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**Northern California**

**Sound  
and  
Communication**

Joint  
Apprenticeship  
and  
Training  
Committee

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## **1. JATC – A REGIONAL ORGANIZATION – 44 NORTHERN CALIFORNIA COUNTIES**

- 1.1** The Northern California Sound and Communication Joint Apprenticeship and Training Committee (JATC) is an IBEW/NECA, 9th District, Labor/Management regional organization, covering the geographical region of 44 Northern California Counties. The JATC is comprised of eight (8) Committee/Trustee members:
- Four (4) EMPLOYER Committee Members represent the National Electrical Contractors' Association (NECA), for the Northern California District 9, Addendum 2 signatory Sound and Communication Employer/Contractors
  - Four (4) UNION Committee Members represent the International Brotherhood of Electrical Workers (IBEW), representing Northern California District 9, Addendum 2 Sound and Communication Workers
  - Additionally, there is an Advisory Consultant from the California State Division of Apprenticeship Standards (DAS)
- 1.2** The JATC holds six (6) Meetings per year, or as needed and on call of the Chairperson to exercise its responsibility to implement the State and Federal Registered Standards of Apprenticeship, to supervise and coordinate activities of the Local Sub-Committees (Sub-JATC's), and to take any action necessary to protect the integrity of the Sound and Communication Apprenticeship training program.
- 1.3** The JATC is operating under authority established in the Collective Bargaining Agreement between the IBEW and NECA, and is charged with establishing regional training standards governing the qualifications, selection, training and education of all Apprentices, ensuring compliance with applicable State and Federal laws and regulations.
- 1.4** Apprentices, when they encounter special conditions or have questions regarding the terms of their Apprenticeship, are encouraged to contact the JATC at (510) 560-2032, and/or
- State of California Division of Apprenticeship Standards (DAS) Consultant at the San Jose, CA office, (408) 277-1273, or
  - U.S. Department of Labor, Office of Apprenticeship, (415) 625-2231

## **2. SUB-JATC – A LOCAL COMMITTEE**

- 2.1** A Local Committee (Sub-JATC) may be formed to hear and consider violations of the Regional JATC's Policies and Procedures. A duly appointed Sub-JATC may take disciplinary action as needed. Any and all such actions must be promptly forwarded to the JATC.
- 2.2** Sub-JATC members shall be appointed by the sponsoring parties in the same manner that JATC members are appointed.
- 2.3** A Sub-JATC shall meet as needed and on call of the Chairperson when a specific need arises.
- 2.4** The Sub-JATC may offer to the JATC recommendations for proposed Policy Statement modifications related to the Apprenticeship Program.

### **3. POLICIES AND PROCEDURES**

- 3.1** You must comply with the following policies and procedures during your Apprenticeship. Study this information carefully as all rules will be enforced. Ignorance of the rules is not considered an excuse from compliance.
- 3.2** These policies and procedures are established and enforced in accordance with California Administrative Code, Title 8, Division 1, Chapter 2, Subchapter I, and the California Labor Code Division 3, Chapter 4.
- 3.3** The JATC is authorized to enforce these policies and procedures; and, if necessary, for good and sufficient reason, to request the State of California, Division of Apprenticeship Standards (DAS), and the U.S. Department of Labor, Office of Apprenticeship (DOL) to cancel Apprenticeship Agreements.
- 3.4** During the probationary period (1500 hours OJT for Apprentices who enroll on or after March 1, 2021. 1000 hours OJT for Apprentices who enrolled before March 1, 2021, and satisfactory performance in related classroom training), the JATC may, in its sole discretion, request to terminate an Apprenticeship Agreement. During this period, the Apprentice may also request, in writing, to terminate their Apprenticeship Agreement for any reason.

### **4. APPRENTICE RESPONSIBILITIES AND DUTIES**

- 4.1** It is the Apprentice's responsibility to be punctual, respectful, attentive, dependable, and neat in appearance, with regard to on-the-job and classroom/training center conduct. Whether during on-the-job training or in the classroom/training center, each Apprentice shall conduct themselves at all times in a professional manner and in the best interest of their employer, the JATC and the Sound and Communication Industry.
- 4.2** Under the program standards, Apprentices are required to follow the policies and procedures of the program and the rules and regulations of the IBEW, including financial obligations to the IBEW in order to be in good standing and qualified for employment as an Apprentice.

**Note:** An Apprentice who attends the on-the-job training or related educational training instruction under the influence of, and/or sells, alcohol or controlled substances or is abusive to or harasses others is subject to severe disciplinary action and/or expulsion from the Sound and Communication Apprenticeship program. For further information, see Disciplinary Actions (Section 28) and Chemical/Substance Abuse (Section 32).

