

**Area-wide Outside Line Apprenticeship and
Training Standards
with Selection Procedures and
EEO/AA Plan**

For the

**Southwestern Line Constructors
Area-wide Joint Apprenticeship and Training Committee
8425 Washington Place, NE
Albuquerque, NM 87113**

Representing the

**Southwestern Line Constructors Chapter
National Electrical Contractors Association, Inc.**

And

**IBEW Local Unions in Vice Presidential District 7
Of the
International Brotherhood of Electrical Workers**

O*NET-SOC CODE: 49-9051.00
RAPIDS CODE: 0283R
Electrical Power-Line Installers and Repairers
[Existing Title: Line Maintainers]
DOL Program No. MO006080697

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

2019



September 12, 2019

Mr. Todd Stafford
Executive Director
electrical training ALLIANCE
5001 Howerton Way, Suite N
Bowie, MD 20715

Dear Mr. Stafford:

Enclosed are your revised National Guidelines for Apprenticeship Standards. The Office of Apprenticeship has found these revised National Guidelines for Apprenticeship Standards to be in compliance with Title 29, Code of Federal Regulations parts 29 and 30.

We have enclosed a copy of the revised National Guidelines for Apprenticeship Standards to include this addition for your records.

We thank you for your efforts, and we value your commitment to the National Apprenticeship System.

Sincerely,

ZACH BOREN
Chief

Division of Registered Apprenticeship
and Policy
Office of Apprenticeship

Enclosures

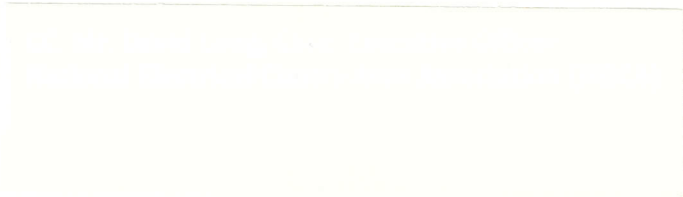


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PROCEDURE FOR REGISTERING NEW STANDARDS OR AMENDING EXISTING STANDARDS

1. The National Requirements for Area-wide Apprenticeship Standards have been developed by and pre-approved by the *electrical training ALLIANCE* and the United States Department of Labor, Office of Apprenticeship (DOL).
2. The AJATC cannot omit or change provisions in the National Requirements registered by the *electrical training ALLIANCE* with DOL, other than provisions where AJATCs are given options, without (1) prior approval of the *electrical training ALLIANCE* and (2) approval and registration of the Standards by the Registration Agency. This is in compliance with IBEW Basic Laws and Policies; the IBEW-NECA Category-One Article V; Outside Area-wide Training Agreement; industry policy and practice; and, the National Requirements.
3. The Selection Procedures and the EEO/AA Plan, formerly published as separate documents, have now been incorporated into a single document. This is consistent with existing policy that they were part of the National Requirements and Area-wide Standards. These procedures also apply to the registration or amendment of Selection Procedures and the EEO/AA Plan, and any reference in this National Requirements to procedures for registering or amending the Standards should be interpreted to include the Selection Procedures and EEO/AA Plan.
4. The AJATC shall update the Local Standards in accordance with the Registered Standards within 180 days of the DOL approval and issued by the *electrical training ALLIANCE*.

The *electrical training ALLIANCE* assumes that the AJATC will create, submit for approval and register Standards electronically, even if the Registration Agency requires paper copies. The following steps must be taken unless the Registration Agency has different procedures.

1. The AJATC shall obtain from the *electrical training ALLIANCE* access to the on-line electronic form to create its Area-wide Standards. Contact the *electrical training ALLIANCE* if assistance is needed in the on-line Standards Registration Process,
2. The AJATC will draft Area-wide Standards by filling in the information required, selecting options and adding any other information required by the Registration Agency.
 - a. Items that require entry by the AJATC will be noted with the instruction to insert and/or use of a symbol with a description. Area-wide *Options* will be identified in italics.
 - b. Provisions that must be taken from other sections or documents are identified as samples.
 - c. Notes and other instructions are in *italics*. The Standards builder tool will automatically remove these before they are finalized. They will not appear in the final Standards.
3. Once the AJATC completes drafting, the AJATC must submit the draft Area-wide Standards to the *electrical training ALLIANCE* for approval following the procedures on the *electrical training ALLIANCE* website. If the AJATC wishes to propose any changes or omissions from the National Requirements, they must be clearly indicated (e.g., noted on the online builder). The AJATC should include an explanation, a copy of any documents modified to meet any state requirements, and any other supporting materials that may be relevant.
4. After receipt of approval of the draft Standards by the *electrical training ALLIANCE*, the AJATC will officially adopt the Standards. The adoption will be indicated on the signature page, which will include the signatures of the AJATC Chair and Secretary. Electronic signatures may be used unless the Registration Agency requires otherwise. It is the Committee or Trustees, as applicable, not the *electrical training ALLIANCE*, that is responsible for adopting and complying with the AJATC's Standards.

5. The AJATC will then submit its adopted Standards to the Registration Agency, along with the AJATC's Selection Procedures and EEO/AA Plan, using whatever procedures are required by the Registration Agency. This must be done within 180 days after new standards are approved by the DOL and issued by the *electrical training ALLIANCE*.
6. If a Registration Agency proposes changes to or objects to provisions in the Standards, the AJATC must contact the *electrical training ALLIANCE* for advice and assistance. When approved, the Standards will be signed by the Registration Agency Representative.
7. The Standards become effective upon approval by the Registration Agency. Upon receipt of approval, that AJATC will provide copies of the approved Standards to the *electrical training ALLIANCE*, NECA Chapter Manager and IBEW Local Business Manager(s).

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. The amount of electrical energy consumed by our homes, businesses, and industries continues to increase. The challenge of transmitting this increased amount of energy from generating stations and distributing it to customers is bringing about many changes in the construction and maintenance techniques employed. This rapid expansion means that the Line Worker 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. To meet increased demand, transmission and distribution voltages have been steadily increasing. Faulty installations often prove to be extremely expensive and hazardous. The public must be assured of safety and uninterrupted service. This requires adequate skill and knowledge on the part of the person performing the work. The well-trained Journey worker takes pride in the appearance of their work, and in its technical correctness and structural soundness.

The Area-wide Joint Apprenticeship and Training Committee ("AJATC") representing the parties to the Area-wide Training Agreement—The National Electrical Contractors Association ("NECA") and The International Brotherhood of Electrical Workers ("IBEW")—has dedicated its time to develop an efficient training program so the apprentice can, through a systematic program of related instruction and on-the-job learning, become a well-qualified Journey Worker. The degree of success the AJATC 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 AJATC 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 C.F.R. Parts 29 and 30.

ACE. American Council on Education.

AJATC. Area-wide Joint Apprenticeship and Training Committee or “Committee” as well as any subcommittee. References to the “AJATC” are to the area-wide JATC created by the Local Union(s) and the Line Chapter pursuant an Outside Area-wide Training Agreement that includes the Category One, Standard Apprenticeship Language from Article V of the IBEW-NECA Agreement.

APPRENTICE. Any individual meeting the qualifications described in the Standards of Apprenticeship who has signed an Apprenticeship Agreement with the AJATC 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 AJATC 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(s) 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(s) and NECA Chapter. Committee Members are also Trustees.

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

AREA-WIDE TRAINING AGREEMENT. A written agreement for Apprenticeship and Training between a NECA Chapter and IBEW Local Union(s).

BOOT CAMP. An optional post-selection, pre-registration program used by some AJATCs to determine if applicants possess the ability to learn and to perform the essential requirements of an apprentice as defined in Section 8 C) 4) of these standards.

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 AJATC 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 Local Chapter, or with signatory employers, that sets forth the terms and conditions of employment for apprentices during on-the-job training.

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 by-pass certain minimum requirements and go directly to oral 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 AJATC 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 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 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 AJATC, or as a “Contractor.”

GED. General Educational Development Certificate.

GENERAL POLICY STATEMENT. The rules, policies, and procedures established by the AJATC for day to day administration of the Apprenticeship Program, that addresses rights and responsibilities of apprentices and contractors and the operation of Related Instruction, but does not include any other policies and procedures that the AJATC or JATT may establish for their internal operations.

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 an AJATC to provide related instruction to apprentices.

JATT. Joint Apprenticeship Training Trust. The legal entity through which the area-wide 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 UNION (or IBEW LOCAL). The IBEW Local(s) involved in the creation of the AJATC and JATT, and is one of the settlors of the Trust.

NECA. National Electrical Contractors Association.

NECA CHAPTER. The NECA Chapter involved in the creation of the AJATC and JATT, and is one of the settlors of the Trust.

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(s) and Line Chapter. Used in some provisions derived directly from the Standard 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 1,750 hours; whichever is shorter.

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

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

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

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

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

STATE APPRENTICESHIP AGENCY or SAA. A 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 7,000 hours of on-the-job learning as described in a work process schedule.

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

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 the Trustees are solely responsible for the administration of the trust.

