

# **Rules and Policies**

## **INSIDE WIREMAN**

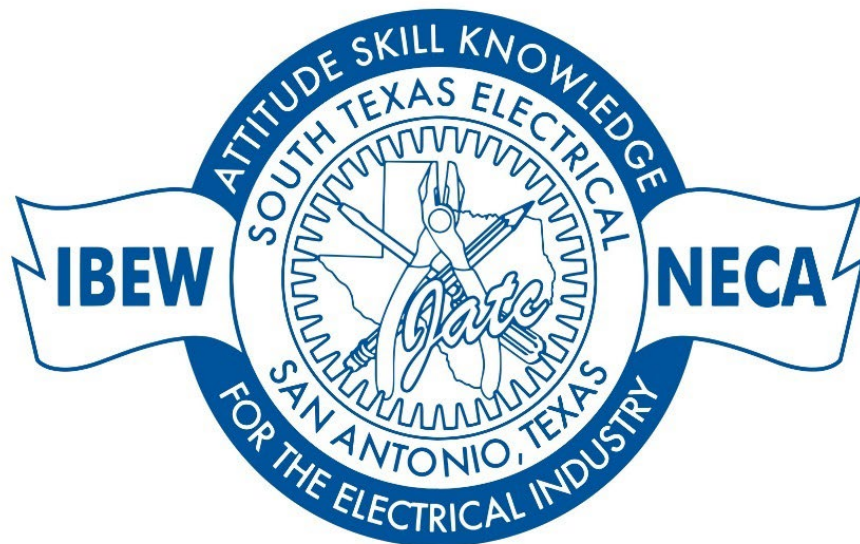
*For the*

**South Texas Electrical**

**Joint Apprenticeship and Training Committee**

Effective as amended and adopted on:

12/30/2025



## -TABLE of CONTENTS-

Forward.....	p.3
I.     Apprentice Working Rules.....	p.4
II.    Registration and Fees.....	p.7
III.   Attendance.....	p.7
IV.    Grades and Testing.....	p.9
V.     Advancement.....	p.9
VI.    Completion, Reclassification, and Transfer.....	p.10
VII.   Conduct Policy.....	p.10
VIII.  Facility Use and Maintenance.....	p.12
IX.    Apprentice Information and Records.....	p.12
X.     Complaint and Report Procedure.....	p. 13
XI.    Authority of JATC.....	p.13
XII.   Amendments and Modifications.....	p.13
Summary.....	p.13
Adoption and Signatures.....	p.14

## **Forward**

The South Texas Electrical Joint Apprenticeship and Training Committee have the responsibility and obligation to train and educate the apprentice in conformance with the National Apprenticeship and Training Standards for the Electrical Industry and local Committee Policy. The training program consists of on-the-job training and related classroom instruction. The application of these phases will be outlined in the following sections.

The apprenticeship committee establishes policies consisting of regulations and penalties, as it deems necessary, for the successful operation of the training program and the training of the individual apprentice. This policy will disclose rules, regulations, and procedures that the JATC Committee requires all apprentices to comply with while in the program. Failure to comply with or adhere to the rules, regulations and procedures set forth will result in disciplinary action. These policies shall not be in conflict with the Local Labor Agreement or Committee Standards.

The apprentice shall accept these policies as his/her responsibility to the Electrical Industry. The training committee shall apply and enforce these rules and policies in a fair, and uniform manner. The Training Director will normally act for the Committee in the administration of Committee Policies.

The terms apprentice, journeyman, journeymen and craftsmanship as used in this document are meant to define a recognized level of competency and is not specific to gender type.

It is the intent of this Committee that no applicant or apprentice shall be discriminated against based on race, color, religion, national origin, sex, sexual orientation, genetic information, or because they are an individual with a disability or a person 40 years or older.

The Committee does not intend to graduate unqualified journeymen.

## **I. Apprentice Working Rules**

- A. Training assignments will be issued at the Training Center.
- B. Apprentices cannot refuse a training assignment. Training assignments are not debatable.
- C. Apprentices must possess and maintain a valid Electrical License issued by the State of Texas to be eligible for an on-the-job training assignment.
- D. An Apprentice receiving an on-the-job training assignment shall be drug tested as a condition of that training assignment. The drug testing facilities and type of drug test shall be agreed to by the Committee. The Employer shall be responsible for the drug test when an Apprentice successfully passes the drug test. In the event of a non-passed drug test (positive for drug, diluted or tampered specimen, etc.) the Apprentice will be responsible for payment of the drug test. The Training Office will be notified, and the Union will be billed for all non-passed drug tests.

