

South Central MN Electrical JATC

Policy Statement

Effective August 18, 2021

Welcome to your apprenticeship with the International Brotherhood of Electrical Workers!

As you well know, the electrical construction field is a rewarding one, with many opportunities for those who participate in it. A cornerstone of your career as an IBEW electrician is successful completion of the apprenticeship program.

Your apprenticeship program is administered by the South Central Minnesota Electrical Joint Apprenticeship and Training Committee (SCMNJATC). The following is the policy statement issued by the SCMNJATC. It is the duty of the Committee to establish or change such policies, as it deems necessary for the successful operation of the training program. Failure to comply with them shall constitute just cause for dismissal from the Apprenticeship Program.

All matters concerning apprentices shall be handled by the SCMNJATC. The Committee will adjudicate violations of the policy statement. Disciplinary action may include, but is not limited to, letters of reprimand, suspensions, mandatory participation in the TEAM, passing a drug test, or termination from the Program.

Please take the time to become acquainted with this policy statement, as the information contained in it is important to your success in the apprenticeship program. If you have any questions, please feel free to contact a member of the SCMNJATC staff or committee.

Best of luck to you in your classes and career as an IBEW electrician!





South Central MN Electrical JATC

Table of Contents

- I. Contact information
- II. Committee and Contact Information
- III. Class Placement
 - a. Credit for Previous Experience
 - b. Credit for Trade School Completion
 - c. First Year Test-Out
 - d. Veterans
- IV. Apprentice responsibilities
 - a. Scholarship Loan Agreement
 - b. Classroom Training and Attendance
 - c. Fees
 - d. Timecards
 - e. Performance Reviews
- V. Apprentice Employment
 - a. Job Placement, Traveling, Quitting an Employer, Discharge for Cause
 - b. Unemployed Apprentices and Job Referral
 - c. Commuting Policy
 - d. Rotation/Transfer of Apprentices
 - e. Leave of Absences
 - f. On-the-Job Conduct and Attendance
- VI. Progressing in and completing the Program
 - a. Passing grade
 - b. Wages and Progression
 - c. Program Completion
- VII. Prohibited Harassment Policy
- VIII. Computer Usage
- IX. Email Procedures
- X. Referral Policy
- XI. Short Call Policy
- XII. Transfer Policy
- XIII. Whistleblower Policy
 - a. General
 - b. Report Responsibility
 - c. No Retaliation
 - d. Reporting Violations
 - e. Compliance Officer
 - f. Confidentiality
 - g. Handling of Reported Violations
- XIV. State Board of Electricity (SBOE)
- XV. Substance Abuse Policy and Program
- XVI. Drug and Alcohol Testing Authorization
- XVII. Signature Page



South Central MN Electrical JATC

I. CONTACT INFORMATION

Each apprentice shall be responsible for keeping the Apprenticeship Office, the Union, the Credit Union and the Health and Welfare Office informed of any change of address or telephone number.

South Central MN JATC

Michael Bambrick Jr, Training Director

9 80th St SE; Ste B

Rochester, MN 55904

(507) 529-7721 Phone

(507) 361-2291 Fax

(507) 513-9090 cell

mbambrick@scmnajtc.org

South Central MN JATC

Julie Strike/ Apprentice Administrator

9 80th St SE; Ste B

Rochester, MN 55904

(507) 289-7187 Phone

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jstrike@scmnajtc.org

IBEW Local Union 343

9 80th St SE

Rochester, MN 55904

(507) 282-7081

(507) 282-1562 fax

Wilson McShane

8120 Penn Avenue South

Suite 500

Bloomington, MN 55431

(800) 247-0401 or (952) 835-3035

(952) 835-3406 fax

jnord@wilson-mcshane.com

Electrus Federal Credit Union, A Division of SPIRE

7100 Brooklyn Boulevard

Brooklyn Center, MN 55429

(800) 252-4239 or (763) 569-4000

(763) 569-3270 fax

THE PRECEDING POLICY STATEMENT IS AVAILABLE TO EACH APPRENTICE SO HE/SHE WILL KNOW IN ADVANCE THE RULES ESTABLISHED BY THE SOUTH CENTRAL MN ELECTRICAL JATC. THESE ARE SUBJECT TO CHANGE WITHOUT NOTICE AS THE COMMITTEE DEEMS NECESSARY FOR THE SUCCESSFUL OPERATION OF THE TRAINING PROGRAM.



South Central MN Electrical JATC

II. COMMITTEE AND STAFF MEMBERS

N.E.C.A.

Kristin Causby, Minneapolis NECA
Kevin Hauschild, BLK Electric, Inc
Jordan Barnes, Accord Electric
Brent Morey, Hunt Electric

I.B.E.W.

Josh Ailts, Journeyman
Mike Gillard, Journeyman
Chad Katzung, Business Manager
Sean Sannes, Journeyman

TRAINING DIRECTOR

Michael Bambrick Jr

(507) 529-7721 or (507) 513-9090 cell
mbambrick@scmnjatc.org

ADMINISTRATOR

Julie Strike

(507) 289-7187
jstrike@scmnjatc.org

INSTRUCTORS

Dan Goodew

(507) 529-7721
dgoodew@scmnjatc.org

Dustyn Marks

(507) 529-7721
dmarks@scmnjatc.org

Casey Saunders

507-513-8512
cwsaunders@scmnjatc.org



South Central MN Electrical JATC

III. CLASS PLACEMENT

Credit for Previous Experience

Applicants with previous experience in the electrical construction trade may ask for and have such experience reviewed for credit towards on-the-job training hours. Hours worked as a summer helper/shop help or working in the industry while not registered with the Department of Labor as an Unlicensed Electrician cannot be considered toward credit for previous experience.

Applicants are responsible for providing verification of previous experience to the Committee. The preferred method is the Minnesota Department of Labor and Industry's Work Verification form used for the State exam if properly filled out and signed. If this is unobtainable, a written statement by the applicant itemizing the total number of hours worked (supported by paycheck stubs), categorizing the types of experience gained, and the names of employers and dates employed may be accepted.

Requests for previous experience credit **must be made at the time of the apprentice's indentureship**, upon which it will be reviewed by the committee and granted in whole or in part at the committee's discretion. The Committee will review such requests at the next regularly scheduled meeting after the indenture date.

***All applicants are required to serve a minimum of 2000 hours in the program.**

Credit for Trade School Completion

An apprentice indentured who has graduated from an approved Electrical Construction course (and has furnished verification of same to the SCMNJATC) will receive 2,000 hours credit throughout their apprenticeship and be placed into third-year classes. Working in the industry while attending school cannot be considered towards credit for previous experience.

First-Year Test-Out

Upon indentureship, an apprentice may opt to test out of the first year of school. This process should be arranged with SCMNJATC staff, and apprentices successfully doing so will be placed into second-year classes.

Veterans

Veteran apprentices who apply for GI benefits will make application through the Veterans Service Officer. All forms requiring signature by a certifying official are to be forwarded to the apprenticeship office for completion. No other signatures will be accepted. Such apprentices must turn in their monthly VA Hours Verification Forms with their SCMNJATC timecards for completion. It will then be forwarded to the VA and a copy will be mailed back to the apprentice for his/her records. Note: timecards must be received by the 5th of the month. If an apprentice does not have his/her VA form, it can be submitted separately from the timecard whenever it is received. Timecards submitted to the SCMNJATC must match VA benefits to be counted. Any penalties assessed by SCMNJATC will reflect on VA benefits.