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

STANDARDS

1. General

- A. This apprenticeship and training program shall be administered by the Trustees and the Committee. The Trustees shall administer the JATT under the terms of the Trust Agreement and applicable law. The Trustees and the Committee may, if they are named fiduciaries under ERISA, allocate responsibility between them for operation of the apprenticeship program, except for non-allocable Trustee responsibilities. Absent some other agreement, the duties of the Trustees shall be limited to those set forth in the Trust Agreement or law.
- B. The AJATC 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 Area-wide Apprenticeship Standards, the Area-wide Training Agreement, 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.
- C. These Standards, after approval by the *electrical training ALLIANCE* and the Registration Agency, shall supersede all previous AJATC Standards. Apprenticeship Agreements in force under preceding Standards shall remain in force unless changed by written consent of the apprentice, the AJATC and the Registration Agency.
- D. Pursuant to the apprenticeship language in the applicable Area-Wide Training Agreement, IBEW Basic Laws and Policies, and industry practice, these Standards shall apply to the IBEW Local Union(s) and NECA Chapter and their 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.
- E. The provisions of these Standards shall not be construed as permitting violation of any applicable local, state, or Federal law.
- F. These Standards shall not be interpreted as being inconsistent with existing or subsequent Area-wide Training Agreement language establishing more demanding standards; the more demanding standard shall always prevail.
- G. The jurisdictional area, which these Standards cover, shall be the area as set forth in the Area-wide Training Agreement. The jurisdictional area is described in the General Policy Statement.
- H. All funds for the operation of the apprenticeship and training program shall be held in a Trust Fund established by the IBEW Local(s) and the NECA Chapter. The Trustees shall administer the Trust Fund in accordance with the Trust Agreement and applicable law.
- I. 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

- A. The AJATC and JATT shall be composed of ten (10) members: The IBEW Local(s) and NECA Chapter shall each appoint an equal number five (5) of 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(s) must be members or staff of the IBEW and active in the Industry. Current Committee members/Trustees shall be identified in the General Policy Statement and/or on the AJATC's website.
- B. The term of office shall be for five (5) years. The term of one (1) NECA appointee and one (1) IBEW appointee shall expire each year on December 31. A Committee member/Trustee may be reappointed. Any reappointment shall also be in writing for the same specified term.
- C. The Committee shall select from its membership, but not both from the same party, a Chairman and a Secretary, who shall retain voting privileges as members. The Committee may establish term limits for officers if not otherwise established by its governing documents.
- D. AJATC members shall complete their appointed term unless removed for cause by the sponsoring party 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. AJATC/JATT minutes shall reflect all appointments, reappointments, resignations, and terminations of Committee Members/Trustees.
- E. 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 AJATC shall also ensure that Committee members/ Trustees have access to appropriate education regarding their obligations and duties, as an expense of the Trust.
- F. 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 assisting in the operation of the apprenticeship program. 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 AJATC members are appointed. Members of a subcommittee may or may not be AJATC members. Subcommittees shall operate under the same rules as the Committee. There shall be no subcommittees of the JATT unless permitted by the terms of the Trust Agreement.
- G. The AJATC shall meet on a quarterly basis, and on call of the Chairman when a specific need arises. The AJATC may agree to cancel a regularly scheduled meeting due to specific or unusual circumstances. Upon notice by the Chairman and Secretary, an AJATC meeting may be held via audio, video, or other electronic conference. AJATC members in attendance, through any authorized means, may vote. There must be at least one (1) AJATC

member present who was appointed by each party to establish a quorum at AJATC meetings. Each party shall have a total number of votes at AJATC meetings equal to its allowable number of AJATC members, regardless of the number of members present. In the event the parties are divided on an issue, each party may cast its 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 AJATC matters. No absentee votes or proxy votes will be valid.

- H. Due to the confidential nature of Apprenticeship Agreements and apprentice records and issues, all AJATC meetings are to be considered as “closed meetings,” except where applicable law provides otherwise.
- I. There are to be no alternate or ex officio members of the AJATC. Consultants and guests may be invited to or permitted to attend meetings of the AJATC, 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 an AJATC meeting with due notice given to the AJATC.
- J. Meetings of the JATT should be scheduled in the same manner, following the meeting of the AJATC, and follow similar procedures as those for AJATC meetings, unless the Trust Agreement provides otherwise.

3. Equal Employment Opportunity

- A. 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 in the EEO/AA Plan (Appendix B).
- B. The AJATC 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.
- C. The AJATC 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 AJATC

- A. The AJATC may develop training for pre-apprenticeship programs and other related training, so long as such programs do not violate applicable law.
- B. The AJATC 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 law rests with the AJATC

and/or the Trustees of the JATT, and cannot be delegated to subcommittees, including assuring full compliance with these Standards, the EEO/AA Plan and the Selection Procedures.

- C. The AJATC 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 AJATC 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 AJATC shall also consider its capability to provide on-the-job training and related instructional training.
- D. The AJATC shall see that each apprentice satisfactorily completes the minimum course materials and curriculum as determined by the AJATC and the *electrical training ALLIANCE*.
- E. The AJATC will 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).
- F. In order to provide diversity of training and/or employment opportunities, the AJATC shall have full power and authority, as per the Area-wide Training Agreement and IBEW-NECA Agreement (Category-One, Article V), 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 AJATC as set forth in the Area-wide Training Agreement.
- G. The AJATC is not the employer of apprentices engaged in on-the-job training, and is not obligated to ensure the employment of any apprentice. The AJATC 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.
- H. Since the AJATC is not an employer of apprentices, nothing in these Standards regarding the AJATC'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 AJATC, the IBEW Local(s), or the NECA Chapter.
- I. The AJATC shall follow any procedures required by the Registration Agency, the U.S. Department of Labor, Office of Apprenticeship for registration of new apprentices and for providing or updating information about registered apprentices.
- J. The AJATC shall adopt written General Policy Statement and applicable procedures that set out the rights and responsibilities of applicants, apprentices or other participants, and applicable procedures. The General Policy Statement shall not be inconsistent with the Standards or other requirements adopted by the *electrical training ALLIANCE* to implement the Standards. The General Policy Statement shall be consistently applied in a nondiscriminatory manner. Every registered apprentice shall be provided a copy of the General Policy Statement at the time of registration and a copy of all subsequent modifications, and must sign an acknowledgement. The General Policy Statement may be provided through and receipt acknowledged by electronic means. A copy of the AJATC's

General Policy Statement (and subsequent changes) shall be submitted to the Registration Agency if so required by the Registration Agency.

- K. The AJATC 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.
- L. In the first quarter of each year, the AJATC shall provide the IBEW Local(s) and the NECA Line Chapter a summary of the AJATC'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 AJATC 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

- A. The AJATC 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 AJATC shall have the authority to suspend or withdraw the approval of any Employer or individual to train or supervise apprentices when appropriate. The AJATC shall establish minimum expectations for all Employers consistent with these Standards. The AJATC 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.
- B. An Employer who is eligible to train apprentices shall be signatory to the Area-wide Training Agreement, comply with the qualifying requirements as set forth in the Agreement, and be able to provide the necessary work experience for training as determined by the AJATC. Participating Employers must comply with all provisions of the Apprenticeship Program including the Standards, Selection Procedures, and the EEO/AA Plan, the AJATC's General Policy Statement and any other rules or agreements required by the AJATC. An Employer shall only secure apprentices through the AJATC. Participating Employers shall contribute to the AJATC Trust Fund at the rate established by the joint sponsors of the AJATC and as stipulated in the AJATC's Trust Agreement. Failure to contribute to the Trust Fund may be just cause for removing any apprentices from an Employer.
- C. 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.
- D. 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.
- E. Employers must cooperate with the AJATC by ensuring the timely and accurate completion of work reports and such other evaluations as the AJATC requests of

apprentices. Employers must promptly inform the AJATC of any serious complaints or grievances by or against apprentices, including but not limited to complaints of discrimination or harassment, and permit the AJATC on request to monitor any investigation involving apprentices. Employers will also participate in appropriate training provided by the AJATC, such as that required by 29 C.F.R. Part 30.

6. Term of Apprenticeship

- A. The AJATC shall see that each apprentice completes the minimum of 7,000 hours of reasonably continuous supervised employment on-the-job training. The AJATC shall attempt to provide for participation in all of the work processes as outlined in Section 16 of these Standards.

The apprentice shall participate in a minimum of 144 contact hours of classroom and/or related training per year, outside the normal work hours. The AJATC shall require each apprentice to satisfactorily complete the *electrical training ALLIANCE's* Three-Year Outside Lineman Apprenticeship Course Material.

- B. The following table identifies minimum requirements to enter each Period of Apprenticeship. This AJATC has established seven periods of apprenticeship as stipulated below.

