

**IEC**  
**Of**  
**Southern Arizona**



**APPRENTICESHIP**  
**POLICY**  
**&**  
**PROCEDURES**  
**MANUAL**

# SECTION 1

## DEFINITIONS

**APPRENTICE:** Any individual employed by the employer meeting the qualifications described in the standards of apprenticeship who has signed an apprenticeship agreement with the local sponsor providing for training and related instruction under these standards and who registers with the Registration Agency.

**APPRENTICESHIP AGREEMENT:** The written agreement between the apprentice and the sponsor setting forth the responsibilities and obligations of all parties to the apprenticeship agreement with respect to the apprentice's employment and training under these standards. Each apprenticeship agreement must be registered with the Registration Agency.

**APPRENTICESHIP COMMITTEE (COMMITTEE):** Those persons designated by the sponsor to act as agents for the sponsor in the administration of the program. A non-joint committee, which may also be known as a unilateral committee or (if it includes workers' representatives) a group non-joint committee, has employer representatives but does not have a bona fide collective bargaining agent as a participant.

**APPRENTICESHIP COORDINATOR:** Means the individual designated by the Sponsor/Employer to see that Apprentices are given every opportunity to learn the different trade processes by requiring them to work in all classifications of the trade as defined in these Standards.

**EMPLOYER:** Any person or organization employing an apprentice, whether or not such person or organization is a party to an apprenticeship agreement with the apprentice. A person, business, or company signatory to this sponsor's standards that is responsible for providing hours of work, supervision, wages, and/or benefits to apprentices in its employ as registered under these standards.

**JOURNEYWORKER:** A worker who has attained a level of skills, abilities, and competencies recognized within an industry as mastery of the skills and competencies required for the occupation. The term may also refer to a mentor, technician, specialist, or other skilled worker who has documented sufficient skills and knowledge of an occupation, either through formal apprenticeship or through practical on-the-job experience and formal training.

**REGISTRATION AGENCY and FIELD REPRESENTATIVE:** The U.S. Department of Labor's Office of Apprenticeship or a recognized State Apprenticeship Agency that has responsibility for registering apprenticeship programs and apprentices, providing technical assistance, conducting reviews for compliance with 29 CFR §§ 29 and 30, and conducting quality assurance assessments. The field representative shall mean the person designated by

Office of Apprenticeship to service this program. The Registration Agency and field representative identified are the Arizona Apprenticeship Office.

**STANDARDS OF APPRENTICESHIP:** This entire document, including all appendices and attachments hereto, and any future modifications and additions approved by the Registration Agency.

**TRAINING DIRECTOR:** Means the person responsible for coordination of the apprenticeship program with the apprentices, employers/sponsors, and apprenticeship committee.

## **SECTION II**

### **COMPOSITION AND DUTIES OF THE APPRENTICESHIP COMMITTEE**

1. The Apprenticeship Committee shall be composed of at least 3 voluntary members, to be chosen from contractor participants, IEC-SA Apprenticeship Instructors, or a Community Liaison.
2. Members of the Apprenticeship Committee shall serve 2 years with the option to extend their term or until successors are duly selected and qualified. Any vacancy for an un-expired term shall be filled in the same manner as the original selection.
3. A quorum must be present to conduct the business of the Apprenticeship Committee. A quorum shall consist of the majority of the Committee members present. Providing at least one of the executive committee members present is the Chairman, Director or Secretary.
4. The Committee shall select a Chairperson and a Secretary by nomination from the floor. Nominations for the position once accepted will require a majority vote.
5. The Apprenticeship Committee shall determine the time and place of regular meetings. The Chairperson, Director and/or Secretary may call special meetings. The Apprenticeship Committee Secretary shall be responsible for keeping minutes of all meetings.
6. The Apprenticeship Committee shall verify that the recruitment, selection, employment and training of Apprentices during their apprenticeship shall be without discrimination because of race, color, religion, national origin, or sex. The Apprenticeship Committee will take affirmative action to provide equal opportunity in apprenticeship and will operate the program as required in the Arizona State Plan, "Equal Employment Opportunity in Apprenticeship".

