



**STATEMENT OF POLICY FOR  
APPRENTICE TELECOMMUNICATION  
TECHNICIANS**

**EFFECTIVE: July 1, 2021**

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## INTRODUCTION

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Welcome to the Toledo Electrical Joint Apprenticeship Training Program. You have been selected from a very large group of men and women who are interested in entering the Electrical Construction Industry. We hope you have the sincere interest necessary to successfully complete the Program and become a proud asset to our industry.

The Toledo Electrical Joint Apprenticeship and Training Committee (hereinafter referred to as the "Committee") representing the parties to the Collective Bargaining Agreement (CBA) consists of eight (8) members: Four (4) representatives of the National Electrical Contractors Association (NECA), Ohio/ Michigan Chapter (NECA) and four (4) representatives of Local #8, International Brotherhood of Electrical Workers (IBEW). This Committee ensures that the men and women in the Apprenticeship Program (hereinafter referred to as the "Program") are trained to become qualified and productive electricians. This is accomplished by you, the Apprentice, serving as the focal point of the Program as well as the mainstay of the Electrical Construction Industry's future.

You are now indentured to the Toledo Electrical Joint Apprenticeship and Training Committee, not to an individual Contractor or to Local Union #8. The following policy is in accordance with the Apprenticeship Standards as approved by the Department of Labor/Bureau of Apprenticeship and Training and will disclose rules, regulations, and procedures this Committee requires all Apprentices to comply with while in the Program. Failure to comply with or adhere to the rules, regulations and procedures set forth, will result in disciplinary action or violation of the Statement of Policy (hereinafter referred to as the "SOP"). This Committee has the prerogative to place an Apprentice in a probationary period, authorize or withhold a divisional raise, extend the term of Apprenticeship, advance, or hold back an Apprentice in the related instructional portion of the Program, or suspend or remove an Apprentice from the Program.

There is an Apprentice Acknowledgement Record included at the back of the SOP as Attachment "1." The Apprentice is required to sign this document yearly.

This Committee has the prerogative to place an Apprentice in a probationary period, authorize or withhold a divisional raise, extend the term of Apprenticeship, advance, or hold back an Apprentice in the related instructional portion of the Program, or suspend or remove an Apprentice from the Program.

The Training Director acts for and under the direction of the Committee in the administration of all Statements of Policy when the Committee is not in session and shall conduct all business of the Committee's Office as directed.

Unless the context indicates otherwise, the nouns and pronouns of the masculine gender used in this SOP shall be construed to include and represent the feminine gender.

## NONDISCRIMINATION CLAUSE

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Each Apprentice shall be treated fairly and impartially. An Apprentice will not be discriminated against or shown favoritism due to race, age, religion, color, sex or national origin.

## SERVICE-LEARNING

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Toledo Electrical Joint Apprenticeship and Training Committee (TEJATC) expects that its Apprentices develop a sense of social responsibility beneficial to the community. The TEJATC believes that by the Apprentice's volunteering in a service-learning project they will develop a service ethic and gain a deeper understanding of the ties of the International Brotherhood of Electrical Workers (Local Union 8) and the National Electrical Contractors Association (Ohio / Michigan Chapter) with the community. Service learning involves Apprentices in community service which provides the opportunity to develop or strengthen a service ethic. Through service learning, Apprentices broaden their knowledge and personal development by participating in community-based activities that earn service-learning credits.

The Service-Learning Record is included at the back of the SOP, referred to as Attachment "3," which includes a description of how to earn Service-Learning credits.

Some service-learning credits may be used for contact hours or point reduction.

**Remember that the TEJATC cannot be aligned with any politics or religion.**

## REGULATIONS

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### POINT SYSTEM

The point system was instituted July 1, 2021, by the TEJATC to properly document any violations of the SOP by the Apprentice(s).

The points system is a progressive disciplinary policy that can lead to the automatic self-elimination from the Program, of any Apprentice who constantly fails to adhere to the rules or perform their duties or responsibilities agreed to in this Policy. Points are accumulated throughout the term of Apprenticeship, until receipt of the TEJATC program completion letter, indicating that all requirements have been fulfilled, and that you have reached Journeyman status. Points are automatically tallied on an Apprentice's record for each violation of policy which is not specifically excused by the Committee.

All points will be assigned at the time of the violation, or when necessary, by the committee no later than the next scheduled meeting.

There will be no compounding of points if the situation involves multiple infractions at the time. For such situations, the violation with the most points will be incurred and added to the individual's record.

It shall be the Apprentice's responsibility to be aware of any points assessed.

### **POINTS SYSTEM DESCRIPTION**

The Point System Description is included at the back of the SOP and from here on will be referred to as Appendix "A." The Point System Record is included at the back of the SOP, referred to as Attachment "2."

### **REDUCTION OF POINTS**

Any points accrued by violation of any of these offenses listed in the Appendix "A" section may be reduced or erased with a variety of service-learning credits under the following conditions:

- A. All Service Learning must be documented and approved by the Training Director or TEJATC, see Attachment "3."
- B. Any credits to reduce points may be earned and recorded before or after the points are assessed.
- C. No more than 4 points may be removed under this section in any one year.

### **APPEALS**

All appeals for the excuse of a violation shall be submitted no later than 10 business days from the date of infraction.

It shall be the Apprentice's responsibility to present, in writing, indisputable evidence in support of their claim for an excuse of a particular violation. If the Committee deems the evidence warrants further action, the Apprentice will be summoned to appear before the Committee to clarify the evidence and answer any questions of the Committee. If the Apprentice fails to appear the violation will not be excused. If the Committee excuses the violation, any points accumulated for the violation in question will automatically be deducted. Excused violations will not be tallied on the Apprentice's point record and will not count against them.

If an Apprentice accumulates enough points for elimination due to point accumulation, they shall be immediately suspended from school and work until summoned to appear in front of the Committee. Any appearance in front of the committee will lead to their termination unless sufficient reason is provided.