### **5. RELATED SUPPLEMENTAL INSTRUCTION (CLASSROOM TRAINING)**

- 5.1** Each Apprentice must satisfactorily complete 480 hours of Related Supplemental Instruction (RSI) during their Apprenticeship, utilizing curriculum developed by the JATC and the electrical training Alliance (etA).

The current 160-hour instructional school year is comprised of either:

- **DAY school:** Two (2) eighty (80) hour semesters per school year (Fall and Spring). Each semester consists of two (2) forty (40) hour weeks (unpaid)
- **NIGHT school:** Two (2) three (3) hour class nights per week or Saturdays (unpaid and only in select and approved locations), providing the equivalent of two (2) eighty (80) hour semesters per school year

- **BLENDED:** Combination of eight (8) hours/day in-class sessions and online training. Providing the equivalent of two (2) eighty (80) hour semesters of Related Supplemental Instruction (RSI). Semester example: Five (5) eight (8) hour in-class sessions (unpaid) and forty (40) hours of online training (unpaid)

**Note:** Students must maintain access to an electronic device (such as a tablet or laptop) and reliable internet connection that meets the minimum requirements of the online learning platform. Mobile phones are not considered adequate for completing online coursework. Technical issues related to online training or internet service are to be reported to the JATC without delay

## **6. ON-THE-JOB TRAINING (OJT) RECORD BOOK (BLUE BOOK)**

**6.1** Each Apprentice enrolling on or after March 1, 2021, must complete 6000 hours of on-the-job training (OJT) during the approximate period of three (3) years of Apprenticeship. Apprentices who enrolled before March 1, 2021, are required to complete 4,800 hours of OJT during the approximate period of three years of Apprenticeship. The JATC will make reasonable efforts to ensure that each Apprentice has regular OJT assignments. However, the availability of OJT assignments depends on economic conditions in the industry. Therefore, economic conditions may extend the period of Apprenticeship beyond three years. It is the Apprentice's responsibility to promptly notify the JATC if the Apprentice needs an OJT assignment.

a. The Blue Book:

- Is a series of records to document On-The-Job Training (OJT) while employed with one or more employers
  - Is to be maintained by the Apprentice
  - Is furnished by the JATC
  - Must be promptly provided to the JATC office when OJT hours have been accumulated to qualify for the next pay rate
- b. Failure to turn in the Blue Books upon completion of required OJT hours may result in a citation to appear before the Committee, and may also result in a pay rate advancement being withheld for three (3) months.
- c. An Apprentice may not refuse a training assignment as directed by the Training Coordinator's Office. Refusal of a training assignment may result in a citation before the Committee, and may also result in a pay rate advancement being withheld for three (3) months. Apprentices may cite any extraordinary circumstances only as set forth in paragraph 17.2.

## **7. APPRENTICESHIP COMPLETION CERTIFICATES**

**7.1** The following credentials are issued to the Apprentice upon completion of the Apprenticeship:

1. "Sound and Communication Installer Certificate" Division of Apprenticeship Standards
2. "Telecommunications Installer Certificate" electrical training Alliance (etA)
3. "Telecommunications Technician Certificate" U.S. Department of Labor (DOL)
4. "Certificate of Achievement" Foothill College

The above can be obtained by satisfying the following requirements:

1. Comprehensive completion of 6000 hours of On-The-Job Training (OJT) documented by “Blue Books”, and verified by employer reporting for Apprentices who enroll on or after March 1, 2021. Comprehensive completion of 4,800 hours of OJT, documented by Blue Books and verified by employer reporting for Apprentices who enrolled before March 1, 2021.
2. Comprehensive completion of 480 hours of Related Supplemental Instruction.
3. All Apprentices must maintain certification of First Aid and CPR Training throughout their Apprenticeship. Failure to maintain First Aid and CPR Training certifications as outlined may result in a pay-rate advancement being withheld.

## **8. CHANGE OF ADDRESS**

- 8.1 The Apprentice is responsible for maintaining a current updated physical address, email address and contact telephone number on file with the Local Union Hall and the JATC at all times.
- 8.2 A change of address form filled out at the Local Union Hall is required to notify the Union and all Benefit Trust Funds of the Apprentice’s current address and contact telephone number(s) for important mailings.
- 8.3 Failure to maintain current, updated contact information may be grounds for a citation to appear before the Committee, which may also result in the withholding of pay rate advancement for three (3) months.

