

Material Safety Electrical Joint Apprenticeship and Training  
Center

# Policy and Procedure Manual



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## JOINT APPRENTICESHIP AND TRAINING POLICIES AND PROCEDURES MANUAL

The Joint Apprenticeship and Training Policies and Procedures Manual contain apprenticeship policies that apply to the San Mateo County Electrical Joint Apprenticeship Training Center. The San Mateo County Electrical Joint Apprenticeship and Training Committee have the authority to approve policies for apprenticeship related areas. Direct questions regarding this manual to K. Abe Talakai, Jr.  
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## 1.0 PURPOSE

- 1.1 The San Mateo County Electrical Joint Apprenticeship and Training Committee (SMJATC) provides the San Mateo County Joint Apprenticeship and Training Committee Policy and Procedures (SMJATCPP) to the Joint Apprenticeship and Training Center (JATC) community as a written record of established, authorized and enforceable provisions as described under Section XX of the Apprenticeship Standards in the Electrical Construction Industry for San Mateo County, as well as approved and current academic/ operational policies and procedures. The SMJATCPP is established primarily to guide and assist administrators and apprentices in performing their assigned functions. Many policies have wide applicability, affecting academic and administrative areas, all trustees, all apprentices, and the activities of the SMJATC as they relate to apprentices, journeyman, the community, and the general public.
- 1.2 The SMJATC as an apprenticeship community committed to training, teaching, learning and service, acknowledges specific core values that characterize the apprenticeship community in all of its activities. These core values include integrity, respect, excellence, scholarship, responsibility, freedom, confidence, service, and community building.
- 1.3 The SMJATC is authorized to adopt policies and procedures that are necessary for an effective training program providing that such rules and regulations do not conflict with the Apprenticeship Standards registered with the State of California, Division of Apprenticeship Standards (DAS). The SMJATCPP may be amended, amplified, or revoked at any regular meeting. Said changes become effective immediately. The SMJATCPP must be complied with during an apprentice's term in the apprenticeship. All SMJATC apprentices should familiarize themselves with the SMJATCPP. The SMJATC has developed this information to provide guidance for apprentices participating in the apprenticeship program. Since the SMJATCPP may be revised from meeting to meeting, it is the responsibility of the apprentice to view revisions. Study the SMJATCPP carefully, as all rules will be enforced, all procedures must be followed. All policies are designed to ensure the completion of the apprenticeship program. Ignorance of the SMJATCPP is not considered an excuse from compliance.
- 1.4 The SMJATC is authorized to administer and enforce these Apprenticeship Policies and Procedures. It may make use of any person or persons in such administration and enforcement or in the execution of its duties, responsibilities, and functions.
- 1.5 The SMJATC is authorized to review the progress of each apprentice prior to each wage advancement period and determine whether or not the apprentice is making satisfactory progression in the job and in related instruction and is entitled to advancement to the next wage bracket and period. The SMJATC is authorized to see that there is provided, in so far as possible, continuous employment to all apprentices as well as all around diversified training in all the job processes of the craft, and to that end to transfer and assign apprentices from one employer to another. The SMJATC is authorized to see that apprentices work with and under the supervision of journeymen who will devote the necessary time and interest to the apprentices' training.

- 1.6 The SMJATC is authorized to investigate the training facilities and educational materials provided apprentices and take appropriate action with the school or college district to maintain an adequate training program.
- 1.7 The SMJATC is authorized to indenture each apprentice on an approved State of California Apprenticeship Agreement (Form DAS-I), approved by the DAS Apprenticeship consultant.
- 1.8 The SMJATC is authorized to approve qualified employers to train apprentices and register such employers on State of California Approved Employer Form DAS-7.
- 1.9 The SMJATC is authorized to recruit suitable candidates for journeyman and apprentice instructor positions and to recommend instructor candidates to the college district.
- 1.10 The SMJATC shall adjust or determine all disputes and complaints having to do with these Policies and Procedures, Apprenticeship Agreements and with the employment and training of apprentices subject to an appeal to the Administrator of Apprenticeship, Division of Apprenticeship Standards.
- 1.11 It is the basic policy of the JATC that any matters not covered by the SMJATCPP, Apprenticeship Standards, or the Collective Bargaining Agreement (CBA), shall be resolved with the best interest of the apprentice and apprenticeship as the primary consideration.
- 1.12 The SMJATC reserves the sole right and decision to terminate any apprenticeship agreement which does not serve the best interest of the apprenticeship program, apprentices, and the apprenticeship community.

2.0 REVISION HISTORY

Date	Revision N°	Change	Reference Section
January 1, 1999	1.0	New document drafted	N/A
March 15, 2005	1.1	Rotation of Apprentices	N/A
January 1, 2006	1.2	Class Attendance Probationary Period	2.0, 2.1, 1.0
March 15, 2006	1.3	Appearance before SMJATC Committee	19, 20
August 18, 2008	1.4	Class Attendance Termination for Cause Cessation of Day Classes	4.3 4.26.2.17 4.3.16
April 19, 2011	1.5	Apprentice Responsibility Classroom Hours Absences  Grades CPR/First Aid OSHA Probationary Period Disciplinary Appearance Referral On-the-Job Employment Scholastic Requirements Percentage Upgrade/ Advance Standing Disciplinary Actions Responsibilities	4.1.4, 4.1.5 4.2.2 4.3, 4.3.1, 4.3.9.1, 4.3.9.2, 4.3.9.3, 4.3.12, 4.3.16 4.6.2 4.7.3 4.9.2 4.10.4 4.12.5 (eliminated) 4.17 4.18.2, 4.18.3 4.19.1, 4.19.4, 4.19.6 4.22.4 4.26.3.2, 4.26.3.3, 4.26.3.4 6.9, 6.10
June 1, 2014	1.6	Classroom hours in related instruction Grades  Probationary Period  Scholastic Requirements	4.2.2 (revised) 4.6.2 (revised) 4.6.3 (omitted) 4.10.4 (revised) 4.10.6 (new) 4.19.11 (revised)
November 18, 2014	1.7	Absences         Tardiness Grades	4.3.1 (revised) 4.3.2 (omitted) 4.3.3 (omitted) 4.3.4 (revised) 4.3.5 (omitted) 4.3.6 (revised) 4.3.8 (omitted) 4.3.9.1 (revised) 4.3.9.2 (revised) 4.3.9.3 (revised) 4.3.11 (revised) 4.4.2 (revised) 4.6.2 (revised)
December 20, 2019	1.8	Zero Tolerance Weapons Policy	4.26.6
June 17, 2021	1.9	Update minimum required advancement hours	4.18.2, 4.18.3
June 17, 2021	2.0	Appearance for termination for cause before Committee	4.26.3.5
December 31, 2024	2.1	Absences - Makeup Procedures & Schedule	4.3.7 (revised)
December 31, 2024	2.2	Vacations	4.5 (revised)
October 21, 2025	2.3	On-The-Job Hour Submission (effective 1/1/2026)	4.11 (revised)
October 21, 2025	2.4	CA State Certificate Requirement	4.25.5.1
October 21, 2025	2.5	Policy and Procedures Said Changes effective dates	1.3 (revised)