Period	Percent of Journey-Level Worker Rate	Minimum Accumulative OJT Hours	+	Related Training
1	60	0	+	N/A
2	65	2000	+	Satisfactory Progress
3	70	2000	+	Satisfactory Progress
4	75	3000	+	Satisfactory Progress
5	80	4000	+	Satisfactory Progress
6	85	5000	+	Satisfactory Progress
7	90	6000	+	Satisfactory Progress
Completion	100	7000	+	3 rd Year School Completed

At the time of registration of these Standards, the average Journey-Level Worker rate for the AJATC area is \$42.02. The Registration Agency will be notified of all changes to the Journey-Level Worker rate in a timely manner.

To be advanced, the apprentice must have satisfactorily completed both requirements: OJT hours accumulated and satisfactory progress in Related Training as indicated above (see Section 19).

[Example: To advance to third period, one must have satisfactorily progress 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 where the apprentice is working. 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

- A. Methods of Entry. Every individual selected for apprenticeship shall come from the pool of qualified applicants on the ranked list, unless otherwise qualifying for Direct Interview or Direct Entry. No applicant shall be excluded from consideration because they fail to meet qualifications for Direct Interview or Direct Entry; they must be considered under the standard method of entry.
- B. Application. Every applicant must fill out an application form electronically, accurately, and completely responding to all questions and items listed in the application.
- C. Minimum Qualifications. Except as provided in paragraphs 8. E. and 8. F. 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 AJATC at the time indicated in the Selection Procedures.
- 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.)
 - 2) Each applicant must be able to work legally in the United States and provide a valid social security number. The AJATC will not seek to verify authorization to work in the U.S., since that is the responsibility of Employers during on-the-job training, but if the AJATC learns that an applicant is not eligible to work and will not be eligible at the time of registration, the AJATC may terminate the application.
 - 3) 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:
 - a. Safely perform or learn to safely perform the essential functions of the job;
 - b. Get to and from work at job sites anywhere within the geographical jurisdiction of this Apprenticeship Program;
 - c. Attend and successfully pass all related instruction;
 - d. Understand and follow all rules as set forth in the AJATC's General Policy Statement;
 - e. Climb and work from ladders, scaffolds, poles, and towers of various heights;
 - f. Push, pull, crawl, crouch, and work in confined spaces such as manholes and crawlspace, lift up to 50 pounds objects on a fairly consistent schedule, and use various hand and power-assisted tools.
 - g. Read, hear, speak, and understand instructions and warnings in English.
 - 4) Each applicant must be a minimum of eighteen (18) years-old at the time of registration, except that otherwise qualified applicants may be registered by the AJATC prior to turning age 18 if permitted by state law.
 - 5) Each applicant must possess a valid Driver's License.

D. Written Examination.

- 1) Each applicant will be required to take the Aptitude Test prepared by the *electrical training ALLIANCE* and must receive a minimum passing score of “3”.

E. Direct Interview Qualification.

The applicants described below will not be required to obtain a qualifying score on the Aptitude Test, or meet the requirements in 8. C. 1) [High School diploma or GED]. If they meet all other minimum qualifications above, and the requirements below, they will be invited to an oral interview. These individuals must still meet all post-selection requirements in paragraph 8. G. Applicants are not required to apply through these methods and may choose to apply through the standard method of entry.

1) Military Experience.

- a. 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. These individuals may also qualify for direct entry.
- b. 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.
- c. 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 electrical power line construction industry and can document a minimum of two years of military experience in that MOS within five years of the date of application. These individuals may also qualify for direct entry.
- d. To qualify under E. 1) a.-c., applicants must provide a DD Form 214 or equivalent documentation acceptable to the AJATC to establish their experience.
- e. Applicants who have served overseas and/or lived on a military installation for a minimum of two (2) years prior to application will have any existing residency restriction waived.

2) Industry Experience

- a. 3,500 Hours. Applicants who can verify that they have worked a minimum of three-thousand five hundred (3,500) hours specifically in the electrical line construction industry (must include climbing and other occupational related work applicable to that of a Journey-Level Line Worker or Line Worker apprentice). These individuals may also qualify for direct entry. An absolute minimum of three-thousand five hundred hours of electrical line construction work experience must be proven to meet this qualification. No other form of electronic or electrical experience/training or construction experience will be given credit under this provision.
- b. 1,750 Hours. Applicants who can verify that they have worked a minimum of one thousand, seven hundred and fifty hours specifically in the electrical line construction trade (must include climbing and other occupational related work applicable to that of a Journey-Level Line Worker or Line Worker apprentice).

- c. Individuals applying under these two methods must provide to the AJATC sufficient documentation, satisfactory to the AJATC, to demonstrate their experience in the electrical construction industry. This documentation may be comprised of official documents such as tax/payroll records, or notarized letters of experience from prior employers.
- 3) Pre-Apprenticeship Programs.
- a. Individuals who can verify that they have completed a structured pre-apprenticeship training program meeting minimum requirements recognized by the AJATC, and sponsored by community outreach groups, the IBEW or NECA, the *electrical training ALLIANCE*, or by the AJATC. These individuals may also qualify for direct entry.
 - b. Applicants under this method must provide the AJATC with appropriate documentation, satisfactory to the AJATC, 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.
- 4) Line College/Line School Graduate.
- a. Individuals who can verify that they have completed an AJATC 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).
 - b. Applicants under this method must provide the AJATC with appropriate documentation, satisfactory to the AJATC, confirming that they meet the specific requirements of the Line College/Line School program. This documentation must be comprised of office documents such as: completion/ graduation certificates and official transcripts. Climbing must be proven to meet this qualification.
- F. 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. G., unless expressly exempted.
- 1) New Signatory Employer. An electrical construction employee of a non-signatory employer, not qualifying as a Journey-Level Line Worker when the employer becomes a signatory, shall be evaluated by the AJATC, using consistent, standard, nondiscriminatory means and registered at the appropriate period of apprenticeship based on previous work experience and related training.
- a. Such applicants must meet the minimum requirements in 8 C. 3). Such applicants must also:
 - i. Provide official, undisputable documentation to show that they were an employee performing electrical line construction work prior to and at the time the employer became signatory.

- 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 Line Worker, shall be evaluated by the AJATC, using consistent, standard, nondiscriminatory means and registered at the appropriate period of apprenticeship based on previous work experience and related training.
- a. All employees of the non-signatory electrical contractor must have been offered the opportunity to sign authorization cards.
 - b. For such applicants to be considered, they must meet the minimum requirements in 8 C. 3). Such applicants must also:
 - i. Have previous work experience (with non-participating employer(s)) that warrants some OJT credit, based on the provisions of these Standards, and demonstrated through consistent, standard, nondiscriminatory evaluations to substantiate previous experience, in order to qualify for direct entry under this provision.
 - ii. Provide official documentation to show length of employment with present electrical line employer and all other previous electrical line employers.
- 3) Transfer of Apprenticeship
- a. A registered apprentice who wishes to transfer an Apprentice Agreement between two IBEW/NECA AJATCs having registered outside line apprenticeship programs. This is a method of direct entry.
 - b. In order to transfer an apprenticeship agreement between two IBEW-NECA AJATCs having a registered outside line apprenticeship program, the following requirements must be met. The apprentice must submit a written request for transfer, describing in detail the needs and reasons upon which the request is based.
 - c. The apprentice's sponsoring AJATC must agree to the transfer, acting on behalf of the official program sponsors for the IBEW and NECA.
 - d. The receiving AJATC must agree to accept the transfer, acting on behalf of the official program sponsors for the IBEW and NECA.
 - e. The receiving AJATC shall have complete access to all apprenticeship records pertaining to the transferring apprentice.
 - f. The transferring apprentice must:
 - i. Complete an Application.
 - ii. Provide to the AJATC official documentation pertaining to their participation in the apprenticeship program that they are transferring from. An official copy of all records established with the sponsoring AJATC (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 AJATC.

- iii. The receiving AJATC will examine all documentation submitted before granting permission to transfer. All such records shall become part of the receiving AJATC's permanent files.
 - g. Upon being accepted by the receiving AJATC, have their existing apprenticeship agreement terminated and have registration proceedings initiated immediately by the receiving AJATC 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.
 - h. The apprentice will receive full credit for probationary time previously served. No plan assets will be transferred between the plans to cover the costs of the apprentice's education.
- 4) Other Means
- a. Individuals who qualify under 8 E. 1) a. [honorably discharge] and 8. E. 1) c. [military electrical power line experience]; 8. E. 2) b. [3,500 hours]; 8. E. 3) [pre-apprenticeship]; or 8. E. 4) [Line College/Line School]; may qualify for direct entry after interview based upon standard, non-discriminatory evaluation factors (e.g., top 50% of class ranking for those from a particular Line College/Line School; a defined cut-off or pass/fail score on knowledge-based tests or skills-based tests or other exams; or a pass/fail interview).
 - b. The AJATC may, in its discretion, determine that due to industry needs, individuals in one or more categories under 8. E. will be offered direct entry rather than direct interview for a period of time.
 - c. 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 applications and interviews. Applicants that qualify for Direct Entry are registered and are not placed on the ranked list.

