent documentation acceptable to the JATC to establish their experience.
  - 8.4.2 Industry Experience.
    - 8.4.2.1 2,000 Hours. Applicants who can verify that they have worked a minimum of two thousand (2,000) hours specifically in the occupation for which they are applying.

- 8.4.2.2 4,000 Hours. Applicants who can verify that they have worked a minimum of 4,000 hours specifically in the commercial and/or industrial electrical construction trade, electrical line construction trade, telecommunications worker trade, or who have worked a minimum of 2,400 hours in the residential electrical construction trade or tree trimming trade. These individuals may also qualify for direct entry. Prior experience must be in the same apprenticeable occupation for which the individual is applying. No other form of electronic or electrical experience/training or construction experience will be given credit under this provision.
- 8.4.2.3 Individuals applying under these two methods must provide to the JATC sufficient documentation, satisfactory to the JATC, to demonstrate their experience in the applicable occupation. This documentation may be comprised of official documents such as tax/payroll records, or notarized letters of experience from prior employers.

#### 8.4.3 *electrical training ALLIANCE* Interim Credential.

Individuals who have received an Interim Credential through the program developed by the *electrical training ALLIANCE*, which represents that they have successfully completed the First-Year Wireman curriculum. Qualified applicants selected for registration will be evaluated by the JATC and placed at the appropriate level of instruction. These individuals may also be eligible for direct entry into the Inside Wireman apprenticeship.

#### 8.4.4 School to Apprenticeship

- 8.4.4.1 Individuals who have completed a School to Apprenticeship (STA) Program in the electrical industry, including a School to Registered Apprenticeship (STRA) program involving the JATC. To be eligible, the STA or STRA program must meet the following requirements:
  - 8.4.4.1.1 Shall be available to all schools within the jurisdiction of the CBA who agree to participate in the STRA program.
  - 8.4.4.1.2 Shall require participants to be at least 16 years of age.
  - 8.4.4.1.3 Shall require participants to complete their Junior Year (11th Grade) of High School prior to being employed as an apprentice in this program.
  - 8.4.4.1.4 Shall allow the JATC to work with the school to encourage participating school systems to include in their academic curriculum: A basic Computer Course and Mechanical Drawing, or Computer Aided Design. The JATC may determine that participants must complete the First Year of industry related classroom training (*electrical training ALLIANCE* Curriculum), specific *electrical training ALLIANCE* courses or industry orientation related seminars, or classes. These classes and seminars shall be taught by the JATC. The *electrical training ALLIANCE* course materials may be presented during the evening hours.
  - 8.4.4.1.5 May permit the scheduling of alternating weeks of academic study and OJT experience, as determined by the JATC, and agreed to by the participating school(s).
  - 8.4.4.1.6 Shall mandate that failure to successfully complete academic studies (high school and JATC) shall be just cause for termination from the program.
  - 8.4.4.1.7 Shall mandate that failure to demonstrate progress in safely and proficiently accomplishing work practices shall be just cause for termination.

#### 8.4.5 Job Corps.

Applicants who completed a Job Corps training program in electrical construction within two (2) years prior to application. These individuals may also be eligible for direct entry into the Inside Wireman apprenticeship.

#### 8.4.6 Pre-Apprenticeship Programs.

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

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

#### 8.4.7 Line College/Line School Graduate.

8.4.7.1 Individuals who can verify that they have completed a JATC or *electrical training ALLIANCE* approved Line College/Line School program focusing on the electrical line construction industry (must include climbing and other trade related experience applicable to that of a Journey-Level Line Worker or Line Worker apprentice).

8.4.7.2 Applicants under this method must provide the JATC with appropriate documentation, satisfactory to the JATC, confirming that they meet the specific requirements of the Line College/Line School program. This documentation must be comprised of official documents such as: completion/graduation certificate and official transcripts. Climbing must be proven to meet this qualification.

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

8.4.8.1 Be in categories for which signatory contractors are required to recruit and hire under project labor agreements (“PLAs”), project stabilization agreements (“PSAs”), Community Workforce Agreements (“CWAs”), and/or other federal, state, or local governmental contracts or agreements, provided that those categories are not defined by Protected Characteristics as defined in the JATC’s EEO/AA Plan (e.g., requirements for veterans, local residents, or disadvantaged workers as defined by income or other factors than the Protected Characteristics); or

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

8.5 *Direct Entry.* Applicants who meet the following qualifications will be offered direct entry into the Apprenticeship Program, with certain requirements waived and without being placed on or selected from the ranked list of qualified applicants. These individuals must still meet all post-selection requirements in paragraph 8.8, unless expressly exempted.

- 8.5.1 New Signatory Employer. An electrical construction employee of a non-signatory employer not qualifying as a Journey-Level Worker when the employer becomes a signatory shall be evaluated by the JATC, using consistent, standard, non-discriminatory means and registered at the appropriate period of apprenticeship based on previous work experience and related training.
- 8.5.1.1 Such applicants must meet the minimum requirements of 8.3.4. Such applicants must also:
  - 8.5.1.2 Provide official, undisputable documentation to show that they were an employee performing electrical construction work prior to and at the time the employer becomes signatory.
  - 8.5.1.3 Supply the JATC with required reliable documentation and adequate verification to substantiate previous employment and experience to warrant their registration.
- 8.5.2 30% Cards. An individual who signs an authorization card during an organizing effort, where 30% or more of the employees have signed authorization cards, whether or not the employer becomes signatory, and is an employee of the non-signatory electrical contractor and does not qualify as a Journey-Level Worker, shall be evaluated by the JATC, using consistent, standard, non-discriminatory means and registered at the appropriate period of apprenticeship based on previous work experience and related training.
- 8.5.2.1 All employees of the non-signatory electrical contractor must have been offered the opportunity to sign authorization cards.
  - 8.5.2.2 For such applicants to be considered, they must meet the minimum requirements of 8.3.4. Such applicants must also:
  - 8.5.2.3 Have previous work experience (with non-participating employer(s)) that warrants some OJT credit, based on the provisions of these Standards, provide reliable documentation and adequate verification (which shall be recorded and securely filed in the applicant's file) to substantiate previous employment and experience, in order to qualify for direct entry under this provision.
  - 8.5.2.4 Provide official documentation to show length of employment with present electrical employer and all other previous electrical employers.
- 8.5.3 Transfer of Apprenticeship.
- 8.5.3.1 A registered apprentice who wishes to transfer an Apprenticeship Agreement between two local IBEW/NECA JATCs having registered Inside Wireman, Outside Lineman, Telecommunications Worker, Residential Wireman, or Tree Trimmer apprenticeship programs. This is a method of direct entry.
  - 8.5.3.2 In order to transfer an apprenticeship agreement between two local IBEW/NECA JATCs having a registered apprenticeship program, the following requirements must be met.
  - 8.5.3.3 The apprentice must submit a written request for transfer, describing in detail the needs and reasons upon which the request is based.
  - 8.5.3.4 The apprentice's sponsoring JATC must agree to the transfer, acting on behalf of the official program sponsors for the IBEW and NECA.
  - 8.5.3.5 The receiving JATC must agree to accept the transfer, acting on behalf of the official program sponsors for the IBEW and NECA. The AJEATT will consider a request for

transfer only to the occupation in which the apprentice is currently enrolled by his or her sponsor.

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

8.5.3.7 The transferring apprentice must:

8.5.3.7.1 Complete an Application.

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

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

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

8.5.3.9 No plan assets will be transferred between the plans to cover the cost of the apprentice's education.

#### 8.5.4 Other Means.

8.5.4.1 Individuals who qualify under 8.4.1.3 two years military electrical experience, 8.4.2.2 4,000/2,400 hours, 8.4.3 Interim Credential, 8.4.6 pre-apprenticeship, or 8.4.7 industry needs, may qualify for direct entry, after interview based upon standard, non-discriminatory evaluation factors (e.g., top 50% of class ranking for those with Interim Credentials, a defined cut-off or pass/fail score on knowledge-based tests or skills-based tests or other exams, or a pass/fail interview).

8.5.4.2 The JATC may, in its discretion, determine that due to industry needs, individuals in one or more categories under 8.4 will be offered direct entry rather than direct interview for a period of time.

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

8.5.4.4 A decision to permit direct entry instead of direct interview must be made before or promptly after an interview before interviewees are placed on the ranked list. Applicants that qualify for Direct Entry are registered and are not placed on the ranked list.

#### 8.6 *Direct Interview for Tree Trimmer Applicants.*

Applicants to the Tree Trimmer program will not be required to meet the requirements in 8.3.2 (math). If they meet all other minimum qualifications of 8.3, they will be invited to an oral interview. These individuals must still meet all post-selection requirements in 8.8.

#### 8.7 *Geographic Market Area Selection.*

The JATC may periodically make apprenticeship opportunities available in specific geographic market areas throughout Alaska. Decision to initiate recruitment and procedures for recruiting and selecting applicants, will be in accordance with the EEO/AA Plan and the Selection Procedures.

- 8.8 *Post-Selection Requirements.* All selected applicants (including those admitted through direct entry) must meet the following minimum requirements at the time indicated in these Selection Procedures, typically after a conditional offer is made and prior to registration.
- 8.8.1 Provide any remaining documentation required to complete the selection process.
  - 8.8.2 Not be disqualified as a result of information obtained by the JATC during the selection process, including interviews, verification of information, reference checks or other information made available to the JATC prior to registration.
  - 8.8.3 Pass all required drug-screen tests. The cost of the tests is borne by the JATC. If the applicant fails any pre-registration drug test, refuses to take any pre-registration drug test, or has insufficient hair or urine for any pre-registered drug test, each of which constitutes a failed pre-registered drug test, the conditional offer will be revoked.
  - 8.8.4 Applicants to the Outside Lineman apprenticeship must attend and successfully complete the JATC's Boot Camp. Applicants will not be paid for the time they attend this program. The JATC's conditional offer may be rescinded if the applicant demonstrates in any way that he or she is unlikely to be successful in the apprenticeship program, (e.g., inability to learn or employ appropriate safety skills, poor attendance or tardiness, or failing to demonstrate the physical abilities required).
  - 8.8.5 Applicants to the Telecommunications apprenticeship must be able to identify the colors of a 25 pair telecommunications cable, with reasonable accommodations.

## **9. Selection and Placement**

Selection of Applicants will be done under the Selection Procedures (Appendix A). Applicants placed on the ranked list shall remain active for two (2) calendar years from the date of interview, subject to exceptions.

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

- 10.1 Every applicant who qualifies for Direct Interview or Direct Entry, and who is subsequently registered, will be evaluated by the JATC to determine, using standard means of evaluation, if OJT and/or related instruction credit will be awarded for previous training and experience.
- 10.2 Qualified applicants selected for registration who have the *electrical training ALLIANCE* Interim Credential shall be evaluated by the JATC using standard means of evaluation and considered for placement in Second Year related instruction if the Interim Credential was received within three (3) years of the date of registration.
- 10.3 Other applicants selected for registration who have previous knowledge and skill acquisition in the electrical construction industry can ask for and have such work and job experience evaluated by the JATC prior to signing an Apprenticeship Agreement. The apprentice cannot request an evaluation of past experience after signing.