South Central MN Electrical JATC

IV. APPRENTICE RESPONSIBILITIES

SCHOLARSHIP LOAN AGREEMENT POLICY

On an annual basis, prior to participating in any classroom instruction, each apprentice is required to:

1. Complete and sign a scholarship loan agreement (SLA) document and promissory note.

OR

2. Make payment in full to the SCMN JATC for the monetary value of one (1) year of classroom instruction as set forth in the scholarship loan agreement.

Failure to abide by this policy will result in the termination of your apprenticeship agreement and employment through the SCMN JATC program.

Classroom Training and Attendance

All apprentices are required to participate in and successfully complete all classroom instructions required by the SCMNJATC. The SCMNJATC will not require fewer than 180 hours of classroom training per academic year, and apprentices completing fewer than 180 hours will be required to repeat the school year with their wages frozen.

Apprentices must notify the Training Director, Instructor, or Administrator **PRIOR** to the start of class of any absences, late starts, or early quits from class. All absences must be discussed with SCMNJATC staff and are to occur only in the event of illness and/or emergency. Supporting documentation for all absences should be provided if available. **Makeup of absences is mandatory.**

Missed hours must be made up by attending *Code Classes*. A day missed, is equivalent to ONE 8-hour code class to be completed within 60 days or appear before the Committee. Any partial day missed will be made-up. If a 4th day is missed apprentice will automatically be scheduled for an appearance before the Committee.

Please note, absences, late starts, or early quits are a violation of this policy statement, even if they are properly made up and discussed with SCMNJATC staff. Apprentices who do not follow the JATC attendance policy will be subject to disciplinary action.

Cheating Policy

The SCMN JATC will not tolerate academic cheating of any kind. Cheating includes but is not limited to:

- Using any unauthorized aid during a test
- Giving or receiving answers during a test
- Accessing a test before it is given
- Copying assignments from other current or past apprentices
- Submitting work as your own that is actually the work of others

Anyone suspected of cheating will be referred to the SCMN training committee for possible disciplinary action up to and including termination of your apprenticeship agreement.



South Central MN Electrical JATC

Unlicensed Registrations

Apprentices are responsible to maintain their unlicensed registration with the MN State Board of Electricity.

Fees

Any required tuition, book fees, or state registration fees shall be the apprentice's responsibility and ***must be paid in full the first day of class***. Class materials will be handed out the first day of class, and all course fees must be paid for on that day. Payment options available for course fees are **cash, check, credit/debit card**. We have established an account with Unionly to accommodate credit or debit card payments. Their fee for this service is a **\$0.30 fee plus 4.9% service charge for each** transaction.

Timecards

The SCMNJATC shall keep and maintain records of progress as required by the Minnesota State Division of Voluntary Apprenticeship. Progress records shall be accessible to all authorized personnel. It is the responsibility of each apprentice to help the SCMNJATC fulfill this requirement by filling out and promptly turning in monthly timecards. ***Timecards are required monthly until one has been released from the Program regardless of work status. An apprentice who has reached 8000 hours and passed their SBOE may request timecard exclusion from committee in writing.***

Each apprentice timecard is for a one-month period. Apprentices are to indicate the number of hours worked each day in each category online in TradeSchool.

Timecards are due the 1st of the month and shall be completed online via TradeSchool by 5 pm by the 5th day of the month following the covered month. Falsifying timecard reports is a violation of this policy statement and will result in disciplinary action. Examples of falsification can include but are not limited to reporting hours not actually worked, etc. All hours will be verified from Health and Welfare payroll reports.

APPRENTICES WHO ARE UNEMPLOYED, AT HOME, OR ON A LEAVE OF ABSENCE (less than one year) MUST CONTINUE TO SUBMIT MONTHLY TIMECARDS.

Apprentices who fail to submit timecards in a timely manner will be subject to the following:

- A. **First Late/Missing Timecard:** The apprentice shall receive a notice requiring him or her to deliver the card prior to the end of the month. Credit for hours worked will be delayed by one month which will accordingly delay wage increases by one month.
- B. **Second Late/Missing Timecard:** This timecard will not be credited toward the completion of the apprentice's required training program AND the apprentice's already-accumulated hours will be reduced by 160 hours. This will result in a delay of the apprentice's next pay raise and extend his/her apprenticeship by two months. **(value of \$12,000+)**
- C. **Third Late/Missing Timecard:** This timecard will not be credited toward the completion of the apprentice's required training program AND the apprentice's already-accumulated hours will be reduced by 160 hours. This will result in a delay of the apprentice's next pay raise and extend



South Central MN Electrical JATC

his/her apprenticeship by two months. **IN ADDITION**, the apprentice will be required to attend a 16-hour code class within 2-months of notice. **(value of \$12,000+)**

- D. **Fourth Late/Missing Timecard**: This timecard will not be credited toward the completion of the apprentice's required training program, which will result in a delay of the apprentice's next pay raise and extend his/her apprenticeship by one month. The apprentice will also be required to appear before the JATC Committee, which may result in disciplinary action up to and including termination from the program. **(value of \$6000+)**

Performance Reviews

All apprentices will have their on-the-job performance evaluated by their immediate supervisor on a periodic basis. These will be reviewed by SCMNJATC staff and committee members, and the committee may take disciplinary action against apprentices who receive problematic evaluations. Evaluations become a part of each apprentice's SCMNJATC record, which is reviewed and considered by the committee each time an apprentice appears before the committee based on policy infractions, requests for committee action, etc.

Any apprentice who believes that he or she received an unfair or inaccurate review may write an explanation or rebuttal of it, which will be attached to the review and included in the apprentice's SCMNJATC record.

V. APPRENTICE EMPLOYMENT

Job Placement, Traveling, Quitting an Employer, Discharge for Cause

Apprentices are not allowed to solicit their own jobs. All work assignments and terminations shall be made through the apprenticeship office.

Apprentices are not allowed to quit an employer. Apprentices who quit or are discharged for cause by their employer may be classified as not available for work and will appear before the Committee at the next scheduled meeting for further action.

Job transfers of the apprentice by the employer into another jurisdiction must be approved in advance by both the apprentice's home JATC and the JATC into which the apprentice is traveling.

Unemployed Apprentices and Job Referral

Unemployed apprentices must verify that a copy of their termination slip is received at the JATC Office (507) 529-7721 and the Union Office (507) 282-1562 in order to be placed on the out of work list and be eligible for reassignment.

Unemployed apprentices must be readily available for calls of employment in accordance with the long/short call policy. If unreachable at home unemployed apprentices must leave a number where they can be reached. Job assignments will be filled and handled as follows:



South Central MN Electrical JATC

- A. Unless the apprentice has indicated, in writing, that they will not travel over 60 miles to a job; all apprentices will be called for each job, starting at number one on the out-of-work list, regardless of geographic location, during normal business hours of 7:30 am to 3:00 pm. If the JATC office does not receive a response from the apprentice by 8:00 am the following business day, the apprentice will be passed over, moved to the bottom of the out of work list and scheduled for an appearance before the JATC Committee.
- B. If the apprentice lives within 60 miles of the job, he or she is required to accept the assignment.
- C. If the apprentice lives more than 60 miles from the job, he or she will be given the option of accepting or refusing the assignment.
- D. If the SCMNJATC is unable to contact the apprentice and he or she does not check in as required above, he or she will be passed over and may be classified as unavailable for work. If unavailable for a work call, the apprentice will be moved to the bottom of the work list and must appear before the Committee at their next scheduled meeting.

