

**American Line Builders
Area Joint Apprenticeship
and Training Committee**



**GENERAL POLICY STATEMENT AND
APPRENTICE RULES AND REGULATIONS
FOR URD PROGRAM**

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Table of Contents

FOREWORD	3
1. APPLICATIONS FOR APPRENTICE TRAINING	4
2. ENTRANCE REQUIREMENTS (<i>ref. Training Standards 8</i>)	4
3. SELECTION OF APPRENTICES	4
4. MILITARY SERVICE	5
5. SCHOLARSHIP LOAN AGREEMENT	5
6. PROBATIONARY PERIOD AND DISCIPLINARY ACTION	6
7. AREA SUBCOMMITTEE MEETINGS	6
8. APPEAL PROCEDURE	6
9. FIELD AND CLASSROOM TRAINING	6
10. INTRODUCTORY TRAINING	7
11. COURSE MATERIAL FEES	8
12. UNIT ASSIGNMENTS AND EXAMS	8
13. APPRENTICE DOCUMENTATION	8
14. TRAINING ASSIGNMENTS AND EMPLOYMENT	9
15. APPRENTICE ASSIGNMENTS	9
16. EMPLOYER REPORTS	10
17. ADVANCEMENT AND WAGES	10
18. ADVANCEMENT TESTING	10
19. ON-THE-JOB TRAINING PROGRESSION SCHEDULE	11
20. PROMOTION SCHEDULE	12
21. COMPLETION	12
22. JOURNEYMAN AND INDUSTRY-RELATED TRAINING	12
23. POLICY CHANGE AND ADMINISTRATION	13
24. COMPLIANT PROCEDURE	13

FOREWORD

This General Policy Statement has been established in compliance with Section 4.10 of the Area-Wide Outside Line Apprenticeship and Training Standards with Selection Procedures and EEO/AA Plan for the Outside Electrical Contracting Industry (Training Standards).

The ALBAT Area Joint Committee (Committee) will seek qualified applicants for training as apprentices on a nondiscriminatory basis and in accordance with the Area Training Agreement between the American Line Builders Chapter, NECA or any other applicable NECA Chapter and Signatory IBEW Local Unions of the Fourth and Sixth Districts.

All apprentices are required to read and understand this Policy Statement and abide by the Rules, Policies and Regulations of the ALBAT Program.

1. APPLICATIONS FOR APPRENTICE TRAINING

- 1.1 Applications will be available to any person expressing interest in the ALBAT Program.
- 1.2 Applications are available online at www.albat.org.

2. ENTRANCE REQUIREMENTS (*ref. Training Standards 8*)

- 2.1 Each applicant shall be able to work legally in the United States and provide a valid social security number.
- 2.2 Each applicant shall be able to read, hear, speak and understand instructions and warnings in English.
- 2.3 Each applicant shall be a high school graduate or have a passing score on GED exam, or have two-year Associate Degree (or its equivalent) or higher. (If equivalent education was obtained outside the United States, the applicant will be required to provide appropriate documentation.)
- 2.4 Each applicant shall be capable of completing all requirements of the apprenticeship program and performing the work required of an electrical worker, with or without reasonable accommodations. If deemed necessary, the ALBAT Program reserves the right to require the applicant to take a physical at the Program's expense.
- 2.5 Each applicant shall be a minimum of eighteen (18) years-old.
- 2.6 Each applicant shall possess a valid Driver's License.
- 2.7 Each applicant shall show proof of a valid Class A Commercial Driver's License Permit or License. License or permit shall include air brakes.
- 2.8 A \$25.00 application fee is required for any application.
- 2.9 Each applicant will have 30 days to provide all transcripts and any other documentation required to qualify for an interview (*ref. Training Standards 28.3.2.2*). If an applicant fails to provide all required documentation by the cut-off date, the application will be rejected (*ref. Training Standards 28.3.3.1*).

