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RULES & REGULATIONS

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

ARTICLE I. INTRODUCTION

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SEC. 1.01: Each applicant and apprentice must have the necessary reading and comprehension skills to understand the Policy Statement, Rules and regulations, and course material. Any apprentice failing to demonstrate this ability will be removed from the program.

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

Sec. 1.03: The apprentice's responsibility is to check their mailbox, email, and texts daily to ensure 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 in their first and 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 their indenture canceled. (Cheating, see Sec. 8.18)

Sec. 1.06: An apprentice with 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 and 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 Department of Labor. The Tuition Agreement ensures 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 ensures that the apprentice does not sue the Missouri Valley Line Constructors Apprenticeship & Training Program or 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 canceled 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.

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Sec. 3.02: The subcommittee will hold an entry review for each apprentice before their 1750-hour probationary period ends. This review will examine and discuss the apprentice's records and reports to determine if progress and indenture are acceptable.

ARTICLE IV. DRIVER'S LICENSE

Sec. 4.01: An apprentice must maintain a valid class "A" CDL (including DOT physical card) throughout the term of apprenticeship. Any apprentice with revoked or suspended licenses can stay in the program. However, they will be immediately suspended and shall not be permitted to work as apprentices for 14 months, or until such a 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 cancel 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 immediately notify the Apprenticeship Office of any address, telephone number, or email address change 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 cannot 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 return to work for the same contractor is known, then the "Out-of-Work" form is unnecessary.

Sec. 5.04: "Report Cards." See Article IX.

Sec. 5.05: Field Evaluations*. Each monthly field evaluation must be received in the Training Director's office on or before 4:30 PM CST on the 10th day of the following month. If the 10th falls on the weekend, the deadline will be 8:00 AM CST on the Monday after.

*ALL FORMS ARE AVAILABLE IN 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 renewal copies of their CPR and First Aid Certification Cards within thirty (30) days after expiration 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. All apprentices suspended for expired CPR and First Aid card(s) must still attend their scheduled classes.

ARTICLE VII. JOB ASSIGNMENTS

Sec. 7.01: An apprentice must accept all work assignments and employment rotation within the Chapter Area to obtain the diversified training necessary to complete 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 direct the Mo-Valley Training Director to issue a (3) monthly penalty or cancel the apprenticeship agreement. (A 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 cancel their apprenticeship agreement.

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 can analyze future training needs.

Off-the-job accidents also require notification due to how classes are conducted and the ability to complete all required tasks during your week.

Sec. 7.03: An apprentice who 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, they 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 work under no circumstances except employment outside the JATC Area until the apprentice is cleared through the Apprenticeship Office. Violating 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 their 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 adopted (and

modified as needed) by the AJATC.

Sec. 7.08: Short calls are defined as work assignments in which the job duration 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: Each apprentice will be assigned a week-long class upon indenture. Each apprentice will be required to attend the class they are assigned.

Sec. 8.02: Apprentices will attend all classes independently without any reimbursement.

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

Sec. 8.04: Each apprentice should acquire at least 8 credits per year by attending scheduled classes. 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 must test over the specific material listed in Table 1.

Table 1. Cable Splicer & Underground Distribution Class Credits						
Step	Book	Credit		Step	Book	Credit
1 st	Orientation	1		5 th	2-4	14
2 nd	1-1	2			2-5	15
	1-2	3			2-6	16
	1-3	4		6 th	3-1	17
	MOD-I	5			3-2	18
3 rd	1-4	6		3-3	19	
	1-5	7		7 th	3-4	20
	1-6	8			3-5	21
	MOD-II	9			3-6	22
4 th	2-1	10		7 th	4-1	23
	2-2	11			4-2	24
	2-3	12			4-3	25
	MOD-IV	13				

Each workbook 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 in classes.

In addition to book tests, P.A. Ts, and class tests, each apprentice will 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 for one missed class and be rescheduled for the next available week-long class. In addition, if the apprentice had a hotel reservation, they would 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:

1. First time late – Verbal warning.
2. Second time late -Recorded on the apprentice’s file.
3. 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 average class completion, it will be recorded as a missed class*. Suppose an apprentice file is marked with two missed classes. In that case, they will be scheduled for a Subcommittee hearing to evaluate their interest and commitment to becoming a Journeyman Cable Splicer & Underground Distribution Technician.

*Exceptions: If the company verifies emergency storm work before a 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: The apprentice must attend the class if the Missouri Valley office hasn’t been notified of verified storm duty by 4:30 pm the Friday before week long. NO EXCEPTIONS!

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

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%. In conference with the Executive Director, the class instructor will also determine each apprentice's acceptable level. If progress is unacceptable, the apprentice may be scheduled for additional classes and a Subcommittee.

Sec. 8.13: If an apprentice fails a test, they 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, the suspension will be lifted.

