Substation Rules & Regulations

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RULES & REGULATIONS

"YOU ARE REQUIRED TO KNOW THE CURRENT POLICY STATEMENT AND RULES & REGULATIONS!!!"

ARTICLE I. INTRODUCTION

Sec. 1.01: It is mandatory that each applicant and apprentice have the necessary reading and comprehension skills to understand the Policy Statement and Rules & Regulations and course material. Any apprentice failing to demonstrate this ability will be removed from the program.

Sec. 1.02: All apprentices are required to read and understand the contents of this Policy Statement Rules & Regulations and also any amendments to the Policy Statement and Rules & Regulations. Upon reading and studying the Policy Statement, anyone having questions should contact the Apprenticeship Office for a detailed explanation. We suggest that you read the Rules & Regulations several times to be sure that you know what is expected of you. Failure to understand the Policy Statement Rules & Regulations will not be accepted as an excuse or reason for special consideration.

Sec. 1.03: It is the apprentice's responsibility to check their mailbox, email and texts daily in order to assure prompt response to any communication from the Apprenticeship Office.

Sec. 1.04: All apprentices will be tested on the contents of the Policy Statement and Rules & Regulations at their first class and at subsequent classes. This will be handled like any other book test. You must receive a passing grade.

Sec. 1.05: Upon proof of false statement on any record submitted to the Apprenticeship Office, an apprentice will have his/her indenture cancelled. (Cheating, see Sec. 8.17)

Sec. 1.06: An apprentice who has problems with an apprenticeship matter should contact the Apprenticeship Office. The Executive Director will assist the apprentice in any way possible, as allowed by the Rules & Regulations of the Missouri Valley Apprenticeship & Training Program.

Sec. 1.07: Any apprentice who fails to adhere to these Policies and Rules shall be subject to disciplinary action up to and including removal from the program.

ARTICLE II. AGREEMENTS

Sec. 2.01: All newly indentured apprentices must sign the "Apprenticeship Agreement", the "Tuition Agreement" and the "Hold Harmless Agreement". The Apprenticeship Agreement is necessary to register the apprentice with the Dept. of Labor. The Tuition Agreement is to ensure that the apprentice understands the obligation to the Missouri Valley Line Constructors Apprenticeship & Training Program for the amount of money designated in the terms of the agreement. The Hold Harmless Agreement is to ensure that the apprentice does not sue the Missouri Valley Line Constructors Apprenticeship & Training Program nor its associates.

Sec 2.02: Failure to comply with or sign these agreements will be just cause to cancel the apprentice's indenture.

ARTICLE III. PROBATIONARY PERIOD

Sec. 3.01: The first 1750 hours of employment following indenture shall be a probationary period. During this period, the Apprenticeship Agreement may be cancelled by either party, without the formality of a hearing. The Registration Agency shall be notified of such cancellations. **Note:** The probation period does not include previous experience hours.

Sec. 3.02: An Entry Review will be held by the Subcommittee for each apprentice before the end of their 1750 hour probationary period. At this review, the apprentice's records and reports will be examined and discussed to determine if progress and/or indenture is acceptable.

ARTICLE IV. DRIVER'S LICENSE

Sec. 4.01: If an apprentice that was given a 6-month grace period to acquire their Class A CDL, no manual or airbrake restriction (including DOT physical card), from date of indenture fails to do so, they will be suspended immediately and have 3 months to obtain it. Any apprentice that does not comply by the end of the 3-month suspension shall be dropped for non-compliance.

Sec. 4.02: An apprentice must maintain a valid class "A" CDL (including DOT physical card) throughout the term of apprenticeship. Any apprentice who has his/her license revoked or suspended will be allowed to stay in the program. However, they will be immediately suspended and shall not be permitted to work as an apprentice for a period of 14 months or until such time as proof of a valid class A CDL is presented. The inability to obtain a valid class A CDL within 14 months of revocation or suspension will result in cancellation of the apprenticeship agreement. The apprentice must notify Missouri Valley within 1 business day of when charged with a DUI or similar offense and/or having your driving privileges revoked, failure to do so will result in a subcommittee.

ARTICLE V. FORMS

Sec. 5.01: An apprentice must notify the Apprenticeship Office of any address, telephone number or email address change immediately on the proper "Change of Address" form. Failure to receive any communications because of incorrect information, will not be accepted as an excuse.