- 10.4 Where such experience warrants, the JATC can place the apprentice in the appropriate period with the commensurate wages as determined by the JATC. The JATC will use consistent and equal ways and means for measuring and evaluating individuals to determine how much credit to award, for both OJT and related training. Hours of OJT credit awarded and related instruction placement 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.
- 10.5 Advanced standing is subject to review throughout the probationary period. During this time, OJT and classroom performance will be evaluated to determine if any readjustment concerning OJT or related training status is warranted, including re-evaluation and reassignment of apprenticeship period and level of related instruction, as the JATC determines.
- 10.6 When evaluating previous experience for OJT credit, the JATC will consider whether the hours of previous experience were legally obtained and therefore eligible to count toward State of Alaska journeyman licensure.

## **11. The Apprenticeship Agreement**

- 11.1 Before being employed as an apprentice or enrolled in related instruction classes, the selected applicant must sign an Apprenticeship Agreement with the JATC. The Apprenticeship Agreement will be submitted to the Registration Agency for approval if required. The Standards and the JATC's Rules and Policies (as they may be amended) shall be considered a part of the Apprenticeship Agreement.
- 11.2 Prior to signing the Apprenticeship Agreement, each selected applicant shall be given an opportunity to read and review the Standards, the JATC's Rules and Policies, the Apprenticeship Agreement, and the sections of the CBA that pertain to apprenticeship. Selected applicants shall sign an acknowledgement that they have reviewed the documents and willing to abide by them.
- 11.3 The JATC and the Apprentice shall sign the Apprenticeship Agreement, and each receive a signed copy. The JATC shall follow the procedures of the Registration Agency regarding the submission of the Apprenticeship Agreement.

## **12. Probationary Period**

- 12.1 The first 2,000 hours of OJT, and satisfactory performance in related classroom training during such time, shall constitute the probationary period for Inside Wireman, Lineman, and Telephone apprentices. The first 1,000 hours of OJT and satisfactory performance in related classroom training during such time shall constitute the probationary period for Residential Wireman and Tree Trimmer apprentices. During the probationary period, the JATC shall make a thorough review of the apprentice's ability and development. In no case shall the probationary period exceed 25% of the program length or one (1) year; whichever is shorter.
- 12.2 Prior to the end of the probationary period, the JATC will decide whether to cancel the Apprenticeship Agreement. If the Registration Agency so requires, the Registration Agency shall be notified of cancellations.
- 12.3 During the probationary period, the JATC may cancel the apprenticeship agreement, without the formality of a hearing and at the discretion of the JATC, so long as the JATC is acting in a non-

discriminatory manner. Apprentices whose agreements are cancelled during the probationary period have no appeal rights other than those provided in the EEO/AA Plan.

### **13. Related Instruction**

- 13.1 Each apprentice shall be required to participate in non-compensable related instruction away from the job as specified below.
- 13.2 The AJEATT will regularly schedule apprenticeship classes at designated training facilities where it is most convenient for the majority of apprentices to attend. Classes will generally be scheduled from 7:00 a.m. to 3:30 p.m. Monday through Friday. Apprentices will receive appropriate notice of when they are scheduled so that they can make arrangements to be present for all classroom instruction and related labs.
- 13.3 Topics to be studied (completed) as part of the required *electrical training ALLIANCE* curriculum shall include, but not be limited to those listed below. The order of presentation and/or year of presentation may change from time to time.

#### **INSIDE WIREMAN**

##### **FIRST YEAR – 180 HOURS MINIMUM**

Codes and Standards  
Electrical Theory  
Industry Orientation  
Installation Applications  
Jobsite Skills and Practices  
Safety Awareness

##### **SECOND YEAR – 180 HOURS MINIMUM**

Codes and Standards  
Construction Documentation  
Electrical Equipment  
Electrical Theory  
Industry Orientation  
Installation Applications  
Safety Awareness

##### **THIRD YEAR – 180 HOURS MINIMUM (108 HOURS CORE MINIMUM AND 72 HOURS ADVANCED MINIMUM)**

Codes and Standards  
Construction Documentation  
Construction Leadership  
Electrical Systems  
Electrical Theory  
Safe Material and Equipment Handling  
Safety Awareness

**FOURTH YEAR – 180 HOURS MINIMUM (72 HOURS CORE MINIMUM AND 108 HOURS ADVANCED MINIMUM)**

Codes and Standards  
Construction Documentation  
Electrical Control Systems  
Electrical Systems  
Electrical Equipment  
Safety Awareness

**FIFTH YEAR – 180 HOURS MINIMUM (72 HOURS CORE MINIMUM AND 108 HOURS ADVANCED MINIMUM)**

Codes and Standards  
Electrical Control Systems  
Electrical Equipment  
Industry Orientation  
Jobsite Skills and Practices  
Safety Awareness

**ADVANCED TOPICS**

**THIRD YEAR – 72 HOURS MINIMUM, FOURTH YEAR – 108 HOURS MINIMUM, FIFTH YEAR – 108 HOURS MINIMUM**

Advanced Codes and Standards  
Advanced Construction Documentation  
Advanced Construction Leadership  
Advanced Distributed Generation  
Advanced Communications Systems  
Advanced Control Systems

Advanced Electrical Equipment  
Advanced Electrical Systems  
Advanced Limited Energy Systems  
Advanced Safety Awareness  
Advanced Theory

**OUTSIDE LINEMAN**

**FIRST YEAR – 240 Hours Minimum**

Climbing Techniques and Safeguards  
Electrical Grounding  
Electrical Theory  
Industry Orientation  
Job Information  
Line Conductor Installing  
Mathematics  
OSHA/Safety Awareness  
Rigging  
Safety & Health Awareness

OSHA/Safety Awareness  
Street Lighting  
Surveying  
Transformers

**SECOND YEAR – 240 Hours Minimum**

Blueprint Reading  
Distribution Analysis, Testing & Repair  
Electrical Theory  
Industry Orientation  
Job Information  
Line Conductor Installing  
Mathematics

**THIRD YEAR – 240 Hours Minimum (108 Hours Core Minimum and 132 Hours Advanced Minimum)**

Alternative Energy Sources  
Electrical Grounding  
Electrical Theory  
Fiber Optics  
Industry Orientation  
Job Information  
Live Line Maintenance  
Marketing  
Power Quality  
Safety & Health Awareness  
Substations  
Systems Analysis, Repair & Certification

## **TELECOMMUNICATIONS WORKER**

### **FIRST YEAR – 240 Hours Minimum**

Blueprint Reading  
Introduction to Digital Switching  
Communication Skills  
Electrical Theory  
Electrical Components  
Electronic Test Equipment  
Fiber Optics  
Industry Orientation  
Job Information  
Mathematics  
National Electrical Code  
OSHA/Safety & Health Awareness  
Premises Cabling  
Structured Wiring Systems  
EIA/TIA Standards  
Introduction to Cable Splicing  
Climbing Fundamentals  
Wireless Network Overview  
Safety & Health Awareness

### **SECOND YEAR – 240 Hours Minimum**

Blueprint Reading  
Data Systems  
Electrical Theory  
Digital Electronic Circuitry  
Electronic Test Equipment  
Industry Orientation  
Job Information  
Fiber Optics  
Local Area Networks  
Premises Cabling  
Structured Wiring Systems  
Telephony  
Central Office Switching Systems  
Cable Splicing  
Grounding and Bonding

### **THIRD YEAR OUTSIDE – 160 Hours Minimum**

Anchoring  
Aerial/Underground Cables  
Communication Skills  
Customer Relations  
Electronic Test Equipment  
Fiber Optics  
Industry Orientation  
Job Information  
Cable Splicing  
National Electrical Code  
OSHA/Safety & Health Awareness  
National Electrical Safety Code  
Underground Systems  
Flagging and Traffic Control  
Pole Tower Construction  
Systems Analysis, Repair & Certification

**THIRD YEAR INSIDE**

Advanced Telephony  
 Data Systems Advanced  
 Customer Relations  
 Electronic Troubleshooting  
 Electronic Test Equipment  
 Entertainment Systems  
 Environmental Systems  
 Advanced Fiber Optics  
 Industry Orientation  
 Job Information  
 Life Safety Systems  
 Local Area Networks  
 Software Applications  
 Low Voltage Systems  
 National Electrical Code  
 Network Operators Control  
 Premises Cabling  
 Structured Wiring Systems  
 Systems Analysis, Repair & Certification  
 Wide Area Networks  
 PC Installation and Protocol

**FOURTH YEAR INSIDE**

Advanced Telephony  
 Data Systems Advanced  
 Customer Relations  
 Electronic Troubleshooting  
 Electronic Test Equipment  
 Entertainment Systems  
 Environmental Systems  
 Advanced Fiber Optics  
 Industry Orientation  
 Job Information  
 Life Safety Systems  
 Local Area Networks  
 Software Applications  
 Low Voltage Systems  
 National Electrical Code  
 Network Operators Control  
 Premises Cabling  
 Structured Wiring Systems  
 Systems Analysis, Repair & Certification  
 Wide Area Networks  
 PC Installation and Protocol

**RESIDENTIAL WIREMAN****FIRST YEAR – 180 Hours Minimum**

Codes and Standards  
 Electrical Theory  
 Industry Orientation  
 Installation Applications  
 Jobsite Skills and Practices  
 Safety Awareness

**SECOND YEAR – 180 Hours Minimum**

Codes and Standards  
 Construction Documentation  
 Electrical Equipment  
 Electrical Theory  
 Industry Orientation  
 Installation Applications  
 Safety Awareness

**TREE TRIMMER****FIRST YEAR – 160 Hours Minimum**

Safety  
 Mathematics  
 Electrical Theory  
 Tree Biology  
 Climbing  
 Pesticides  
 Equipment Operation

**SECOND YEAR – 160 Hours Minimum**

Safety  
 Mathematics  
 Tree Anatomy  
 Tree Physiology  
 Climbing  
 Soils  
 Equipment Operation

- 13.4 Each apprentice shall be required to satisfactorily complete all *electrical training ALLIANCE* apprenticeship course materials as a minimum requirement for related instruction. The JATC shall require additional related training to meet industry needs including, but not limited to acquiring a Class A Commercial Driver's License, successful completion of an approved OSHA 10-hour training class, and maintaining a valid CPR/First Aid card.

- 13.5 The time spent in related classroom instruction, which may include blended learning, shall be in addition to the required minimum hours of OJT. The minimum number of classroom hours per year may change from time to time in order to meet training needs. Such changes must be properly approved by the Registration Agency.
- 13.6 The JATC shall secure competent instructors whose knowledge, experience, and ability to teach shall be carefully examined and monitored. The instructors shall take the teacher training courses made available from the *electrical training ALLIANCE* through attendance, participation and working towards completion of the Industry's Four-Year National Training Institute Teacher-Training program.
- 13.7 The JATC shall secure the instructional aids and equipment it deems necessary to provide quality instruction.
- 13.8 The instructors shall administer or oversee *electrical training ALLIANCE* standardized tests in a timely manner. Such tests shall be evaluated, scored, and reviewed with the class. If tests are not administered electronically, the instructor shall ensure that all tests and materials are collected and provided to the JATC.
- 13.9 The JATC shall monitor the apprentice's performance in related training and take appropriate action to encourage improvement where warranted. JATCs will require performance reports to be filed on a regular basis by each instructor, evaluating the apprentice's related instructional training performance. Such reports shall be maintained by the JATC as part of its official file for each apprentice, providing an accumulative record of performance in related training.
- 13.10 The JATC shall inform each graduating apprentice of availability of college credit through the *electrical training ALLIANCE*'s College Credit Program with the American Council on Education ("ACE"), and any Continuing Education Units ("CEUs") that may be available.
- 13.11 Certain related instruction may be provided online, rather than in a traditional classroom or laboratory setting. If an apprentice is required to attend related instruction online, the apprentice must have access to the internet via a computer and must complete all online assignments and the total required hours of each session in the allotted amount of time. The computer will not be provided by the apprenticeship program and the internet access fees will not be paid by the apprenticeship program.