Commuting Policy

No apprentice will be required to travel more than 60 miles to work from home. This will apply to work and job placement. Apprentices shall reserve discretionary rights to accept work or placement outside the 60-mile range.

Mileage will be calculated by SCMNJATC staff based on an official Minnesota highway map mileage chart. If an apprentice's permanent residence is within the Local 343 jurisdiction, the 60 miles will be calculated from it. If the place of residence is outside the Local 343 jurisdiction, the apprentice must declare to the Committee in writing the city closest to the residence that is within Local 343 jurisdiction, and the 60 mile range will be calculated from that city's limits. This city may only be changed by written request and approval of the Committee.

Any apprentice in their 1st through 5th periods will be paid the wage package for the period directly above their own for only the hours worked outside of their 60-mile work area.

Rotation/Transfer of Apprentices

The Committee, through the referral office, has FULL authority to authorize transfers and assignments for work. Committee requests will follow rotation policy, and they will continue to provide diversity of training and work opportunities.

Leave of Absence Policy

Apprentices who are out of work for any length of time due to injury, illness, or other reason must notify the Training Director immediately of their work and classroom status. Those requiring a leave of absence (LOA) from work and/or classroom attendance must submit a written request for such to the committee **PRIOR** to taking a leave of absence.



South Central MN Electrical JATC

Apprentices requesting a medical leave of absence due to a physical or psychological illness shall provide supporting documentation to substantiate the request. The medical or mental health professional who have been or will be providing treatment to the apprentice will, with the apprentice's written consent, confirm in writing that a medical leave is warranted due to the apprentice's health concerns. This supporting medical documentation shall be dated within 30 days of the request for leave.

Apprentices granted a medical LOA may be required to demonstrate that the condition which created the need for the leave has been sufficiently resolved before being allowed to return to active participation in the program. The JATC may require documentation from healthcare providers regarding an apprentice's fitness for duty. In some instances the JATC may require an independent medical or psychological evaluation prior to the apprentice's return to active participation in the program.

The Training Director may recommend a LOA for other compelling reasons for apprentices who find it necessary to temporarily interrupt work and/or classroom attendance. The JATC will make the final determination in these cases.

The SCMN JATC will maintain the confidentiality of all information regarding LOA's in accordance with federal, state and local law. All records concerning LOA's are confidential and the official copy of such shall be retained by the JATC. Access to these records is limited by appropriate federal, state and local law.

Timecards for the leave will still be required.

On-the-Job Conduct and Attendance

Apprentices are employed in a service-oriented business and are expected to be conscious of their personal appearance and act accordingly.

Apprentices are required to comply with all safety rules implemented by their employer, including coming to work with proper footwear.

Apprentices are expected to work a full 40-hour week if work is available. Each apprentice shall notify his/her employer **BEFORE** the start of the workday if he/she is unable to attend work or start on time. Regular attendance at work is required for satisfactory progression in the program. Excessive absenteeism and/or failure to communicate with an employer about an absence or tardiness are violations of this policy and may result in disciplinary action, up to and including termination from the program.

VI. PROGRESSING IN AND COMPLETING THE PROGRAM

Passing Grade

The passing grade for each year is established as 75%. Apprentices who fail a year for academic and/or attendance-related issues will be required to repeat the year and **will not** receive wage increases until successful completion of that year. An apprentice who fails twice to complete any year (academic or attendance) in the program will be dropped from the program.

Wages and Progression

To qualify for progressive wage increases, the following on-the-job training hours are established:



South Central MN Electrical JATC

A. Traditional occupation

| Pay Period - % of JW Rate | | Minimum Accumulative OJT Hours | + | Related Training |
|------------------------------|--|--------------------------------------|---|---------------------------------------|
| 1 - 50% | | 0 | + | N/A |
| 2 - 55% | | 1000 | + | Satisfactory Progress |
| 3 - 60% | | 2000 | + | 1 st Year School Completed |
| 4 - 65% | | 3500 | + | 2 nd Year School Completed |
| 5 - 70% | | 5000 | + | 3 rd Year School Completed |
| 6 - 75% | | 6500 | + | 4 th Year School Completed |
| Completion - 100% | | 8000 | + | 5 th Year School Completed |

To be advanced, the apprentice must have satisfactorily completed both requirements. (Example: To advance to 3rd period, one must have satisfactorily completed the 1st year of related training and must also have accumulated 2000 hours of OJT with satisfactory performance).

B. Hybrid occupation

| Pay Period - % of JW Rate | Minimum Accumulative OJT Hours | + | Related Training |
|------------------------------|--------------------------------------|---|--|
| 1 - 50% | 0 | + | N/A |
| 2 - 55% | 1000 | + | Complete 1 st Core Competency |
| 3 - 60% | 2000 | + | Complete 2 nd Core Competency |
| 4 - 65% | 3500 | + | Complete 3 & 4 th Core Competency |
| 5 - 70% | 5000 | + | Complete 5 & 6 th Core Competency |
| 6 - 75% | 6500 | + | Complete 7 th Core Competency |
| Completion - 100% | 8000 | + | Complete 8 th Core Competency |

The SCMNJATC does not sanction wages greater than those identified in the collective bargaining agreement for apprentices at each level.

Each apprentice in the program is expected to make satisfactory progress, both in school and on-the-job.

A monthly report will be made available to the Committee and apprentices that identifies apprentice progress and hours worked. By request, this report is also available in a format that identifies the number of hours worked in each timecard category.



South Central MN Electrical JATC

Program Completion

Requirements to be released from the program are 8000 hours of on-the-job training (OJT) properly documented by the SCMNJATC, successful completion of five years of school, a copy of the Minnesota passing letter and a copy of your journeyman's license on file, and any pending items from #1 of this Policy Statement.

Once an apprentice has completed 8000 hours of OJT and 5th year of school, the apprentice will have 12-months to pass the State Licensing Exam or be terminated from the program.

When qualified to do so, it will be the responsibility of each apprentice to complete and submit (including the fee) their application to the Minnesota State Board of Electricity for their Journeyman Wireman Exam. The SCMNJATC will track the work verification forms and will require a copy of the application to keep on file. Apprentices will then take responsibility to keep the process going directly with the State until they have passed, keeping the SCMNJATC updated of their status. Signing the required SBOE Authorization Release Form will alleviate the need for the apprentice to keep the SCMNJATC updated.

All apprentices will attend classes until licensed and/or successful completion of and release from the program.

The SCMNJATC shall authorize an apprentice to take the SBOE Journeyman examination and will typically do so at 8000 hours/5th year school/48 months. Any violation of this policy will result in a delay of the apprentice's release from the program by a MINIMUM of six months.

VII. PROHIBITED HARRASSMENT

Adopted August 4, 2011

It is the policy of the SCMNJATC that harassment on the basis of a protected classification (race, creed, color, religion, sex, national origin, marital status, status with regard to public assistance, disability, age, membership on a local human rights commission and sexual orientation), including sexual harassment, is prohibited. Such harassment violates the law, creates an offensive working environment, decreases productivity, adversely affects positive working relationships, increases costs to the company and tarnishes the image of the company and everybody associated with it.