Sec. 5.02: An apprentice will not be allowed to complete Orientation Week until the "Tool Acquisition Form" has been approved.

Sec. 5.03: An "Out-of-Work" form must be received in the Apprenticeship Office within five (5) calendar days, any time employment is discontinued for any reason (fired, quit, laid-off, injured, or transferred to another contractor). **Note:** If the situation is temporary (less than one week), and a definite date to go back to work for the same contractor is known, then the "Out-of-Work" form is not necessary.

Sec. 5.04: Report Cards and Evaluations. See Article IX.

ALL FORMS ARE AVAILABLE AT CLASS, ONLINE OR BY CONTACTING THE APPRENTICESHIP OFFICE.

ARTICLE VI. CPR and FIRST AID CARDS

Sec. 6.01: All apprentices are required to maintain current CPR and First Aid Certification Cards. Any apprentice who fails to send in renewal copies of his/her CPR and/or First Aid Certification Cards within thirty (30) days after the expiration date will be suspended from the program until a copy of their card(s) is received in the Apprenticeship Office. Only CPR and First Aid Certifications that require both a hands-on skills test and a written test will be accepted.

ARTICLE VII. JOB ASSIGNMENTS

Sec. 7.01: An apprentice must accept all work assignments and/or rotation of employment within the Chapter Area to obtain the diversified training necessary for completion of the MVLCAT Program. Apprentices will have two (2) hours to respond to calls for work assignment placements. An apprentice who refuses a work assignment, within the Chapter Area, will remain out of work until the next Subcommittee meeting. At the Subcommittee meeting the apprentice may present their reason for refusing the working assignment. Based on the stated reason, the Subcommittee will then direct the Mo-Valley Training Director to issue either a (3) month penalty or cancel the apprenticeship agreement. (Three-month penalty means the apprentice's raise will be delayed for three months.) Any apprentice who refuses a working assignment for the second time will automatically have their Apprenticeship Agreement cancelled.

Sec. 7.02 You must notify the Missouri Valley office within 24 hours of any electrical contact at any voltage, or an accident / incident, even if it doesn't result in an injury. Failure to do so may result in a Subcommittee hearing.

Apprentices should also contact their home local union. This information will be used to address industry trends, job-site hazards, and safe work practices so we are able to analyze future training needs. Off the job accidents also require notification, this is due to how classes are conducted and the ability for you to complete all required tasks during your week long.

Sec. 7.03: An apprentice that is fired from or quits a job assignment, is subject to suspension by the Executive Director until reviewed by the Subcommittee at the next regularly scheduled Subcommittee meeting.

Sec. 7.04: When an apprentice's employment is terminated for any reason, he/she must immediately notify the Apprenticeship Office and the local union office. Each apprentice must also follow up with the proper "Out-of-Work" notices.

Sec. 7.05: An apprentice will under no circumstances, accept employment outside the JATC Area until the apprentice is cleared through the Apprenticeship Office. Violation of the proper procedure will result in termination of employment and a Subcommittee hearing.

Sec. 7.06: Every effort will be made to ensure that each apprentice is provided with work within his or her home area. However, to ensure a diversity of work and reasonable continuous employment over their apprenticeship, all work assignments will be issued by the AJATC.

Sec. 7.07: Apprentices will be assigned and rotated per the Policies and Procedures that have been adopted (and modified as needed) by the AJATC.

Sec. 7.08: Short calls are defined as work assignments in which the duration of the job is not expected to exceed 30 days. Apprentices assigned to short call projects will not lose their placement on the Out of Work List provided the working assignment does not exceed 30 days.

ARTICLE VIII. CLASSES

Sec. 8.01: Upon indenture, each apprentice will be assigned to a class. Each apprentice will be required to attend the class he/she is assigned.

Sec. 8.02: Apprentices will attend all classes on their own time.

Sec. 8.03: Additional mandatory classes may be scheduled any time.

Sec. 8.04: Apprentices may schedule extra classes for help or review when available.

