

STATEMENT OF POLICY

of the

NECA / IBEW

Joint Apprenticeship and Training Committee

For The

ELECTRICAL INDUSTRY

Sponsored By

National Electrical Contractor Association

Southern Indiana Chapter N.E.C.A.

and the

International Brotherhood of Electrical Workers

IBEW Local Union #16

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1.0 **PURPOSE**

The goal of the Joint Apprenticeship and Training Committee is to provide to the electrical industry, through on-the-job training and related classroom study, a steady supply of skilled electricians, trained to respond to the constantly changing needs of the industry.

2.0 **AUTHORITY AND RESPONSIBILITY**

The Apprenticeship Committee is empowered by the basic Working Agreement between the sponsors listed above, and by the Registered Apprenticeship Standards, to establish such policies and rules as are necessary to meet the needs of the training program. All such policies and rules may be amended or abolished as necessary to reflect the changing needs of the industry and immediately become effective and binding upon all parties involved with the program.

3.0 **INDENTURE**

Each apprentice is indentured to the Joint Apprenticeship and Training Committee and is directly responsible to The Committee for all matters pertaining to their apprenticeship training.

3.1 Unindentured apprentices are individuals who have not been selected for the program but have met the minimum qualification for testing. Any hours worked as unindentured will not apply toward apprenticeship hours, should they be selected. An individual cannot work more than 2000 hours as an unindentured apprentice and may be terminated by the employer or JATC at any time. They may not work on any jobs requiring apprentices registered with the Department of Labor and may not attend apprentice-related classes.

4.0 **TRAINING DIRECTOR(S)**

The Training Director(s) shall act for and under the direction of the Joint Apprenticeship and Training Committee in the administration of the apprenticeship program.

5.0 **POLICIES REGARDING APPRENTICES**

5.1 The apprentice must exhibit desirable qualities as they work, so that they may build a place for themselves in the program and build a place for the industry with the public, thereby assuring a brighter future for all concerned. The apprentice must understand that they are in the program to work and to learn the skills of the trade, and act accordingly.

5.1.1 Apprentices shall maintain a cooperative attitude and try to learn as much as possible in any work situation in which they may be assigned.

5.1.2 Apprentices shall appear promptly for work and classes, reasonably neat and clean and properly dressed.

5.1.3 Apprentices shall conduct themselves in a polite and agreeable manner on the job and in class and work constructively with The

Committee to find solutions to any problems they may encounter in their apprenticeship.

- 5.1.4 Any apprentice who changes their address or telephone number must notify the J.A.T.C. office and the Local Union within two weeks in order that their records may be kept current.

5.2 THE POINTS SYSTEM

5.2.1 The purpose of the point system is the systematic and automatic self-elimination from the apprenticeship program of any apprentice who consistently fails to perform their duties. Points are cumulative throughout the term of apprenticeship. Points are automatically tallied on an apprentice's record for each violation of policy, which is not specifically excused by the Committee.

5.2.2 Upon the accumulation of 15 points in any (1) one year, which shall commence on September 1st of each year, or a total of 40 points until the successful completion of the program, an apprentice has automatically eliminated themselves from the program and the Committee will complete the cancellation of the indenture.

All points will be assessed at the time of the violation. It shall be the apprentice's responsibility to be aware of any points assessed. It shall be the apprentice's responsibility to present, in writing, indisputable evidence in support of their claim for an excuse for a particular violation. **All appeals for the excuse of a violation must be submitted no later than 10 business days from the date of the infraction.** If the Committee deems the evidence warrants further action, the apprentice will be summoned to appear before the committee to clarify the evidence and answer any questions of the Committee. If the apprentice fails to appear the violation will not be excused. If the Committee excuses the violation, points accumulated for the violation in question will automatically be deducted. Excused violations will not be tallied on the apprentices point record and will not count against them.

POINTS

VIOLATION

2 For each unexcused tardiness and/or leaving early on school nights.

Tardiness or leaving early from school shall be reported to the Training Director or the Assistant Training Director by the instructor and is outlined in Section 7.7 of this document. The Committee shall have sole discretion in determining tardiness as excused or unexcused. These determinations shall be made in a uniform and consistent manner.