SCMNJATC apprentice or staff shall not engage in verbal or physical conduct that denigrates or shows hostility or aversion toward an individual because of that person's race, creed, color, religion, sex, national origin, marital status, status with regard to public assistance, disability, age, membership on a local human rights commission or sexual orientation, or that of the person's relatives, friends or associates, if the conduct:

- A. Has the purpose or effect of unreasonably interfering with the person's work performance or,
- B. Otherwise adversely affects that person's employment opportunities.

The following are examples of prohibited harassment. Please note that these are not the only examples. If you have a question about whether conduct is permissible under this policy, you should discuss it with your supervisor or with the SCMNJATC Administrator.

- A. Epithets, slurs or negative stereotypes;



South Central MN Electrical JATC

- B. Intimidating or hostile acts based upon protected classification;
- C. Written or graphic material that denigrates or shows hostility or aversion to persons of a protected classification and that is posted or circulated on SCMNJATC property.

One form of prohibited harassment is sexual harassment. Sexual harassment is defined as:

- A. Making unwelcome sexual advances or requests for sexual favors or other verbal or physical conduct of a sexual nature a condition of an employee's obtaining employment or continuing employment; or
- B. Making submission to or rejection of such conduct the basis for employment decisions affecting an employee; or
- C. Creating an intimidating, hostile or offensive working environment or otherwise substantially interfering with an individual's employment by such conduct; or
- D. Retaliating against an employee for complaining about such conduct.

The following are examples of sexual harassment. Please note that these are not the only examples.

- A. Unwelcome sexual flirtations, propositions, and invitations to social events;
- B. Offensive physical contact or physical closeness;
- C. Use of words of a sexual nature describing body parts or sexual acts, telling "suggestive" jokes or stories, and conversations about sexual exploits or sexual desires;
- D. Displaying in the workplace sexually suggestive objects, pictures, cartoons, or representations of any action or subject which is sexual in nature and which can be perceived as offensive;
- E. Sabotaging an employee's character, reputation, work effects, or property because of sex;
- F. Direct and indirect suggestions that an employee's job security, job assignment, conditions of employment or opportunities for advancement depend in any way on the granting of sexual favors or relations.

If you have a question about whether conduct is permissible under this policy, you should discuss it with the SCMNJATC Training Director, Administrator, or a member of the committee.

An employee who believes he or she has been subject to harassment prohibited by this policy should report the incident immediately to the SCMNJATC Training Director, Administrator, or a member of the committee.

The individual filing a complaint will be asked to put the facts surrounding the offensive conduct or communication in writing. Thereafter, the investigation may include interviews with the employee making the charges, the accused employee, and appropriate witnesses, depending upon the individual circumstances of the matter.

Determination of whether prohibited harassment occurred will be made on a case-by-case basis, depending upon the circumstances of the matter, including the type of harassment alleged, the context in which the alleged harassment occurred, and any other facts deemed relevant. The employee making the complaint will be advised of the final disposition of the matter.



South Central MN Electrical JATC

A violation of this policy may be grounds for immediate discipline, up to and including discharge, or other appropriate action. Sanctions, if any, will be determined on a case by-case basis, after a review of relevant information.

Any questions regarding your obligations and those of others under this Policy should be directed to the JATC Administrator.

VIII. COMPUTER USAGE POLICY

It is a requirement for our program to have your OWN laptop computer.

Operating System Requirements:

Windows 7, 8, 8.1, or 10

Browsers:*

Firefox, Internet Explorer, Microsoft Edge, or Chrome

*Various components of the Blended Learning System might require use of one browser over another. This requirement is noted at the time it is needed.

- Academic use of the computing resources takes priority.
- Commercial and unlawful use of the computing resources is prohibited. Violators may be subject to arrest and prosecution under state and federal law.
- CURRENT Student LOG-IN Required
- NO personal emails
- Computer abuse/misuse WILL NOT BE TOLERATED. Individuals found abusing computer usage policy may be subject to immediate suspension of computing privileges and a required appearance with the committee.

Examples of misuse/abuse are, but not limited to the following on the SCMNJATC computers or during class time

- Illegal copying of copyrighting software, music or videos
- Unauthorized installation or removal of software or files
- Tampering with system configuration
- The unauthorized connection or disconnection of any computer or device to any network outlet, cable or device other than those that are specifically designated as a student or public network access points
- Bypassing or attempting to circumvent security and software metering measures
- Computer fraud
- Use of computer resources for commercial purposes
- Use of computer resources for social functions and events of non-SCC sponsored groups, clubs or individuals
- Activities that are not college business or academic in nature that unnecessarily uses network bandwidth or storage, including but not limited to, audio or video broadcasts and the downloading or sharing of data, music or video



South Central MN Electrical JATC

- Playing games
- Establishing servers or file sharing services including the downloading and sharing music and videos
- Installation or use of unauthorized network or telecommunications devices, including but not limited to computers, wireless access devices, switches, routers, transceivers, media converters, modems, or telephones
- Installation or use of unauthorized network diagnostic, monitoring or eavesdropping equipment, software or tools including but not limited to, packet capturing software or devices, cable analyzers, traffic generators or network management tools or software.

EMAIL PROCEDURES

Adopted January 1, 2010

When possible, we are paperless education system, which means **everyone must access their email accounts**. You will be required to access it once every scheduled class day. In the event you do not, you will be subject to disciplinary action.

Everyone has a JATC email account set as your first name initial and last name (ex: jstrike@scmnjatc.org). Everyone has the following passwords **"SCMNJATC"** and you may change them if you so choose. Unless you are receiving a certified letter your only correspondence from the JATC office will be through your JATC email.

Use the email to scan and send or forward such items as:

- Timecards
- SBOE progress documentation
- VA work verification forms
- Correspondence with the JATC offices, the Committee, the Instructors

You should only use these accounts to communicate between the JATC offices, instructors, or fellow apprentices with JATC related issues. These are not to be used for personal correspondence. This could also serve as your electronic personnel file.

It is a Gmail based account and easy to access at www.gmail.com. You **must** access and finish **setting up your accounts**.



South Central MN Electrical JATC

IX. REFERRAL POLICY

1. All calls by contractors for an apprentice shall be made to the SCMNJATC Training Director, by fax or email between business hours of 8:00 a.m. and 5:00 p.m. at (507) 529-7721 or the SCMNJATC Administrator, at (507) 289-7187 and will be filled in the order they are received. The time stamp on the request will be recognized as the date and time the request is made.
2. Unemployed apprentices shall be readily available for calls of employment. If unavailable or unreachable, unemployed apprentices must check in daily as to the status of open calls.
3. Each request for Long call/Short call manpower will be handled as follows:
 - All apprentices will be called for each job, starting at number one on the out of work list, regardless of geographic location during normal business hours of 7:30 am to 3:00 pm. No response from apprentice by 8:00 am the following business day will result in apprentice being passed over, moved to the bottom of the out of work list and scheduled for an appearance before the JATC Committee.
 - If the apprentice lives within 60 miles of the job, he/she will be required to accept the referral.
 - If the apprentices live outside the 60-mile limit, he/she will have the option of accepting or refusing the referral. (Acceptance entitles the apprentice to one period pay raise)
 - Long calls will take priority to short calls. Apprentices on short calls will be pulled to fill long calls and replaced if necessary.
 - If no apprentice is available, the eligibility list will be utilized according to geographic area.
4. An up-to-date copy of the referral list will be furnished to the Local Union office.