A non-passed drug test automatically causes the Apprentice to be removed from the available for work list until such time as he/she meets with the medical review officer, obtains a passed drug test, presents the Training Director and Business Manager of the Union with a return to work certificate signed and dated by the medical review officer and pays the Union in cash for the cost of the failed drug test.

A non-passed drug test will be considered an unfavorable termination.

The Training Office, Union and Employer shall be in the chain of custody for the results of the drug test.

- E. Apprentices shall not self-terminate their work assignment without prior approval from the Training Director or the apprenticeship committee.
- F. Apprentices having their work assignments terminated by their Employer or an apprentice who leaves the Employer for whatever reason shall be given a "Release of Training Assignment" slip signed by their immediate Supervisor or Employer. Such slip shall state the reason for release and a copy thereof shall be furnished to both the Training Director and the apprentice at the time of release.

The Apprentice shall report in person to the Training Center within twenty-four (24) hours or the next working day after his/her termination. If he/she fails to do so, the Apprentice will be subject to disciplinary action by the Committee.

- G. Unfavorable terminations (i.e. absenteeism, tardiness, violation of company policy, lack of production, poor conduct, non-passed drug test, etc.) will not be tolerated. Any Apprentice terminated for cause will have his/her record reviewed by the Committee.

Terminations are cumulative over the course of Apprenticeship and will result in the following disciplinary action(s):

The FIRST such termination: If occurring within the probationary period, Apprentice will be subject to Committee action, up to and including cancellation of indenture and termination from the program.

After the probationary period, Apprentice will be counseled by the Training Director, and the Committee will be notified.

The SECOND such termination: Apprentice will appear before the Committee prior to receiving another On-The-Job Training Assignment.

The THIRD such termination (found to be valid): Cancellation of indenture and termination from the Program.

- H. Apprentices are responsible for having adequate transportation to and from the jobsite.
- I. Apprentices must be dependable and on time every workday. In the event an apprentice is unable to report for work, for whatever reason, the apprentice is required to notify the employer in accordance with company policy; where no such policy exists, the apprentice must contact the employer's office and/or jobsite as soon as possible but no later than 7:00AM that day.
- J. The apprentice shall carry, at least, the following hand tools as mandated by the Inside Agreement.
  - 1. Knife
  - 2. Pencil
  - 3. 6' Folding Rule
  - 4. Diagonal Cutting Pliers
  - 5. Long Nose Pliers
  - 6. Hacksaw Frame
  - 7. Screwdrivers
  - 8. Induction Tester
  - 9. Cutting Pliers (not over 9")
  - 10. Torpedo Level
  - 11. Two (2) Tongue and Groove Pliers
  - 12. Tool Pouch
  - 13. Steel Tape Measurer ( $\geq 16'$ )
  - 14. Voltage Tester (4<sup>th</sup> year)
- K. Apprentices are not allowed to work on energized circuits unless they are in their Fourth Year of related instruction and working in the same manner as a Journeyman Wireman. Under no circumstances should an apprentice work on an energized circuit without conforming to all OSHA and NFPA 70E regulations.

- L. Journeyman and Foreman who supervise, guide, or direct apprentice activity on the jobsite shall assume the role and responsibility of an on-the-job trainer. On-the-job trainers shall complete all performance evaluations in a scrupulous and honest manner.
- M. An Apprentice in the last year of training may, during the first three months of that period, request approval of the Committee to change job-training assignments.
- N. The Committee may require an apprentice to move from one employer to another to ensure diversified training and work opportunities as deemed necessary.
- O. Work will not be permitted to interfere with related instruction classes unless coordinated between the Contractor and the Training Office.
- P. Out-of-town work: When no work is available locally, or Contractor needs in the jurisdiction must be met, out-of-town work will be permitted under the following conditions:

All apprentices working out of the jurisdiction due to local unemployment, will do so only until employment is available locally.

All out-of-town assignments will be handled through the Training Office so that necessary schooling may be arranged.

