

# South Central Minnesota JATC

## Policy Statement

Effective August 26, 2009

Welcome to your apprenticeship with the International Brotherhood of Electrical Workers!

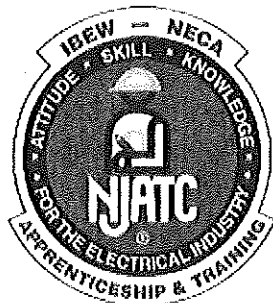
As you well know, the electrical construction field is a rewarding one, with many opportunities for those who participate in it. A cornerstone of your career as an IBEW electrician is successful completion of the apprenticeship program.

Your apprenticeship program is administered by the South Central Minnesota Joint Apprenticeship and Training Committee (SC MN JATC or JATC). The following is the policy statement issued by the SC MN JATC. It is the duty of the Committee to establish or change such policies, as it deems necessary for the successful operation of the training program. Failure to comply with them shall constitute just cause for dismissal from the Apprenticeship Program.

All matters concerning apprentices shall be handled by the SC MN JATC. The Committee will adjudicate violations of the policy statement. Disciplinary action may include, but is not limited to, letters of reprimand, suspensions, mandatory participation in the EAP, passing a drug test, or termination from the Program.

Please take the time to become acquainted with this policy statement, as the information contained in it is important to your success in the apprenticeship program. If you have any questions, please feel free to contact a member of the JATC staff or committee.

Best of luck to you in your classes and career as an IBEW electrician!



# Class Placement

## Credit for Previous Experience

Applicants with previous experience in the electrical construction trade may ask for and have such experience reviewed for credit towards on-the-job training hours. Hours worked as a summer helper/shop help cannot be considered towards credit for previous experience.

Applicants are responsible for providing verification of previous experience to the Committee. The preferred method is a letter on company letterhead validating hours worked, experience and employment that is signed by a licensed "Class A" Master, including his license number. If this is unobtainable, a written statement by the applicant itemizing the total number of hours worked (supported by paycheck stubs), categorizing the types of experience gained, and the names of employers and dates employed may be accepted.

Requests for previous experience credit must be made at the time of the apprentice's indentureship, upon which it will be reviewed by the committee and granted in whole or in part at the committee's discretion. The Committee will review such requests at the next regularly scheduled meeting after the indenture date. All applicants are required to serve a minimum of 2000 hours in the program.

## Credit for Trade School Completion

An apprentice indentured after February 2, 2005 who has graduated from an approved Electrical Construction course (and has furnished verification of same to the JATC) will receive 2,000 hours credit throughout their apprenticeship and be immediately placed into third-year classes.

## First-Year Test-Out

Upon indentureship, an apprentice may opt to attempt to test out of the first year of school. This process should be arranged with JATC staff, and apprentices successfully doing so will be immediately placed into second-year classes.

## Veterans

Veteran apprentices who apply for GI benefits will make application through the Veterans Service Officer. All forms requiring signature by a certifying official are to be forwarded to the apprenticeship office for completion. No other signatures will be accepted. Such apprentices must turn in their monthly VA Hours Verification Forms with their JATC timecards for completion. It will then be forwarded to the VA and a copy will be mailed back to the apprentice for his/her records. Note: timecards must be received by the 10<sup>th</sup> of the month. If an apprentice does not have his/her VA form, it can be submitted separately from the timecard whenever it is received. **Timecards not counted by the JATC cannot be counted for VA benefits.**

## Apprentice Responsibilities

### Classroom Training and Attendance

All apprentices are required to participate in and successfully complete all classroom instructions required by the JATC. The JATC will not require fewer than 180 hours of classroom training per academic year, and apprentices completing fewer than 180 hours will be required to repeat the school year.

Apprentices must notify the Training Director, Instructor, or Administrator PRIOR to the start of class of any absences, late starts, or early quits from class. All absences must be discussed with JATC staff and are to occur only in the event of illness and/or emergency. Supporting documentation for all absences should be provided if available. Makeup of absences is mandatory, and must be arranged with the JATC staff. Typically, makeup will occur on the Friday following an absence.