4 For each unexcused absence from school.

Absence from school shall be reported to the Committee by the instructor and is further outlined in Section 7.6 of this document. Any absence or tardiness will be considered unexcused if the instructor (for school) is not notified prior to the starting time of the class. The Committee shall have sole discretion in determining absences as excused or unexcused. These determinations shall be made in a uniform and consistent manner.

3 For each class disruption.

The instructor, at his or her discretion, may dismiss an apprentice from the class which then will be counted as an unexcused absence for the purpose of make-up hours.

10 For attending classes impaired by the use of alcohol or controlled substances.

Violation shall be reported to the Committee by the instructor and is further outlined in Section 7.10 of this document.

6 For failure to appear before the Committee when notified to do so.

Notifications to appear before the Committee must come from the Committee and/or a committee member or Director. Notifications to appear shall be made by letter or email.

2 For failure to properly prepare for a class, incomplete lessons and/or not having the required class materials.

The instructor shall have the sole discretion to make this determination and shall report to the Committee either directly or through the Training Director.

8 For cheating on an examination.

The instructor shall have the sole discretion to make this determination and shall report to the Committee either directly or through the Training Director

3 For failure to obtain a passing grade on a periodic school and/or Craft Certification examination.

Consistent failures by an apprentice will be cause for the Committee to evaluate an apprentice's school performance. Failures based upon lack of effort will be punishable. The Committee or Director will seek the input of the instructor on each apprentice failure.

10 For failure to give the Apprenticeship Committee true and accurate information.

Intentionally misleading the Committee will not be tolerated. The implementation of this penalty will be verified by the Committee with substantial credible evidence.

3 For failure to submit Monthly Work Reports properly completed and delivered by the 10th day of the following month.

The monthly work report is the method used to inform the Committee about every detail of the apprentices on-the-job training. These assessed points are in addition to steps taken in Section 12.4 of this document.

8 Termination from an Employer for cause.

If an apprentice is terminated by their employer for cause, the apprentice must meet with the Committee as stated in Section 6.7 of this document.

7 Failure to obtain a negative result on a drug screen.

These assessed points are in addition to steps taken in Section 21 of this document.

1 Failure to report a change of address or phone number in a timely manner.

An apprentice has the right to appeal the decision of the Committee. All appeals will be handled as stated in Section 15.3 of this document.

SUMMARY

<u>POINTS</u>	<u>VIOLATION</u>
2	For each unexcused tardiness/leaving early on school nights.
4	For each unexcused absence from school.
3	For class disruptions.
10	For attending classes impaired by the use of alcohol or controlled substances either before or during school.
6	For failure to appear before the Committee when notified to do so.
2	For failure to properly prepare for class, incomplete lessons and /or not having the required class materials.
8	For cheating on an examination.
3	For failure to obtain a passing grade on school examination.
10	For failure to give the Apprenticeship Committee true and accurate information.
3	Failure to submit Monthly Work Reports properly completed and delivered by the 10 th day of the following month.
8	Termination from an Employer for cause.
7	Failure to obtain a negative result on a drug screen.
1	Failure to notify JATC of address or phone number change.

Only upon a written request shall an apprentice receive credit for the points that have been assessed against them.

6.0 APPRENTICE ON-THE-JOB TRAINING

- 6.1 The Committee shall, where possible, provide 8000 (4800 for Residential) hours of reasonably continuous on-the-job training, in accordance with the Working Agreement, and require that each apprentice attend such training regularly and promptly. No apprentice is guaranteed full employment.
- 6.2 An apprentice shall not be assigned to work with energized 277- volt or higher. An apprentice shall not work on any energized voltage system without **DIRECT SUPERVISION** of a Journeyman. First- and Second-year apprentices will not be allowed to work on any energized circuits. PPE, provided by the contractor, **MUST** be worn. The Journeyman is responsible for ensuring that the apprentice is wearing proper PPE and that the apprentice is comfortable performing the hot work. Safety is critical in the electrical trade therefore all safety regulations that apply to Journeymen will apply to apprentices. The J.A.T.C will not tolerate abuse.
- 6.3 All apprentices laid off due to lack of work and/or termination will report to the J.A.T.C. office by the next workday.
- 6.4 In the event an apprentice is unable or does not report for work, the apprentice is required to notify their employer's office or job site. Excessive absenteeism will affect the apprentice's progress, and if the practice becomes flagrant, it could result in their removal from the program.
- 6.5 No apprentice will be permitted to terminate their employment themselves.
- 6.6 The J.A.T.C. will have full authority, as provided in the Apprenticeship and Training Standards and the Working Agreement, to transfer apprentices from one employer to another to provide a diversity of training or employment opportunities.
- 6.7 In the event that an apprentice is fired from work, the apprentice will appear before the next scheduled Committee meeting, or special meeting called by the Chairman, to explain the reason for the unsatisfactory termination.