Sec. 8.05: Each apprentice will be placed on a course material schedule. For each credit, the apprentice will be required to test over the specific material listed as follows:

Step	Time Between Classes	Books	WL - Class	Minimum Time Indentured	Hours	% JL Pay Scale
1	0 months	Orientation	Orientation	0 months	-	60%
2	6 months	1-1 to 1-3	1A	6 months	1000	65%
3	6 months	1-4 to 1-6	1B	12 months	2000	70%
4	6 months	XFMR & 2-1 to 2-3	2A	18 months	3000	75%
5	6 months	2-4 to 2-6	2B	24 months	4000	80%
6	6 months	3-1 to 3-3 & AC Theory	3A	30 months	5000	85%
7	6 months	3-4 to 3-6	3B	36 months	6000	90%
-	3 months	Crane Cert. Student Workbook & 4-1	4A (EICA)	39 months	-	-
-	3 months	4-2 to 4-4	4B (OSHA 20)	42 months	-	-

Each work book credit will have a performance assessment task (P.A.T) that must be completed with sufficient skill

and proficiency to receive credit for that book. Tasks will be outlined at classes.
In addition to book tests, P.A.T's and class test's, each apprentice will also be tested over their rope skills to make knots and hitches.

Sec. 8.06: All required workbooks must be completed before attending the scheduled week long class. If any workbook or lesson is incomplete upon arrival, the apprentice will be sent home immediately. The apprentice will be charged 1 missed class and be rescheduled in the next available week long class. In addition, if the apprentice had a hotel reservation, they will be invoiced for the Sunday night room fee.

Sec. 8.07: All classes start at 8:00 A.M. unless otherwise specified and are scheduled for 8 hour sessions. When an apprentice is late to class, the following rules will apply:

First time late – Verbal warning.
Second time late -Recorded on the apprentice's file.
Third time late-Recorded on the apprentice's file and mandatory Subcommittee hearing.

Sec. 8.08: If an apprentice misses an assigned week long class, does not complete or leaves class early for any reason before normal completion of class, it will be recorded as a missed class. If an apprentice file is marked with 2 missed classes, he/she will be scheduled for a Subcommittee hearing to evaluate his/her interest and commitment to becoming a Journeyman Lineman.

Exceptions: If emergency storm work is verified by the company, prior to week long class, or military duty verified by the commanding officer, it will be excused and not counted as a missed class.

Sec. 8.09: If the Missouri Valley office hasn't been notified of verified storm duty by 4:30pm the Friday prior to week long class, it is mandatory for the apprentice to attend the class. NO EXCEPTIONS!

Sec. 8.10: Anyone required to attend a Subcommittee meeting during his/her scheduled week-long class, will receive a missed class and will be rescheduled into a new week long class.

Sec. 8.11: Anyone required to leave class for disruptive behavior will be required to appear before the Subcommittee.

Sec. 8.12: All apprentices will complete all course material and tests with a passing grade. The passing grade for workbooks is 75%. The passing grade for tests is 80%. The acceptable level of each apprentice will also be determined by the class instructor in conference with the Executive Director. If progress is unacceptable, the apprentice may be scheduled for additional classes and/or Subcommittee.

Sec. 8.13: If an apprentice fails a test he/she may retest as soon as the following day.

Sec. 8.14: If the same workbook test, class test or performance assessment task is failed twice, the apprentice will be suspended and not allowed to retest for a minimum of 2 weeks, once the retest grades are acceptable, suspension will be lifted. If the apprentice becomes suspended while at class, the apprentice will be sent home immediately. After passing the workbook, workbook test, class test or performance assessment task on the third attempt, the apprentice will be rescheduled to take the entire week long class again, at the apprentice's expense.

If the same workbook, workbook test, class test or performance assessment task is failed for the third time, the apprentice will be dropped from the program.

Sec. 8.15: If an apprentice fails to keep a reasonable pace with course material, report cards and class attendance, they will be required to appear before the Subcommittee and may be dropped for non-compliance.

Sec. 8.16: When all class credits are completed, the student will still attend their week-long classes as assigned until their apprenticeship is completed.

Sec. 8.17: If an apprentice is caught cheating, or attempting to cheat, in any way, he/she will be suspended

immediately. This includes all tests and quizzes in class and during the exit exam. The apprentice will remain suspended until an investigation is completed by the Executive Director. Upon determination that the apprentice was cheating or attempting to cheat, he/she will have their indenture cancelled immediately without the formality of a subcommittee hearing.

