

IEC Dallas Standards of Apprenticeship

Overview

I. EMPLOYER:

The Electrical Contractor is the Apprentice's Employer who agrees to allow the Apprentice to work under such conditions as shall result in normal development and advancement and shall require the Apprentice to make satisfactory progress in both On-The-Job and related instruction.

The recruitment, selection, employment and training of Apprentices during their Apprenticeship shall be without discrimination because of race, color, religion, national origin or sex.

II. QUALIFICATIONS AND APPRENTICESHIP:

- Apprentices must be at least 18 years of age.
- High School graduate or GED.
- Male Applicants between ages of 18 and 26 must be registered with Selective Service or provide proof of exemption.
- Must have current Driver's License, Social Security card, and own transportation.
- Must score a minimum of 70% on interview to be accepted.
- Must supply letter of reference; must have DD214 if veteran.
- Must complete and pass IEC Dallas required drug screen.
- Must obtain State Electrical License prior to being assigned work.

III. APPRENTICESHIP AGREEMENT:

- All Apprentices must sign and Apprenticeship Agreement which contains a statement making the terms and conditions of the Apprenticeship Standards a part of the agreement as though expressly written therein.

IV. RATIOS:

- The ratio of Journeymen to Apprentices shall be 1 to 2. On a job site, one Apprentice.
 - 1) May be in any period of training in the program and will be under the direct supervision of a Journeyman electrician; a second.
 - 2) Apprentice who has successfully completed 5,000 hours of OJT and the appropriate period of related and supplemental instruction may be permitted to perform work under the indirect supervision of the same Journeyman.

V. TERM OF PROGRAM:

- The term of Apprenticeship is four years consisting of 8,000 hours of OJT training and 576 hours of related instruction (classroom).

VI. PROBATIONARY PERIOD:

- All applicants selected for Apprenticeship will serve an initial probationary period not to exceed 1 year or 2,000 hours, whichever is shorter.
- During the probationary period the Apprentice or Employer/IEC Apprenticeship Committee may terminate the agreement without stated cause by notifying the other party in writing.

VII. THE HOURS OF WORK:

- The hours of work and conditions associated therewith shall be the same as those for journey workers of the registered

occupations except that no Apprentice shall be allowed to work overtime, except in cases of emergency, if it interferes with attendance in related instruction. Apprentices not completing the required number of hours worked during a given period may have the term of that period extended until the required number of hours of training is accrued.

VIII. WAGE PROGRESSION:

- Apprentices shall be paid a progressively increasing schedule of wages and fringe benefits, if any, during their Apprenticeship based on the acquisition of increased skill and competence OJT and in related and supplemental instruction.

IX. WORK EXPERIENCE:

- Apprentices will receive OJT training in phases of the electrical trade necessary to develop the skill and proficiency of a Journeyman electrician.

X. RELATED AND SUPPLEMENTAL INSTRUCTION:

- During each period of training, each Apprentice is required to attend classes in subjects related to the job. There is no less than 144 hours of instruction per year that the Apprentice is required to attend. Apprentices shall not be paid for hours attending related and supplemental instruction. Safety practices shall be incorporated in materials presented in the classroom.

XI. SUPERVISION OF APPRENTICES:

- During the entire term or Apprenticeship the student is under the jurisdiction of the IEC Dallas Apprenticeship Committee.
- The Employer shall assign the Apprentice to a designated person to be responsible for supervision of the Apprentices OJT training. An Apprentice is to be under the supervision of a Journeyman Electrician at all times.

- This does not imply that the Apprentice must always be in sight of the Journeyman Electrician, or that Journeyman Electrician be required to constantly observe an Apprentice.
- Supervision shall not be of such a nature that prevents the development of responsibility and initiative.

XII. CERTIFICATE OF COMPLETION:

- Upon satisfactory completion of the requirements of the Apprenticeship Program as established in the Standards of Apprenticeship, certify that a Certificate of Completion be awarded the Apprentice.

XIII. COMPLAINTS:

- Any complaints shall be directed to: Executive Director of IEC Dallas.

XIV. TRANSFER OF TRAINING OBLIGATION:

- Subject to consent of Apprentice; the committee may transfer an Apprentice from one employer to another in an effort to provide continuous employment and to assure the Apprentice more complete OJT training experience.

XV. RESPONSIBILITIES IF THE APPRENTICE:

- The Apprentice shall abide by the Standards of Apprenticeship
- The Apprentice Agreement and all other policies and procedures including any amendments that the Committee has made known. The following highlight some of the responsibilities of Apprentices:
 1. Perform diligently and faithfully the work of the trade and other pertinent duties assigned by the ATC and employer in accordance with the provisions of the Standards.

- 2. Respect the property of the employer and abide by the working rules and regulations of the employer and the ATC**
- 3. Attend and satisfactorily complete the required hours in OJT training and in related and supplemental instruction in subjects related to the trade as provided under these Standards.**
- 4. Maintain and make available such records of work experience and training received on the job and in related and supplementary instruction as may be required by the ATC.**
- 5. Develop and practice safe working habits and work in such a manner as to assure his/her personal safety and that of other workers.**
- 6. Work for the employer to who assigned to the completion of Apprenticeship, unless reassigned to another employer or the Agreement is terminated by the ATC.**
- 7. The Apprentice shall be provided with a copy of written rules and policies and shall sign an acknowledgement receipt of same. This procedure shall be followed whenever revisions or modifications are made to the rules and policies.**

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