



## IEC of Southern Arizona Apprenticeship Guidelines

### **CONTACTING IEC**

Contacting the IEC office should be done by phone or e-mail. Hours are Tuesday – Thursday, 9 am to 5 pm, closed for lunch from 11:30 am to 12:00 pm.

### **GRADES**

Grades are furnished to employers at the end of each semester within 15 days of the last day of class.

### **CHANGE OF ADDRESS AND PHONE NUMBERS**

Students/Apprentices should furnish the IEC office with new address and phone numbers within one week of change. Please submit on Apprentice Contact Information Sheet.

### **COST OF SCHOOLING**

All apprentices and students are ultimately responsible for payment of books and tuition.

### **CODE OF CONDUCT**

- If any student is found to have cheated or committed plagiarism, immediate expulsion from the program will be the result.
- It is expected that students will interact with faculty, students and your Apprenticeship Coordinator in a civil manner. Foul language or harassment will not be tolerated from any student. Violators will be dismissed from class, counted absent and possibly terminated from class or the Apprenticeship Program. This includes conduct in the IEC Office. See page 2 for more information.
- CELL PHONES MUST BE SHUT OFF DURING CLASS. If you are expecting an emergency call, mute your cell phone and notify your instructor.
- Any student suspected of or determined to have been drinking prior to class and attending class under the influence of alcohol or other drugs will be dismissed from class and may be dropped from the program.

### **DRUG TESTING**

1. Failure to take random drug test requested by the IEC office or current employer will result in the cancellation of your agreement, no exceptions.
2. Pursuant to A.R.S. 23-493, the Apprentice position can be considered safety sensitive. If you are engaged in the current use of any drug, whether legal, prescribed by a physician or otherwise, that could cause impairment or decrease your job performance of duties; you are obligated to inform the IEC office and your current employer. You may be excluded from consideration for this safety sensitive position.

### **SOLICITATION**

1. There will be no solicitation of any type in the classroom by students or apprentices. Students and Apprentices are specifically prohibited from discussing their employer's pay rates or suggesting that another student join their company.
2. No petitions or flyers are to be disbursed in the classroom. In addition, no list is to be distributed in class asking for students' personal information.

### **VIDEO/TAPE RECORDING DEVICES**

None are allowed in the classroom.

### **CLASS INSTRUCTION**

1. Apprentices are required to achieve a grade of "C" or better in all classroom instruction. In the event the apprentice does not meet the grade of "C," the 1,000-hour review and pay percentage increase will be

postponed until a "C" is achieved. This may mean a required repeat of the class semester or other options offered by the Apprenticeship Committee.

2. Midterm and finals are to be taken on the assigned night by the instructor on record. Any allowances must be approved by the Apprenticeship Committee.

### **SAFETY CLASSES**

Students/Apprentices will be required to attend the following classes regardless if those classes were taken at an earlier date:

- 1<sup>st</sup> year – CPR/1<sup>st</sup> Aid and Lockout/Tagout Class.
- 2<sup>nd</sup> year – 10 Hour OSHA class.

### **ABSENTEE AND TARDY POLICY FOR CLASS INSTRUCTION**

1. Each absence will count 5% against Students/Apprentice grades (a total of 10%). If a Student/Apprentice feels that an absence should not be counted against his grades he should request in writing an appointment before the Apprenticeship Committee. The Apprenticeship Committee will hear your request and determine if the absence should not be counted against your grade, this includes work related absences. If a third absence occurs, you will be dropped from the program and class roster. No refunds will be issued. You are not to schedule any vacations during the fall and spring semesters.
2. Three tardies are considered one absence; this includes leaving the class early. A tardy is when you are not in your seat at the start time of your class.
3. Tardy apprentice/student are to identify themselves as present to the instructor and obtain information and other items from the instructor.

#### **Note:**

- ❖ If a student/apprentice arrives/leaves 30 minutes late/early - it will be considered an absence.
- ❖ If more than 1 tardy is 10 minutes or later - the student/apprentice will be scheduled to appear before the Apprenticeship Committee.
- ❖ Instructors will notate on attendance sheet the time a tardy student/apprentice arrived for class.

### **APPEAL PROCEDURE FOR ABSENCES FOR ATTENDANCE ISSUES**

1. The Apprentice requests an appointment before the Apprenticeship Committee.
2. The Apprentice may continue attending class if approved by IEC while the appeal is being evaluated and resolved.

### **ON THE JOB TRAINING, PAY AND EMPLOYMENT PLACEMENT**

Apprentices are placed with member contractors by the IEC office. If the apprentice wishes to change his/her employer, this must be done through the IEC office, no exceptions. Apprentices who change employers without first contacting the IEC office could be canceled from the program. These actions will be determined by the Apprenticeship Committee. Apprentices laid off shall notify the IEC office within 24 hours. Attempts will be made to place the Apprentice with another member contractor immediately. If no positions are available, the apprentice will be placed on an active waiting list.

Apprentices must be paid as an employee on the contractor's payroll, never as contract laborer or under the table. Contact the IEC office if the employer deviates from this payroll practice.

### **OJT REPORTS**

OJT reports must be accurate and emailed to the IEC office by the 15<sup>th</sup> of each month for the previous month hours. If the report is incorrect it will be returned to the apprentice and considered late if corrected copy is not received by the IEC office by the 15<sup>th</sup>. If OJT are turned after the 15<sup>th</sup> of the month they will not be accepted, and hours worked will not be credited to apprentice.

**Apprentices who have delinquent OJT sheets, will not receive credit for hours worked that month and at risk of not receiving Journeyman certificate until 8000 hours are completed.**

If not working, return the OJT report with a notation that you are on medical leave, unemployed, etc. Do not call the IEC office on the 15<sup>th</sup> of the month for previous hours.

**GRIEVANCES AND COMPLAINTS**

If at anytime during your apprenticeship or 4 years of classroom instruction you have concerns or complaints about classroom instruction, instructors, on the job training or any matters concerning IEC the following procedure must be followed:

Request, in writing, to be scheduled for an interview before the Apprenticeship Committee to discuss your concerns. Students are not allowed to involve other class members in their grievances. Each student should address their grievance's individually with the Apprenticeship Committee. If you do not agree with the Apprenticeship Committees decision request, in writing, to be scheduled for an interview before the Board of Directors. Failure to follow any of the above guidelines could result in the cancellation of your Apprenticeship Agreement.

**INTEGRITY POLICY**

All students assume as part of their obligation to IEC the responsibility to exhibit in their academic performance the qualities of honesty and integrity. All forms of student dishonesty are subject to disciplinary action. Students are responsible for familiarizing themselves with IEC's Policies and Responsibilities in this document.

Academic misconduct includes but not limited to misconduct associated with the classroom, laboratory, or LMS. Some examples of academic misconduct are cheating, plagiarism, excessive absences, and lying. If academic misconduct is exhibited, specifically regarding dishonesty about LMS log in, the student will forfeit one letter grade of their final score in the class and stand before the Apprenticeship Committee for any further discipline.

**COMMUNICATION**

**The IEC office main communicates to apprentices is via email. It is important that you check your emails on a regular basis and respond accordingly.**

<b>APPRENTICE GUIDELINES AND POLICIES ACKNOWLEDGEMENT</b>
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I have read and agree to follow the IEC Apprenticeship Guidelines and Policies and have received a copy of the guidelines for my records.

**Please print clearly**

Date:	Employer:
Address:	State, City, Zip:
E-mail:	Day Time Phone:
Print legal name:	Signature:

Updated 2/20/19