X. SHORT CALL

Adopted December 11, 2002

The policy would require all calls to be specified as either long call or short call. Short calls will be fourteen (14) calendar days. If a “short call” apprentice reports for work Tuesday through Friday, the apprentice upon request by the employer may extend the call through the third (3rd) weekend.

When an apprentice completes the short call, his/her name is added to the bottom of the short call list, making them available for another short call. All apprentices on a short call shall retain their place on the long call book. Long calls will take priority over short calls. An apprentice will be pulled from a short call to fill a long call and replaced if needed.



South Central MN Electrical JATC

If an apprentice is laid off within 3 business days of no fault of their own, the apprentice will retain their original placement on the out-of-work list.

The reasons the SCMNJATC considered when establishing this policy are: The apprentices will have a better opportunity to gain employment. The employer and the apprentice know this is a short-term job. Employers have the option of hiring apprentices as short-term help. It is intended to reduce problems with apprentices jockeying for position on the book; and the short call system has proven to be fair and beneficial to both the employer and the journeymen.

If you have any questions, please contact The SCMNJATC Administrator at (507) 289-7187 or the SCMNJATC Training Director at (507) 529-7721.

XI. TRANSFERS

Adopted October 1, 1998

1. Apprentices in their 1st through 4th periods are eligible for transfers. Apprentices in their 5th through 6th periods may request a transfer upon written notice to the JATC.
3. Each apprentice scheduled for a transfer will be contacted for their input regarding their past work experience.
4. Each contractor affected by a transfer will be contacted for their input regarding types of work available and experience needed.
5. The Training Director will recommend transfers to the SCMNJATC Committee.
6. All transfers will follow and adhere to the Commuting policy.
7. A 30-day notice will be given to all parties regarding pending transfers.
8. Contractors will be allowed to appeal to the SCMNJATC, in writing, those transfers they object to. The SCMNJATC Committee will have final authority on all transfers.

XII. WHISTLEBLOWER

Adopted August 2, 2012

General

ERISA and the policies of the SCMNJATC require that its trustees, employees and apprentices observe high standards of business and personal ethics in the conduct of their duties and responsibilities. Employees and trustees of the SCMNJATC must practice honesty and integrity in fulfilling their responsibilities in complying with all applicable laws and regulations.



South Central MN Electrical JATC

Report Responsibility

It is the responsibility of all trustees, employees and apprentices of the SCMNJATC to report violations or suspected violations of policies or law in accordance with this Whistleblower Policy.

No Retaliation

No trustees, employees and apprentices, who in good faith, report a violation of the SCMNJATC's policies or applicable federal or state law, shall suffer harassment, retaliation or adverse employment consequence. A trustee or employee who retaliates against someone who has reported a violation in good faith is subject to discipline up to and including termination of employment with the SCMNJATC or termination of their position in the SCMNJATC. This Whistleblower Policy is intended to encourage and enable employees and others to raise serious concerns within the SCMNJATC prior to seeking resolution outside the SCMNJATC.

Reporting Violations

Any suspected violations of policies or law are to be reported to the Organization's Compliance Officer, who is the Training Director of the SCMNJATC.

If it is suspected that the Organizations' Compliance Officer has violated this Policy, a report of this shall be made to the chairperson of the SCMNJATC.

Compliance Officer

The Organization's Compliance Officer is responsible for investigating and resolving all reported complaints and allegations concerning violations of the Code and, at his/her discretion, shall advise the Board of Trustees.

Confidentiality

Violations or suspected violations may be submitted on a confidential basis by the complainant or may be submitted anonymously. Reports of violations or suspected violations will be kept confidential to the extent possible, consistent with the need to conduct and adequate investigation.

Handling of Reported Violations

The Compliance Officer will notify the sender and acknowledge receipt of the reported violation or suspected violations within five business days. All reports will be promptly investigated, and appropriate corrective action will be taken if warranted by the investigation.



South Central MN Electrical JATC

XIII. STATE BOARD OF ELECTRICITY (SBOE) EXAM POLICY

Adopted 9/6/11

Effective immediately the following procedure must be followed when qualified to take the SBOE Journeyman Licensing Exam until one has successfully passed and a copy of your letter from the SBOE is on file with the JATC office.

Enclosed is the new State “Private Data Release” Form which requires your signature and that of a notary. Both the Union and NECA offices have notaries. Your employer may also have a notary. This allows the SCMNJATC office to speak with the State exam staff on your progress and status in achieving your Journeyman’s license.

Once an apprentice has completed 8000-hours of on-the-job training (OJT) and the 5th year of school, the apprentice will have 12-months to pass the Licensing Exam or be terminated from the Program.

Initial Exam Application:

Upon meeting the following qualifications set by the SCMNJATC which currently stands as:

- Must have minimum of 8000 hours logged
- 48 months of verified work experience
- Entering into 5th year of class

Once the apprentice meets the SBOE requirements (8000 hours verified/48 months) the APPRENTICE will forward their application and fee to the State with supporting documentation. A copy of such will be submitted to and kept on file with the SCMNJATC

The following steps are mandatory and the SCMNJATC office must be kept updated throughout with supporting documentation:

- The test must be taken within 90-days of state approval. (Applications can be submitted every 30-days)
You will receive an email confirmation of your test date. This email must be forwarded to the JATC office.
- Upon receipt of your test results, you must notify the SCMNJATC immediately with a copy of your letter.
- If failed, you must submit a new application with fee to the SBOE and repeat above steps.

You must continue this procedure until you have successfully achieved your Minnesota State Journeyman’s license.



South Central MN Electrical JATC



SOUTH CENTRAL MINNESOTA ELECTRICAL JATC

Substance Abuse Policy and Program For Joint Apprenticeship and Training Committees

Adopted October 16, 2017

The SCMNJATC has an ongoing commitment to promoting safety and productivity in the workplace. In recognition of the dangers and costs associated with substance abuse, the SCMNJATC hereby adopts the following substance abuse policy governing apprentice applicants to the SCMJATC's apprenticeship program.

SUBSTANCE ABUSE POLICY AND PROGRAM

I. INTRODUCTION

A. Purpose

The purposes of this Substance Abuse Policy and Program (Policy) are 1) to maintain the safety of all jobsite personnel, 2) to preserve property belonging to the construction owner, other employers and employees on the jobsite, 3) to enhance the jobsite and classroom learning experiences of apprentices, and 4) to assure that apprentices perform quality work on construction projects.

B. Fairness in Application

The SCMNJATC also stands for fair rules of employment, the dignity of workers, and the importance of providing a substance-impaired worker, who seeks help, with an opportunity for rehabilitation. Accordingly, this Policy will be applied in full compliance with these principles, and with all laws, regulations and court decisions which secure these fundamental rights in connection with any chemical testing to which employees, including apprentices, may be subjected.



South Central MN Electrical JATC

C. Conditions of Applicability

This Policy provides for drug and alcohol testing in two situations: 1) with respect to applicants for the apprenticeship program – after notice of testing and after a conditional offer of selection has been made to an individual by the SCMNJATC, but prior to indenture; and 2) with respect to incumbent apprentices, where: (a) the SCMNJATC, based on all the facts at its disposal, believes there is reasonable cause to believe that unlawful use of drugs, or impairment from alcohol, exists; and (b) the apprentice in question denies such use or impairment.