## **14. Safety and Health Training**

- 14.1 The Employers are responsible for instructing apprentices in safe and healthful work practices and shall ensure that the apprentice is trained in facilities and other environments that are in compliance with either the Occupational Safety and Health Act standards promulgated by DOL or State or local standards that have been found to be at least as effective as the Federal standards.
- 14.2 The JATC shall see that all apprentices complete CPR/First Aid training during their probationary period. The JATC shall also attempt to see that graduates of its apprenticeship program possess a current CPR/First Aid card.
- 14.3 The JATC shall see that each apprentice successfully completes either the *electrical training ALLIANCE*, OSHA approved, Ten-Hour Construction Safety course or the Outside Industry OSHA

10 Electric Transmission and Distribution course developed through the Industry Partnership, before beginning the Second-Year of related instructional training.

## 15. Hours of Work; Assignments

- 15.1 The apprentice shall work the hours that are specified in the applicable CBA. The apprentice's work shall not interfere with attending related instructional classes.
- 15.2 The JATC shall maintain a standard procedure to best ensure reasonable continuous employment for all apprentices. The JATC, or its subcommittee, shall make all OJT assignments, reassignments, and transfers – 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.
- 15.3 In the event that the JATC is unable to provide an eligible apprentice with an OJT assignment, apprentices may seek temporary employment outside of the electrical construction industry. Regardless of employment status, apprentices must continue to report for their regularly scheduled related instructional classes. Apprentices shall remain at all times subject to immediate call by the JATC for an OJT assignment given by the JATC. Under no circumstances shall a participating employer be denied the assignment of an apprentice due to an apprentice temporarily working outside the CBA. Failure to immediately comply with instructions to return to the JATC for an OJT assignment may result in cancellation of the apprentice's apprenticeship agreement.
- 15.4 The JATC may assist apprentices in seeking temporary employment by providing access to resources, establishing connections with local employers or other methods.

## 16. Work Experience

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

**INSIDE WIREMAN**  
(Existing Title: Electrician)  
O\*NET-SOC CODE: 47-2111.00  
RAPIDS CODE: 0159

<b>WORK PROCESS</b>	<b>APPROX. HOURS OJT</b>
PROJECT LAYOUT AND PLANNING	200
Reading and interpreting blueprints and specifications	
Coordination between crafts, engineers, and architects	
UNDERGROUND INSTALLATIONS	300
Trenching and ditch digging	
Direct burial	
Installing PVC/Rigid conduit	
Installing grounding electrode systems	

<b>WORK PROCESS</b>	<b>APPROX. HOURS OJT</b>
THINWALL CONDUIT RACEWAY SYSTEMS	1200
Fastening and supporting devices	
Conduit fabrication	
Installation of conduit, fittings, and boxes	
RIGID CONDUIT RACEWAY SYSTEMS	800
Fastening and supporting devices	
Bender setup	
Conduit fabrication	
Installation of conduit, fittings, and boxes	
INSTALLING SERVICES, SWITCHBOARDS AND PANELS	500
Mounting devices	
Breaker installation	
Terminations	
FLOOR DUCT INSTALLATION	200
Transit/grade establishment	
Installing duct and fittings	
Core drilling and outlet installation	
MOTOR CONTROL CENTER INSTALLATION	100
Rigging and mounting	
Terminating feeders, branch circuits and control wiring	
INSTALLING, SPlicing & TERMINATING WIRES AND CABLES	1200
Establishing temporary power	
Feeders and branch circuits	
Control wiring	
Splices, taps and terminations	
CABLE TRAY INSTALLATION	150
Fabrication	
Installing support devices	
Installing cable tray and covers	
LIGHTING SYSTEM INSTALLATION	1000
Installing outlet boxes and conductors	
Installing fixtures	
Control devices	
TESTING AND TROUBLESHOOTING FEEDERS, MOTORS, AND BRANCH CIRCUITS	100
Checking circuit continuity	
Identifying fault current to ground	
Meggering and Hi Potting	
Certifying system operations	
Repair and maintenance	
Ground verification	

<b>WORK PROCESS</b>	<b>APPROX. HOURS OJT</b>
<b>FIRE ALARM INSTALLATION</b>	<b>300</b>
Blueprint and specification interpretation	
Layout and circuit installation	
Control panel and device installation	
Programming and testing	
<b>MOTOR INSTALLATION</b>	<b>400</b>
Rigging and setting	
Alignment	
Circuiting and terminations	
Testing	
<b>CONTROL SYSTEM INSTALLATION</b>	<b>200</b>
Blueprint and specification interpretation	
Layout and circuit installation	
Distributed control	
<b>INSTALLING AND PROGRAMMING PROGRAMMABLE LOGIC CONTROLLERS</b>	<b>100</b>
Module installation	
Control wiring and devices	
Programming	
<b>INSTALLING INSTRUMENTATION AND PROCESS CONTROL SYSTEMS</b>	<b>250</b>
Blueprint and specification interpretation	
Layout and installation	
Calibration	
<b>SECURITY SYSTEM INSTALLATION</b>	<b>100</b>
Blueprint and specification interpretation	
Layout	
Box and circuit installation	
Termination	
Testing	
<b>INSTALLING SOUND AND COMMUNICATION SYSTEMS</b>	<b>150</b>
Blueprint and specification interpretation	
Layout	
Conduit and box installation	
Installing panels and network	
Circuit installation	
Terminations and testing	
<b>INSTALLING AND TERMINATING TRANSFORMERS</b>	<b>100</b>
Rigging and mounting	
Primary and secondary terminations	
Testing and troubleshooting	
<b>INSTALLING FIBER OPTIC CABLE</b>	<b>100</b>
Equipment layout	
Installing cable	
Polishing and terminating	
Testing and verifying	

<b>WORK PROCESS</b>	<b>APPROX. HOURS OJT</b>
ALTERNATIVE ENERGY SOURCES (SOLAR, WIND, FUEL CELL, ETC.)	100
Blueprint and specification interpretation	
Layout and installation	
Testing, verifying, and troubleshooting	
WELDING AND BRAZING	50
Machine setup	
Fabrication	
Welding, grinding, and finishing	
SERVICE AND TROUBLESHOOTING	100
Testing, analysis, and repair of motors; transformers; electrical devices; electronic devices; magnetic devices; lighting and power circuits; equipment and machinery; control circuits; and devices.	
MATERIAL HANDLING AND PRE-FABRICATION	100
Material/equipment awareness	
Fabricating for field installation	
SAFETY AWARENESS & OTHER SPECIALIZED AREAS	200
<b>TOTAL MINIMUM HOURS OF OJT</b>	<b>8,000</b>

**OUTSIDE LINEMAN**  
 (Existing Title: Line Maintainer)  
 O\*NET-SOC CODE: 49-9051.00  
 RAPIDS CODE: 0283R

<b>WORK PROCESS</b>	<b>APPROX. HOURS OJT</b>
POLES (LOAD, UNLOAD AND SET)	500
Reading and interpreting specifications	
Coordination between crew	
Layout	
Tailboard discussion	
Carry lift unloading	
Boring and setting poles	
FRAMING AND GUYING POLES	700
Reading and interpreting specifications	
Tailboard discussion	
Anchor, down, span, head, arm, stub, and push guys	
CONNECTING, TESTING, GROUNDING TRANSFORMER, SERVICE WIRES, METERS & STREET LIGHTS	1000
Trenching and ditch digging	
Direct burial	
Installing PVC/rigid conduit	
Grounding electrode systems	
Installing transformers	
Installing streetlights	
Installing and repairing meters	
Hanging service drops to meter base	
Operating test equipment	
Tailboard discussion	

<b>WORK PROCESS</b>	<b>APPROX. HOURS OJT</b>
RIGGING	200
Fastening and supporting devices	
Ropes and Knots	
Splices	
WIRE	800
Fastening and supporting devices	
Stringing	
Sagging	
Joining	
Insulators	
TRANSMISSION LINES, TOWERS AND WOOD STRUCTURES	400
Reading and interpreting specifications	
Mounting devices	
Splicing	
Construction practices	
Erecting towers and structures	
Tailboard discussion	
MATERIAL HANDLING AND INVENTORY	200
Material/equipment awareness	
Specification Equipment list	
SUBSTATION STRUCTURES AND EQUIPMENT	400
Transmission autotransformer	
Distribution Power Transformers	
Duct runs	
Circuit breakers	
Insulators	
Capacitors, fuses, and rectifiers	
Control panels	
Batteries	
Lightning Arrestors	
UNDERGROUND CABLE INSTALLATION AND SPLICING	600
Trenching and ditch digging	
Direct burial	
Risers	
Manholes	
Transformer vaults	
Splices, taps, and terminations	
Transformers	
Tests	
PROTECTION AND CONTROL EQUIPMENT	400
Grounding	
Voltage regulators	
Insulators	
Fuses	
Circuit breakers	
Control panels	
Disconnect Switches	
Voltage regulators	

<b>WORK PROCESS</b>	<b>APPROX. HOURS OJT</b>
OPERATING EQUIPMENT	700
Hole digger	
Boom truck	
Trencher	
LIVE LINE MAINTENANCE AND CONSTRUCTION	1400
Hot Line tools	
Tailboard discussion	
Replacing Insulators	
Replacing cross arms	
Replacing poles	
Tapping a hot line	
Cutting slack in or out	
Splicing conductors	
Installing vibration dampers	
Installing armor rods	
Phasing conductors	
Installing fuses	
INSTALLING FIBER OPTIC CABLE	400
Equipment layout	
Installing cable	
Polishing and terminating	
Testing and verifying	
WELDING AND BRAZING	100
Machine setup	
Fabrication	
Welding, grinding, and finishing	
SAFETY AWARENESS & OTHER SPECIALIZED AREAS	200
<b>TOTAL MINIMUM HOURS OF OJT</b>	<b>8,000</b>

**TELECOMMUNICATIONS WORKER**  
 Inside Telecommunications  
 (Existing Title: Telecommunications Technician)  
 O\*NET-SOC CODE: 49-2022.00  
 RAPIDS CODE: 0309

<b>WORK PROCESS</b>	<b>APPROX. HOURS OJT</b>
PROJECT LAYOUT & PLANNING	250
Reading and interpreting blueprint and specifications	
Coordination between crafts, engineers, and architects	
Layout telecommunications cabling systems, PBX, and Central office equipment	
UNDERGROUND INSTALLATIONS	400
Blueprint and specification interpretation	
Trenching and ditch digging	
Plowing cable/innerduct	
Installing PVC/rigid pipe	
Pulling/blowing fiber	
Installing grounding systems	

