

# Electrical Training Institute of Indianapolis

## Parallel Telecom Apprenticeship Program Rules and Policies

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### 1. General Apprenticeship Rules:

- a. The Training Center is a smoke and vape device-free facility. Smoking and the use of vape devices are only permitted for use outside doors # 2 & 3 while maintaining a distance of at least 8' away from the identified entrances and should never occur near the front entrance of the school.
- b. Only trade-representable and respectable attire shall be worn while at the Training Center. Flip-flops, tank tops, shorts, any personal property bearing offensive or vulgar displays, and excessively muddy work boots (from being on jobsites) are NOT to be worn in the building.
- c. If an apprentice has any classroom or jobsite problems, it is the responsibility of the apprentice to contact the Training Director and make their problem known.
- d. No firearms or weapons (excluding pocketknives) are allowed in the building.
- e. Cell phones and personal electronic devices including laptops, smartwatches, and tablets are **NOT** permitted within the building unless authorized by an instructor or Training Director.
  - i. Failure to comply with this policy will result in an individual apprentice being dismissed for the remainder of the class, counted absent for the entire session, and 0% recorded for all grades earned on assessments occurring during that class.

### 2. General Apprentice Requirements:

- a. All incoming parallel apprentices must submit an application for the apprenticeship program and complete the Electrical Training Alliance's Aptitude Test prior to the start of their apprenticeship classes.
- b. Unless directly excused by the Training Director, all incoming parallel apprentices must successfully complete the Math Refresher course prior to the start of their apprenticeship classes.
- c. All apprentices shall complete Harassment Awareness training on an annual basis.
- d. All apprentices must sign a Scholarship Loan Agreement each calendar year to remain in the program.
- e. All apprentices shall maintain a valid driver's license with reliable, insured transportation means.
- f. Apprentices are responsible for keeping their personal information on file up to date. Failure to comply with this requirement will result in penalties per the sole discretion of the Training Director.
- g. Apprentices must come prepared for class with all class-related materials including writing utensils, notebooks, textbooks, and calculator for all theory-based courses and the identified hand tools for all hands-on class periods. The Electrical Training Institute will **NOT** loan items to unprepared apprentices.

### 3. General Participation Policy:

#### a. General Attendance Policy

- i. All apprentices are expected to be alert and fully participative in all apprenticeship-related training and activities. Failure to stay actively involved in these settings may result in being removed from the classroom and counted absent for the time the apprentice has been removed.
- ii. For each instance of being tardy or leaving class prematurely, 1/2% per hour missed will be deducted from the apprentice's semester grade and all values will be rounded to the next hour increment.
- iii. If an apprentice is absent from an in-person class, they will need to submit the reason for the absence on the *Absence Excuse Form* within 48 hours of missing class. The determination of whether the absence is excused or unexcused will be based on the supplemental information provided by the apprentice providing clarity on the reason for the absence and the final determination will be at the sole discretion of the Training Director per the *Excused Absence Policy*, which is available to all apprentices for review.
- iv. Both excused and unexcused missed class hours shall be made up by either attending remediation sessions, performing a community service project, or completing work activities here at the Training Center for each hour missed, the determination of which shall be made at the sole discretion of the Training Director and/or Committee.
- v. If the absence has been deemed unexcused, 1/2% per hour missed will be deducted from the apprentice's final semester grade resulting in a 2% deduction for an unexcused missed class.
- vi. Regardless of whether the absence has been excused, the absent apprentice will need to complete all assigned homework lessons as originally directed and coordinate with their instructor(s) to finalize a date and time when the missed assessments may be completed **prior** to the apprentice's next scheduled class.
- vii. An apprentice will only be allowed 1 excused absence (up to 4 hours) per class and no more than 2 excused absences (up to 8 hours) per module and all additional absences will be deemed unexcused, regardless of the reason for the absence.