3. SELECTION OF APPRENTICES

- 3.1 Selection of applicants will be done under the Selection Procedures (*ref. Training Standards 9*). Applicants placed on the ranked list shall remain active for one (1) calendar year from the date of interview (*ref. Training Standards 28.7.7*).
- 3.2 The selection of applicants shall be made on a nondiscriminatory basis and pursuant to applicable laws.
- 3.3 Each applicant will be required to take the Aptitude Test prepared by the *electrical training ALLIANCE* prior to interview (*ref. Training Standards 8.4*). The Aptitude Test scores shall not be shared with the applicant; only pass/fail (*ref. Training Standards 28.4.1*).
- 3.4 Applicants meeting the minimum requirements (*ref. Training Standards 8*) shall be interviewed for apprenticeship. Applicants who do not meet or comply with the minimum requirements will be notified.
- 3.5 Applicants who do meet all minimum requirements will be interviewed and graded in accordance with the Selection Procedures. After each interview by the Subcommittee, the results of the completed Rating Forms will be compiled and averaged in the ALBAT administrative office.
- 3.6 Applicants who can meet the following will be qualified for direct interview: Military Experience (*ref. Training Standards 8.5.1*); Industry Experience (*ref. Training Standards 8.5.2*); Pre-Apprenticeship Programs (*ref. Training Standards 8.5.3*); Line College/Line School Graduate (*ref. Training Standards 8.5.4*).

- 3.7 Applicants who can meet the following will be qualified for direct entry: New Signatory Employer (*ref. Training Standards 8.6.1*); 30% Cards (*ref. Training Standards 8.6.2*), Transfer of Apprenticeship (*ref. Training Standards 8.6.3*); Other Means (*ref. Training Standards 8.6.4*).
- 3.8 Applicants previously connected with the trade shall be required to provide satisfactory information in order to permit the Subcommittee to determine the appropriate period of apprenticeship in which to place the applicant. All credit for previous experience will be determined by the interviewing Subcommittee at the time of the interview.
- 3.9 Selection for entrance into the Program will be made in order of ranking. In event of a tie, selection will be made by the pending interview date. If multiple people with the same pending interview date, then selection will be made by application number.
- 3.10 When an applicant is selected and signs the Apprenticeship Agreement, the applicant will be assigned as an apprentice and his/her apprenticeship agreement registered with the Department of Labor.
 - 3.10.1 Once the applicant is selected and signs the Apprenticeship Agreement, they cannot request additional previous credit (*ref. Training Standards 10.3*).
 - 3.10.2 The ALBAT Program or employers may require applicants that are selected and assigned as an apprentice to submit to a physical exam and/or drug/alcohol test.
- 3.11 Applicants that wish to receive disability accommodations in their apprenticeship shall notify and share information about their disability with the ALBAT administrative office.

4. **MILITARY SERVICE**

- 4.1 An apprentice who enters the military service shall notify the ALBAT administrative office immediately. The Director, upon receipt of such notice, shall place the apprentice on inactive status.
- 4.2 The apprentice shall request reinstatement as an apprentice within 90 days of his/her discharge by notifying the ALBAT administrative office that he/she is available for training.
- 4.3 Veterans Assistance Allowance is available for ALBAT apprentices while participating in the Program. In order to receive assistance for those that qualify, individual shall submit their DD-214 and Certificate of Eligibility letter to the ALBAT administrative office.

5. **SCHOLARSHIP LOAN AGREEMENT**

- 5.1 All applicants selected for the Program will be required to enter into a Scholarship Loan Agreement. This agreement will require the apprentice to repay the Committee for the costs of the apprenticeship training if: (1) the individual fails to complete his/her apprenticeship due to voluntary or involuntary termination from the program; or, (2) if prior to the repayment of the Scholarship Loan the individual accepts employment in the Electrical Industry from an employer, or becomes an employer, who does not have a collective bargaining agreement which provides for the payment of contributions to the Committee or to another Areawide Outside Joint Apprenticeship and Training Committee sponsored or affiliated with a Local Union of the IBEW and NECA for two (2) years after completing his/her apprenticeship.

6. PROBATIONARY PERIOD AND DISCIPLINARY ACTION

- 6.1 The first 1,000 (or 25% of the total program hours) of On-the-Job training hours shall be the probationary period (*ref. Training Standards 12*). During this period, the Apprenticeship Agreement may be canceled by either party without the formality of a hearing.
- 6.2 After the probationary period, the Apprenticeship Agreement will be canceled only after a formal hearing by the Subcommittee.
- 6.3 Any apprentice failing to appear at a formal hearing as required may be terminated from apprenticeship.
- 6.4 Apprentices failing to abide by the Rules and Regulations of the ALBAT Program will be subject to any one or combination of the following disciplinary actions, as deemed necessary by the Subcommittee:
 - 6.4.1 Appearance at the Subcommittee meeting for a formal hearing.
 - 6.4.2 Delay in his/her promotion to higher classification and/or reduction of on-the-job hours.
 - 6.4.3 Freeze on-the-job hours.
 - 6.4.3.1 Frozen hours can later be returned upon request and Subcommittee approval.
 - 6.4.4 Suspension from the Program.
 - 6.4.5 Termination from the Program.