<b>WORK PROCESS</b>	<b>APPROX. HOURS OJT</b>
UNDERGROUND INSTALLATIONS (CONT.)	
Setting vaults/manholes	
Pulling cables in duct systems	
Installing pedestals	
AERIAL INSTALLATIONS	200
Blueprint and specification interpretation	
Placing poles, anchors, and down-guys	
Framing poles and hanging strand	
Lashing/de-lashing/over-lashing cable	
Building risers	
ROUTING CABLE	500
Fastening and supporting devices	
Protective sleeves	
SECURITY SYSTEM INSTALLATION	250
Blueprint and specification interpretation	
Layout	
Box, circuit, and cable installation	
Testing	
INSTALLING COMMUNICATION, SOUND SYSTEMS, SWITCHBOARDS, LAN/WANS, NETWORKING COMPONENTS AND PANELS	750
Blueprint and specification interpretation	
Layout	
Installing panels and network devices	
Personal computers, ancillary equipment, and application software, IP, OSI, routers, modems, applications software	
Network Management Systems	
Circuit and cable installation	
Terminating and testing	
Wireless Networking	
INSTALLING AND NETWORKING TELECOMMUNICATIONS	1800
WIRES AND CABLES (ANSI/TIA/EIA)	
Installing and networking between buildings	
Wiring large and small campus systems	
Installing backbones	
Installing horizontals	
Installing cross connects and interconnects	
Installing main and intermediate distribution system	
TERMINATING WIRING AND CABLES (ANSI/TIA/EIA)	500
Bundled cable	
Shielded cable	
Coaxial cable	
Unshielded cable	
Optical fiber cable	
Twisted Pair	
CABLE TRAY INSTALLATION	100
Fabrication	
Installing support devices	
Installing cable tray and covers	

<b>WORK PROCESS</b>	<b>APPROX. HOURS OJT</b>
<b>INSTALLING, SPLICING &amp; TERMINATING OSP CABLES</b>	<b>100</b>
Blueprint and specification interpretation	
Direct buried and aerial copper cable splicing	
Fiber optic cable splicing	
Coaxial cable splicing	
Repeater terminations	
Testing and troubleshooting outside plant cables	
Cutting over working fiber/copper cables	
<b>SWITCHING SYSTEM INSTALLATION PBX AND CENTRAL OFFICE</b>	<b>1250</b>
Blueprint and specification interpretation	
Installing relay racks	
Installing equipment frames and equipment	
Terminating equipment cables	
Running jumpers	
Updating specifications	
Line assignments	
Network and equipment testing	
<b>TESTING AND TROUBLESHOOTING</b>	<b>500</b>
Checking circuit continuity	
Testing, analysis, and repair of power devices, electrical devices, electronic devices, power circuits, control circuits, data devices, switching equipment, voice, video, and data	
Installations: electronic devices, LAN/WAN circuits, Telecommunications device, Hybrid key systems and switching systems	
Frame Relay, SONET, IP, ATM, and ADSL	
Testing, repair, and maintenance of OSP copper and fiber optic cables	
Ground verification	
<b>INSTALLING AND TERMINATING BATTERIES AND RECTIFIERS</b>	<b>300</b>
Blueprint and specification interpretation	
Layout	
Installing fuse panels	
Terminating and testing	
<b>INSTALLING FIBER OPTIC CABLE</b>	<b>500</b>
Equipment layout	
Installing cable	
Polishing and terminating	
Testing and verifying	
<b>MATERIAL HANDLING AND PRE-FABRICATION</b>	<b>100</b>
Material/equipment awareness	
Fabricating for field installation	
<b>SAFETY AWARENESS &amp; OTHER SPECIALIZED AREAS</b>	<b>500</b>
<b>TOTAL MINIMUM HOURS OF OJT</b>	<b>8,000</b>

**TELECOMMUNICATIONS WORKER**  
 Outside Telecommunications  
 (Existing Title: Telecommunications Technician)  
 O\*NET-SOC CODE: 49-2022.00  
 RAPIDS CODE: 0309

<b>Work Process</b>	<b>Approx. Hours OJT</b>
<b>PROJECT LAYOUT AND PLANNING</b>	<b>250</b>
Reading and interpreting blueprint and specifications	
Coordination between crafts, engineers, and architects	
Layout telecommunications cabling systems, PBX and Central office equipment	
<b>UNDERGROUND INSTALLATIONS</b>	<b>2500</b>
Blueprint and specification interpretation	
Trenching and ditch digging	
Plowing cable/innerduct	
Installing PVC/rigid conduit	
Pulling/blowing fiber optic cable	
Installing grounding systems	
Setting vaults/manholes	
Pulling cables in duct systems	
Installing pedestals	
<b>AERIAL INSTALLATIONS</b>	<b>1000</b>
Blueprint and specification interpretation	
Placing poles, anchors, and down-guys	
Framing poles and hanging strand	
Lashing/de-lashing/over-lashing cable	
Building risers	
<b>ROUTING CABLE</b>	<b>300</b>
Fastening and supporting devices	
Protective sleeves	
<b>SECURITY SYSTEM INSTALLATION</b>	<b>250</b>
Blueprint and specification interpretation	
Layout	
Box, circuit, and cable installation	
Testing	
<b>INSTALLING COMMUNICATION, SOUND SYSTEMS, SWITCHBOARDS, LAN/WANS, NETWORKING COMPONENTS AND PANELS</b>	<b>500</b>
Blueprint and specification interpretation	
Layout	
Installing panels and network devices, personal computers, ancillary equipment and application software, IP, OSI, routers, routers, modems, applications software	
Network management systems	
Circuit and cable installation	
Terminating and testing	
Wireless Networking	

<b>WORK PROCESS</b>	<b>APPROX. HOURS OJT</b>
INSTALLING AND NETWORKING TELECOMMUNICATIONS	500
Wires and Cables (ANSI/TIA/EIA)	
Installing and networking between buildings	
Wiring large and small campus systems	
Installing backbones	
Installing horizontals	
Installing cross connects and interconnects	
Installing main and intermediate distribution system	
TERMINATING WIRING AND CABLES (ANSI/TIA/EIA)	500
Bundled cable	
Shielded cable	
Coaxial cable	
Unshielded cable	
Optical fiber cable	
Twisted pair	
SPlicing AND TERMINATING CABLES	500
Blueprint and specification interpretation	
Direct buried and aerial copper cable splicing	
Fiber optic cable splicing	
Coaxial cable splicing	
Repeater terminations	
Testing and troubleshooting outside plant cables	
Cutting over working fiber/copper cables	
SWITCHING SYSTEM INSTALLATION PBX AND CENTRAL OFFICE	250
Blueprint and specification interpretation	
Installing relay racks	
Installing equipment frames and equipment	
Terminating equipment cables	
Running jumpers	
Updating specifications	
Line assignments	
Network and equipment testing	
TESTING AND TROUBLESHOOTING	500
Checking circuit continuity	
Testing, analysis, and repair of power devices, electrical devices, electronic devices, power circuits, control circuits, data devices, switching equipment, voice, video, and data	
Installations: electronic devices, LAN/WAN circuits, Telecommunications device, hybrid key systems and switching systems	
Frame relay, SONET, IP, ATM, and ADSL	
Testing, repair, and maintenance of OSP copper and fiber optic cables	
Ground verification	
INSTALLING AND TERMINATING BATTERIES AND RECTIFIERS	300
Blueprint and specification interpretation	
Layout	
Installing fuse panels	
Terminating and testing	

<b>WORK PROCESS</b>	<b>APPROX. HOURS OJT</b>
MATERIAL HANDLING AND PRE-FABRICATION	250
Material/equipment awareness	
Fabricating for field installation	
SAFETY AWARENESS & OTHER SPECIALIZED AREAS	500
<b>TOTAL MINIMUM HOURS OF OJT</b>	<b>8,000</b>

**RESIDENTIAL WIREMAN**  
 (Existing Title: Residential Wireman)  
 O\*NET-SOC CODE: 47-2111.00  
 RAPIDS CODE: 1022

<b>WORK PROCESS</b>	<b>APPROX. HOURS OJT</b>
PROJECT LAYOUT AND PLANNING	200
Reading and interpreting blueprints and specifications	
Coordination between crafts, general contractor, and homeowner	
Layout services and branch circuits	
UNDERGROUND INSTALLATIONS	200
Trenching and ditch digging	
Direct burial	
Installing PVC/rigid conduit	
Installing grounding electrode systems	
THINWALL CONDUIT RACEWAY SYSTEMS	200
Fastening and supporting devices	
Conduit fabrication	
Installation of conduit, fittings, and boxes	
RIGID CONDUIT RACEWAY SYSTEMS	200
Fastening and supporting devices	
Conduit fabrication	
Installation of conduit, fittings, and boxes	
INSTALLING SERVICES AND PANELS	500
Mounting devices	
Breaker installation	
Fuse installation	
Terminations and Bonding	
INSTALLING, SPLICING AND TERMINATING WIRES AND CABLES	1300
Installing non-metallic sheath cable	
Establishing temporary power	
Feeders and branch circuits	
Control wiring	
Splices, taps and terminations	
LIGHTING SYSTEM INSTALLATION	500
Installing outlet boxes and conductors	
Installing fixtures	
Control devices	

<b>WORK PROCESS</b>	<b>APPROX. HOURS OJT</b>
TESTING AND TROUBLESHOOTING FEEDERS, MOTORS, AND BRANCH CIRCUITS	100
Checking circuit continuity	
Identifying fault current to ground	
Certifying system operation	
Repair and maintenance	
Ground verification	
FIRE ALARM INSTALLATION	100
Blueprint and specification interpretation	
Layout and circuit installation	
Control panel and device installation	
Programming and testing	
CONTROL SYSTEM INSTALLATION	150
Blueprint and specification interpretation	
Layout and circuit installation	
Distributed control	
SECURITY SYSTEM INSTALLATION	100
Blueprint and specification interpretation	
Layout and circuit installation	
Termination	
Testing	
INSTALLING SOUND AND COMMUNICATION SYSTEMS	150
Blueprint and specification interpretation	
Layout	
Conduit and box installation	
Installing panels and network	
Circuit installation	
Terminations and testing	
INSTALLING AND TERMINATING TRANSFORMERS	100
Mounting and Installation	
Primary and secondary terminations	
Testing and troubleshooting	
SERVICE AND TROUBLESHOOTING	100
Testing, analysis, and repair of motors; transformers; electrical	
Devices; electronic devices; magnetic devices; lighting and power	
Circuits; equipment and machinery; control circuits; and devices.	
MATERIAL HANDLING AND PRE-FABRICATION	100
Material/equipment awareness	
Fabricating for field installation	
<b>TOTAL MINIMUM HOURS OF OJT</b>	<b>4,000</b>

**TREE TRIMMER**  
(Existing Title: Tree Trimmer, Line Clearance)  
O\*NET-SOC CODE: 37-3013.00  
RAPIDS CODE: 0607

<b>Work Process</b>	<b>Approx. Hours OJT</b>
TREE CLIMBING AND TRIMMING	700
Much of this work and training should be provided during the first six months (probationary period) of apprenticeship to determine the ability and potential for success in the occupation.	
CLIMBING EQUIPMENT	200
Proper use, care, and maintenance of tools and equipment	
Proper use, care and tying of knots in rope	
Use of saddles, belts, hooks, and hand tools	
TREE FALLING	300
AERIAL TREE TRIMMING	800
TREE IDENTIFICATION	100
POWERLINE IDENTIFICATION	100
TREATING TREE WOUNDS	100
TREE TOP RESCUE	100
TOPPING TREES	400
PRUNING TREES	200
Making cuts for removing limbs	
GENERAL HOUSEKEEPING	100
Maintaining worksite and cleanup	
EQUIPMENT OPERATING	500
Backhoe	
Chipper	
Saws (hand and power)	
Pruners (hand and power)	
Stump Grinder	
Boom with Cable Winch	
Gas and Oil Mixtures	
HERBICIDES	100
Chemicals	
Methods	
Spraying	
CUSTOMER RELATIONS	100
SAFETY AND HEALTH	200
<b>TOTAL MINIMUM HOURS OF OJT</b>	<b>4,000</b>

16.2 The JATC shall require each apprentice to submit a work report on a monthly basis. Such reports shall be maintained by the JATC as part of its official file for each apprentice. The JATC shall use

reports and other evaluations and records the JATC may use to provide an accumulative OJT record of experience in the various work processes for each apprentice.