Sec. 8.18: Jeopardizing test(s) in any way is prohibited and will result in suspension from the program. An investigation arranged by the JATC may result in legal action, including criminal charges. This includes but is not limited to: removing tests from exam site, copying, recording or taking pictures of test(s) and/or compromising any test in any way.

ARTICLE IX. REPORT CARDS

Sec. 9.01: All apprentices are required to report all hours worked while in the program on the proper time report card.

Sec. 9.02: Every day of the month must be accounted for on the report cards whether apprentice is working or off from work for some reason. **Exceptions:** Leave of Absence and Military.

Sec. 9.03: When no hours are reported for any day, give the reason for being off from work on the report card. A time report card is required even if laid off for the entire month.

Sec. 9.04: Time spent in class shall be in addition to the required 7000 hours of on-the-job training and shall not be considered hours of work.

Sec. 9.05: Each monthly report card and field evaluation are due on the 1st day of the following month. Apprentices will have a grace period until 11:59PM CST on the 10th day of the following month. The report card / evaluation must be submitted electronically through RLS. If the monthly report card / evaluation is not submitted by the apprentice by 11:59PM of the 10th of the following month, it will result in a penalty class being issued to the apprentice. All monthly time report cards and field evaluations must be signed by the crew foremen (or other authorized company official), or it will not be accepted. If a report card and/or field evaluation has a verified forged foreman's signature, the policy regarding false documents will apply.

Sec 9.06: If any time sheet or field evaluation is received late the following rules will apply: One Time Report Penalty Class per late document. Time sheet and field evaluations are two separate documents. Your step increase will be withheld until time report penalties have been served.

ARTICLE X. BETWEEN CLASS TESTS

Sec. 10.01: Credits between scheduled classes may be taken only if approved through the Apprenticeship Office. If approved for a retest or a between classes test, must show up at class at 8:00am and can leave after testing. All rules and regulations concerning classes will apply. See Article VIII

Sec. 10.02: A between class credit may not be used in place of attending an assigned class. All apprentices must attend all assigned classes in addition to the use of between class credits.

ARTICLE XI. STEP CLASSIFICATION

Sec. 11.01: An apprentice working out of their step classification and pay rate, or doing work beyond the limits of their step classification, will immediately be suspended from the apprenticeship program and will not be allowed to work as an apprentice, pending a Subcommittee hearing.

A. 1st step substation apprentices may not work in a manhole/vault or on energized lines or circuits and, as a safety measure, shall not be within reaching or falling distance of any voltage. This includes grounding and induced voltages. Falling distance is defined as the fall arrest system shall not allow encroachment into the M.A.D in the event of a fall.

B. 2nd to 7th step substation apprentices may work on energized lines or circuits up to 600 volts; as a safety measure, they must be under the direct supervision of a qualified Journey level electrical worker. Falling distance is defined as the fall arrest system shall not allow encroachment into the M.A.D if a fall occurs.

C. At no time may a substation apprentice work with energized parts above 600 volts, even if a Journeyman Lineman is in the elevated position with the apprentice.

D. 4th -7th step substation technician apprentices may assist Journeymen Linemen or Journeymen Substation Technicians with switching procedures using appropriate live line tools, proper PPE, and working outside of MAD.

Substation Grounding
The following applies to Apprentices that have completed Missouri Valleys Grounding/EPZ training:

E. A 2nd – 7th step apprentice who has passed Missouri Valley's Grounding/EPZ training may assist a Journeyman Lineman/ Substation Technician, provided the Journeyman Lineman/ Substation Technician is in the same elevated position as the apprentice, in the installation of master/bracket grounds. In the event that personal or EPZ grounds are also used for master or bracket grounds, the apprentice may assist a Journeyman Lineman/ Substation Technician, provided the Journeyman Lineman/ Substation Technician is in the same elevated position as the apprentice, while installing grounds. Once master/bracket grounds have been established the apprentice can install personal/EPZ grounds under the supervision of a Journeyman Lineman/ Substation Technician.

F. Cold apprentices are not allowed to perform switching.

G. While on underground work, the Journeyman Cable Splicer classification is allowed to replace the terms Journeyman Lineman/Substation Technician classification in paragraph "E." above. All other requirements must be met.

