OWENSBORO ELECTRICAL JATC
5651 OLD HWY 54
PHILPOT, KY 42366
OwensboroJATC.com **270-702-0654**

Statement of Policy

Of the

Owensboro Electrical Joint Apprenticeship

And

Training Committee

For the

Electrical Industry

Revised and Adopted

August 14, 2026

OWENSBORO ELECTRICAL JATC
5651 OLD HWY 54
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I. GENERAL STATEMENTS

A. This Statement of Policy is prepared in accordance with the Local Apprenticeship and Training Standards for the Electrical Contracting Industry.

B. No section or part of this Statement shall conflict with the Collective Bargaining Agreement or Local Apprenticeship and Training Standards. Where such conflict may appear the Collective Bargaining Agreement or Local Apprenticeship Standards shall prevail.

C. Whenever any words are used in this Statement of Policy in the Masculine gender, they shall also be construed to include the feminine or neuter gender in all applicable situations; whenever any words are used in the plural, they shall also be construed to include the singular in all applicable situations.

D. These Policies are subject to change at any time and all changes will be forwarded to each Apprentice and become part of these Policies.

E. It shall be the policy of the Owensboro Electricians JATC that any member attending Committee sponsored classes, who fails to complete the class, shall reimburse the Committee for their pro rata share of the cost of the class. This may be waived if the reason for not completing the class is deemed, by the Committee, to be circumstances beyond the control of that member. Failure to reimburse will result in revoking the privilege of attending all JATC sponsored classes until payment is received.

II. POLICIES REGARDING INSTRUCTORS

A. The Committee shall interview prospective instructors from within the industry, and they shall select those most capable of providing for the successful operation of the Apprenticeship and Training Program.

B. Those selected to be instructors shall serve at the will of the Committee and may be removed or replaced as the Committee sees fit.

C. The Committee shall require each instructor to submit a clear and accurate record of the hours for which he is to be paid.

D. The Committee shall require that each instructor carry out the Policies, Directions, and Rules of the Committee, and cooperate with the Committee in attempting to improve the program.

E. Each instructor shall be responsible for keeping clear and accurate records of attendance and grades and shall make them available to the Training Director. Instructors shall notify the Training Director when an Apprentice fails a test, has a failing "course average", is tardy to class, and/or absent from class. Instructors need to report this in a timely manner either in writing or inputting into the online grade and attendance records before the next following class night. **Instructors will also be required to provide their monthly report directly to the Training Director before each monthly committee meeting during the school year.**

F. Instructors/Training Director shall input grades into the online grade book, and keep an up to date grade average for apprentices to view.

G. The committee shall, within the limits of its means, supply the instructors with such material and training aids as may be available and consistent with the course outline.

H. Each instructor shall be responsible for beginning and ending classes at the designated time, and limiting breaks to one per evening for fifteen minutes only. All starting and ending time for classes shall be uniform.

I. No instructor shall be permitted to give any Apprentice the same test (or one essentially similar) more than one time unless instructed to do so by the Committee.

J. Instructors will have shirts fitted with appropriate JATC INSTRUCTOR logo and shall wear them during all classroom instruction time and shall wear long pants (such as denim, cotton, or blend fabric) appropriate for construction work.

III. POLICIES REGARDING APPRENTICES

A. All apprentices will have a probationary period for 25% of length of program or one year whichever is shorter. During this period, the apprenticeship agreement may be canceled by either party, FOR ANY REASON, without the right to appeal. This article supersedes all other provisions of this Statement of Policies in regards to all probationary apprentices. Apprentices who fail the first year of classroom related instruction will automatically be canceled.

B. **ALL** apprentices will be required to pay for the cost of all classroom books. The OEJATC will purchase all required textbooks from publishers. The books will be issued to the apprentice at cost. Any available grant money may further cut the out-of pocket cost for the apprentice. Payments by the apprentice must be made on terms arranged by the JATC or its representatives. Failure to pay for the books according to the terms specified by the JATC will result in 3 points being given on the first of the month/each month following the end of the school year until fees have been paid and/or apprentice points out. In addition, the

apprentice must also have a laptop that meets the requirements of the online training that is now in place. Failure to provide a laptop will result in points being given for "failure to properly prepare for class" for each class night. In the event any books and/or materials are lost or destroyed, they will be replaced at the student's expense. All books and/or materials that are replaced shall be withheld until payment is received in full by the student.