*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 must 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 class as an instructor helper.

Sec. 8.17: If an apprentice is caught cheating or attempting to cheat in any way, they will be suspended immediately. This includes all tests and quizzes in class and during the exit exam. The apprentice will remain suspended until the Executive Director completes an investigation. Upon determination that the

apprentice was cheating or attempting to cheat, they will have their indenture canceled immediately without the formality of a subcommittee hearing.

ARTICLE IX. REPORT CARDS

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

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Sec. 9.02: Every day of the month must be accounted for on the report cards whether the 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. Even if laid off for the entire month, a time report card is required.

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 must be sent in separate emails as separate documents and received in the Training Director's office on or before 4:30 PM CST on the 10th day of the following month. If the 10th falls on a weekend, the deadline will be 8:00 AM CST on the Monday after.

The crew foreman (or another authorized company official) must sign all monthly time report cards and field evaluations, or they will not be accepted. If a report card and field evaluation have a verified forged foreman's signature, the policy regarding false documents will apply.

Sec. 9.06: If any timesheet or field evaluation is received late, the following rules will apply: One Time Report Penalty Class per late document. Timesheets and field evaluations are two separate documents. Your step increase will be withheld until the 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 testing ahead, you must show up at class at 8:00 am 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 cable splicer 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 not allowing encroachment into the M.A.D in the event of a fall.

- B. 2nd step cable splicer apprentices can assist a qualified Journey level electrical worker up to 600 Volts, provided it is not a network circuit. 2nd step cable splicer apprentices can enter manholes or vaults provided no energized circuits above 600 volts are present. A Journeymen Lineman or Journeyman Cable Splicer may supervise no more than one 2nd step apprentice on such circuits.
- C. 3rd step cable splicer apprentices may assist a Journeymen Lineman or Journeymen Cable Splicer in work on energized lines or circuits up to 600 volts, including inside network vaults or manholes. Journeymen Linemen and Cable Splicers may supervise only one apprentice in a network vault. Falling distance is defined as the fall arrest system not allowing encroachment into the M.A.D if a fall occurs.
- D. 4th-7th step cable splicer technician apprentices may assist Journeymen Linemen or Journeymen Cable Splicer with underground switching procedures using appropriate live line tools and proper PPE while working outside MAD.
- E. 4th -7th step cable splicer apprentices may assist a Journeymen Cable Splicer in all duties, provided the apprentice is never exposed to live front primary voltages within the MAD.

Grounding:

The following applies to Apprentices who have completed Missouri Valley Grounding/EPZ training:

- F. A Journeymen Lineman/Cable Splicer shall assist a 2nd to 7th-step cable splicer apprentice, provided the Journeyman is in the same position (elevated/below grade) as the apprentice, installing master/bracket ground. Suppose personal or EPZ grounds are also used for master or bracket grounds. In that case, the apprentice shall be assisted by a Journeyman Lineman/Cable Splicer, provided the journeyman is in the same elevation 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 or Journeyman Cable Splicer Technician.

G: 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 they complete all the following requirements for each step as outlined below and listed in Table 2.

- Workbook completion
- Performance Assessment Task (PAT) completion
- Required hours
- Week-long course completion
- Time Increments
- Penalty Classes Served (if applicable)

Table 2. Step Cable Splicer Underground Distribution Increase Criteria						
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 MOD-I	1A	6 months	1000	65%
3	6 months	1-4 to MOD-II	1B	12 months	2000	70%
4	3 months	2-1 to MOD-IV	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	3A	30 months	5000	85%
7	6 months	3-4 to 3-5	3B (MOD V)	36 months	6000	90%
-	6 months	4-1 to 4-3	4A (OSHA 20)	42 months	-	-
ALL penalty classes must be served for each step increase.						

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

Energized Primary (Work):

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

1. All cable splicer apprentices (regardless of their step or program) MUST be observed by a Journeyman Lineman or Journeymen Cable Splicer 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 cable splicer 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 Journeymen Cable Splicer in the same elevation/below grade position with the apprentice at all times.
3. Anytime an apprentice is within extended reach of exposed primary parts, a minimum of 1 Journeyman Lineman/Cable Splicer and a qualified observer must be on the crew. Qualified Observer is a minimum of 4th step apprentice that has completed the Missouri Valley Qualified Observer course and a Journeyman Lineman or Journeyman Cable Splicer 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) "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) "Effective cover-up" describes installing 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 held 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 groundsman/truck driver and may not be allowed to perform any work outside that classification.

Sec. 11.56: 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. 11.07: Contact the Apprenticeship Office immediately if the pay increase is not received during the week following eligibility.

ARTICLE XII. MEDICAL HOLD

Sec. 12.01: In the case of an injury or illness in which the apprentice cannot work or 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 and an updated written doctor's excuse every 60 days as required, they will be taken off of Medical Hold and required to attend all mandatory and regularly 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 inactive.