H. All apprentices shall follow all Safety Rules of the Contractor, the Local Union's jurisdiction, OSHA's Regulations and Missouri Valley Line Constructors Rules and Regulations with the most stringent rules taking precedence.

Sec. 11.02: An apprentice will only receive a step increase when he/she completes all of the following requirements for each step.

1. Workbook completion
2. Performance Assessment Task (PAT) completion
3. Required hours
4. Week-long course completion
5. Time Increments
6. Penalty Classes Served (if applicable)

Step	Time Between Classes	Books	WL - Class	Minimum Time Indentured	Hours	% JL Pay Scale
1	0 months	Orientation	Orientation	0 months	-	60%
2	6 months	1-1 to 1-3	1A	6 months	1000	65%
3	6 months	1-4 to 1-6	1B	12 months	2000	70%
4	6 months	XFMR & 2-1 to 2-3	2A	18 months	3000	75%
5	6 months	2-4 to 2-6	2B	24 months	4000	80%
6	6 months	3-1 to 3-3 & AC Theory	3A	30 months	5000	85%
7	6 months	3-4 to 3-6	3B	36 months	6000	90%
-	3 months	Crane Cert. Student Workbook & 4-1	4A (EICA)	39 months	-	-
-	3 months	4-2 to 4-4	4B (OSHA 20)	42 months	-	-

All penalty classes must be served for each step increase.

Sec. 11.03: If the credit requirement has been met but the hours requirement has not, a step increase can still be received between classes. The step will be sent, once a signed report card (through the date that the required hours were obtained) is received in the Apprenticeship Office.

Energized Primary (Work):

Sec. 11.04: A substation technician apprentice will not be allowed to work on the energized primary. A 4th step or higher substation technician apprentice will be allowed to switch on the energized primary alongside a Journeyman Lineman or Journeymen Sub Tech, provided they are using proper PPE, and not exposed to live front primary voltages within MAD.

1. All sub-tech apprentices (regardless of their step or program) MUST be observed by a Journeyman Lineman or Journeymen Substation Technician anytime they are working on a structure, in an enclosure that has energized lines or equipment, or has the potential of becoming energized. (i.e., hot crossing).

2. Any substation technician apprentice (regardless of their step in the program) may NOT perform work within the Minimum Approach Distance of exposed energized parts over 600 volts. If working within extended reach as outlined by OSHA, there MUST be a Journeyman Lineman or Journeyman Sub Tech at the same elevation position with the apprentice at all times.

3. Anytime a sub-tech apprentice is within extended reach of exposed primary parts, a minimum of 1 Journeyman Lineman /Sub Tech must be present on the crew and a qualified observer. Qualified Observer is a minimum of 4th step apprentice that has completed the Missouri Valley Qualified Observer course and/or a Journeyman Lineman or Journeyman Sub Tech.

4. When apprentices work within extended reach of energized circuits or equipment (600 Volts or more), rubber protective-insulating gloves and sleeves rated for the exposure of the highest nominal voltage shall be worn cradle-to-cradle when working from an aerial platform.
    a. The term “cradle to cradle” means rubber gloves and sleeves shall be worn when the boom leaves the stowed position until it returns to the stowed position when energized conductors or equipment are supported on the structure.
    b. The term “extended reach” describes being within five feet of energized conductors and equipment or having a conductive object within five feet of energized conductors and equipment.
    c. The term “effective cover-up” describes the installation of phase-to-phase rated insulating protective cover on energized conductors and equipment of different potentials when the worker is within reaching distance or in areas extended by handling conductive objects.

*Any infraction of Sec. 11.04 will result in automatic suspension from Missouri Valley JATC apprenticeship. A formal hearing will be heard at the next Board of Directors meeting. At a minimum, the apprentice will be set back to the beginning of their current step. Additional penalties may be imposed up to and including removal from the apprenticeship. While under suspension, the suspended apprentice may only be referred to as a groundman/Truck Driver and not be allowed to perform any work outside that classification.

Sec. 11.05: The employer is not required to change the pay rate of an apprentice until the crew foreman receives the new step classification card. The apprentice will receive the official step classification card from the Apprenticeship Office and present it to the crew foreman.