The Apprentice has the right to appeal any termination before the next scheduled committee meeting. The process for submitting an appeal is:

- Email [toledoatc@tejatc.org](mailto:toledoatc@tejatc.org) with the subject line "Points Appeal for (insert your name)"
- Include the point description in question
- Include the reason for appeal and supporting documentation (where applicable)

## **TERM OF APPRENTICESHIP**

The term of Apprenticeship shall be not less than 5,400 hours of on-the-job training ("OJT") and may require more than 3 years to complete in view of possible employment lapses or disciplinary action. The term of Apprenticeship may also be extended at any time by the Committee as a result of violation of this Policy Statement or any other established regulation.

Your Apprenticeship agreement may be canceled for such causes as:

- Scholastic failure
- Absenteeism and/or tardiness
- Unreliability or irresponsible acts
- Lack of interest in work or related instruction
- Violations of this Statement of Policy
- Inability to perform work to the standard normally required for your time and experience in the Trade
- Violations of the Substance Abuse Program as approved by the Collective Bargaining Agreement and amended by the TEJATC

## **ELIMINATION DUE TO POINT ACCUMULATION**

Elimination points (see Appendix "A" for individual point descriptions) shall be based on the following point accumulations:

- Accumulation of (12 points) in any one scholastic year
- Accumulation of (45 points) during the 5-year Apprenticeship Program
- Accumulation of (36 points) during the 4-year Apprenticeship Program
- Accumulation of (27 points) during the 3-year Apprenticeship Program

For the purpose of instituting this system each current Apprentice will start at zero points but be limited to the average of nine (9) points for each year left in their Apprenticeship and no more than twelve (12) in a given year.

## **IMMEDIATE EXPULSION**

The Following Offenses are a violation of the SOP and result in immediate expulsion from the Toledo Electrical Apprenticeship Program:

- Physical Altercation
- 3<sup>rd</sup> absence in a semester
- 2<sup>nd</sup> termination by employer for cause
- Failure to meet with Committee if called upon
- Possession of a firearm in the TEJATC Training Facility
- Refusing to accept a work assignment from the TEJATC
- 2<sup>nd</sup> failure of industry recognized substance abuse program

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- Late work reports equivalent to 10 days per year, with a maximum of 50 days for participants of the VDV Program
- Defacing, abusing, intentionally destroying, or stealing any property, materials, or tools, belonging to another student, the TEJATC, and/or the surrounding grounds.

### RESTART OF SCHOOL YEAR OR SEMESTER

- 3<sup>rd</sup> failure of a test/Hands On Competency Evaluation (HOCE)
- Cheating on test or HOCE

### APPRENTICE LICENSING (FIRE ALARM)

Upon entering their Second year of the Telecommunications program the Apprentice will take the Fire Alarm Exam. Each Apprentice shall maintain these licensures throughout their entire Apprenticeship; and must provide proof of renewal each year, unless through no fault of their own.

Failure to provide proof of licensure is a violation of the SOP. The Apprentice has one month from the expiration date to get licenses or proof thereof to the TEJATC office. The expiration date is different depending on your last name. Some expire in January, some in April and some in July.

### SUBSTANCE ABUSE PROGRAM

Substance abuse program shall be that approved by the Collective Bargaining Agreement with the following amendments to such policy:

1. It will be the Apprentice's responsibility to maintain a current status and notify the JATC of their status. You must notify the JATC office if your status is non-compliant. You must also notify the JATC office upon regaining your current status.) It is a violation of the SOP if a current status is not maintained or reported.
2. Any apprentice that becomes non-current the **first time** in the Industry Recognized Substance Abuse Program while indentured in any of TEJATC recognized programs, cannot attend class until regaining current status.
3. Any apprentice that becomes non-current a **second time**, in the Industry Recognized Substance Abuse Program while indentured in any of TEJATC recognized programs, will be removed for cause from the program. Example: If a CW receives a non-current before being indentured, it will not count against the Apprentice. However, if an Apprentice is indentured in residential and receives a non-current, the non-current status will count against the Apprentice regardless of whether he/she is subsequently indentured into any other program.
4. Any applicant that has a test result of non-current during the acceptance test will not be allowed to apply again for two (2) years from the test date.

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5. The Medical Review Officer will be directed to require that an Apprentice regain their current status. Once an Apprentice has current status, they are required to take a minimum of two random tests within the first six months. Additionally, the Apprentice will be required to take a third random test within a year.

### INITIAL PROBATIONARY PERIOD

The first 1800 hours of employment, along with the first two semesters of related instructional training shall constitute the initial probationary period. During this period the Apprentice indenture may be cancelled by either party without the formality of a hearing. Before the end of the probationary period, the Committee will thoroughly review the Apprentice's ability and development and take action on each probationary Apprentice to end the probation, extend the probation, or cancel the indenture.

The following disciplinary actions are rendered by the Committee to anyone committing infractions of this SOP or any other rule or regulation officially adopted by the Committee:

### **SCHOLASTIC PROBATION**

Failure of third attempt on any test/HOCE will result in starting the year over and being placed on scholastic probation. Test/HOCE failure is a violation of the SOP and the scholastic probation remains in effect for the remainder of the scholastic year. Once on scholastic probation, failure of any test/HOCE during the scholastic year results in removal from the Program. Scholastic Probation is only granted one-time during apprenticeship.

### **DISCIPLINARY PROBATION**

Disciplinary probation remains in effect for a specified amount of time. Apprentices placed on disciplinary probation may have their Apprenticeship extended by 800 hours per six months of disciplinary probation. This action is allowed to compound. Should Apprentices commit additional infractions of any type while on disciplinary probation, they may be dismissed from the Program.

### **FINAL PROBATION**

Final probation remains in effect for the remainder of the term of Apprenticeship. Should Apprentices commit additional infractions of any type while on final probation, they may be automatically and immediately dismissed from the Program.

### PERIODIC ADVANCEMENT OF APPRENTICES

- A. Apprentices are eligible for advancement provided the following requirements are met:
  1. Accumulation of adequate number of OJT hours
  2. Satisfactory attendance at all required related instructional classes (no outstanding absences)

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3. Satisfactory overall performance
  4. Satisfactory completion of the required amount of related instructional training
  5. In complete good standing
- B. Each of the above requirements are checked prior to advancement. Advancements to the next division, or to JIW status, occur at the beginning of the next pay period.
- C. Deficiency in one or more of these requirements causes an appropriate deferment of the advancement date.
- D. Identification cards are issued to each Apprentice indicating the period to which the Apprentice has advanced in the Apprenticeship. Carry this card with you at all times.
- E. Action is taken on each Apprentice individually; that is, to approve advancement, extend present rating for a specified probationary period, or cancel the indenture.
- F. Advancements to Installer Technician status requires all VDV Apprentices to **obtain the Ohio State Fire Alarm License and complete an OSHA 30~Hour Safety Course.**
- G. Advancements to Journeyman Installer Technician: The Committee will (at regular meetings) review the records of all Apprentices apparently meeting qualifications for Installer Technician status, prior to certifying them as such.