G. 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.

- 1) Provide any remaining documentation required to complete the selection process.
- 2) Not be disqualified as a result of information obtained by the AJATC during the selection process, including interviews, verification of information, reference checks or other information made available to the AJATC prior to registration.
- 3) Pass all required drug-screen tests. The cost of the tests is borne by the AJATC. 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.
- 4) Attend and successfully complete the AJATC's Orientation/Boot Camp. The AJATC'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).

- 5) Take and pass the AJATC's physical examination.
- 6) Take and pass a Commercial Driver's License exam for Class A.

9. Selection and Placement

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

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

- A. Every applicant who qualifies for Direct Interview or Direct Entry, and who is subsequently registered, will be evaluated by the AJATC to determine, using standard means of evaluation, if OJT and/or related instruction credit will be awarded for previous training and experience.
- B. Qualified applicants interviewed and selected for apprenticeship under these Standards who have previously completed another IBEW/NECA Outside Technician apprenticeship that reflect an Outside Line Technician apprenticeship could be awarded a minimum of one-thousand, seven hundred fifty (1,750) hours of OJT credit. Such individuals will be properly evaluated by the AJATC and placed in the appropriate year of related training. For other IBEW-NECA apprenticeship programs, the *electrical training ALLIANCE* will determine the minimum number of OJT credit to be received for completing that program.
- C. Other applicants selected for registration who have previous knowledge and skill acquisition in the electrical line construction industry can ask for and have such work and job experience evaluated by the AJATC prior to signing an Apprenticeship Agreement. The apprentice cannot request an evaluation of past experience after signing.
- D. Where such experience warrants, the AJATC will place the apprentice in the appropriate period with the commensurate wages as determined by the AJATC. The AJATC 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.
- E. Advance standing is subject to review throughout the probationary period. During this time, OJT and classroom performance will be evaluated to determine if any readjustment concerning OJT or related training status is warranted, including reevaluation and reassignment of apprenticeship period and level of related instruction, as the AJATC determines.
- F. The AJATC permits individuals with previous education and training to test out of related courses. It has developed a nondiscriminatory policy adopting uniform written and

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

11. The Apprenticeship Agreement

- A. Before being employed as an apprentice or enrolled in related instruction classes, the selected applicant must sign an Apprenticeship Agreement with the AJATC. The Apprenticeship Agreement will be submitted to the Registration Agency for approval if required. The Standards and the AJATC's General Policy Statement (as they may be amended) shall be considered a part of the Apprenticeship Agreement.
- B. Prior to signing the Apprenticeship Agreement, each selected applicant shall be given an opportunity to read and review the Standards, the AJATC's General Policy Statement, the Apprenticeship Agreement and the sections of the CBA that pertains to apprenticeship. Selected applicants shall sign an acknowledgement that they have reviewed the documents and are willing to abide by them.
- C. The AJATC and the Apprentice shall sign the Apprenticeship Agreement and each receive a signed copy. The AJATC shall follow the procedures of the Registration Agency regarding the submission of the Apprenticeship Agreement (e.g., electronically through RAPIDS or the number of signed originals).

12. Probationary Period

- A. The first 1,750 hours of OJT, and satisfactory performance in related classroom training during such time, shall constitute the probationary period. During the probationary period, the AJATC shall make a thorough review of the apprentice's ability and development.
- B. Prior to the end of the probationary period, the AJATC will decide whether to end the probation, extend the probation, or cancel the Apprenticeship Agreement. If the Registration Agency so requires, the Registration Agency shall be notified of cancellations or extensions.
- C. During the probationary period, the AJATC may extend the probation up to the maximum, or cancel the apprenticeship agreement, without the formality of a hearing and in the discretion of the AJATC, so long as the AJATC 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

- A. Each apprentice shall be required to participate in non-compensable related instruction away from the job as specified below.
- B. Topics to be studied (completed) as part of the *electrical training ALLIANCE* curriculum shall include, but not be limited to those listed. The order of presentation and/or year of presentation may change from time to time:

FIRST YEAR – 144 HOURS MIN.
CLIMBING TECHNIQUE & SAFEGUARDS
ELECTRICAL GROUNDING

SECOND YEAR – 144 HOURS MIN.
BLUEPRINT READING
DISTRIBUTION ANALYSIS, TESTING & REPAIR

ELECTRICAL THEORY
INDUSTRY ORIENTATION
JOB INFORMATION
LINE CONDUCTOR INSTALLATION
MATHEMATICS
OSHA/SAFETY AWARENESS
RIGGING
SAFETY & HEALTH AWARENESS

ELECTRICAL THEORY
INDUSTRY ORIENTATION
JOB INFORMATION
LINE CONDUCTOR INSTALLATION
MATHEMATICS
OSHA/SAFETY AWARENESS
STREET LIGHTING
SURVEYING
TRANSFORMERS

THIRD YEAR – 144 HOURS MIN.

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

- C. Each apprentice shall be required to satisfactorily complete all *electrical training ALLIANCE* apprenticeship course materials as a minimum requirement for related instruction. The AJATC may require additional related training to meet industry needs.
- D. 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.
- E. The AJATC shall secure competent Instructors whose knowledge, experience and ability to teach shall be carefully examined and monitored. Instructors training courses are made available from the *electrical training ALLIANCE* through the Industry's Four-Year National Training Institute Teacher-Training Program (or state required equivalent).
- F. The AJATC shall secure the instructional aids and equipment it deems necessary to provide quality instruction.
- G. The Instructors shall administer or oversee *electrical training ALLIANCE* standardized tests in a timely manner. Such tests shall be evaluated, scored, and reviewed by the instructor. If tests are not administered electronically, the Instructor shall ensure that all tests and materials are collected and provided to the AJATC for proper filing.
- H. The AJATC shall monitor the apprentice's performance in related training and take appropriate action to encourage improvement where warranted. AJATCs 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 AJATC as part of its official file for each apprentice, providing an accumulative record of performance in related training.

- I. The AJATC 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.
- J. 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

- A. 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 area-wide standards that have been found to be at least as effective as the Federal standards.
- A. The AJATC shall see that all apprentices complete CPR/First Aid training during their probationary period. The AJATC shall also attempt to see that graduates of its apprenticeship program possess a current CPR/First Aid card. NOTE: This training requires additional classroom hours.
- B. The AJATC 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. NOTE: This training requires additional classroom hours.

15. Hours of Work; Assignments

- A. The apprentice shall work the hours that are specified in the applicable CBA. The apprentice's work shall not interfere with attending related instruction classes.
- B. The AJATC shall maintain a standard procedure to best ensure reasonable continuous employment for all apprentices. The AJATC, 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 AJATC.
- C. In the event that the AJATC is unable to provide an eligible apprentice an OJT assignment, apprentices may seek temporary employment outside of the electrical line construction industry. Regardless of employment status, apprentices must continue to report for their

regularly scheduled related instructional classes. Additionally, apprentices shall remain at all times subject to immediate recall by the AJATC for an OJT assignment given by the AJATC. 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 AJATC for an OJT assignment may result in termination of the apprentice's apprenticeship agreement.

16. Work Experience

- A. In order to provide for the development of the necessary occupational skills in the various work processes, the AJATC 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.

OUTSIDE JOURNEY-LEVEL LINE WORKER

(Existing Title: Line Maintainer)

O*NET-SOC CODE: 49-9051.00

RAPIDS CODE: 0283R

WORK PROCESS	APPROX. HOURS OJT
FIRST PERIOD	
Perform duties as prescribed by the written policy statement of the Committee, providing for work both on the ground and aloft including climbing to assure stability for the trade before probationary period expires.	1000
TRANSMISSION - STEEL	
Assembly and erection of steel towers, including cellular towers, placement of footings and materials, attachment of insulators and the stringing, splicing, dead-ending, armor rodding, and clipping of conductors.	1000
TRANSMISSION - WOOD	
Framing, erection, and guying of wood-poles and the installation of hardware insulators and conductors thereon.	500
SUBSTATIONS & SWITCHYARDS	
Assembly and erection of steel and wood components and the installation and connection of busses, grounds, switches, circuit breakers, transformers, regulators, and other substation equipment.	1000
DISTRIBUTION – NEW CONSTRUCTION	

WORK PROCESS	APPROX. HOURS OJT
Material handling, framing, and erection of poles, installation of anchors and guys, stringing, splicing, sagging of conductors and fiber on de-energized construction work. Installation of cable and electrical components on de-energized underground (URD) systems.	500
DISTRIBUTION – MAINTENANCE AND RE-BUILD	
General maintenance work near energized distribution conductors including pole replacement, conductor replacement, changing insulators and cross-arms, changing and installing transformers, capacitors, regulators, switches, and other electrical components.	500
STREET LIGHTING	
Installation and maintenance of street lighting systems, traffic systems and the associated control systems.	500
DISTRIBUTION – LIVE LINE MAINTENANCE	
Rubber glove work on energized primary and secondary distribution circuits. Hot stick work on distribution, sub-transmission and transmission circuits.	2000
TOTAL MINIMUM HOURS OF OJT	7000

- B. The AJATC shall require each apprentice to submit a work report on a monthly basis. Such reports shall be maintained by the AJATC as part of its official file for each apprentice. The AJATC shall use reports, other evaluations and records to provide an accumulative OJT record of experience in the various work processes for each apprentice.
- C. All OJT work shall be performed under the supervision of a Journey-Level Line 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.
- D. 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 Line 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.