7. AREA SUBCOMMITTEE MEETINGS

- 7.1 Subcommittee members shall be appointed by the sponsoring parties in the same manner that the Committee members are appointed (*ref. Training Standards 2.6*).
- 7.2 Area Subcommittees will normally meet quarterly. Any changes to this schedule may be made/approved by the Director.
- 7.3 All actions of the Subcommittee shall be in accordance with the rules, regulations and policies of the Committee.
- 7.4 Minutes will be kept of all meetings by the Subcommittee meeting coordinator and submitted to the ALBAT administrative office following each meeting. Minutes of all Subcommittee meetings will be made available to all Committee members, but shall be maintained in strict confidence in order to protect all parties of interest, as prescribed by the Committee.

8. APPEAL PROCEDURE

- 8.1 Any apprentice has the right to appeal any Subcommittee decision in which the apprentice does not agree within 60 days from the date of the Subcommittee meeting. If, after review, the Subcommittee upholds its previous decision, the apprentice then has the right to appeal to the Committee.
- 8.2 The appeal shall be submitted in writing to the Committee within 90 days after notice of the Subcommittee's upheld decision. The letter shall state the reasons why the apprentice believes the Committee should reverse the decision of the Subcommittee. The Committee at its discretion may grant the apprentice a personal hearing, where the appeal will be reviewed and considered.
- 8.3 The Committee shall, within 30 days after the appeal is considered, issue a written statement of its decision which shall be immediately forwarded to the apprentice and other parties of interest.

9. FIELD AND CLASSROOM TRAINING

- 9.1 Apprentices shall attend all field and/or classroom training as assigned.
- 9.2 When field and/or classroom sessions are missed without approval of the ALBAT administrative office, an apprentice shall be subject to suspension from the Program or other disciplinary action by the Subcommittee.

- 9.3 When field and/or classroom sessions are missed, the apprentice is required to submit a written excuse to the ALBAT administrative office, stating the reasons for the absence. Unexcused absences could result in on-the-job hours being deducted, as well as other disciplinary action.

10. INTRODUCTORY TRAINING

- 10.1 All participants (applicants and/or apprentices) will be required to pass a drug-screen test while at Introductory Training. The cost of the initial test is borne by the ALBAT Program.
- 10.1.1 If an applicant fails any pre-registration drug test, refuses to take any pre-registration drug test, or has insufficient hair or urine for any pre-registered drug test, the conditional offer will be revoked.
- 10.1.2 If an apprentice fails any drug test, refuses to take a drug test, or has insufficient hair or urine for any drug test, the apprentice will be suspended and shall follow the ALBAT Drug and Alcohol Testing Policy.
- 10.2 Introductory Training will cover development of climbing skills, familiarization and care of tools and equipment, general safety precautions, knot tying, OSHA 10-Hour Transmission and Distribution Course and any other related training.
- 10.3 Tools necessary to perform the work of apprentice URD technicians will be available for use during Introductory Training. When assigned to a contractor, each apprentice will be required to have his/her own personal tools.
- 10.3.1 All tools shall meet acceptable industry standards and safety regulations. Recommended Tool List for an apprentice URD technician:
- 1 Needle Nose Pliers
 - 1 Pikes (diagonal) Pliers
 - 1 Set of O.D. Calipers
 - 1 4-Way Rasp
 - 1 Splicers Knife
 - 1 Skinning Knife
 - 1 Set of 9" Klein's
 - 1 O.D. Tape
 - 1 20 oz. or larger Ball-Peen Hammer
 - 1 Set of Channel Locks
 - 1 Knife Sharpener
- 10.4 Applicants who do not appear for Introductory Training will be rejected and must reapply to the ALBAT Program if still interested. If an individual is unable to attend his/her scheduled Introductory Training session and submits a written, reasonable and valid excuse prior to his/her scheduled Introductory Training session, the Director, may reschedule the applicant for Introductory Training, reject the applicant from the ALBAT Program, or require the applicant to appear before the Subcommittee for reconsideration.
- 10.5 Apprentices who do not appear for Introductory Training will be terminated from apprenticeship.
- 10.6 Applicants who quit Introductory Training will be rejected and must reapply for the ALBAT Program if still interested.
- 10.7 Applicants who are dismissed from Introductory Training will be rejected and must reapply for the ALBAT Program if still interested.