Please note, absences, late starts, or early quits are a violation of this policy statement, even if they are properly made up and discussed with JATC staff. Apprentices who do not follow the JATC attendance policy may be subject to disciplinary action.

### Fees

Any required tuition, book fees, or state registration fees shall be the apprentice's responsibility and must be paid the first day of class. Acceptable forms of payment are personal checks, cashier checks or authorization form for direct payment from the apprentice's Vacation/Holiday account. (This option is only available to apprentices with an active Vacation/Holiday account per the appropriate collective bargaining agreement.) Any apprentice with an outstanding book balance after the last day of class may be subject to disciplinary action.

### Timecards

The JATC shall keep and maintain records of progress as required by the Minnesota State Division of Voluntary Apprenticeship. Progress records shall be accessible to all authorized personnel. It is the responsibility of each apprentice to help the JATC fulfill this requirement by filling out and promptly turning in monthly timecards.

Each apprentice timecard is for a one-month period. Apprentices are to indicate the number of hours worked each day in each category (enter totals for each category a, b, c, etc., and grand total), fill in school hours, and have it properly initialed/signed by their instructor and their journeyman.

Timecards shall be filled out daily and submitted or postmarked to the JATC Administrator monthly by fax, e-mail, or postal mail by end-of-day on the **10<sup>th</sup> day of the month following the covered month**. When the 10<sup>th</sup> of the month falls on a Sunday or holiday apprentices will have until the first working day following the Sunday or holiday to submit or postmark their cards. Falsifying timecard reports is a violation of this policy statement and will result in disciplinary action. Examples of falsification can include but are not limited to signing your own timecard, signing another apprentice's timecard, reporting hours not actually worked, etc. All hours will be verified from Health and Welfare payroll reports. **APPRENTICES WHO ARE UNEMPLOYED, SITTING AT HOME, OR**

**ON A LEAVE OF ABSENCE (less than one year) MUST CONTINUE TO SUBMIT MONTHLY TIMECARDS.**

Apprentices who fail to submit timecards in a timely manner will be subject to the following:

**First Late/Missing Timecard:** The apprentice shall receive a notice requiring him or her to deliver the card prior to the end of the month. Credit for hours worked will be delayed by one month which will accordingly delay wage increases by one month.

**Second Late/Missing Timecard:** This timecard will not be credited toward the completion of the apprentice's required training program AND the apprentice's already-accumulated hours will be reduced by 160 hours. This will result in a delay of the apprentice's next pay raise and extend his/her apprenticeship by two months.

**Third Late/Missing Timecard:** This timecard will not be credited toward the completion of the apprentice's required training program AND the apprentice's already-accumulated hours will be reduced by 160 hours. This will result in a delay of the apprentice's next pay raise and extend his/her apprenticeship by two months. IN ADDITION, the apprentice will be suspended from work for two weeks, resulting in a loss of wages. Apprentices who are suspended from work must continue to attend school.

**Fourth Late/Missing Timecard:** This timecard will not be credited toward the completion of the apprentice's required training program, which will result in a delay of the apprentice's next pay raise and extend his/her apprenticeship by one month. The apprentice will also be required to appear before the JATC Committee, which may result in disciplinary action up to and including termination from the program.

**Performance Reviews**

All apprentices will have their on-the-job performance evaluated by their immediate supervisor on a periodic basis. These will be reviewed by JATC staff and committee members, and the committee may take disciplinary action against apprentices who receive problematic evaluations. Evaluations become a part of each apprentice's JATC record, which is reviewed and considered by the committee each time an apprentice appears before the committee based on policy infractions, requests for committee action, etc.

Apprentices have the opportunity to review and sign their performance reviews prior to them being submitted. Any apprentice who believes that he or she received an unfair or inaccurate review may write an explanation or rebuttal of it, which will be attached to the review and included in the apprentice's JATC record.

## Apprentice Employment

### Job Placement, Traveling, Quitting an Employer, Discharge for Cause

Apprentices are not allowed to solicit their own jobs. All work assignments and terminations shall be made through the apprenticeship office.