7.0 SCHOOL AND ATTENDANCE

- 7.1 The Committee shall provide for a minimum of 180 hours of related classroom instruction for each consecutive year of apprenticeship. Each apprentice shall be required to promptly and regularly attend classes with all homework and assignments completed prior to class.
- 7.2 Additional classroom hours beyond the 180-hour minimum may vary due to class and curriculum.

- 7.3 No apprentice may take a vacation or work overtime during the school period which would require missing a scheduled class.
- 7.4 No apprentice will work shift work during the school year without prior approval of the Committee.
- 7.5 No apprentice shall work out of jurisdiction without prior approval of the Committee.
- 7.6 Apprentices shall attend every class session. Absenteeism without an acceptable reason (e.g., written doctor slip, etc.) will not be tolerated. After the second unexcused absence from school, the apprentice will be directed to appear before The Committee at their next regular meeting to explain their absences. The apprentice shall make-up each unexcused absence with 8 hours.
- 7.7 Any apprentice who reports to class more than ten minutes late shall be considered tardy. Two times unexcused tardy and/or leaving early shall constitute one unexcused absence.
- 7.8 Any makeup sessions will be scheduled by The Committee or Directors and will be mandatory.
- 7.9 When an apprentice is absent from class, he/she must fill out an absence slip stating the reason for their absence. The Committee will review all absence slips.
- 7.10 Any apprentice found to have possession of, distribution, selling or use of alcoholic beverages or illegal drugs on any portion of the school property will be immediately suspended from school. The apprentice shall call a third-party person to transport them away from school. The apprentice will not be allowed to return to school until they meet with the Committee. In addition, suspension from work may be enforced.

8.0 **APPRENTICE EXAMS**

- 8.1 A minimum passing grade of 75% per test, and yearly average of 75%, is hereby established. Any apprentice who fails to achieve that minimum places their status in the program in jeopardy and shall automatically be subjected to review by The Committee.
 - 8.1.1 All failed tests must be retaken. The apprentice must wait one week from the original test date then re-take the test within a week.
 - 8.1.2 All missed tests due to absenteeism must be taken before the next scheduled night.
 - 8.1.3 All missed or failed tests must be made up at night (4:50 p.m.) and not on the night of a regular school class night. An apprentice will

not be able to take the missed or failed test during the day or on the night of their scheduled class.

8.1.4 An apprentice will receive an unexcused absence if they appear for school and have not taken the retest according to section 8.1.1.

8.1.5. An apprentice will be sent home and receive an unexcused absence if they appear for school and have not taken the initial test as listed in 8.1.2 unless a suitable explanation is presented to the Training Director.

8.2 Craft Certification Examinations

All apprentices must pass the incremental Craft Certification tests scheduled for their respective year of training. If an apprentice fails any stage of the examination, they will appear before the Committee to discuss the failure. Points will be assessed as stated in Section 5.1. Upon failing the same test, a third time for the respective year, the apprentice will be removed from the program.

9.0 **APPRENTICE ADVANCEMENTS**

Advancement within the program is neither routine nor guaranteed. The Committee will examine the records of each apprentice before advancement. Advancement shall be granted if the apprentice has in all ways fulfilled all the terms of indenture and progressed acceptably in their training. If, however, there is any indication that the apprentice has failed to show acceptable attendance or performance on the job or in class or has in any way failed to fulfill the terms of their indenture, The Committee may conduct a hearing to determine the appropriate course of action.

10.0 **APPRENTICE ATTENDANCE TO JATC MEETINGS**

10.1 An apprentice may be required to attend any Apprenticeship Committee meeting by The Committee, any member of the Committee or the Training Director.

10.2 Any apprentice may appear before any Regular Meeting of The Committee by making arrangements with The Committee to do so before the meeting.

11.0 **APPRENTICE ATTENDANCE TO UNION MEETINGS**

It is strongly recommended that all apprentices should attend at least (4) Union meetings per year.