Sec. 11.06: If the pay increase is not received during the week following eligibility, contact the Apprenticeship Office immediately.

ARTICLE XII. MEDICAL HOLD

Sec. 12.01: In the case of an injury or illness in which the apprentice is unable to work and cannot attend class, a Medical Hold can be requested from the Apprenticeship Office. The proper form should be completed and sent to the apprenticeship office along with a written doctor's excuse. The Medical Hold form and an updated written doctor's excuse must be resubmitted every 60 days. Those apprentices on Medical Hold are exempt from attending classes.

Sec. 12.02: If an apprentice does not resubmit a Medical Hold form along with an updated written doctor's excuse every 60 days as required, they will be taken off of Medical Hold and will be required to attend all mandatory and regular scheduled classes.

Sec. 12.03: If Medical Hold status exceeds 180 days, a Subcommittee hearing will be scheduled to discuss the status.

ARTICLE XIII. MILITARY SERVICE

Sec. 13.01: Veterans may apply for Veteran's Assistance Benefits through the Apprenticeship Office.

Sec. 13.02: An apprentice who enters the Military Service shall immediately notify the Apprenticeship Office. Upon receipt of such notice, the Executive Director shall place the apprentice on an inactive status.

Sec. 13.03: An indentured apprentice returning from active duty must request reinstatement per the USSERA guidelines.

ARTICLE XIV. LEAVE OF ABSENCE

Sec. 14.01: An apprentice may request to take a Leave of Absence from the program.

Sec. 14.02: The request must be submitted in writing to the Apprenticeship Office, explaining the reasons for the request.

Sec. 14.03: The Executive Director will determine on a case-by-case basis if the Leave Of Absence will be granted or denied.

Sec. 14.04: Upon determining, the Executive Director may grant a Leave of Absence for a maximum of 12 (twelve) weeks for the entire apprenticeship.

Sec. 14.05: All personal information submitted to the Apprenticeship Office will be confidential.

ARTICLE XV. SUBCOMMITTEE

Sec. 15.01: A Subcommittee may periodically examine the progress of all apprentices on-the-job and classroom instruction. They may take action to disapprove an advancement, extend present classification for a specified time period, cancel the indenture of an apprentice, or outline specific steps and time tables that an apprentice must meet in order to remain in the program.

Sec. 15.02: An apprentice who is notified to appear before the area Subcommittee will have to appear during normal working hours. Also, see Sec. 8.10.

Sec. 15.03: If an apprentice fails to appear before the Subcommittee as directed, he/she will be removed from the apprenticeship program for non-compliance. The Subcommittee may leave the ruling open if there is insufficient information concerning the reason for the absence of the apprentice from the hearing.

ARTICLE XVI. RIGHT TO APPEAL

Sec. 16.01: An apprentice may appeal any decision of the Subcommittee to the A.J.A.T.C. The appeal must be submitted in writing to the Apprenticeship Office within 90 days of the Subcommittee action. The letter must state the reason why the area Joint Committee should reverse the decision of the Subcommittee.

Sec. 16.02: An apprentice who is dropped during the probation period will not have the right to an appeal.

ARTICLE XVII. SUSPENSION / REINSTATEMENT

Sec. 17.01: An apprentice who is suspended from the program for any reason shall have his/her employment terminated. He/She will not be allowed under any circumstances, to work as an apprentice until he/she has been reinstated. An apprentice will not receive credit for any hours worked while suspended from the apprentice program. Suspended apprentices must still submit monthly time report cards, marking the month as Suspended**.**

Sec. 17.02: While an apprentice is suspended, he/she will not be allowed to attend regularly scheduled classes. Once suspension is lifted, the apprentice will be assigned to a new week-long class.

ARTICLE XVIII APPRENTICESHIP CANCELLATION

Sec. 18.01: An apprentice may be removed from training by the committee, in accordance with the rules, for cause. Such removal by the committee cancels his/her indenture and removes the opportunity to complete his/her training. When removed from training, he/she shall be reclassified by the local union, and will not be allowed to work as an apprentice, or as a Journeyman, under any circumstances according to I.B.E.W. policy.
(Reference: N.J.A.T.C. Bulletin 77-11, dated September 15, 1977.)

