Lincoln Electrical Joint Apprenticeship and Training Center
1415 Old Farm Road
Lincoln, NE 68512
402.423.4519 | FAX 402.423.4506
jatc@ibew265.org
lincolnelectricaljatc.org
IBEW NECA
A Quality Connection

NOTICE OF APPRENTICESHIP OPPORTUNITY

For the Position of Inside Wireman (Electrician) Apprentice
OR
Installer Technician (Low Voltage) Apprentice

This Joint Apprenticeship and Training Committee (JATC) will accept applications for apprenticeships online at any time. To apply, you must request an application on our website, lincolnelectricaljatc.org

Qualifications

Except as provided below for those eligible for Direct Entry, each applicant must meet the following minimum qualifications and will be required to provide evidence satisfactory to the JATC at the time indicated in the Selection Procedures.

(1) Complete an application form, accurately responding to all questions.

(2) Each applicant must be: (i) a high school graduate, or (ii) have a Certificate of High School Equivalency or GED, or (iii) have a two-year Associate Degree (or its equivalent) or higher. (If equivalent education was obtained outside of the United States, the applicant will be required to provide appropriate documentation).

(3) Each applicant must have successfully completed: (i) one full year of high school algebra (or its equivalent) with a passing grade, or(ii) one semester of post high school algebra (e.g., Adult Education, Continuing Education, Community College, etc.) with a passing grade; or (iii) the *electrical training ALLIANCE* Tech Math Course.

(4) Each applicant must be able to work legally in the United States and provide a valid social security number. The JATC will not seek to verify authorization to work in the U.S., since that is the responsibility of Employers during on-the-job training, but if the JATC learns that an applicant is not eligible to work and will not be eligible at the time of registration, the JATC may terminate the application.

(5) Each applicant must be capable of completing all requirements of the apprenticeship program and performing the work required of an electrical worker, with or without reasonable accommodations, including being able and willing to:

1) safely perform or learn to safely perform the essential functions of the job;
2) get to and from work at job sites anywhere within the geographical jurisdiction of this Apprenticeship Program;
3) attend and successfully pass all related instruction;
4) understand and follow all JATC Rules and Policies;

5) climb and work from ladders, scaffolds, poles, and towers of various heights;
6) push, pull, crawl, crouch, and work in confined spaces such as attics, manholes and crawlspaces, lift 25-50 pound objects on a fairly consistent schedule, and use various hand and power-assisted tools to install conduit, wiring, fixtures, devices, and electrical apparatus within commercial, industrial, and residential buildings;
7) read, hear, speak and understand instructions and warnings in English.

Each applicant must be a minimum of eighteen (18) years-old at the time of registration, except that otherwise qualified applicants may be registered by the JATC prior to turning age 18 if permitted by state law.

Each applicant will be required to complete a Personal Evaluation Form and take an Aptitude Test prepared by GAN Human Resources.

At time of application, there is an application fee of $50.00.

All selected applicants (including those admitted through direct entry) must meet the following minimum requirements prior to registration at the time indicated in these Selection Procedures, typically after a conditional offer is made and prior to registration.

1) Provide any remaining documentation required to complete the selection process.
2) Not be disqualified as a result of information obtained by the JATC during the selection process, including interviews, verification of information, reference checks or other information made available to the JATC prior to registration.

Applicants who meet all minimum eligibility requirements will be interviewed by the JATC. Apprentices will be selected for possible indenture in order of their final ranking. Those offers may be conditioned on completing certain requirements set out above.

EEO/AA Opportunity

The sponsor will not discriminate against apprenticeship applicants or apprentices based on race, color, religion, national origin, sex (including pregnancy and gender identity), sexual orientation, genetic information, or because they are an individual with a disability or a person 40 years old or older, or any other characteristic protected under applicable federal, state or local law. The sponsor will take affirmative action to provide equal opportunity in apprenticeship and will operate the apprenticeship program as required under Title 29 of the Code of Federal Regulations, Part 30 and other applicable laws.

Registered Apprenticeship Standards

For Programs with Collective Bargaining Agreements

☐ National Program Standards ☒ National Guidelines for Apprenticeship Standards

☐ Local Apprenticeship Standards

Electrical Joint Apprenticeship and Training Committees Representing the National Electrical Contractors Association, Inc., and the International Brotherhood of Electrical Workers

Occupation: All Occupations Listed in These Standards

O*NET-SOC Codes: ***See Appendix A*** **RAPIDS Codes:** ***See Appendix A***

Developed in Cooperation with the U.S. Department of Labor
Office of Apprenticeship

Approved by the
U.S. Department of Labor
Office of Apprenticeship

_____

_____

_____

Registered By: _____

Signature: _____

Title: _____

Office of Apprenticeship _____

Date: _____

Certification Number: C-2024-16

☐ Check here if these are revised Standards

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SECTION I – STANDARDS OF APPRENTICESHIP 29 CFR § 29.5

A. Responsibilities of the sponsor: Electrical Joint Apprenticeship and Training Committees must conduct, operate, and administer this program in accordance with all applicable provisions of Title 29 Code of Federal Regulations (CFR) part 29, subpart A and part 30, and all relevant guidance issued by the Office of Apprenticeship (OA). The sponsor must fully comply with the requirements and responsibilities listed below and with the requirements outlined in the document "Requirements for Apprenticeship Sponsors Reference Guide."

Sponsors shall:

- Ensure adequate and safe equipment and facilities for training and supervision and provide safety training for apprentices on-the-job and in related instruction.
- Ensure there are qualified training personnel and adequate supervision on the job.
- Ensure that all apprentices are under written apprenticeship agreements incorporating, directly or by reference, these Standards and the document "Requirements for Apprenticeship Sponsors," and that meets the requirements of 29 CFR § 29.7. Sponsors may utilize Form ETA 671 for this purpose and is available upon logging into RAPIDS.
- Register all apprenticeship Standards with the U.S. Department of Labor, including local variations, if applicable.
- Submit apprenticeship agreements within 45 days of enrollment of apprentices.
- Arrange for periodic evaluation of apprentices' progress in skills and technical knowledge and maintain appropriate progress records.
- Notify the U.S. Department of Labor within 45 days of all suspensions for any reason, reinstatements, extensions, transfers, completions and cancellations with explanation of causes. Notification may be made in RAPIDS or using the contact information in Section K.
- Make a good faith effort to obtain approval for educational assistance for a veteran or other individual eligible under chapters 30 through 36 of title 38, United States Code, and will not deny the application of a qualified candidate who is a veteran or other individual eligible for educational assistance described in the above for the purpose of avoiding making a good faith effort to obtain approval.
- Provide each apprentice with a copy of these Standards, Requirements for Apprenticeship Sponsors Reference Guide, Appendix A, and any applicable written rules and policies, and require apprentices to sign an acknowledgment of their receipt. If the sponsor alters these Standards or any Appendices to reflect changes it has made to the apprenticeship program, the sponsor will obtain

approval of all modifications from the Registration Agency, then provide apprentices a copy of the updated Standards and Appendices and obtain another acknowledgment of their receipt from each apprentice.

- Adhere to Federal, State, and Local Law Requirements -- The Office of Apprenticeship's registration of the apprenticeship program described in these Standards of Apprenticeship on either a nationwide basis (under the National Program Standards of Apprenticeship) or within a particular State, and the registration of individual apprentices under the same program, does not exempt the program sponsor, and/or any employer(s) participating in the program, and/or the individual apprentices registered under the program from abiding by any applicable Federal, State, and local laws or regulations relevant to the occupation covered by these Standards, including those pertaining to occupational licensing requirements and minimum wage and hour requirements.

  The program's Standards of Apprenticeship must also conform in all respects with any such applicable Federal, State, and local laws and regulations. Any failure by the program to satisfy this requirement may result in the initiation of deregistration proceedings for reasonable cause by the Office of Apprenticeship under 29 CFR § 29.8.

B. Minimum Qualifications - 29 CFR §29.5(b)(10)

An apprentice must be at least *18* years of age, except where a higher age is required by law, and must be employed to learn an apprenticeable occupation. Please include any additional qualification requirements as appropriate (optional):

☒ There is an educational requirement of (i) a high school diploma, or (ii) a Certificate of High School Equivalency or GED, or (iii) a two-year Associate Degree (or its equivalent) or higher. (If equivalent education was obtained outside of the United States, the applicant will be required to provide appropriate documentation); and (i) completion of one full year of high school algebra (or its equivalent) with a passing grade, or (ii) completion of one semester of post high school algebra (e.g., Adult Education, Continuing Education, Community College, etc.) with a passing grade; or (iii) completion of the electrical training ALLIANCE online Tech Math Course.

☒ There is a physical requirement of climb and work from ladders, scaffolds, poles, and towers of various heights, push, pull, crawl, crouch, and work in confined spaces such as attics, manholes, and crawlspaces, lift 25–50-pound objects on a fairly consistent schedule, and use various hand and power-assisted tools to install conduit, wiring, fixtures, devices, and electrical apparatus within commercial, industrial, and residential buildings.

☐ The following aptitude test will be administered the electrical training ALLIANCE's Aptitude Test validated by the American Institute for Research. Applicants who do not qualify for Direct Interview or Direct Entry must have a minimum score of to qualify and be eligible for interview (Recommended passing score is "4"). Applicants who qualify for Direct Interview or Direct Entry, and who are subsequently registered in the program, will be required to take the Aptitude Test, either before or after registration, to assist in placement and identify areas where they may require additional support.

■ A valid driver's license is required.

☐ Other Except as provided for those eligible for Direct Interview (if applicable) or Direct Entry, each applicant must meet the following minimum qualifications as well as those listed above and will be required to provide evidence satisfactory to the JATC at the time indicated in the Selection Procedures.

Each applicant must be able to work legally in the United States and provide a valid social

security number. The JATC will not seek to verify authorization to work in the U.S. since that is the responsibility of the Employers during on-the-job training, but if the JATC learns that an applicant is not eligible to work and will not be eligible at the time of registration, the JATC may terminate the application.