- 16.3 All OJT work shall be performed under the supervision of a Journey-Level Worker. Supervision will not be of such nature as to prevent the development of responsibility and initiative. Work may be laid out by an Employer's designated supervisor based on the apprentice's skills and ability to perform the job tasks, after which the apprentice shall be permitted to perform job tasks in order to develop job skills and industry competencies.
- 16.4 Apprentices in the Inside Wireman or Telecommunications programs with a minimum of 6,500 hours of OJT who have successfully completed the Fourth Year (for wiremen) or Second Year (for telecommunications) of related instruction, may be permitted to perform electrical construction work without the direct supervision of a Journey-Level Worker as follows: while the apprentice's supervising Journey-Level Worker must be present on the job site, and the apprentice should not be the first worker assigned to the job, such apprentice may be assigned to independently perform job tasks at the job site consistent with the apprentice's skills, knowledge, and ability to perform the work as determined by the Employer.
- 16.5 An apprentice shall not supervise the work of any other apprentice or workers of any other classification.

## **17. Number of Apprentices: The Ratio**

The numeric ratio of apprentices to Journey-Level Workers, consistent with proper supervision, training, safety, and continuity of employment, shall be as specified in CBAs applicable to these Standards and must be expressed numerically.

### **Inside Wireman**

IBEW/NECA Inside Agreement

1 apprentice to 1 journeyman

### **Outside Lineman**

IBEW/NECA Outside Electrical Agreement

1 apprentice	to	1 journeyman
2 apprentices		2 journeymen
1 apprentice		3 journeymen**
2 apprentices		4 journeymen*
3 apprentices		5 journeymen*
3 apprentices		6 journeymen*
4 apprentices		7 journeymen, etc.

\*On hot work, one of the apprentices must be classified as a "hot" apprentice.

\*\*This is an acceptable ratio for hot work with either a "hot" or "cold" apprentice.

### **Telecommunications Worker**

IBEW/NECA Inside Agreement

1 apprentice to 1 journeyman

IBEW/NECA Inside Agreement – Interconnect Addendum

This covers the installation and maintenance of communication equipment from the point of Demarcation of the Main Distribution Frame (MDF) to and including customer leased or owned terminal equipment. Point of Demarcation shall be defined as: the point of separation between the

Telephone Utilities' regulated facility and the customer owned/leased equipment but in no event beyond the C.O. side of the property line.

2 apprentices\* to 1 journeyman

\*One apprentice must have a minimum of 4,000 hours OJT.

**IBEW/NECA Outside Telecommunications Agreement\***

1 apprentice	To	1 journeyman
2 apprentices		2 journeymen
1 apprentice		3 journeymen
2 apprentices		2 journeymen
3 apprentices		5 journeymen
3 apprentices		6 journeymen
4 apprentices		7 journeymen, etc.

\*These ratios will not apply to communications work when the Union is unable to dispatch qualified journeymen. In these instances, the ratio may be one-to-one (1:1).

**Residential Wireman**

IBEW/NECA Inside Agreement

2 apprentices to 1 journeyman

**Tree Trimmer**

IBEW/NECA Line Clearance, Tree Trimming,  
and Vegetation Control Agreement

1 apprentice	to	1 journeyman
2 apprentices		2 journeymen
1 apprentice		3 journeymen*
2 apprentices		4 journeymen*
3 apprentices		5 journeymen*
3 apprentices		6 journeymen*
4 apprentices		7 journeymen, etc.

\*On hot work, one (1) of the apprentices must be classified as a "hot" apprentice.

## **18. Temporary Training Opportunities**

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

## **19. Advancement of Apprentices**

- 19.1 Every four months during the first year of apprenticeship, and at least yearly thereafter, the JATC shall examine the progress of the apprentice on the job and in related instruction, based on apprenticeship evaluation completed by an Employer and other available information. The JATC

shall also receive a monthly OJT training report from each Employer showing the experience and training in the various work processes acquired by the apprentice and evaluating the apprentice.

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

## **20. Cancellation or Resignation of Apprenticeship Agreement**

- 20.1 An Apprenticeship Agreement may be canceled at the request of the apprentice at any time.
- 20.2 An Apprenticeship Agreement may be suspended for a specified period of time, canceled, or terminated by the JATC for good cause, with due notice to the apprentice and, in appropriate circumstances, a reasonable opportunity for corrective action. Written notice shall be provided to the apprentice and to the Registration Agency (if required).
- 20.3 Individuals who have been suspended or terminated from apprenticeship shall not be assigned by the JATC in any capacity. Suspended or terminated apprentices are not eligible to participate in any related training activities and, as per the CBA, they are not eligible for any job assignments under the CBA unless the JATC has determined that the individual is eligible for a change to another classification recognized in the CBA.
- 20.4 When an apprentice's Apprenticeship Agreement is terminated before satisfactory completion of their apprenticeship, the resulting vacancy may be filled by selecting and registering the next individual from the current eligibility list; provided all registered apprentices who are available for OJT assignments are so assigned. In the event that related instructional training classes are not available in the immediate future, the individual(s) registered shall begin informational/awareness classes just as soon as possible. These courses may include topics such as: Industry Awareness, Communications, Productivity, Marketing, CPR, Tech Math, Safety Awareness, and General Orientation.

## **21. Complaint Procedures**

- 21.1 The JATC shall have full authority and responsibility to review and shall seek to resolve all issues and/or disputes pertaining to all apprenticeship and training matters. The JATC shall hear and consider all complaints of violations concerning the Apprenticeship Agreement and the Standards, and shall make such rulings, as it deems necessary and appropriate in its discretion. Apprentices have the right to request an appearance before the JATC concerning specific issues or matters dealing with their apprenticeship agreement. Such requests must be in writing. The JATC shall adopt formal Complaint Procedures as part of its Rules and Policies. Apprentices and applicants have no right to representation by an attorney or others during JATC investigations and meetings, unless otherwise provided in the Rules and Policies.
- 21.2 Any apprentice or applicant for apprenticeship who believes they have been subject to discrimination in violation of the EEO/AA Plan or federal, state, or local law has the right to file an internal complaint with the JATC and rights to file external complaints with the U.S. Department of Labor, EEOC, and/or applicable state or local agencies. See EEO/AA Plan.

- 21.3 All applicants and apprentices have the right to file complaints regarding any issue with the Registration Agency. Applicants and apprentices will be provided with a copy of the Notice of Rights. See EEO/AA Plan.
- 21.4 All apprentices have the right to seek resolution through the applicable Grievance and Arbitration Articles of the CBA for issues not covered under these standards and/or the Rules and Policies of the JATC such as wages, hours, working conditions, and other issues covered by the CBA. Apprentices should first provide notice to the JATC.
- 21.5 For all matters covered by these standards and/or the general policy statement, such as job assignments, employment, terminations, and reassignments, 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.
- 21.6 A Local Union receiving a grievance from or about an apprentice shall notify and involve the JATC, which has the primary responsibility for apprentices under applicable NECA-IBEW Agreements.

## **22. Certification of Completion**

- 22.1 Upon satisfactory completion of related instruction (as specified in Section 13), accumulation of a minimum of hours of OJT (as required in Section 16), and attainment of the appropriate Certificate of Fitness for a Journey-Level Worker in their classification, the JATC will certify to the sponsoring parties, to the *electrical training ALLIANCE* and to the Registration Agency that the apprentice has satisfied the requirements of his or her apprenticeship agreement.
- 22.2 The JATC will present each graduating apprentice with a Certificate of Completion issued by the *electrical training ALLIANCE*. The JATC shall request a Completion Certificate from the *electrical training ALLIANCE* for every individual completing the apprenticeship program. Each Certificate shall be approved and signed by the officers of the JATC. The JATC shall submit a signed request for a Certificate of Completion of Apprenticeship to the Registration Agency.
- 22.3 The JATC shall notify the IBEW Local Union of the date of each satisfactory completion, allowing the Local Union to reclassify the individual as per IBEW By-Laws, rules, and policies. The JATC will likewise notify the graduating apprentice's current Employer and the NECA Chapter.

## **23. Program Deregistration**

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

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

## **24. Maintenance of Records**

The JATC shall maintain records as required by law.

## **25. Collective Bargaining Agreement**

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

- 25.1 Any apprenticeship provision in any collective bargaining agreement between employer and employees establishing higher apprenticeship standards; or
- 25.2 Any special provision for veterans, minorities or women in the Standards, apprentice qualifications or operation of the program, or in the apprenticeship agreement, which is not otherwise prohibited by law, Executive Order, or authorized regulation.

## **26. Conformance with Federal Law and Regulations**

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

## **APPENDIX A – Apprenticeship Selection Procedures**

## **27. Procedures for Processing Applications and Selecting Apprentices**

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

### **27.1 Application Availability**

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

#### **Year-Round Applications**

The JATC will make applications available online, year-round 24/7 in Anchorage, Fairbanks, Juneau, and Ketchikan.

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

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

The JATC will interview quarterly in Anchorage; quarterly in Fairbanks; as needed in Juneau; and, as needed in Ketchikan.

27.1.4 The JATC will conduct interviews within 45 days after the end of the application period.

#### **Geographic Market Area Selections**

27.1.5 Individuals residing in areas of rural Alaska may be recruited and selected for apprenticeship in their geographic area, providing that an employment opportunity exists that will support the duration of the apprenticeship. Each AJEATT Subcommittee will determine whether the area can sustain the apprenticeship.

27.1.6 The JATC will make applications available online for a geographic market area selection on the date of the announcement, and for a minimum of ten (10) days following the thirty (30) day period described in 27.1.3.

27.1.7 The JATC will notify the Registration Agency and other appropriate parties in writing (as indicated in the JATC's EEO/AA Plan) of the application period a minimum of thirty (30) days in advance—including the nature of apprenticeship, requirements for admissions to apprenticeship, availability of apprenticeship opportunities, sources of apprenticeship applications, and the JATC's EEO/AA policies. Such notification will identify the specified intervals for the application period, including when and how applications may be accessed.

27.1.8 Where a geographic market area has only one employer for a given classification, and the apprentice to be selected will be a permanent employee of that employer, the JATC and the

employer will conduct a joint application and interview process to ensure that the applicant selected meets the employer's qualifications, as well as those of the JATC.

27.1.9 The JATC will conduct interviews within 45 days after the end of the application period.

## **27.2 General Rules Concerning Applications and Record Keeping**

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

27.2.2 Application forms will be issued and accepted electronically.

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

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

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

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

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

## **27.3 Qualifications for Applicants**

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

## **27.4 Application Process**

### **27.4.1 Application.**

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

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

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

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

#### 27.4.2 *Information to be Provided to and Received from Applicants.*

- 27.4.2.1 The following information must be provided to each applicant on-line or within a reasonable time of not more than ten (10) days after the application is received. This information may be provided in paper or electronic formats, and transmitted to applicants in person, mail, by electronic means and/or by a link to the JATC's website.
  - 27.4.2.1.1 A list of the Basic Qualifications required to enter the pool of eligible applicants.
  - 27.4.2.1.2 A copy of the Standards (including the EEO/AA Plan and Selection Procedures), and the JATC's Rules and Policies.
  - 27.4.2.1.3 Specific information pertaining to the apprenticeship program, noting the geographical area of the jurisdiction, the periods of apprenticeship and the wages provided for each period. The applicant's attention will also be called to the work processes in the Standards and the apprentice's obligations and requirements to participate in, and complete, related instruction. The JATC may, but is not required to, highlight any other key requirements from the JATC's Rules and Policies.
  - 27.4.2.1.4 A list of things the applicant must do, and items they must provide, in order to qualify for an interview with the JATC. This document will inform the applicant that qualified applicants are interviewed in the order in which they complete their application by providing all required documents and transcripts.
  - 27.4.2.1.5 A list of information they may have to provide as part of the application process, and post-selection requirements that they will have to meet if they are selected from the list or through Direct Entry and are given a conditional offer of indenture, as provided in the Standards. This information will be available for review when getting access to an application, and again when invited to the interview.
- 27.4.2.2 Applicants will be informed that they have until the application deadline to provide all transcripts, and any other documentation required by the JATC, to qualify for an interview.
- 27.4.2.3 Applicants will be informed of optional information that they are permitted to provide and information that the JATC will or may obtain and use. This list will be available for review when getting access to an application, and again when invited to the interview.
- 27.4.2.4 If the applicant indicates on the application a prior felony conviction, the JATC may choose to request that additional information be provided prior to the interview or may choose to wait until after a conditional offer is made.