- 10.8 Apprentices who are dismissed from Introductory Training will be suspended and scheduled to appear before the Subcommittee.
- 10.9 Apprentices who quit Introductory Training will be terminated from the apprenticeship.
- 10.10 Applicants or apprentices who are injured at Introductory Training and cannot continue may be rescheduled for completion based on the recommendation of the instructors and/or Subcommittee approval. If the instructors do not recommend that an injured individual be allowed to return, the individual shall submit a written request and shall appear before the Subcommittee for further consideration or rejection.

11. COURSE MATERIAL FEES

- 11.1 Each apprentice shall be required to participate in non-compensable related instruction away from the job (*ref. Training Standards 13*).
- 11.2 Each apprentice will pay for all related instruction material prior to being issued to the apprentice. Payments for course material will follow the promotion schedule.
- 11.3 The total cost of the course material will be designated by the Committee.
- 11.4 All related course material will be purchased through the ALBAT Apprentice Portal. Upon receipt of the prescribed payment, the material will be shipped to the address on file in the apprentice record. Apprentice is responsible for maintaining an accurate and current address with the ALBAT administrative office.

12. UNIT ASSIGNMENTS AND EXAMS

- 12.1 Apprentices are required to complete all *electrical training ALLIANCE* apprenticeship course materials as a minimum requirement for related instruction (*ref. Training Standards 13.3*).
- 12.2 If apprentice is required to complete course material or related training online, the apprentice shall have access to the Internet via a computer and shall complete all online assignments. The computer will not be provided by the apprenticeship program and the Internet access fees will not be paid by the apprenticeship program (*ref. Training Standards 13.10*).
- 12.3 An apprentice who falls behind in his/her course material will be subject to having advancement delayed and may be summoned to appear before the next Subcommittee meeting for disciplinary action.
- 12.4 Any apprentice who receives less than 75 percent on a workbook shall be required to recomplete the workbook until apprentice gains 75 percent or higher.
- 12.5 Each apprentice shall take unit exams under the supervision of the instructor.
- 12.6 A minimum grade of 75 percent is required for passing each exam.
- 12.7 Failure of an exam or failure to take exam could result in having advancement delayed.
- 12.8 Two exams failed in succession may result in appearance before the Subcommittee.

13. APPRENTICE DOCUMENTATION

- 13.1 The apprentice shall promptly notify the ALBAT Administrative office of any change of mailing address, telephone number and email address.
- 13.2 The apprentice shall obtain and maintain a working email address for official ALBAT correspondence.

- 13.3 Apprentices are required to secure a Class A Commercial Driver's License and Department of Transportation Medical Card within 180 days from first job assignment and maintain the same for the duration of apprenticeship. Failure to comply will result in suspension or termination as determined by the Subcommittee.
- 13.4 The apprentice shall be responsible for entering Timesheets online by 8:00 a.m. eastern time on the eleventh of each month for the preceding month. Timesheets that are not submitted by the above deadline will not be counted toward apprenticeship. Failure to submit a Timesheet will result in delay of a promotion and/or disciplinary action by the Program.
- 13.5 Evaluation reports provided by ALBAT are to be completed and signed by the appropriate employer representative and submitted by the tenth of each month for the preceding month.
- 13.6 Any apprentice who has had a lay off or change of employment must notify the ALBAT administrative office within 24 hours of the change in employment.
- 13.7 The apprentice shall promptly file other such reports as may be required by the Program.

