

JATC RULES & POLICIES

FOR THE

SOUTHEAST IOWA JOINT APPRENTICESHIP &
TRAINING COMMITTEE

REPRESENTING THE

SOUTHEAST IOWA DIVISION: ELECTRICAL CONTRACTORS
ASSOCIATION, INC.

AND

LOCAL UNION #13

INTERNATIONAL BROTHERHOOD OF ELECTRICAL WORKERS

REVISED July 8, 2026

SOUTHEAST IOWA APPRENTICESHIP AND TRAINING

I. COMMITTEE POLICIES-GENERAL

It is the Committee's endeavor to see that the best possible qualified apprentices are passed through the program to become qualified journeymen wiremen. Keeping this in mind, all apprentices are so informed that for any violation of the policies or standards of the apprenticeship program, the apprentice, at the Committee's discretion, can be disciplined by forfeiture to pay, set back in the program, or be removed from the program.

1. **Indenture-** All Southeast Iowa JATC apprentices are indentured to the Southeast Iowa Apprenticeship, Training and Educational Trust, through the Southeast Iowa Apprenticeship and Training Committee. The apprentice and officers of the Committee sign an agreement to this effect. Furthermore, each apprentice is registered with the certifying agency of the U.S. Department of Labor, Bureau of Apprenticeship and Training. Nothing in these Committee Policy rules will be contrary or conflicting with the Southeast Iowa Electrical Apprenticeship and Training standards. The policies of the Committee may be changed at any time the Committee feels it advisable to do so, and the apprentices will be notified in writing.
2. **Southeast Iowa JATC Program Completion Standards-** Standards governing The operation of this program require each apprentice to successfully complete 8000 hours of OJT plus required related instruction (schooling); and satisfactorily pass all examinations before being classified as a journeyman.
 - A. **Problems-** Any problems, which may arise concerning the apprentices, either on the job or in school, must come before the Southeast Iowa Electrical Apprenticeship and Training Committee.
 - B. **Complaints-** Employers, Apprentices, Journeyman, or other persons having a complaint shall put their complaint in writing and address it to the Secretary or Chairman of the Apprenticeship Committee with a copy going to the Director of Training.
3. **Advancements-** Advancements are not automatic, each apprentice's grades, work reports, progress on the job, progress in school, and other obligations of the Program will be reviewed by the Training Director and/or Committee and passed on before receiving his or her next pay advancement. Apprentices will not advance to the next training phase until the prescribed number of on-the-job hours are completed, along with the schooling requirements. Once all requirements are met pay advancements will go into effect the 15th of the following month.

II. ON-THE-JOB-TRAINING

1. Rotation Policy

Apprentice work records will be reviewed periodically, and apprentices will be rotated at the discretion of the Apprenticeship Committee, to ensure diversification of training.

2. Terminated for Cause

Any apprentice being terminated for cause from an employer will not be placed with another employer until that individual has appeared before the Local J.A.T.C. Committee.

3. Work Report Forms and Progress Reports

Each apprentice is required to submit his/her completed on-the-job work report in an online format, currently Trade School, showing the type of work completed for the month. Work

reports are due to be submitted to the Southeast Iowa Electrical Apprenticeship via Trade School on or before the 10th of the following month.. The completed form is considered delinquent if it is not submitted in Trade School by midnight on the 10th day of the following month. The penalty for submitting a late work report is as follows (effective July 8, 2026): If a work report is received after the 10th of the month, or falsified, the penalties will be as follows, all fines will be paid with cash, money order or check to the SEIA JATC due at the time of the committee appearance.

1st offense \$25.00 fine and committee appearance

2nd offense \$50.00 fine and committee appearance

3rd offense \$100.00 fine and committee appearance

Any offense after the 3rd offense will be a \$100.00 fine and a committee appearance. Additional disciplinary action which may include, suspension of pay advancement, termination from the program at the committee's discretion.

III. CLASSROOM RELATED INSTRUCTION

1. School Regulations

All apprentices will adhere to all school regulations on parking, smoking, etc.

2. Cell phone

Cell phones will not be a distraction in the classroom. If the instructor has deemed the phone as a distraction, it will be removed from the building.

3. Hands On Tool Requirements

All apprentices are required to provide the following tools:

- Measuring Device
- Level
- Channel Locks
- Strippers
- 10/1 Screwdriver
- Terminating Screwdriver

4. ATTENDANCE

A. No working instead of attending school.

B. Vacations cannot conflict with class time.

C. School Hours are weekdays 6pm-10pm and Saturdays 8am-4pm as per schedule

5. TARDINESS/ABSENTEEISM

- A. Apprentices are responsible to communicate with their instructor if they will be tardy or absent.