Apprentices are not allowed to quit an employer. Apprentices who quit or are discharged for cause by their employer may be classified as not available for work and will appear before the Committee at the next scheduled meeting for further action.

Job transfers of the apprentice by the employer into another jurisdiction must be approved in advance by both the apprentice's home JATC and the JATC into which the apprentice is traveling.

### Unemployed Apprentices and Job Referral

Unemployed apprentices **MUST FAX OR E-MAIL** a copy of their termination slip to the JATC Office (507) 529-7721 and the Union Office (507) 282-1562 in order to be placed on the out of work list and be eligible for reassignment. The fax strip or e-mail stamp sent document will be recognized as the date and time the apprentice is logged on the out of work list. Termination slips must be faxed to the JATC office **WITHIN 2 WORKING DAYS** of the termination date or the apprentice will be subject to disciplinary action and an appearance before the Committee.

Apprentices who are under-employed but not officially laid off may notify the JATC staff or committee members, which can investigate the possibility of referring the apprentice to a different contractor.

Unemployed apprentices must be readily available for calls of employment in accordance with the long/short call policy. If unreachable at home unemployed apprentices must leave a number where they can be reached. Job assignments will be filled and handled as follows:

- A. All apprentices will be called for each job, starting at number one on the out-of-work list, regardless of geographic location, **between the hours of 8:00 a.m. and 10:00 a.m.**
- B. If the apprentice lives within 60 miles of the job, he or she is required to accept the assignment.
- C. If the apprentice lives more than 60 miles from the job, he or she will be given the option of accepting or refusing the assignment.
- D. If the JATC is unable to contact the apprentice and he or she does not check in as required above, he or she will be passed over and may be classified as unavailable for work. If unavailable for two (2) consecutive work calls, the apprentice will be placed at the bottom of the work list and must appear before the Committee at their next scheduled meeting.

### Commuting Policy

No apprentice will be required to travel more than 60 miles to work from home. This will apply to work and job placement.

Mileage will be calculated by JATC staff based on an official Minnesota highway map mileage chart. If an apprentice's permanent residence is within the Local 343 jurisdiction, the 60 miles will be calculated from it. If the place of residence is outside the Local 343 jurisdiction, the apprentice must declare to the Committee in writing the city closest to the residence that is within Local 343 jurisdiction, and the 60 mile range will be calculated from that city's limits. This city may only be changed by written request and approval of the Committee.

Apprentices shall reserve discretionary rights to accept work or placement outside the 60-mile range.

Any apprentice in their 1<sup>st</sup> through 5<sup>th</sup> periods will be paid the wage package for the period directly above their own for hours worked outside of their 60-mile work area.

#### **Rotation/Transfer of Apprentices**

The Committee shall have FULL authority to transfer apprentices from one job or employer to another. The Committee, through the referral office, shall issue all transfers and assignments for work.

The Committee has an Apprentice Rotation Policy under which it transfers apprentices at or below the fifth period between employers on a regular basis in order to provide diversity of training or work opportunities. As of August 26, 2009, the policy is not in active use, but the Committee may, at its sole discretion, activate it at any time.

#### **Leaves of Absence**

Apprentices who are out of work for any length of time due to injury, illness or vacation must notify the apprenticeship office immediately of their work status. Those requiring leaves of absence must submit a written request for such to the Committee, including documentation that supports the need for the leave prior to taking said leave.

#### **On-the-Job Conduct and Attendance**

Apprentices are employed in a service-oriented business and are expected to be conscious of their personal appearance and act accordingly.

Apprentices are required to comply with all safety rules implemented by their employer, including coming to work with proper footwear.

Apprentices are expected to work a full 40-hour week if work is available. Each apprentice shall notify his/her employer BEFORE the start of the workday if he/she is unable to attend work or start on time. Regular attendance at work is required for satisfactory progression in the program. Excessive absenteeism and/or failure to communicate with an employer about an absence or tardiness are violations of this policy and may result in disciplinary action, up to and including termination from the program.