7. The Arizona Department of Commerce / Apprenticeship Services, and the Bureau of Apprenticeship and Training, U.S. Department of Labor, may be requested to designate a representative to serve as consultant to the Apprenticeship Committee to provide any technical assistance deemed necessary. The Apprenticeship Committee may request any other agency or organization to designate a representative to serve as a consultant. Consultants will be asked to participate in conference on special problems related to apprenticeship training or interpretation of these Standards.

### **SECTION III**

#### **TERM OF APPRENTICESHIP**

The term of apprenticeship shall be that term shown in the State of Arizona Apprenticeship Standards. (Copy available upon request.)

### **SECTION IV**

#### **RECRUITMENT/SELECTION CRITERIA/MINIMUM QUALIFICATIONS/AGE**

The recruitment and selection of Apprentices shall be as stated below in item '1', '2', '3', '4' and '5' are minimum qualifications that shall apply to all applicants:

1. The Independent Electrical Contractors of Southern Arizona adopts, as a matter of policy, the Selection Procedure outline in Article 16.06, Section b, 4., of the Arizona State Plan, "Equal Employment Opportunity in Apprenticeship". Article 16.06, Section b., 4.
2. All participants must meet the minimum requirements. Selection will then be on the basis of the rank order resulting from written test scores, previous work experience, prior related education, and interview scores.
3. Newly selected apprentices will be assigned to a contractor. Contractor requests for apprentices will be filled in the order they are received. The highest ranked apprentice will be assigned to the first requesting contractor. The apprentice may refuse one contractors' request before the apprentice is placed at the bottom of the ranking list.
4. The applicant must be at least eighteen years of age, with Apprenticeship Committee approval.

5. The Applicant must be a high school graduate or possess a certificate of equivalency, unless the Apprenticeship Committee has granted an exception.
6. The Applicant must pass a math assessment test.
7. The Applicant must be physically capable of performing the work of the trade or craft to be learned as detailed on currently approved IEC-SA job description listing of “Physical Tasks”.

## **EQUAL EMPLOYMENT OPPORTUNITY PLEDGE**

### **NOTICE OF NONDISCRIMINATION**

**Independent Electrical Contractors of Southern Arizona Apprenticeship Committee does not discriminate on the basis of race, color, national origin, sex, age, or disability in admission or access to, or treatment or employment, in its educational programs or activities. Inquiries concerning, Title VI, Title VII, Section 504, and Americans with Disabilities Act may be referred to Director for Equity Development. 1010 East 19<sup>th</sup> Street, Tucson Arizona 85719, (520) 882-2402, or to the Office for Civil Rights, U.S. Department of Education, 1244 Speer Boulevard, Denver, Colorado 80204-3518**

### **SECTION V**

#### **CREDIT FOR PREVIOUS EXPERIENCE**

Applicants accepted for apprenticeship who have been employed in the craft as Apprentices, or in some other capacity, may be granted advanced standing as Apprentices, commensurate with their past experience, after their record has been checked and evaluated by the Apprenticeship Committee. The Apprenticeship Committee may require the applicant to take an examination, which will cover practical experience and related instruction subjects. An Apprentice admitted to advanced standing shall be paid, upon entrance, the wage rate of the period into which they are placed.

An Apprentice claiming previous experience at the trade/craft shall be required to furnish the Apprenticeship Committee substantial evidence of such experience:

- 1) A letter from the firm where they were employed, on the firm’s letterhead, stating the dates of employment and the type of work performed.
- 2) Where an Apprentice has been under the supervision of another Apprenticeship Committee, they shall furnish a record of previous related instruction subjects, and work experience in each classification of the trade.

In accordance with State Policy, the maximum allowable credit, which may be granted by a sponsor, shall be not more than 50% of the total term of apprenticeship. Waivers of this policy may be requested in accordance with the Waivers provision under the Arizona Department of Commerce Apprenticeship Rules and Regulation.

Due to the unique nature of the employer's requirements for specific skills the highest initial placement in this program will be at the 4000-hour, (two year) level.

## **SECTION VI**

### **APPRENTICE AGREEMENT**

Each Apprentice and the Sponsor (IEC of SA Training Director) shall sign an Apprenticeship Agreement. This Agreement shall be approved by the Apprenticeship Committee and forwarded to the Registration Agency. The Agreement shall directly, or by reference, incorporate these Standards as part of the Agreement. Copies of the Apprentice Agreement will be sent to, and retained by, the Apprenticeship Committee and the Apprentice. If the Apprentice is a veteran and desires to draw training allowance, the program shall forward one copy of the Apprentice Agreement to the Veterans Administration.