**3.0 PERSONS AFFECTED**

- 3.1 All apprentices who are indentured into the JATC for San Mateo County Electrical Industry.
- 3.2 Training Director as designated by the SMJATC.
- 3.3 All Trustees who are duly appointed by the President of the International Brotherhood of Electrical Workers (IBEW), Local Union #617, San Mateo County.
- 3.4 All electrical contractors signatory to the State of California, Department of Industrial Relations, Division of Apprenticeship Standards DAS 7, Agreement to Train Apprentices.
- 3.5 JATC Instructors as employed by San Mateo County Electrical Joint Apprenticeship and Training Committee.
- 3.6 Exclusion statement: All persons not included in Section XX of the Apprenticeship Standards in the Electrical Construction Industry for San Mateo County.

**4.0 POLICY**

The policy of San Mateo County Electrical Joint Apprenticeship and Training Committee is to ensure:

**4.1 APPRENTICE RESPONSIBILITY**

4.1.1 All apprentices understand their responsibilities and duties as related to punctuality, respectfulness, attentiveness, dependability, and professional appearance, as expected on the job, in the training center and classroom conduct. Each apprentice, while on the job, during work, training, on training center property, and in the classroom, shall at all times, conduct him/herself in a professional manner and in the best interest of his/her employer, the SMJATC, and the electrical industry. ALWAYS be on time for work. Be properly dressed.

4.1.2 Any apprentice who attends the on-the-job work training or related educational training instruction under the influence of alcohol or controlled substances and/or selling or otherwise providing same or is abusive or harasses others is subject to severe disciplinary action.

4.1.3 Any apprentice who fails to recognize the privilege of learning a skilled trade and who violates any rule, procedure or policy established by the SMJATC, shall be disciplined individually as each case warrants.

4.1.4 All apprentices understand that they are required to perform the "essential functions" of the position, as defined herein. If an apprentice is unable to perform the "essential functions" of the position with reasonable accommodation, the SMJATC may exercise its right to reject or expel that apprentice (or applicant) from the program.

4.1.5 All apprentices understand that if the SMJATC has a reasonable belief that his/her present ability to perform the essential job functions will be impaired by medical condition or that he/she will pose a direct threat due to a medical condition, it may make disability-related inquiries or require the apprentice/employee to submit to a medical examination, as permitted by law.

**4.2 CLASSROOM HOURS IN RELATED INSTRUCTION**

4.2.1 Every apprentice shall attend classes of related instruction as required by Section V of the Apprenticeship and Training Standards for San Mateo County and the Electrical Joint Apprenticeship and Training Committee.

4.2.2 Every apprentice shall participate in a minimum of 220 hours of related classroom training per year (1,100 hours total), outside the normal work hours.

4.2.3 It will be every apprentice's responsibility to verify that his/her presence in class is properly recorded in the Instructor's Record Book.

**4.3 ABSENCES-MAXIMUM ONE (1) ABSENCE IN A SEMESTER**

4.3.1 A maximum of one (1) absence per semester.

4.3.2 If an apprentice acquires more than one (1) absence, he/she may submit a request for consideration and appeal of excessive absence to be decided by the SMJATC Trustees. An explanation of absence and any supporting documentation MUST be submitted 5 working days prior to the SMJATC meeting. Documentation for submission shall be one of the following:

4.3.2.1 Documentation from your employer that you missed work on the day of class or missed work the day after due to illness/accident.

4.3.2.2 Doctor's note verifying you were unable to attend class that day.

4.3.2.3 Missed class due to a death in the immediate family, documentation verifying the death.

4.3.3 An absence resulting in missed tests or quizzes will be the responsibility of the apprentice to arrange with the instructor a time frame for making up all class quizzes and tests. If the quiz/test is not made up the instructor, at their discretion, may assess a penalty up to ten (10) percentage points against the overall grade, or be given a zero score. Additionally, if being absent causes a missed test/quizzes, the apprentice may not qualify for the next percentage payroll upgrade.

4.3.4 Family emergency absence requires a detailed explanation describing the incident for presentation to the SMJATC Trustees for consideration.

4.3.5 Disciplinary action for absence or tardy from EVENING classes during each school semester is the following:

4.3.5.1 First Absence- no penalty

4.3.5.2 Second Absence - next approved pay upgrade withheld for 60 days.

4.3.5.3 Third Absence - next approved percentage payroll upgrade withheld for a total of 90 days: appearance before the Training Director to determine possible disciplinary referral to SMJATC Trustees. If an apprentice is referred to the SMJATC Trustees, this appearance may result in possible disciplinary penalties, such as: repeat semester, suspension from work, termination of apprenticeship agreement.

**4.3.6** When an apprentice is off the job for a disciplinary action the regular night of class shall be attended. However, if part of the disciplinary action includes suspension from class, the apprentice shall not be required to attend class.

**4.3.7** Every apprentice that has lost class hours IS REQUIRED TO MAKE UP THOSE LOST CLASS HOURS, WHETHER EXCUSED OR NOT EXCUSED, in order to complete the Apprenticeship Program.

**4.3.7.1** Apprentices must make up any lost class hours, whether the absence was excused or not, in order to complete the Apprenticeship Program.

**4.3.7.2** Make-up hours must be completed within the same semester in which the absences occurred.

**4.3.7.3** The apprentice is responsible for arranging the make-up hours with their Apprenticeship Instructor, and the Training Director or Assistant Training Director. Instructors will direct apprentices to the Apprenticeship Office, where the arrangements for the make-up hours will be coordinated under the guidance of the Training Director or Assistant Training Director.

**4.3.7.4** After completing the make-up hours, the apprentice must obtain documentation from the Training Director or Assistant Training Director, confirming the completion of the make-up hours.

**4.3.7.5** Apprentices who fail to show up on makeup day without written approval from the Training Director or Assistant Training Director, will owe an additional 2 hours to their makeup time. Makeup time is 3 hours for every class missed

**4.3.8** Apprentices who fail to make-up classroom hours as described will have their next approved pay upgrades held for 120 days and appear before the Training Director.

**4.3.9** Records will be maintained by the assigned SMJATC instructor, recording when an apprentice is in attendance, absent, or arriving late for class. The SMJATC instructor shall record and notify the Training Director in writing which night apprentices were absent or late for class.