## **9. SAFETY AND APPEARANCE**

- 9.1 It shall be the responsibility of the Apprentice to:
  - a. Wear closed-toe shoes and clothing suitable for construction work so as not to create a hazard or convey a poor image to the general public.
  - b. Wear appropriate P.P.E. (Personal Protective Equipment) on all Training Assignment sites as mandated and while attending classroom instruction.
  - c. Wear appropriate clothing while attending classroom instruction.

Note: It is not the intent of the JATC to infringe upon the rights of individuals, but merely to set guidelines necessitated by suggestions and complaints expressed to the JATC. This dress and appearance code is intended to address concerns in three general categories:

1. The health and safety of each Apprentice is a paramount concern to NECA, the IBEW, and the JATC. The JATC is concerned with providing a safe environment for all Apprentices. The wearing of rings, earrings, or use of body piercing objects that might cause injury may require removal or taping over during working hours.
2. In work situations requiring customer contact, the customer often rejects unkempt employees. In the transaction of business, the employer must have employees who are reasonably neat and clean in appearance. With such thoughts in mind, the following limitations are imposed:
  - All Apprentices registered to this Committee are required to keep their hair neat in appearance while on the jobsite and while attending classroom instruction.
  - The hair must be out of the eyes and must be worn in a safe and presentable manner

- The sole intent of this policy is to protect the health and safety of the Apprentice and the right of the employer to have employees who are reasonably neat and clean in their appearance in the performance of contractual obligations requiring personal contact with customers and other employees. This policy permits Apprentices to wear their hair in styles historically associated with their race and that are consistent with the policy
- Drug and/or alcohol abuse are a health and safety concern. Drugs and alcohol are strictly prohibited in the workplace and the Training Center. (Refer to *Section 32. Chemical/Substance Abuse.*)

## **10. MILITARY PERSONNEL POLICY AND VETERANS' BENEFITS**

- 10.1** It is the policy of the JATC to accommodate reasonable requests for military leave. The JATC will comply with the applicable requirements of the Uniformed Service Employment & Reemployment Rights Act.
- 10.2** The JATC will make all reasonable efforts to accommodate military personnel who are in the Service at the time of application for the Apprenticeship Program. An applicant who is on inactive status must notify the JATC of that status during the application process and keep the JATC informed of any changes in their status. An Applicant who has been discharged from the military must provide evidence of an "Honorable Discharge" in order to be considered for this Apprenticeship Program. In the event of other than honorable discharge, the applicant may ask the JATC to consider any special circumstances.
- 10.3** An Apprentice requesting a leave of absence for military service must provide the JATC with a copy of their orders for active service, or enlistment and reporting papers when submitting their request for leave. Apprentices returning from approved military leaves shall report back to the JATC within ninety (90) days of their release from military service. Apprentices returning from military leave of 180 days or less shall report back to the JATC within fourteen (14) days their release from military service. An Apprentice who fails to report back to the JATC within the required time may be considered to have voluntarily quit the Apprenticeship Program.
- 10.4** Veterans' Benefits – The JATC is prepared to assist all Sound and Communication Apprentices in applying for VA benefits. The Apprentice Agreement asks two questions pertaining to Military Service. The State of California Division of Apprenticeship Standards and the U.S. Department of Labor will forward information to eligible Apprentices about Veterans' Benefits upon receipt of the Apprentice Agreement.

## **11. FUNCTIONS OF LABOR AND MANAGEMENT – (UNION AND EMPLOYER)**

- 11.1** The Union (IBEW) and Employer Association (NECA), their members, and other Employers participating in the Regional JATC Apprenticeship Program acknowledge that this program is a joint Labor and Management industry and each accepts their responsibilities:
- a. To attempt to provide Apprentices with employment, on-the-job training, and certification opportunities in accordance with the provisions of these Policies and Procedures.
  - b. To attempt to expose the Apprentice to as many of the various aspects of the Sound and Communication scope of work as possible.
  - c. To see that each Apprentice is provided with reasonably continuous employment subject to economic conditions within the construction environment and subject to the individual's performance.
  - d. To report to the JATC, any sub-standard effort on the part of a Sound and Communication Apprentice.

- e. To adhere to the exact wage scale shown on the Apprentice dispatch in accordance with the 9th District, Addendum 2, Northern California Sound and Communication Collective Bargaining Agreement.
- f. To cooperate fully with the JATC in the total Apprenticeship Training Program, including the acceptance of such Apprentices as are duly assigned for training.
- g. It is the responsibility of the Employer/Management to provide necessary safety training for each Apprentice prior to the use of any equipment.
- h. All requests for Apprentices shall be directed to the JATC Training Coordinators' Office.
- i. The employer shall notify the JATC of contemplated terminations prior to actual termination (Saturdays, Sundays and holidays excluded). This is to enable the JATC an opportunity to solicit other employment and training for the Apprentice(s) involved.