12.0 **MONTHLY WORK REPORT**

12.1 The Committee shall require that each apprentice submit a complete and accurate work report by inputting their hours worked using the online method described below. The reports are required for each month or any part thereof in which the apprentice participates in the program. The

apprentice may use the “worksheet” provided by the JATC throughout the month for daily recordkeeping, then on the last day of the month tally the numbers and transfer all data online. The “worksheet” is not required to be submitted to the office.

- 12.2 The apprentice must submit the number of hours worked on the tasks performed during the month using the online reporting system. An internet link to the online reporting system is located under the “Apprentices” tab of the J.A.T.C. website, www.evvjatc.org.
- 12.3 The apprentice is responsible for submitting their work report online by the 10th of the month following the month being reported.
- 12.4 Apprentices who do not get their monthly work report submitted online by the 10th of the following month may have their next wage increase delayed one workday for each day the monthly work report was late. The second occurrence of a late work report may result in the apprentice’s next wage increase being delayed three days for every day the work report is late. The third and any subsequent occurrence of a late work report may result in the apprentice’s next wage increase being delayed by one week for every day the report is late. This will be calculated on an accumulative basis. Points will also be assessed as per Section 5.
- 12.5 The Committee may compare all apprentice hours reported to those reported by the Employer in the monthly J.A.T.C. Fund Contribution Report. In the event that the figures do not agree, the J.A.T.C. Fund Report shall be considered to be correct, unless the apprentice can furnish proof to the contrary (check stubs, etc.).

13.0 LEAVE OF ABSENCE

- 13.1 In the event that an apprentice becomes physically or mentally unable to participate in the program for a significant period of time, the Committee may grant that person a leave of absence* (see section 13.4) for a stated period of time, such a period to be determined on an individual basis and modified by The Committee as necessary.
- 13.2. In the event that an apprentice becomes pregnant, The Committee shall grant a leave of absence* for that apprentice immediately upon request. The general term of such leave shall be one year, except that the term of leave may be altered by The Committee to accommodate individual situations. Recognizing the inherent danger of electrical work, the Committee strongly urges that, in order to reduce the high risk of injury, the apprentice apply for leave of absence* as soon as the pregnancy becomes known. The apprentice who continues to work while pregnant does so at their own risk, since by this policy the Committee clearly demonstrates its willingness to release the pregnant apprentice for a reasonable period of time, thereby accommodating her special circumstances. The apprentice who continues to work shall supply a

doctor's statement to the Committee stating her physical ability to perform normal construction work.

13.3. The Committee shall excuse absences for verified time off while engaged in Reserve Military Training. Any classes missed must be made up as soon as possible.

13.4 *Leave of absence means that all parties to the leave of absence are released from all provisions of the indenture for the stated period of time. As used here, the leave is not a disciplinary action, but a convenience to serve the parties in special circumstances.

14.0 **BOUND TO WORKING AGREEMENT**

All apprentices indentured to this Committee are bound by the Working Agreement between the Local Union and the Local N.E.C.A. Chapter and are therefore subject to all rules and regulations set forth in the Working Agreement, the I.B.E.W. Constitution, and the Local Union Bylaws.

15.0 **COMMITTEE ENFORCEMENT**

15.1. The Apprenticeship Committee shall be the sole authority in matters pertaining to apprenticeship.

15.2 The apprenticeship Committee is the sole authority for the maintenance of discipline and enforcement of its Standards, Policies, Rules, Regulations, and Decisions.

15.3. In the event that The Committee receives indications that an apprentice has violated or failed to fulfill the terms of their indenture, the Standards, Policies, Rules, Regulations or Decisions of The Committee, The Committee shall conduct a Hearing at which the apprentice shall be required to be present. During this Hearing, The Committee shall hear and consider all available, pertinent information about the case, and the apprentice shall be given an opportunity to explain their position and present such witnesses as may have direct knowledge of their circumstances in support of their position. If the apprentice is duly notified of the Hearing and fails to appear, the Hearing shall proceed as though the apprentice was present. After The Committee has heard and considered all relevant information offered, the apprentice shall be dismissed and The Committee shall determine whether its Standards, Policies, Rules, Regulations or Decisions have been violated and take appropriate action.