Where the employer and Program Sponsor document and verify that the specific work assignments for the apprentice warrants an expanded ratio, such as for de-energized work, rough-in work, or material handling, the jobsite ratio shall be permitted to be expanded as specified in the CBA applicable to these Standards.

18. Temporary Training Opportunities

Apprentices may be permitted to receive OJT and related training on a temporary basis with another IBEW/NECA AJATC, provided the two AJATCs, their respective parent organizations, and the apprentice agree on such assignment. Before apprentices are given a temporary OJT assignment, they must supply the host AJATC with an official copy of their apprenticeship agreement—clearly indicating that it has been properly registered with the applicable Registration Agency. The apprentice's sponsoring AJATC shall also supply the apprentice with an introductory Temporary Assignment Form. The Assignment Form shall summarize the apprentice's level of training, including any special safety certifications and/or qualifications the apprentice has received. The Assignment Form shall be utilized by the host AJATC to ensure that the apprentice is provided with a job assignment that is suitable for his/her current level of training and skills. Apprentices shall remain subject to reassignment by the AJATC 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 IBEW-NECA Area-wide Training Agreement.

19. Advancement of Apprentices

- A. Every four months during the first year of apprenticeship, and yearly thereafter, the AJATC shall examine the progress of the apprentice on the job and in related instruction. A performance evaluation form shall be used. The AJATC will 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.
- B. The AJATC 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 AJATC.

20. Cancellation or Resignation of Apprenticeship Agreement

- A. An Apprenticeship Agreement may be canceled at the request of the apprentice at any time.
- B. An Apprenticeship Agreement may be suspended for a specified period of time, canceled or terminated by the AJATC 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).
- C. Individuals who have been suspended or terminated from apprenticeship shall not be assigned by the AJATC or its subcommittee in any capacity. Suspended or terminated apprentices are not eligible to participate in any related training activities and, as per the

CBA, which includes the IBEW-NECA Agreement Category-One language, Article V), they are not eligible for any job assignments as a Line Worker or apprentice (unless selected and re-registered) until two (2) years after they should have completed apprenticeship under their registration. Such individuals may be reclassified as a Groundperson, Line Clearance Tree Trimmer, Equipment Operator, Traffic Signal Technician, Substation Technician, etc. or other previously held classification.

- D. 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 instruction 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

- A. The AJATC 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 AJATC 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 AJATC concerning specific issues or matters dealing with their apprenticeship agreement. Such requests must be in writing. The AJATC shall adopt a formal Complaint Procedure as part of its General Policy Statement. Apprentices and applicants have no right to representation by an attorney or others during AJATC investigations and meetings, unless otherwise provided in the General Policy Statement.
- B. 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 AJATC 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.
- C. 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.
- D. 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 general policy statement of the AJATC such as wages, hours, working conditions. Apprentices should first provide notice to the AJATC.
- E. For all matters covered by these standards and/or the general policy statement, such as job assignments, employment, terminations and reassignments, the AJATC 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.

- F. A Local Union receiving a grievance from or about an apprentice shall notify and involve the AJATC, which has the primary responsibility for apprentices under IBEW-NECA Area-wide Training Agreement.

22. Certification of Completion

- A. Upon satisfactory completion of the *electrical training ALLIANCE*'s Three-Year course of study, accumulation of a minimum of 7,000 hours of OJT, and acquisition of the appropriate CDL, the AJATC 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.
- B. The AJATC will present each graduating apprentice with a Certificate of Completion issued by the *electrical training ALLIANCE*. The AJATC 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 AJATC. The AJATC shall submit a signed request for a Certificate of Completion of Apprenticeship to the Registration Agency.
- C. The AJATC will 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 AJATC 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 the Local Union(s) and the NECA Chapter through their request to the Registration Agency for cancellation of the registration. The program may also be deregistered for reasonable cause by the Registration Agency, in accordance with its formal deregistration proceedings.

Upon deregistration or voluntary cancellation of the program, the AJATC 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 AJATC shall maintain records as required by law.

25. Collective Bargaining Agreement

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

- A. Any apprenticeship provision in any collective bargaining agreement between employer and employees establishing higher apprenticeship standards; or
- B. 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.

27. ADDENDUM

Apprentice Electrical Technician—When the AJATC program operation includes a classification of apprentice electrical technician, traffic signal, or some other specialty classification related to Outside Line Construction; an addendum will be included in the apprenticeship program and submitted to the Registration Agency for approval as a prior condition of registration and must contain the following information:

- A. A schedule of work experience for the specific apprenticeable occupation in which training is to be given totaling 7,000 hours for the Substation Technician and 7,000 hours for the Traffic Signal Technician.
- B. The type of electrical technician must be identified; i.e., “apprentice Sub-Station technician,” etc.
- C. A copy of the addendum must be supplied to the *electrical training ALLIANCE* office.

APPENDIX A

APPRENTICESHIP SELECTION PROCEDURES

PROCEDURES FOR PROCESSING APPLICATIONS AND SELECTING APPRENTICES

The AJATC 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.

1. Application Availability

- A. The AJATC accepts applications in the time and manner indicated below.

X Method A YEAR-ROUND APPLICATIONS

The AJATC will make applications available on-line year-round, 24/7.

- B. The AJATC will notify the Registration Agency and other appropriate parties (including recognized outreach and affirmative action groups), as indicated in the AJATC'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 AJATC's EEO/AA policies.
- C. The AJATC has discretion to determine how often interviews will be conducted, and this may change during the year based upon industry needs. If a fixed interview schedule is established (e.g., monthly, quarterly or semi-annually), the AJATC will notify the Registration Agency of the dates as part of its semi-annual notice. If the AJATC 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 AJATC will interview on the following basis [*Select one*].

X Monthly ☐ Quarterly ☐ Semi-annually ☐ Annually ☐ As Needed

2. General Rules Concerning Applications and Record Keeping

- A. The AJATC will use the Application and any related forms approved by the *electrical training ALLIANCE*.
- B. Application forms will be issued and accepted electronically, or in accordance with the procedure adopted by the AJATC indicated in Section 1.
- C. Everyone expressing an interest in making application with the AJATC will be provided access to and/or issued an application form during the application period. The application must be conformed to. No one will be denied a right to apply, even if there is a question about their ability to meet minimum qualifications.

- D. The AJATC shall provide reasonable accommodations during the application process to individuals with disabilities who request them. The AJATC's procedures for requests for accommodation are contained in its General Policy Statement.
- E. An Application Record will be maintained by the AJATC to show the status of each applicant.
- F. No member of the AJATC, or any employee of the AJATC, shall reveal or discuss any information pertaining to any applicant except during the applicable meetings of the AJATC or to members of the AJATC staff involved in the application process.
- G. 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 AJATC and shall be considered confidential proprietary information. Records shall be maintained as required by the Registration Agency and by law.

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.

4. Application Process

A. Application

- 1) A written description of the basic requirements, in a form similar to what is included in the Notice of Apprenticeship Opportunity, must be posted electronically and must be available at the AJATC office.
- 2) The AJATC shall collect and maintain information on individuals requesting access to applications. The AJATC may establish procedures to follow-up with those expressing interest as part of its recruitment efforts.
- 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.
- 4) As each Application is received, the AJATC shall ensure that it receives a unique serial number for that applicant. The applicant's name, date of the application, and serial number of the application will then be included in the Application Record.

B. Information to be Provided to and Received from Applicants

- 1) The following information must be provided to each applicant either on-line or within a reasonable time of not more than ten (10) days after the Application is received. If permitted by the Registration Agency, this information may be provided in paper or

electronic formats, and transmitted to applicants in person, mail, by electronic means and/or by a link to the AJATC's website or other on-line site.

- a. A list of the Basic Qualifications required to enter the pool of eligible applicants.
 - b. A copy of the Standards (including the EEO/AA Plan and Selection Procedures), and the AJATC's General Policy Statement.
 - c. 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 AJATC may, but is not required to, highlight any other key requirements from the AJATC's General Policy Statement.
 - d. A list of things the applicant must do, and items they must provide, in order to qualify for an oral interview with the AJATC. This document will inform the applicant that they are required to take the Aptitude Test to qualify for the oral interview, and that qualified applicants are interviewed in the order in which they complete their application by providing all required documents and transcripts.
 - e. 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 oral interview.
- 2) Applicants will be informed that they have 45 days to provide all transcripts, and any other documentation required by the AJATC, to qualify for an interview.
 - 3) Applicants will be informed of optional information that they are permitted to provide, and information that the AJATC 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 oral interview.
 - 4) If the applicant indicates on the application a prior felony conviction, the AJATC may choose to request that additional information be provided prior to the oral interview, or may choose to wait until after a conditional offer is made.

C. Processing Applications.

- 1) As applicant information is received, the AJATC 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 completion column.