- B. Any tardiness you will appear before the committee, unless the reason for absence has been approved by the Training Director.
- C. Unexcused Tardies will equal an absence.
- D. All apprentices are required to attend full class sessions. Any absenteeism will be called in front of the committee, unless the reason for absence has been approved by the Training Director.
- E. Sign in sheet: All apprentices will sign an attendance sheet at the beginning of each class. If anyone is caught forging another signature, they may be removed from the program. The Department of Labor standards states that all apprentices will attend a MINIMUM of 180 hours of classroom related instruction per year.

6. Conduct

- A. Any apprentice failing a test will be called before the Committee. Any Apprentice upon failing three tests, shall be required to repeat the year, or be expelled from the program, at the discretion of the Committee.
- B. All apprentices are expected to come to class with completed homework, be attentive in class, and conduct themselves in an orderly fashion. Any disrespect shown to the instructors, other apprentices, or school officials will result in a meeting with the Committee at the next regularly scheduled meeting for possible disciplinary action which may include termination from the Apprenticeship Program.

7. BOOKS

Apprentices are required to pay a non-refundable book fee to the Southeast Iowa Electrical Educational Trust Fund, Inc. Classroom related fees are to be paid in full upon receipt of books. If financial hardship is proved, the individual will contact the Director of Training and put into writing the reason for the hardship, who in turn will contact the J.A.T.C. Chairman to make financial arrangements. A charge of \$50.00 will be assessed for any returned check. No new books will be ordered for any apprentice still owing from the previous year.

- A. A grade of 75% or higher will be considered passing.
- B. A grade below 75% will be considered failing.
- C. 92% average at the end of the school year; 25% of your books for the following year will be paid.
- D. 96% average at the end of the school year; 50% of your books for the following year will be paid.
- E. Due to the additional burden placed on the 1st year apprentices starting within the industry, they will be required to only pay for 50% of their total book costs prior to advancement to 3rd period. If the apprentice completes the 1st year with an 80% or above

average, and maintains perfect attendance, their responsibility for the remaining 50% will be waived.

- F. The apprentice may also gain credit towards book fees for community service, union business, including attending monthly union meetings on a credit system. **Two (2)** union meetings or activities, or **four (4)** verifiable hours of community service will count for **one (1)** credit. *For a maximum of eight (8) credits and a minimum of four (4) credits to qualify.*

4 approved credits; 25% of your books for the following year will be paid.

8 approved credits; 50% of your books for the following year will be paid.

IV. Apprentice Placement

1. The Southeast Iowa J.A.T.C. requires all apprentices to accept placement anywhere inside the local's jurisdiction.
 - A. The Local Business Manager shall place the apprentices locally under the Direction of the Local J.A.T.C.
 - B. As an apprentice in this apprenticeship and training program you may be required to report for on-the-job training assignment anywhere within the employment jurisdiction of the J.A.T.C. The geographic jurisdiction of the J.A.T.C. is as follows: **In the State of Iowa, the Counties of: Louisa, Des Moines, Lee, Henry, Washington, Van Buren, Wapello, Davis, Appanoose, Monroe, Jefferson, and Keokuk.**
 - C. Any apprentice who becomes unemployed and no work is available in the local area for the immediate future, can be referred to the Southeast Iowa J.A.T.C. Office for placement in another jurisdiction at his/her request.

V. Policy on Drug and Alcohol Abuse

Section 1:

- A. The J.A.T.C. maintains a high degree of concern for the safety of its apprentices and will continue to support programs that will enhance the safety and well being of all apprentices. The J.A.T.C. expects apprentices to report to work in a state of mind and physical condition that will allow them to perform their assigned duties in a competent and safe manner. The J.A.T.C. will utilize resources necessary to ensure that a safe environment exists and that apprentices will not be exposed to situations where alcohol usage, illegal possession and/or use of drugs or controlled substances exist. Illegal drug usage, or alcohol abuse, whether on or off the job, may adversely affect an apprentice's job performance, jeopardize the safety of other employees, the public, the reliability of the contractor's operations and/or equipment, therefore, the illegal use, sale or possession of narcotics, drugs, or controlled substances while on the job or apprenticeship school property is strictly prohibited.