C. It shall be the policy of the Owensboro Electrical Joint Apprentice Training Committee to require all Pre-apprentices to have laboratory work (Urinalysis or blood-work) to determine if there has been drug use.

D. It shall be the policy of the Owensboro Electrical Joint Apprentice Training Committee that each Apprentice in the program shall be tested each year for drug use. In addition, all Apprentices covered by this policy are subject to random testing. Required jobsite testing also applies. If use of drugs is determined from laboratory work, the Apprentice shall be suspended immediately. The Apprentice must appear before the Committee, and must obtain a negative result before being returned to work. Eight (8) points will be assessed for failure to obtain a negative result on a drug screen. A negative result must be obtained with a sixty day period commencing from the day of suspension or the Apprentice shall be dropped from the program. The Apprentice will be required to retest at his or her own expense. Should an Apprentice test positive a second time during their period of Apprenticeship, they shall immediately be dismissed from the program.

E. In the event an apprentice is found deliberately destroying or stealing JATC property this will be grounds for immediate termination from the program.

F. Violence, whether physical or verbal will not be tolerated and shall result in immediate removal from the program.

G. It shall be the policy of the Owensboro Electrical Joint Apprenticeship and Training Committee that each Apprentice shall be required to successfully pass the Kentucky State Electrical licensing exam and hold a valid Kentucky Electrical License before advancing to Journeyman Wireman status. In addition, all apprentices shall be required to schedule and take his/her Kentucky State Electrical licensing exam within sixty (60) days, upon completing all the requirements of the apprenticeship program, (720 classroom hours and 8000 OJT work hours, and OCTC classes) and every thirty (30) days thereafter, until a passing grade is obtained. The first attempt of the test will be paid by the OEJATC. Any additional attempts will be charged to the apprentice at the cost of the test. This cycle will be repeated until the apprentice passes the exam. In the event an apprentice does not test in the 30 day interval, points will be assessed for each occasion for failed exam (3 points)

H. The JATC will schedule 186 hours of instructor pay for each school year. Of the 186 hours scheduled, the apprentice must complete 180 hours of classroom training. If an apprentice

misses a first night of school, no letter will be sent to the apprentice and no points will be issued, provided the apprentice has notified his/her instructor before the start of class of their intent to miss. If the apprentice misses a second night of school, no letter will be sent to the apprentice and no points will be issued, provided the apprentice has notified his/her instructor before the start of class of their intent to miss. If the apprentice misses a third or beyond night of school, FOUR POINTS will be automatically assessed, and apprentice will be notified. If the apprentice feels that they have a valid excuse, the apprentice will have seven days to turn in the excuse to the Training Director. It will then be the sole discretion of the committee as to whether the excuse will be accepted and the resulting points being removed. Additionally, after missing a third night of school, or a partial night due to being late or leaving early, the JATC Committee and/or Training Director will have the right to schedule any make-up classes and all associated wages would be the responsibility of any and all apprentices who have missing classroom hours. Failure to pay and/or attend any make-up classes will be treated the same as failure to appear on a regular class night, and any fees owed will be treated the same as book fees owed. Each Apprentice shall also be required to attend special classes scheduled by the Committee when they deem them to be necessary. This includes but not limited to OSHA 10, first aid, cpr training, welding classes, remedial training, craft certification testing, and any other training the committee deems necessary.

I. Advancement Within the Program: An apprentice must satisfactorily complete the following requirements by the time of enrollment for the following school year.

a. 180 hours Classroom related training
b. Additional training outside regular scheduled school hours deemed necessary by OEJATC.
c. Passing grade on hands on test (Craft Certification) specified for that year and State Electrical exam/Obtain Licenses when applicable.
d. All applicable fees must be paid. This includes but is not limited to book fees, Gen ed class fees (in the event of a failed course), and Instructor fees (in the event of make-up classes).