Sec. 18.02: An apprentice wanting to take a Voluntary Withdrawal, must fill out the Voluntary Withdrawal Form. Available to download from our website or they may contact our office.

ARTICLE XIX. FINAL EXAM

Sec. 19.01: An apprentice will have 30 days to take the Final Exam from the date he/she is eligible. All apprentices must take the Final Exam at the Missouri Valley Apprenticeship Office. An apprentice who fails the Final Exam the first time must wait a minimum of 30 days. Then he/she will have 30 days from the end of the 30-day waiting period to take the test the second time.

Sec. 19.02: An apprentice failing to take the Final Exam within the 30-day eligibility period, will be required to appear at the next Subcommittee hearing.

Sec. 19.03: An apprentice who fails the Final Exam two (2) times, will be suspended and required to appear at the next Subcommittee hearing.

ARTICLE XX. GRADUATION REQUIREMENTS

Sec. 20.01: In order to graduate, an apprentice must complete the following:

1. Complete all required course material in an acceptable manner.
2. Complete all Performance Assessment Tasks in an acceptable manner.
3. Complete and pass all required classes.
4. Complete a minimum of 3 years 6 months as an indentured apprentice.
5. Complete a minimum of 7000 hours of on-the-job training.
    a. 2000 hours of Substation Construction & Maintenance including: grounding, foundations, fencing, plan & layout from blueprints, steel erections and transformers.
    b. 1000 hours Wiring, including coding, wiring and terminating cables for electrical systems, control and monitoring and communications withing the substation and outside sources or raceway conduit.
    c. 500 Hours Switches including installation and adjustments or assembly of switching gear for transmission and distribution of high voltage.
    d. 500 Bus including conduits, strain bus and bus welding.
6. Appear before the area Subcommittee for a verbal Exit Review.
7. Complete any class penalties.
8. Have a valid Standard First Aid Card and a valid CPR card.
9. Pass the Final written test with a minimum grade of 80%. (Test will be scheduled only after all other requirements are completed).

POLICY STATEMENT

ARTICLE XXI. GENERAL PROGRAM POLICY

Sec. 21.01: Any applicant selected to enter the Missouri Valley Line Constructors Apprenticeship and Training Program will be subject to a drug screen and/or random drug screens prior to assuming work duties.

Sec. 21.02: Any applicant or active apprentice who is found, by due examination, to be physically unable to perform the duties required by the nature of the line construction trade, or if a drug test is positive for use of illegal drugs (see Drug Policy), they will not be indentured or continue as an apprentice in the MVLCAT Program.

Sec. 21.03: Area Subcommittees will meet quarterly, or as needed, to review the progress of apprentices, apprentice assignments, hearings and to also interview new applicants. Subcommittee meetings will be conducted during normal working hours.

Sec. 21.04: The Subcommittee will interview all qualified applicants for possible entry into the Missouri Valley Line Constructors Apprenticeship and Training Program.

Sec. 21.05: The Subcommittee will review all documented requests for previous experience signed by a company official or local union business manager where previous experience was acquired.

Sec. 21.06: The Subcommittee may grant none, any part of, or all the previous experience requested up to a maximum of 5000 hours for experience working on substation apparatus.

Sec. 21.07: If subsequent field evaluations indicate the apprentice is not adequately performing the duties of his/her step, the local Subcommittee is authorized to return said apprentice to 1st or 2nd step apprentice classification, or remove him/her from the apprenticeship program as authorized by the 1750-hour probationary period.

Sec. 21.08: Anyone not presenting Previous Experience (Form MV-10) at the time of his/her indenture, will not be considered for previous experience credit at a later date.

Sec. 21.09: Any work experience accumulated between the time of the applicant's interview and the time of placement, may be reviewed for possible previous experience credit by the Subcommittee, following his/her indenture as an apprentice.

Sec. 21.10: Applicants who meet the minimum qualifications for acceptance will be listed in the order of the score they received in the interview. The Apprenticeship Office will maintain a list of eligible applicants for each local Subcommittee. The applicant with the highest score will be listed first. Each Subcommittee must select the top applicant on the list each time. The apprentice's indenture date will be the date he/she starts the apprenticeship. In the event that the applicant who is first on the list cannot be located or refuses placement, he/she will be removed from the list.

