

INSIDE WIREMAN
APPRENTICESHIP RULES & POLICIES
For The 2024-2025 School Year

1. Apprentices must sign a Tuition Reimbursement Agreement each year to remain in the program.
2. No firearms or weapons will be allowed on the premises.
- 3. No alcohol or illegal drugs are permitted on the property. All apprentices will adhere to the Substance abuse program of the East Central Indiana Quality Connection.**
4. Apprentices shall present as neat, clean, and orderly appearance as is possible in keeping with the job. Proper attire, at work and school, shall be a full – length pant, full – length shirt with a minimum of 4” sleeves and shoes appropriate to the environment, and there shall not be any obscene or suggestive language on articles of clothing. Excessive piercings and tattoos should be removed or covered while on the jobsite and at school.
5. All students will treat the school as a professional place for learning. There shall be no abuse of the school grounds or property, or disciplinary action shall be taken.
6. Minors are not to be brought with you to either on-the-job training or any classroom training.
7. Shift work or overtime is not a valid excuse for missing regularly scheduled classes or tutoring class.
8. Excuses for absence in related training must be submitted to the Instructor at the following session. All excuses must be accompanied by substantiated documentation. The Committee will review all documentation and decide whether the absence is excused or unexcused. If the absence occurred on a test night a make-up test will be given, but if the Committee disallows the excuse for the absence, the test grade will NOT be added into the final grade. Homework WILL NOT be accepted late unless the Apprentice has a valid excuse.
9. Students are expected to be in class on time. Up to 5 minutes late is considered tardy. Three (3) tardies will constitute one absence. Over 15 minutes late is considered absent.

10. Excused absences must be made up on a 1 for 1 basis to meet ETA's requirements. Unexcused absences will be made up on a 2 for 1 basis. Apprentices with unexcused absences will be required to pay for make-up hours. This fee will be \$150.00 per each 4-hour class missed. Apprentices will make-up a missed class by attending a scheduled Saturday School. Make-ups must be completed in a timely manner. Apprentice will not advance until all classroom hours are met. Valid excuses for missing school are:

- A. Death of immediate family member including aunts and uncles.
- B. Sickness verified by a doctor's excuse (for two illnesses per year).
- * *All excused absences are subject to Committee approval.

11. A grade of 75% or above will be necessary, along with satisfactory Work Reports AND ALL OTHER OBLIGATIONS MET in order to advance to the next pay period when the required on-the-job hours are met. Every Apprentice repeating a period or year must have at least an 80% average or he/she will be required to come before the Committee for further action. The following hours are needed for advancement and must be documented by monthly Work Reports in order to be advanced in pay period on the JATC Advancement Schedule.

12. JATC Advancement Schedule

1 st Period	0 - 1,000 OJT Hours	4 th Period	3,501 - 5,000 Hours
2 nd Period	1,001 - 2,000 Hours	5 th Period	5,001 - 6,500 Hours
3 rd Period	2,001 - 3,500 Hours	6 th Period	6,501 - 8,000 Hours

Advancement will be given on the first Monday following the date that all obligations are met

13. If an Apprentice has less than 75% on a test, then he/she must retest during the following regularly scheduled class. It is the goal of this JATC for each student to learn the material. A maximum permanent grade will be 75%

14. If a student refuses to take a test, he/she shall be graded zero percent (0%) and shall appear before the Committee at the next regularly scheduled meeting.

15. Homework must be completed as assigned. Disciplinary action may be taken against students who do not satisfactorily complete homework assignments.

16. The Muncie Electrical JATC Apprenticeship Program has integrated The Associates of Applied Science Degree in Apprenticeship Technology with an Electrical Specialty Program from Ivy Tech State College. Apprentices shall be required to satisfactorily complete any additional curriculum requirements as determined by the Committee and Ivy Tech State College in conjunction with the National curriculum. **ALL** classes are considered related training within the JATC Apprenticeship Program and are subject to compliance of these Rules and Policies.

17. All monies owed, (Make-up classes, Tutoring) must be paid prior to attending the make-up class. Cash, Check, Money Order or Credit/Debit card will be accepted by the Apprenticeship Director and must be made payable to: **Muncie Electrical J.A.T.C.**
(A \$35.00 service charge will be assessed for each returned check.)
18. **Book fees are to be paid in full prior to attending school.** If payment has not been received, you will be charged 2% per month (24% per annum). Or the maximum allowed by law, will be added to all past due amounts. In addition, you will not be allowed to attend class and will receive an unexcused absence and be required to pay for the make-up.
19. Apprentices are expected to work full time (this includes available overtime), if work is available, and exhibit other good work habits. Work Reports for each month are to be turned into your Journeyman by the 5th of the following month and a signed copy to the JATC by the 10th. If work reports are not turned in when they are due, the Apprentice will be assessed a one-month delay in receiving his/her pay raise.
20. An apprentice who is terminated for any reason is required to report, in person, to the JATC or Union Hall WITHIN TWO (2) WORKING DAYS after termination or face disciplinary action.
21. An Apprentice who is terminated for cause by an Employer must appear before the Apprenticeship Committee.
22. The Apprentices in the Program have 14 days from the postmark date on 1st class mail or 14 days from the date signed on certified letters to appeal the decision made by the committee.
23. Apprentices must notify the Union Hall and Training Director **IMMEDIATELY** of any change of address or phone number.
24. An apprentice who is unable to work because of medical problems shall submit documentation to the JATC immediately upon disability/injury/illness. Before returning to work the apprentice must furnish the JATC and the employer, if applicable, a release to return to work. An apprentice who is on MEDICAL LEAVE shall furnish the JATC with a doctor's statement of current medical condition at least every thirty (30) days.
25. No apprentice shall be denied the right to appear before the committee at its next regular meeting. When an apprentice is summoned before the committee and fails to answer the summons, he/she must show cause or face disciplinary action. Apprentice will be responsible for certified postage fees.
Current Committee: NECA – Travis Cummins, Clint Daily, Mike Ellett
IBEW – Dennis Campbell, Clay Denney, Joe Reeves

26. All Apprentices are on probation during their first year in the program. During this probationary period the Apprenticeship Committee may dismiss any apprentice from the program for any cause.
27. Any Apprentice receiving three for causes during their Apprenticeship may be dismissed from the program.
28. No Apprentice shall be allowed to quit their job for any reason. If a problem arises during working hours, the Apprentice should call the JATC or Union Hall for guidance, if this situation arises, he/she will appear before the Committee immediately.
29. All Apprentices shall submit to a drug test prior to being indentured into the Apprenticeship Program. Upon indenture all Apprentices will abide by the Drug Policy as adopted by East Central Indiana Quality Connection.
30. Apprentices are encouraged to participate in Community Service projects in the IBEW 855 Jurisdiction: 24 hours of Community Service per period are required to advance from 3rd period and all subsequent periods. Examples of Community Service are: Habitat for Humanity, Relay For Life, American Red Cross, Area Food Pantry's, Local Union Meetings, United Way, City and County meetings, etc. All Community Service hours must be approved by the JATC and properly documented.
31. Electronic communication and connectivity are critical components of the apprentice training program; therefore, each apprentice must maintain a valid email address, a means to connect to the internet and a **Windows based laptop** for the duration of their apprenticeship.
32. An Apprentice shall serve in accordance with the five-year National Joint Apprentice and Training Committee Program.

I, the undersigned Apprentice, have read and understand this document. I agree to abide by the rules and policies set forth herein.

Signed this ____ day of _____, 2025.

APPRENTICE

WITNESS

Print Apprentice

Print Witness