J. Craft Certification Testing

a. All apprentices are required to pass the hands on Craft Certification test. Every apprentice will be scheduled a time and date of when their test will take place. In the event an apprentice fails the Craft Certification test, a remedial trainer will be assigned and will schedule remedial training with the apprentice. When the apprentice shows competency in the area being trained on, the remedial trainer will contact the Craft Certification instructor for retesting. All Craft Certification training and Remedial training will be treated the same as class nights per the points system listed in the Statement of Policy.

b. When a passing grade is achieved, advancement to the next level provided that all other criteria are met. In the event of multiple failed attempts on the Craft Certification test, the following rules will apply:

i. First Attempt: If passing grade is achieved, advance to the next level. If failed, no points assessed and no fees assessed.

ii. Second Attempt: If passed, advance to the next level. If failed, fees and points will be assessed.

iii. All other additional attempts: If passed, advance to the next level. If failed, fees and points assessed.

iv. At any point at or beyond the 3rd attempt, the committee may elect that apprentice retake the prior course the following school year, in which case points would not be assessed for the last attempted test. Points will be assessed per Statement of Policy, in compliance with rules regarding other failed tests. Fees will be a base rate of $125 ($100 for test administrator and $25 for JATC) for all test levels, payable prior to retesting. If a passing grade is not achieved by enrollment of the following school year, the committee reserves the right to require the apprentice to repeat the prior school year with a maximum of 2 total attempts or terminate the apprentice from the program. Apprentices will be expected to be prepared to test within 30 days of any failed attempts. If the apprentice does not test within the 30 day interval, points will be assessed for a failed exam.

v. If an apprentice refuses to retake the prior school year and elects to attempt the test beyond a third attempt, and a passing grade is still not achieved, the committee reserves the right to terminate said apprentice.

K. Instructors will administer all examinations periodically given throughout the year. The time allotted for each examination will be at the Instructor's discretion however shall not exceed one(1) class night.

L. The Instructor reserves the right to require assignments completed at the time and date of the instructors choosing in order for proper review and preparation for the following lessons. Failing to do so can result in points being assessed.

M. Personal telecommunication devices are not to be seen or used during class or any other time deemed disruptive to the class or other classes currently in session. These

devices may be used only during Instructor approved breaks, outside the building or in the designated break room.

N. It shall be the apprentices responsibility in collaboration with OCTC to complete any and all required tuition assistance paperwork. Assistance will be offered through OCTC/ an OCTC representative will come to the school on a school night in order to aid and assist with any given paperwork. A due date will be given on when any paperwork is to be completed. In the event an apprentice does not have paperwork filled out by specified due date, points for "failure to prepare for class" will be given.

ACCEPTABLE CLOTHING AND APPEARANCE:

The apprentice shall appear promptly for work and classes, reasonably neat and clean and properly dressed in construction attire.

UNACCEPTABLE CLOTHING AND APPEARANCE INCLUDES:

- Pants with holes or tears in the fabric
- Sleeveless shirts, shirts with holes or tears in the fabric
- Any offensive or obscene words or markings on clothing
- Muddy work shoes/boots, sandals, flip-flops

Apprentices are expected to conduct themselves appropriately while assigned to employers, and to project a positive image of the electrical construction industry to all people with whom contact is made. Therefore, an act on the part of an apprentice which has a negative impact on the OEJATC, a fellow employee, an employer, a customer, and their representatives, and/or the public will subject the apprentice to disciplinary action up to and including termination from the program.

The Committee will schedule make-up classes as deemed necessary. If make-up classes are required, the affected Apprentices will be required to reimburse the Committee for all costs. These costs will be equally distributed among the Apprentices required to attend**.** In addition, should an apprentice or construction wireman fail one of the classes offered by OCTC, he/she will be required to reschedule and retake the OCTC class on their own time, and will be required to pay for the cost of the class. The class, if made available by OCTC, must be completed and a passing score obtained before the start of the next year's class.

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THE POINTS SYSTEM

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 apprentices record for each violation of policy which is not specifically excused by the Committee. Effective immediately, any construction wireman (CW's) that are attending school, whether sponsored by a contractor or on their own, will be subject to the points system as well. The points system will also apply to the OCTC classes.

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 of a particular violation to the Training Director. If the Training Director deems the evidence warrants further action the apprentice may be asked 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.

Any assessed points putting apprentice at or above 15 points, no disciplinary action such as removal from work or school is to be taken prior to the OEJATC Committee meeting on given situation. If same pointable offense has caused apprentice to be unemployed, apprentice will not be eligible for Job Training Assignments until committee has met. Upon the accumulation of 15 points in any (1) one year or 40 points total during the duration of apprenticeship, an apprentice has automatically eliminated themselves from the program, and the Committee will take all actions necessary to complete the cancellation of the Indenture. Any violation which occurs unavoidably will be excused by the Committee after being presented with the facts. Points will automatically be deducted and it will be the Apprentices responsibility to appear before the Committee to present the Committee with their excuse. Excused violations will not be tallied on the apprentices point record, and will not count as points. A twelve (12) month period for an Apprentice will begin with the accumulation of their first points. No letters to appear or points total notifications will be sent to an apprentice for any of the mentioned violations, except in the case of a mandatory appearance.