14. TRAINING ASSIGNMENTS AND EMPLOYMENT

- 14.1 The apprentice shall work the hours that are specified in the applicable Collective Bargaining Agreement. The apprentice's work shall not interfere with attending related instruction classes (*ref. Training Standards 15.1*).
- 14.2 Apprentice job assignments will be made by the applicable assignment office. A copy of the assignment shall be forwarded to the ALBAT administrative office.
- 14.3 Apprentices shall be paid in accordance with their classification and the percentage of Journeyman Rate stipulated in the local labor agreement.
- 14.4 Apprentices who are laid off due to reduction in work force shall notify the ALBAT administrative office within 24 hours of the change in employment and report promptly to their Local Union for their next assignment. Once reassigned, the apprentice shall notify the ALBAT administrative office within 24 hours of the change in employment.
- 14.5 Local Unions shall forward all apprentice assignments to the ALBAT administrative office.
- 14.6 Apprentices are not permitted to terminate employment with an employer without prior approval of the ALBAT administrative office and/or Subcommittee.
- 14.7 Apprentices who are terminated for cause, quit, or refuse a job assignment are subject to suspension by the Director and/or Subcommittee.
- 14.8 A suspended apprentice shall have his/her employment terminated and will not be eligible for reassignment to another employer until he/she has been reinstated by the Director and/or Subcommittee.

15. APPRENTICE ASSIGNMENTS

- 15.1 Apprentice shall accept assignment and/or rotation of employment to obtain the diversified training necessary for completion of the ALBAT Program upon notice by the Director and/or Subcommittee.
- 15.2 Upon recommendation by the Area Subcommittee and notification sent to employer by the ALBAT administrative office, an employer will as soon as possible, but within 30 days, transfer an apprentice to a specified type of work. If the employer is unable to affect the transfer within the 30-day limit, the employer is required to notify the ALBAT administrative office and Local Union representative. Upon notification by the employer that they are unable to complete the transfer, the Director

and/or Local Union representative will transfer the apprentice to another employer with the specified type of work, at the first available opportunity with minimum five-day notice.

- 15.3 Apprentices shall not leave the jurisdiction of the Subcommittee area of responsibility without approval by the Director and/or Subcommittee
- 15.4 Reassignments from the Subcommittee area will be handled as follows:
 - 15.4.1 Approval for such transfer shall be obtained from the Director and/or Subcommittee.
 - 15.4.2 The Director shall handle the transfer from one Subcommittee area to another.
 - 15.4.3 If an apprentice is instructed to return to his/her "home" Subcommittee area, the Director shall handle the transfer after giving all of the employers involved a five-day notice of the pending transfer to the "home" Subcommittee area.
- 15.5 In some cases, the Director may arrange and authorize employment in another apprenticeship program area.

16. EMPLOYER REPORTS

- 16.1 Employers shall report actual hours worked by the apprentice and wage per hour to the ALBAT administrative office monthly.
- 16.2 Employers shall promptly report to the ALBAT Administration office the lay off or discharge of an apprentice and the reason.
- 16.3 Employers shall notify the ALBAT administrative office of accidents involving apprentices within 24 hours of the accident. Reports such as accident investigation, OSHA, and/or other such reports shall be forwarded to the ALBAT administrative office within 24 hours of the report(s) date. Additional information and documentation may be required by ALBAT and must be promptly supplied.

17. ADVANCEMENT AND WAGES

- 17.1 Apprentices will be eligible for promotion provided the following requirements are met:
 - 17.1.1 Shall have at least 1000 hours of satisfactory on-the-job training for each promotion.
 - 17.1.2 Shall have at least 6 months since last promotion date.
 - 17.1.3 Shall have a Valid Class A Commercial Driver's License.
 - 17.1.4 Satisfactory school attendance.
 - 17.1.5 Satisfactory completion of the required amount of course material (workbooks & tests).
 - 17.1.6 Timesheets submitted to the ALBAT administrative office by 8:00 a.m. eastern time on the 11th of each month for the preceding month.
 - 17.1.7 Monthly Evaluations submitted to the ALBAT administrative office by the tenth of the month for the preceding month.
 - 17.1.8 Course material and subsistence payments as outlined.
 - 17.1.9 Satisfactorily completion of the required related training (if applicable).
- 17.2 An apprentice's advancement and wages may be delayed for failing to comply with any of the requirements in Sec. 17.1 or for other disciplinary reasons.

18. ADVANCEMENT TESTING

- 18.1 Apprentices may be required to attend and successfully complete Advancement Testing in order to advance levels in their apprenticeship. Levels requiring testing will be determined by the Committee.
- 18.2 Apprentices that do not appear for advancement testing will be disciplined as follows:
 - 18.2.1 First time not appearing, apprentice will have their on-the-job hours frozen.