## **12. DISPUTES AND COMPLAINTS**

- 12.1** The JATC shall adjust or determine all disputes and complaints having to do with these Policies and Procedures and Apprentice Agreements.

## **13. CHANGES IN COLLECTIVE BARGAINING AGREEMENT**

- 13.1** Whenever changes are made in the Collective Bargaining Agreement that alter the wages, hours or working conditions in the craft, such changes shall be made a part of these Policies and Procedures and any Apprenticeship Agreements hereunder.

## **14. REGISTERED APPRENTICES**

- 14.1** It is the policy of the JATC that every Sound and Communication Installer Apprentice shall be registered to the JATC on the State Apprenticeship Agreement (form DAS-1), and the Federal Apprenticeship Agreement (form DOL 671).
- 14.2** Once registered, the new Apprentice shall be enrolled in and attend scheduled classes as directed by the JATC.
- 14.3** The JATC Training Director and Training Coordinator are authorized to receive and sign all original Apprenticeship Agreements and forward the originals to the appropriate State and Federal Agencies.
- a. Evaluation of Apprentices – Apprentices granted credit for previous on-the-job training prior to being registered shall be required to match the related school work or equivalent performance, until they have caught up with the period for which they are being evaluated.
  - b. An apprentice with related education or work experience who desires to be initially evaluated must make a written request to the JATC Training Director or Training Coordinator. Requests for credit can only be accepted prior to registration.

## **15. TRANSFER OF APPRENTICES**

Regarding job training assignments, or reassignments, the JATC shall have the authority to transfer any Apprentice, as it deems necessary or appropriate. The Local Union Dispatch Office shall be notified in writing.



## **16. GENERAL WORK POLICIES**

**16.1** The Apprentice shall notify their Employer in advance when unable to report for work.

- a. Apprentices should avoid working out-of-town or shift-work when doing so impairs the Apprentice's related classroom instruction.
- b. When an Apprentice is required to work out-of-town or shift-work and it cannot be avoided, the Apprentice shall continue with their RSI.
- c. Tardiness and/or absenteeism at the employer's shop or job site are unacceptable.
- d. A termination for cause due to tardiness or absenteeism may result in a citation before the Committee and can place one's employment and Apprenticeship "at risk."
- e. Employers are encouraged to avoid requiring Apprentices to work during assigned class time.

## **17. TERMINATION OF EMPLOYMENT**

**17.1** The Apprentice must report all terminations to the JATC Coordinator's Office and the Local Union without delay.

**17.2** An Apprentice shall not refuse a training assignment. If the Apprentice does not agree with the assignment, they shall report as assigned and request an appearance before the Committee in writing. The apprentice shall continue to work as assigned until directed otherwise by the JATC Training Coordinators' office or unless terminated by the employer. In an emergency, the Training Director may approve the transfer or reassignment of an apprentice pending Committee action.

- a. An Apprentice shall not quit an OJT assignment.
- b. A request to be laid off shall be considered a "quit."

## **18. VACATIONS**

**18.1** Vacation leave while assigned classes of related supplemental instruction are in session is not permitted.

Exceptions:

- a. The Apprentice maintains regular attendance of related supplemental instruction during the vacation period.
- b. Prior approval by the JATC.

## **19. CHEATING**

**19.1** Non-authorized use of notes, formulas, books, or any other reference material, at any time, including but not limited to, during testing, quizzes, or examinations and/or any other form of cheating, shall subject the Apprentice to possible cancellation of their Apprentice Agreement.

## **20. CLASS ATTENDANCE AND TARDINESS**

**20.1** Related Supplemental instruction (RSI) and on-the-job training are equally important parts of the total educational process in Apprenticeship. Therefore, completion of all RSI is mandatory in order to successfully



complete the program. Each Apprentice will complete all RSI as scheduled by the JATC. RSI is unpaid. As set forth below, failure to complete RSI hours and/or unexcused absences from RSI may result in pay-rate advancements being withheld or disciplinary action.

**Day/Night School:**

- a. All Apprentices must attend each full week of class, as scheduled.
- b. Failure to complete R.S.I. hours as scheduled may hold back the next pay-rate advancement, within the Trustees' discretion.
- c. One (1) unexcused absence will result in pay-rate advancement being withheld for three (3) months.
- d. Two (2) unexcused absences in a single week will result in pay rate advancement being withheld for six (6) months.
- e. Three (3) unexcused absences in a semester constitute grounds for cancellation of the Apprenticeship Agreement.
- f. Receiving a tardy twice within a single week will result in pay rate advancement being withheld for three (3) months. See Section 20.4 (Tardiness). Example: The Apprentice is tardy twice in Week 1 and twice in Week 2. The Apprentice's pay rate advancement is withheld for six (6) months.
- g. All time missed must be made up as scheduled by the JATC.