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Effective 10-11-25: Policy for Removal of Timesheet Points

Students who wish to have their most recent timesheet points removed may do so by attending a **Continuing Education class** provided by the Local Union Hall.

To qualify for point removal, all the following conditions must be met:

1. **Attend Scheduled Class**
   Students must attend a scheduled Continuing Education class after receiving their most recent timesheet points.

2. **Full Attendance Required**
   Students must attend the entire class session from start to finish.
   - Arriving late or leaving early will result in ineligibility for point removal.
3. **Code Book Requirement**
   Students are required to bring a code book to the class.
   - Failure to bring a code book will result in disqualification from the point removal opportunity.
4. **Point Threshold Rule**
   If a student accumulates **15 points or more** before attending the class, they are considered **self-eliminated from the program**, unless the pointable offense that puts apprentice at 15 points or more is their first timesheet violation during their duration as an apprentice, in which apprentice will be given opportunity to attend next scheduled class to have points removed.
   - **Attending the class at that point does not reverse or delay elimination** from the program.
5. **This policy can only be used once in a rolling 12 month period.**

*In the event “Late Timesheet Points” causes an apprentice to reach 15 points or more, and it is their FIRST LATE TIMESHEET OFFENSE throughout the duration of apprenticeship, an apprentice has the opportunity to attend the next regular scheduled continuing education class as listed above. During such time apprentice has 15 points or more he/she will be NOT ELIGIBLE FOR EMPLOYMENT/WORK ASSIGNMENTS per this Statement of Policy. If apprentice is currently working, apprentice is to be removed from employment and placed at the bottom of the out of work list/ineligible for employment. Said apprentice will not be eligible for employment until apprentice has satisfied above requirements. If currently unemployed, apprentice will maintain their spot on the out of work list as ineligible until apprentice has less

satisfied above requirements.

POINTS	VIOLATION
2	**For each unexcused tardiness on school nights/work.**

Tardiness at school shall be reported to the Training Director by the Instructor. Tardiness at work shall be reported through the monthly work reports or by letter from the Contractor to the Training Director. The Committee/Training Director shall have sole discretion in determining tardiness as excused or unexcused. These determinations shall be made in a uniform and consistent manner.

3 For failure to obtain a passing grade on a periodic school examination.

A minimum passing score of 70% per test and "course average" as named in blended learning is required.

Consistent failures by an Apprentice will be cause for the Committee to evaluate an Apprentice school performance. Failures based upon lack of comprehension or understanding will not be a punishable offense. Failures based upon lack of effort will be punishable. The Committee will seek the input of the Instructor on each Apprentice failure.

Advancement within the program is neither routine nor guaranteed. The Training Director will examine the records of apprentices before advancement. Advancement will be granted if the Apprentice has in all ways fulfilled all the terms of indenture and has progressed acceptably in their training. If, however, there is any indication that the Apprentice has failed to show acceptable attendance and 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, unless stated otherwise in these policies.

This will not apply to OCTC classes. If an apprentice fails an OCTC class said apprentice is financially responsible for paying for said class, as well as required to re-enroll in the next available class offered by OCTC.

3 For being removed from the out of work list due to the job call policy, otherwise referred to as the "ding" system.

It is the responsibility of the Indentured Apprentice to be available for Job Training Assignments when registered on the Apprentice Out of Work List. The Apprentice is required to keep an updated contact number in their TradeSchool account in which they are able to be contacted by