## Progressing in and Completing the Program

### Passing Grade

The passing grade for each year is established as 75%. Apprentices who fail a year for academic and/or attendance-related issues will be required to repeat the year and will not receive wage increases until successful completion of that year. An apprentice who fails twice to complete any year (academic or attendance) in the program will be dropped from the program.

### Wages and Progression

To qualify for progressive wage increases, the following on-the-job training hours are established:

PERIOD	MINIMUM OJT HOURS	RELATED TRAINING COMPLETED
1	0-1000	
2	1000-2000	First Year
3	2000-3500	Second Year
4	3500-5000	Third Year
5	5000-6500	Fourth Year
6	6500-8000	Fifth Year

To be advanced, the apprentice must have satisfactorily completed a year of related training and have the minimum OJT hours, with the exception of advancement to the second period during the probationary period.

The SC MN JATC does not sanction wages greater than those identified in the collective bargaining agreement for apprentices at each level.

Each apprentice in the program is expected to make satisfactory progress, both in school and on-the-job.

A monthly report will be made available to the Committee and apprentices that identifies apprentice progress and hours worked. By request, this report is also available in a format that identifies the number of hours worked in each timecard category.

### Program Completion

Requirements to be released from the program are 8000 hours of on-the-job training (OJT) properly documented by the JATC, successful completion of five years of school, a Minnesota journeyman's license passing letter on file, and any pending items from #1 of this Policy Statement. **All apprentices will attend classes until licensed and/or successful completion of and release from the program.**

Only the JATC shall authorize an apprentice to take the State Board of Electricity Journeyman examination and will typically do so at 6500 hours/5<sup>th</sup> year school/46 months. Any violation of this policy will result in a delay of the apprentice's release from the program by a MINIMUM of six months.

## Changes of Contact Information

Each apprentice shall be responsible for keeping the Apprenticeship Office, the Training Director, the Union, the Credit Union and the Health and Welfare Office informed of any change of address or telephone number.

South Central MN JATC Office  
5100 Gamble Dr, #365  
Minneapolis, MN 55416  
(800) 229-6323 or (952) 591-1800  
(952) 591-1930 fax  
dsimmonds@mplsneca.org

IBEW Local Union 343  
9-80<sup>th</sup> Street SE  
Rochester, MN 55904  
(800) 252-5816 or (507) 282-7081  
(507) 282-1562 fax

Alan Sturm & Associates  
4220 W 76<sup>th</sup> St  
Edina, MN 55435  
(800) 247-0401 or (952) 835-3035  
(952) 835-3406 fax

Andy Toft, Training Director  
9-80<sup>th</sup> Street SE, Ste B  
Rochester, MN 55904  
(507) 529-7721  
(507) 250-0555 cell

Electrus Federal Credit Union  
7100 Brooklyn Blvd  
Brooklyn Center, MN 55429  
(800) 252-4239 or (763) 569-4000  
(763) 569-3270 fax

THE PRECEDING POLICY STATEMENT IS GIVEN TO EACH APPRENTICE SO HE/SHE WILL KNOW IN ADVANCE THE RULES ESTABLISHED BY THE SOUTH CENTRAL MINNESOTA JOINT ELECTRICAL APPRENTICESHIP AND TRAINING COMMITTEE. THESE ARE SUBJECT TO CHANGE WITHOUT NOTICE AS THE COMMITTEE DEEMS NECESSARY FOR THE SUCCESSFUL OPERATION OF THE TRAINING PROGRAM.

## **Committee and Staff Members**

### **N.E.C.A.**

Scott Fox, Fox Electric	(507) 433-7184
Martha Henrickson, Minneapolis NECA	(952) 591-1800 or (800) 229-6323
Dick Jenniges, Hunt Electric	(507) 281-3226
Jim Wagner, Hunt Electric	(651) 646-2911

### **I.B.E.W.**

Nathan Barbknecht, Journeyman	(507) 351-6629
Mike Gillard, Journeyman	(507) 282-6917
Al Stork, Business Manager	(507) 282-7081 or (800) 252-5816
Eric Williamson, Journeyman	(507) 437-1291