Section 2:

- A. If an apprentice reports to work or school in a condition giving a supervisor cause to suspect the apprentice is under the influence of alcohol, the apprentice may be required by the Committee to submit to a blood and/or urine exam. If the test reveals that the apprentice is under the influence of alcohol, the apprentice will be subject to disciplinary action.
- B. If an apprentice is found using alcohol on J.A.T.C. property or job site, he/she will be terminated from the program.

Section 3:

- A. If an apprentice reports to work or school in a condition giving supervisor reasonable cause to suspect the apprentice is under the influence of illegal drugs, narcotics, or other controlled substances, the apprentice may be required by the Committee to submit to a blood and/or urine exam. If the test reveals that the apprentice has any level of illegal drugs, narcotics, or other controlled substances in his/her system, the apprentice will be terminated from the program.
- B. If an apprentice is found using illegal drugs, narcotics or other controlled substances on J.A.T.C. property or job site, he/she will be terminated from the program.
- C. Any apprentice found under the influence of alcohol during a for-cause or at-random screening, and if any apprentice is found under the influence of drugs, narcotics, or any controlled substances during a for-cause or at- random screening such that he is subject to disciplinary action, then in that event the apprentice, as a condition of the disciplinary action, is required to undergo substance abuse counseling through an approved program.
- D. Any apprentice who may be undergoing medically prescribed treatment, which may limit the apprentice's ability to perform on the job or at school, must report this treatment to his/her supervisor prior to beginning work or school. Failure to report this to the supervisor shall be just cause for appropriate disciplinary action.

Section 4:

- A. Drug screens may be administered only by a qualified laboratory of an approved physician.
- B. The J.A.T.C. may require the apprentice to take a drug/alcohol screening at random.
- C. Refusal to take the drug/alcohol screening will result in being terminated from the apprenticeship program.

Section 5:

- A. Recognizing that there may be apprentices who have a drug or alcohol problem, the J.A.T.C. stands willing to assist in the resolution of such problems and encourages apprentices to seek help. If an apprentice thinks he/she may have a problem with either alcohol or drug abuse and desires to take action on his/her own; the apprentice must use the following procedure:
 - 1. Prior to notification of a drug or alcohol screening, he/she must advise the Committee of his/her problem and sign the acknowledgement form.
 - 2. Start to Enroll in the appropriate drug/alcohol abuse program within five (5) days.
 - 3. Furnish the Committee with proof of registration and satisfactory progress reports.
 - 4. Complete the required program.
 - 5. Remain drug/alcohol free.

Failure to comply with any of the above will result in immediate termination.

If a subsequent drug/alcohol screening reveals a positive result anytime after beginning the drug/alcohol abuse treatment, the apprentice will be terminated from the program.

(SIGNATURE PAGE FOLLOWS)

Local Policy Agreement

In the presence of: Southeast Iowa Electrical Joint Apprenticeship Training Trust

In witness whereof, the Southeast Iowa Electrical Joint Apprenticeship Training Trust have read and acknowledged the agreement of the “Standards, JATC Rules and Policies, Apprenticeship Agreement, and Section of CBA”.

Trustee Name

Date

Chairman of the Southeast Iowa JATC

Student Name

Date

Printed Name

PAYMENT AGREEMENT

Promise to pay: I promise to pay The Southeast Iowa J.A.T.C. all book fees and other charges incurred by me as a student enrolled in the apprenticeship program.

Failure to pay: If I do not pay my outstanding fees, the Southeast Iowa J.A.T.C. can require that I make immediate payment of the entire balance including any finance charges. The Southeast Iowa J.A.T.C. has the right to take steps to collect the balance including but not limited to the following: prohibiting the student from being issued books for the following school year, prohibiting the student from attending apprenticeship classes for the following school year, removal from current apprenticeship classes until the balance is paid, turning over the students account to a collection agency, taking legal action to collect the balance due. In the event the Southeast Iowa J.A.T.C. has to incur any expenses collecting this account, I agree to pay all the Southeast Iowa J.A.T.C. costs of collection. This includes but is not limited to a collection agency fee and/or reasonable attorney fees. I authorize the Southeast Iowa J.A.T.C. to release financial information about the account to those concerned with collecting the balance due.

Apprentices that are dropped from or voluntarily leave the Southeast Iowa J.A.T.C. apprentice program mid-year will be responsible to pay all outstanding fees within thirty (30) days of their leave date.

Apprentice Signature

Date