This Policy also sets forth the consequences to applicants and apprentices of reporting failing drug or alcohol tests. The SCMNJATC recognizes that drugs and alcohol present a serious health problem and encourages all apprentices to seek assistance for such problems.

D. Notice

The SCMNJATC will make this Policy available to all current and future apprentices. The SCMNJATC will also make the Policy available to applicants for apprenticeship, after a conditional offer of selection has been made to the individual by the SCMNJATC, and prior to indenture.

E. Disclaimer

The SCMNJATC also recognizes that, frequently, construction owners and/or general contractors impose their own substance abuse policies and programs on electrical contractors working at their construction projects. In addition, electrical contractors may have their own substance abuse programs. While this Policy is not intended to prevent electrical contractors from complying with those policies and programs, the SCMNJATC is not endorsing any independent substance abuse programs or policies which may be negotiated by the local union(s) or established by owners, general contractors, or electrical contractors. Nor by implementation of this Policy does the SCMNJATC assume responsibility for ascertaining or monitoring the drug-free or alcohol-free status of any apprentice or applicant for apprenticeship.

II. CONFIDENTIALITY

A. Information Kept Confidential

All information obtained by the SCMNJATC regarding drug and alcohol testing of apprentices or applicants for the apprenticeship program shall be maintained in separate files, and shall be treated in all respects as confidential medical records.



South Central MN Electrical JATC

B. Communication on a Need-to-Know Basis Only

Information on test results shall be communicated only to those who need to know in order to implement the Policy and ensure safety and proper treatment of tested apprentices or applicants. Information regarding an apprentice's or applicant's drug test results or rehabilitation status may be released only upon written consent by the apprentice or applicant, except that, regardless of consent, such information may be released where permitted by law:

1. To the representative of a state agency upon request as part of an accident investigation.
2. If the Medical Review Officer (MRO) believes that continued performance by the apprentice or applicant of his/her safety-sensitive function could pose a significant safety risk to the apprentice or applicant or to others.

III. TESTING

Refusal to submit to testing as required and/or permitted under this Policy, or falsification of a test, will be regarded as a positive test result, rendering the apprentice or applicant subject to the attendant consequences set forth herein. Failure to appear for testing without a deferral will be considered refusal to submit to testing.

A. Testing of Applicants

1. In general

Applicants for an apprenticeship program shall not be asked about drug or alcohol dependence or use until a conditional offer of selection has been made.

Once a conditional offer of selection has been made to an applicant, however, the applicant shall, prior to being indentured in the apprenticeship program, be tested for alcohol impairment and illegal drug use at the expense of the JATC. The SCMNJATC will require testing to be conducted within 48 hours of a conditional offer. The SCMNJATC will provide a list of approved clinics within the jurisdiction. An applicant testing positive for alcohol impairment or illegal drug use, pursuant to the provisions otherwise set forth in this Policy, shall be denied selection.

2. Alcohol dependence

If, however, an applicant for an apprenticeship program discloses in the course of the application process, and prior to being selected and subjected to alcohol impairment testing, that he or she suffers from alcohol dependence, the applicant shall be tested to determine whether he or she is presently alcohol-impaired.



South Central MN Electrical JATC

- a. If the test result is “positive”, the applicant shall not be selected.
- b. If the test result shows that the applicant was not then impaired, the applicant shall proceed with the application process, shall not be denied selection on the basis of his or her alcohol dependence, and shall be told that the use of alcohol at the workplace will subject the applicant to immediate discharge from the program.

(1) Except as provided in paragraph (2), if the applicant is selected, he or she shall be instructed to enroll in an appropriate alcohol treatment and counseling program as a condition for being indentured in the apprenticeship program. If the applicant is indentured on this basis, and is enrolled in such a program, then, until such time as the apprentice provides the SCMNJATC with a certified statement from the rehabilitation program that the apprentice has successfully completed the program, the apprentice may be tested for alcohol impairment, at no cost to the apprentice, prior to each new assignment by the SCMNJATC for on-the-job training. If such an apprentice tests “positive” for alcohol impairment prior to receiving such a certificate, the apprentice shall immediately be terminated from the apprenticeship program.

(2) If the applicant is selected and has already completed an alcohol treatment and counseling program, the applicant shall provide the SCMNJATC with a certified statement from the rehabilitation program that he or she has successfully completed the program.

B. Testing of Incumbent Apprentices

1. Reasonable cause testing

Incumbent apprentices shall be tested if the SCMNJATC, based on all the facts at its disposal, determines there is reasonable cause to believe that unlawful use of drugs, or impairment from alcohol, exists; and the apprentice in question denies such use or impairment. For purposes of this Policy “reasonable cause” may be based on, among other things:

- a. Information provided by an employer to whom an apprentice has been assigned that the apprentice has been administered a test revealing the presence of alcohol or prohibited drugs; unless the apprentice provides the JATC with:

- (1) Documentation from a physician stating that the positive result from the test may have been caused by the use of a properly prescribed medication; or
- (2) “Negative” test results from a certified laboratory’s independent test of the secured portion of the same sample;



South Central MN Electrical JATC

- b. Failure of an apprentice, when asked to do so by the SCMNJATC, to make a written request for, and use his or her best efforts to obtain, the results of an employer-administered drug or alcohol test, and to provide a copy of the written request and any results obtained to the SCMNJATC or its authorized agents;
- c. Information provided by reliable and credible sources, or independently corroborated, that the apprentice is or may be using illegal drugs or is currently impaired by the use of alcohol;
- d. Newly discovered evidence that an apprentice has tampered with a previous drug or alcohol test;
- e. Sudden changes in work or classroom performance;
- f. Repeated failure to follow instructions or procedures;
- g. Violation of safety practices;
- h. Involvement in a near accident;
- i. Odor of alcohol or residual odor peculiar to an illegal drug emanating from an apprentice or near an apprentice's work or study area;
- j. Unexplained or frequent absenteeism;
- k. Unexplained or frequent rejection for employment;
- l. Unexplained drowsiness, disorientation, erratic behavior or mood changes;
- m. Arrest or conviction for violation of criminal drug statutes.

2. **Possession is the equivalent of a positive test**

When an apprentice is found at the jobsite or classroom in possession of illegal drugs, drug paraphernalia, or alcohol, there is no need to engage in drug or alcohol testing of the apprentice. The apprentice will be regarded as having tested positive for purposes of this Policy.

3. **No testing if necessary medical attention is jeopardized**

Testing of an injured apprentice will take place only if it will not jeopardize necessary medical attention for the apprentice.

C. **Testing of Other Individuals**

The JATC may also test other individuals who receive training from the S C M N JATC, but who are neither registered apprentices nor journeypersons. Such persons will be given a copy of this Policy prior to SCMNJATC training, and the JATC will apply the standards set forth herein for incumbent apprentices to such individuals.



South Central MN Electrical JATC

IV. TESTING PROCEDURES FOR DRUGS

The following procedures will be followed when substance abuse testing is conducted:

A. Methods of Testing

All drug testing shall be conducted in accordance with the U.S. Department of Health and Human Resource Services' "Mandatory Guidelines for Federal Workplace Drug Testing Programs", as set forth in the Federal Register.