### **TRAINING DIRECTOR**

Andy Toft	(507) 529-7721 or (507) 250-0555 cell andyt@southernmnelectricians.com
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### **ADMINISTRATOR**

Denae Simmonds	(800) 229-6323 or (952) 591-1800 dsimmonds@mplsneca.org
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### **INSTRUCTOR**

Dan Goodew	(507) 289-7187 dan@southernmnelectricians.com
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# **SOUTH CENTRAL MN ELECTRICAL JATC**

## **POLICY AGAINST SEXUAL HARASSMENT**

Adopted March 9, 2000

### **GENERAL**

The South Central MN Electrical Joint Apprenticeship and Training Committee (SC MN JATC or JATC) does not tolerate sexual harassment of any type. Sexual harassment is unlawful, and such prohibited conduct exposes not only the JATC, but individuals involved in such conduct to significant liability under the law. The JATC expects committee employees (including instructors), employers who hire apprentices, and apprentices to treat each other with respect and dignity. Sexual harassment not only hurts the immediate victim, but can result in a general atmosphere in which the purpose of the apprenticeship and training program is undermined. The JATC, therefore, is committed to vigorously enforcing this policy against sexual harassment. Committee employees or apprentices who engage in such conduct will be disciplined. Employers who engage in such conduct against apprentices will be denied access to apprentices.

### **WHAT CONSTITUTES SEXUAL HARASSMENT?**

Sexual harassment according to the federal Equal Employment Opportunity Commission (EEOC) consists of unwelcome sexual advances, requests for sexual favors and any other verbal or physical conduct of a sexual nature when:

- a. submission to such conduct is made explicitly or implicitly a term or condition of an individual's training or employment;
- b. submission to, or rejection of, such conduct by an individual is used as the basis for a training-related or employment-related decision affecting such individuals; or
- c. such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, abusive or offensive working environment.

Sexual harassment may include, but is not limited to, intentional physical conduct that is sexual in nature, such as touching, pinching, patting; sexually-oriented gestures, noises, remarks, jokes or comments about a person's sexuality or sexual experience; and displaying pictures, poster, calendars, graffiti, objects, promotional materials, reading materials or other materials that are sexually suggestive, sexually demeaning or pornographic.

### **FILING AND INVESTIGATING COMPLAINTS**

Any complaints regarding sexual harassment occurring at JATC facilities, or involving employees of the JATC, should be submitted to a JATC Committee member or the Training Director (see attached list). Complaints may be made in writing or orally, and anonymous complaints will be accepted. A complaint of harassment may be made by someone who is not the target of harassment, and, indeed, anyone who observes sexual harassment is

encouraged to report it. Complaints of sexual harassment will be fully investigated and a determination of the facts will be made on a case-by-case basis. Complaints and information obtained in the course of investigations of complaints shall be treated confidentially except to the extent necessary to investigate and resolve such complaints or as may be necessary to respond to such complaints in a legal proceeding before a court or administrative agency.

JATC instructors are responsible for reprimanding an apprentice for engaging in an act of sexual harassment against another apprentice, which the instructor observes or of which the instructor becomes aware. If the conduct continues or recurs, the instructor should file an official complaint with a JATC Committee member or the Training Director.

If an employee wishes to pursue a sexual harassment complaint through a government agency or to seek outside help from a third party, he or she has a legal right to do so. Under no circumstances should JATC employees interfere with that right.

### **RESOLVING COMPLAINTS**

After a thorough investigation, any JATC employee or apprentice found to have committed an act of sexual harassment shall be immediately disciplined. The nature of the discipline imposed will depend on the nature and severity of the misconduct found upon investigation, and may include discharge for a first offense. Reconsideration by the JATC may be requested within thirty days of receiving the JATC Committee's decision.

### **RETALIATION PROHIBITED**

The JATC will not tolerate any form of retaliation against an apprentice or a JATC employee who has made a complaint or cooperated in an investigation of alleged sexual harassment.