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 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.

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Sec. 14.03: The Executive Director will determine case-by-case 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 in the classroom instruction. They may take action to disapprove an advancement, extend present classification for a specified period, cancel an apprentice's indenture, or outline specific steps and timetables that an apprentice must meet to remain in the program.

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

Sec. 15.03: If an apprentice fails to appear before the committee as directed, they 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 the Subcommittee's decision 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 why the area Joint Committee should reverse the Subcommittee's decision.

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

ARTICLE XVII. SUSPENSION / REINSTATEMENT

Sec. 17.01: An apprentice suspended from the program for any reason shall have their employment terminated. They will not be allowed to work as apprentices until reinstated.

Sec. 17.02: An apprentice will not receive credit for any hours worked while suspended from the apprentice program. If an apprentice is suspended, they must continue to attend all mandatory, regularly scheduled classes and submit monthly time report cards.

ARTICLE XVIII APPRENTICESHIP CANCELLATION

Sec. 18.01: An apprentice may be removed from training by the committee, by the rules, for cause. Such removal by the committee cancels their indenture and removes the opportunity to complete their training. When removed from training, they shall be reclassified by the local union. They 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 complete 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 from the eligible date to take the final exam. 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 at least 30 days. Then, they 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: To graduate, an apprentice must complete the following:

1. acceptably complete all required course material.
2. Acceptably complete all Performance Assessment Tasks.
3. Complete all required classes.
4. Complete at least 3 years and 6 months as an indentured apprentice.
5. Complete a minimum of 7000 hours of on-the-job training.
 - a. 2000 Hours of energized network vault and handhole work, including cable pulling, cable racking, grounding, network protector, and network transformer maintenance and operations.
 - b. 500 Hours of cable testing, locating, and primary and secondary fault finding.
 - c. 500 Hours of de-energized overhead riser and conductor work, including framing, terminating, and connecting UG to OH risers.
6. Appear before the area Subcommittee for a verbal Exit Review.
7. Complete any class penalties.
8. Have a valid Standard First Aid and 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 random drug screens before 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 the 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 interview new applicants. Subcommittee meetings will be conducted during regular 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: Applicants who meet the minimum qualifications for acceptance will be listed in the order of the score that they 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 when they start the apprenticeship. If the first applicant on the list cannot be located or refuses placement, they will be removed from the list.

Sec. 21.06: All apprentices are indentured to the MVLCAT Program, not the local union. The AJATC has the right to apprentice job placement. The Committee will handle all matters of apprenticeship through the Apprenticeship Office.

Sec. 21.07: All Subcommittee actions shall be by the rules, regulations, and policies of the MVLCAT Committee.

Sec. 21.08: The Apprenticeship Office will keep the minutes of all Subcommittee meetings.

Sec. 21.09: Minutes of all Subcommittee meetings will be sent to the area Subcommittee members and, upon request, to the JATC members.

Sec. 21.10: The Executive/Assistant Training Director, Business Manager, or Assistant will be allowed to sit in on all Subcommittee hearings in an advisory capacity.

Sec. 21.11: The MVLCAT Apprenticeship Executive Director is responsible for administering the rules and policies of the A.J.A.T.C.

Sec. 21.12: The Apprenticeship Office will maintain a permanent file on every apprentice.

SEC. 21.13: When an additional apprentice workforce is needed, the Apprenticeship Office will check nationally for available help and arrange proper transfer of apprentices across Chapter Areas.

Sec. 21.14: Any apprentice from another program seeking work in the MVLCAT jurisdiction must be cleared through the office of their Training Director.

Sec. 21.15: A former apprentice who wishes to reapply for the apprenticeship program must submit another completed application.

ARTICLE XXII: AFFIRMATIVE ACTION POLICY:

Sec. 22.01: It is the practiced policy of the Missouri Valley J.A.T.C., by 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 a Cable-Splicer Underground Distribution 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, Lineman, Craftsman, and Foreman identify competency levels, not sex.

ARTICLE XXIII. POLICY ON HARASSMENT

Sec. 23.01: Missouri Valley Apprenticeship and Training Program strongly disapproves and will not tolerate harassment. All employees must avoid offensive or inappropriate behavior at work or in related training and are responsible for assuring that the workplace 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 favors, with or without accompanying promises, threats, 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 reprisal or retaliation for filing such complaints. Any apprentice with a complaint of harassment at work or in a 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 complainant's privacy 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 after its investigation. If the investigation reveals that the complaint is valid, immediate, and appropriate, corrective action will be taken to stop the harassment and prevent its recurrence. Suppose the validity of the complaint cannot be determined. In that case, immediate and appropriate action will be taken to ensure 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.

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

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.