15.4 The Committee may, for cause, at any time during the period of indenture, cancel the indenture, extend the indenture for a stated period, suspend the indenture for a stated period, retain the apprentice in Grade for a specified period (thereby delaying advancement, with or without extending the period of indenture), delay wage increases, or take other steps deemed necessary and prudent to maintain discipline or enforce the provisions of

the indenture, Standards, Policies, Rules, Regulations or Decisions of The Committee.

15.5 The Committee or the apprentice shall have the right to cancel the indenture during the first 2000 (1200 for Residential) hours of indenture, without the necessity of a Hearing.

15.6 Each apprentice shall promptly pay all fees as set forth by the JATC (where applicable) or face disciplinary action.

16.0 WAGE INCREASES AND PAY PERIODS

16.1 Apprentices shall be paid a progressively increasing schedule of wages based on a percentage amount of the current hourly journey-worker wage rate as described in the following tables:

Inside Apprentices

Pay Period	Percent of JW Rate	Minimum Accumulative OJT Hours	+	Hours of Related Training Completed/ Additional Requirements
1	40%	0	+	N/A
2	45%	1000	+	Satisfactory Progress
3	50%	2000	+	180 Hours of Related Instruction
4	60%	3500	+	360 Hours of Related Instruction
5	70%	5000	+	540 Hours of Related Instruction
6	82%	6500	+	Satisfactory Progress
Completion	100%	8000	+	720 Hours of Related Instruction and acquisition of a Vanderburgh County Electrical Journeyman License

Satisfactory Progress for Period 2 Related Training shall be determined by adequate skill advancement and school performance.

Satisfactory Progress for Period 6 Related Training shall be determined by the acquisition of a Vanderburgh County Electrical Journeyman (or Masters) License.

Residential Apprentices

Pay Period	Percent of JW Rate	Minimum Accumulative OJT Hours	+	Hours of Related Training Completed/ Additional Requirements
1	61%	0	+	N/A
2	67%	1600	+	160 Hours of Related Instruction
3	75%	3200	+	320 Hours of Related Instruction
4	85%	4800	+	480 Hours of Related Instruction
Completion	100%	All previous requirements plus acquisition of a Vanderburgh County Electrical Journeyman License		

16.2 Each apprentice will advance to the next wage scale on the first Monday after successful completion of school and have the required working hours.

17.0 COMPLETION OF APPRENTICESHIP

17.1 All apprentices will work at the Apprentice classification until they have satisfactorily completed the required related classroom instruction, earned 8000 (4800 for Residential) credited work hours of on-the-job training, as computed from the work reports and the employer's payroll records (N.E.B.F. Reports), and acquired a Vanderburgh County Electrical Journeyman (or Masters) License before being released by the J.A.T.C. (Standards of Apprenticeship and Training).

17.2 As each apprentice becomes eligible to be classified as a Journeyman Wireman, the Training Director will notify the Employer, the Local Union, and N.E.C.A., in writing, as to the effective date.

18.0 SCHOLARSHIP LOAN AGREEMENT

All indentured apprentices shall be signatory to the Scholarship Loan Agreement as compiled by The Committee prior to the beginning of the school year.

19.0 JOURNEYMAN ELECTRICIANS TEST

All Inside apprentices are required to pass the Journeyman or Masters Electricians Test given by the City of Evansville prior to receiving their 6th period wage increase.

At The Committee's discretion, any apprentice who has not taken or passed the Test and obtained the License from Vanderburgh County, Indiana as of August 31st of the year of requirement may be suspended from on-the-job training (OJT Suspension).

The OJT Suspension is to allow the apprentice additional time to focus on studying the necessary curriculum, applying for, scheduling, and passing the Test; and obtaining their License.

The OJT Suspension shall be ongoing until the apprentice passes the Test.

The Joint Apprenticeship and Training Committee of IBEW Local 16 and SIC, NECA reserves the right to authorize reasonable accommodation to apprentices who may require such accommodation.

Upon passing the licensing test the apprentice shall provide a copy of their license and/or results to the JATC Office.

20.0 HARASSMENT POLICY

The J.A.T.C. is strongly committed to ensuring that the apprentices' work and school environment is free of harassment and other discriminatory practices.

Harassment is defined as deliberate or repeated unsolicited verbal or written comments based on sex, age, race, religion, national origin, disability, or other personal characteristics.

Anyone who uses implicit or explicit coercive behavior to control, influence or affect the career, salary or job of an apprentice is engaging in harassment. Also, slurs, gestures, or physical contact of a sexual nature is engaging in harassment.

