

STATEMENT of POLICY

2026-2027 School Year

(Revision V, August 31, 2026)

1.0 Basic Principles

In order that the Lima Area Electrical Joint Apprentice and Training Committee (the “JATC” or “Committee”) may fulfill its obligations and responsibilities of providing a sound and progressive Apprentice and Training Program as defined in the Working Agreement between the International Brotherhood of Electrical Workers (IBEW) Local 32, and the Western Ohio Chapter of the National Electrical Contractors Association (WOCNECA), and further defined in the Standards of Apprenticeship and Training, This Statement of Policy, as revised, is herein adopted this November 1, 1996 (Revision A adopted June 18, 1997; Revision B adopted August 12, 1999; Revision C adopted August 21, 2002; Revision D adopted October 30, 2002; Revision E adopted July 30, 2003; Revision F adopted July, 30, 2008; Revision G adopted August 31, 2011; Revision H adopted February, 2012; Revision I adopted August 28, 2013; Revision J adopted August 20, 2014; Revision K adopted August 26, 2015; Revision L adopted August 31, 2016; 2021; Revision M adopted August 14, 2017; Revision N adopted August 31, 2018; Revision O adopted June 26, 2019; Revision P adopted July 28, 2020; Revision Q adopted July 21, Revision R adopted October 27, 2022; Revision S adopted October 21, 2023; Revision T adopted October 27, 2024; Revision U adopted August 7, 2025; **Revision V adopted August 31, 2026**)

The JATC recognizes the sacrifices and efforts necessary to successfully participate in this training program, but also realizes that the rules must be carefully observed in order for the program to be a success. Keep in mind that the purpose of apprenticeship training is to make you, the Apprentice, a well-trained, skilled craftsman, and your future depends entirely on your own efforts you put forth while in the training program.

The Training Director will act under the direction of the JATC in the administration of this Statement of Policy when the JATC is not in session, and he or she will conduct all business of the JATC’s office as directed by the Committee.

The JATC will be made aware of any disciplinary or scholastic problems of the Apprentice as soon as they are known to the Training Director. The primary source of monitoring will be through the Training Director’s Report at the monthly JATC meeting and will include but not be limited to: periodic Progress Reports, school records (attendance/participation), and monthly work reports. If deemed necessary, the Apprentice will be directed to appear before the Training Director and/or the JATC to discuss any academic or work performance related problems.

This policy statement is subject to revision by the Committee at any time.

2.0 Employment

- A. All assignments and reassignments for work shall be issued by the Training Director (as set forth in the basic labor agreement.) Apprentices will sign the out of work list immediately upon becoming unemployed. Apprentices cannot turn down a job assignment provided the assignment is within the jurisdictional boundaries of IBEW Local 32. All Apprentice work assignments outside of the jurisdictional boundaries of IBEW Local 32 are strictly voluntary and must be agreed upon by the Apprentice prior to being assigned. If an Apprentice accepts a work assignment outside of the jurisdictional boundaries of IBEW Local 32, the Apprentice cannot return to local work unless one of the following occurs: The contractor has a reduction in force, or a contractor within the jurisdiction boundaries of IBEW Local 32 has work for the Apprentice. In either case, the Apprentice must return to work for the contractor within the jurisdictional boundaries of IBEW Local 32 at the earliest date possible. The Training Director will ensure the Apprentice obtains the work referral for the local work assignment.
- B. When an Apprentice is discharged (other than a reduction in force) from a job, the Apprentice will not be eligible for work until he has appeared before the JATC at the next regularly scheduled meeting.
- C. No Apprentice may quit his job. An Apprentice may appeal in writing to the Training Director for reassignment. The Committee will make the decision to reassign an Apprentice once the appeal has been presented to the Committee.
- D. To ensure all Apprentices receive a proper, well balanced education required to produce a journeyman that is valued by all electrical contractors, it may become necessary to rotate Apprentices between contractors. The JATC will review Apprentice work assignments at the monthly meeting and make recommendations regarding the rotation of Apprentices. When a rotation occurs, it will be at the discretion of the Committee. When Apprentices are rotated between contractors, every attempt will be made to ensure the contractor is supplied with an Apprentice that has a similar pay grade and education level as the Apprentice being rotated out. At no time will an Apprentice be rotated to the out of work list.