### WAGES

As provided for in the Collective Bargaining Agreement.

### ATTENDANCE AT WORK AND SCHOOL

Apprentices are expected to work forty (40) hours a week when employed except when attending school. This Committee, which sponsors the Apprentice, is not obligated to actually employ the Apprentice, but shall make every effort to keep the Apprentice employed in a reasonably continuous manner. Your attendance and attitude on the job will be relayed to the Committee by your employer, foreman, and journeyman via your monthly work reports.

An Apprentice shall be dependable on the job and ON TIME every day. An Apprentice who is unable to report to work, for whatever reason, is required to immediately notify the employer's office and/or job site of this fact. Excessive absenteeism and/or chronic tardiness affect an Apprentice's progress and will result in disciplinary action or removal from the Program, results in a violation of the SOP.

An Apprentice shall be dependable and ON TIME for class every day. An Apprentice who becomes ill or displays communicable symptoms (including fever or release of bodily fluids) while in class, is required to notify their instructor for immediate release from class.

## PERSONAL APPEARANCE

Apprentices, while on the job or in school, represent to the customer:

- The Employer
- The Local Union
- This Training Program

With this in mind, Apprentices shall conscientiously:

1. Report for work in proper work clothes.
2. Maintain an attitude conducive to the electrical construction industry.
3. Provide all tools necessary to comply with sanctioned Agreements.
4. Maintain proper personal appearance and hygiene:
  - a) No jewelry of any kind (with the exception of a single plain band ring without stones and Medical Alert Identification) may be worn.
  - b) As a safety precaution, shoulder length or longer hair shall be covered with a hair net or tucked beneath appropriate headwear.
  - c) Personal hygiene is required (body, hands, hair) and all clothing shall be maintained in a clean and sanitary condition. Torn, tattered, and soiled clothing is not permitted.
5. Make every effort to demonstrate to the customer that the union electrician is a proud, qualified, productive skilled tradesperson doing the job right the first time.

## MEETING WITH THE COMMITTEE

Any Apprentice who is summoned or whose request is granted to meet with the Committee shall be available at the time that has been assigned by the Apprenticeship Office. Failure to meet with the Committee as directed may result in dismissal.

## PROCEDURE TO FOLLOW ON MONTHLY WORK REPORTS

Monthly on-the-job work reports are a vital and a necessary part of your Apprenticeship. Using these work reports, this Committee can determine your progress as an Apprentice. It is extremely important that work reports be completed accurately and submitted at the end of each month. Failure to do so can only hurt you, as it will result in disciplinary action and the withholding of your divisional raise. Therefore, it is in YOUR best interest to complete them properly and submit them before the deadline.

You will receive the necessary training on completing work reports.

They shall be filled out correctly and submitted to the JATC no later than the close of business the 15<sup>th</sup> of the following month unless otherwise excused. Should the 15<sup>th</sup> fall on a weekend then it shall be submitted before the start of business on the Monday immediately following.

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Each day a work report is late will result in a delay of divisional pay raises of a week and may lead to termination from the program.

It is the *Apprentice's responsibility* to ensure that the monthly work report is submitted in a timely manner to the Committee, and it is in the best interest of every Apprentice to do so. Falsification of a work report will result in violation of the SOP. A work report shall be completed for every month, regardless of your employment status, including the month you become a journeyman. Be sure your journeyman signs and dates your report before giving you your copies.

### DEFINING POOR WORK REPORTS

Under the categories on the Apprentice evaluation there are a total of 50 Points for a Journeyman Evaluation and 50 Points for a foreman evaluation. TOTAL 100

A poor work report would be considered 22 points or below for journeyman evaluation or 22 points for a foreman or employer evaluation. Poor work reports are considered a violation of the SOP.

If jobsite does not have a foreman, the 50 point scale would be in effect, if jobsite has both journeyman and foreman the 100 point scale would be in effect.

#### JIW Evaluation

- Points available: 50
- Poor Eval: 22

#### JIW/FORE Evaluation

- Points Available: 100
- Poor Eval: 44

### CHANGE OF ADDRESS

Each Apprentice is responsible for notifying the Apprenticeship office within 2 weeks when there is a change of name, address, telephone number, or email address. Failure to notify Committee and TEJATC of address, phone or email change within 10 business days is a violation of the SOP and will result in any of the following:

- A. You can lose a job opportunity when unemployed. The Apprenticeship office shall dispatch an Apprentice immediately upon receiving a "call."
- B. You will not receive important information sent by the Committee.

### TOOLS

The employer shall furnish sufficient and necessary tools and equipment (except hand tools) to properly install and/or do the job engaged upon. Ladders, scaffolds, ropes and rigging, and all equipment furnished by the employer shall comply with the State Safety

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Code, regulations of the State Department of Industrial Relations and Industrial Commission. Every worker shall provide sufficient and necessary hand tools for the daily performance of the work on the job. The employer shall provide all power tools. (AN APPRENTICE SHALL OBTAIN ALL NECESSARY HAND TOOLS AND HAVE THEM APPROVED BY THE DIRECTOR BEFORE OBTAINING AN INITIAL REFERRAL TO AN EMPLOYER).

As noted in Article VII of the Collective Bargaining Agreement: Section 11.05: It is mutually agreed between the two (2) parties that the employer will furnish a hard hat with ratchet type suspension. This hard hat will conform to O.S.H.A. standards with liners to be furnished by the employer.

Upon termination of an employee, the hard hat shall be returned to the employer.