the Training Director for Job Training Assignments when signatory contractors place a call for an apprentice to report to work. If an apprentice will be unavailable for work during a specific period (e.g., planned vacation), they must notify the Training Director **before** those dates. This prevents receiving dings while unavailable. If prior notice is not given and the apprentice cannot fill a JTA, a ding will be issued for each JTA they are unable to fulfill. Effective immediately, Apprentices on the out of work list will be given 30 minutes to return a call for a Job Training Assignment. If such Apprentice fails to return the phone call within the allotted time frame, the Apprentice will be charged with a "ding" and the Training Director will proceed down the out of work list in an attempt to fill the Job Training Assignment. When such Apprentice has received two (2) "dings", the Apprentice will be placed at the bottom of the out of work list at that time and will be required to appear before the committee. Apprentice will still be eligible for employment while awaiting committee review. The apprentice is to provide a valid excuse for not answering, or returning a call, for a job training assignment when appearing before the committee. The Apprentice will also accumulate three (3) points upon being removed from the out of work list. This appearance before the Committee shall be **mandatory**. The Committee has the sole discretion in determining whether or not the Apprentice has a valid excuse for not answering/returning a job call. If an Apprentice is registered on the 'out of work' list and a job training assignment for an Apprentice is received from a signatory contractor, the training assignment shall be assigned in the appropriate order of the 'Apprentice out of work list' at the time it is received. Apprentices shall no longer be allowed to pass up a job training assignment placed from a signatory contractor. An Apprentice who refuses to take a job training assignment could face removal from the program by the Apprenticeship Committee.

3 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 that determination and shall report to the Committee.

3 Poor attitude/disobedience on the job

This includes insubordination, disrespectful behavior toward supervisors, coworkers, or instructors, or failure to follow direct instructions without just cause. Must be reported by the Contractor or Instructor to the Training Director in writing.

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

The monthly Work Record/Quarterly Evaluation is the method used to inform the Committee about every detail of the Apprentices on the job training. It is used for the following reasons:

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1. To establish facts about different types of electrical training that the Apprentice should be getting.
2. To give the opportunity to document in the Apprentices own words for work experience and to verify all hours worked.
3. To give the Journeyman and Foreman, for whom the Apprentice is working for, an opportunity to briefly summarize the Apprentices experience during the past month/quarter.
4. To serve as a communication link between the Apprentice Journeyman, Foreman and the Committee.

Each Apprentice is expected to keep a daily record of his work experience. At the month's end the hours are to be summarized on the Monthly Work Report. The Apprentice has sole responsibility to submit their report in TradeSchool by the 10th day of the following month.

Work reports must be accurate in hours and job descriptions.

4 **For each unexcused absence from school/work.**

4 **For each "no call/no show" absence from work.**

4 **For each class disruption.**

The Instructor at their discretion may dismiss an Apprentice from the class and it will be counted as an unexcused absence.
Breaks shall be limited to 15 minutes. No one will be allowed to leave school property.

4 **For absence from scheduled craft certification test/remedial training.**

Absence from school shall be reported to the Training Director by the Instructor. Unexcused absence from work shall be reported through the monthly work reports or by letter from the Contractor to the Training Director. Any absence or tardiness will be considered unexcused if the instructor (for school) or the Supervisor (for work) is not notified prior to the starting time of the class or work shift. The Committee shall have sole discretion in determining absences as excused or unexcused. These determinations shall be made in a uniform and consistent manner. Excused absences whereby an Apprentice fails to meet the required 180 classroom hours shall obtain 180 hours of classroom hours prior to advancement in the program. Makeup hours shall be offered by the Committee prior to the upcoming school year.

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

Notification to appear before the Committee must come from the Committee and/or a Committee member, or the Training Director. Notification to appear shall be made by letter, text, or email.

5 **For failure to perform satisfactorily on the job.**

This includes repeated lack of initiative, inability or refusal to complete expected tasks within a reasonable timeframe, or consistent underperformance when compared to other apprentices of similar experience. Documentation from the contractor must be provided to the Training Director in the form of monthly evaluations or written notice.

5 **For cheating on an examination.**

The Instructor shall have the sole discretion to make the determination and shall report to the Training Director.

6 **Termination from Employer for Cause**

6 **For excessive absenteeism/tardiness on the job.**

It should be understood that apprentices are expected to be present for any training assignment they receive. It shall be up to the discretion of the JATC committee on what constitutes "excessive" In excess of 15% of eligible work hours in a rolling 30 day period, or 4 incidents (tardy or absenteeism) in a rolling 30 day period.

8 **Failure to obtain a negative result on a drug screen.**

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.

10 **For use of alcohol or controlled substances immediately before or during school.**

The Instructor will immediately notify the Training Director.

In addition to the aforementioned Apoint system, the Owensboro Electricians Joint Apprenticeship and Training Committee reserve the right to use the following disciplinary actions:

1) Suspension

2) Addition of extra work hours
3) Extension of the indenture for a stated period of time.
4) Retention of an Apprentice in a grade for a specific period of time.
5) Delay Wage increases.
6) Cancellation of the indenture and removal of the Apprentice from the program.