Note: Legitimate excuses (provided in writing within 24 hours) may be considered but can only be approved by the JATC Training Coordinators' Office.

**Blended Learning:**

- a. Apprentices must complete all in-class sessions and online training as scheduled in order to comply with the R.S.I. requirement for the Apprenticeship Program.
- b. Failure to complete R.S.I. hours as scheduled may hold back the next pay-rate advancement or disciplinary action.
- c. One (1) unexcused in-class absence or eight (8) hours of incomplete online training in a single semester will result in pay rate advancement being withheld for three (3) months.
- d. Two (2) unexcused in-class absences or sixteen (16) hours of incomplete online training in a single semester will result in pay rate advancement being withheld for six (6) months.
- e. Three (3) unexcused absences or twenty-four (24) hours of incomplete online training in a single semester constitutes grounds for cancellation of the Apprenticeship Agreement.
- f. Receiving an unexcused tardy twice within a single semester will result in pay rate advancement being withheld for three (3) months. Example: The Apprentice is tardy four times in a single semester. The Apprentice's pay rate advancement is withheld for six (6) months.
- g. All time missed must be made up as scheduled by the JATC. If make-up time has not been made up by the scheduled completion date, pay rate advancement may be withheld three (3) months, and until required hours have been made up.

Note: Legitimate excuses (provided in writing within 24 hours) may be considered but can only be approved by the JATC Training Coordinators' Office.

- 20.2** In addition to completing all RSI, all Apprentices must attend as scheduled First Aid and CPR training courses as well as an OSHA approved ten (10) hour construction safety course. Note: This training requires additional hours and is unpaid.
- 20.3** Failure to complete the required First Aid and CPR courses as well as the OSHA approved ten (10) hour construction safety course as scheduled will result in the next pay-rate advancement being withheld until the required courses are completed. The Apprentice may wait until another class is scheduled, or may obtain the certification elsewhere (at the Apprentice's expense) provided that the alternative training is approved in advance by the JATC.
- 20.4** Tardiness disrupts the learning of others and places the Apprentice at risk of missing important course content. Complete attendance, from start to finish, and all related classroom instruction is mandatory.
- Class will begin promptly at the time designated by the JATC
  - Any Apprentice arrives after the start of class, who does not return on time from break or lunch, or who leaves before class ends will be considered tardy.
- 20.5** Records will be maintained by the JATC reflecting when an Apprentice is in attendance, absent, or tardy. The JATC Training Coordinators' Office will be notified of any Apprentice who is absent or tardy.
- 20.6** Unless otherwise authorized by the Instructor, all electronic devices must be turned to the off position during all classroom instruction.
- 21. CLASS BOOKS AND TOOLS**
- 21.1** The Apprentice is responsible for maintaining all issued/loaned textbooks and workbooks and returning them in their original condition. Apprentices are also required to bring all tools (per applicable year), as listed in the Collective Bargaining Agreement, to each day of class. Failure to return or reimburse the JATC for missing or damaged textbooks can delay scheduled training, *and may result in a pay rate advancement being withheld.*

**22. GRADING POLICY**

**22.1** Apprentices will be graded on the weighted categories below:

- Assignments 15%
- Labs 25%
- Quizzes/Tests 30%
- Final Written Exam 30%

Each Apprentice's SEMESTER "grade" on the collective assignments, hands-on labs, quizzes, tests, and final exams **MUST BE 70% OR HIGHER** in order to PASS.

Each class must be PASSED in order to:

- Qualify for the next percentage pay-rate increase, *and*
- Proceed to the next class module.

To challenge a grade, an apprentice must provide a written request to the Training Coordinators' office within five (5) days after receiving the grade that explains all reasons why the Apprentice believes the grade should be changed. If a grade is not appealed on a timely basis in the manner set forth in this paragraph, the grade shall stand and be considered final.