### TECHNICIANS' TOOLS

As noted in Section 2.14 (a), the following is considered a minimum hand tool list:

- 4" Needle Nose Pliers
- 6" Diagonal Pliers
- 6" Standard and Phillips Screwdrivers
- Set of Small Screwdrivers
- Small Nut Driver Set
- 9" Journeyman Side Cuts
- Hammer
- Keyhole Saw
- Electrician Scissors
- Wire Strippers 10-22 AWG
- 9" Torpedo Level
- Modular Plug Crimper 4, 8 Pin Connectors
- Small Allen wrench set
- 25' Tape Measure
- 25 Pair Cable Cutters
- Flashlight
- Channel Locks
- 8" Crescent Wrench
- Coax Stripper
- Crimping Tool
- Toner & Probe \*
- 66 x 110 Punch Tool

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- Tin Snips

\*Must be purchased during 2nd year.

### GENERAL RULES

- A. Apprentices shall at all times endeavor to uphold and practice rules of safety and will accept additional training when directed by the Committee. This is necessary for the well-being of the Apprentice and the well-being of others working with the Apprentice that may be endangered because proper safety practices are not carried out. As mentioned in the "Personal Appearance" section of the SOP, no jewelry should be worn, long hair shall be covered by a hair net or appropriate headwear, and loose fitting or damaged clothing should be avoided at all times. This is a very hazardous occupation; it is absolutely essential to observe and follow proper safety precautions. Your life may well depend on it!
- B. First year Apprentices may perform all tasks assigned by a general foreman, foreman, and/or journeyman. However, they shall not work on or near live voltage circuits or systems.
- C. No Apprentice can work outside the jurisdiction described in the Collective Bargaining Agreement unless approved by the Committee.
- D. All Apprentices shall provide themselves with independent, RELIABLE transportation. Transportation problems are not an acceptable excuse for absenteeism or tardiness at work or at school. It is your responsibility to have reliable transportation. We are a temporary, mobile work force.
- E. All Apprentices shall provide themselves with an operating telephone and shall keep the working number on file with the Apprenticeship office.
- F. All Apprentices will undergo competency evaluations during each year of Apprenticeship.

### VACATIONS

Vacations are left to your discretion. You are to notify your employer, or TEJATC if unemployed, at least two (2) weeks in advance of your vacation. It is recommended that vacations be no more than two (2) weeks per year (collectively) and that they be taken when Apprenticeship classes are not in session.

### COMPLETION OF APPRENTICESHIP TO JOURNEYPERSON STATUS

- A. Before being released by the Committee (i.e., the Standards of Apprenticeship and Training), all Apprentices shall work at the Apprenticeship classification until they have satisfactorily completed all required related instruction and have compiled the required amount of OJT hours. The length of Apprenticeship may be extended at any time by the Committee.
- B. The **Ohio Fire Alarm License is required and must be current.**

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- C. An Apprentice certified by the TEJATC as having successfully completed the prescribed program shall be classified as a journeyperson without further examination by the local union.
- As each Apprentice becomes eligible to be classified as a Journeyperson Telecommunications Technician, the Training Director will notify the local union and employer in writing, as to the effective date.

### ROTATION

This Committee rotates an Apprentice when and where they deem it necessary. If rotation is desirable, submit a written request directly to the Apprenticeship office. If such a request is made, be sure to include the grounds on which the request is based. The Committee will consider all requests for rotation.

1. All Apprentices, no matter what division, are eligible for rotation every 12 months.
2. A rotation subcommittee shall be established consisting of one member each from management and labor. This subcommittee shall meet on an as-needed basis. They will review Apprentice work reports and direct rotation of Apprentices when deemed to be in the best interest of the Apprentice's overall developmental on-the-job training. The decision of the subcommittee shall be binding. Affected contractors may appeal the decision of the subcommittee to the full Committee. The Apprentices in question shall remain with their current employer until the appeal is adjudicated at the next regularly scheduled meeting of the Committee.
3. A record of the Apprentice's total work experience as per the work report categories shall be maintained.

### VOLUNTARY SELF-ROTATION

After an Apprentice has successfully completed his probationary period (first year) and has completed six consecutive months on a given contractor's payroll, once per calendar year, he may exercise an option to terminate his employment. The Apprentice must **CONSULT WITH THE APPRENTICESHIP OFFICE AND HIS EMPLOYER** before he will be given permission to proceed with voluntary termination. Upon exercising this option (and before reassignment) the Apprentice shall supply the Apprenticeship Office with a brief written description of the reasons for said termination. The Committee will decide upon the placement of the Apprentice.

The Committee reserves the right to recall or reassign any Apprentice it deems necessary.

### PERSONAL RECORDS AND FILES

All records and personal files are the sole property of the Joint Apprenticeship and Training Committee to be used for administrative purposes as necessary. The

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Apprentice may schedule an appointment with the Training Director to review/ discuss overall performance. Submission of any false information may be a violation of the SOP and/or may result in immediate dismissal from the Program.

### CARE OF PROPERTY AND EQUIPMENT

The Committee requests that you treat the training center, its contents, and the surrounding grounds with the care and respect they so richly deserve. Over 60 years have passed from the founding of the Apprenticeship and Training Program to the actual construction of the training center.

Any safety violation with tools, equipment, or school property is a violation of the SOP.

Anyone defacing, abusing, intentionally destroying, or stealing any property, materials, or tools, belonging to another student, the TEJATC, and/or the surrounding grounds, will be immediately expelled from the Program without the formality of a hearing.

### CONTRACTING

As an Apprentice in this training program, you are NOT to employ yourself in any manner in the electrical construction industry except through assignment by the Apprenticeship office. Anyone found to be contracting, subcontracting, "moonlighting," or in any other way working for compensation as an electrician outside of an assigned referral, may be terminated from the program.

## EMPLOYMENT

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### APPRENTICE JOB ASSIGNMENT

- A. Employers advise the Apprenticeship office of the need for Apprentices. The Training Director assigns Apprentices to satisfy such requests.
- B. Apprentice VDV Telecommunications Technicians are placed, based on the following considerations:
  - 1. Diversification of Training
  - 2. Geographic location, and
  - 3. The need to provide maximum employment to ALL Apprentices.

Based on the above criteria, employment calls are filled, whenever possible, by assigning the first Apprentice on the out-of-work list.

- C. If you are on the out-of-work list:
  - 1. Be available daily at the phone number you have on record in the Apprenticeship office.
  - 2. If you are not at the phone number you have on record, be sure to call the Apprenticeship office once daily, between 8am-4:30pm.