3.0 Probationary Period

- A. There shall be a minimum of six periods of apprenticeship. The first two periods, consist of 1,000 on the job training (OJT) hours each (2,000 total) and satisfactory completion of the first year of related classroom training, shall constitute the probationary period. During this period, the apprentice agreement may be cancelled by either party without the formality of a hearing. The probationary period ends upon the Apprentice being released by the Committee after 2000 OJT hours. In the event the Apprenticeship is cancelled, the Registration Agency shall be notified of such cancellation.
- B. Before the end of the probationary period, the Committee shall make a thorough review of the Apprentice's ability and development. Action must be taken by the Committee on each probationary Apprentice to either end the probation or cancel the indenture. All interested parties shall be notified of such action.

4.0 Term of Apprenticeship

The term of apprenticeship shall not be less than 8,000 hours of actual employment and not less than 720 hours of related classroom instruction. Program completion may exceed five years due to potential lapses in employment because of excused extended leave, penalties imposed by the Committee, or qualified military service by the Apprentice. Penalties will be assessed on an individual basis by the Committee and the Training Director. The term of apprenticeship shall be divided into two 1,000 hour periods and four 1,500 hour periods.

5.0 Advancement of Apprentices

At the end of each advancement period of employment, the Committee shall examine the progress of each Apprentice on the job and in related instruction. Action must be taken on each Apprentice to approve advancement, extend the present rating for a specified probationary period or cancel the Apprentice's indenture. If approved, the Apprentice's raise to the next pay level will be effective the first day of the month following the approval.

- A. Each First Year Apprentice must have completed 1,000 hours of on the job training in order to qualify for the first advancement. Additionally, each First Year Apprentice must have 1 year of school successfully completed and 2,000

hours of on the job training for advancement to the next level. For each level thereafter, an additional 1500 hours OJT must be completed, and the current academic year must be successfully completed by the Apprentice in order to be eligible for advancement to subsequent pay levels. All pay grade increases are subject to approval by the Committee.

- B. To become a Journeyman Inside Wireman (JIW), the Apprentice must complete the ETA's Five-Year course of study consisting of not less than 720 hours of related classroom instruction, accumulate not less than 8,000 total hours of OJT, and acquire an appropriate jurisdictional Journeyman Electrical License per Section 4.08 of the local agreement and a State of Ohio Fire Alarm License. Said Licenses must be secured and maintained as being current prior to completing the course work and OJT.
- C. Satisfactory attendance at school.
- D. Satisfactory academic progress.
- E. Successful completion of scheduled NWSCC coursework is required for advancement when such coursework is assigned as part of the academic year.
- F. Satisfactory work reports.
 - 1. All Apprentice work reports are to be returned to the JATC office no later than the 15th day of each month and must include copies of the Apprentices' pay stubs for the period being reported. Pay stubs are used for tracking hours of on the job training and pay advancements. Missing or late pay stubs will not be recorded.
 - 2. Monthly Apprentice work report sheets will be available at the JATC office and the IBEW Local 32 Union Hall at all times. It is the responsibility of the Apprentice to complete this form as accurately as possible, listing the number of actual hours they have worked in the various categories, each day. This form must be completed each month, including during periods of unemployment, and submitted to the JATC office no later than the 15th day of each month. Work reports can be submitted directly to the JATC (hard copies), or mailed to the Training Director at the JATC office. Falsification of hours on work reports or failure of the Apprentice to submit work reports on time is sufficient reason to dismiss the Apprentice from the program. All work reports must be signed and dated by a Journeyman Inside Wireman. In

the event of unemployment, the Training Director's signature will be required. Any work report not signed and dated by a JIW will not be accepted. At no time shall an Apprentice destroy a work report that is negative or may be perceived as negative by the Committee with the intent to submit a document that is inaccurate or deceptive. Any such action may result in the Apprentice being removed from the program by the Committee.

Apprentice Pay Raise Schedule

Class	Period	Hourly Criteria	Satisfactory Work Reports	School Completion
1 st year	1	1,000 minimum	Reviewed monthly	N/A
1 st year	2	2,000 minimum	Reviewed monthly	1 st year
2 nd year	3	3,500 minimum	Reviewed monthly	2 nd year
3 rd year	4	5,000 minimum	Reviewed monthly	3 rd year
4 th year	5	6,500 minimum	Reviewed monthly	4 th year
5 th year	6	8,000 minimum	Reviewed monthly	5 th year

Deficiency in any one or more of these requirements or the requirements of related training may cause an appropriate deferment of the advancement date of the Apprentice by the Committee. Falsification of any document or paperwork may result in immediate dismissal from the apprenticeship program and cancellation of indenture.