Sec. 21.11: All apprentices are indentured to the MVLCAT Program and not to the local union. The AJATC has the right of apprentice job placement. All matters of apprenticeship will be handled by the Committee through the Apprenticeship office.

Sec. 21.12: All actions of the Subcommittee shall be in accordance with the rules, regulations and policies of the MVLCAT Committee.

Sec. 21.13: The apprenticeship office will keep the minutes of all Subcommittee meetings.

Sec. 21.14: Minutes of all Subcommittee meetings will be mailed to the area Subcommittee members and upon request to the JATC members.

Sec. 21.15: The Director/Assistant Training Director, Business Manager or Assistant will be allowed to sit in on all Subcommittee hearings in an advisory capacity.
Sec. 21.16: The MVLCAT Apprenticeship Director is charged with the responsibility of administering the rules and policies of the J.A.T.C.

Sec. 21.17: The apprenticeship office will maintain a permanent file on every apprentice.

Sec. 21.18: When additional apprentice manpower is needed, the apprenticeship office will check nationally for available help and arrange proper transfer of apprentices across Chapter Areas.

Sec. 21.19: Any apprentice from another program seeking work in the MVLCAT jurisdiction must be cleared through the office of their Training Director.

Sec. 21.20: A former apprentice who wishes to reapply for the apprenticeship program must submit another completed application.

ARTICLE XXII: AFFIRMATIVE ACTION POLCY:

Sec. 22.01: It is the practiced policy of the Missouri Valley J.A.T.C., in accordance with the Department of Labor's Bureau of Apprenticeship Training, to take affirmative action to locate, recruit, interview and rank all eligible applicants who may be interested in becoming an Electrical Power Lineman Apprentice. Women and minorities are encouraged to apply. These duties as well as the employment and training of active apprentices are administered without regard to race, color, national origin, sex, religion, marital status, sexual orientation, physical appearance or any other protected class.

Journeyman, Substation Technician, Craftsman and Foreman are terms used to identify levels of competency, not sex.

ARTICLE XXIII. POLICY ON HARASSMENT

Sec. 23.01: Missouri Valley Apprenticeship and Training Program strongly disproves of and will not tolerate harassment of any kind. All employees must avoid offensive or inappropriate behavior at work or in related training and are responsible for assuring that the work place is free from harassment at all times.

Sec. 23.02: Missouri Valley J.A.T.C.'s policy prohibits unwelcome sexual advances, requests for sexual acts or fa-

vors, with or without accompanying promises, threats, or reciprocal favors or actions; or any other verbal or physical conduct of a sexual nature which has the purpose or effect of adversely affecting an employee's performance or which creates a hostile or offensive working environment.

Sec. 23.03: Complaints of harassment will be promptly and carefully investigated by the J.A.T.C., and all employees are assured that they will be free from any and all reprisal or retaliation from filing such complaints. Any apprentice who has a complaint of harassment at work or in class, by anyone, should immediately bring the problem to the attention of the J.A.T.C. or the Executive Director.

Sec. 23.04: An investigation will include interviews with all relevant persons including the complainant, the accused and other potential witnesses. Apprentices are assured that the privacy of the complainant and the person accused of harassment will be kept strictly confidential.

Sec. 23.05: Missouri Valley J.A.T.C. will review its findings with the complainant at the conclusion of its investigation. If the investigation reveals that the complaint appears to be valid, immediate and appropriate corrective action will be taken to stop the harassment and prevent its recurrence. If the validity of the complaint cannot be determined, immediate and appropriate action will be taken to assure that all parties are reacquainted with this harassment policy and to avoid harassment in the future.

ARTICLE XXIV. POLICY CHANGE ADMINISTRATION

Sec. 24.01: This Policy Statement and attached Rules & Regulations may be changed at any time by the MVLCAT Committee.

Sec. 24.02: The Executive Director is authorized to adopt procedures deemed necessary to effectively carry out Committee Policy and the Rules & Regulations.

Sec. 24.03: The MVLCAT Committee, through the Executive Director, shall expect all parties to the related labor agreements to adhere to the Area Training Agreement, the Standards, the Selection Procedures and the Affirmative Action plan of this program and applicable Federal and State Laws.