**4.3.10** All apprentices who fail to return to class following a break or who decide to leave class early without prior permission from the JATC instructor shall be given no credit for that class and marked absent for the entire class hour.

**4.3.11** Apprentices, when notified, shall attend all related educational instruction when directed to do so by the Training Director.

**4.3.12** All apprentices have the right to request a Leave of Absence (LOA) from the apprenticeship program, after their probationary period has been satisfied. The granting of a LOA is at the discretion of the SMJATC Trustees. Apprentices requesting a LOA, must follow the criteria for LOA as delineated in the Leave of Absence Policy.

#### **4.4** **TARDINESS**

**4.4.1** Tardiness is defined as arriving late to class. Tardiness for classroom instruction or lab classes shall not be accepted. The same applies to late return from coffee breaks or lunch.

**4.4.2** Two tardies equal one absence. You are allowed a maximum of two (2) excused tardies in a semester. Students with legitimate proof for being tardy must submit written documentation by the next class day to the Apprenticeship Office for consideration.

#### 4.5 VACATIONS, CONFERENCES & FMLA

4.5.1 Vacation leave while classes for related educational instruction are in session are not permitted except:

4.5.2 Conferences & FMLA leave while classes for related educational instruction are in session will need approval from the SMJATC Committee.

4.5.2.1 The apprentice may apply in person at the Apprenticeship Administrative office (AAO) and complete a Vacation, Conference or FMLA Exception Request form for consideration by the Training Director or Assistant Training Director.

4.5.2.2 The Vacation, Conference or FMLA Exception Request form must be received in the AAO 60 days prior to the actual requested dates.

#### 4.6 GRADES

4.6.1 Apprentices are required to maintain at least a "C" grade. If lower than a "C" grade is received, the apprentice shall appear before the Training Director and disciplinary action may be dispensed by the Training Director.

4.6.2 Apprentices, other than probationary apprentices, who receive a semester or trimester grade lower than a "C" shall appear before the SMJATC Committee.

4.6.3 Non-authorized use of notes, formulas, books, or any other reference material, at any time, including but not limited to during testing, quizzes, or examinations and/or any other form of cheating shall subject the apprentice to possible cancellation of his/her apprenticeship agreement.

#### 4.7 CPR/FIRST AID

4.7.1 CPR/FIRST AID is mandatory for all incoming apprentices. Any apprentice who misses his/her appointment to take CPR/FIRST AID will have 30 days to take the class on their own and at their OWN EXPENSE.

4.7.2 Failure to take CPR/FIRST AID on his/her own within the 30-day time limit will result in that apprentice being removed from the job until such time as proper CPR/FIRST AID class has been completed.

4.7.3 All fourth (4th) year apprentices MUST have a current CPR/FIRST AID card in their possession prior to graduating from the apprenticeship program.

#### 4.8 DRUG/ALCOHOL

4.8.1 It is the policy of the SMJATC that apprentices who report to class or work under the influence of alcohol, drugs, and/or other substances or at any time during their classroom or work hours, or at times, incidental thereto, come under the influence of alcoholic beverages, drugs, or controlled substances will on SMJATC PROPERTY or EMPLOYER PREMISES, WORK SITES, or at any time or place incidental to the classroom or related on-the-job training activities, shall be subject to suspension from work for a minimum of 30 days, mandatory counseling/treatment, with the possibility of termination from the Apprenticeship program.

4.8.2 Apprentices apprehended providing and/or selling alcohol, drugs, and/or other substances either on school property or Employer premises, work sites, or at any time or place incidental to their classroom or related on-the-job training activities, shall be subject to discipline up to termination from the apprenticeship program.

4.8.3 Any apprentice having an issue with drugs, alcohol, or controlled substance, may contact the Training Director, who will attempt to provide available methods of community assistance, community intervention, psychological assessment/intervention, support groups, as exist in San Mateo County.

4.9 **OSHA**

4.9.1 The SMJATC shall be responsible for providing each first (1<sup>st</sup>) year apprentice with instruction in the OSHA approved ten (10) hour Construction Safety course, before beginning the second (2<sup>nd</sup>) year of related instructional training.

4.9.2 The SMJATC shall be responsible for providing each fifth (5<sup>th</sup>) year apprentice with instruction in the OSHA approved thirty (30) hour Construction Safety course, before the completion of related instructional training.

4.10 **PROBATIONARY PERIOD**

4.10.1 The first 2000 hours of on-the-job training (OJT) and satisfactory performance in related classroom training during such time shall constitute the probationary period.

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

4.10.3 During this period, the apprenticeship agreement may be terminated by either party without the formality of a hearing.

4.10.4 Should the apprenticeship agreement be terminated or cancelled by the SMJATC, the apprentice shall not have the right to appeal the decision before the SMJATC Trustees.

4.10.5 The Department of Apprenticeship Standards, a division of the Department of Industrial Relations in the State of California, shall be notified of such cancellations/terminations.

4.10.6 Probationary apprentices who receive a semester or trimester grade lower than a "C", shall be terminated from the apprenticeship program.

4.11 **ON-THE-JOB HOURS SUBMISSION**

4.11.1 Apprentices must log their on-the-job training hours using their login and password at <http://m.gotomyunion.com>, the SMJATC website or the ISAQR app. Hours must be submitted by 5:00 p.m. on the 5<sup>th</sup> day after the end of each work month. If the 5<sup>th</sup> day falls on a weekend or holiday, the deadline moves to the next business day.

4.11.2 Apprentices who submit their OJT hours online after the 5<sup>th</sup> day of the month will be assessed a penalty. The apprentice's next approved payroll re-rate will be held for 60 days.

4.11.3 On-the-Job Training hours will not be required to submit after an apprentice reaches 8000 total hours of On-the-Job Training.

#### **4.12 DISCIPLINARY APPEARANCE / SMJATC APPEARANCE**

**4.12.1** Apprentices will be notified by confirmation delivery mail when it is necessary for them to appear before the SMJATC Committee or the Training Director.

**4.12.2** Failure to appear after being notified by the AAO will result in your next schedule payroll upgrade being withheld for 60 days.

**4.12.3** Apprentices failing to notify the AAO of an address and telephone number change will result in the next scheduled payroll upgrade being withheld for 30 days.

**4.12.4** Apprentices shall have the right to request an appearance before the SMJATC Committee or Training Director concerning specific issues or matters dealing with their apprenticeship agreement. Such requests must be in writing and received by the AAO one (1) week prior to the next scheduled SMJATC meeting.