- ix. If an apprentice misses more than 12 hours in the same module, they may be mandated to appear before the Committee (at the discretion of the Training Director) and will be required to re-attempt the current semester or may be dropped from the apprenticeship program entirely.
  - x. Extenuating circumstances may allow for requesting a leave of absence per the guidelines as set forth by the Family Medical Leave Act and apprentices should contact the Training Director for further discussion.
- b. Safety-Related Class Attendance
- i. All parallel apprentices must successfully complete First Aid/CPR courses as directed. Failure to complete this requirement as scheduled will result in the apprentice paying a rescheduling fee of \$70.00 for the next available First Aid/CPR course in which the apprentice will be re-rostered, 1/2% per hour missed will be deducted from the apprentice's final semester grade resulting in a 2% deduction for an unexcused absence in the First Aid/CPR course, and if not completed in a timely manner, **will** result in an apprentice being held from further advancement.
    - 1. If an apprentice needs to be re-rostered in a different class due to a foreseeable conflict with their previously scheduled class, they will need to submit the reasons for rescheduling on the *Class Change Form* a minimum of 14 days prior to the start of the originally scheduled class, which must be authorized at the sole discretion of the Training Director.
  - ii. All parallel apprentices must successfully complete certification courses for OSHA 10-Hour and Mobile Elevated Work Platform (MEWP) training as directed. Failure to complete this requirement as scheduled **will** result in an apprentice being held from further advancement.
4. Apprenticeship Advancement:
- a. Any apprentice that fails an individual class but has only shown slight deficiencies in the subject, may be promoted on to the next class but shall be required to attend and successfully pass a class covering the deficient subject the next time it is offered per the direction of the Training Director but the apprentice will be held from further pay period advancement until the course has been successfully completed.
  - b. Any apprentice that fails an individual class and has shown severe deficiencies in the subject, will be held out of further advancement, and required to re-attempt the same class the next time it is offered and may need to see the Committee at the sole discretion of the Training Director.
  - c. Any apprentice who has previously repeated a class and then fails a subsequent class must see the Committee for the second infraction and may be dropped from the apprenticeship program.
  - d. To advance to the next pay period, the apprentice must have achieved a minimum of 75% in each of the courses within their current curriculum level, accrued the minimum required on the job training hours as reported by the contractor, and no outstanding delinquencies on jobsite evaluations.
  - e. Any apprentice that receives a 90% or higher in each of the three courses within the module will receive their apprenticeship curriculum books and the applicable fees for the following module free of charge.
    - i. This policy will NOT cover the costs of Ivy Tech Community College fees, if applicable.
5. Textbooks & Fees:
- a. Apprentices are required to pay for their textbooks and applicable fees no later than one full day **prior** to their first day of class using the online bookstore, found on the Training Center's website.
  - b. If an apprentice needs to pay by either check or money order (cash is NOT accepted), payments shall be hand delivered to the Training Center during normal business hours at least one full day **prior** to the apprentice's first day of class.
  - c. Failure to provide payment for textbooks and fees one full day **prior** to the first day of class for each semester or supplemental session will result in penalties per the discretion of the Training Director.
6. Monthly Jobsite Evaluations:
- a. Jobsite evaluations are to be turned into the apprentice's Journeyman and/or Foreman on the 1<sup>st</sup> day of the following month and must be physically delivered to the Training Center by the 15<sup>th</sup> day of the following month.
  - b. If the jobsite evaluation has not been received by the 15<sup>th</sup> day of the following month, the apprentice's contractor will be contacted, notifying them of the need to immediately dismiss the apprentice from the jobsite, without pay.
  - c. Upon being successfully contacted for non-compliance, the apprentice shall report directly to the Training Center for further instruction and once all requirements have been satisfied, apprentices may only return to work as determined by the Training Director.

7. Process for G.I. Bill Monthly Submissions:
  - a. Those apprentices who are veterans of the armed forces and are accessing available funds owed to them through the G.I. Bill, must submit their hourly documentation paperwork directly to their contractor starting the 1<sup>st</sup> day of the following month utilizing the *Work Process Form*.
  - b. Once the Training Center staff has received the *Work Process Form* back from the contractor, the Training Center staff will submit the monthly work hours reported to the VA on behalf of the apprentice.
  - c. The apprentice will be solely responsible for the proper and timely submission of this paperwork and the Training Center will not be held responsible for any delays caused by the contractor for which the apprentice is employed.
  
8. Infractions and penalties:
  - a. Any apprentice terminated from an employer for either unsatisfactory attendance or cause must see the Committee before returning to work and **may** be dropped from the program. In the event the apprentice is allowed to continue in the program, their next pay raise and each subsequent pay raise will be delayed by six months. A third occurrence of termination will result in immediate dismissal from the program.
  - b. Any apprentice who has been laid off three times in a rolling twelve-month period must appear before the Committee before returning to work and **may** be dropped from the program.
  - c. Any apprentice caught falsifying documents, involved in any acts of aggression, violence, theft, and/or vandalism either on the jobsite or at the Training Center, or found to be involved with any acts considered detrimental to the educational integrity of this program, will be pulled from work, and **must** see the Committee for disciplinary action, where the penalty **may** result in dismissal from the program.
  - d. If an apprentice shows signs of possible impairment while participating in classroom activities or any other apprenticeship-related activities, they will be assessed by a staff member who has completed reasonable suspicion training and if applicable, escorted to the nearest drug testing site immediately.
    - i. Once the testing has been completed, the apprentice will be removed from both classroom and work-related activities until the results of the test are known.
    - ii. If they were found to be impaired, an apprentice must see the Committee for disciplinary action, where the penalty **may** result in dismissal from the program.
  - e. Any apprentice that fails to report for a required Committee meeting has effectively quit the program.
  - f. Apprentices have two weeks from receipt of an official notice sent through certified mail and/or email to appeal any decision made by the Committee, who will then review the appeal at the next scheduled meeting and notify the apprentice of the outcome after completing the full review of said appeal.

I have read and understand the *Rules and Policies* of the Electrical Training Institute of Indianapolis.

Printed Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_