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3. Failure to comply with the above instructions will result in a violation of the SOP, including loss of unemployment benefits, placement at the bottom of the out-of-work list, divisional raise delay, probation, and possible suspension or termination.
- D. You do not select your particular work assignment, nor do you have the right to refuse a particular work assignment.
- E. Apprentices who do not report directly to a work assignment or report for a work assignment without tools or reliable transportation are in violation of the SOP and are placed at the bottom of the out-of-work list.
- F. If an employment assignment results in less than 2 weeks due to no fault of the Apprentice, the Apprentice is placed at the position on the list they had when they were assigned.
- G. Apprentices upon separation from the employer must report within two business days to the Apprenticeship office (not including the day of separation). Failure to sign the out of work list upon separation from the employer is a violation of the SOP.
- H. The Committee has full authority, as provided in the Standards of Apprenticeship and Training and the Collective Bargaining Agreement, to transfer or rotate Apprentices from one employer to the other to provide diversity of training or work opportunities. The Training Director arranges for these transfers. This authority is in no way related to the unemployment status of any Apprentice.
- I. Special On-the-Job Training Experience: There shall be a limit on the amount of credited OJT in the areas of estimating, drafting, expediting, take-offs, pricing etc. to a combined total of 520 hours. Additionally, this type of training shall be limited to the last year of one's Apprenticeship and shall require prior Committee approval. An Apprentice desirous of obtaining this type of training shall submit a written request and appear before the Committee to discuss the situation prior to commencement of same.
- J. The committee suggests that Apprentices who are not being offered full time employment call the TEJATC office.
- K. The Training Director acts for the Committee in the administration of this procedure.

### PROCEDURE TO FOLLOW IF YOU ARE TERMINATED

An Apprentice who has been fired or terminated for cause shall immediately report to the Apprenticeship office. A termination is a violation of the SOP, including possible suspension or termination from the Program.

### PROCEDURE TO FOLLOW IF UNABLE TO WORK

If you become ill or are otherwise unable to work, call your employer, steward, or foreman immediately and advise them that you will be unable to work that day. In the unlikely event that you cannot contact the jobsite or the employer, call the

## STATEMENT OF POLICY FOR APPRENTICE TELECOMMUNICATIONS TECHNICIANS

Apprenticeship office. If you have been injured and will not be able to work, you shall notify the Apprenticeship office as well as your employer. Remember, a work report should be filled out EVERY MONTH. Whenever you are not working, simply indicate the reason on your work report.

### DISABILITY OR ILLNESS

Apprentices who are not able to work or attend school because of sickness or disability for a period of five (5) days or more, shall submit to the Committee a statement from their physician stating the reason(s) for said absence and the estimated return date. Apprentices who are not able to work are not able to attend school.

In temporary disabilities of extended periods of time, Apprentices are retained at their present status until a release statement with no restrictions for normal work is received from a physician. When released by a physician, the Apprentice shall return to work and school immediately. Should Apprentices be unemployed at the time of disability or become unemployed while on disability due to completion of the job, weather problems, business slowdown, or other legitimate reasons, they shall be available for dispatch immediately upon being medically "released." Failure to do so will be just cause for termination.

The Committee may require an Apprentice who has been absent due to his/her own personal illness or injury, prior to and as a condition of his/her return to work and school, to be examined by a physician designated and paid by the Committee, in order to determine that the Apprentice can fully perform his/her duties without extraordinary accommodation; and that his/her return to work and school will not jeopardize the health or safety of other Apprentices and/or journeypersons.

Maternity Leaves are considered a temporary disability with employment being discontinued upon receipt of a physician's statement indicating the need for said leave. The Apprentice shall return to work within sixty (60) days after delivery, unless documented (by the attending physician) medical complications delay said return. Apprentices who are physically unable to report for a work assignment for a period of six (6) months or more, are considered inactive, are automatically placed on a leave of absence, and will have their situation reviewed by the entire Committee at their next regular meeting.

Military duties will be treated similarly; we will need copies of orders at all times stating dates of duty and return dates.

### RULES ON QUITTING

Apprentices are not allowed voluntary quits. If you are having serious problems with your employer and/or the men/women with whom you are working, contact the Training Director as soon as possible. We want to help you develop your skills to the best of your capabilities.

## RELATED INSTRUCTIONAL TRAINING

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### RELATED INSTRUCTION

Each Apprentice is required to take related instructional classes as determined by the Committee. The time spent in this related classroom instruction is in addition to the required hours of "on-the-job" training. Student "grants-in-aid" may be provided, with the amounts determined by the Committee.

Each Apprentice attends related instructional classes during the hours set forth by the Committee. Classes begin promptly at the posted starting time. Tardiness is a violation of the SOP.

### RULES OF THE SCHOOL

The entire training center is a non-tobacco facility. This includes **NO** Snuff, Chewing Tobacco or Electronic Cigarettes in the facility. Those who choose to smoke, shall step outside at break time. Butt cans are provided at the side entry door — please use them. Also, there is to be NO FOOD in the classroom.

Electronic devices shall be concealed and silenced while class is in session.

Only students currently registered in the Program are allowed in the building.

Ample parking spaces are available in the designated school parking lot. Please do not park in obvious NO PARKING areas. Vehicles parked in an obstructing manner will be towed away at the owner's expense.

Cancellation of other local schools does not automatically include Apprenticeship classes. If time permits, announcements will be made over local radio and television stations.

Cancellation notices will be provided to the following stations:

Radio Stations

104.7 WIOT

K-100 WRQN

92.5 KISS FM

101.5 WRVF The River

Online at TEJATC.org

TV Stations

Channel 11 (WTOL)

Channel 24 (WNWO)

Channel 13 (WTVG)

### SCHOOL REGULATIONS

Attendance at school will be treated much the same as the job site; you will be expected to use breaks for personal needs; being in the halls or vending areas other than break times will not be tolerated; bring your lunch, tools & work boots to school. ALWAYS be prepared to work (NO shorts or open toed shoes).