## **23. TESTING POLICY**

**23.1** Any Apprentice may request to test out of a required course based on the Apprentice's prior education or training. The request shall be submitted to the Training Coordinator in writing, no later than 30 days before the course begins. To demonstrate proficiency in the subject matter(s) covered by the course, the Apprentice will be given the opportunity to take an examination(s) that is equivalent in content and difficulty to the final examination(s) for that course. The course may consist of multiple skills. The Apprentice must pass each skill for the associated course in order to receive credit for that course. The JATC shall determine whether the examination is a written examination, or a combination of written and hands-on, depending on the nature of the course. The Apprentice may attempt to test out of each course only one time, unless proof of recent additional education or training has been achieved. The same examination shall be administered to all Apprentices who request to place out of a particular course. The examination shall be administered at a time and place, and in a manner, to be determined by the JATC. If the Apprentice achieves a passing grade on the examination(s) (i.e., 70% or better), the Apprentice shall be permitted to place out of the course and will be given credit accordingly.

## **24. APPRENTICE SEMESTER GRADES**

**24.1** An Apprentice who receives a semester grade of 69% or below shall be required to repeat the semester.

## **25. RIGHT OF APPEAL**

**25.1** The Apprentice has the right to appeal when there is cause to believe that a decision, order, or action by the JATC has been unfair or unreasonable. Contact the JATC Training Coordinators' Office for further information.

## **26. ADVANCEMENT TO NEXT PERCENTAGE BRACKET**

**26.1** JATC approval shall be required before each Apprentice may advance to the next pay-rate. Pay-rate advancements are based on the following minimum conditions:

- a. Class Attendance Record compliant with guidelines herein.
- b. Passing semester grade(s) of 70% or more.
- c. Favorable On-The-Job performance (70% or better) verified by Employer evaluations and "Blue Books." Hours reported by the employer must match Blue Book hours. *See Section 6.1.b.*
- d. All R.S.I make-up time must be completed as scheduled (see section 20.1 Blended Learning).

Pay rate advancements that are withheld by the Committee due to disciplinary action will take effect when the Apprentice becomes eligible for their next pay rate advancement.

**Apprentice pay rate advancements meeting all requirements will be processed on Fridays.**

**27. NOTIFICATION PROCEDURE FOR COMMITTEE APPEARANCE**

**27.1** Apprentices may be ordered to appear before the Committee when they are subject to disciplinary action on the part of the JATC. They will also be notified that such actions, when applied, are subject to appeal.

- a. When the Committee decides to hold a hearing, the Apprentice will be given at least one week's advance notice by letter, to the last known address on file with the JATC.

**28. DISCIPLINARY ACTIONS**

**28.1** Apprentices will be subject to call by the JATC for instructions concerning Apprenticeship procedure or for disciplinary action, up to and including cancellation of the apprenticeship agreement. Disciplinary action may be taken by the Committee for any lawful reason, including but not limited to the following infractions:

- a. Unexcused absence from the job or tardiness on the job.
- b. Failure to perform work on the job.
- c. Failure to attend school regularly.
- d. Failure to maintain satisfactory grades.
- e. Failure to conduct oneself in a dignified or business-like manner, or in a manner unbecoming to an Apprentice in school, on the job and any time representing the program.
- f. Failure to appear in response to JATC notification.
- g. Failure to accept mail sent out by the JATC.
- h. Failure to adhere to the industry's safety and dress codes.
- i. Failure to appear for Local Union dispatch when given a training assignment by the JATC.
- j. Willfully destroying JATC property.
- k. Failure to return JATC property.
- l. Failure to adhere to the JATC's Policies and Procedures.
- m. Quitting a job, or termination for cause from the job.
- n. Use, possession, sale or distribution, or being under the influence of alcohol or illegal drugs, on school premises or on the job.
- o. Theft of school or employer property or materials.
- p. Harassment of any other Apprentice, co-worker, or JATC personnel based on sex or any other protected characteristic. See Section 29 (Harassment).
- q. Cheating in school.
- r. Falsifying any documents or records in connection with RSI or OJT assignments.
- s. The JATC will not condone the following by Apprentices:

- Private contracting
- Moonlighting in the Sound and Communication, Electronic Systems industry
- Any other violations of the law

This list is intended to be illustrative, not exhaustive.

**28.2** Disciplinary violations, including all violations identified in Section 28.1 and any other conduct deemed by the JATC to be inconsistent with the JATC's policies and procedures, may subject the Apprentice to discipline and may result in termination from the Apprenticeship Program.

Disciplinary action by the JATC includes (but is not limited to):

- A warning
- Denial or delay of an anticipated pay increase
- Dismissal from the program/cancellation of the Apprentice Agreement

These disciplinary actions will be at the discretion of the JATC or its Assignees. For appeal rights, see Section 25.