Each applicant must be capable of completing all requirements of the apprenticeship program and performing the work required of an electrical worker, with or without reasonable accommodations, including being able and willing to: Safely perform or learn to safely perform the essential functions of the job; Get to and from work at job sites anywhere within the geographical jurisdiction of this Apprenticeship Program. Attend and successfully pass all related instruction; Understand and follow all JATC Rules and Policies; Read, hear, speak, and understand instructions and warnings in English.

(List all other requirements)

C. Apprenticeship Approach and Term - 29 CFR § 29.5(b)(2)

The apprenticeship program(s) will select an apprenticeship training approach. The approach is notated in Appendix A, APPRENTICESHIP APPROACH.

D. Work Process Schedule and Related Instruction Outline - 29 CFR § 29.5(b)(4)

Every apprentice is required to participate in related instruction in technical subjects related to the occupation. Apprentices ☐ **will** ■ **will not** *(choose one)* be paid for hours spent attending related instruction classes. The Work Process Schedule and Related Instruction Outline are outlined in Appendix A.

E. Credit for Previous Experience - 29 CFR § 29.5(b)(12)

Apprentice applicants seeking credit for previous experience gained outside the apprenticeship program must furnish such transcripts, records, affidavits, etc. that may be appropriate to substantiate the claim. **Electrical Joint Apprenticeship and Training Committees** will evaluate the request for credit and make a determination during the apprentice's probationary period.

Additional requirements for an apprentice to receive credit for previous experience (optional): are in Appendix A., CREDIT FOR ON-THE-JOB SKILL ACQUISITION AND PREVIOUS RELATED TRAINING

F. Probationary Period – 29 CFR § 29.5(b)(8) and (20)

Every applicant selected for apprenticeship will serve a probationary period, which may not exceed 25 percent of the length of the program, or 1 year whichever is shorter. The probationary period is notated in Appendix A, PROBATIONARY PERIOD.

G. Ratio of Apprentices to Journeyworkers - 29 CFR § 29.5(b)(7)

Every apprenticeship program is required to provide an apprenticeship ratio of apprentices to journeyworkers for adequate supervision. The ratio is notated in Appendix A, RATIO OF APPRENTICES TO JOURNEYWORKERS.

H. Apprentice Wage Schedule - 29 CFR § 29.5(b)(5)

Apprentices must be paid a progressively increasing schedule of wages based on either a percentage or a dollar amount of the current hourly journeyworker wage rate. The progressive wage schedule is notated in Appendix A, APPRENTICE WAGE SCHEDULE.

I. Equal Employment Opportunity and Affirmative Action

1. Equal Opportunity Pledge - 29 CFR §§ 29.5(b)(21) and 30.3(c)(1)

Electrical Joint Apprenticeship and Training Committees will not

discriminate against apprenticeship applicants or apprentices based on race, color, religion, national origin, sex (including pregnancy, gender identity, and sexual orientation), sexual orientation, genetic information, or because they are an individual with a disability or a person 40-years old or older.

Electrical Joint Apprenticeship and Training Committees will take affirmative action to provide equal opportunity in apprenticeship and will operate the apprenticeship program as required under Title 29 of the Code of Federal Regulations, part 30.

[Optional] The equal opportunity pledge applies to the following additional protected bases (as applicable per the sponsor's state or locality):

_____

_____

_____

2. Affirmative Action Program - 29 CFR §§ 29.5(b)(21), 30.4-30.9

Electrical Joint Apprenticeship and Training Committees acknowledges that it will adopt an affirmative action plan in accordance with Title 29 CFR §§ 30.4-30.9 (required for sponsors with five or more registered apprentices by two years from the date of the sponsor's registration or by two years from the date of registration of the program's fifth (5th) apprentice). Information and technical assistance materials relating to the creation and maintenance of an affirmative action plan will be made available on the Office of Apprenticeship's website.

3. Selection Procedures - 29 CFR § 30.10

Every sponsor will adopt selection procedures for their apprenticeship programs, consistent with the requirements set forth in 29 CFR § 30.10(b). The selection procedures for each occupation for which the sponsor intends to train apprentices are notated in Appendix A, SELECTION PROCEDURES.

J. Complaint Procedures - 29 CFR §§ 29.5(b)(22), 29.7(k), 29.12, and 29 CFR § 30.14

If an applicant or an apprentice believes an issue exists that adversely affects the apprentice's participation in the apprenticeship program or violates the provisions of the apprenticeship agreement or Standards, the applicant or apprentice may seek relief. Nothing in these complaint procedures precludes an apprentice from pursuing any other remedy authorized under another Federal, State, or local law. Below are the methods by which apprentices may send a complaint:

For all issues covered by a Collective Bargaining Agreement (CBA), apprentices must seek resolution through the applicable procedures contained in the CBA. (*if applicable, see Requirements for Apprenticeship Sponsors Reference Guide*)

1. **Complaints regarding discrimination.** Complaints must contain the complainant's name, address, telephone number, and signature, the identity of the respondent, and a short description of the actions believed to be discriminatory, including the time and place. Generally, a complaint must be filed within ***300*** days of the alleged discrimination. Complaints of discrimination should be directed to the following contact:

U.S. Department of Labor, Office of Apprenticeship
200 Constitution Ave. NW, Washington, DC, 20210
Telephone Number: (202) 693-2796
Email: Address: ApprenticeshipEEOcomplaints@dol.gov
Point of Contact: Director, Division of Standards and Quality
Attn: Apprenticeship EEO Complaints

You may also be able to file complaints directly with the EEOC, or State fair employment practices agency.

2. **Other General Complaints**. The sponsor will hear and attempt to resolve the matter locally if written notification from the apprentice is received within *15* days of the alleged violation(s). The sponsor will make such rulings as it deems necessary in each individual case within *30* days of receiving the written notification: (*To be completed by Sponsor)*

Name: Lincoln Electrical JATC
Address: 1415 Old Farm Road, Lincoln, NE 68512
Telephone Number: 402-423-4519
Email Address: jatc@ibew265.org

Any complaint described that cannot be resolved by the program sponsor to the satisfaction of all parties may be submitted to the Registration Agency provided below in Section K.

K. Registration Agency General Contact Information 29 CFR § 29.5(b)(17)

The Registration Agency is the United States Department of Labor's Office of Apprenticeship. General inquiries, notifications and requests for technical assistance may be submitted to the Registration Agency using the contact information below: (*To be completed by the Registration Agency)*

Name: James Wightman
Address: Central Parl Plaza, South Tower
222 S. 15th Street, Suite 504-C, Omaha, NE 68102
Telephone Number: 757-630-9375
Email Address: wightman.james.e@dol.gov

L. Reciprocity of Apprenticeship Programs 29 CFR § 29.13(b)(7)

States must accord reciprocal approval for Federal purposes to apprentices, apprenticeship programs and standards that are registered in other States by the Office of Apprenticeship or a Registration Agency if such reciprocity is requested by the apprenticeship program sponsor.

Program sponsors seeking reciprocal approval must meet the wage and hour provisions and apprentice ratio standards of the reciprocal State.

SECTION II - APPENDICES AND ATTACHMENTS

☒ **Appendix A** – *Work Process Schedule, Related Instruction Outline, Apprentice Wage Schedule, Ratio of Apprentices to Journeyworkers, Type of Occupation, Term of Apprenticeship, Selection Procedures, and Probationary Period*

☒ **Appendix B** – *ETA 671 - Apprenticeship Agreement and Application for Certification of Completion of Apprenticeship (To be completed after registration)*

☒ **Appendix C** – *Affirmative Action Plan (Required within two years of registration unless otherwise exempt per 29 CFR §30.4(d))*

☒ **Appendix D** – *Employer Acceptance Agreement (For programs with multiple-employers only)*

☒ **Appendix E** – *Administration of the Apprenticeship and Training Program*

☒ **Appendix F** – *EEO Policies and Procedures*

☒ **Appendix G** – *Supplemental Definitions*

SECTION III - VETERANS' EDUCATIONAL ASSISTANCE AS MANDATED BY PUBLIC LAW 116-134 (134 STAT. 276)

Pursuant to section 2(b)(1) of the Support for Veterans in Effective Apprenticeships Act of 2019 (Pub. L. 116-134, 134 Stat. 276), by signing these program Standards the program sponsor official whose name is subscribed below assures and acknowledges to the U.S. Department of Labor's Office of Apprenticeship the following regarding certain G.I. Bill and other VA-administered educational assistance referenced below (and described in greater detail at the VA's website at: https://www.va.gov/education/eligibility) for which current apprentices and/or apprenticeship program candidates may be eligible:

(1) The program sponsor is aware of the availability of educational assistance for a veteran or other eligible individual under chapters 30 through 36 of title 38, United States Code, for use in connection with a registered apprenticeship program;

(2) The program sponsor will make a good faith effort to obtain approval for educational assistance described in paragraph (1) above for, at a minimum, each program location that employs or recruits an veteran or other eligible individual for educational assistance under chapters 30 through 36 of title 38, United States Code; and

(3) The program sponsor will not deny the application of a qualified candidate who is a veteran or other individual eligible for educational assistance described in paragraph (1) above for the purpose of avoiding making a good faith effort to obtain approval as described in paragraph (2) above.

NOTE: The aforementioned requirements of Public Law 116-134 shall apply to "any program applying to become a registered apprenticeship program on or after the date that is 180 days after the date of enactment of this Act" (i.e., September 22, 2020). Accordingly, apprenticeship programs that were registered by a Registration Agency before September 22, 2020, are not subject to these requirements.