#### 27.4.3 *Processing Applications.*

- 27.4.3.1 As applicant information is received, the JATC will record dates and other pertinent information in the Application Record. When all information and documentation is complete, the date of receipt of the last required information will be recorded in the Application Record in the "Completed" box.
- 27.4.3.2 If an applicant fails to provide all required documentation by the cut-off date, the box indicating "Incomplete Application" will be checked in the Application Record. Incomplete applications will not be considered for an interview.

## **27.5 Interview Process**

### **27.5.1 *Scheduling for Interviews.***

- 27.5.1.1 After all transcripts and materials are received, the JATC will review the documents to determine if the applicant qualifies for an interview based on the qualifications outlined in the Standards. If the applicant does not qualify for an interview with the JATC, the applicant will be so notified. The Application Record will note that the applicant was “Not Qualified for Apprenticeship” and the date the letter was sent.
- 27.5.1.2 The JATC will schedule interviews as indicated in Section 1. The JATC will interview all applicants who qualify for an interview and report for the interview as scheduled. The applicants will be interviewed in order based upon the date and time their application process was complete.
- 27.5.1.3 The list of applicants to be interviewed may be broken into smaller groups if more than one interview session is to be scheduled. Interview sessions will be scheduled to allow for the interviewing of all applicants who qualify for an interview.

### **27.5.2 *Conduct of Interview.***

- 27.5.2.1 Interviews will be conducted in accordance with the interview forms and procedures developed by the *electrical training ALLIANCE*.
- 27.5.2.2 Unless an applicant is referred to the JATC due to a potential disqualifying factor upon completing all scheduled interview sessions, all interviewed applicants will be notified that they shall remain on the active list, subject to selection, for a period of two (2) years from the date of their interview. This notification shall indicate that on the second anniversary date, their eligibility shall expire.

## **27.6 Disqualification**

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

## **27.7 Re-Interview Process**

- 27.7.1 If after a minimum of one hundred and eighty (180) days from the date of their most recent interview with the JATC, an applicant has gained at least 450 hours of documented work experience in the electrical construction industry or has successfully completed one (1) or more post-secondary, industry related classes, the applicant is eligible to make a request to be re-interviewed by the JATC by completing the JATC’s Re-Interview Request Form. Examples of related classes include Algebra I and II, Geometry, Trigonometry, Advanced Math, Physical Sciences, Physics, Chemistry, Industrial Arts, Mechanical Drawing/Drafting, Computer Literacy/Programming, Class A CDL Training, Related Vocational/ Technical Courses.

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

## **27.8 Ranking and Selection**

- 27.8.1 The JATC will place all individuals currently active on the list in ranked order. The ranked list will identify each individual's: rank, name, application number, date of interview, score to two decimal places, and eligibility expiration date. A current copy of the complete ranked list will be filed with the Registration Agency prior to selection and registration to any individual entering the apprenticeship program through the standard selection process.
- 27.8.2 When new interviews are scheduled and completed, the JATC will add the newly interviewed applicants to its existing ranked list of applicants. Whenever a new ranking list is created, a copy will be provided to the Registration Agency.
- 27.8.3 The number of new apprentices to be selected, at any time, will be determined by the JATC, based on industry needs and the JATC's ability to provide training.
- 27.8.4 Selection of individuals from the list of interviewed applicants will not be done until all pre-scheduled interview sessions are completed. The Registration Agency shall be promptly notified of all individuals entering the apprenticeship program through any means of entry.
- 27.8.5 The actual selection of individuals will be made by using the current ranked list, starting with the top score, and continuing on, in descending order, until the desired number of accepted applicants has been reached. The only individuals who may be registered ahead of those on the current ranked list are those entering through approved direct entry methods, including transfer and organizing procedures. Selection from the current ranked list must be the highest on the list; the JATC cannot skip over individuals.
- 27.8.6 All selected applicants will be notified in writing of the JATC's offer of apprenticeship. The offer will be conditioned on completion of any required post-selection steps set out in the Standards and will note which conditions apply.
- 27.8.7 Once applicants are interviewed and placed on the ranked list, they shall remain active and subject to selection, for a period of two (2) calendar years from the date of interview, unless they decline an offer, request to be removed from the list, fail to meet post-selection requirements, or they are approved for a re-interview.
- 27.8.8 Applicants will be deemed to have requested to be removed from the ranked list and/or declined an offer if they (i) fail to notify the JATC of changes in contact information; or (ii) fail to promptly respond to communication from the JATC, including offers.
- 27.8.9 All selected applicants (including direct entry) must provide any remaining documentation required to complete their applications process and satisfy all post-selection requirements in the Standards.

## **27.9 Applicant Appeals Procedure**

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

## **APPENDIX B – Equal Employment Opportunity Policy and Affirmative Action Plan**

## Preface

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

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

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

## 28. Part I – General Provisions

### 28.1 Affirmative Action and Equal Opportunity

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

The IBEW-NECA segment of the Electrical Construction Industry has vigorously attempted to maintain an open-door application policy regardless of race, color, ethnicity, religion, national origin, sex, age, disability, and other protected characteristics. The JATC will engage in reasonable equal opportunity and affirmative action measures intended to increase the recruitment of qualified minorities, females, and individuals with disabilities who apply for, are selected, and ultimately become Journey-Level Workers.

### 28.2 Responsibility for Implementation

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

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

- Monitoring all registered apprenticeship activity to insure compliance with the non-discrimination and affirmative action obligations;

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

### **28.3 Dissemination of EEO/AA Plan**

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

- Publish its Equal Opportunity Pledge in the Apprenticeship Standards and in other relevant publications, such as the JATC's Rules and Policies; newsletters; recruitment publications and other appropriate publications; other documents disseminated by JATC; or documents that otherwise describe the nature of the sponsorship;
- Post its Equal Opportunity Pledge on its website and bulletin boards, and through electronic media, to insure that it is accessible to all apprentices and apprenticeship applicants;
- Conduct orientation information sessions for new apprentices, and periodic information sessions for apprentices, JATC staff, instructors and the JATC;
- Provide the EEO/AA Plan to the leadership of the Local Union and NECA Chapter; and
- Provide copies of the EEO Pledge and other information to participating employers for their employees who are connected with the administration or operation of the apprenticeship program.

### **28.4 Anti-Harassment Training**

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

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

## **28.5 Universal Outreach and Recruitment**

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

## **28.6 Complaint Procedure**

### **28.6.1 Internal Complaints**

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

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

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

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

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

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

Any JATC employee or apprentice found to have committed an act of discrimination, harassment, or retaliation will be immediately disciplined. The nature of the discipline imposed will depend on the

nature and severity of the misconduct and other factors, up to termination of employment or termination of apprentices from the program.

### **28.6.2 External Complaints**

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

## **28.7 Invitation to Self-Identify**

The JATC is required under federal regulations to analyze its recruitment, selection, and retention as part of its Affirmative Action Plan (See Part III). To assist in this process, the JATC will invite applicants and apprentices to voluntarily self-identify their gender, race, ethnicity, and disability.

This will be done at the time and manner permitted by 29 CFR Part 30. The JATC will not compel or coerce any individual to self-identify. All information on self-identification will be kept confidential and used only for statistical analysis and reporting under the EEO/AA Plan. The JATC may also inquire whether an individual who discloses a disability requires any reasonable accommodations to participate in the apprenticeship program.

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

- When an applicant applies or is considered for apprenticeship, the JATC will provide the applicant with a voluntary form at the same time that it invites the applicant to self-identify with respect to other characteristics.
- At any time after acceptance into the apprenticeship program, but before the individual begins the program, the JATC will provide a copy of the form to each new apprentice.
- The JATC will annually notify all apprentices of their ability to voluntarily self-identify as a person with a disability.
- The JATC will post a copy of the “Voluntary Self-Identification of Disability” form on its intranet in the event the apprentice’s status changes and the apprentice would like to self-identify.
- The JATC will also note in its records that an apprentice is an individual with a disability when: (i) the disability is obvious; or (ii) when an applicant or apprentice requests accommodation for a physical or mental impairment that meets the definition of a disability under the ADA. Unless the JATC receives information from an apprentice that a disability has ended, the JATC will continue to include in its records that the person has a disability.

## **28.8 Recordkeeping**

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

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

DOL regulations require that for any record the JATC maintains pursuant to this part, the JATC must be able to identify the race, sex, ethnicity (Hispanic or Latino/non-Hispanic or Latino) and, when known, disability status of each apprentice, and where possible, the race, sex, ethnicity, and disability status of each applicant to apprenticeship, and to supply this information upon request to the Registration Agency. Although DOL prefers voluntary self-identification as the method of collecting information regarding race, gender, ethnicity, and disability, DOL permits other methods to be used, including information provided in post-selection, employment records or visual observation, if there is a factual basis (such as visual observation of gender or obvious physical disabilities; requests for accommodations; or complaints or comments by the applicant or apprentice disclosing race, gender, ethnicity, or disability). The JATC will not guess or assume the gender, race, ethnicity, or disability of an applicant or apprentice.

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

## **29. Part II – EEO Policies and Procedures**

### **29.1 Non-Discrimination and Equal Employment Opportunity**

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

### **29.2 Selection of Apprentices**

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

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

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

### **29.3 Prohibition of Harassment**

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

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

- Communicate to all individuals involved with the Apprenticeship Program that harassing conduct will not be tolerated;

- Provide anti-harassment training to all apprentices, JATC staff, and Committee members, and work with participating Employers to ensure that similar training is provided to all of their employees who have dealings with or supervise apprentices.
- Make all facilities and apprenticeship activities available without regard to any protected characteristic; and
- Establish and implement procedures for investigating and resolving complaints of harassment.

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

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

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

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

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

- Epithets, slurs, negative stereotyping, or threatening intimidating or hostile acts that relate to an individual's characteristics;
- Graphic, abusive, degrading, intimidating, or offensive jokes, comments, remarks, or gestures directed at an individual.
- Physical contact or intimidation against an individual;
- Teasing, tricks, gossip, workplace slights;
- Display of pictures, posters, graffiti, objects, or other materials; or
- Other conduct intended to harass, intimidate, or retaliate against an individual or group based on protected characteristics.

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

## **29.4 Reasonable Accommodation Because of Religion**

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

Apprentices who believe they need a modification or adjustment of any JATC Rules and Policies or other aspects of the apprenticeship because of their religious practices and beliefs should make the request in writing to the EEO/AA Coordinator. If the request involves on-the-job training or an Employer, the request must also be made to that Employer. In some cases, documentation may be needed. Certain requests may

require review and approval by the JATC. The ability to accommodate absences from mandatory classes may be limited by the JATC's absence policy and the availability of make-up classes.