An Apprentice has the right to appeal any disciplinary action (points) handed down by this Committee. The request for appeal must be in writing, to the-Training Director postmarked within seven (7) days from the date the action was handed down/points were placed on apprentices record. An apprentice may not appeal the accumulation of points, but instead must appeal specific pointable offense(s). The appeal must include undisputable documentation stating points were given wrongly based on this Statement of Policy. An Appeals Committee is hereby established, composed of one member appointed by the Union, one member appointed by Employer, or by the Association, as the case may be, and a public member appointed by both these members. A Committee member shall present the case to the Appeals Committee. The Appeals Committee shall have the power to make a final and binding decision within the guidelines set forth in this Statement of Policy.

In the event of an apprentice being removed from the program, all fees owed by the apprentice must be paid within 30 days of termination. Action will be taken after 30 days by the OEJATC to collect any outstanding fees after the 30 day period.

SUMMARY

POINTS	VIOLATION
2	For each unexcused tardiness on school nights/work.
3	For failure to obtain a passing grade on a periodic school examination.
3	For obtaining a ‘second ding’ per the Apprentice Work Call Policy.
3	For failure to properly prepare for class, incomplete lessons and /or not having the required class materials.
3	Poor attitude or disobedience on the job.
3	Failure to submit Monthly Work Reports by the 10th day of the following month.

4	For each unexcused absence from school/work.
4	For each "no call/no show" absence from work.
4	For class disruptions.
4	For absence from scheduled craft certification test/remedial training.
5	For failure to appear before the Committee when notified to do so.
5	For failure to perform satisfactorily on the job.
5	For cheating on an examination.
6	Termination from an Employer for cause.
6	For excessive absenteeism/tardiness on the job.
8	Failure to obtain a negative result on a drug screen.
10	For failure to give the Apprenticeship Committee true and accurate information.
10	For use of alcohol or controlled substances immediately before or during school.

REQUIRED/MANDATORY APPEARANCES BEFORE THE COMMITTEE

1). Failure of a drug test.

2). Termination from Employer for cause.

3). For being removed from the out of work list under the job call (ding) policy.

These disciplinary actions may be implemented for just cause in order to maintain discipline or to enforce the provisions of the Indenture, Standards, policies, rules regulations or decisions of the Committee.

V. GENERAL POLICIES

A). The Apprentice must have credit for a minimum amount of hours worked between each advancement period as specified in the Local Union Working Agreement.

B). The Committee and/or Training Director will review ensuing advancements monthly and providing that all requirements are met, the Committee and/or Training Director will forward a copy of the wage increase notice to the employer. A copy will also be retained for the Apprentice's permanent file and a copy for the Committee's file.

C). In the event that an apprentice is called into military service, the Committee shall grant a Suspension of indenture for the Apprentice. The term of such suspension will be of duration no longer than the enlistment period of the Apprentice.

D). Job training assignments shall be handled in accordance with the OEJATC Training Assignment Policy and Statement of Policy.

E). In the event that an apprentice sustains injuries sufficient to prevent participation in the program for a significant period of time, the Committee shall suspend that persons indenture for a stated period of time. Such period is to be determined on an individual basis and is modified by the Committee as necessary.

F). In the event that an apprentice becomes pregnant, the Committee shall grant a leave of absences for that apprentice immediately upon request. Such leave shall be for the period of time that the apprentice's doctor deems necessary, except that the term of leave may be altered by the Committee to accommodate individual situations.

G). Suspension of indenture means that all parties to the indenture are released from all provisions of the indenture for the slated period of time. As used here, the suspension is

not a disciplinary action, but a convenience to serve the parties to the indenture in special circumstances.

VI. RIGHTS OF APPRENTICES

A). The Owensboro Electricians JATC has an open door policy with regard to any problems in which the apprentice may have. These problems include but are not limited to, on the job, school, Instructor, Journeyman, Contractor, Health, and personal. This Committee encourages Apprentices to appear before the Committee to address the Committee at any time. The Committee meetings are tentatively scheduled for the second (2nd) Monday of each month at 5:00 p.m. at the JATC Training Facility located at 5651 Old HWY 54, Philpot KY 42366.

I have received a copy of the Statement of Policy of the Owensboro Electricians Joint Apprenticeship and Training and I hereby agree to comply with that policy.

PRINT NAME _____

DATE _____

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SIGNATURE _____