SECTION IV PART 1 – COLLECTIVE BARGAINING PROVISIONS

The employer or employer association must furnish to any union that is a collective bargaining agent of the employees to be trained a copy its application for registration and of these Standards, including all attachments.
The **National Electrical Contractors Association (NECA) and International Brotherhood of Electrical Workers (IBEW)** hereby adopt these Standards of apprenticeship on this day of *May 2024.*

Signature of Manaaement (designee)

David Long, CEO, NECA

Signature of Labor (designee)

Kenneth W. Cooper, President, IBEW

SECTION IV PART 2 – SIGNATURES

OFFICIAL ADOPTION OF APPRENTICESHIP STANDARDS

The undersigned sponsor hereby subscribes to the provisions of the foregoing Apprenticeship Standards formulated and registered by **Electrical Joint Apprenticeship and Training Committees**, on this Twenty Second (22) day of July, 2026
The signatories acknowledge that they have read and understand the document titled "Requirements for Apprenticeship Sponsors Reference Guide" and that the provisions of that document are incorporated into this agreement by reference unless otherwise noted.

Signature of Sponsor (designee)

Paul Scheel
Printed Name

Signature of Sponsor (designee)

Tom Emerson
Printed Name

Appendix A

WORK PROCESS SCHEDULE

AND

RELATED INSTRUCTION OUTLINE

Appendix A

WORK PROCESS SCHEDULE
ELECTRICIAN (Alternate Title : Interior Electrician)
O*NET-SOC CODE: 47-2111.00 RAPIDS CODE: 0159

This schedule is attached to and a part of these Standards for the above identified occupation.

1. APPRENTICESHIP APPROACH

☒ Time-based ☐ Competency-based ☐ Hybrid

2. TERM OF APPRENTICESHIP

The term of the apprenticeship is with an OJL attainment of 8000 *hours*, supplemented by the minimum required 720 hours of related instruction. The JATC shall require each apprentice to satisfactorily complete the *electrical training ALLIANCE* assigned Inside Wireman Apprenticeship Course Material.

3. RATIO OF APPRENTICES TO JOURNEYWORKERS

The numeric ratio of apprentices to Journeyworkers, consistent with proper supervision, training, safety, and continuity of employment, shall be as specified in CBAs applicable to these Standards and must be expressed numerically. The ratio for the Lincoln Electrical Joint Apprenticeship and Training Committee as per the CBA is 3 Apprentices to1 Journeyworker.

4. APPRENTICE WAGE SCHEDULE

Apprentices shall be paid a progressively increasing schedule of wages based on either a percentage or a dollar amount of the current hourly journeyworker wage rate, which is: $32.50.

Period	Percent of JW Rate	Minimum Accumulative OJT Hours	+	Related Training
1	60	0	+	N/A
2	60	1000	+	Satisfactory Progress
3	65	2000	+	180 hours Related Instruction
4	70	3500	+	360 hours Related Instruction
5	75	5000	+	540 hours Related Instruction
6	80	6500	+	Satisfactory Progress
Completion	100	8000	+	720 hours Related Instruction Completed

5. PROBATIONARY PERIOD

Completion of these minimum hours and satisfactory performance in related classroom training during such time shall constitute the probationary period (25% of length of program or one year whichever is shorter). During the probationary period, the JATC shall make a thorough review of the apprentice's ability and development. Prior to the end of the probationary period, the JATC will decide whether to end the probation, extend the

probation or cancel the Apprenticeship Agreement. If the Registration Agency requires, the Registration Agency shall be notified of cancellations or extensions. During the probationary period, the JATC may extend the probation up to the maximum, or cancel the apprenticeship agreement, without the formality of a hearing and at the discretion of the JATC, so long as the JATC is acting in a non-discriminatory manner. Apprentices whose agreements are cancelled during the probationary period have no appeal rights other than those provided in the EEO/AA Plan.

6. SELECTION PROCEDURES

Please see page A-9.

Appendix A

WORK PROCESS SCHEDULE
ELECTRICIAN (Alternate Title : Interior Electrician)
O*NET-SOC CODE: 47-2111.00 RAPIDS CODE: 0159

In order to provide for the development of the necessary occupational skills in the various work processes, the JATC shall attempt to provide the apprentice with OJT in the following categories, as job training assignments permit. These estimates are not minimum requirements for proficiency. Some job assignments may relate to more than one work process.

The below approximate hours are for illustration only and are not an industry recommendation.

Electrician (Alternate Title: Interior Electrician), Inside Wiremen	
Job Description: Install, maintain, and repair electrical wiring, equipment, and fixtures. Ensure that work is in accordance with relevant codes. May install or service street lights, intercom systems, or electrical control systems.	
RAPIDS Code: 0159	**O*NET Code:** 47-2111.00
Estimated Program Length: 8000 Hours	
Apprenticeship Type: ☐ Competency-Based ☒ Time-Based ☐ Hybrid	

Project Layout & Planning	Approximate Hours
Reading and Interpreting blueprints and specifications; Coordination between crafts, engineers, and architects; Layout feeders, risers, and branch circuits	200

Underground Installations	Approximate Hours
Trenching and ditch digging; Direct burial; Installing PVC/Rigid conduit; Installing grounding electrode systems	300

Thinwall Conduit Raceway Systems	Approximate Hours
Fastening and supporting devices; Conduit fabrication; Installation of conduit, fittings, and boxes	1200

Rigid Conduit Raceway Systems	Approximate Hours
A Fastening and supporting devices; Bender setup; Conduit fabrication; Installation of conduit, fittings, and boxes	800

Installing Services, Switchboards, and Panels	Approximate Hours
Mounting devices; Breaker installation; Terminations	500

Floor Duct Installation	Approximate Hours
Transit/grade establishment; Installing duct and fittings; Core drilling and outlet installation	200

Motor Control Center Installation	Approximate Hours
Rigging and mounting; Terminating feeders, branch circuits, and control wiring	100

Installing, Splicing, & Terminating Wires and Cables	Approximate Hours
Establishing temporary power; Feeders and branch circuits; Control wiring; Splices, taps, and terminations	1200

Cable Tray Installation	Approximate Hours
Fabrication; Installing support devices; Installing cable tray and covers	150

Lighting System Installation	Approximate Hours
Installing outlet boxes and conductors; Installing fixtures; Control devices	1000

Testing and Troubleshooting Feeders, Motors, and Branch Circuits	Approximate Hours
Checking circuit continuity; Identifying fault current to ground; Meggering and Hi Potting; Certifying system operations; Repair and maintenance; Ground verification	100

Fire Alarm Installation	Approximate Hours
Blueprint and specification interpretation; Layout and circuit installation; Control panel and device installation; Programming and testing	300

Motor Installation	Approximate Hours
Rigging and setting; Alignment; Circuiting and Terminations; Testing	400

Control System Installation	Approximate Hours
Blueprint and specification interpretation; Layout and circuit installation; Distributed control	200

Installing and Programming Programmable Logic Controllers	Approximate Hours
Module installation; Control wiring and devices; Programming	100

Installing Instrumentation and Process Control Systems	Approximate Hours
Blueprint and specification interpretation; Layout and installation; Calibration	250

Security System Installation	Approximate Hours
Blueprint and specification interpretation; Layout; Box and circuit installation; Termination; Testing	100

Installing Sound and Communication Systems	Approximate Hours
Blueprint and specification interpretation; Layout; Conduit and box installation; Installing panels and network; Circuit installation; Terminations and testing	150

Installing and Terminating Transformers	Approximate Hours
Rigging and mounting; Primary and secondary terminations; Testing and troubleshooting	100

Installing Fiber Optic Cable	Approximate Hours
Equipment layout; Installing cable; Polishing and terminating; Testing and verifying	100

Alternative Energy Sources (Solar, Wind, Fuel Cell, etc.)	Approximate Hours
Blueprint and specification interpreting; Layout and installation; Testing, verifying, and troubleshooting	100

Welding and Brazing	Approximate Hours
Machine setup; Fabrication; Welding, grinding and finishing.	50

Service and Troubleshooting	Approximate Hours
Testing and analysis and repair of motors, transformers, electrical devices, electronic devices, magnetic devices, lighting and power circuits, equipment and machinery, control circuits and devices	100

Material Handling and Pre-Fabrication	Approximate Hours
Material/equipment awareness; Fabrication for field installation	100

Safety Awareness and Other Specialized Areas	Approximate Hours
	200

APPROXIMATE HOURS	8000

Appendix A

RELATED INSTRUCTION OUTLINE
ELECTRICIAN (Alternate Title : Interior Electrician)
O*NET-SOC CODE: 47-2111.00 RAPIDS CODE: 0159

Each apprentice shall be required to participate in non-compensable related instruction away from the job as specified below.

Topics to be studied (completed) as part of the required electrical training ALLIANCE curriculum shall include, but not be limited to those listed below. The order of presentation may change from time to time:

Provider	
Name: Lincoln Electrical JATC	
Address: 1415 Old Farm Road, Lincoln, NE 68512	
Email: jatc@ibew265.org	**Phone Number:** 402-423-4519
Related Instruction Hours: 720	

Course Title	**Contact Hours**
FIRST SESSION Codes and Standards Electrical Theory Industry Orientation Installation Applications Jobsite Skills and Practices Safety Awareness	180 Hours Core
SECOND SESSION Codes and Standards Construction Documentation Electrical Equipment Electrical Theory Industry Orientation Installation Applications Safety Awareness	180 Hours Core
THIRD SESSION Codes and Standards Construction Documentation Construction Leadership Electrical Systems	180 Hours Core

Electrical Theory Safe Material and Equipment Handling Safety Awareness	
FOURTH SESSION Codes and Standards Construction Documentation Electrical Control Systems Electrical Systems Electrical Equipment Safety Awareness	72 Hours Core
ADVANCED TOPICS Advanced Codes and Standards Advanced Construction Documentation Advanced Construction Leadership Advanced Distributed Generation Advanced Communications Systems Advanced Control Systems Advanced Electrical Equipment Advanced Electrical Systems Advanced Limited Energy Systems Advanced Safety Awareness Advanced Theory	108 Hours Advanced
Total Minimum Hours	720

SELECTION PROCEDURES

The JATC has adopted the following Selection Procedures for its Apprenticeship Program. These procedures shall be uniformly maintained and consistently applied to all individuals interested in the Apprenticeship Program.

A. Application Availability

The JATC accepts applications in the time and manner indicated below.

METHOD A – Year-Round Application

The JATC will make applications available online, year-round 24/7.