Each Apprenticeship Agreement shall contain a statement covering the terms and conditions of employment and training; a statement of the trade/craft to be learned; a schedule of the work processes and wage rates; and a statement that the Apprentice shall complete the required related training. The Applicant's signature on the Apprenticeship Agreement certifies that he/she agrees to abide by the standards of the program.

## **SECTION VII**

### **PROBATIONARY PERIOD FOR APPRENTICES**

The period of probation shall be the first 2,000 hours of on-the-job training.

During the probationary period, either party to the Agreement may terminate the Apprenticeship Agreement, upon written notice to the Registration Agency.

After the probationary period, the Apprenticeship Agreement may be suspended, canceled or terminated for good cause (see Section XVI of this manual) with due notice to the Apprentice and a reasonable opportunity for corrective action. The Apprentice will be given a full hearing before the Apprenticeship Committee prior to being terminated and the Apprentice Agreement canceled.

## SECTION VIII

### ON THE JOB TRAINING (OJT)

The first 1,000 hours or six months in the Residential, Commercial and Lineman program is a tryout period. During this period, you may cancel your agreement, or your sponsoring contractor may cancel the agreement without the approval of the IEC of SA Apprenticeship Committee. You must contact the Training Director for assistance in changing contractors.

1. Apprentices will take direction from journey-workers, even if this means some deviation from technical electrical work, such as loading a truck, digging a ditch or climbing into an attic.
2. Apprentices will be punctual for work.
3. Apprentices occasionally may be asked to perform public relations (charity or volunteer) duties in connection with their work and the apprentice program.
4. Apprentices should have proof of apprenticeship registration available when working on prevailing wage jobsite.  
a
5. Any apprentice who has been laid off shall notify the Training Director within **24 hours**. Attempts will be made to place the apprentice with another contractor immediately. If no positions are available, the apprentice will be placed on an active waiting list.
6. After the tryout period, an apprentice **must** consult the Training Director before leaving the contractor sponsor.
7. Monthly sheets must be e-mailed promptly, as failure to do so will result in loss of hours for the period that could postpone any upcoming raise. If you are not working, return the monthly sheets with the word "UNEMPLOYED" written on it. **Monthly hour reports are due on the 15th of the month.**
8. Apprentices WILL notify the sponsoring contractor and IEC of SA Training Director of any change of address, phone, pager and cell phone number PROMPTLY. Communication is extremely important during the apprenticeship.

NOTE: If you have a problem with your employer, your assigned journey-worker or your classes, call the Training Director. The Director's job is to assist you in getting the best electrical training possible. If you follow these guidelines carefully, and work diligently, you can become

an IEC of SA ELECTRICIAN, a credit to the electrical trade, and a recognized professional in the electrical industry.

## **WORK PROCESSES-APPRENTICE ON THE JOB TRAINING**

The apprentice shall receive instruction and experience in all branches of the trade/craft which are available, to develop a practical and skilled journey/craft worker well versed in the theory and practice of the occupation, in accordance with the work process schedule(s) as shown in the Appendix(es) to these Standards. The workday and workweek for apprentices shall be the same as that for journey/craft workers and shall be subject to the same conditions.

The hours of employment shall not interfere or be in conflict with the related training requirement set by the Apprenticeship Committee.

## **SECTION IX**

### **WAGES FOR APPRENTICES**

A progressively increasing schedule of wages for apprentices shall be paid to each apprentice in accordance with the wage schedule found in the Appendixes to the Standards. The Coordinator and first-line supervisor shall examine each apprentice's records before each period of advancement, ascertaining the apprentices' *satisfactory progress in both on-the-job training and in related instruction*. The entry wage shall be not less than that provided for by the Fair Labor Standards Act or other applicable Federal or State Law.

A decision not to advance an apprentice, based on due consideration of the above criteria, may be appealed to the Apprenticeship Committee Chairperson.