- 2) If an applicant fails to provide all required documentation by the cut-off date, the column indicating “Application Not Completed” will be checked in the Application Record.

5. Testing and Interview Process

A. Aptitude Test

- 1) The AJATC will schedule all qualified applicants for the properly validated aptitude test required by the AJATC and approved by the *electrical training ALLIANCE*. The applicant will be notified in writing as to the time, place, and date they are to complete the aptitude test. The applicant’s aptitude test results will be entered in the Application Record. Aptitude Test scores will not be shared with the interview committee. The Aptitude Test scores should not be shared with the applicant; only pass/fail.

B. Scheduling for Interviews

- 1) After all transcripts, materials and aptitude test results are received, the AJATC will review the documents to determine if the applicant qualifies for an oral interview based on the qualifications outlined in the Standards. If the applicant does not qualify for an interview with the AJATC, 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.
- 2) The AJATC will schedule oral interviews as indicated in Section 1. The AJATC will interview all applicants who qualify for an oral interview and report for the interview as scheduled. They will be interviewed in order based upon the date and time their application process was complete.
- 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 oral interview.

C. Conduct of Interviews

- 1) Interviews will be conducted in accordance with the interview forms and procedures developed by the *electrical training ALLIANCE*.
- 2) Unless an applicant is referred to the AJATC 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 one (1) year from the date of their oral interview. This notification shall indicate that on the anniversary date, their eligibility shall expire.

6. Disqualification.

- A. Prior to, during or after the interview, and prior to registration, the AJATC may learn of information that may disqualify the applicant or render them unable to meet the

requirements of the program. The AJATC 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 AJATC for a decision on whether the applicant should be disqualified and not placed on the active list, or should be removed from the list.

7. Re-Interview Process.

- A. If after a minimum of ninety (90) days from the date of their most recent interview with the AJATC, an applicant has gained at least 450 hours of documented work experience in the electrical line construction industry, or has successfully completed two (2) or more post-secondary, industry related classes, the applicant is eligible to make a request to be re-interviewed by the AJATC by completing the AJATC'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, Related Vocational/Technical Courses.*
- B. The AJATC 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 AJATC will respond to the request in a timely manner.

8. Ranking and Selection

- A. The AJATC 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 of any individual entering the apprenticeship program through the standard selection process.
- B. When new interviews are scheduled and completed, the AJATC 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.
- C. The number of new apprentices to be selected, at any time, will be determined by the AJATC, based on industry needs and the AJATC's ability to provide training.
- D. 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.
- E. 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 AJATC cannot skip over individuals.

- F. All selected applicants will be notified in writing of the AJATC'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.
- G. Once applicants are interviewed and placed on the ranked list, they shall remain active and subject to selection, for a period of one (1) calendar year from the date of interview, unless they decline an offer, request to be removed from the list, fail to meet post-selection requirements, or they are approved for a re-interview.
- H. 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 AJATC of changes in contact information; or (ii) fail to promptly respond to communication from the AJATC, including offers.
- I. All selected applicants (including direct entry) must provide any remaining documentation required to complete their application process and satisfy all post-selection requirements in the Standards.

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 AJATC's internal Complaint Procedure set out in the AJATC's Standards and EEO/AA Plan.

APPENDIX B

**EQUAL EMPLOYMENT OPPORTUNITY
POLICY
And
AFFIRMATIVE ACTION PLAN**

PREFACE

The *electrical training ALLIANCE* and the AJATC 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 AJATC programs or services, will be treated differently or otherwise discriminated against on the basis of race, color, religion, national origin, sex, (including pregnancy and gender identity), sexual orientation, age (40 or older), genetic information, disability, or other characteristics or conduct protected under applicable state or local laws.

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

This EEO/AA Plan will remain in effect until the EEO/AA Plan is updated by the *electrical training ALLIANCE*, or until the AJATC 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.

PART I GENERAL PROVISIONS

A. Affirmative Action and Equal Opportunity

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

The IBEW-NECA segment of the Electrical Line 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 AJATC 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 Line Workers.

B. 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 Office Manager who shall serve as the AJATC's EEO/AA Coordinator. The EEO/AA Coordinator has the full resources, support of, and access to AJATC, Local Union, and NECA Chapter leadership to insure effective implementation. The designation of a responsible person, as required by DOL regulations, does not relieve the

Committee from its obligation to ensure compliance with 29 C.F.R. Part 30 and applicable laws, or the effective implementation of this EEO/AA Plan.

[Note: The following is a list of typical tasks that may be required to implement the requirements in 29 C.F.R Part 30. The AJATC has the option to modify the other descriptions or to assign responsibility to other individuals].

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

- *Monitoring all registered apprenticeship activity to ensure compliance with the non-discrimination and affirmative action obligations;*
- *Developing and implementing EEO/AA policies;*
- *Developing and implementing internal and external communication techniques;*
- *Identifying potential problem areas;*
- *Assisting the AJATC and others to arrive at solutions to identified problems;*
- *Serving as liaison between the AJATC and enforcement agencies;*
- *Serving as liaison between the AJATC and organizations, community action groups or other entities concerned with employment opportunities for minorities, women and individuals with disabilities;*
- *Keeping the AJATC, Local Union(s) and NECA 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 AJATC'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 AJATC's goals and objectives are being attained, and identify any need for remedial action.*

C. Dissemination of EEO/AA Plan

The AJATC 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 AJATC will: *[Note: The requirements in **bold** are specifically required by 29 C.F.R. Part 30, but the AJATC may modify those descriptions to reflect specific methods that it will use. The others are illustrative. The AJATC is encouraged to add other means].*

- **Publish its Equal Opportunity Pledge in the Apprenticeship Standards and in other relevant publications, such as the AJATC's General Policy Statement; newsletters; recruitment publications and other appropriate publications; other documents**

disseminated by AJATC; or documents that otherwise describe the nature of the sponsorship;

- *Post its Equal Opportunity Pledge on its website and bulletin boards, and through electronic media, to ensure that it is accessible to all apprentices and apprenticeship applicants;*
- *Conduct orientation information sessions for new apprentices, and periodic information sessions for apprentices, AJATC staff, instructors and the AJATC;*
- *Provide the EEO/AA Plan to the leadership of the local Union(s) 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**

D. Anti-Harassment Training

As part of its efforts, the AJATC will provide periodic anti-harassment training for all apprentices, AJATC 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 AJATC will also take steps, in consultation with the 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 Line Workers who work with apprentices.

E. Universal Outreach and Recruitment

The AJATC 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.

F. Complaint Procedure

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 for protected activity. This includes any complaints of discrimination, harassment, 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.

AJATC 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 rights 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. *[Note: Some states have a longer time for filing formal complaints, such as 300 days. The AJATC may set a shorter or longer time, but are encouraged to consider all complaints.]*

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 AJATC's obligations 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 AJATC 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 AJATC when an incident on the job involves apprentices.

Any AJATC 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.

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 AJATC 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. [Note: Some Registration Agencies may want the entire text of this notice to be included, either here or as an Exhibit.]* The details of other rights are included in the Standards and the General Policy Statement.

G. Invitation to Self-Identify

The AJATC 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 AJATC will invite applicants and apprentices to voluntarily self-identify their gender, race, ethnicity, and disability. This will be done at the time and manner permitted by 29 C.F.R. Part 30. The AJATC 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 AJATC may also inquire whether an individual who discloses a disability requires any reasonable accommodations to participate in the apprenticeship program.

The AJATC 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 AJATC 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 AJATC will provide a copy of the form to each new apprentice.
- The AJATC will annually notify all apprentices of their ability to voluntarily self-identify as a person with a disability.
- The AJATC will post a copy of the “Voluntary Self-Identification of Disability” form on its intranet in the event an apprentice’s status changes and the apprentice would like to self-identify.

The AJATC 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 AJATC receives information from an apprentice that a disability has ended, the AJATC will continue to include in its records that the person has a disability.

H. Recordkeeping

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

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

DOL regulations require that for any record the AJATC maintains pursuant to this part, the AJATC 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 or 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 AJATC 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 AJATC 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.

PART II

EEO POLICIES AND PROCEDURES

A. Non-Discrimination and Equal Employment Opportunity

The AJATC does not, and will not, discriminate against an apprentice or applicant, or any other participant in AJATC 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.

B. Selection of Apprentices

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

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

1. Compliance with the Uniform Requirements on Employee Selection Procedures ("UGESP") and 29 C.F.R. 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.
2. The selection procedures are uniformly and consistently applied to all applicants and apprentices.
3. The selection procedures comply with Title I of the ADA and the EEOC's implementing regulations at 29 C.F.R. Part 1630.
4. 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.
5. The selection procedures do not screen out or tend to screen out individuals with disabilities or classes of individuals with disabilities on the basis of disability. To the extent this does occur, the standard, test and other selection criteria, are job related for the position in question and are consistent with business necessity.