6.0 Related Training

Classes will start promptly at 6:00 PM and be dismissed at 9:00 PM. Classes are delivered on the dates scheduled by the JATC Committee during the academic year. The Training Director shall be responsible for making any adjustments to the schedule or cancelling of class as deemed necessary by the Committee. Any weather related cancellations of classes will be rescheduled at the discretion of the Training Director. At no time shall any academic year of the Apprenticeship program be less than 144 hours of classroom related instruction, except where an Apprentice takes excused extended leave and in such cases, the Apprentice must make up all missed classroom training, to be scheduled at the discretion of the Training Director. If the Apprentice has more than

18 hours of excused absences from the related classroom training per academic year, the Apprentice must repeat the academic year in which the Apprentice took such extended leave.

- A. The instructor is to mark the student tardy if the Apprentice is not in their seat and prepared for class at the assigned start time.
 - 1. Prepared for class is defined by the Committee to include, but is not limited to: homework assignments completed prior to class start, all related materials for class are readily available, and the Apprentice actively participates when called upon by the instructor.
 - 2. Instructors are to send any Apprentice home who is unprepared for class, refuses to participate, or creates a disturbance which interferes with the learning environment. In such case, the instructor shall report the Apprentice as being absent for the class.
- B. A break is to be given at the instructor's discretion but in no case will it exceed fifteen (15) minutes per occurrence.
- C. Sectional grades not lower than 70% are considered passing and each section must receive a passing grade to advance to the next level of apprenticeship. The sectional grade is a composition of the homework grade, a class participation grade assessed by the Instructor and reviewed by the Training Director, and the sectional test; weighted 25% homework, 25% participation, and 50% test. A cumulative grade average of 75% for the year is mandatory for advancement to the next period. Any student scoring lower than 70% on a test will be given one chance to retake and pass the test as scheduled by the Training Director. If the student does not pass the test at that time, they may retake the test a second time at a cost of \$50.00.
- D. Overtime work shall not exempt an Apprentice from attending classes, completing home study assignments or maintaining passing grades on all tests.
- E. Assignments made in the student workbook or online subject matter are considered homework and must be completed before the next scheduled class.
- F. Apprentices may not leave the class without permission by the instructor. Otherwise, no attendance will be credited to the Apprentice for the class.
- G. Instructors shall make reports of conduct and grades of Apprentices to the Training Director each week and within 3 business days of the Committee's monthly meeting.

- H. Apprentices requesting excused absences must submit a request in writing to the Training Director for approval. The request must contain the date or dates being requested, the specific reason for the absence, and the date the request was submitted as well as the signature of the Apprentice requesting the absence. It is at the discretion of the Training Director to approve the absence and schedule any additional classes to ensure the mandated academic hours are met. The Training Director shall notify the Apprentice in writing of the decision to approve or disapprove said request.
- I. Apprentices will attend further training courses when directed by the JATC. Hours spent in these classes will be in addition to the mandatory academic hours as established in the Apprentice Standards.
 - 1. Any Apprentice failing to attend or successfully complete supplemental training (offered or approved by the JATC) for which they have enrolled shall forfeit the right to enroll in additional supplemental training (other than the Apprenticeship program) offered by the JATC for a period of 6 months from the start date of the missed or failed training. Additionally, an Apprentice that does not successfully complete supplemental training for which they have enrolled will not be reimbursed by the JATC for any training fee, associated training expense, or deposit required to enroll in the training.
 - 2. Apprentices will obtain and keep their First Aid / CPR Training current at all times. Any Apprentice who fails to keep their First Aid / CPR certification current will be assessed points under the Point System in Section 10 below. Additionally, pay advancements for Apprentices will not be approved unless their First Aid / CPR cards are current. First Year apprentices without current First Aid / CPR certifications will be assigned to a First Aid / CPR training class.
- J. Proper conduct must be observed regarding school property, building equipment, and the parking lot.
- K. Apprentice must follow dress code while attending classes. Hats are not to be worn while class is in session. No one will be admitted to class with mud or grease on their shoes or clothing. Additionally, the Apprentice will maintain a professional appearance by having shirts tucked in and wearing any necessary safety equipment during class.
- L. The following rules must be observed by all Apprentices when assigned classes in labs:

1. Clothing: Proper work clothes (nonflammable) must be worn by all students.
2. Personal Protective Equipment: All students must wear personal protective equipment, including eye protection, when performing assigned tasks.
3. Authorized Personnel: Only students authorized by the instructor are to enter the lab area when activities are being conducted.
4. Students will follow all posted rules when in the lab area or in class.