#### **4.13 JURISDICTION OF WORK**

**4.13.1** Apprentices will not be scheduled to work overtime or shiftwork when they are required to be in class.

**4.13.2** Apprentices shall not quit, ask to be laid off or terminated from an employer without permission of the SMJATC. Apprentices may make a request to transfer employers to the SMJATC. The SMJATC shall be responsible for investigating the reason for the request and take the appropriate action, if any, in the best interest of the apprentice.

**4.13.3** Apprentices may not work outside the boundaries of San Mateo County, unless such work as determined by the Business Manager and Training Director, with final approval of the SMJATC, is directly related to an ongoing construction in San Mateo County, i.e.-fabrication workshops.

#### **4.14 HOURS OF WORK AND WORKING CONDITIONS**

**4.14.1** The workday, work week, and other working conditions for apprentices shall conform to all laws and regulations governing employment and shall not be greater than those for journeymen. Overtime shall not interfere with scheduled classes of related educational instruction and Overtime hours worked shall be recorded as actual hours worked.

**4.14.2** Hours of work, working conditions, overtime, health and welfare, vacation, and pension provisions are those agreed to in the Collective Bargaining Agreement currently in effect between the San Mateo County Electrical Contractors Association and Local Union No. 617 of the International Brotherhood of Electrical Workers, and the said document in its entirety is made a part of these Apprenticeship Policies and Procedures, under separate cover.

**4.14.3** Each apprentice shall maintain regular on-the-job attendance. Unnecessary absences and/or tardiness will not be tolerated. Failure to comply may result in severe disciplinary action including termination.

**4.14.4** The work training program requirement for an apprentice electrician is the laboratory where they can learn working skills. The apprentice works (at gainful

employment) as their obligation to the employer and the Electrical Construction Industry and is paid a day's pay for a day worked. The employer is also obligated to the apprentice and the Electrical Construction Industry to make certain that the apprentices under their supervision or their supervisory staff are provided with quality training of all major work processes to develop each apprentice into a proficient, skilled craftsman.

**4.14.5** Therefore, it is the responsibility of each apprentice to be punctual and ready for work at the agreed starting time. The apprentice shall notify the employer before 7:00 a.m. of the same day of any absence from work training. When apprentices are assigned to a new employer, they are advised to obtain the telephone number of the shop and the job supervisor so they may notify the employer of any absence from work with regard to illness, hospitalization, or acute emergencies.

#### **4.15 ON-THE-JOB TRAINING**

**4.15.1** Employers shall see that all apprentices are under the supervision of a qualified journeyman and shall provide each apprentice with the necessary diversified experience and training in order to develop each apprentice into a skilled craftsman proficient in all the job processes of the trade. Apprentices shall also be trained in the use of new equipment, materials, and processes as they come to be used in the occupation.

**4.15.2** Each employer shall provide necessary safety training to each apprentice prior to the apprentice's use or operation of any equipment, and their performance of any such operation.

**4.15.3** Apprentices shall perform all duties and tasks on the job associated with the craft and apprenticeship.

#### **4.16 ROTATION**

**4.16.1** For the purpose of assuring well rounded on-the-job training, all apprentices will be subject to rotation every twelve (12) months, but no later than eighteen (18) months from the referral date to their current employer. Rotation of the apprentices will be from one employer to another, determined by the Training Director and the Local Union office dispatcher.

**4.16.2** Prior to rotation the Training Director shall:

**4.16.2.1** Review the work experience of the apprentice and rotate him/her to the employer best qualified to give the needed on the job training.

**4.16.2.2** Notify each employer of rotation date, the needed work experience and present pay bracket, or any other change in status of every apprentice assigned to them.

**4.16.2.3** Apprentices shall remain with the employer to whom they are assigned until laid-off, rotated, or re-assigned by the TD.

**4.16.3** Upon written request from the employer, rotation may be postponed, subject to determination by the TD that the Apprentice will receive the necessary on the job training. Postponement of rotation shall not exceed eighteen (18) months from date of referral to employer. All postponements will be reported to the SMJATC for cause.

**4.16.4** Apprentices wanting a new work referral at an earlier date may do so after nine (9) months at their current referral. The apprentice must contact the SMJATC AAO, not later than six (6) months into the current training assignment. Apprentices failing to notify the SMJATC by proper documentation will stay for the entire twelve (12) month training assignment.

**4.17 REFERRAL**

**4.17.1** Should an apprentice quit their employer without the consent of the Training Director, that apprentice shall appear before the SMJATC Committee at the next regular meeting, prior to re-assignment to another employer, and may be subject to a suspension as determined by the SMJATC Committee and/or termination from the program. Apprentices terminated for cause will not be re-dispatched until they appear before the SMJATC Committee and/or the SMJATC Chairman and Secretary.

**4.17.2** Every apprentice shall immediately report being out of work in compliance with the referral policy of IBEW local union #617. Every apprentice shall report to the TD VOLUNTARY TIME OFF, VACATIONS, OR ANY OTHER REASON FOR LOSS OF EMPLOYMENT.

**4.17.3** Apprentices eligible for employment who do not have their records in compliance, (i.e., attendance, OJT hours, absences made up, etc.) at the time of employment assignment, may be suspended from employment until such violations are corrected.

**4.17.4** Fifth year apprentices shall have the right to be referred out to any prior employers through the mutual consent of the employer, apprentice and the SMJATC.

**4.18 ON-THE-JOB EMPLOYER EVALUATIONS, PERCENTAGE UPGRADE, AND RELATED CLASSROOM INSTRUCTION ADVANCEMENT**

**4.18.1** The SMJATC shall examine the apprentice's overall performance and accomplishments from information submitted by the contractor to the SMJATC on a performance evaluation supplied by the SMJATC.

**4.18.2** Each apprentice must receive a minimum rating in order to advance to the next percentage upgrade.

Minimum Required Advancement Hours

<u>From</u>	<u>To</u>	<u>Minimum Hours</u>
35%	45%	2001 and completion of 1st year of school
45%	55%	3501 and completion of 2nd year of school
55%	65%	5001 and completion of 3rd year of school
65%	75%	6501 and completion of 4th year of school
75%	85%	7501 and completion of 1st semester of 5th year of school
85%	Journeyman	8000 plus RCI hours

**4.18.3** Any apprentice who has not attained the minimum required hours in related classroom instruction and the minimum number of on-the-job training hours, in accordance with the collective bargaining agreement (CBA), will have his/her percentage upgrade withheld until the hours are successfully completed, properly recorded at the AAO and approved by the SMJATC Trustees. Upon receipt of the SMJATC Trustee's approval for the percentage upgrade, the AAO will notify the employer to upgrade the apprentice's wages.

4.18.4 Any apprentice who obtains the minimum hours in related classroom instruction prior to on-the-job hours will not receive his/her percentage upgrade until the hours in both categories have been reached.