The JATC will notify the Registration Agency and other appropriate parties (including recognized outreach and affirmative action groups), as indicated in the JATC's EEO/AA Plan, informing them of its year-round application procedure – including the nature of apprenticeship, requirements for admission to apprenticeship, availability of apprenticeship opportunities, how to access apprenticeship applications, and the JATC's EEO/AA policies.

B. Interview Timing

The JATC does not conduct oral interview as part of its selection procedures.

C. General Rules Concerning Applications and Record Keeping

1. The JATC will use an application or other related forms chosen by the JATC.
2. Application forms will be issued and accepted electronically, or in accordance with the procedure adopted by the JATC indicated in Application Availability Section.
3. Everyone expressing an interest in making application with the JATC will be provided access to and/or issued an application form during the application period. The application must be designed so no one will be denied a right to apply, even if there is a question about their ability to meet minimum qualifications.
4. The JATC shall provide reasonable accommodations during the application process to individuals with disabilities who request them. The JATC's procedures for requests for accommodation are contained in its Rules and Policies.
5. An Application Record will be maintained by the JATC to show the status of each applicant.
6. No member of the JATC, or any employee of the JATC, shall reveal or discuss any information pertaining to any applicant except during the applicable meetings of the JATC or to members of the JATC staff involved in the application process.
7. All application forms and all related information and documents pertaining to applicants, including all correspondence sent to applicants by mail or electronically, are the property of the JATC and shall be considered confidential proprietary information. Records shall be maintained as required by the Registration Agency and by law.

D. Qualifications for Applicants

The various methods under which an applicant may qualify for entry into the ranked pool, Direct Interview or Direct Entry are detailed in the Standards. These must be summarized in the Notice of Apprenticeship Opportunity.

E. Application Process

1. Application.

a. A written description of the basic requirements shall be included in the Notice of Apprenticeship Opportunity, must be posted *electronically* and must be available at the JATC office.

b. The JATC shall collect and maintain information on individuals requesting access to applications. The JATC may establish procedures to follow-up with those expressing interest as part of its recruitment efforts.

c. The applicant will be provided electronic access or in paper format to an application and the voluntary self-identification forms. Applicants must submit the application; resumes or similar documents will not be accepted in lieu of the application.

d. As each application is received, the JATC shall ensure that it receives a unique serial number for that applicant. The applicant's name, date of the application, and serial number of the application will then be included in the Application Record.

2. Information to be Provided to and Received from Applicants.

The following information must be provided to each applicant either online or within a reasonable time of not more than ten (10) days after the Application is received. If permitted by the Registration Agency, this information may be provided in paper or electronic formats, and transmitted to applicants in person, mail, by electronic means and/or by a link to the JATC's website or another online site.

a. A list of the Basic Qualifications required to enter the pool of eligible applicants (see Standards).

b. A copy of the Standards (including Appendix A), and the JATC's Rules and Policies.

c. Specific information pertaining to the apprenticeship program, noting the geographical area of the jurisdiction, the periods of apprenticeship and the wages provided for each period. The applicant's attention will also be called to the work processes in the Standards and the apprentice's obligations and requirements to participate in, and complete, related instruction. The JATC may, but is not required to, highlight any other key requirements from the JATC's Rules and Policies.

d. A list of things the applicant must do, and items they must provide, in order to qualify for an interview with the JATC [*if applicable*]. This document will inform the applicant if they are required to take the Aptitude Test to qualify for the interview, and that qualified applicants are interviewed in the order in which they complete their application by provide all required documents and transcripts.

e. A list of information they may have to provide as part of the application process, and post-selection requirements that they will have to meet if they are selected from the list or through Direct Entry and are given a conditional offer, as provided in the Standards. This information will be available for review when getting access to an application, and again when invited to the interview [*if applicable*].

f. Applicants will be informed that they have 30 days to provide all transcripts, and any other documentation required by the JATC for their application to be complete.

g. Applicants will be informed of optional information that they are permitted to provide and information that the JATC will or may obtain and use. This list will be available for review when getting access to an application, and again when invited to the interview [*if applicable*].

h. If the applicant indicates on the application a prior felony conviction, the JATC may choose to request that additional information be provided prior to the interview [*if applicable*] or may choose to wait until after a conditional offer is made.

F. Processing Applications.

As applicant information is received, the JATC will record dates and other pertinent information in the Application Record. When all information and documentation is complete, the date of receipt of the last required information will be recorded in the Application Record in the completion column.

If an applicant fails to provide all required documentation by the cut-off date, the column indicated "Application Not Completed" will be checked in the Application Record.

G. Testing and Interview Process

1. Aptitude Test)

   The JATC requires an aptitude test as one factor in its selection procedures. The applicant will be notified in writing as to the time, place, and date they are to complete the aptitude test.

2. Interviews

   The JATC does not use interviews as part of its selection procedures.

H. Ranking and Selection

1. A three-part selection plan will be implemented for the Lincoln Electrical JATC including the administration of an aptitude test, the Personal Experience Form, and letters of recommendation.

   The selection tools will be weighted; 50% aptitude test, 40% Personal Experience Form, and 10% letters of recommendation.

   The Personal Experience Form (PEF) measures work, and school experience related to apprentice classroom and work experience. Point allocation on the PEF has been determined after discussions with Lincoln Electrical JATC.

   A top-down approach will be implemented for final selection based on the weighted total of the selection tools.

2. The JATC will place all individuals currently active on the list in ranked order. The ranked list will identify each individual's: rank, name, application number, score to two decimal places, and eligibility expiration date. A current copy of the complete ranked list will be filed with the Registration Agency prior to selection and registration to any individual entering the apprenticeship program through the standard selection process.

3. When other selection procedures are completed, the JATC will add those applicants to its existing ranked list of applicants. Whenever a new ranking list is created, a copy will be provided to the Registration Agency.

4. The number of new apprentices to be selected, at any time, will be determined by the JATC, based on industry needs and the JATC's ability to provide training.

5. Selection of individuals from the list of applicants will not be done until all pre-scheduled tests or other selection procedures are completed. The Registration Agency shall be promptly notified of all individuals entering the apprenticeship program through any means of entry.

6. The actual selection of individuals will be made by using the current ranked list, starting with the top score, and continuing on, in descending order, until the desired number of accepted applicants

has been reached. The only individuals who may be registered ahead of those on the current ranked list are those entering through approved direct entry methods, including transfer, and organizing procedures. Selection from the current ranked list must be the highest on the list; the JATC cannot skip over individuals.

7. All selected applicants will be notified in writing (mail or email) of the JATC's offer of apprenticeship. The offer will be conditioned on completion of any required post-selection steps set out in the Standards and will note which conditions apply.
8. Once applicants are placed on the ranked list, they shall remain active and subject to selection, for a period of one (1) calendar year from completion of other selection procedures, unless they decline an offer, request to be removed from the list, fail to meet post-selection requirements, or they are approved for a re-evaluation.
9. Applicants will be deemed to have requested to be removed from the ranked list and/or declined an offer if they (i) fail to notify the JATC of changes in contact information; or (ii) fail to promptly respond to communications from the JATC, including offers.
10. All selected applicants (including direct entry) must provide any remaining documentation required to complete their applications process and satisfy all post-selection requirements in the Standards.

I. Post-Selection Requirements.

All selected applicants (including those admitted through direct entry) must meet the following minimum requirements at the time indicated in these Selection Procedures, typically after a conditional offer is made and prior to registration.

- Provide any remaining documentation required to complete the selection process.
- Not be disqualified as a result of information obtained by the JATC during the selection process, including interviews, verification of information, reference checks or other information made available to the JATC prior to registration.

J. Disqualification

Prior to, during or after the interview, and prior to registration, the JATC may learn of information that may disqualify the applicant or render them unable to meet the requirements of the program. The JATC or its designee shall discuss those issues with the applicant, provide the applicant with an opportunity to explain and, where appropriate, obtain relevant documentation. If the applicant does not voluntarily withdraw his or her application, the applicant may be referred to the JATC for a decision on whether the applicant should be disqualified and not placed on the active list or should be removed from the list.

K. Re-Evaluation Process

Applicants may request to reapply to raise their composite score on any of the three (3) selection tools. A minimum of six months must pass since being placed on the ranked list before an applicant can reapply to retake the aptitude test or update their PEF/Letters of Recommendation unless they can document 1,000 hours in the construction field or completion of one semester of an electrically-related course at an accredited institution.

. Applicant Appeals Procedure

Any applicant for apprenticeship who believes that he or she has been subjected to discrimination or other unfair treatment during the selection process on the basis of any protected category may file a complaint of discrimination using the JATC's internal Complaint Procedure set out below or Appendix

F.

Advancement Of Apprentices, Cancellation, Complaint Procedures

A. Advancement of Apprentices

1. Every two months during the first year of apprenticeship, and at least yearly thereafter, the JATC shall examine the progress of the apprentice on the job and in related instruction, based on apprenticeship evaluation completed by an Employer and other available information. The JATC will also receive a monthly OJT training report from each Employer showing the experience and training in the various work processes acquired by the apprentice and evaluating the apprentice.
2. The JATC shall evaluate the apprentice's overall performance and accomplishments at the end of each period. Action must be taken on each apprentice to approve advancement, extend present rating for a specified probationary period, or cancel the apprenticeship agreement, with due notice to the apprentice and a reasonable opportunity for corrective action. Proper documentation shall be maintained of all action taken by the JATC.

