



October 14, 2024

RE: Contractor Obligations

Dear Contractor,

As the Substation Technician Apprenticeship begins, we want to take this opportunity to reach out to all our contractors, not just those who may be new to working with apprentices, and highlight a few of the obligations and commitments of both apprentices and their employers in the Cal/Nev Program. This letter is not a complete list of obligations or expectations, but it serves to point out a few key areas. If you do not have a copy of the JATC Rules and Regulations for Apprentices or the Standards, please let us know, and we will provide them.

The JATC is not an employer of apprentices, a temporary work agency, an employment agency, or an employee representation organization. We rely on you, our training partners, to ensure a workplace that is not only safe and conducive to training but also compliant with applicable laws, regulations, and the governing Collective Bargaining Agreement. When apprentices come to us with concerns or questions about their job circumstances, we will guide them to the appropriate party, whether that is the Local Union or back to the contractor to handle the matter. The JATC may be required to contact the contractor or assist in an investigation if necessary.

Many contractors have requirements regarding driving records for employees, which may affect an apprentice's ability to work for you. If the decision is made to decline employment, the JATC must be notified via email at mail@calnevjatc.org in addition to other required notifications. This email should come from your payroll, HR, or other staff member completing the new hire process for your company. Calls, texts, or emails from a foreman, GF, superintendent, safety professional, or others will not be accepted as official documentation. Once the JATC has received the notification, the call will be filled with the next available apprentice.

While the JATC does not employ apprentices, we do have rules and policies regarding harassment involving apprentices, whether on the job or at the JATC. Contractors are expected to have policies that meet or exceed applicable federal or state requirements. If an apprentice files a complaint, or if the JATC becomes aware of a situation, we are obligated to investigate. We may direct the apprentice to the employer or choose to investigate further. If a contractor becomes aware of an issue involving an apprentice, they should investigate according to their policy. While it is not required, we hope that the contractor will notify or involve the JATC when appropriate. The JATC may impose consequences based on the severity of any misconduct, which could include removal from the program for an apprentice, suspension of training privileges for linemen and/or supervisors, or the removal of apprentices from the contractor's workforce.

area code 951

Knowledge of Power is Powerful Knowledge



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Apprentices must inform their employer of any required time off, whether for personal, military, medical, or school reasons. They are also required to document any time off on their Monthly Progress Reports (MPRs) and notify the JATC via email for extended absences. The JATC does not require contractors to keep apprentices employed when time off is requested. However, we expect apprentices to be given the same consideration as any other employee, and that all employment and leave laws and regulations are followed when managing requests for time off for covered reasons (CFRA, military obligations, etc.).

As mentioned, apprentices are required to complete Monthly Progress Reports (MPRs), which are due by the 5th of each month. Foremen should review the reported hours for accuracy and provide an evaluation of the apprentice before the 10th of each month. These evaluations are crucial for monitoring the apprentice's progress and ensuring that their performance on the job meets expectations. Unsatisfactory evaluations can lead to delays in the apprentice's advancement through the program. Please ensure that foremen complete these reports accurately, including comments, and in a timely manner.

The JATC is responsible for ensuring that apprentices gain the required hours in all work disciplines. This may require us to rotate an apprentice from one of your projects and replace them with another. We understand this may impact your project, and we will work to minimize any disruption when rotations occur. Contractors are usually notified of rotations two or three weeks in advance.

Over 90% of an apprentice's training comes from on-the-job experience provided by contractors. The safe work methods and best practices used by your employees shape the future of our industry. Equally important is the company culture and attitude that your employees pass on to apprentices in the field. We deeply appreciate the relationships we've built with so many of you over the years, and we look forward to developing new ones with contractors who are just beginning to work with apprentices.

Thank you again for everything you do for the apprentices and the JATC. If you have any questions, concerns, or specific situations you would like to discuss, please do not hesitate to reach out to me directly via email at jskinner@calnevjatc.org or by phone at 951-685-8658, ext. 102.

Sincerely,



James Skinner
Executive Director

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