All persons contacted in the course of an investigation will be advised that they and other individuals involved in a complaint are entitled to be treated in a professional and respectful manner, and that any retaliation or reprisal against an individual who is an alleged target of harassment or who has made a complaint, or has provided evidence in conjunction with a complaint, is prohibited and could result in discipline up to, and including, termination. JATC employees or apprentices who are found to have engaged in retaliation or who fail to cooperate with an investigation of sexual harassment will be subject to substantial discipline up to, and including, discharge or termination from the program.

### **EMPLOYER RESPONSIBILITIES**

Employers who hire apprentices from this program are expected to establish their own policies against sexual harassment and retaliation, including specific procedures for the filing, investigating and resolving of complaints. Contractors should understand that under EEOC's sex discrimination regulations, and court decisions, an employer may be responsible for the acts of its supervisory employees, without regard to the employer's specific authorization or knowledge of such acts by them. (Supervisors will be treated as agents of the employer if the employer fails to establish an explicit policy against sexual harassment or fails to establish a reasonably accessible procedure by which victims of sexual harassment can make their complaints known to appropriate officials and have them rectified. With respect to sexually harassing conduct between non-supervisory employees, the employer is responsible where the employer (or its agent) knows or should have known of the conduct, unless the employer takes immediate and appropriate corrective action).

The failure of an employer to take appropriate action regarding an apprentice's complaint of sexual harassment on the job may result in the employer being denied access to apprentices in the program. It is expected that employers will work cooperatively with the JATC on matters concerning the JATC's policy against sexual harassment.

## SC MN JATC COMMITTEE

Updated 06/03/09

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# **SOUTH CENTRAL MN ELECTRICAL JATC**

## **DRUG AND ALCOHOL TESTING POLICY**

Adopted May 11, 2004

The South Central MN Electrical Joint Apprenticeship and Training Committee (SC MN JATC or JATC) have an ongoing commitment to promoting safety and productivity in the workplace. In recognition of the dangers and costs associated with drug and alcohol abuse, the JATC hereby adopts the following drug and alcohol testing policy governing apprentice applicants to the JATC's apprenticeship program.

### **APPRENTICE APPLICANT TESTING**

All applicants conditionally accepted into the SC MN JATC Apprenticeship Program shall be required to undergo drug and alcohol testing at the expense of the JATC, prior to being referred for employment for the first time. Two (2) diluted test results will be considered a confirmed positive test. The JATC's conditional acceptance of an applicant shall be withdrawn upon a confirmed positive test for prohibited substances and or alcohol.

The JATC will require testing to be conducted within 24 hours of being referred for employment. The JATC will provide a list of approved clinics within the jurisdiction.

An applicant who has tested positive for prohibited substances and or alcohol shall not be eligible for reconsideration for admission into the SC MN JATC Apprenticeship Program until the applicant successfully completes an appropriate substance and or alcohol abuse rehabilitation program, providing documentation of completion.

### **FOLLOW UP TESTING TO APPRENTICES**

An apprentice referred by the JATC Committee to Blue Cross Blue Shield Employee Assistance Plan (BCBS EAP or EAP) shall not be eligible to be assigned for employment until such time as the apprentice has successfully complied with all recommendations made by EAP, including, where appropriate, successful completion of an appropriate substance and or alcohol abuse rehabilitation program. EAP shall be responsible for notifying the JATC when an apprentice has complied with all such recommendations. In addition, apprentices who have been referred by the JATC for treatment for substance and or alcohol abuse shall not be eligible to return to work, or be assigned through the JATC for employment, until the apprentice has passed a post-treatment drug and alcohol test administered at the JATC's expense, pursuant to the standards of this policy.

It would not be the JATC's intent to ban an apprentice from attending classes while in a rehabilitation or aftercare treatment "program". If the "program" feels it is permissible for the apprentice to be in school each week while completing the "program" then they shall be. If at the end of the "program" the apprentice cannot pass the drug and or alcohol testing, then the JATC may ban the apprentice from attending classes.