B. Cancellation or Resignation of Apprenticeship Agreement

1. An Apprenticeship Agreement may be canceled at the request of the apprentice at any time.
2. An Apprenticeship Agreement may be suspended for a specified period of time, canceled or terminated by the JATC for good cause, with due notice to the apprentice and, in appropriate circumstances, a reasonable opportunity for corrective action. Written notice shall be provided to the apprentice and to the Registration Agency (if required).
3. Individuals who have been suspended or terminated from apprenticeship shall not be assigned by the JATC in any capacity. Suspended or terminated apprentices are not eligible to participate in any related training activities and, as per the CBA, they are not eligible for any job assignments by the JATC under the CBA unless the JATC has determined that the individual is eligible for a change to another classification recognized in the CBA.
4. When an apprentice's Apprenticeship Agreement is terminated before satisfactory completion of their apprenticeship, the resulting vacancy may be filled by selecting and registering the next individual from the current eligibility list; provided all registered apprentices who are available for OJT assignments are so assigned. In the event that related instructional training classes are not available in the immediate future, the individual(s) registered shall begin informational/awareness classes just as soon as possible. These courses may include topics such as Industry Awareness, Communications, Productivity, Marketing, CPR, Tech Math, Safety Awareness and General Orientation

C. Complaint Procedures

1. The JATC shall have full authority and responsibility to review and shall seek to resolve all issues and/or disputes pertaining to all apprenticeship and training matters. The JATC shall hear and consider all complaints of violations concerning the Apprenticeship Agreement and the Standards, and shall make such rulings, as it deems necessary and appropriate in its discretion. Apprentices have the right to request an appearance before the JATC concerning specific issues or matters dealing with their apprenticeship agreement. Such requests must be in writing. The JATC shall adopt a formal Complaint Procedure as part of its Rules and Policies. Apprentices and applicants have no right to representation by an attorney or others during JATC investigations and meetings, unless otherwise provided in the Rules and Policies.

2. Any apprentice or applicant for apprenticeship who believes they have been subject to discrimination in violation of the EEO Policies and Procedures, or federal, state, or local law has the right to file an internal complaint with the JATC and rights to file external complaints with the U.S. Department of Labor, EEOC and/or applicable state or local agencies. See EEO Policies and Procedures, Appendix F.
3. All applicants and apprentices have the right to file complaints regarding any issue with the Registration Agency. Applicants and apprentices will be provided with a copy of the Notice of Rights. See Appendix F.
4. All apprentices have the right to seek resolution through the applicable Grievance and Arbitration Articles of the CBA for issues arising on the job: wages, hours, working conditions, and other issues covered by the CBA. Apprentices should first provide notice to the JATC.
5. A Local Union receiving a grievance from or about an apprentice shall notify and involve the JATC, which has the primary responsibility for apprentices under Article V of the Standard Inside Agreement.

Certification of Completion

Upon satisfactory completion of the required number of hours of related instruction from the *electrical training ALLIANCE*'s course of study, accumulation of a minimum of 8,000 hours of OJT, and acquisition of the appropriate jurisdictional QEW Electrical License, the JATC will certify to the sponsoring parties, to the *electrical training ALLIANCE*, and to the Registration Agency that the apprentice has satisfied the requirements of his or her apprenticeship agreement.

Appendix A-2

Work Process

The JATC shall require each apprentice to submit a work report on a monthly basis. Such reports shall be maintained by the JATC as part of its official file for each apprentice. The JATC shall use reports and other evaluations and records the JATC may use to provide an accumulative OJT record of experience in the various work processes for each apprentice.

All OJT work shall be performed under the supervision of an electrical industry Journeyworker Supervision will not be of such nature as to prevent the development of responsibility and initiative. Work may be laid out by an Employer's designated supervisor based on the apprentice's skills and ability to perform the job tasks, after which the apprentice shall be permitted to perform job tasks in order to develop job skills and industry competencies.

Apprentices with a minimum of 6,500 hours of OJT who have successfully completed all related instruction, may be permitted to perform electrical construction work without the direct supervision of an electrical industry Journeyworker as follows: while the apprentice's supervising Journeyworker must be present on the job site, and the apprentice should not be the first worker assigned to the job, such apprentice may be assigned to independently perform job tasks at the job site consistent with the apprentice's skills, knowledge and ability to perform the work as determined by the Employer.

An apprentice shall not supervise the work of any other apprentice or workers of any other classification.

Hours of Work; Assignments

The apprentice shall work the hours that are specified in the local CBA or such hours that are set by an Employer consistent with the CBA. The current hours of work shall be included in the Rules and Policies. The apprentice's work shall not interfere with attending related instructional classes.

The JATC shall maintain a standard procedure for assignment of apprentices and endeavor to ensure continuous employment for all apprentices, and adequate training and experience in all work processes as described above. The JATC shall make all OJT assignments and reassignments consistent with the CBA. In order to achieve these objectives an apprentice may be transferred or reassigned to another participating employer as determined by the JATC in its discretion.

In the event that the JATC is unable to provide an eligible apprentice with an OJT assignment, apprentices may seek temporary employment outside of the electrical construction industry. Regardless of employment status, apprentices must continue to report for their regularly scheduled related instructional classes. Apprentices shall remain at all times subject to immediate call by the JATC for an OJT assignment given by the JATC. Under no circumstances shall a participating employer be denied the assignment of an apprentice due to an apprentice temporarily working outside the CBA. Failure to immediately comply with instructions to return to the JATC for an OJT assignment may result in cancellation of the apprentice's apprenticeship agreement.

The JATC may assist apprentices in seeking temporary employment by providing access to resources, establishing connections with local employers or other methods.

Temporary Training Opportunities

Apprentices may be permitted to receive OJT and related training on a temporary basis with another IBEW/NECA JATC, provided that the apprentice, both of the JATCs, and their respective Local Unions and Local Chapters agree on such assignment. Before apprentices are given a temporary OJT assignment, they must supply the host JATC with an official copy of their apprenticeship agreement, clearly indicating

that it has been properly registered with the applicable Registration Agency. Apprentices shall remain subject to reassignment by the JATC with whom they are registered. Failure to immediately comply with such instruction to return to the JATC with whom they are registered may result in the cancellation of the apprentice's apprenticeship agreement; in which case, the apprentice would no longer be employable as an apprentice under the CBA in any jurisdiction.

Related Instruction

The time spent in related instruction, which may include blended learning and computer-mediated learning, shall be in addition to the required minimum hours of OJT. The computer-mediated learning model will allow the apprentice to learn at their own pace with experiential learning styles such as gaming, and knowledge checks before moving on to the next section to ensure competence. The minimum number of related instruction hours per year may change from time to time in order to meet training needs. Such changes must be properly approved by the Registration Agency.

The JATC shall secure competent Instructors whose knowledge, experience, and ability to teach shall be carefully examined and monitored. These instructors will also be competent with hands-on labs to allow the apprentices to become sufficient. The instructors shall take the teacher training courses made available from the *electrical training ALLIANCE* (or state-required equivalent) through attendance, participation, and working towards completion of the Industry's Four-Year National Training Institute Teacher-Training program.

The JATC shall secure the instructional aids and equipment it deems necessary to provide quality instruction.

The instructors shall administer or oversee *electrical training ALLIANCE* standardized tests in a timely manner. Such tests shall be evaluated, scored, and reviewed with the class. If tests are not administered electronically, the instructor shall ensure that all tests and materials are collected and provided to the JATC.

The JATC shall monitor the apprentice's performance in related training and take appropriate action to encourage improvement where warranted. JATCs will require performance reports to be filed on a regular basis by each Instructor, evaluating the apprentice's related instructional training performance. Such reports shall be maintained by the JATC as part of its official file for each apprentice, providing an accumulative record of performance in related training.

The JATC shall inform each graduating apprentice of the availability of college credit through the *electrical training ALLIANCE*'s College Credit Program with the American Council on Education ("ACE"), and any Continuing Education Units ("CEUs") that may be available.

Certain related instruction may be provided online, rather than in a traditional classroom or laboratory setting. If an apprentice is required to attend related instruction online, the apprentice must have access to the Internet via a computer and must complete all online assignments and the total required hours of each session in the allotted amount of time. The computer will not be provided by the apprenticeship program and the Internet access fees will not be paid by the apprenticeship program.

Safety and Health Training

The Employers are responsible for instructing apprentices in safe and healthful work practices and shall ensure that the apprentice is trained in facilities and other environments that are in compliance with either the Occupational Safety and Health Act standards promulgated by DOL or State or local standards that have been found to be at least as effective as the Federal standards.

The JATC shall see that all apprentices complete CPR/First Aid training during their probationary period. The JATC shall also attempt to see that graduates of its apprenticeship program possess a current CPR/First Aid card. NOTE: This training requires additional classroom hours.

The JATC shall see that each apprentice successfully completes the electrical training ALLIANCE, OSHA approved, Ten-Hour Construction Safety course, before beginning the Second Year of related instructional training. NOTE: This training requires additional classroom hours.

Methods of Entry

Every individual selected for apprenticeship shall come from the pool of qualified applicants on the ranked list, unless otherwise qualifying for Direct Interview or Direct Entry. No applicant shall be excluded from consideration because they fail to meet qualifications for Direct Interview or Direct Entry; they must be considered under the standard method of entry.

Application. Every applicant must fill out an application form, either in paper format or electronically; accurately; and completely responding to all questions and items listed in the application.

Direct Interview Qualification.

Except as described below, the applicants described below will not be required to obtain a qualifying score on the Aptitude Test or meet the requirements of High School diploma or GED, or Algebra. If they meet all other minimum qualifications listed in the Registered Apprenticeship Standards, and the requirements below, they will be invited to an interview. These individuals must still meet all post-selection requirements. Applicants are not required to apply through these methods and may choose to apply through the standard method of entry.

□ 1) *Military Experience.*

a. Applicants who have completed at least three years of active-duty military service with the U.S. Armed Forces, with a discharge under honorable conditions within five years of the application date.

b. Applicants who have completed at least six years of U.S. military reserve service, who are still serving as a military reservist or have an honorable discharge within two years of the application date.

c. Applicants who have been honorably discharged from the military and have completed military technical training school in a Military Occupational Specialty ("MOS") applicable to the commercial and/or industrial electrical construction industry and can document a minimum of two years of military experience in that MOS within five years of the date of application. *These individuals may also qualify for direct entry.*

d. To qualify under Military Experience, applicants must provide a DD Form 214 or equivalent documentation acceptable to the JATC to establish their experience.

e. Applicants who have served overseas and/or lived on a military installation for a minimum of two (2) years prior to application will have any existing residency restriction waived.