- Q. Completed work reports must be submitted online. Work reports are due no later than the 1<sup>st</sup> day of the following month. Failure to submit timely and accurate work reports will result in the following progressive disciplinary action:

- **First infraction:** Warning will be issued and apprentice will be counseled.
- **Second infraction:** Apprentice will receive a three (3) day work suspension.
- **Third and Subsequent Infractions:** Apprentice will receive a five (5) day work suspension and shall forfeit apprentice of the year eligibility.

Work report violations are cumulative over the course of apprenticeship.

- R. Apprentices shall not solicit their service, seek employment, nor be employed in the Electrical Industry other than being assigned by the Apprenticeship Committee. Violation of this Policy shall be cause for Committee action up to and including cancellation of indenture and termination from the Program.
- S. Apprentices shall not create unsafe working conditions. Clothes, shoes and headdresses shall meet recognized safety standards.
- T. Upon assignment and while engaged in On-the-Job Training, apprentices shall be required to provide and wear work boots with hard toe protection on all jobsites unless

explicit exception is granted by a supervisory agent of the assigned qualified employer. Such exceptions shall not be inconsistent with current OSHA regulation or other prevailing safety rules and policies.

Work boots must be maintained and in good repair.

## **II. Registration and Fees**

- A. Books and lesson materials must be obtained from the Committee prior to the start of each class. Books and materials will be distributed at times designated.
- B. Registration fees will vary from year to year. It is incumbent on the apprentice to make the necessary financial arrangements, in advance, so to satisfy all financial obligations to the program so they may participate as required.
- C. Fees must be paid at the location and time that will be announced prior to the due date. Checks and money orders are acceptable forms of payment. Other acceptable payment methods will be communicated where available. Cash will not be accepted.
- D. Students shall settle any outstanding balances with the JATC to maintain good standing. Students who are not in good financial standing with the JATC are subject to disciplinary action, up to and including termination and cancellation of indenture.

## **III. Attendance**

- A. Attendance at all class sessions is mandatory if an Apprentice is to successfully complete the Program.

If an absence occurs, the Apprentice must:

- 1. Contact the Training Office as soon as he/she becomes aware that they will not be in class, or as soon thereafter as possible.
  - 2. Make up the absence as soon as available and prior to resuming any on-the-job related activity.
- B. All class absences are required to be made up.
- C. The apprentice's training assignment will be suspended until all required make-up classes have been satisfied. Once the required make-up is completed the JATC will lift the work suspension and furnish the student with a return-to-work slip.

D. Make-up classes will be held during regularly scheduled class sessions at the Training Center. It is the responsibility of the Apprentice to identify and attend the next available make-up class, as coordinated with their instructor.

E. Students shall inform their contractor when make-up is required to be served.

F. All absences must be made up to receive advancement, if eligible.

G. If an apprentice accrues three (3) absences from class during a year of related instruction, shall have their work assignment suspended until they appear before the Committee for counseling.

If an apprentice accrues four (4) absences from class during a year of related instruction, they will be suspended from their training assignment and related classroom instruction until they appear before the committee for disciplinary action up to and including cancellation of indenture.

H. More than one absence during the Tech Math course will be cause for cancellation and termination.

I. Being tardy 3 times for class constitutes an absence. This absence will be handled like any other absence from class.

J. All tardies, individual or cumulative, totaling thirty (30) minutes or more, must be made up within the curriculum year they are incurred.

K. When a student cannot attend at least 80% of the class day, they will be considered absent.

L. Leaving school property without prior approval will be a violation of Committee Policy. While it is understood emergencies could arise that make it impossible to be in class, such emergencies must be substantiated in writing.

M. Anyone late for class shall receive a tardy. Anyone leaving before the end of the class day shall receive a tardy. Late arrivals and early departures from class will be treated as separate tardies.

N. When homework is found to be substantially incomplete, the Apprentice will be counted absent. The Apprentice may be given the option to remain in class, at the discretion of the instructor, and provided they are not disruptive. The absence will be handled like any other absence from class.

O. The apprentice must be prepared for class in all ways that are required by the instructor. It is the responsibility of the Apprentice to bring the required textbooks, workbooks,



technology, tools, workwear, or other items necessary to participate effectively in the classroom setting; failure to do so will result in an absence.