All drug testing shall be by urinalysis or other method which may subsequently be recognized by the U.S. Government as state-of-the-art for validity and accuracy of drug testing results. Effective October 1, 2017, HHS will permit oral fluids testing instead of urinalysis, but only if the donor is unable to provide a urine sample.

Testing shall be performed only by laboratories certified by HHS and published monthly in the Federal Register.

In addition, testing samples shall be separated into two containers at the time of donation of the sample (Bottle A and Bottle B). Initial and confirmatory tests (if necessary) shall be performed on the sample in Bottle A. Bottle B of the original sample shall be kept secure and chemically stable and made available for verification of laboratory testing results as provided in paragraph D.3, below.

B. Substances Tested For

HHS authorizes testing for a five-panel drug profile. The five drugs are: marijuana, cocaine, opiates, phencyclidine and amphetamines. Beginning on October 1, 2017, HHS also authorizes testing for: oxycodone, hydrocodone, oxymorphone and hydromorphone.

C. Privacy and Chain of Custody

Collection of urine specimens must be completed in a private setting. For urine and oral fluids, HHS protocol regarding chain of custody and marking of samples must be followed. A copy of the chain of custody paperwork and labeling information will be made available to the apprentice or applicant upon request.

D. Positive Test Results

All initial tests which show a positive result for drugs must be confirmed by more rigorous standards, using HHS protocols.



South Central MN Electrical JATC

A confirmed positive test result shall mean test levels on both the screening test and the confirmatory test that are recognized as positive by the HHS Mandatory Guidelines, in their current form or in any subsequent rule or regulation issued by that Agency, for any of the illegal drugs listed in such Guidelines.

E. Oversight by Medical Review Officer (MRO)

All drug testing shall come under the control and supervision of a licensed physician, with knowledge of substance abuse disorders. This physician, called a Medical Review Officer (MRO), will protect apprentice or applicant confidentiality and otherwise abide by the Medical Review Officer Manual, as published on the HHS/Substance Abuse and Mental Health Services Administration (SAMHSA) website: <http://beta.samhsa.gov/workplace>.

The role of the MRO in drug testing includes the following:

1. Procedures for confirmed positive tests

If a positive test is confirmed, the MRO will contact the apprentice or applicant as soon as possible.

- (a) An apprentice or applicant whose test results are “positive” shall be advised of the right to provide an alternative explanation and/or to have the secured portion of his/her urine sample independently retested by a HHS Certified laboratory of his/her choice and at his/her expense, as provided in paragraphs 2 and 3, below.
- (b) The apprentice or applicant shall also receive copies of the following:
 - (i) Test results;
 - (ii) A copy of this Policy, which includes notice of the possible adverse actions the SCMNJATC may take.

2. Right to provide alternative explanation

After submitting to a test, or after being notified of a positive test, an apprentice or applicant may voluntarily provide the MRO with evidence indicating that a positive result from the test may be caused by the apprentice or applicant’s use of properly prescribed medication. If the evidence is satisfactory to the MRO, a positive test result will not result in adverse action.

3. Right to have secured portion of split sample independently tested

An apprentice or applicant who tests positive shall have the right to have the secured portion of his/her urine (or oral fluids) sample independently tested by an HHS-certified laboratory of his/her choice and at his/her expense.



South Central MN Electrical JATC

The apprentice or applicant must notify the SCMNJATC or the MRO within three (3) working days of notification of a positive test result that the apprentice or applicant wishes to have the secured portion of the split specimen tested.

The proper chain of custody and documentation must be adhered to by the second lab, which also must be a lab certified by HHS to perform urine drug testing.

If the independent test is “negative”, the apprentice/applicant shall be reassigned to on-the-job training immediately.

4. Reporting test results

If the MRO deems an alternative explanation satisfactory, or, if the test on the Secured Sample comes back negative, the MRO shall report a negative result to the JATC.

Otherwise, the MRO reports a positive result to the JATC. The MRO reports only that the sample was positive: he/she does not identify the drug or the levels detected. The positive result report shall result in withdrawal of the conditional offer for an applicant, and an incumbent shall be subject to the procedures set forth in Section VI, below.

5. Failure to respond to the MRO or SCMNJATC

If the MRO cannot contact the apprentice or applicant within three (3) days, and after making three (3) attempts, the SCMNJATC representative will be notified to contact the apprentice or applicant and advise him or her to contact the MRO. At this time, no test results will be given to the SCMNJATC.

If, after 24 hours of being notified by the SCMNJATC to do so, the apprentice or applicant does not contact the MRO, the MRO will verify the positive test result to the JATC. The MRO may notify the authorized SCMJATC representative of results by telephone, computer interface, fax, or in writing.

If the SCMNJATC cannot contact the apprentice or applicant within three working days, the apprentice or applicant may be subject to termination from the apprenticeship program.

F. No Waiver of Liability for Testing

No apprentice or applicant for an apprenticeship program shall be required to sign any waiver limiting the liability of any firm, laboratory, or person involved in the decision to test or the testing process.



South Central MN Electrical JATC

V. TESTING PROCEDURES FOR ALCOHOL

A. Methods of Testing

Because HHS does not provide standards for alcohol testing, all alcohol testing shall be conducted in accordance with the protocols and procedures contained in the Nuclear Regulatory Commission's (NRC's) regulations for alcohol testing, which are part of the NRC's rules governing fitness for duty (10 CFR Part 26).

Initial testing shall be done by breathalyzer, or, in the alternative, by oral fluids testing. Such initial testing must be done, at a minimum, by alcohol screening devices (ASDs) approved by the National Highway Traffic Safety Administration (NHTSA). No adverse action shall be taken against any apprentice or apprentice applicant by the JATC on the basis of an unconfirmed "positive" result of an initial alcohol test.

The confirmatory test must be done on a breath sample, regardless whether the initial test was by breathalyzer or oral fluids screening. Such confirmatory testing must be done by "evidential-grade breath alcohol analysis devices" (EBTs).

B. Chain of Custody

Chain of custody must also be established for alcohol tests. As HHS has stated, the provisions of 29 CFR 26.91(c) regarding evidential-grade breath alcohol analysis devices (EBTs) are "necessary to establish an unimpeachable chain of custody for confirmatory alcohol test results...." *See* 73 Fed. Reg. at 17059 (March 31, 2008).

C. Positive Test Results

A positive alcohol test result shall mean test levels on both the initial test and the confirmatory test that meet the levels set forth in the NRC's regulations for alcohol testing, or other tests that are officially recognized as showing impairment by the applicable federal, state, or local governmental authority.

If the results of the confirmatory tests are negative, no further action is taken. If the results are positive, adverse action may be taken.

D. No MRO Review or Independent Testing

No MRO review is required for a confirmed positive alcohol test result under the NRC regulations. (10 CFR 26.5)



South Central MN Electrical JATC

The NRC has permitted the donor to provide a blood sample for independent testing at his or her own expense. This option is no longer available under the NRC regulations.

E. No Waiver of Liability for Testing

No apprentice or applicant for an apprenticeship program shall be required to sign any waiver limiting the liability of any firm, laboratory, or person involved in the decision to test or the testing process.

VI. CONSEQUENCES OF TESTING POSITIVE FOR DRUG OR ALCOHOL

A. Applicants

An applicant for apprenticeship who tests positive on a drug or alcohol test shall have his or her conditional offer of selection withdrawn. Two (2) diluted test results will be considered a confirmed positive test. The applicant may reapply to the program 6 months from the date of withdrawal of offer.