M. NWSCC Coursework Equivalency: All NWSCC (Northwest State Community College) courses taught by NWSCC faculty are recognized as equivalent in every aspect to ETA coursework taught by Lima JATC instructors.

1. Failure to successfully complete any required NWSCC course will result in the Apprentice being responsible for obtaining, at their own time and expense, an equivalent number of transferrable credits from an approved institution to satisfy the Degree requirement.
2. No apprentice shall be permitted to advance to the next period of apprenticeship without first successfully completing all scheduled NWSCC coursework assigned during the current academic year.
3. The Training Director/JATC shall have the authority to verify enrollment, progress, and completion status of any NWSCC coursework and ensure compliance with all program requirements.

7.0 On the Job Training

- A. Apprentices are expected to be dependable on the job site and on time every work day. In the event an Apprentice is unable to report for work, the Apprentice is required to notify the job site supervisor, employer's office, and the Training Director.
- B. Each Apprentice shall acquire or make arrangements for his or her own transportation. Lack of proper transportation is not an acceptable excuse for absenteeism or tardiness at work or at school.

8.0 Probation

Any reason listed herein may be cause for the Committee to place an Apprentice on probation:

- A. Absence from work or tardiness.

- B. Unsatisfactory performance on the job.
- C. Unacceptable attitude or work ethics.
- D. Unexcused absence from class or tardiness.
- E. Failing grades on tests or homework or being unprepared for class.
- F. Failing to appear before the Committee when notified to do so.
- G. Substance abuse in violation of the Lima Area JATC Drug and Alcohol Testing Policy.
- H. Violation of safety rules.
- I. Violations of any rules or regulations of the program.
- J. Leaving school premises without proper authorization.

An Apprentice placed on probation may be required by the Committee to appear before the Training Director for regularly scheduled appointments regarding the progress of the Apprentice. When an Apprentice is placed on probation, any further violation may be cause for dismissal from the program.

9.0 Personal Appearance

The Apprentice represents the electrical industry to the public. With this in mind the Apprentice shall be neat about their general and personal appearance. The Training Director will act for the Committee in advising Apprentices who are not meeting the Committee's standards of appearance for this program.

10.0 The Point System

The purpose of the point system is the systematic and automatic self-termination **from** the apprenticeship of any Apprentice who accumulates the maximum permitted points by consistently failing to adhere to the rules, or perform their duties or responsibilities as delineated in this Policy.

- A. Points are cumulative throughout the term of apprenticeship.
- B. The points will be entered into an Apprentice's record for each violation of the policy, unless specifically excused by the JATC.
- C. If an Apprentice reaches the point of termination of apprenticeship, the Committee will take action to cancel their indenture agreement.

Elimination from the apprenticeship program will be based on:

- A. Accumulation of fifteen (15) points in any continuous year (September 1st to August 31st)

- B. Accumulation of thirty five (35) points during the course of the five-year program.
- C. The JATC reserves the right to assign any amount of points to an Apprentice for an offense that is not captured in the list below that has a negative impact on the program or satisfactory progress.
- D. The JATC reserves the right to remove an Apprentice from the apprenticeship program regardless of the number of accumulated points depending on the nature or seriousness of the offense.

<u>POINTS ASSESSED</u>	<u>OFFENSE</u>
<u>15</u>	<u>Possession of a firearm in the JATC Training Center</u>
<u>15</u>	<u>Possession of, use of, or being under the influence of alcoholic beverages and/or controlled substances in the JATC Training Center or on the JATC grounds.</u>
<u>15</u>	<u>Intentionally defacing, destroying, or stealing any property, materials, or tools belonging to the JATC Training Center, your Employer, a Customer of your Employer, or a Co-Worker.</u>
<u>13</u>	<u>Intentionally giving false information to the JATC Board, Training Director, Instructor, or Staff of the JATC.</u>
<u>13</u>	<u>Termination for cause from current Employer.</u>
<u>10</u>	<u>Cheating on a test/examination.</u>
<u>8</u>	<u>Failure to meet jobsite requirements as designated by the employer.</u>