## STATEMENT OF POLICY FOR APPRENTICE TELECOMMUNICATIONS TECHNICIANS

- A. Apprentices are responsible to the rules of the Committee and also the rules and regulations of the state while attending classes of related instruction. Your observance of school policies enables us to maintain our excellent reputation.
- B. Students not in attendance for the entire session, are considered absent; **no student grant will be provided.**
- C. Absences: Apprentices are expected to attend every class session. ***There are no excused absences.*** Absences are considered a violation of the SOP.
- D. Tardy: Apprentices must report to class ON TIME. Not arriving on time is considered tardy, including returning from break or lunch; and may not leave class without permission of the instructor. Tardiness is considered a violation of the SOP.
- E. Each test/HOCE must be passed. If the first test is failed, a new second or third test will be administered, with the best score attainable being 75%. Failure of the third attempt on any test/HOCE will result in starting the year over and being placed on scholastic probation. The instructor has the authority and responsibility to maintain the integrity of the tests. If an instructor feels that a test may be compromised, a new test will be administered without notice. ***(If academic problems arise arrange for a tutor).***
- F. In class you are required to professionally presentable at all times. Please be reminded, that you are expected to wear the TEJATC apparel that has been provided to you; these serve as both proper attire as well as work attire. Headwear shall be worn in the proper manner.  
  
Also, absolutely **no apparel** will be permitted in the facility with political statements or offensive language. The instructor has the prerogative to ask you to either remove or cover any inappropriate clothing. If the Apprentice refuses to do so, then the instructor has the authority to ask the Apprentice to leave class. If you are asked to leave, it will be treated as an absence. Any altercation with the instructor may result in a violation of the SOP.
- G. A break time may be given at the instructor's discretion. In no case shall it be longer than fifteen (15) minutes.
- H. If you are absent when an exam is given, you will make up your test in the next available makeup session.
- I. Work does not exempt an Apprentice from attending classes, completing home study assignments, or maintaining passing grades on all tests.
- J. Absences do not exempt an Apprentice from maintaining passing grades on all tests.
- K. The Committee will purchase all required textbooks and lesson materials from the Electrical Training Alliance.

## STATEMENT OF POLICY FOR APPRENTICE TELECOMMUNICATIONS TECHNICIANS

- L. The assignments given to the students are considered homework and shall be substantially complete, by the designated deadline. If assignments are not complete the Apprentice will be requested to report to work and considered absent.
- M. No Apprentice is excused from attending school because of joining any organization which may conflict with their Apprenticeship. (Exception: Military Commitment, in which case, we would need full documentation of orders).
- N. Possession of or use of alcoholic beverages/controlled substances (drugs, firearms or weapons) on the school grounds (including the parking lot) will **NOT** be tolerated. This is a violation of the State Regulations, Committee Policy, and in some cases, the Law.
- O. Apprentices are **NOT** to leave the school grounds while classes are in session! The only exception is lunch break.

### MAKEUP PROCEDURE

One hundred percent (100%) attendance is required of all Apprentices. Any absence in a given month shall be made up within a month of your absence. Apprentices will be automatically scheduled for the next month. TEJATC approval must be granted to attend a makeup session other than the one scheduled in the next month. For example, your scheduled class is on Monday January 4th, and you are absent. The makeup session for all January absences is scheduled for Saturday February 13th. You will now be required to attend that makeup session. Missing an assigned make-up is considered an absence – and is a violation to SOP.

A **class absence fine of \$50** will be charged and must be paid before attending the makeup class session. This class absence fine will not be assessed for the first makeup session.

When an absence occurs, the apprentice waives the student grant-in-aid.

There may be exceptions for which the absence fine and points may be waived, including but not limited to military and medical (DISABILITY OR ILLNESS). If you are requesting an exception, you must contact the JATC office via email at [toledoatc@tejatc.org](mailto:toledoatc@tejatc.org) by the end of day on the Monday of the week prior to the scheduled Saturday makeup class.

When an absence occurs, the Apprentice/trainee waives the student grant-in-aid.

If the absence is not made up at the next scheduled make-up session without approval it will constitute a violation of the SOP.

### TUITION AND BOOK BILLS

Tuition and book bills are payable upon receipt. If full payment is not received before the date specified, the Apprentice is considered absent and will be denied admittance to class. Book and tuition refund policy for individuals withdrawing from the Program: 50%

through the first two weeks of a semester, providing all materials are returned and usable for redistribution. No refund thereafter.

### CLASSROOM GRADES

The following scale pertains to all classes — there is no deviation from this scale. All failures are reported immediately to the Training Director by the appropriate instructor.

#### GRADE SCALE

94 - 100 = A

88 - 93 = B

80 - 87 = C

75 - 79 = D

0 - 74 = F

### SCHOLARSHIP LOAN AGREEMENT

To protect the vested interests of the sponsors and participants of our training programs, all Apprentices and trainees are required to sign the Committee's prevailing Scholarship Loan Agreement. This agreement may be updated from year to year to accurately represent the amount of investment made by virtue of the respective training program.

### COMPUTER USE

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The Electrical Training Center provides the opportunity for each student to utilize computer technologies and to have internet access as a resource to help reach curriculum goals. We have computer labs that we will utilize at times in class. This will allow you to have access to view your online coursework while here in class. You shall understand that use of the computers here as well as any internet access is a privilege and comes with some guidelines. You are to adhere to a strict ethical standard in its use and shall agree to the following conditions:

- You will only use Training Center computers and devices for school related activities and will follow all copyright and plagiarism laws.
- You will not alter, modify, or install anything on computers or devices that do not belong to you.
- You will not use the technology to harass others or to send, create, duplicate or in any way convey inappropriate messages, images, or videos.
- You will be held responsible for any misuse of the network or the Training Center computers, including sharing login information, cheater applications or tutorials, bypassing security, or "hacking" information.

**STATEMENT OF POLICY FOR APPRENTICE TELECOMMUNICATIONS TECHNICIANS**

- You will be held responsible for any damage you cause to the network and/or the lab computers.

**AMENDMENTS**

These Rules and Regulations may be amended to any extent, at any time by the local Joint Apprenticeship and Training Committee. Notice of changes will be properly displayed and circulated.