C. Prohibition of Harassment

The AJATC 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 AJATC has developed and implemented procedures to prevent and address harassment of apprentices, including the following activities: *[Note: These are required by the 29 C.F.R. Part 30 regulations. The JATC has the option to add other activities].*

- Communicate to all individuals involved with the Apprenticeship Program that harassing conduct will not be tolerated;
- Provide anti-harassment training to all apprentices, AJATC 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 AJATC 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 also 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. AJATC 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 protected characteristics.

Complaints of harassment should be made under the Complaint procedures in Part I E.

D. 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 AJATC General Policy Statement 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 AJATC. The ability to accommodate absences from mandatory classes may be limited by the AJATC’s absence policy and the availability of make-up classes.

E. Retaliation Prohibited

The AJATC 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 E.

F. Employer Responsibilities

Employers who provide on-the-job training to apprentices in this program are expected to work cooperatively with the AJATC on EEO matters and this EEO/AA Plan. IBEW-NECA apprenticeship programs have always worked cooperatively with contractors and Local Union(s) to prevent and address discrimination and harassment of apprentices on the job. DOL regulations under 29 C.F.R. Part 30 impose obligations on AJATC’s concerning on-the-job discrimination and

harassment. The AJATC will develop new processes, in consultation with the NECA Chapter and the Local Union(s), 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.

G. Americans With Disabilities Act Compliance

The AJATC is committed to compliance with the requirements of the ADA and other laws protecting persons with disabilities. The AJATC 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 AJATC 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.

H. Mentoring and Other Support for Apprentices

The AJATC acknowledges DOL's concerns that in many industries, including the construction line industry, women, minorities, and individuals with disabilities have a higher drop-out or termination rate than others. The AJATC recognizes that these traditionally underrepresented groups, as well as others who lack experience with unionized apprenticeship, the building trades, or the electrical line construction industry, often struggle in their first year. The AJATC will seek to address these concerns through the following activities: *[Note: This list is suggested and optional. The AJATC should insert the activities that it is currently engaging in or starting, then update when appropriate.]*

- *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;*
- *Establishing pre-apprenticeship programs for underrepresented or non-traditional applicants;*
- *Ensuring awareness of, equal access to, and non-discrimination in existing programs (e.g., CL program);*
- *Mentoring programs involving instructors, senior apprentices, journey-level workers and/or other apprentices;*

- *Consideration of other best practices for retention in the unionized electrical industry and building trades; and*
- *Other actions described in the EEO/AA Plan, Part III.*

I. Other Participants in JATC Programs

The AJATC is committed to the principles of non-discrimination in all programs and activities of the AJATC. The AJATC 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 AJATC 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 EO/AA Plan: Part I E. 1) [internal complaint procedures]; Part II A. Non-discrimination; C. harassment; D. reasonable accommodation; E. 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 AJATC or creating any enforceable obligations not imposed by law.

PART III

AFFIRMATIVE ACTION PLAN

A. Definitions and Terminology

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

DOL regulations require a utilization analysis to be performed as to race, sex, ethnicity, and individuals with disabilities. This utilization analysis must be based on certain statistical comparisons, geographic areas, and sources of statistics. The AJATC’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 AJATC 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.

B. Internal Review of Program Processes and Effectiveness

The AJATC 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 review 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 AJATC 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. *(Note: The AJATC must attach its initial report when submitting the draft EEO/AA Plan to the Registration Agency. Under revised 29 C.F.R. Part 30.9(a), the review and analysis must be done annually. The updated report should be substituted as part of the AAP. Consult with your Registration Agency on whether the annually-revised AAP needs to be submitted).*

C. Targeted Outreach, Recruitment and Retention

The AJATC 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 A. and any finding of underutilization of minorities, women, Hispanics or Latinos and individuals with disabilities, as a result of the analysis in Part III C.

1) Specific Activities for Affirmative Action

The AJATC 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 AJATC will engage in the following affirmative action activities in addition to those actions described in Parts I and II above. *(Note: the activities in **bold** are required under Section 29 C.F.R. Part 30. All other activities on this list are optional, but some of them are listed in the DOL regulations as examples. The AJATC is encouraged to include other actions.)*

a. 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 AJATC. 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 the underutilized group to prepare them to meet the standards and criteria required to qualify for entry into apprenticeship programs; and*
- *Establish linkage agreements or partnerships enlisting the assistance and support of pre-apprenticeship programs, community-based organizations, advocacy organizations, or other appropriate organizations, in recruiting qualified individuals for apprenticeship;*

- *Participate in electrical training ALLIANCE, DOL Office of Apprenticeship and/or State Apprenticeship Agency Workshops and Seminars to learn and discuss more about the need, ways and means of promoting and advertising for apprenticeship, and recruiting and retaining minorities, females, ethnically diverse individuals, and individuals with disabilities.*
- *Dedicate staff time for EEO/AA compliance [Note: Describe, e.g., new full-time position; make this ___% of the job of a designated individual or title].*
- ***Development and annual updating of a list of current recruitment sources that will generate referrals from all demographic groups within the relevant recruitment area;***
- *Relevant recruitment sources may include:*
 - *vocational, career, and technical schools;*
 - *pre-apprenticeship programs;*
 - *federally funded, youth-job training programs such as YouthBuild and Job Corps or their successors;*
 - *community based organizations; or*
 - *community based colleges;*
- *Identification of contact persons, mailing addresses, telephone numbers and email addresses for all recruitment sources;*
- *Provide recruitment sources with advance notice of at least ____ days, of apprenticeship openings so that they can notify and refer candidates. [Note: Adjust language per the AJATC's Selection Procedures.] Such notification will include a copy of the Equal Opportunity Pledge.*
- *Include in its list of referral sources groups within the AJATC'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 AJATC.*
- *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 AJATC'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 AJATC'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 AJATC 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.*
- *Other:* _____

b. Preparation of Potential Applicants

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

c. Equal Opportunity Awareness

- *Conduct annual informational classes or similar training for all apprentices, clearly and concisely explaining the AJATC's General Policy Statement, 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 AJATC in meeting its obligations in this area.*
- *Other:* _____

d. Mentoring and Retention Activities

- *Inform all classroom Instructors to promptly report to the AJATC 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 AJATC recognizes that some selected applicants have been away from any formal education for some time, resulting in weakened study habits and math skills. The AJATC will offer the following programs to better prepare them for their related studies in the apprenticeship program [insert].*
- *Establish a committee of minority members who have reached Journey-Level Line Worker status (when Journey-Level Line Workers are available and willing to serve in such a capacity) for the purpose of recruiting more qualified minority applicants and to aid in the retention of minority apprentices. This special committee will be appointed by, and serve at the pleasure of, the AJATC.*
- *Establish a committee of female members who have reached Journey-Level Line Worker status (when Journey-Level Line Workers are available and willing to serve in such a capacity) for the purpose of recruiting more qualified female applicants and to aid in the retention of female apprentices. This special committee will be appointed by, and serve at the pleasure of, the AJATC.*
- *Establish a committee of ethnically diverse members who have reached Journey-Level Line Worker status (when Journey-Level Line Workers are available and willing to serve in such a capacity) for the purpose of recruiting more qualified ethnically diverse applicants and to aid in the retention of ethnically diverse apprentices. This special committee will be appointed by, and serve at the pleasure of, the AJATC.*
- *Establish a committee of members with disabilities who have reached Journey-Level Line Worker status (when Journey-Level Line Workers are available and willing to serve in such a capacity) for the purpose of recruiting more qualified individuals with disabilities as applicants and to aid in the retention of apprentices with disabilities. This special committee will be appointed by, and serve at the pleasure of, the AJATC.*

- *Conduct exit interviews with individuals leaving the apprenticeship program in an effort to identify reasons for dissatisfaction and meaningful efforts designed to improve retention.*
- *Offer special classes for the purpose of tutoring apprentices.*
- *Other:* _____

D. Utilization Analysis for Race, Sex and Ethnicity

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

This evaluation will be performed on an annual basis pursuant to 29 C.F.R. Part 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.

1) Apprenticeship Program Workforce Analysis

The AJATC 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.

2) Apprentice Availability Analysis

Once the apprenticeship program workforce has been analyzed, the AJATC 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 AJATC’s relevant recruitment area.

To determine availability, the AJATC considers the percentage of individuals available with the current or potential capacity for apprenticeship in the AJATC’s relevant recruitment area broken down by race, sex, and ethnicity. Statistical information is used to derive availability figures. The AJATC 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 AJATC usually seeks or reasonably could seek apprentices. This AJATC’s recruitment area is: *(Note: AJATC to insert description of the relevant recruitment area and a brief rationale for selection of that recruitment area).*

3) Utilization Rate

Based on the apprenticeship program workforce analysis and the availability analysis, the AJATC 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.

4) Establishing Utilization Goals for Race, Sex and Ethnicity

If there is a disparity in the utilization rates versus the availability rates, the AJATC 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 AJATC 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 AJATC’s outreach, recruitment, and retention efforts.

In establishing utilization goals, the AJATC 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 the selection of particular groups as apprentices.
- Utilization goals do not require or provide the AJATC 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
- AJATCs are not required to select a person who lacks qualifications to participate in the apprenticeship program successfully.