## **29.5 Retaliation Prohibited**

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

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

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

## **29.6 Employer Responsibilities**

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

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

## **29.7 Americans with Disabilities Act Compliance**

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

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

## **29.8 Mentoring and Other Support for Apprentices**

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

- Tracking and monitoring retention rates for women, minorities, and individuals with disabilities, as well as those without prior experience with unionized apprenticeship, the building trades, or the electrical industry;
- Supporting pre-apprenticeship programs for underrepresented or non-traditional applicants;
- Consideration of other best practices for retention in the unionized electrical industry and building trades; and
- Other actions described in the EEO/AA Plan, Part III.

## **29.9 Other Participants in JATC Programs**

The JATC is committed to the principles of non-discrimination in all programs and activities of the JATC. The JATC may, consistent with DOL OA and ERISA requirements, engage in certain activities where there are participants other than apprentices or applicants for apprenticeship. Examples may include training programs that are open to Journey-Level Workers, Employers and their employees involved in apprenticeship, and Pre-Apprenticeship programs. When the JATC directly conducts or oversees any such programs or activities, it will not discriminate on the basis of Protected Characteristics and follow where applicable the following provisions of this EEO/AA Plan: Part I 28.6.1 internal complaint procedures; Part II 29.1 Non-discrimination; 29.3 Harassment; 29.4 Reasonable accommodation; and 29.5 Retaliation.

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

## **30. Part III – Affirmative Action Plan**

### **30.1 Definitions and Terminology**

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

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

### **30.2 Internal Review of Program Processes and Effectiveness**

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

- Qualifications for apprenticeship
- Application and selection procedures
- Wages
- Outreach and recruitment activities
- Advancement opportunities
- Promotions
- Work assignments
- Job performance
- Rotations among all work processes of the occupation
- Disciplinary actions
- Handling of requests for reasonable accommodations
- The program’s accessibility to individuals with disabilities, including access to the use of information and communication technologies.

Following this review, the JATC will include a description of its review as part of this EEO/AA Plan and identify any modifications made, or to be made, to the program as a result of its review. A copy of the current analysis is attached as Exhibit B-1.

### 30.3 Targeted Outreach, Recruitment and Retention

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

#### 30.3.1 Specific Activities for Affirmative Action

The JATC makes a good faith effort to increase each year the recruitment, selection, and retention of individuals who are minorities, females, Hispanic or Latino, or individuals with disabilities, until its Affirmative Action goals are met. The JATC will engage in the following affirmative action activities in addition to those actions described in Parts I (28) and II (29) above.

##### 30.3.1.1 *Recruitment Activities*

- Disseminate information to organizations serving the underutilized group regarding the nature of the apprenticeship, requirements for selection for apprenticeship, availability of apprenticeship opportunities, and the equal opportunity pledge of the JATC. These organizations may include community-based organizations; local high schools; local community colleges; local vocational, career and technical schools; and local workforce system partners including One Stop Career Centers.
- Advertise openings for apprenticeship opportunities by publishing advertisements in appropriate media which have wide circulation in the relevant recruitment areas.
- Cooperate with local school boards and vocational education systems to develop and/or establish relationships with pre-apprenticeship programs targeting students from underutilized group to prepare them to meet the standards and criteria required to qualify for entry into apprenticeship programs.
- Establish linkage agreements or partnerships enlisting the assistance and support of pre-apprenticeship programs, community-based organizations, advocacy organizations, or other appropriate organizations, in recruiting qualified individuals for apprenticeship.
- Participate in *electrical training ALLIANCE*, DOL Office of Apprenticeship and/or State Apprenticeship Agency workshops and seminars to learn and discuss more about the need, ways and means of promoting and advertising for apprenticeship, and recruiting and retaining minorities, females, ethnically diverse individuals, and individuals with disabilities.
- Develop and annually update a list of current recruitment sources that will generate referrals from all demographic groups within the relevant recruitment area.
- Relevant recruitment sources may include:
  - Vocational, career, and technical schools;
  - Pre-apprenticeship programs;
  - Federally funded, youth-job training programs such as YouthBuild and Job Corps or their successors;
  - Community based organizations; or
  - Community based colleges.
- Identification of contact persons, mailing addresses, telephone numbers, and email addresses for all recruitment sources.

- Provide recruitment sources with advance notice of apprenticeship openings so that they can notify and refer candidates. Such notification will include a copy of the Equal Opportunity Pledge.
- Include in its list of referral sources groups within the JATC's jurisdictional area whose membership is focused on minorities, females, Hispanics or Latinos, and individuals with disabilities. Notify those groups when applications for apprenticeship are available.
- Contact and seek to build positive relationships with groups established for the purpose of assisting and preparing minorities, females, Hispanics or Latinos, and individuals with disabilities for careers.
- Make all participating Employers and Local Union Members aware of the need to recruit qualified applicants who are minorities, females, Hispanic or Latino, or have disabilities, and encouraging them to refer any potential candidates to the JATC.
- Notice of Apprenticeship Opportunities and other application information will be disseminated in the media that is most likely to reach the minority, female, ethnic, and disabled communities, and will include information concerning the nature of apprenticeship, requirements for admission, availability of apprenticeship opportunities, sources of applications, and the JATC's EEO/AA Plan. The availability of trust funds and the effectiveness of such media advertising will be included in the annual review.
- Develop a social media campaign as part of the JATC's outreach.
- Participate in local secondary and post-secondary school programs and communicate with local Guidance Counselors and Placement Coordinators to make apprenticeship opportunities known, with emphasis on the need for minority, female, ethnically diverse, and disabled applicants who meet the minimum qualifications. The JATC will also provide written notice of apprenticeship opportunities to all secondary and post-secondary schools within the sponsor's jurisdiction.
- Sponsor outreach information activities with area guidance counselors, identifying requirements for entrance into apprenticeship and successful completion of the program.
- Post public announcements of the Apprenticeship Opportunity in commercial establishments and public facilities normally frequented by minorities and/or females.

#### *30.3.1.2 Preparation of Potential Applicants*

- Identify those individuals who meet all minimum requirements except for the mathematics component and inform them of options to meet the requirement. (If the applicant's original application response time has expired, she/he will need to reapply.)
- The JATC will create or identify partnerships with pre-apprenticeship programs designed for or having significant participation by underrepresented groups. Depending upon the curriculum in that program, individuals successfully completing those programs may be offered direct interview or direct entry, subject to other requirements in the Standards and Selection Procedures.

#### *30.3.1.3 Equal Opportunity Awareness*

- Conduct annual informational classes or similar training for all apprentices, clearly and concisely explaining the JATC's Rules and Policies, including Equal Opportunity policies and Complaint Procedure.

- Internally communicate its Equal Opportunity Policy in such a manner as to foster understanding, acceptance, and support among the sponsoring parties' various officers, supervisors, employees, and members and to encourage such persons to take the necessary action to aid the JATC in meeting its obligation in this area.

#### **30.3.1.4      *Mentoring and Retention Activities***

- Inform all classroom instructors to promptly report to the JATC any major signs of weakness in study habits or any detectable learning deficiencies, and identify strategies, assistance or referrals that can be offered to those apprentices.
- The JATC recognizes that some selected applicants have been away from any formal education for some time, resulting in weakened study habits and math skills. The JATC will require completion of the math pre-test with a passing score or completion of the *electrical training ALLIANCE* (NJATC) Tech Math course to better prepare them for their related studies in the apprenticeship program.
- Conduct exit interviews with individuals leaving the apprenticeship program in an effort to identify reasons for dissatisfaction and meaningful efforts designed to improve retention.

### **30.4    Utilization Analysis for Race, Sex and Ethnicity**

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

This evaluation will be performed on an annual basis pursuant to 29 CFR 30.9.

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

#### **30.4.1      Apprenticeship Program Workforce Analysis**

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

#### **30.4.2      Apprentice Availability Analysis**

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

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

The "relevant recruitment area" is the geographic area from which the JATC usually seeks or reasonably could seek apprentices. This JATC's recruitment area is the state of Alaska.

### **30.4.3 Utilization Rate**

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

### **30.4.4 Establishing Utilization Goals for Race, Sex and Ethnicity**

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

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

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

### **30.4.5 Current Utilization Goal**

The JATC will maintain records and worksheets used during this analysis. The JATC's review and determination of the steps to take to meet those goals are included in its analysis (Exhibit B-2). The results of the most recent utilization analysis and goals are also contained in Exhibit B-3.

## **30.5 Utilization Analysis for Individuals with Disabilities**

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

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

The results of the most recent utilization analysis and goals for individuals with disabilities are contained in Exhibit B-1. The JATC will maintain all records and worksheets used during the analysis. The JATC's review and determination of the steps to take to meet those goals are included in its analysis (Exhibit B-1).

This evaluation will be performed on an annual basis pursuant to 29 CFR 30.9.

## APPROVAL OF STANDARDS

The forgoing Standards, with Selection Procedures and EEO/AA Plan, have been adopted by Alaska Joint Electrical Apprenticeship and Training Trust on this 8th day of February, 2022.



Larry Bell

AJEATT Co-Chair

Feb 8, 2022

Date



Marcie Obrenski

AJEATT Co-Chair

Feb 8, 2022

Date

FEIN: 92-0081203

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



Todd Stafford

Executive Director

February 3, 2022

Date

**Registered With and Approved by:**

*John P. Hakala*

John P. Hakala (Feb 8, 2022 16:11 AKST)

Registration Agency

Feb 8, 2022

Date

By: John P. Hakala

Registration Agency Representative

Alaska State Director

Title

## EXHIBIT A

The following language is posted on the AJEATT website, the electronic application form, and in all notices of apprenticeship opportunity.

### **Your Right to Equal Opportunity**

The AJEATT will not discriminate against apprenticeship applicants or 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 AJEATT 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.

## EXHIBIT B-1

### Workforce Analysis and Utilization Report

January 27, 2022

**A. Workforce Analysis by Occupation Title for Sex, Ethnicity, and Race****TABLE 1 – Occupation Titles by Sex**

Number of Responses Selecting a Sex				
Occupation Title	8-Digit O*NET Code	Female	Male	Total
Electrical Power-Line Installers and Repairers	49-9051.00	2	56	58
Electricians	47-2111.00	18	156	174
Telecommunications Equipment Installers and Repairers, Except Line Installers	49-2022.00	7	59	66
Tree Trimmers and Pruners	37-3013.00	0	8	8

**TABLE 2 – Occupation Titles by Ethnicity**

Number of Responses Selecting an Ethnicity				
Occupation Title	8-Digit O*NET Code	HISP	NON-HISP	Total
Electrical Power-Line Installers and Repairers	49-9051.00	3	47	50
Electricians	47-2111.00	13	117	130
Telecommunications Equipment Installers and Repairers, Except Line Installers	49-2022.00	3	52	55
Tree Trimmers and Pruners	37-3013.00	0	5	5

**TABLE 3 – Occupation Titles by Race**

**Note:** For Table 3 below, responding apprentices may elect to choose **one or more** of the specified races. If an apprentice has identified himself or herself as more than one race, count the apprentice in each of the racial categories that he or she has identified.