□ 2) *Industry Experience.*

a. 2,000 Hours. Applicants who can verify that they have worked a minimum of two thousand (2,000) hours specifically in the electrical construction industry.

b. 4,000 Hours. Applicants who can verify that they have worked a minimum of 4,000 hours specifically in the commercial construction industry. These individuals may also qualify for direct entry. An □qualification. No other form of electronic or electrical experience/training or construction experience will be given credit under this provision.

c. Individuals applying under these two Industry Experience methods must provide to the JATC sufficient documentation, satisfactory to the JATC, to demonstrate their experience in the electrical construction industry. This documentation may be comprised of official documents such as tax/payroll records, or notarized letters of experience from prior employers.

□ 3) *electrical training ALLIANCE Interim* Credential.

a. Individuals who have received an Interim Credential through the program developed by the electrical training ALLIANCE, which represents that they have successfully completed the assigned curriculum. *These individuals may also be eligible for direct entry.*

□ 4) *School to Apprenticeship.*

a. Individuals who have completed a School to Apprenticeship (STA) Program in the electrical industry, including School to Registered Apprenticeship (STRA) program involving the JATC. To be eligible, the STA or STRA program must meet the following requirements:

i. shall be available to all schools within the jurisdiction of the CBA that agree to participate in the STRA program.

ii. shall require participants to be at least 16 years of age.

iii. shall require participants to complete their Junior Year (11th Grade) of High School prior to being employed as an apprentice in this program.

iv. shall allow the JATC to work with the school to encourage participating school systems to include in their academic curriculum: A basic Computer Course and Mechanical Drawing, or Computer-Aided Design. The JATC may determine that participants must complete the First Year of industry-related classroom training (*electrical training ALLIANCE* Curriculum), specific *electrical training ALLIANCE* courses or industry orientation-related seminars, or classes. These classes and seminars shall be taught by the JATC. The *electrical training ALLIANCE* course materials may be presented during the evening hours.

v. may permit the scheduling of alternating weeks of academic study and OJT experience, as determined by the JATC, and agreed to by the participating school(s).

vi. shall mandate that failure to successfully complete academic studies (high school and JATC) shall be just cause for termination from the program.

vii. shall mandate that failure to demonstrate progress in safely and proficiently accomplishing work practices shall be just cause for termination.

□ 5) *Job Corps.*

a. Applicants who completed a Job Corps training program in electrical construction within two (2) years prior to application, and who obtain a qualifying score on the Aptitude Test.

□ 6) *Pre-Apprenticeship Programs.*

a. Individuals who can verify that they have completed a structured pre-apprenticeship training program meeting minimum requirements recognized by the JATC, and sponsored by community outreach groups, the IBEW or NECA, the Local, State, Regional or National Building Trades programs, or by the JATC. *These individuals may also qualify for direct entry.*

b. Applicants under this method must provide the JATC with appropriate documentation, satisfactory to the JATC, confirming that they meet the specific requirements of the pre-apprenticeship program.

This documentation must be comprised of official documents such as completion/graduation certificates, transcripts, notarized letters of confirmation, and sworn statements.

□ 7) *Industry Needs*.

Applicants who meet unique industry needs or requirements, and who obtain a qualifying score on the Aptitude Test, will qualify for direct interview by the JATC as soon as possible after application submission and may qualify for direct entry. To qualify under this method, applicants must either:

i. Be in categories for which signatory contractors are required to recruit and hire under project labor agreements ("PLAs"), project stabilization agreements ("PSAs"), and/or other federal, state, or local government contracts or agreements, provided that those categories are not defined by Protected Characteristics as defined in the JATC's EEO/AA Plan (e.g., requirements for veterans, local residents, or disadvantaged workers as defined by income or other factors than the Protected Characteristics); or

ii. Be located in a geographic area for which there is a high demand that cannot be reasonably served with a sufficient number of apprentices because of the excessive travel distances.

Direct Entry Qualification.

Applicants who meet the following qualifications will be offered direct entry into the Apprenticeship Program, with certain requirements waived and without being placed on or selected from the ranked list of qualified applicants. These individuals must still meet all post-selection requirements, unless expressly exempted.

1) *New Signatory Employer*. An electrical construction employee of a non-signatory employer not qualifying as a Journeyworker when the employer becomes a signatory shall be evaluated by the JATC, using consistent, standard, non-discriminatory means and registered at the appropriate period of apprenticeship based on previous work experience and related training.

a. Such applicants must:

i. Provide official, undisputable documentation to show that they were an employee performing electrical construction work prior to and at the time the employer becomes signatory.

ii. Supply the JATC with required reliable documentation and adequate verification to substantiate previous employment and experience to warrant their registration.

iii. Meet the physical requirement to climb and work from ladders, scaffolds, poles, and towers of various heights, push, pull, crawl, crouch, and work in confined spaces such as attics, manholes, and crawlspaces, lift 25–50-pound objects on a fairly consistent schedule, and use various hand and power-assisted tools to install conduit, wiring, fixtures, devices, and electrical apparatus within commercial, industrial, and residential buildings.

iv. Be capable of completing all requirements of the apprenticeship program and performing the work required of an electrical worker, with or without reasonable accommodations, including being able and willing to: Safely perform or learn to safely perform the essential functions of the job; Get to and from work at job sites anywhere within the geographical jurisdiction of this Apprenticeship Program. Attend and successfully pass all related instruction; Understand and follow all JATC Rules and Policies; Read, hear, speak, and understand instructions and warnings in English.

2) *30% Cards*. An individual who signs an authorization card during an organizing effort, where 30% or more of the employees have signed authorization cards, whether or not the employer becomes

signatory, and is an employee of the non-signatory electrical contractor and does not qualify as a Journeyworker, shall be evaluated by the JATC, using consistent, standard, non-discriminatory means and registered at the appropriate period of apprenticeship based on previous work experience and related training.

a. All employees of the non-signatory electrical contractor must have been offered the opportunity to sign authorization cards.

b. For such applicants to be considered, they must:

i. Have previous work experience (with non-participating employer(s)) that warrants some OJT credit, based on the provisions of these Standards, provide reliable documentation and adequate verification (which shall be recorded and securely filed in the applicant's file) to substantiate previous employment and experience, in order to qualify for direct entry under this provision.

ii. Provide official documentation to show length of employment with present electrical employer and all other previous electrical employers.

iii. Meet the physical requirement to climb and work from ladders, scaffolds, poles, and towers of various heights, push, pull, crawl, crouch, and work in confined spaces such as attics, manholes, and crawlspaces, lift 25–50-pound objects on a fairly consistent schedule, and use various hand and power-assisted tools to install conduit, wiring, fixtures, devices, and electrical apparatus within commercial, industrial, and residential buildings.

iv. Be capable of completing all requirements of the apprenticeship program and performing the work required of an electrical worker, with or without reasonable accommodations, including being able and willing to: Safely perform or learn to safely perform the essential functions of the job; Get to and from work at job sites anywhere within the geographical jurisdiction of this Apprenticeship Program. Attend and successfully pass all related instruction; Understand and follow all JATC Rules and Policies; Read, hear, speak, and understand instructions and warnings in English.

3) *Transfer of Apprenticeship.* A registered apprentice who wishes to transfer an Apprenticeship Agreement between two local IBEW/NECA JATCs having registered inside apprenticeship programs must meet the following requirements.

a. The apprentice must submit a written request for transfer, describing in detail the needs and reasons upon which the request is based.
b. The apprentice's sponsoring JATC must agree to the transfer, acting on behalf of the official program sponsors for the IBEW and NECA. The sponsoring JATC must not unreasonably withhold such agreement.
c. The receiving JATC must agree to accept the transfer, acting on behalf of the official program sponsors for the IBEW and NECA. The receiving JATC must not unreasonably withhold such acceptance.
d. The receiving JATC shall have complete access to all apprenticeship records pertaining to the transferring apprentice.
e. The transferring apprentice must:

i. Complete an Application.

ii. Provide to the JATC official documentation pertaining to their participation in the apprenticeship program they are transferring from. An official copy of all records established with the sponsoring JATC (including a copy of the application form and the apprenticeship

agreement – properly registered with the Registration Agency) and other information submitted shall be provided to the receiving JATC.

iii. The receiving JATC will examine all documentation submitted before granting permission to transfer. All such records shall become part of the receiving JATC's permanent files.

g. Upon being accepted by the receiving JATC, have their existing apprenticeship agreement terminated and have registration proceedings initiated immediately by the receiving JATC and the appropriate Registration Agency. The Registration Agency will be provided with all documentation necessary and/or required to verify that the transfer is justifiable.

h. The apprentice will receive full credit for probationary time previously served. No plan assets will be transferred between the plans to cover the cost of the apprentice's education.

4) *Other Means*.

a. Individuals who qualify under two years military electrical experience, 4,000 hours, or industry needs, may qualify for direct entry, after interview based upon standard, non-discriminatory evaluation factors (e.g., top 50% of class ranking for those with Interim Credentials, a defined cut-off or pass/fail score on knowledge-based tests or skills-based tests or other exams, or a pass/fail interview).

b. The JATC may, in its discretion, determine that due to industry needs, individuals in one or more categories will be offered direct entry rather than direct interview for a period of time.

c. Decisions to permit direct entry under these options, and for what period of time, should be recorded in the Minutes of the Committee and publicized through the Notice of Apprenticeship Opportunity, prior to each period of application and interviews.

d. A decision to permit direct entry instead of direct interview must be made before or promptly after an interview before interviewees are placed on the ranked list. Once an applicant is placed on the ranked list, their status cannot be changed to Direct Entry.

Credit for On-the-Job Skill Acquisition and Previous Related Training

Every applicant who qualifies for Direct Interview or Direct Entry, and who is subsequently registered, will be evaluated by the JATC to determine, using standard means of evaluation, if OJT and/or related instruction credit will be awarded for previous training and experience.

Qualified applicants interviewed and selected for apprenticeship under these Standards who have previously completed another IBEW/NECA apprenticeship will be awarded a minimum of three thousand, five hundred (3,500) hours of OJT credit. Such individuals will be properly evaluated by the JATC and placed in the appropriate year of related training.