**4.19 SCHOLASTIC REQUIREMENTS**

4.19.1 Prior to the issuing of a Completion Trade certificate, each indentured apprentice must achieve a minimum of not less than five (5) completed brackets, of at least 220 hours each year, or a total of at least 1100 minimum classroom hours of related educational instruction during a period of not less than five (5) years after the recorded indenture date. Time spent in related educational instruction shall not be compensable.

4.19.2 All apprentices are required to successfully accomplish all laboratory experiments, as may be outlined at the beginning of each class.

4.19.3 All apprentices are required to achieve a passing grade of seventy (70) percent or better in the prescribed course of each semester or trimester.

4.19.4 Any apprentice obtaining a grade lower than "C" for any semester or trimester period must appear before the Training Director for review and evaluation of their scholastic progress. If it is determined, by a class instructor, that an apprentice is attaining a grade below seventy (70) percent, the instructor shall notify the Training Director in writing.

4.19.5 For the purpose of grading uniformity of related classroom instruction and other evaluations, a grading schedule is shown below.

A= EXCELLENT	90-100%
B=GOOD	80-89.99%
C=AVERAGE	70-79.99%
D = UNSATISFACTORY	60-69.99%
F = FAILING	Below 60%

4.19.6 There shall be a minimum of 4 written assessments to establish the above grade, or a maximum of 8. A final semester test if given will be calculated at equal % value to all other tests in determining the final grade.

4.19.7 Homework assignments are a requirement of the curriculum to be determined by the classroom instructor. The instructor can choose to check nightly, or by "SPOT" checks.

4.19.8 Students with uncompleted homework assignments shall have .5% deducted from their final semester or trimester grade for each missed assignment. (Maximum deducted 4 missed = < -2.0%)

4.19.9 Any assigned material or homework must be completed and ready to submit by the next scheduled class. Working overtime shall not be considered a valid excuse for assigned material or homework to be unfinished for the next scheduled class. Incomplete homework will be counted against a student's final semester grade.

4.19.10 Class participation can be factored into the final semester grade as follows:

Zero participation	0 additional points
Some participation	.5 additional points
Great participation	1.00 additional points (max.)

4.19.11 It is the policy of the SMJATC that, with exception of the probationary apprentice, final semester or trimester grades are determined by averaging the results of the periodic tests throughout each year of the apprenticeship. If an apprentice receives a grade below 70%, he/she will not be advanced to the next pay upgrade

and must repeat the classroom related instruction for the year failed. Failure to achieve a grade of 70% after taking the classroom related instruction a second time shall constitute grounds for termination of his/her apprenticeship indenture agreement.

**4.19.12** The Training Director shall review the record of probationary apprentices who are obtaining a failing grade and cite them before the SMJATC to show cause why they should not be dropped from the program.

#### **4.20 CHALLENGE OF RELATED CLASSROOM INSTRUCTION**

**4.20.1** It is the policy of the SMJATC that individuals with previous education and training shall have the opportunity to test out of related classroom instruction. The individual must present to the SMJATC evidence of prior education/training in the related curriculum for which the individual is challenging. The SMJATC shall administrate a uniform written proficiency examination developed by the NJATC and a Hands-on Crafts Certification examination developed by the NJATC.

**4.20.2** Requests for challenging the related classroom instruction will be received in the JATC office in writing no later than one (1) month prior to the beginning of the new school year.

**4.20.3** For the purpose of grading uniformity, a passing grade will be 85% or better of the overall score.

**4.20.4** Upon satisfactory completion of the written examination and the hands-on examination by the individual apprentice the SMJATC will award credit in the related classroom instruction.

**4.20.5** If the individual apprentice does not receive a satisfactory grade, there will be no penalty assessed against the individual apprentice, and the apprentice will be placed in the appropriate related classroom for instruction.

#### **4.21 CLASSROOM DEMEANOR**

**4.21.1** The SMJATC Instructor has complete authority over the classroom.

**4.21.2** An apprentice may not interfere with other students or the learning process. Beepers, cellular phones, or other noisemakers such as watches that beep the time signal shall not be operational during classroom instruction. You will get one warning. On the second occurrence, you will need to leave the class.

**4.21.3** Teasing, hazing, or harassment will not be tolerated, including kidding, teasing, horseplay, ethnic, political, religious, or sexual jokes or remarks, or the wearing or displaying of offensive signs, symbols, or insignia.

**4.21.4** The JATC shall be responsible for providing each apprentice with training in the recognition of illegal discrimination and sexual/conduct harassment.

#### **4.22 PERCENTAGE UPGRADE REQUEST/ADVANCE STANDING IN CLASSROOM HOURS FOR RELATED INSTRUCTIONS**

**4.22.1** After signing the apprenticeship agreement and being employed, the apprentice can within 60 days request an evaluation of past experience in consideration for a payroll upgrade.

4.22.2 The SMJATC permits individual apprentices with previous education and training to test out of a related course, by contacting the AAO to schedule a placement test.

4.22.3 All apprentice records will be reviewed for a wage increase after the appropriate numbers of OJT hours have been achieved.

4.22.4 Any violation of the SMJATCPP may result in a payroll upgrade being withheld and/or termination from the program.

4.22.5 No employer is to pay an apprentice over or under the wage bracket, as agreed upon within the CBA.

#### 4.23 TEMPORARY OUT OF COUNTY TRAINING

4.23.1 Apprentices may be permitted to receive OJT and related training on a temporary basis with another IBEW/NECA JATC, PROVIDED THE TWO JATC's and their respective parent organizations and the apprentice agree on such assignment. Apprentices shall remain subject to re-assignment by the JATC with whom they are indentured. Failure to immediately comply with such instruction to return to the JATC with whom they are indentured may result in the termination of the Apprentice's apprenticeship agreement.

#### 4.24 TEMPORARY JOURNEYMAN CLASSIFICATION

4.24.1 The requirements for "Temporary" Journeyman consideration are as follows:

4.24.2 The Contractor must submit in writing a request to the SMJATC for consideration of a change in classification from Apprentice to Temporary Journeyman.

4.24.3 An apprentice MUST have completed 8,000 hours of OJT in the SMJATC program and must be in attendance of the 5<sup>th</sup> year class.

4.24.4 The apprentice MUST obtain the State of California General Electricians Certification prior to consideration for temporary journeyman classification. (Required for Certificate of Completion under DAS Section XXII).

4.24.5 The SMJATC will review requests on an individual basis and take action at the next regularly scheduled SMJATC meeting.

4.24.6 ANY violations of the SMJATCPP WILL RESULT in the cancellation of the "Temporary" journeyman classification by the SMJATC and a return to the apprentice classification.