<u>8</u>	<u>Violation of the Lima Area JATC Sexual and Workplace Harassment Policy.</u>
<u>5</u>	<u>Failure to attend any scheduled school classes or events.</u>
<u>5</u>	<u>Failure to appear before the Committee when notified to do so</u>
<u>5</u>	<u>Failure to notify the Training Director to explain any absence from a scheduled school class or event.</u>
<u>5</u>	<u>Failure to satisfactorily perform on the job.</u>
<u>5</u>	<u>Second and subsequent failure to obtain a passing grade on any scheduled test/examination.</u>
<u>3</u>	<u>Failure to submit a properly filled out and signed Work Report on time. (15th day of each month.)</u>
<u>3</u>	<u>Failure to obtain and keep First Aid/CPR Training current at all times.</u>
<u>2</u>	<u>Two points shall be accrued for <i>each</i> week the apprentice fails to sign the out-of-work list when laid-off or discharged from employment.</u>
<u>2</u>	<u>Failure to be properly prepare for a scheduled class. (Not having lessons completed, or having proper materials with them at the start of class)</u>
<u>2</u>	<u>Failure to return a properly filled out absence/tardy form to the Training Director within 7 days of the occurrence.</u>

11.0 Cancellation of Indenture

Notwithstanding the self-termination point system, the Committee may cancel the Apprenticeship Indenture and remove the Apprentice from the program for cause. Such removal by the Committee shall cancel the classification and opportunity to complete the training program. Accumulation of fifteen (15) points in any continuous year (Sept. 1 thru Aug. 31) or the accumulation of thirty-five (35) points during the course of the five-year program will result in cancellation of the Apprentice Agreement. Upon each apparent violation the Apprentice will be called to appear before the Training Director for counsel or if warranted, to the Committee for a hearing to determine if a definite violation of the Statement of Policy has occurred. The Committee will provide the Apprentice a written notice of its findings after the hearing.

E. Apprentice Rights

All Apprentices shall have the right to appeal the assessment of points or other disciplinary action, in writing to the Training Director for presentation to the Committee. Appeals must state the reason for the appeal and new or additional information regarding the infraction must be submitted with the appeal. All appeals will be addressed by the Committee at the next regularly scheduled meeting and the Apprentice will be notified via certified mail or direct contact by the Training Director of the Committee's final decision on disciplinary matters.

F. Book Fees

The JATC will purchase all required textbooks and lesson materials for the Apprentice. All textbooks will be housed on-site in the library, and assigned out to apprentices as needed for lessons by their Instructor.

G. Leave Policy

Apprentices who have successfully completed the first year of related classroom training and have worked at least 1,250 hours for signatory employer(s) within the preceding 12-month period may be excused from related classroom training for up to 12 weeks per academic year because of the Apprentice's serious medical condition or birth of the Apprentice's child. The Apprentice must notify the Training Director in writing as soon as practicable that the Apprentice has a need for excused extended leave. The Apprentice must make up all classroom training missed due to extended leave, to be scheduled at the

discretion of the Training Director, unless the Apprentice misses more than 18 hours of related classroom training per academic year, and in such case, the Apprentice must repeat the academic year in which the Apprentice took such extended leave.

H. Drug Policy

All Apprentices are subject to the Lima Area JATC Drug and Alcohol Testing Policy. Apprentices must report to work and for apprenticeship training fit for work and free of any influence of alcohol or controlled substances that may impair their ability to safely, and competently perform their duties. Apprentices must submit to all required drug and alcohol testing pursuant to the Lima Area JATC Drug and Alcohol Testing Policy. Apprentices experiencing problems related to misuse of alcohol or controlled substances are encouraged to seek assistance before those problems affect their work.

12.0 Authority

- a. Authority for the above Policy Statement is given to the Committee by the Standards of Apprenticeship and Training.
- b. Nothing in this Policy Statement is to be construed as being in conflict with any applicable State or Federal Laws or Regulations. In the event any conflict is found to exist between the policies stated herein and any State or Federal Law or Regulation, the appropriate State or Federal Law or Regulation shall take precedence over this Policy Statement.

STATEMENT OF POLICY

I have been provided a copy of the Statement of Policy and have read, understand, and agree to the terms and conditions of the Policy. (Revision V, August 31, 2026)

Date: _____

By: _____
Apprentice signature

Apprentice printed name

By: _____
Lima JATC Chairman