## **29. FAMILY/MEDICAL LEAVE POLICY**

**29.1** It is the policy of the JATC to accommodate reasonable requests for Family/Medical Leave of up to 90 days for the birth of a child, the Apprentice's serious health condition or the serious health condition of a family member. All requests for Family/Medical Leave from the Apprenticeship Program must be approved by the JATC. The terms of any Family/Medical Leave will be set forth in writing. Any Apprentice is eligible for Family/Medical Leave, provided the Apprentice furnishes a letter from the attending physician or authorized person(s) verifying the reasons and length of time for leave. When the need for leave is foreseeable, for example when leave is requested for the birth of a child, the Apprentice must provide the JATC with at least 30 days' notice. When the need for leave is not foreseeable, for example for a serious illness or injury, the Apprentice must notify the JATC of the need for leave as soon as practicable.

- a. An Apprentice returning from Family/Medical Leave taken for the Apprentice's own serious health condition must have a signed statement from the attending physician or other authorized person(s) indicating that the Apprentice is physically able to return to employment as an Apprentice.
- b. The JATC may grant an Apprentice an extended Family/Medical Leave for a period not to exceed the greater of one calendar year.
- c. Apprentices granted Family/Medical Leave are expected to fulfill all RSI obligations to complete a semester or Apprentice school year while on their leave, unless it is impossible for the Apprentice to do so for medical reasons.
- d. Family/Medical Leave is unpaid. Apprentices may qualify for State disability insurance during periods of Family/Medical Leave.
- e. Family/Medical Leave is a leave of absence from both RSI and OJT assignments. An apprentice should comply with any employer procedures to implement the leave of absence from the OJT assignment.

### **30. HARASSMENT POLICY**

**30.1** The NorCal Sound and Communication JATC is committed to providing a professional work and learning environment free from discrimination, harassment, and retaliation for all of its employees, Apprentices, instructors, and applicants for employment or Apprenticeship. The JATC and federal and/or state law prohibit all persons involved in the Apprenticeship program, including supervisors, managers, non-supervisory employees, instructors, Apprentices, and third parties such as contractors, from engaging in discrimination or harassment of program employees, Apprentices, instructors, and applicants. The JATC is also committed to providing a work environment free from discrimination, harassment, and retaliation for third parties that work with the JATC.

The JATC has adopted the following pledge to reflect its commitment opportunity to Apprentices and applicants to the Apprenticeship program:

NorCal Sound and Communication JATC will not discriminate against Apprenticeship applicants or Apprentices based on race, religion, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex (including pregnancy), gender, gender identity, gender expression, reproductive health decisionmaking, age for individuals over forty years of age, military or veteran status, sexual orientation, or any characteristic that is protected under applicable federal, state, or local law. NorCal Sound and Communication JATC will take affirmative steps and 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.

The JATC is also committed to not discriminating against instructors, employees, or applicants for employment on any of the protected bases listed in the Apprenticeship pledge above.

The JATC expects all employees, Apprentices, and instructors to help maintain a work environment that is free from discrimination, harassment, and retaliation. All employees, Apprentices, and instructors are encouraged to promptly report conduct that they believe violates this policy, so that the JATC has an opportunity to address it. Managers and supervisors are required to promptly report conduct that they believe violates this policy. The JATC is committed to responding to these reports in a timely and fair manner and to taking appropriate corrective and preventative actions to ensure that discrimination, harassment, and retaliation do not occur. The JATC will implement appropriate corrective and preventative action(s) in response to misconduct, including violations of this policy, even if the violation does not rise to the level of unlawful conduct.

The JATC requires the employers who employ its Apprentices to ensure a work environment free from discrimination, harassment, and retaliation, and will take action against employers who engage in or permit discrimination, harassment, or retaliation against its Apprentices.

If you have any questions about this policy, or any questions that this policy does not answer, you can ask any supervisor or you can confidentially ask the JATC's Equal Opportunity ("EO") Officer. As of the date of this policy, that person is Terry Monroe (Training Director) and they can be reached by email at [terrym@norcal-jatc.com](mailto:terrym@norcal-jatc.com).

Please note that employers to whom Apprentices are assigned for OJT may have their own policies prohibiting discrimination, harassment, and retaliation.

### **What Type of Conduct does this Policy Prohibit?**

The JATC prohibits discrimination or harassment against any employee, Apprentice, instructor, or applicant based on any of the following “protected categories” under federal/state law:

race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex (including pregnancy, childbirth, or related medical conditions), gender, gender identity, gender expression, reproductive health decisionmaking, age for individuals over forty years of age, military or veteran status, sexual orientation, or any characteristic that is protected under applicable federal, state, or local law.