4.24.7 The temporary Journeyman cannot direct apprentices or other Journeymen.

#### 4.25 MATRICULATION

4.25.1 The JATC policy for matriculation from the SMJATC apprenticeship program is as follows:

4.25.2 Upon satisfactory completion of all required on the job hours (8,000) and related training classroom hours (1,000 hours minimum), the apprentice shall be referred and permitted to take the State of California General Electricians Certification Examination.

In addition, as provided under Section 3099.2 of the Labor Code, 3(d) an apprentice who is within one year of completion of his/her term of apprenticeship shall be permitted to take the State of California General Electricians Certification Examination. It is the sole responsibility of the graduating apprentice to apply for the California State Certification for Electrical Workers.

**4.25.3** A standard Red Cross First Aid Training Certificate shall be obtained during the probationary period and/or renewed prior to program completion.

**4.25.4** Demonstrate competency in the Hands-on Skill Assessment as required by the SMJATC.

**4.25.5** Upon satisfactory completion of the apprenticeship program, the California General Electrician Certification examination and receipt of the recommendation of the SMJATC, the JATC will present each graduating apprentice with a Certificate of Completion issued by the National Joint Apprenticeship and Training Committee (NJATC) and each apprentice will be issued a Certificate of Completion by the authority of the California Apprenticeship Council. The SMJATC will notify the IBEW local union #617 of the date of each apprentice's satisfactory completion and advise the local union to reclassify the individual as a Journeyman Wireman per IBEW By-Laws, Rules, and Policies. The JATC will likewise notify the graduating apprentice's current employer and the NECA Chapter Management.

**4.25.5.1** Apprentices who do not obtain their California General Electrician Certification by the time of graduation will be considered as having not satisfactorily completed the Apprenticeship Program. In such cases, the apprentice will be required to attend a weekly evening Code Prep Exam class for one year, or until they successfully pass the California General Electrician Certification examination. Upon passing the examination, the apprentice will be recognized as having completed the Apprenticeship Program. However, failure to obtain the California General Electrician Certification within one year after their original class graduated will result in a mandatory visit with the SMJATC Committee.

**4.25.6** The policy of the SMJATC is to support and participate in a Labor-Management Completion (graduation) Ceremony. Any and all Completion Trade Certificates shall be issued to the apprentice at the Completion Ceremony.

**4.25.7** Outstanding awards shall be presented at the Labor- Management Completion Ceremony where exemplary participation has been shown, at the discretion of the SMJATC.

## **4.26 DISCIPLINARY ACTIONS**

**4.26.1** The SMJATC TD reserves the right to take immediate, necessary, and appropriate action to protect the health, safety, and well-being of apprentices and or the JATC community. Such action may include pursuing disciplinary action for any violation of SMJATCPP up to and including three (3) appearances before TD. Administrative action, in lieu of formal disciplinary action, may be taken at the discretion of the TD, in an appropriate and reasonable manner, to address student behavior. An apprentice appearing before the TD for a fourth time will be referred to the SMJATC for termination of the apprenticeship agreement. Such referral will be accompanied with a complete report on prior violations and prescribed disciplinary action.

4.26.2 Apprentices will be subject to being called before the Training Director and/or the SMJATC for instruction/discipline concerning apprenticeship policy and procedure. Disciplinary action may be taken by the TD/SMJATC for any (but not limited to, the following infractions:

- 4.26.2.1 Failure to perform work on the job as indicated by any below average or unsatisfactory rating on an Employer Evaluation (ER).
- 4.26.2.2 Failure to attend class as scheduled.
- 4.26.2.3 Failure to adhere to any/all school ground policies.
- 4.26.2.4 Failure to maintain satisfactory grades.
- 4.26.2.5 Failure to maintain or submit On-The-Job training hours on time.
- 4.26.2.6 Failure to accurately record OJT hours.
- 4.26.2.7 Failure to appear in response to notification from the TD, SMJATC.
- 4.26.2.8 Failure to be available for dispatch in accordance with the apprenticeship referral language when unemployed.
- 4.26.2.9 Working for an electrical contractor during any period of disciplinary suspension from the job.
- 4.26.2.10 Failure to adhere to computer room policy and procedures.
- 4.26.2.11 Excessive absence from the job or tardiness on the job.
- 4.26.2.12 Failure by the apprentice to conduct themselves in a dignified or business-like manner, or in a manner unbecoming an apprentice in class, on the job and any time representing the program.
- 4.26.2.13 Failure to adhere to the industry's safety and dress codes.
- 4.26.2.14 Willfully destroying school property.
- 4.26.2.15 Use, possession or being under the influence of alcohol or illegal drugs, on school premises or on the job.
- 4.26.2.16 Failure to adhere to the SMJATCPP.
- 4.26.2.17 Termination for Cause from employer.

**4.26.3 Disciplinary action for violations described under 4.26.2 is as follows:**

**4.26.3.1 FIRST APPEARANCE BEFORE TRAINING DIRECTOR:**

Any violation of 4.26 will result in the following: WARNING-Possible action.

**4.26.3.2 SECOND APPEARANCE BEFORE TRAINING DIRECTOR:**

Repeat of the original violation or new infraction will result in the following: ACTION - Hold next scheduled percentage upgrade for sixty (60) days minimum from date of decision. Send a strongly worded letter outlining future disciplinary action if behavior does not change.

**4.26.3.3 THIRD APPEARANCE BEFORE THE JATC COMMITTEE:**

Repeat of the original violation or new infraction will result in the following: ACTION- Suspend from job from one (1) to two (2) weeks. (To be decided at the discretion of the JATC Committee) Next percentage upgrade to be held 120 days; mandatory probation and Employer Evaluations (EV) to be completed for six (6) months on a weekly basis. Send strongly worded letter stating that a fourth infraction will result in referral to the SMJATC for termination/cancellation of the apprenticeship agreement.

**4.26.3.4 FOURTH APPEARANCE BEFORE THE JATC COMMITTEE:**

Repeat of the original violation or new infraction will result in the following: ACTION - Refer the apprentice to the SMJATC for termination from apprenticeship program and apprenticeship agreement. Non- probationary apprentices have thirty (30) days to appeal termination.

**4.26.3.5 APPEARANCE FOR TERMINATION FOR CAUSE BEFORE THE JATC COMMITTEE:**

If an apprentice is terminated for cause, a special call Joint Apprenticeship and Training Committee meeting will be scheduled within ten (10) business days or sooner in which the apprentice will not be dispatched to a new contractor until he/she has appeared before the Joint Apprenticeship and Training Committee.

4.26.4 When the apprentice has absences or disciplinary actions imposed on them, he/ she has the right to appeal said action. This appeal has to be presented in writing to the JATC AAO one (1) week prior to the SMJATC meeting.