For prescribed treatment, rehabilitation or aftercare programs, the JATC would require EAP to let the JATC know that the apprentice is still in compliance with the "program". There may be some cases where compliance reports from EAP are all that are being done for the apprentice. The JATC shall have EAP recommend when the apprentice should take the drug and or alcohol testing before being able to return to work, or be assigned through the JATC for employment.

### **NOTICE TO APPRENTICE APPLICANTS OF POLICY**

All apprentice applicants shall be provided a copy of this policy prior to being required by the JATC to undergo prohibited substance and or alcohol testing. Each applicant shall be required to sign a form authorizing the test, and acknowledging that the applicant has received and reviewed the policy. The JATC shall withdraw its conditional acceptance of any applicant who refuses to sign the required form or to submit to a required prohibited substance and or alcohol testing.

### **TESTING STANDARDS**

An independent laboratory licensed by the Commissioner of the Department of Health will conduct prohibited substance testing. This is not a DOT test. The laboratory shall follow the chain of custody procedures prescribe by Minn. Stat. 181.953, Subd. 5. For an initial screening test for drugs, the laboratory may use immunochemical technology or chromatography. For an initial screening test for alcohol, a breath test, alcohol dehydrogenase reaction, microdiffusion, or oxidation of distillate with potassium dichromate may be used. If an initial test for drug use is positive, the laboratory shall conduct a confirmatory test using chromatography/mass spectrometry methodology. The applicable threshold detection levels for all tests shall be those established by the Commissioner of Health, pursuant to Minn. Stat. 181.953.

### **TEST RESULTS**

Within three (3) working days of receipt of a test result from the testing laboratory, the JATC shall give the apprentice applicant written notice of the test results and the apprentice applicant's right to request a copy of the laboratory test result report.

In the case of a confirmed positive result, the JATC shall also notify the apprentice applicant that:

- The apprentice applicant has three (3) working days to supply the JATC with information regarding any over-the-counter or prescription medication that the

- individual is currently taking or has recently taken, or any other information which might explain, or be relevant to the reliability of a positive test result;
- The apprentice applicant may request a second confirmatory retest of the original sample at the apprentice applicant's own expense; and
  - In the absence of either a satisfactory explanation for a positive test, or a negative confirmatory test, the JATC shall withdraw its conditional acceptance of the applicant into the South Central MN Electrical JATC Apprenticeship Program.

### **CONFIRMATORY RETESTS**

(approximate costs: MedTox \$100, Other labs \$150)

Apprentice applicant's request for confirmatory retests must be made in writing to the JATC within five (5) working days after notice of the original confirmatory test result and included payment for the retesting fee. Independent confirmatory retests requested by applicants shall be conducted in accordance with the standards established by Minn. Stat. 181.953, Subd. 9. The confirmatory retest must use the same drug or alcohol threshold detection levels as used in the original confirmatory retest. If a second confirmatory retest is negative, the JATC shall disregard the original positive confirmatory test result.

The JATC is not an employer governed by Minn. Stat. 181.951, *et seq.*, and is not responsible for ascertaining the drug-free or alcohol-free nature of any apprentice referred for employment. Employer testing of apprentices employed pursuant to any International Brotherhood of Electrical Workers, Local 343, Collective Bargaining Agreement shall be in accordance with the Electrical Industry Substance Abuse and Testing Policy, or other relevant negotiated policy, in compliance with Minn. Stat. 181.951, *et seq.*

## SC MN JATC COMMITTEE

Updated 06/03/09

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9 – 80<sup>th</sup> Street SE, Ste B  
Rochester, MN 55904  
(507) 529-7721 or (507) 250-0555 cell

Denae Simmonds, Administrator  
Minneapolis NECA/SC MN JATC  
5100 Gamble Dr, Ste 365  
Minneapolis, MN 55416  
(952) 591-1800 or (800) 229-6323

Dan Goodew, Instructor  
SC MN JATC  
9 – 80<sup>th</sup> Street SE, Ste B  
Rochester, MN 55904  
(507) 289-7187

Al Stork  
IBEW LU 343  
9 – 80<sup>th</sup> Street SE  
Rochester, MN 55904  
(800) 252-5816 or (507) 282-7081