Qualified applicants selected for registration who have the electrical training ALLIANCE Interim Credential shall be provided credit for the courses completed within the Interim Credentials, if the Interim Credential was received within three (3) years of the date of registration.

Other applicants selected for registration who have previous knowledge and skill acquisition in the electrical construction industry can ask for and have such work and job experience evaluated by the JATC prior to signing an Apprenticeship Agreement. The apprentice cannot request an evaluation of past experience after signing.

Where such experience warrants, the JATC will place the apprentice in the appropriate period with the commensurate wages as determined by the JATC. The JATC will use consistent and equal ways and means for measuring and evaluating individuals to determine how much credit to award, for both OJT and related

training. Hours of OJT credit awarded and related instruction placement level are independent of one another. Those awarded OJT credit and assigned to the appropriate pay period classification may be given additional time to successfully complete related instructional requirements.

Advance standing is subject to review throughout the probationary period. During this time, OJT and classroom performance will be evaluated to determine if any readjustment concerning OJT or related training status is warranted, including reevaluation and reassignment of apprenticeship period and level of related instruction, as the JATC determines.

□ The JATC permits individuals with previous education and training to test out of related courses. It has developed a nondiscriminatory policy adopting uniform written and proficiency-type examinations to be used in determining whether or not to award credit and waive specific course(s), or areas(s) of training.

The Apprenticeship Agreement

Before being employed as an apprentice or enrolled in related instruction classes, the selected applicant must sign an Apprenticeship Agreement with the JATC. The Apprenticeship Agreement will be submitted to the Registration Agency for approval if required. The Standards and the JATC's Rules and Policies (as they may be amended) shall be considered a part of the Apprenticeship Agreement.

Prior to signing the Apprenticeship Agreement, each selected applicant shall be given an opportunity to read and review the Standards, the JATC's Rules and Policies, the Apprenticeship Agreement and the sections of the CBA that pertains to apprenticeship. Selected applicants shall sign an acknowledgement that they have reviewed the documents and are willing to abide by them.

The JATC and the Apprentice shall sign the Apprenticeship Agreement, and each receive a signed copy. The JATC shall follow the procedures of the Registration Agency regarding the submission of the Apprenticeship Agreement (e.g. through RAPIDS for DOL states, number of signed originals).

Selection and Placement

Selection and placement of all Applicants not eligible for Direct Entry will be done under the Selection Procedures.

Apprentices who enter the traditional time-based program may be offered the opportunity to transition into the Hybrid apprenticeship program provided the transition is authorized and approved by the JATC. Apprentices who enter the Hybrid apprenticeship program may be offered the opportunity by the JATC to transition to the traditional time-based program provided the transition is authorized and approved by the JATC. Apprentices who transition must complete all of the related instruction and hour requirements for the program.

Lincoln Electrical JATC Rules and Policies – Inside Program

The Lincoln Electrical Joint Apprenticeship and Training Committee (herein the "Committee") was established to provide the safest, most efficient and highly skilled electricians and installer technicians to the electrical contractors within the jurisdiction of IBEW Local 265. This policy statement was created to outline the guidelines under which the training program is operated as well as the expectations and responsibilities of the apprentices under indenture. Failure to comply with or adhere to these policies will result in disciplinary action, which can include placing an apprentice on probation, withholding of advancements, and the suspension, extension, cancellation or termination of indenture.

The purpose of these policies is to teach personal responsibility, professionalism, and accountability. Discipline is intended to be corrective and educational. The Committee retains discretion to consider individual circumstances while maintaining the integrity of the program.

General

1. Each apprentice shall conform to these rules and regulations during their apprenticeship.
2. Each apprentice is under indenture (registered) to the LEJATC through an agreement and is directly responsible to them for all matters pertaining to their apprenticeship training. Any problem that may arise concerning an apprentice, either on the job or in school, must come before the Committee.
3. Each apprentice is required to hold a current apprentice electrician license from the State of Nebraska throughout the term of their apprenticeship. Copies of a current license must be submitted to the LEJATC office. Training assignments will not be given and current training assignments will be suspended until this verification is received.
4. Each apprentice is required to have a valid driver's license at the time of application. Apprentices are required to keep a copy of their current driver's license on file with the LEJATC office. If your license is expired or lost, your on the job training assignment may be suspended.
5. Each apprentice is required to keep contact information up to date with the LEJATC office. This includes address, phone number and email address. Failure to receive communications due to change of address, number, or email will not be considered an excuse for a required action.

6. Apprentices requested to appear before the Committee shall appear as requested. Failure to appear when requested may result in cancellation or termination of indenture.
7. Apprentices, employers, or Journeymen who have complaints shall put their complaint in writing and address it to the Committee through the LEJATC office or any member of the Committee. The Committee will hear and attempt to resolve the matter if the complaint is received within 15 days of the alleged violation. The Committee will make a ruling as it deems necessary in each individual case within 30 days of receiving the notification. Apprentices with complaints about issues covered by the Collective Bargaining Agreement (CBA) must seek resolution through the applicable procedures contained in the CBA, but must first notify the LEJATC office.
8. Apprentices are expected to respect each other, instructors, and staff. Apprentices are also expected to respect the equipment and property of the LEJATC, IBEW Local 265, and their employers. No LEJATC property is to be removed from the premises without proper authorization, and tools and materials used in class shall be put back where they belong. Apprentices causing damage to the building, including incurring extra cleaning fees, will be personally responsible, i.e. don't come into the building with muddy shoes.
9. Apprentices shall not attend class or training assignments while impaired by alcohol or any controlled substance. If reasonable suspicion exists, they may be asked by their employer, instructor, or the Training Director to submit to a urinalysis or breathalyzer test by a qualified testing lab. The apprentice would then be subject to the contents of the LEJATC Substance Abuse Policy.

On the job training

1. All training assignments are issued at the LEJATC office.
2. Apprentices cannot refuse a training assignment.
3. Any apprentice that fails an employer's pre-employment or random drug screen will be required to submit to a drug screen at a qualified testing lab and will be subject to the contents of the LEJATC Substance Abuse Policy. Refusal to submit a screen will be treated the same as a failure.
4. Apprentices shall not quit their assigned employer voluntarily, take an unauthorized leave of absence or participate in any illegal work stoppage. If an apprentice does so, their training assignment will be suspended until the next regularly scheduled Committee meeting where it will be discussed and appropriate action taken, up to termination of indenture. A request by an apprentice to be laid off shall be

considered a quit. Requests for changes of employment must be communicated to the LEJATC office and are not guaranteed to be approved.

5. The hours and work week requirements of the training assignment will be in conformance with the CBA (See Appendix). Overtime shall not interfere with scheduled classes of related instruction.
6. Each apprentice shall maintain regular on the job attendance. Unnecessary and excessive absences and/or tardiness will not be tolerated and will be grounds for disciplinary action.
7. Each apprentice is required to report to their training assignment with proper and appropriate clothing, footwear and tools, per the CBA (see appendix).
8. 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 LEJATC, a fellow employee, an employer, a customer, their representatives, and/or the public will subject the apprentice to disciplinary action up to and including termination from the Program.
9. Apprentices shall obey all OSHA and employer safety rules while working.
10. Each apprentice is required to submit monthly work hour reports via their TradeSchool portal throughout the term of their apprenticeship, regardless if any hours were worked that month. These monthly reports are due on the first of the month, but a 10 day grace period is given. Work hour reports received after the office runs it's monthly report are considered late. For any 12 month span, the first late work report will be given a warning. The second late work report will result in a one month delay in the next scheduled wage advancement. Three or more late work reports will result in an appearance before the Training Director and or the Committee for further disciplinary action.
11. Apprentices shall not perform any electrical work outside of their training assignment. Anyone found to be contracting, subcontracting or "moonlighting" or in any way working as an electrician outside of their normal training assignment will face disciplinary action from the Committee, and IBEW Local 265 if they are a member.
12. Apprentices will not be permitted to work in another IBEW jurisdiction before first being cleared by the LEJATC and IBEW Local 265. If an apprentice is directed by their employer to work in another IBEW jurisdiction, they must notify the Training Director so arrangements can be made prior to starting work. Violation of this rule may result in cancellation of indenture.
13. On the job performance evaluations will be completed by the Journeyman or Foreman of each apprentice. Apprentices are encouraged to review these

evaluations in their TradeSchool portal. Unsatisfactory evaluations will require the apprentice to meet with the Training Director or the Committee to discuss corrective action and may be grounds for disciplinary action depending on the evaluation.

14. If an apprentice is terminated from their training assignment, they must immediately notify the Training Director and report to the LEJATC office with their termination slip. Apprentices terminated for "Reduction of workforce" will be placed on out-of-work list in the order they report to the LEJATC office. New training assignments will be given from that list following the same order, first in-first out.
15. Any apprentice that is terminated from a training assignment for anything other than "Rotation" or "Reduction of workforce" will have their training assignment suspended until the next regularly scheduled Committee meeting. The termination will be discussed as well as any disciplinary action. A new training assignment will not be given until the Committee has made a decision regarding the termination.
16. In order to provide diversity of training, the Committee has the authority to assign, transfer, or reassign apprentices from one job or participating employer to another. The Committee has a policy to rotate Inside apprentices annually from one signatory contractor to another when possible. Inside apprentices entering their final year of apprenticeship may request to stay at their current employer or opt to rotate.

Related classroom instruction

1. Apprentices are expected to attend all scheduled trainings; both regular classes and supplemental (CPR, OSHA, etc.) training.
2. Apprentices are required to have a laptop or tablet as well as internet access to complete their coursework both in class and at home. The LEJATC has a list of computer requirements that are necessary to run the required courseware and simulators. Not having a compatible computer is not an excuse for not completing assigned homework on time.
3. All apprentices will be given two absences from regular class nights without having to make up time. Any missed class time after that will be made up. More than two unexcused absences will require meeting with the Training Director and or Committee to discuss disciplinary action. Excused absences are those related to sickness, military duty, or death in the immediate family.
4. Excessive tardiness will not be tolerated. A warning will be given, and if continued then the Committee will determine the penalty. Early departures will be treated the same as a tardy.