4.26.5 The SMJATC is not required to impose a lesser disciplinary action for violations of the Standards, Rules, or SMJATCPP before imposing a greater disciplinary action.

4.26.6 **ZERO TOLERANCE WEAPONS POLICY:** The purpose of this policy is to ensure a safe environment for the apprentices, employers, staff, instructors, and committee members. No apprentice, including staff, instructors, and visitors shall possess, have on their person or in their vehicle, use or distribute a weapon (includes, but are not limited to firearms whether loaded or unloaded, explosives, knives with blades longer than 2.5 inches, air guns, BB guns, knuckles, nunchucks, stun guns, ammunition, poisons, arrows) when on the premises of the SMJATC building including the parking lot and at the worksites for which they are dispatched to, employers' premises, and anywhere apprentices are under the jurisdiction of the SMJATC (ex. graduation event, union event). Weapons does not include any shop and/or work tools required and permitted for particular work/training type duties listed under the IBEW Local 617 Inside Agreement. This policy extends to even any lawful carrying or possession of a concealed firearm in the SMJATC parking lot or parking facility. The SMJATC program maintains a ZERO TOLERANCE FOR WEAPONS AND HARASSMENT OF ANY TYPE. ANY APPRENTICE THAT IS DETERMINED BY THE INSTRUCTOR, APPRENTICESHIP COORDINATOR OR JATC TO BE IN VIOLATION OF SAID POLICY WILL BE SUBJECT TO IMMEDIATE DISCIPLINARY ACTION WHICH COULD RESULT IN TERMINATION FROM THE APPRENTICESHIP PROGRAM.

The consequences for possessing, using, or distributing weapons shall include:

- Immediate out-of-school suspension;
- Confiscation of the weapon;
- Immediate notification of the local authorities and having law enforcement escort/remove the person(s) from the premises; and
- Termination from the apprenticeship program.

The SMJATC has discretion to take any other appropriate action it deems necessary when it has reason to believe an apprentice may possess or use or distribute a weapon that is a danger to the safety of other apprentices, staff, employers, and the JATC community.

#### **4.27 GENERAL SAVING CLAUSE**

**4.27.1** It is the intent of the parties to establish apprenticeship policies which comply with the requirements of Federal and State law, and in the event that any provisions of these policies are finally held or determined to be illegal, or void as contravening any such laws, rules, or regulations, the remainder of the policies shall remain in full force and effect unless the parts affected are wholly inseparable from the remainder. If and when any provisions of the policies are held or determined to be illegal or void, the parties will promptly take steps to correct such illegality.

#### **5.0 DEFINITIONS**

- 5.1** San Mateo County Electrical Joint Apprenticeship and Training Committee (SMJATC): The Joint Apprenticeship Training Committee for Inside Wireman.
- 5.2** San Mateo County Electrical Joint Apprenticeship and Training Committee Policy and Procedure (SMJATCPP): Written document of policy and procedures effecting the San Mateo County Electrical Joint Apprenticeship and Training.
- 5.3** Joint Apprenticeship and Training Committee (JATC): San Mateo County Joint Apprenticeship and Training Committee for Inside Wireman.
- 5.4** DAS: State of California Department of Industrial Relations Division of Apprenticeship Standards.
- 5.5** Apprentice: An apprentice is one who has been accepted by this Joint Apprenticeship Committee into the apprenticeship program and who has entered into a written Apprenticeship Agreement (indentureship).
- 5.6** Training Director: The person who administrates the apprenticeship program in accordance with the instructions of the SMJATC Trustees.
- 5.7** Collective Bargaining Agreement: A written document entered into by the IBEW local union and NECA. This agreement outlines the agreed upon working conditions and hourly wage rate for the County of San Mateo.
- 5.8** JATC Instructor: A person who is employed by the JATC to instruct the apprentices.
- 5.9** Related Classroom Instruction (RCI): Educational classes scheduled by the JATC, including, but not limited to, field trips, special courses, first aid training, and evening classes at a college or school, that are not compensable.
- 5.10** Absence: Time lost from related classroom instruction.

- 5.11 Unexcused Absence: An absence from related instruction not approved by the JATC. All requests for approval of absence must be in writing to the JATC.
- 5.12 Tardiness (Late): Any moment of time following the agreed starting time of related educational classes and on-the-job training.
- 5.13 Apprenticeship Administrative Office (AAO): The office where all data and forms pertaining to the administration of the apprenticeship is located.
- 5.14 ON-THE-JOB Training (OJT): Working with the tools at gainful employment during scheduled working hours. This is equal to laboratory class time to develop manipulative and technical skills.
- 5.15 ON-THE-JOB Training (OJT): Record of work which apprentices will perform during their on-the-job training.
- 5.16 Rotation: The procedure for transferring apprentices from one employer to another.
- 5.17 Certified Mail: A type of mailing that requires the recipient to sign for the letter/ package and an acknowledgement is returned to the sender.
- 5.18 Severe Disciplinary Action: Suspension from employment up to a period of sixty (60) days and/or request for apprentice termination.
- 5.19 Bracket/Year: A bracket/year of apprenticeship is a period of time (approximately 7 months) consisting of the successful completion of required related education classes and the minimum required hours of on-the-job training determined by the JATC.
- 5.20 Commercial: A facility that does not manufacture or process goods. A retail or wholesale outlet.
- 5.21 Indenture Date: The FIRST day an apprentice is employed in the training program.
- 5.22 Industrial: A facility that manufactures equipment or processes a product from raw materials.
- 5.23 Multi-Family or Multiple Unit: A dwelling occupancy used as a home, hotel, or residence for three (3) or more families.
- 5.24 Probationary Period: A period of time established by the Collective Bargaining Agreement during which time an apprentice agreement may be terminated by the Local Joint Apprenticeship Committee at the request in writing of either party.
- 5.25 Residential: A dwelling occupancy for one (1) or two (2) families.
- 5.26 Matriculation: To admit into the IBEW with the classification of Journeyman Electrician.
- 5.27 Essential Functions: The tasks that the apprentice must be able to perform in order to become qualified journeyman as validated by the American Research Institute, Washington, D. C. (See attached Appendix A for detailed description of essential functions).

## **6.0 RESPONSIBILITIES**

6.1 The TD is responsible for ensuring compliance to this procedure and enforcing the disciplinary actions as described within the policy.

6.2 Apprentices are expected to comply with the policy and procedures during their apprenticeship. Ignorance of the policy and procedures is not considered an excuse from compliance.

6.3 Administrative Assistant for the JATC shall review all incoming OJT hours and input the OJT data into the apprentice's database. Additional responsibilities include but are not limited to recording data on class attendance, directing received correspondence, as it affects the apprentices.