**SUMMARY**

The Committee fervently hopes that you, as an Apprentice in our industry, recognize the career opportunity our Program offers as well as, the possible hardships and sacrifices with which you may be faced. We also realize that rules and regulations shall be judiciously adhered to in order for the Program to be successful. Our objective, in sponsoring these Programs, is to train you to become a qualified Journeyman Telecommunications Technician. Your future in the industry depends entirely upon your own efforts. If you have any problems or need assistance, we encourage you to contact the Training Director.

**AUTHORITY**

Authority for the preceding POLICY STATEMENT is given to the Committee in the National Standards of Apprenticeship and Training. Approved and adopted July 1, 2021.

**For a list of the current TEJATC Administrative Staff,  
Instructors or Committee Members please go to  
[www.tejatc.org](http://www.tejatc.org)**



**QUALITY  
TRAINING  
PRODUCTIVITY  
PRIDE**

The IBEW/NECA Alliance  
A Partnership  
In the Creation of Jobs Through  
Customer Satisfaction



**STATEMENT OF POLICY FOR APPRENTICE TELECOMMUNICATIONS TECHNICIANS**

**APPENDIX A: POINT SYSTEM DESCRIPTION**

The following is a list of violations and points assigned:

<b>Point System</b>		
<b>Points</b>	<b>Violation</b>	<b>Description</b>
<b>General Violations</b>		
1	Failure to notify Committee and TEJATC of address, phone or email change within 2 weeks	<a href="#">Failure to Notify</a>
2	Any safety violation with tools, equipment, or school property	<a href="#">General Safety Rules</a>
<b>Apprentice Employment/Job Assignment</b>		
1-2	Failure to sign the out of work list: <ul style="list-style-type: none"> <li>• 1 point upon separation from the employer within two business days (not including day of separation)</li> <li>• 2 additional points for every 5 business days thereafter</li> </ul>	<a href="#">Separation From Employer</a>
4	Termination by employer – 1 <sup>st</sup> incidence	<a href="#">Termination</a>
<b>Work Report</b>		
1	Work report not properly and/or accurately filled out – per incidence	<a href="#">Work Reports</a>
1	Work reports not turned in by the 15 <sup>th</sup> of month first time	<a href="#">Work Reports</a>
2	Work reports not turned in by the 15 <sup>th</sup> of month subsequently	<a href="#">Work Reports</a>
3	Work reports not turned in by the 1 <sup>st</sup> day of the month following the 15 <sup>th</sup> .	<a href="#">Work Reports</a>
<b>School Regulations</b>		
1	Not silencing or concealing electronic devices while class is in session	<a href="#">Electronic Devices</a>
1-2	Tardiness each incidence (start of class, break or lunch) per year <ul style="list-style-type: none"> <li>• 1 point for the first incidence</li> <li>• 2 points for each additional incidence</li> <li>• A third incidence may result in the Apprentice being sent directly to the job site and will not be eligible for student grant for that day and considered absent.</li> </ul>	<a href="#">Tardiness</a>
3	Cheating on tests: Points will be assigned, and the Apprentice will be required to restart the school semester on Scholastic Probation	<a href="#">Cheating</a>
1-3	Test/HOCE Failure <ul style="list-style-type: none"> <li>• 1 point for failure of the 1st test/HOCE of year and every subsequent failed test</li> <li>• 2 points for failure of the 2nd test/HOCE of year and every subsequent (same) failed test</li> <li>• 3 points for failure of the same test/HOCE 2<sup>nd</sup> time of year</li> <li>• Failure of third attempt on any test/HOCE will result in starting the year over and being placed on scholastic probation</li> </ul>	<a href="#">HOCE Failure</a> <a href="#">Scholastic Probation</a>
2-3	Poor Work Report Evaluation, regardless of timeframe <ul style="list-style-type: none"> <li>• 0 points for the 1st incidence</li> <li>• 2 points for the 2<sup>nd</sup> incidence</li> <li>• 3 points for the 3<sup>rd</sup> incidence – every subsequent incident</li> </ul>	<a href="#">Poor Work Reports</a>

**STATEMENT OF POLICY FOR APPRENTICE TELECOMMUNICATIONS TECHNICIANS**

<b>Point System</b>		
<b>Points</b>	<b>Violation</b>	<b>Description</b>
0-4	Absence per semester <ul style="list-style-type: none"> <li>• 0 points for the 1<sup>st</sup> incidence</li> <li>• 4 points for the 2<sup>nd</sup> incidence</li> <li>• 3<sup>rd</sup> incidence will result in automatic and immediate expulsion</li> </ul>	<a href="#">Absence</a>  <a href="#">Immediate Expulsion</a>
5-8	Unruly conduct in class or on school property <ul style="list-style-type: none"> <li>• 5 points for unruly conduct</li> <li>• 8 points if expelled from class due to unruly conduct</li> </ul>	<a href="#">Conduct</a>
4	Failure to apply, obtain, and maintain licenses and certifications throughout their entire Apprenticeship; and must provide proof of renewal each year, unless through no fault of their own.	<a href="#">Licensing</a>
4	Possession of drugs or alcohol on campus	<a href="#">Substance Abuse</a>
4	First failure of any required Industry Recognized Substance Abuse Policy test (Apprentice <u>cannot attend class until regaining current status</u> )	<a href="#">Substance Abuse</a>
5	Failure to maintain current status with Industry Recognized Substance Abuse Policy when notified, Chain of Custody form is received, and when substance abuse testing is required	<a href="#">Substance Abuse</a>
TBD	General violation of the SOP not covered above; points to be determined by committee upon review	<a href="#">Committee Appearance</a>

**STATEMENT OF POLICY FOR APPRENTICE TELECOMMUNICATIONS TECHNICIANS**

**ATTACHMENT 1: APPRENTICE ACKNOWLEDGEMENT RECORD**

I acknowledge that I have received a copy of the “Statement of Policy” (effective July 1, 2021) governing all apprentices and trainees indentured to the Toledo Electrical Joint Apprenticeship and Training Committee.