**As of January 2008, the accepted State of Arizona minimum Journeymen Rate wage of \$20.00 per hour was implemented.** At the end of the 1000-hour probationary period the apprentice wage will be equal to 55% of the accepted State of Arizona minimum Journeyman rate. For each succeeding 1000 hours satisfactorily completed the wage shall increase by 5%. The schedule is as follows:

First Year:	1 <sup>st</sup> 1000 hour period – 60%	2 <sup>nd</sup> 1000 hour period – 65%
Second Year:	3 <sup>rd</sup> 1000 hour period – 70%	4 <sup>th</sup> 1000 hour period – 75%
Third Year:	5 <sup>th</sup> 1000 hour period – 80%	6 <sup>th</sup> 1000 hour period – 85%

Fourth Year: 7<sup>th</sup> 1000 hour period – 90%

8<sup>th</sup> 1000 hour period – 95%

## **SECTION X**

### **SUPERVISION OF APPRENTICES**

The Apprenticeship Committee shall assure that all training, both on-the-job and in related instruction shall be under the direct supervision of trained, qualified journey/craft workers at all times. The Employer may appoint a Coordinator of Apprentices to verify that the above requirements are met.

## **SECTION XI**

### **RATIO OF APPRENTICES**

The number of Apprentices shall be limited to those who can be given proper supervision and training and who can be assured reasonable opportunity for employment on the completion of their apprenticeship. The ratio shall be as stated in the State of Arizona Apprenticeship Standards. (Copy available on request.)

## **SECTION XII**

### **SAFETY**

The Director shall verify that apprentices receive instruction in accident prevention and safe working habits, both on-the-job and in related instruction, during the entire term of training, in compliance with the occupational safety and health standards promulgated by the Secretary of Labor under Public Law 91-596, dated December 29, 1970, as amended.

## **SECTION XIII**

### **RELATED TRAINING**

All Apprentices shall be required to participate in related instruction for a minimum of 144 hours per year for each year of apprenticeship. Time spent in related instruction shall not be considered hours of work and no compensation is required to be paid by the Sponsor/Employer.

Related instruction scheduled during normal working hours shall be compensated at the regular apprentice rate.

The appendix attached to the State of Arizona Apprenticeship Standards provides an outline of the Related Training courses/classes in which apprentices are required to participate. Failure to attend or participate as assigned by the Training Director may result in removal from the training program as determined by the Director.

The apprentice must keep up all home study work, or attend related instruction classes, as required by the Director. Upon failure to do so, the Director may take such action as the case may justify.

1. All Apprentices will enroll in a course of instruction related to the Apprenticeship Program as directed by the Training Director. The related courses are designed for a progressive learning process throughout the program. Apprentices are responsible for the payment of all enrollment fees, books, and materials. This also includes transportation to and from the school facility and any other designated location.
2. Apprentices are required to achieve a grade of "C" or better in all classroom instruction. This applies to all courses of instruction. In the event the apprentice DOES NOT meet the minimum grade of "C," the progressive review and pay percentage increase will be POSTPONED until a "C" or better is achieved. This may mean a required repeat of the class semester or other options offered by the Apprenticeship Committee and Director.
3. Upon the completion of each semester, the IEC of SA Training Director receives a **copy** of the course results. This is then provided to the employer and becomes part of the apprentice's permanent record.

## **SECTION XIV**

### **PROCEDURES FOR PERIODIC REVIEW AND ADVANCEMENT - RECORD KEEPING**

1. Every 1,000 hours of your OJT and each semester of related instruction, your progress will be reviewed. This review is a combination of evaluations. First, your sponsoring Contractor will complete an evaluation form sent by the IEC of SA Director. Next, the instructor will provide the Director up-to-date classroom information on your participation in related instruction. This will all be compiled and ready for the Committee to review once the written request has been received.

2. **It is your responsibility to request this review in writing at least 100 hours prior to reaching the next 1,000 hours.**
  
4. If the review is favorable, you will be advanced to the next progressive step in your apprenticeship. A letter will be sent to you and your Contractor Sponsor informing them of your advancement and recommended pay increase. If the review is unfavorable, both apprentice and the Contractor Sponsor will be notified.
  
5. You have the right to appeal an unfavorable review to the IEC of SA Apprenticeship and Training Committee. The appeal must be made within 30 days of the review and must be in writing. If the Apprenticeship and Training Committee appeal is unsuccessful, a second appeal may be made to the IEC of SA Board of Directors. This appeal must be made within 30 days of the previous appeal decision. If the Board of Directors appeal is denied, a final appeal can be made to the State of Arizona Apprenticeship Advisory Council. The address & procedure can be obtained from the IEC of SA Training Director.