6.4 The San Mateo County Joint Apprenticeship and Training Committee members, known as trustees, are responsible for ensuring compliance to this policy and procedure and enforcing all disciplinary actions as described within the policy.

6.5 The JATC Instructor is responsible for all related classroom instruction.

6.6 Every apprentice shall perform diligently and faithfully the work of this trade during their entire period of apprenticeship, complying with the training program as administered by the SMJATC. They shall satisfactorily perform the learning and work tasks assigned to them both on the job and in related educational instruction and shall comply with the rules, regulations, and decisions of the SMJATC.

6.7 As the Apprentice becomes better informed of the apprentice program and conscientiously assumes their responsibilities, they will be better prepared with the proper skills and knowledge necessary to assume a position as Journeyman Inside Wireman in the Electrical Construction Industry.

6.8 Each apprentice must assume the responsibility to keep the SMJATC office informed of any residence status changes. Residence status forms are available at the AAO. These forms must be completed in detail and returned to the instructor to be forwarded to the SMJATC office each time there is a residence change.

6.9 The SMJATC reserves its right, pursuant to applicable law, to reject or expel from the program those apprentices who constitute a direct threat to health and safety.

6.10 The SMJATC will reasonably accommodate an apprentice's disability to the extent required by law. Apprentices understand and acknowledge, however, that the SMJATC will not be required to accommodate an apprentice's disability when such accommodation would cause an undue hardship to the SMJATC.

## **7.0 PROCEDURES**

7.1 To appeal the One (1) absence from classroom related instruction per semester policy, apprentices MUST submit a request to appeal absence in accordance with the requirements referenced in this procedure:

7.1.1 The apprentice should submit in written form to the apprenticeship administrative office a description of circumstances that resulted in the excessive absence.

7.1.2 The apprentice should attach any of the documents listed below to support their request for consideration:

7.1.2.1 Copy of payroll timecard reflecting the off work on day of class absence.

7.1.2.2 Doctor's prescription/note.

7.1.2.3 Detailed explanation of absence.

7.2 The apprentice should arrange and confirm with the JATC Instructor what tests, quizzes and make -up hours are required. A request for a leave of absence shall be made in writing, stating the reasons for the leave and filed with the SMJATC. The SMJATC will consider granting a leave of absence for just reasons, other than for military service, for a period not to exceed six (6) months. Upon request, the SMJATC will grant leaves of absence to apprentices entering into the Armed Forces.

### **7.3 ALL MISSED CLASSROOM HOURS IN RELATED INSTRUCTION MUST BE MADE UP.**

7.4 Each missed class must be made up in accordance with the policy of the classroom instructor.

7.5 Each apprentice must turn into the AAO a referral slip issued by the classroom instructor indicating that the missed class was made up.

7.6 Each referral slip must be signed by the classroom instructor and apprentice.

### **7.7 VACATIONS**

7.7.1 The apprentice shall apply in person at the AAO and complete a Vacation Request Exception form for a personal appearance before the SMJATC for prior approval to take a vacation and not attend classes of related instruction.

### **7.8 CPR/FIRST AID: 1ST YEAR / 4TH YEAR**

7.8.1 The AAO will notify each apprentice in writing regarding the date and time of CPR/FIRST AID instruction.

7.8.2 Any apprentice unable to attend a scheduled CPR/FIRST AID instruction, MUST notify the AAO one (1) week prior to the class, by phone, e-mail, or in writing.

### **7.9 PROBATIONARY**

7.9.1 In accordance with Section XII of the Apprenticeship and Training Standards for the San Mateo County Electrical Joint Apprenticeship and Training Committee, the first 2000 hours of OJT and classroom training shall constitute the probationary period. During this period, the apprenticeship agreement may be canceled by either party without the formality of a hearing. A probationary apprentice shall not have the right of appeal to the SMJATC.

## Appendix "A"

### Essential Functions Required for the Performance of Journeyman Inside Wireman Tasks

- ◇ Ability to hear warning signals (must hear while loud equipment is in use).
- ◇ Ability to discriminate between colors.
- ◇ Ability to work with both hands.
- ◇ Ability to use hands and fingers to manipulate small wires and objects.
- ◇ Ability to perform physically demanding work all day, sometimes in extreme weather conditions.
- ◇ Ability to lift and carry objects up to 50 pounds.
- ◇ Ability to lift and carry objects above 50 pounds.
- ◇ Ability to apply muscular force quickly to objects and equipment.
- ◇ Ability to push or pull heavy objects into position.
- ◇ Ability to maintain balance and perform construction tasks while on a ladder, platform, pole, or tower (at various heights).
- ◇ Ability to bend, twist, reach and stretch to position equipment and fixtures while maintaining balance.
- ◇ Ability to traverse irregular surfaces while maintaining balance.
- ◇ Ability to coordinate body movements when using tools or equipment.

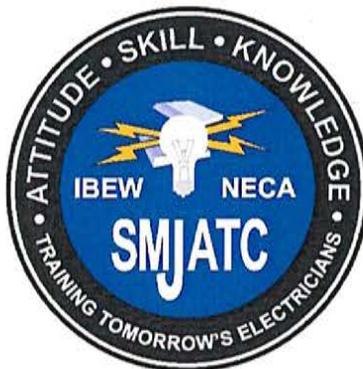
The SMJATC warrants this list is a sampling of tasks selected for informational purposes and not to be considered a conclusive list of the physical requirements in the performance of inside wireman tasks.

## Appendix "B"

### San Mateo Joint Apprenticeship Training Committee (SMJATC) (NON-MEDICAL) Leave of Absence Policy

- o All request for non-medical leaves of absence (LOA) must be approved by the San Mateo Joint Apprenticeship Training Committee (SMJATC). It is within the sole discretion of the SMJATC to approve or reject LOA requests. Nothing in this policy should be construed to grant leaves of absence as a matter of right. Nor should any prior approval of a request for leave of absence be construed as a past practice or establish any entitlement to leave whatsoever.
- o Any request for leave must be in writing to the San Mateo Joint Apprenticeship Training Committee and include a description of the reason for the leave.
- o An apprentice **may not** request leave during his or her probationary period.
- o Leave request must specify the duration of the leave. An apprentice must request more than one (1) month's leave, but the leave requested shall not exceed a period of one (1) year.
- o Medical benefits will cease for the period that an apprentice is on an approved leave of absence.
- o An apprentice who is on an approved non-medical leave of absence, pursuant to this policy, will be placed in class as determined by the Committee based on their academic records.

San Mateo County Electrical JATC 625 Industrial Road  
San Carlos, CA 94070  
Website: SMJATC617.org  
Email: abe@smjadc617.org



SMJATC Policy and Procedures effective October 21, 2025

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By: Scott M. Wein, Chair

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By: Thomas Scherer, Secretary

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