#### **IV. Grades and Testing**

- A. A minimum score of 75% must be achieved on the Tech Math final exam to successfully complete the course. Failure to achieve the minimum score will result in cancellation of indenture and termination from the Program.
- B. A minimum grade average of 75% must be established and maintained to be considered in good academic standing.
- C. A minimum final grade average of 75% must be achieved to satisfactorily complete each year of related instruction. Failure to achieve the minimum final grade average will result in disciplinary action, up to and including cancellation of indenture and termination from the program.
- D. When it becomes mathematically impossible to achieve a 75% grade average for a year of related instruction, the apprentice's indenture will be cancelled, and they will be terminated from the program.
- E. Phones and other non-approved electronic devices shall not be used when testing. Devices should be properly secured or removed from the testing environment. Use of prohibited devices while testing will result in a zero for the affected test and the student will be subject to further disciplinary action up to and including cancellation of indenture and termination from the program.

#### **V. Advancement**

- A. Each requirement listed below must be satisfied prior to advancement to the next pay level:
  - 1. Second Period advancement: A minimum of 1,000 hours of on-the-job training, a passing grade average in related instruction class, no outstanding absences, fees, or work reports and satisfactory employer evaluations.
  - 2. Third Period advancement: A minimum of 2,000 hours of on-the-job training, satisfactory completion of the first year of related instruction, no outstanding absences, fees, or work reports and satisfactory employer evaluations.
  - 3. Fourth, Fifth and Sixth Period advancement: A minimum of 3,500, 5,000, 6,500, and 8,000 hours of on-the-job training, respectively, satisfactory completion of the appropriate year of related instruction, no outstanding absences, fees, or work reports and satisfactory employer evaluations.

## Apprentice Advancement Criteria

Period	Wage %	OJT Hours	+	Related Training	Cumulative Grade %
<b>1 (probation)</b>	51	0-999	+	N/A	75
<b>2 (probation)</b>	56	1000-1999	+	Satisfactory Progress	75
<b>3</b>	61	2000-3499	+	1 <sup>st</sup> Year	75
<b>4</b>	66	3500-4999	+	2 <sup>nd</sup> Year	75
<b>5</b>	71	5000-6499	+	3 <sup>rd</sup> Year	75
<b>6</b>	81	6500-7999	+	Satisfactory Progress	75
<b>Completion</b>	100	8000	+	4 <sup>th</sup> Year	

### **VI. Completion, Reclassification, and Transfer**

- A. Satisfactory completion of the required related instruction classes, satisfactory class attendance, Satisfactory work reports, employer evaluations, no outstanding balances, a minimum of 8,000 hours of on-the-job training and successfully obtaining a State of Texas Journeyman Electrician's License will be necessary to complete indentureship and be released by the Committee.

### **VII. Conduct Policy**

- A. Apprentices are to always conduct and uphold themselves in a professional manner, including but not limited to personal appearance, use of language, conduct, honesty, dependability, productivity, and punctuality.
- B. Insubordination or other disruptive behavior disrespectful, coercive, incendiary, subversive, defiant, confrontational, argumentative, unconstructive, hostile, provocative, combative and harassing behavior; to include but not limited to aggressive tones, posturing or gestures, will not be tolerated and shall be cause for disciplinary action up to and including cancellation of the indenture and termination from the Program.

- C. Apprentices shall respect the rights and beliefs of instructors, co-workers and other apprentices. Courtesy shall be extended to others and any classes that may be in session.
- D. Any acts of aggression, violence, or harassment is strictly forbidden. Such acts are subject to immediate cancellation of indenture and termination from the program.
- E. An apprentice is expected to be attentive both on the job and in class and to progress in skill and knowledge. Lack of satisfactory performance in either situation will be cause for cancellation of the indenture and termination from the Program.
- F. Appearance is important, as the apprentice represents and extends the reputation of the South Texas Electrical JATC, the electrical contractor, IBEW Local 60, NECA South Texas Chapter, and the Electrical Industry to the public. Cleanliness and neatness is imperative.
- G. Apprentices shall adhere to and abide by all applicable rules, policies, procedures, standards, and regulations; to include all verbal and written directions.
- H. Acts of dishonesty or deception, to include but not limited to cheating, lying, stealing, copying, and plagiarism, will not be tolerated and such acts are subject to immediate disciplinary action up to and including cancellation of indenture and termination from the program.
- I. Local Union politics will not be discussed at related instruction sessions or on school property.
- J. Electronic devices, including cellular phones, shall not be used in the classroom or lab space unless used for educational and training purposes as qualified and approved by the instructor.  
  