5. Apprentices are expected to complete all homework assigned by their instructor by the date they are given. Students who do not complete homework as assigned will be downgraded in their class participation grade and may face disciplinary action by the Committee.
6. Apprentices who do not have the assigned homework done by the night of the exam will be given an unexcused absence and asked to stay out of the class until the exam and or exam score-and-review are complete. If further instruction is given after that, the apprentice is expected to be present for that so as not to get further behind.
7. Apprentices are required to finish the year's curriculum with a grade of 80% or higher, see grading policy below. Any apprentice who scores below this will be called before the Committee where their progress will be evaluated and a decision will be made whether to allow them to repeat the year or cancel or terminate their indenture.

Miscellaneous Policies

1. To protect the vested interest of the sponsors and participants of our training program, all apprentices shall be required to sign a Scholarship Loan Agreement (SLA) for each academic year or pay the stipulated tuition. If an apprentice does not wish to sign the SLA, they would be required to pay the amount of the note as tuition before they could attend any classes. The agreement shall be updated from year to year to accurately represent the amount of investment made by virtue of the respective program.
2. Apprentices are required to pay for their books and coursework. First year students will be given until October 1st to make arrangements to pay. Returning students will be required to make arrangements to pay by September 1st. Failure to do so will result in course access being suspended until arrangements are made and will not constitute an excuse for not completing homework. Failure to fulfill the terms of the payment agreement will result in access being suspended until the total balance is paid in full.
3. If an apprentice is called up for military service, they must provide the LEJATC office with a copy of the written orders they receive. The apprentice's status in the program will be frozen from the time they leave until they return. If the apprentice misses enough related classroom instruction, they may be asked to repeat the year.
4. An apprentice may request a leave of absence if they need an extended leave for personal or medical reasons. The request must be made through the LEJATC office and may involve meeting with the Committee. If granted by the Committee, the

apprentice's status in the program would be frozen for the period requested. Further extensions to the initial requested leave must be made and approved in the same way. If the apprentice misses enough related classroom instruction on said leave, they may be asked to repeat the year.

5. An apprentice may be placed upon disciplinary probation by the Committee at any time during their apprenticeship because of unsatisfactory performance while on the job, in the classroom, or a combination of both. If an apprentice is placed on disciplinary probation, the terms will be determined on a case by case basis.
6. The Committee may cancel or terminate the apprenticeship agreement and remove the apprentice from the apprenticeship program for cause. Such removal shall cancel their classification, training assignment and eligibility to participate in any related training. Any time an apprenticeship agreement is cancelled or terminated the full amount of the SLA's signed in previous years of training and the prorated amount of expenses on the current year's SLA will be monetized and due in full.
7. Apprentices, employers, and instructors are expected to complete all forms and records adopted by the Committee. These forms are for the purpose of evaluating apprentice progress on the job and in the classroom, attendance, work assignments and terminations, and instructor evaluations. These forms are the property of the Committee and are not to be reproduced or shared without their consent.
8. The policies in this document are subject to change at any time. The Committee will make changes in this policy that are deemed necessary to maintain the integrity of the apprenticeship program. Apprentices will be provided with a copy of or access to all posted policy changes.
9. Apprentices are responsible for knowing and following all policies. Lack of awareness does not excuse violations

Apprenticeship training program and advancements

To satisfy the apprentice agreement, standards require that each inside apprentice satisfactorily completes a minimum of 8,000 hours of on the job training (OJT), a minimum of 720 hours of related classroom instruction (the amount required may change year to year in order to meet training needs) and acquires a Journeyman Electrician license with the State of Nebraska. When these items are satisfied the Committee will examine the apprentice and if satisfactory in all phases of their training will certify to the sponsoring parties that apprentice has satisfied the requirements of their apprentice agreement. If unsatisfactory, the term of apprenticeship may be extended.

Advancements in the training program are not automatic. To advance to the next period, each apprentice must accumulate a minimum number of OJT hours, satisfactorily complete the required classroom instruction, and satisfy any penalties, or disciplinary action assigned by the Committee. The advancement schedule and wage sheet is included in the appendix. Pay increases go into effect the week following satisfaction of all requirements. Work hours become official when confirmed by the contractors on the 15th day of the following month. If you are tracking your hours and know you have the required hours for advancement, please fill out the Advancement Request form in your trade school account. We will verify your hours independently and process your pay increase the week following your request.

Grading Policy

Grades are calculated this way:

60% Exam Scores
20% Classroom Participation
20% Homework

Apprentices must pass each section exam with a score of 70% or higher. If an apprentice scores below 70%, the exam will need to be retaken until a score of 70% or higher is achieved and the student's exam score for that section will be marked as 70%. All exam retakes or initial exams missed due to absences will be taken and administered by the LEJATC office.

Classroom participation is calculated based on your engagement with the class and teachings by your instructor. Coming to class unprepared or without having done the assigned homework will have a negative effect on participation grading. You cannot engage with the material or the class if you haven't done the homework. Not being in class or being late/leaving early will also affect your participation grade negatively.

Homework scores for online classwork are calculated within the curriculum. Most, if not all, of the online curriculum allows the homework or quizzes to be retaken for a higher grade, usually calculated as an average of all attempts. You have an opportunity to rework all homework for the section to get a better grade until the scheduled section exam. Homework grades for each section will be recorded on the night of the exam. Paper or hands-on homework will be graded fairly by each instructor.

Appendix

From the CBA: ***HOURS/WORKWEEK/FOUR 10 HOUR DAYS***

Section 3.01 Eight (8) hours work between the hours of 7:00a.m. and 4:30p.m. with thirty minutes for a lunch period, shall constitute the workday. Five such days, Monday through Friday, shall constitute the work week. With prior approval from the Business Manager, a 6am start time may be implemented by an Employer with eight (8) consecutive hours work still constituting a workday.

The Employer, with 24 hours prior notice to the Union, may institute a work week consisting of four consecutive 10-hour days between the hours of 7:00a.m. and 6:00p.m., Monday through Thursday, with one-half hour allowed for a lunch period. Friday may be used as a make-up day, and if utilized, a minimum of eight hours work must be scheduled. After 10 hours in a workday, or 40 hours in a workweek, overtime shall be paid at a rate of one and one-half times the regular rate of pay.

TOOLS

Section 3.13 **(a)** All Employees covered by this Agreement shall provide themselves with and keep in first class condition, a suitable toolbox equipped with a lock in good working order and a kit of tools consisting of:

Cutting Pliers
2 - Channel Lock Pliers Long Nose Pliers Diagonal Pliers
Wire Stripper and Cutter
Hand Crimping Tool for Stak-Ons
Adjustable Wrench or Combination Wrench Kit (Below) Combination Wrench Kit: 1/4 to 9/16"
Small Steel Drills Bits: thru 1/4
Tap Wrenches: 6/32, 8/32, 10/32, 10/24, 1/4 Screwdrivers: Med., Flat, Large Flat, Phillips #2. EMT Reamer: ½, ¾ & 1"
7 Piece Nut Driver Set
Voltage Tester for nominal voltages. Level, no over 18" length
16ft. tape Ruler, or a 6' ft. Rule. Claw Hammer
Hack Saw Frame Knife
Center Punch Plumb Bob Chalk Line Flashlight
Set of Allen Wrenches, to 3/8.

Inside Wireman (Electrician) Apprentice – Jurisdiction

The following counties, all in Nebraska, shall constitute the geographical area in which the IBEW Local 265 collective bargaining agreement covers:

Adams
Antelope
Arthur
Banner
Blaine
Boone
Box Butte
Boyd
Brown
Buffalo
Butler
Chase
Cherry
Cheyenne
Clay
Custer
Dawes
Dawson
Deuel
Dundy
Fillmore
Franklin
Frontier
Furnas
Gage
Garden
Garfield
Gosper
Grant
Greely
Hall
Hamilton
Harlan
Hayes
Hitchcock
Holt
Hooker
Howard
Johnson
Kearney
Keith
Keya Paha
Kimball
Lancaster
Lincoln
Logan
Loup
McPherson
Merrick
Morrill
Nance
Nemaha
Nuckolls
Otoe
Pawnee
Perkins
Phelps
Polk
Red Willow
Richardson
Rock
Saunders – South of Hwy 92
Saline
Seward
Scottsbluff
Sheridan
Sherman
Sioux
Thayer
Thomas
Valley
Webster
Wheeler

Installer Technician (Low Voltage) Apprentice – Jurisdiction

The following counties, all in Nebraska, shall constitute the geographical area in which the IBEW Local 265 collective bargaining agreement covers:

Adams
Antelope
Arthur
Banner
Blaine
Boone
Box Butte
Boyd
Brown
Buffalo
Burt
Butler
Cass
Cedar
Chase
Cherry
Cheyenne
Clay
Colfax
Cumming
Custer
Dakota
Dawes
Dawson
Deuel
Dixon
Dodge
Douglas
Dundy
Fillmore
Franklin
Frontier
Furnas
Gage
Garden
Garfield
Gosper
Grant
Greely
Hall
Hamilton
Harlan
Hayes
Hitchcock
Holt
Hooker
Howard
Jefferson
Johnson
Kearney
Keith
Keya Paha
Kimball
Knox
Lancaster
Lincoln
Logan
Loup
Madison
McPherson
Merrick
Morrill
Nance
Nemaha
Nuckolls
Otoe
Pawnee
Perkins
Phelps
Pierce
Platte
Polk
Red Willow
Richardson
Rock
Saline
Sarpy
Saunders
Scottsbluff
Seward
Sheridan
Sherman
Sioux
Stanton
Thayer
Thomas
Thurston
Valley
Washington
Wayne
Webster
Wheeler
York

Other information requested could include the following:

- Additional information regarding felony convictions
- Letters of recommendation
- Previous work experience documentation which would include W2s or notarized letters from previous employers
- Documentation of any other industry related experience