Number of Responses Selecting One (or More) Race							
Occupation Title	8-Digit O*NET Code	AS	AA	AIAN	NHPI	White	Total
Electrical Power-Line Installers and Repairers	49-9051.00	2	0	6	4	46	56
Electricians	47-2111.00	5	11	20	2	128	166
Telecommunications Equipment Installers and Repairers, Except Line Installers	49-2022.00	0	2	9	2	50	63
Tree Trimmers and Pruners	37-3013.00	0	1	2	0	5	8

## B. Workforce Analysis by Major Occupation Group for Sex, Ethnicity, and Race

**TABLE 4 – Major Occupation Groups by Sex**

Number of Responses Selecting a Sex					
Major Occupation Group	2-Digit O*NET Code	Female	Male	Total	Female Percent of Total Responses
Building and Grounds Cleaning and Maintenance	37	0	8	8	0%
Construction and Extraction	47	18	156	174	10.3%
Installation, Maintenance, and Repair	49	9	115	124	7.3%

**TABLE 5 – Major Occupation Groups by Ethnicity**

Number of Responses Selecting an Ethnicity					
Major Occupation Group	2-Digit O*NET Code	HISP	NON-HISP	Total	HISP Percent of Total Responses
Building and Grounds Cleaning and Maintenance	37	0	5	5	0%
Construction and Extraction	47	13	117	130	10%
Installation, Maintenance, and Repair	49	6	99	105	5.7%

**TABLES 6.1 and 6.2 – Major Occupation Groups by Race**

6.1 Number of Responses Selecting One (or More) Race							
Major Occupation Group	2-Digit O*NET Code	AS	AA	AIAN	NHPI	White	Total
Building and Grounds Cleaning and Maintenance	37	0	1	2	0	5	8
Construction and Extraction	47	5	11	20	2	128	166
Installation, Maintenance, and Repair	49	2	2	15	6	96	119

6.2 Percent of Total Responses					
Major Occupation Group	2-Digit O*NET Code	AS	AA	AIAN	NHPI
Building and Grounds Cleaning and Maintenance	37	0%	12.5%	25%	0%
Construction and Extraction	47	3%	6.6%	12%	1.2%
Installation, Maintenance, and Repair	49	1.7%	1.7%	12.6%	5%

## SECTION II – AVAILABILITY ANALYSIS FOR RACE, SEX, AND ETHNICITY (BY MAJOR OCCUPATION GROUP)

### A. Minimum Educational Attainment Levels Required for Program Enrollment

- ☒ High School graduate (including equivalency)

### B. Designated Recruitment Area for Apprentices

- ☒ External recruitment area

### C. Specifying the External Recruitment Area

For each Major Occupation Group, we seek (or reasonably could seek) individuals who live in the following geographical zones or jurisdiction(s)

State of Alaska

- ☒ A political jurisdiction

Selected County(ies): Aleutians East Borough: Alaska; Aleutians West Census Area: Alaska; Anchorage Municipality: Alaska; Bethel Census Area: Alaska; Bristol Bay Borough: Alaska; Denali Borough: Alaska; Dillingham Census Area: Alaska; Fairbanks North Star Borough: Alaska; Haines Borough: Alaska; Hoonah-Angoon Census Area: Alaska; Juneau City and Borough: Alaska; Kenai Peninsula Borough: Alaska; Ketchikan Gateway Borough: Alaska; Kodiak Island Borough: Alaska; Lake and Peninsula Borough: Alaska; Matanuska-Susitna Borough: Alaska; Nome Census Area: Alaska; North Slope Borough: Alaska; Northwest Arctic Borough: Alaska; Petersburg Census Area: Alaska; Prince of Wales-Hyder Census Area: Alaska; Sitka City and Borough: Alaska; Skagway Municipality: Alaska; Southeast Fairbanks Census Area: Alaska; Valdez-Cordova Census Area: Alaska; Wrangell City and Borough: Alaska; Yakutat City and Borough: Alaska; Yukon-Koyukuk Census Area: Alaska

## SECTION IV: UTILIZATION GOALS FOR RACE, SEX, AND ETHNICITY

**TABLE 7 – Underutilization of Sex, Ethnicity, and Race**

### 37 - Building and Grounds Cleaning and Maintenance

Population Group	Significant Underutilization? (Yes/No) [from the <i>DAT Report</i> ]	Goal (%) [at least equal to the corresponding figures in the <i>DAT Report</i> ]
Women	Yes	39
Hisp	No	4.3
AA	No	3.3
AS	No	6.5
AIAN	No	19.3
NHPI	No	1.7

### 47 - Construction and Extraction

Population Group	Significant Underutilization? (Yes/No) [from the <i>DAT Report</i> ]	Goal (%) [at least equal to the corresponding figures in the <i>DAT Report</i> ]
Women	Yes	39
Hisp	No	4.3
AA	No	3.3
AS	Yes	6.5
AIAN	Yes	19.3
NHPI	No	1.7

### 49 - Installation, Maintenance, and Repair

Population Group	Significant Underutilization? (Yes/No) [from the <i>DAT Report</i> ]	Goal (%) [at least equal to the corresponding figures in the <i>DAT Report</i> ]
Women	Yes	39
Hisp	No	4.3
AA	No	3.3
AS	Yes	6.5
AIAN	No	19.3
NHPI	No	1.7

**PLEASE NOTE:** The percentage goals listed in Table 7 above are not intended and will not be used by the program sponsor to discriminate against any qualified applicant or apprentice on the basis of race, color, religion, national origin, sex (including pregnancy, gender identity, and sexual orientation), sexual orientation, age (40 or older), genetic information, or disability. These goals do not supersede eligibility requirements for this apprenticeship program.

The program sponsor will not use these goals as rigid and inflexible quotas; as either a ceiling or a floor for the selection of members of a particular group(s) as apprentices; or as a justification to extend a preference to any individual, select an individual, or adversely affect an individual's status as an apprentice. Instead, the sponsor will use these goals as objectives or targets, applying every good faith effort to make all aspects of the entire affirmative action program work and to attain the goals.

## SECTION V – UTILIZATION GOALS FOR INDIVIDUALS WITH DISABILITIES

### A. Workforce Analysis for Individuals with Disabilities by Occupation Title

**Table 8** below shows, for each **Occupation Title** represented in the program, the numbers of apprentices in the workforce whose responses to the question “do you have a disability?” on their most recent Voluntary Disability Disclosure Form was “yes;” “no;” or “I do not wish to answer” (or who did not return the form).

**TABLE 8 - Disability Status by Occupation Title**

Number of Individuals Responding to the Question: “Do you have a disability?”					
Occupation Title	8-Digit O*NET Code	Yes	No	Did not answer or return form	Total Number of Individuals Responding Either ‘Yes’ or ‘No’
Electrical Power-Line Installers and Repairers	49-9051.00	0	41	17	41
Electricians	47-2111.00	0	87	88	87
Telecommunications Equipment Installers and Repairers, Except Line Installers	49-2022.00	0	47	19	47
Tree Trimmers and Pruners	37-3013.00	0	4	4	4

### B. Workforce Analysis for Individuals with Disabilities by Major Occupation Group

**TABLE 9 – Disability Status by Major Occupation Group**

Number of Individuals Responding to the Question: “Do you have a disability?”						
Major Occupation Group	2-Digit O*NET Code	Yes	No	Did not answer or return form	Total Number of Individuals Responding ‘Yes’ or ‘No’	Proportion of persons responding ‘yes’ to the total number of individuals that responded either ‘yes’ or ‘no’ (expressed as a percentage)
Building and Grounds Cleaning and Maintenance	37	0	4	4	4	50%
Construction and Extraction	47	0	87	88	87	49.7%

Installation, Maintenance , and Repair	49	0	88	36	88	71%
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**A. Identification of Potential Impediments for Individuals with Disabilities (IWDs)**

**TABLE 10 – Impediments to EEO for IWDs**

Major Occupation Groups in which the percentage of IWDs was less than 7%	Impediments to EEO for IWDs
Building and Grounds Cleaning and Maintenance	1. Other-Sponsor is making good faith effort.
Construction and Extraction	2. Other-Sponsor is making good faith effort.
Installation, Maintenance, and Repair	3. Other-Sponsor is making good faith effort.



## EXHIBIT B-2

The Workforce Analysis found several areas of significant underutilization. Each underutilized group is discussed below.

### **Inside Wireman and Residential Wireman (Construction and Extraction)**

#### Female

The inside wireman apprenticeship has a utilization goal of 39%, with a current utilization rate of 10.3%. To meet this goal, in the coming year the AJEATT will work with Alaska Works Partnership to run at least one Women in Trades pre-apprenticeship course for this trade. The AJEATT will meet with high school counsellors, explain benefits of apprenticeship and encourage them to reach out to female students. The AJEATT will also establish a mentorship and resilience program to increase retention.

#### Asian

The inside wireman apprenticeship has a utilization goal of 6.5%, with a current utilization rate of 3.0%. To meet this goal, the AJEATT will engage with at least two community organizations that serve Asian populations, such as the Korean American Community of Anchorage, the Filipino Community of Anchorage, and the Filipino-American Society of Fairbanks. The AJEATT will distribute notices of apprenticeship opportunity to these groups, and will offer school tours and other outreach events to members. The AJEATT will also establish a mentorship and resilience program to increase retention.

#### American Indian/Alaska Native

The inside wireman apprenticeship has a utilization goal of 19.3%, with a current utilization rate of 12.0%. To meet this goal, the AJEATT will distribute notices of apprenticeship to native corporations in the region of recruitment. The AJEATT will also offer school tours and outreach activities to CTE organizations serving Alaska native populations including Alaska EXCEL and Kusilvak Career Academy. The AJEATT will also establish a mentorship and resilience program to increase retention.

### **Outside Lineman and Telecommunications Worker (Installation, Maintenance, and Repair)**

#### Female

The outside lineman and telecommunications worker apprenticeship have a utilization goal of 39%, with a current utilization rate of 7.3%. To meet this goal, in the coming year the AJEATT will work with Alaska Works Partnership to run at least one women-specific pre-apprenticeship course for the telecommunications and lineman trade. The AJEATT will meet with high school counsellors, explain benefits of apprenticeship and encourage them to reach out to female students. The AJEATT will also establish a mentorship and resilience program to increase retention.

#### Asian

The inside wireman apprenticeship has a utilization goal of 6.5%, with a current utilization rate of 1.7%. To meet this goal, the AJEATT will engage with at least two community organizations that serve Asian populations, such as the Korean American Community of Anchorage, the Filipino Community of Anchorage, and the Filipino-American Society of Fairbanks. The AJEATT will distribute notices of apprenticeship opportunity to these groups, and will offer school tours and other outreach events to members. The AJEATT will also establish a mentorship and resilience program to increase retention.

## **Tree Trimmer (Building and Grounds Cleaning and Maintenance)**

### **Female**

The tree trimmer apprenticeship has a utilization goal of 39%, with a current utilization rate of 0%. The AJEATT will meet with high school counsellors, explain benefits of apprenticeship and encourage them to reach out to female students. The AJEATT will create and disseminate outreach materials featuring female tree trimmers at work. The AJEATT will also establish a mentorship and resilience program to increase retention.

### **Individuals with Disabilities**

The workforce analysis did not identify any apprentices who self-reported a disability. The AJEATT will develop an informational guide to encourage apprentices to self-report if they have, or have had, a disability. To increase utilization of individuals with disabilities within the apprenticeship program, the AJEATT will provide notices of apprenticeship opportunity to the State of Alaska's Division of Vocational Rehabilitation. The AJEATT will also create educational materials for applicants and new apprentices to describe the reasonable accommodation process.












# AJEATT Standards with Exhibits

Final Audit Report

2022-02-09

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