18.2.2 Second time not appearing, apprentice will be suspended and scheduled to appear before the Subcommittee.

18.2.3 Third time not appearing, apprentice will be terminated from apprenticeship.

18.3 Apprentices that do not successfully complete Advancement Testing will have their on-the-job hours frozen and will be scheduled to appear before the Subcommittee. If required, apprentice will be rescheduled as training schedule allows.

19. ON-THE-JOB TRAINING PROGRESSION SCHEDULE

19.1 This policy has been formulated and adopted by the Committee as a guideline to all parties of interest who are involved in the on-the-job training of apprentices. However, when apprentices are employed by a contractor in an area where the safety rules exceed or limit the voltages stated in this policy, the more stringent safety rules shall apply.

19.2 0 - 2000 HOURS / FIRST PERIOD – SECOND PERIOD

19.2.1 Before completion of Introductory Training, the apprentice shall at all times work under direct supervision of a journey level worker and be instructed in the safety rules and proper use and care of all tools. The apprentice is permitted to perform various types of de-energized line work to perfect his/her skills. The apprentice shall be continually instructed in the proper use of safety equipment as his/her crew encounters different working situations.

19.2.2 After completion of Introductory Training, the apprentice shall at all times work under direct supervision of a journey level worker and be instructed in the safety rules and proper use and care of all tools. The apprentice will be qualified to work de-energized lines. The apprentice is permitted to perform various types of de-energized line work aloft to perfect his/her skills. Apprentices are not permitted to work within reach or falling distance of uninsulated conductors energized at more than 500 volts. The apprentice shall be continually instructed in the proper use of safety equipment as his/her crew encounters different working situations.

19.3 2000 - 3000 HOURS / THIRD-PERIOD

The apprentice may begin to work on energized lines in excess of 500 volts, under the direct supervision of a journey level worker, based on his/her progress and experience. However, the Subcommittee at its discretion, based on each individual apprentice's progress on the job, may delay this progression. The apprentice's employer, foreman and journey level worker on the job will monitor the type of work the apprentice is permitted to do in accordance with the apprentice's ability. The apprentice's progress on the job will be evaluated and reported to the Subcommittee through the apprentice monthly evaluations. Apprentices can work in excess of 500 volts under the direct supervision of a journey level worker except while working in the Outside jurisdictions of IBEW 17 and IBEW 876

19.4 3000 - 4000 HOURS / FOURTH-PERIOD

The apprentice shall continue to work under the direct supervision of a journey level worker to perform all types of line work required of a journey level worker. As the apprentice's skills improve, he/she shall be given more responsibility in planning and laying out work as his/her ability progresses. By this period, the apprentice shall be given the lead on selected jobs to develop his/her leadership ability.

URD Promotion Schedule										
Program	Level	Related Material Completed	Required Hours	Related Material Payment	Valid CDL A Required	Timesheets Up-to-Date	Monthly Evaluations Up-to-Date	Attend Related Training Classes	Required Time Period	Related Learning
URD	A1	not required	not required	not required	not required	not required	not required	not required	not required	not required
	A2	URD Lessons through 1-3-16, Tests through 1-3	minimum 1000 Total Hours	Payment Paid	Required	Required	Required	Required	6-months minimum since last promotion	not required
	A3	URD Lessons through 1-6-13, Tests through 1st Year Final	2000 Total Hours	not required	Required	Required	Required	Required	6-months minimum since last promotion	not required
	A4	URD Lessons through 2-4-8, Tests through 2-3	3000 Total Hours	not required	Required	Required	Required	Required	6-months minimum since last promotion	not required
For Completion to Journeyman URD Technician Classification		URD Lessons through 3-6-8, Tests through 2nd Year Final	4000 OJT (on-the-job hours only) - Total hours are not taken in to account	not required	Required	Required	Required	Required	60-days minimum since last promotion	Valid Basic Life Support and First Aid Certifications on file; Cable Splicing Module I, Cable Splicing Module IV

20. PROMOTION SCHEDULE

20.1 This promotion schedule is summarized from the current Apprenticeship and Training Standards, and is intended to be used only as a guideline indicating the course material, accumulated hours, course material payments and related training required for promotion eligibility. Failure to comply in any of the requirements set forth in the current Training Standards may be considered justifiable cause to delay a promotion.