Unless otherwise permitted, personal communications are restricted to break times and break areas.
- K. Apprentices are responsible for having adequate transportation to and from school.

### **VIII. Facility Use and Maintenance**

- A. The training facility is a place of learning for the apprentice and must be maintained. Good housekeeping is a must. This includes picking up trash, keeping materials and tools organized, or performing maintenance and upkeep as required.

The apprentice is to perform any task related to housekeeping and maintenance as directed by the instructor or JATC staff.

- B. Vandalism, unauthorized use, or removal of Committee property will not be tolerated and will result in disciplinary action by the Committee.
- C. Eating or drinking non-intoxicating beverages will be permitted in designated areas only.
- D. Smoking and/or the use of tobacco products will not be allowed inside the building.
- E. Intoxicants or any controlled substance, not regulated by a doctor, will not be permitted on the job or on school premises at any time.

Apprentices under the influence of intoxicants or any controlled substance, not regulated by a doctor, will not be permitted to work or attend class. Any person found to be under such influence will be subject to Committee action and may be cause for cancellation of indenture and termination from the Program.

- F. All persons shall be strictly prohibited from possessing or using any type of weapon, as defined in the Texas Penal Code, concealed or otherwise, on the property owned by the Committee or other areas used by Committee in the pursuit of Committee activities. Employees of the Committee shall notify law enforcement authorities immediately when it is made known that an individual is violating this Policy.

Any apprentice found to be in violation of the Policy shall be terminated from the Program. All others found in violation of the Policy shall be barred from Committee property and activities.

#### **IX. Apprentice Information and Records**

- A. It is the responsibility of the apprentice to keep the Committee informed of his/her current mailing address, place of residence, email address and telephone number(s). Failure to do so will be cause for Committee action.
- B. All records and personal files are the sole property of the JATC and will be used exclusively by the JATC, Training Director, and/or staff, as needed to perform the essential duties of the apprenticeship program, including but not limited to apprentice assessment and performance evaluation.

#### **X. Complaint and Report Procedure**

- A. Complaints shall be submitted to the Training Directors office.
- B. Reports of harassment or discrimination shall be submitted to the Training Directors office.
- C. Complaints and reports shall be made in writing and submitted immediately, and in no case more than 30 days from date the event/incident occurred.

- D. Apprentices have the right to seek resolution as allowed in the Grievance and Arbitration articles of the CBA but should first provide notice to the JATC.
- E. Apprentices may request an appearance before the JATC concerning specific issues or matters dealing with their apprenticeship agreement.

## **XI. Authority of the JATC**

- A. The JATC has the prerogative and authority to place an apprentice on probation, authorize or withhold a divisional raise, extend the term of apprenticeship, advance or hold back an apprentice in the related instructional portion of the program, or suspend or remove an apprentice from the program.
- B. Situations not explicitly addressed in the Statement of Committee Rules and Policies will be addressed and resolved on an individual, and case by case basis.
- C. All decisions made by the JATC are final and binding on the apprentice, employer and local union.

## **XII. Amendments and Modifications**

- A. These amended policies shall supersede all previous Committee Policies and are hereby in effect and enforceable as of December 30, 2025.

## **Summary**

The committee fervently hopes that the student, as an apprentice in our industry, recognizes the career opportunity the program offers as well as the possible hardships and sacrifices he or she may face. The committee also realizes that rules and regulations must be judiciously adhered to in order to maintain the integrity of the program, and for its overall success.

The Committees objective in sponsoring this program is to train all to become a qualified Journeyman Electrician. The JATC wishes to impress upon you that in return you have an obligation to put forth every effort towards completing the program so that you may possess the attitude, skill, knowledge, and ability that is required of an IBEW Journeyman Electrician.

The apprentice's future in the industry depends entirely upon his or her own efforts.

If the apprentice has any problems or needs any assistance, we encourage him or her to contact the Training Director.

**Adoption and Signature Page**

Jointly Adopted as Amended by the JATC on the 30th Day of December, 2025.

\_\_\_\_\_  
Signature of Chairman

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Secretary

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Director

\_\_\_\_\_  
Date