<b>Apprentice Signature:</b>	<b>Date:</b>
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## ATTACHMENT 2: POINT SYSTEM RECORD

Apprentice Name & Date of Incident:		
Points	Description	Initial(s)
<b>General Violations</b>		
1	Failure to notify Committee and TEJATC of address, phone or email change within 2 weeks	
2	Any safety violation with tools, equipment, or school property	
<b>Apprentice Employment/Job Assignment</b>		
	Failure to sign the out of work list: <ul style="list-style-type: none"> <li>• 1 point upon separation from the employer within two business days (not including day of separation)</li> <li>• 2 additional points for every 5 business days thereafter</li> </ul>	
4	Termination by employer – 1 <sup>st</sup> incidence	
<b>Work Report</b>		
1	Work report not properly and/or accurately filled out – per incidence	
1	Work reports not turned in by the 15 <sup>th</sup> of month first time	
2	Work reports not turned in by the 15 <sup>th</sup> of month subsequently	
3	Work reports not turned in by the 1 <sup>st</sup> day of each following month following the 15 <sup>th</sup>	
<b>School Regulations</b>		
1	Not silencing or concealing electronic devices while class is in session	
	Tardiness each incidence (start of class, break or lunch) per year <ul style="list-style-type: none"> <li>• 1 point for the first incidence</li> <li>• 2 points for each additional incidence</li> <li>• A third incidence may result in the Apprentice being sent directly to the job site and will not be eligible for student grant for that day and considered absent.</li> </ul>	
3	Cheating on tests: Points will be assigned, and the Apprentice will be required to restart the school semester on Scholastic Probation.	
	Test/HOCE Failure <ul style="list-style-type: none"> <li>• 1 point for failure of the 1<sup>st</sup> test/HOCE of year and every subsequent failed test</li> <li>• 2 points for failure of the 2<sup>nd</sup> test/HOCE of year and every subsequent (same) failed test</li> <li>• 3 points for failure of the same test/HOCE 2<sup>nd</sup> time of year</li> <li>• Failure of third attempt on any test/HOCE will result in starting the year over and being placed on scholastic probation</li> </ul>	
	Poor Work Report Evaluation, regardless of timeframe <ul style="list-style-type: none"> <li>• 0 points for the 1<sup>st</sup> incidence</li> <li>• 2 points for the 2<sup>nd</sup> incidence</li> <li>• 3 points for the 3<sup>rd</sup> incidence – every subsequent incident</li> </ul>	
	Absence per semester <ul style="list-style-type: none"> <li>• 0 points for the 1<sup>st</sup> incidence</li> <li>• 4 points for the 2<sup>nd</sup> incidence</li> <li>• 3<sup>rd</sup> incidence will result in automatic and immediate expulsion</li> </ul>	
	Unruly conduct in class or on school property <ul style="list-style-type: none"> <li>• 5 points for unruly conduct</li> <li>• 8 points if expelled from class due to unruly conduct</li> </ul>	
4	Failure to apply, obtain, and maintain licenses and certifications throughout their entire Apprenticeship; and must provide proof of renewal each year, unless through no fault of their own	
4	Possession of drugs or alcohol on campus	
4	First failure of any required Industry Recognized Substance Abuse Policy test (Apprentice <u>cannot attend class until regaining current status</u> )	
5	Failure to maintain current status with Industry Recognized Substance Abuse Policy once notified, Chain of Custody form is received, and when substance abuse testing is required	
	General violation of the SOP not covered above; points to be determined by committee upon review	
<b>Point Reduction</b>		
	See attached Service-Learning Record for point reduction	
<b>Please provide comments if needed on the reverse side of this form</b>		
<b>Apprentice Signature &amp; Date:</b>		
<b>Witness Signature &amp; Date:</b>		

ATTACHMENT 3: SERVICE-LEARNING RECORD

This section must be completed and preapproved to receive service-learning activity credit

Participants Name (print, sign, date): \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

Placement Site or Activity which one best describes your service learning

- checkbox Training Facility, checkbox Tutoring/Mentoring, checkbox Community Project, checkbox Community Building Project, checkbox Blood Drive on campus (2 Hours), checkbox Outreach Program, checkbox Blood Drive off campus, checkbox Educational Program, checkbox Other

Describe specific service-learning activity and hour(s) volunteered.

PRE-APPROVED by Director (print, sign, date): \_\_\_\_\_

IBEW or NECA Member Signature: \_\_\_\_\_ Phone \_\_\_\_\_

Card # or title: \_\_\_\_\_ Service site/address \_\_\_\_\_

Date of service \_\_\_\_\_ Hour(s) served \_\_\_\_\_ (hours earned can be used in 2-hour increments)

Purpose: Toledo Electrical Joint Apprenticeship and Training Committee (TEJATC) expects that its apprentices develop a sense of social responsibility beneficial to the community. The TEJATC believes that by the apprentice's volunteering in a service-learning project they will develop a service ethic and gain a deeper understanding of the ties of the International Brotherhood of Electrical Workers (Local Union 8) and the National Electrical Contractors Association (Ohio / Michigan Chapter) with the community. Service learning involves apprentices in community service which provides the opportunity to develop or strengthen a service ethic. Through service learning, apprentices broaden their knowledge and personal development by participating in community-based activities that earn service-learning credits. Remember that the TEJATC cannot be aligned with any politics or religion.

Guidelines: Service learning is used to clarify, illustrate, or stimulate additional thought about topics covered in the classroom, while at the same time encouraging apprentices to develop a habit of service to the community. Service-learning activities should:

- a) integrate community and classroom learning
b) take place only at service sites approved by the TEJATC
c) not be part of any other required community service or TEJATC makeup requirements
d) meet community needs and be identified in conjunction with community organizations
e) be given for credit only for activities so described and approved by the TEJATC in advance
f) be documented by the community service organization IBEW or NECA Member and turned into the TEJATC for credit.
g) service-learning credit(s) are valid as of the TEJATC approval date. No more than four hours may be applied during a scholastic year. Two hours of service is equal to two hours of service-learning credit. Accumulated hours are valid thou the entire apprenticeship. Service-learning is implementation in 2-hour increments. 2-hour credits may be used at the start of the day for tardiness. If testing/HOCE is missed, the participant will need to attend a testing makeup session. 2-hour credits may be used at the end of day for early dismissal and must be approved by Instructor!

FOR JATC USE ONLY do not write below this line

checkbox Approved for \_\_\_\_\_ credit hours (equally interchangeable to reduction point) as determined by the JATC

checkbox Not approved \_\_\_\_\_

Committee Member or Director (print, sign, date): \_\_\_\_\_