21. COMPLETION

- 21.1 Each apprentice shall have 4000 hours of on-the-job (OJT) training in various phases of the industry and shall have satisfactorily completed the required related instructions to be eligible for a change of classification to Journeyman URD Technician. On-the-Job Training hours includes on-the-job work hours, previous credit hours and any additional work hours granted.
- 21.2 Upon completion of apprenticeship of the ALBAT Program, the ALBAT Program will notify interested parties that he/she has satisfied the requirements of his/her apprenticeship agreement. The ALBAT Program will notify the IBEW Local Union of the date of each satisfactory completion, allowing the Local Union to reclassify the individual as per IBEW By-Laws, rules, and policies. (*ref. Training Standards 22*).
- 21.3 The ALBAT Program shall notify the *electrical training ALLIANCE* and the *United States Department of Labor, Office of Apprenticeship* of all program completions and will arrange for certificates of completion.
- 21.4 The ALBAT administrative office will inform each graduating apprentice of the availability of college credit through the *electrical training ALLIANCE's* College Credit Program with the *American Council on Education* ("ACE") and any Continuing Education Units ("CEUs") that may be available (*ref. Training Standards 13.9*).

22. JOURNEYMAN AND INDUSTRY-RELATED TRAINING

22.1 Journeyman and industry-related training may be offered where there is a demonstrated need and interest for such courses.

- 22.2 The ALBAT administrative office will be responsible for maintaining all records relating to course training, including attendance and performance records.
- 22.3 When required the Director shall establish a fee for the training courses which will be sufficient to cover the costs of books and materials, subject to the approval of the Committee.
- 22.4 Where appropriate, Certificates of Completion will be presented to those who successfully complete the training courses.

23. POLICY CHANGE AND ADMINISTRATION

- 23.1 This Policy Statement and Apprentice Rules and Regulations are subject to revision at any time by the Committee.
- 23.2 The Committee requires all parties to adhere to the Area Training Agreement and Area-wide Outside Line Apprenticeship and Training Standards with Selection Procedures and EEO/AA Plan.
- 23.3 The Director is authorized to require such reports and to adopt procedures deemed necessary to effectively carry out Committee Policy and the Apprentice Rules and Regulations.

24. COMPLIANT PROCEDURE

- 24.1 The Committee shall have full authority and responsibility to review and shall seek to resolve all issues and/or disputes pertaining to all apprenticeship and training matters in accordance with the procedures set forth in this section, as well as in the Training Standards and the EEO/AA Plan.
- 24.2 Any apprentice or applicant who wishes to make a complaint concerning his/her apprenticeship, other than complaints of discrimination in violation of the EEO/AA Plan or federal, state or local laws which complaints are addressed in Section 24.3 below, shall make such complaint pursuant to the following procedure.
 - 24.3.1 All complaints must be submitted to the ALBAT Training Director or an individual designated by the Training Director.
 - 24.3.2 Complaints may be made verbally or in writing, but if made verbally, the apprentice or applicant will be asked to confirm the complaint in writing.
 - 24.3.3 Upon receipt of a complaint, the Training Director and/or individuals designated by the Training Director will investigate the complaint to make a determination of the facts of the complaint and a resolution of the complaint.
 - 24.3.4 Apprentices and applicants have no right to representation by an attorney or others during ALBAT investigations and meetings.
- 24.3 Any apprentice or applicant for apprenticeship who believes they have been subject to discrimination in violation of the EEO/AA Plan or federal, state, or local law has the right to file an internal complaint with ALBAT and the right to file external complaints with the U.S. Department of Labor, the Equal Employment Opportunity Commission and and/or applicable state or local agencies. See EEO/AA Plan for additional information.
- 24.4 All apprentices have the right to seek resolution through the applicable Grievance and Arbitration Articles of the CBA for issues not covered herein or in the Standards, such as wages, hours, or working conditions. Apprentices should first seek resolution of their complaint through the Training Director, ALBAT administrative office, the Subcommittee and/or the Committee. A Local Union receiving a grievance from or about

an apprentice shall notify and involve ALBAT, as it has the primary responsibility for apprentices under the IBEW-NECA Area-wide Training Agreement.

- 24.5 Except for matters described in Section 24.3 above, any complaints arising under an apprenticeship agreement which cannot be adjusted locally and which are not covered by the CBA, may be submitted for review by an apprentice, or the apprentice's authorized representative, to the Department of Labor as the Registration Authority which has registered and approved the ALBAT Program. Matters covered by the CBA are not subject to such review.