The Coordinator and the first-line Supervisor shall examine the records of each apprentice before each period of advancement, or at such other time as may be determined, giving consideration to such items as progress in on-the-job training and related instruction, and any other items which are indicative of the apprentice's development.

The Apprenticeship Committee shall be responsible for the recording and maintenance of all records concerning the individual apprentices' training in both on-the-job and related instruction.

Record of applications, examinations, selections and all records concerning the training of the apprentice shall be retained for a period of not less than five years, as required by the Arizona Department of Commerce Apprenticeship Services.

## **SECTION XV**

### **RESPONSIBILITIES AND REQUIREMENTS OF THE APPRENTICE**

The Apprentice is responsible for completion of the program. The program is designed to guide and instruct the Apprentice from the beginning of the program to its completion. Technical proficiency, responsibility, and professionalism are the development goals.

The Apprentice is responsible for the completion of the application, working with the Training Director to obtain employment with one of the Contractor Members of the Association, or an approved sponsoring contractor. The Apprentice is also responsible for the following:

1. Performing entry-level duties of an Apprentice and advancing on to the responsibilities of a Journeyman.
2. Informing the Training Director of changes in address, telephone number, and pager or cell phone number for total communication.
3. Learning and applying all the related technical instruction presented in the classroom and by the OJT supervisor to whom the Apprentice is responsible for the work process being performed.
4. Maintaining a minimum of a "C" grade in all of the class related instruction pertaining to the program.
5. Completing the monthly report of hours and submitting it to the Training Director by the 10th of each month.
6. Maintaining a safety posture and awareness at all times. Applying all safety rules and common sense to insure the work in progress, when completed, will be safe to people, equipment and structures, and the environment.
7. Asking questions when in doubt; without trying a new procedure, function, or process that may have a safety implication. NOTE: If you are not sure of how to perform or know what the result will be, get specific assistance from your supervisor.
8. Learning your trade and becoming proficient, helping train other apprentices.
9. Appearing before the Apprentice Committee for scheduled review appointments and when notified for specific appointments.
10. Accepting responsibility for your actions and learning from your mistakes; to become a professional journeyman electrician.

## **SECTION XVI**

### **DISCIPLINARY ACTION**

## **ABSENTEE POLICY FOR RELATED INSTRUCTION CLASSES**

In order to effectively progress in the related training, any absence could result in missed information vital to your completing the class successfully and maintaining an acceptable grade. Absenteeism also reflects the lack of your commitment to the program and shall not be tolerated.

To that end, it is MANDATORY that any apprentice who has one UNEXCUSED CLASS ABSENCE, during a semester period, will receive a letter of reprimand. Copies will be sent to the employer and placed in the apprentice file. Any apprentice who has two UNEXCUSED CLASS ABSENCES, during a semester period, will be asked to appear before the Apprenticeship Committee. Any apprentice who has three UNEXCUSED CLASS ABSENCES, during a semester period, may be dropped from the program.

1. If there are THREE (3) UN-EXCUSED ABSENCES during a semester period, the apprentice may be DROPPED from the program, pending any appeals or action of the Apprenticeship Committee.
2. EXCEPTION: If your Sponsoring Contractor has scheduled work during a designated class session, you are required to inform the Contractor that you will be missing a mandatory class. A letter submitted from the Sponsoring Contractor sent PRIOR to the class, if possible, can obtain an automatic excused absence. The letter must be on the contractor's company letterhead and received in the IEC of SA office prior to the scheduled class. The instructor should also be informed prior to the class. It is the apprentice's responsibility to ensure that the Contractor sends the 'letter of excuse' and inform the instructor. Only 2 excused company absences are acceptable for each semester.
3. If jobsite conditions require an apprentice to work unscheduled overtime, the apprentice must call the IEC of SA's office the night of class and explain the reason for missing class. Within 24 hours of the missed class the apprentice must ensure that the contractor sends a letter to the IEC of SA office
4. The instructor and Training Director may schedule a make-up class. It is the responsibility of the apprentice to acquire all class assignments from the instructor in order to maintain the related instruction schedule.