20.1 A person who feels they are a victim of harassment must:

20.1.1 Make it known in no uncertain terms that harassing behavior is unwelcome.

20.1.2 Log all incidents, dates, times, places, and identify any witnesses to the incident.

20.1.3 If the unwelcome behavior does not cease, contact your foreman, steward on the job or shop, or the employer.

20.1.4 If the harassment is school related, contact your instructor or the training director.

20.1.5 If the harassment continues, contact the Union or the J.A.T.C. office for assistance.

20.2 All Sexual Harassment complaints will be processed according to the Policy Against Sexual Harassment as adopted by the J.A.T.C.

21.0 **SUBSTANCE ABUSE POLICY**

21.1 All apprentices will be subject to the Substance Abuse Policy as stated in the Working Agreement between Local #16 of the International Brotherhood of Electrical Workers and the National Electrical Contractors Association Southern Indiana Chapter.

21.2 All apprentices will be subject to the Substance Abuse Policy required on any job that they are assigned to that does not accept the Substance Abuse Policy contained in the Working Agreement between Local No. 16 of the International Brotherhood of Electrical Workers and the National Electrical Contractors Association, Southern Indiana Chapter.

21.3 All apprentices who have tested positive or have been denied access to a job site because of the adulteration of a drug test on a job not covered by the Working Agreement will be required to have a negative result under a drug test administered pursuant to the drug testing under the Working Agreement before they are eligible to be assigned to a job site. The apprentices will be required to submit themselves within twenty-four (24) hours of a positive drug test or an adulteration of a drug test.

- 21.4 The Joint Apprenticeship and Training Committee believes in and supports a drug-free work and school environment, and they also believe that an apprentice should be given an opportunity to rehabilitate themselves, and The Committee will support them in this endeavor.
- 21.5 If an apprentice has taken a positive drug screen and a confirmatory test the third time during their apprenticeship agreement, their indenture in the apprenticeship will be canceled.
- 21.6 Any Substance Abuse violations that occur under the Working Agreement will be processed in accordance with the Substance Abuse Policy adopted by the Sponsoring Parties (NECA & IBEW). All other Substance Abuse violations will be governed by the requirements on the particular job site; however, the apprentice's tenure within the Apprenticeship Program will still be handled on the basis of the Substance Abuse Policy adopted by the sponsoring parties.
- 21.7 The cost of the test will be paid by the Substance Abuse Fund.
- 21.8 All Substance Abuse policies apply to the training site as well as work sites. The Trustees and/or Committee of the Training Fund have the option, at their sole discretion, to have random testing performed on all or a portion of the apprentices while on the Training Site facilities whenever they deem it is in the best interest of the Program. Any refusals to participate in the random testing procedures by any apprentice will result in the apprentice being treated as testing positive.
- 22.0 **CLARIFICATION OF STATEMENT OF POLICY LANGUAGE**
- 22.1 Whenever any words are used in the Statement of Policy in the masculine gender, they shall also be construed to include the feminine or neuter gender in all situations where they would apply; whenever words are used in the singular, they shall also be construed to include the plural in all situations where they would apply; whenever any words are used in the plural, they shall also be construed to include the singular.
- 22.2 Authority for the above policy statement is given to The Committee in the Standards of apprenticeship and training: section XX - Local JATC Rules and Policies.
- 23.0 **APPRENTICE ACKNOWLEDGMENT OF STATEMENT OF POLICY**
 I have been given a copy of the "Statement of Policy" that Governs all Apprentice Electricians. I have read it and understand it completely. I have agreed to accept the responsibilities and duties covered in this Statement of Policy with the knowledge that if I successfully complete my apprenticeship in its entirety, I will ultimately attain journeyman status.

Signed _____ Date _____

[End of Document]

**Please sign, date, print your name below and
return THIS PAGE to the JATC Office.**

APPRENTICE ACKNOWLEDGMENT OF STATEMENT OF POLICY

I have been given a copy of the "Statement of Policy" that Governs all Apprentice Electricians. I have read it and understand it completely. I have agreed to accept the responsibilities and duties covered in this Statement of Policy with the knowledge that if I successfully complete my apprenticeship in its entirety, I will ultimately attain journeyman status.

Signed _____ Date _____

Printed Name: _____