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

5) Current Utilization Goal

The AJATC will maintain records and worksheets used during this analysis. The AJATC'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. *[Note: These exhibits will be changed annually. Coordinate with the Registration Agency on whether it wants this submitted or just maintained.]*

E. Utilization Analysis for Individuals with Disabilities

The AJATC 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 7.0% for qualified IWDs. The AJATC will use 7.0% 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 7.0%, the Title will be considered under-utilized as to IWDs and a goal of 7.0% will be set.

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

This evaluation will be performed on an annual basis pursuant to 29 C.F.R. Part 30.9.

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APPROVAL OF STANDARDS

The forgoing Standards, with Selection Procedures and EEO/AA Plan, have been adopted by
_____, AJATC on this _____ day of _____,
_____.


Signature of AJATC Chairman

Date

Signature of AJATC Secretary

Date

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



Todd Stafford
Executive Director

January 10, 2020
Date

Registered With and Approved By:

Registration Agency

Date

By: _____
Registration Agency Representative

Title: _____

ADDENDUM

SUB-STATION TECHNICIAN APPRENTICE PROGRAM

SUB-STATION TECHNICIAN APPRENTICE PROGRAM

SCHEDULE OF WORK EXPERIENCE

In order to acquire the necessary skills of the trade in its various categories, the Sub-station Technician Apprentice shall (as near as possible) be provided with employment in the following categories and amounts:

SUB-STATION CONSTRUCTION AND MAINTENANCE

- | | | |
|----|---|-------------|
| A. | GROUNDING | 500 hours |
| | Construction of protective grounding grid for electrical systems, controls, cabinets, transformers, control houses, fences and steel structures. | |
| B. | FOUNDATIONS | 500 hours |
| | Installing foundations and bases for control cabinets, transformers control houses and steel structures. All digging, trenching, rebar construction, utility location and conduit installations (includes pole boxes and manholes). | |
| C. | FENCE | 250 hours |
| | Layout and build protective parameter and/or security fence for sub-station and public protection. Knowledge and understanding of minimum approach distance while working in the vicinity of energized circuits. | |
| D. | LAYOUT | 750 hours |
| | Plan and layout work from blue prints, diagrams or utility specification sheets. | |
| E. | WIRING | 1,000 hours |
| | Cable pulling, coding, wiring and terminating of cables for electrical systems, control monitoring and communication within the sub-station and outside sources. | |
| F. | STEEL ERECTIONS | 1,000 hours |
| | Erection of steel support structures for high voltage electrical apparatus and construction of steel control houses for monitor and switching. | |
| G. | TRANSFORMERS | 500 hours |
| | Installation, connection and service of sub-station transformers and circuit breakers for maintenance and new construction. | |

BUS INSTALLATION

- A. CONDUIT 500 hours

Bending and installation of isolated high voltage pipe or bus for distribution connections within sub-station between transmission lines, distribution lines and transformers.

- B. STRAIN BUS 500 hours

Installation of suspended wire used as bus for distribution connections within sub-station between transmission lines, distribution lines and transformers.

- C. BUS WELDING 500 hours

Welding of conduit used as bus for circuit connections within sub-station. Welding of various materials and welding techniques uses in different applications.

SWITCHES

- A. INSTALLATION AND ADJUSTMENT 1,000 hours

Assembly of switching gear for transmission and distribution of high voltage.

TOTAL 7,000 hours

RELATED INSTRUCTION

- A. Each apprentice shall be required to complete three years of related instruction away from the job for a minimum of 144 hours per year. The minimum related course of study shall be that compiled by the AJATC.
- B. The time spent in related instruction shall be in addition to the required 7000 hours of “on-the job” training, and shall not be considered hours of work.
- C. When the related instruction is given in a classroom, the Committee shall secure competent instructors whose knowledge, experience and ability to teach shall be carefully examined. When possible, the instructor shall take such teacher training courses as are available from the NJATC or others.
- D. The Committee shall secure course material made available through the NJATC and other material and equipment as deemed necessary by the AJATC.
- E. Periodic examinations shall be administered and properly supervised with the results reported to the Committee so that the apprentice’s progress may be evaluated and corrective measures applied where necessary.

WAGES

Apprentices shall be employed on a stipulated hourly wage basis, as provided in the collective bargaining agreement. The schedule of apprentice wages shall be stated in percent (%) of the journeyman rate and provide for seven periods of 1,000 hours of employment each.

Increases shall be subject to satisfactory progress on the job and in related instruction. The apprentice's wages are provided in the local labor agreement under which the apprentice is employed. Contact the Committee for information if required.

The percentage for hourly wages stated in the current collective bargaining agreement shall be:

1 st 1,000 hour period	<u>60</u> % of journeyman rate
2 nd 1,000 hour period	<u>65</u> % of journeyman rate
3 rd 1,000 hour period	<u>70</u> % of journeyman rate
4 th 1,000 hour period	<u>75</u> % of journeyman rate
5 th 1,000 hour period	<u>80</u> % of journeyman rate
6 th 1,000 hour period	<u>85</u> % of journeyman rate
7 th 1,000 hour period	<u>90</u> % of journeyman rate

ADDENDUM

TRAFFIC SIGNAL TECHNICIAN APPRENTICE PROGRAM

APPRENTICE PROGRAM

SCHEDULE OF WORK EXPERIENCE

In order to acquire the necessary skills of the trade in its various categories, the Traffic Signal Maintenance Technician Apprentice shall (as near as possible) be provided with employment in the following categories and amounts:

- | | | |
|----|-----------------|-----------|
| A. | TRAFFIC CONTROL | 400 hours |
|----|-----------------|-----------|

Set up and use of cones, barricades, flashers, signs and related safety devices to control and maintain traffic flow in compliance with applicable traffic safety regulations.

- | | |
|------------------------|-----------|
| B. EQUIPMENT AND TOOLS | 750 hours |
|------------------------|-----------|

The proper use and care of tools and equipment. Trenchers, diggers, backhoes, air compressors and related tools. Trucks, loaders, and also hand tools, power tools, meters and test equipment.

- | | | |
|----|-------------------------|-----------|
| C. | FOUNDATIONS AND CONDUIT | 650 hours |
|----|-------------------------|-----------|

Installing foundations and bases for cabinets and poles (metal or other); pedestals, concrete work B loop sawing. All trenching, boring, utility locations and conduit installations (includes pull boxes).

- | | |
|---------------------------|-------------|
| D. EQUIPMENT INSTALLATION | 1,600 hours |
|---------------------------|-------------|

Installation and alignment of poles, mast arms, signal heads, highway lighting equipment, signs, switches, controllers and related equipment. Set up and programming of controllers.

- | | | |
|----|------|-------------|
| E. | WIRE | 1,100 hours |
|----|------|-------------|

Wire and cable pulling for electrical and communication applications. Splicing coding and grounding of conductors. Wiring of signal heads, luminaries, cabinets, etc. Installation of span wire, down guys, etc.

- | | | |
|----|------------|-----------|
| F. | BLUEPRINTS | 250 hours |
|----|------------|-----------|

Plan and layout work from prints, diagrams or staking sheets.

G. TROUBLE SHOOTING 1,250 hours

Trouble shooting and upgrade of systems including general maintenance and repair of existing systems. Repairs and installation of temporary systems or components.

TOTAL 6,000 hours

RELATED INSTRUCTION

- A. Each apprentice shall be required to complete three years of related instruction away from the job for a minimum of 144 hours per year. The minimum related course of study shall be that compiled by the AJATC.
- B. The time spent in related instruction shall be in addition to the required 6,000 hours of Aon-the job@ training, and shall not be considered hours of work.
- C. When the related instruction is given in a classroom, the Committee shall secure competent instructors whose knowledge, experience and ability to teach shall be carefully examined. The qualification for an instructor shall be in accordance with the State Plan for Vocational Education for trade and industrial instructors. When possible, the instructors shall take such teacher training courses as are available from the NJATC or others.
- D. The Committee shall secure course material made available through the NJATC and other materials and equipment as deemed necessary by the AJATC.
- E. Periodic examinations shall be administered and properly supervised with the results reported to the Committee so that the apprentice's progress may be evaluated and corrective measures applied where necessary.

WAGES

Apprentices shall be employed on a stipulated hourly wage basis, as provided in the collective bargaining agreement. The schedule of apprentice wages shall be stated in percent (%) of the journeyman rate and provide for six periods of 1,000 hours of employment each.

Increases shall be subject to satisfactory progress on the job and in related instruction. The apprentice's wages are provided in the local labor agreement under which the apprentice is employed. Contact the Committee for information if required.

The percentage for hourly wages stated in the agreement shall be as of June 3, 2003:

1 st 1,000 hour period	<u>65</u> % of journeyman rate
2 nd 1,000 hour period	<u>68</u> % of journeyman rate
3 rd 1,000 hour period	<u>70</u> % of journeyman rate
4 th 1,000 hour period	<u>75</u> % of journeyman rate
5 th 1,000 hour period	<u>80</u> % of journeyman rate
6 th 1,000 hour period	<u>90</u> % of journeyman rate