## **PROCEDURE FOR REPORTING ABSENTEEISM**

The instructor shall keep an attendance record for each student and report IMMEDIATELY to the Training Director any and all tardies and absences from class. The Director will notify the apprentice when to report to the Apprenticeship Committee for any required personal

explanation. Any tardy or absence will be reported directly to the committee and also in writing to the Contractor Sponsor of the apprentice.

When it is established that a second UNEXCUSED ABSENCE has occurred, the apprentice will be notified to appear in person at the next available Apprenticeship Committee meeting. At that committee meeting, the apprentice may explain the reasons for the absences. If in the opinion of the Apprenticeship Committee the absences were unavoidable, the Director will be instructed to mark the absences "excused". However, any excused or unexcused absence shall require the apprentice to make up the missed class time at the direction of the Director and Instructor.

## **Disciplinary Action At-A-Glance**

### EXCUSED ABSENCES

- 1.) Working Late – Signed excuse from employer on company letterhead
- 2.) Sick - Show up and teacher sends you home or you have a doctor's excuse
- 3.) Death in family (immediate)
- 4.) Accident on the way to class
- 5.) Other - By way from Direction of the Board

### APPEAL TO THE BOARD FOR UNEXCUSED ABSENCES

- 1.) First unexcused – Letter of reprimand
- 2.) Second unexcused – Will be required to appear before the Apprenticeship Committee
- 3.) Third unexcused – May be dropped from the program
- 4.) All of the above disciplinary action applies to IEC approved/scheduled Community Work Projects

### REMOVAL FROM THE PROGRAM FOR THE FOLLOWING:

- 1.) Convicted of felony while in the program
- 2.) Convicted of DUI while in the program
- 3.) Uninsurable (subject to employer's discretion)
- 4.) Not working for IEC Member firm or approved sponsoring contractor

- All IEC-SA non-member apprenticeship applicants must be pre-approved by the Membership Committee Board

Drugs:

- Conviction while in program
- Any IEC Apprentice who is working for a contractor and fails the contractors' mandated drug test will be subject to expulsion from the Apprenticeship Program.

## **SECTION XVIII**

### **AUTHORITY TO RECEIVE COMPLAINTS**

The employer and the apprentice shall have the right to appeal to the Apprenticeship Committee in the event of disputes or controversies arising over any provision of the Apprenticeship Program that cannot be satisfactorily settled by them. The Apprenticeship Committee shall hear all parties and make such adjustments, as it may consider necessary. The appropriate authority to receive and process complaints is the Apprenticeship Committee Chairperson.

## **SECTION XVIII**

### **CERTIFICATE OF COMPLETION OF APPRENTICESHIP**

Upon satisfactory completion of the requirements of apprenticeship, established herein, the Apprenticeship Committee shall certify the names of completed apprentices to the Registration

Agency, and recommend that Certification of Completion of Apprenticeship be issued. The form used for such certification shall be furnished by the Registration Agency.

## **SECTION XVIII**

### **MODIFICATION OF POLICIES**

The Apprenticeship Policies and Procedures contained herein may be modified at any time by action of the Apprenticeship Committee. The Registration Agency will be notified of such modification. Such modifications shall not alter or affect Apprenticeship Agreements in force at the time of the changes without the written consent of both parties to the agreement.

The Sponsor shall advise the Registration Agency of all registrations, terminations, cancellations, suspensions and completion's, within thirty (30) days of such action.

## **SECTION XX**

### **CANCELLATION/DE-REGISTRATION OF APPRENTICESHIP STANDARDS**

De-registration of a program may be affected upon the voluntary action of the sponsor by a request for cancellation of the registration, or upon reasonable cause of the Registration Agency instituting formal de-registration proceedings in accordance with the provisions of the Department of Economic Security's Apprenticeship Rules and Regulation, or the Arizona State Plan in Equal Employment Opportunity in Apprenticeship Training.

## **SECTION XXI**

### **TRANSFER OF TRAINING OBLIGATION**

In the event the Sponsor/Employer is unable to fulfill their obligation under the Apprenticeship Agreement, the Training Director will make every effort to transfer the apprentice to another Sponsor/Employer who has an agreement with IEC of SA. Such transfers are subject to the consent of the apprentice, the Apprenticeship Committee, and the Program Sponsor.

I have read and agree to follow the IEC Apprenticeship Policies and Procures.

**Date:**

**Apprentice Signature:**