Eric Williamson  
55013 – 180<sup>th</sup> Street  
Austin, MN 55912  
(507) 437-1291

Dick Jenniges  
Hunt Electric  
6301 Bandel Road NW  
Rochester, MN 55901  
(507) 281-3226

Jim Wagner  
Hunt Electric  
2300 Territorial Road  
St Paul, MN 55114  
(651) 646-2911

# **SOUTH CENTRAL MN ELECTRICAL JATC**

## **DRUG AND ALCOHOL TESTING POLICY**

### **ACKNOWLEDGEMENT AND AUTHORIZATION FORM**

I \_\_\_\_\_, acknowledge that I have received a copy of the SC MN JATC Drug and Alcohol Testing Policy, that I have reviewed the policy, and agree to be bound by the policy. I understand that my acceptance into the SC MN JATC Apprenticeship Program is conditioned on my successfully passing a drug and alcohol test, pursuant to the policy.

I agree to give urine and blood/saliva samples to be used for drug and alcohol analysis under the conditions outlined in the policy.

I authorize release of the test results to the SC MN JATC.

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

**Note: A picture I.D. is required at the time of your physical.**

**PLEASE COMPLETE THE FOLLOWING STATEMENT  
AND RETURN THIS PAGE ONLY**

**KEEP THE**

- 1. Policy Statement**
- 2. Sexual Harassment Policy**
- 3. Drug and Alcohol Policy**

**FOR YOUR INFORMATION**

I have read, understand and will comply with the foregoing policy statement, sexual harassment policy and drug & alcohol policy, a copy of which I hereby acknowledge receipt.

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DATE:

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APPLICANT'S NAME (Print):

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APPLICANT'S SIGNATURE:



	DATE	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	TOTAL
N) CONTROL SYSTEM INSTALLATION																																	
O) INSTALLING AND PROGRAMMING PROGRAMMABLE LOGIC CONTROLLERS																																	
P) INSTALLING INSTRUMENTATION AND PROCESS CONTROL SYSTEMS																																	
Q) SECURITY SYSTEM INSTALLATION																																	
R) INSTALLING SOUND AND COMMUNICATION SYSTEM																																	
S) INSTALLING AND TERMINATING TRANSFORMERS																																	
T) INSTALLING FIBER OPTIC CABLE																																	
U) WELDING AND BRAZING																																	
V) SERVICE AND TROUBLESHOOTING																																	
W) MATERIAL HANDLING AND PRE-FABRICATION																																	
X) SAFETY AWARENESS & OTHER SPECIALIZED AREAS																																	
<b>INSTRUCTORS INITIALS</b>	<b>MON.</b>	<b>WED.</b>	<b>MON.</b>	<b>WED.</b>	<b>MON.</b>	<b>WED.</b>	<b>MON.</b>	<b>WED.</b>	<b>MON.</b>	<b>WED.</b>	<b>MON.</b>	<b>WED.</b>	<b>MON.</b>	<b>WED.</b>	<b>MON.</b>	<b>WED.</b>	<b>MON.</b>	<b>WED.</b>	<b>MON.</b>	<b>WED.</b>	<b>MON.</b>	<b>WED.</b>	<b>MON.</b>	<b>WED.</b>	<b>MON.</b>	<b>WED.</b>	<b>MON.</b>	<b>WED.</b>	<b>MON.</b>	<b>WED.</b>	<b>MON.</b>	<b>WED.</b>	<b>GRAND TOTAL</b>

JOURNEYMAN SIGNATURE \_\_\_\_\_

PRINT NAME \_\_\_\_\_

**NOTICE**

1. No time cards accepted unless filled out properly and completely, including J.W.'s signature and instructor's initials.
2. Time cards must be postmarked by the 10th day after end of month cycle.
3. Time cards shall be submitted regularly whether employed or unemployed.

SOUTH CENTRAL MINNESOTA

J.A.T.C.

5100 GAMBLE DRIVE #365  
ST. LOUIS PARK, MN 55416

952-591-1800  
1-800-229-6323  
FAX: 952-591-1930