B. Incumbent Apprentices

An incumbent apprentice testing positive on any drug or alcohol test, shall, on first occurrence, be offered the opportunity to enter a rehabilitation or counseling program. The JATC shall provide information to the apprentice concerning the existence of public and private drug counseling, assistance, rehabilitation and other drug and alcohol abuse treatment programs of which the JATC is aware. (Employee Assistance Plan or EAP).

If the apprentice enters such a program, his or her status as an apprentice will not be affected, except that pending certification of satisfactory completion of the program, the apprentice's on-the-job training (OJT) shall be suspended without pay. Apprentices shall not be eligible to return to work, or be assigned through the JATC for employment, until the apprentice has passed a post-treatment drug and alcohol test at the expense of the JATC, pursuant to the standards of this policy.

The JATC shall endeavor to accommodate the times during which the apprentice must be absent to participate in such program, in order to allow the apprentice to continue to receive classroom training. If the "program" feels it is permissible for the apprentice to be in school while completing the "program" then they shall be. If at the end of the "program" the apprentice cannot pass the post-treatment drug and alcohol test, then the JATC may not permit the apprentice to attend classes.



South Central MN Electrical JATC

VII. EFFECTIVE DATE/AMENDMENTS

The effective date of this Policy is December 1, 2017.

Changes in the law and technology governing substance abuse testing may require modification or revision of this Policy from time to time. Apprentices shall be provided with notice of such modifications or revisions, when adopted by the JATC, at least 30 days prior to their effective date.



South Central MN Electrical JATC

CONSENT FORM

1. I have been given a copy of the SCMNJATC's Alcohol and Substance Abuse Policy and Program (Policy). I have read the Policy and understand its contents.

2. As a condition of participation in the apprenticeship program, I applicant/apprentice (circle one), hereby consent to submit to such urinalysis, oral fluids, breathalyzer and/or other tests as shall be determined by the SCMNJATC for the purposes of determining the presence of prohibited drugs or alcohol. I agree that any specimens collected for these purposes may be forwarded by the SCMNJATC to a certified testing laboratory for analysis. I further agree to and hereby authorize the release of the results of said tests to the SCMNJATC or its authorized agents.

I hereby authorize any physician, addictionologist, counselor, or other rehabilitation professional to discuss my compliance with the Policy with the SCMNJATC, or its authorized agents.

I understand that my refusal to submit to testing as required and/or permitted under the Policy, or falsification of a test, will be regarded as a positive test result, rendering me subject to the attendant consequences set forth in the Policy.

3. I further understand that on-the-job training (OJT) is a critical part of my apprenticeship, and that as a condition of receiving OJT I may be required by my employers to submit to urinalysis, oral fluids, breathalyzer and/or other tests for the purposes of determining the presence of prohibited drugs or alcohol. I agree to and hereby authorize the release of the results of any such tests and/or examinations to the SCMNJATC or its authorized agents.

If the SCMNJATC asks me to do so, I will make a written request for, and use my best efforts to obtain, the results of any such tests and/or examinations from my employers. I further agree to provide a copy of the written request and any results I obtain to the SCMNJATC or its authorized agents. I understand that my failure to take any of these actions will be regarded as reasonable cause for testing under the terms of the Policy.

I further understand that an employer-administered test revealing the presence of alcohol or prohibited drugs may be regarded as reasonable cause for testing under the terms of the Policy, unless I provide the SCMNJATC with: (1) documentation from a physician stating that the positive result from the test may have been caused by the use of a properly prescribed medication; or (2) "negative" test results from a certified laboratory's independent test of the secured portion of the same sample.

I hereby authorize any employer, physician, addictionologist, counselor, other rehabilitation professional to discuss with the JATC or its authorized agents, the results of any employer-



South Central MN Electrical JATC

administered urinalysis, oral fluids, breathalyzer and/or other tests administered for the purposes of determining the presence of prohibited drugs or alcohol.

4. I understand that changes in the law and technology governing substance abuse testing may require that the SCMNJATC modify or revise this Policy from time to time, and that I will be provided with notice of such modifications or revisions, when adopted by the SCMNJATC, at least 30 days prior to their effective date.

I have carefully read the foregoing Consent Form and fully understand its contents. I acknowledge that my signing this form is a voluntary act on my part and that I have not been coerced into signing this document by anyone.

Printed Name

Social Security Number (Last 4 nos. only)

Signature

Date

Printed Name of Witness

Signature of Witness

Date



South Central MN Electrical JATC

DLI Registration number: RE- _____

Address: _____

AUTHORIZATION

I hereby authorize the Minnesota Department of Labor and Industry (DLI) to release to **SOUTH CENTRAL MINNESOTA ELECTRICAL JATC**, or any of its representatives, the following information:

- Status of my license application;
- Whether I have scheduled a licensing examination and, if so, for what date;
- Whether I have re-scheduled a licensing examination and, if so, for what date;
- Whether I have taken the licensing examination and, if so, whether I have passed or failed;
- The scores I have received on my licensing examinations.

I understand that the data I have submitted to DLI and the data created by DLI relating to my electrical, plumbing, or boiler work, other than my name and designated address, are classified as private under the Minnesota Government Data Practices Act, Minn. Stat. § 13.41, Subd. 2. By signing this Authorization, I agree to waive the right to that data being withheld from **SOUTH CENTRAL MINNESOTA ELECTRICAL JATC**.

Signature of Apprentice

This instrument was acknowledged before me on _____ by
(Date)

(Apprentice Name-Printed)

(Signature of notary officer)

(stamp) My commission expires: _____



South Central MN Electrical JATC

XIV. DRUG AND ALCOHOL TESTING POLICY **Acknowledgment and Authorization Form**

I _____, acknowledge that I have received a copy of the SCMN JATC Drug and Alcohol Testing Policy, that I have reviewed the policy, and agree to be bound by the policy. I understand that my acceptance into the SC MN JATC Apprenticeship Program is conditioned on my successfully passing a drug and alcohol test, pursuant to the policy.

I agree to give urine and blood/saliva samples to be used for drug and alcohol analysis under the conditions outlined in the policy.

I authorize release of the test results to the SCMNJATC.

Date: _____

Signature: _____

NOTE: A picture I.D. is required at the time of your physical.



South Central MN Electrical JATC

PLEASE COMPLETE THE FOLLOWING STATEMENT

I have been given the opportunity to read and review the SCMNJATC's written Rules and Policies. A representative of the SCMNJATC has adequately reviewed this material with me and satisfactorily answered all questions. I understand my responsibilities, as outlined in these documents, agree to abide by them, and accept full responsibility for my actions while an apprentice in this program. I understand that my failure to abide by these regulations may result in termination of my apprenticeship registration.

- 1. Policy Statement**
- 2. Prohibited Harassment Policy**
- 3. Drug and Alcohol Testing Policy**
- 4. Computer Policy**
- 4. Email Procedures**
- 5. Referral Policy**
- 6. Short Call Policy**
- 7. Transfer Policy**
- 8. Whistleblower Policy**
- 9. State Board of Electricity Exam Policy**

My signature below certifies that I have been provided with a copy of the written Rules and Policies adopted by this SCMNJATC and in effect as of this date.

DATE:

APPLICANT'S NAME (Print):

APPLICANT'S SIGNATURE:

SBOE - Apprentice's Full Name: _____ revise