For Apprentices, the JATC prohibits discrimination or harassment based on any of the above categories with regard to the selection, termination, training, or other terms of the Apprenticeship program, including:

- (1) Recruitment, outreach, and selection procedures.
- (2) Hiring or placement, upgrading, periodic advancement, promotion, demotion, transfer, layoff, termination, right of return from layoff, and rehiring.
- (3) Rotation among work processes.
- (4) Imposition of penalties or other disciplinary action.
- (5) Rates of pay or any other form of compensation and changes in compensation.
- (6) Conditions of work.
- (7) Hours of work and hours of training provided.
- (8) Job assignments.
- (9) Leaves of absence, sick leave, or any other leave.
- (10) Any other benefit, term, condition, or privilege associated with Apprenticeship.

For employees and instructors, the JATC prohibits discrimination or harassment based on any of the above categories, including with regard to hiring, termination, compensation, and any terms, conditions, or privileges of employment (for example, promotions and job assignments).

The JATC also prohibits retaliation against a person who reports a suspected violation of this policy, assists in reporting a suspected violation, and/or cooperates with any investigations or proceedings arising out of a suspected or actual violation of this policy.

The JATC prohibits discrimination, harassment, and retaliation against its employees, Apprentices, instructors and applicants, including discrimination, harassment, and retaliation by third parties such as contractors with whom the employee, Apprentice, or instructor comes into contact in the course of his or her employment, Apprenticeship, or work with the JATC.



### **What Conduct Counts as Discrimination, Harassment, or Retaliation Under this Policy?**

#### **Discrimination**

As used in this policy, *discrimination* means the unequal treatment of an employee, Apprentice, instructor or applicant in any aspect of employment, Apprenticeship, or work with the JATC, including discrimination based solely or in part on one of the protected categories listed above (e.g. race, gender, national origin, etc.). Discrimination also includes unequal treatment based upon the employee, Apprentice, instructor, or applicant's association with a member of these protected classes.

Discrimination that is prohibited by this policy may include, but is not necessarily limited to, the following:

- Hostile or demeaning behavior towards employees, Apprentices, instructors, or applicants because of their protected characteristic(s)
- Allowing a person's protected characteristic(s) (or the perception that a person has that characteristic or is associated with a person with that characteristic) to be a factor in decisions related to employment, work, or Apprenticeship (e.g. hiring/selection, promotion, compensation, or Apprenticeship work assignments and rotations, among other examples) unless otherwise permitted by applicable law<sup>1</sup>

#### **Harassment**

As used in this policy, *harassment* means disrespectful or unprofessional conduct, including conduct based on any of the protected categories listed above (e.g. race, gender, national origin, etc.). Harassment may violate this policy even if it is not unlawful. Harassment is prohibited regardless of whether the harasser shares the same characteristics, such as race or gender, as the person harassed, and regardless of whether the alleged harasser intended the conduct to be offensive.

Harassment that is prohibited by this policy can take many forms, including but not limited to the following:

- Verbal harassment (such as slurs, jokes, insults, epithets, gestures, teasing, or negative comments about protected traits)
- Visual harassment (such as posting or distributing offensive posters, symbols, cartoons, drawings, computer displays, or emails, including electronic displays such as on a computer or cellphone)
- Physical harassment (such as physically threatening another person, blocking someone's way, making physical contact in an unwelcome manner, interfering with or damaging an individual's personal possessions or equipment, etc.)

Harassment may also include sabotaging an individual's work, even as a "prank," or other conduct that unreasonably interferes with an individual's employment, work, or Apprenticeship by creating an intimidating, hostile, or offensive work environment.

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<sup>1</sup> For example, veterans preference as permitted under Government Code 18973.1.

The JATC's anti-harassment policy is not limited to the physical workplace. Harassment can occur at JATC-sponsored events, as well as in phone calls, texts, emails, and social media such as Facebook, Instagram, and SnapChat, and can occur during non-work hours or on personal devices.

### Sexual Harassment

As used in this policy, *sexual harassment* means harassment based on sex or conduct of a sexual nature. It may include harassment based on sex (including pregnancy, childbirth, breastfeeding, or related medical conditions), gender, gender identity, gender expression, or sexual orientation.

Sexual harassment that is prohibited by this policy may include all the actions described above as harassment. It may also include other unwelcome sex-based conduct, including but not limited to the following examples of physical, verbal and visual harassment:

- Physical acts of a sexual nature (such as touching, kissing, grabbing, brushing against another person's body, or impeding movement), as well as rape, sexual battery, or attempts to commit these assaults
- Unwelcome or unsolicited sexual advances, requests for sexual favors, or pressure to engage in sexual activity, and any reprisals after a negative response to a sexual advance
- Unwelcome flirtation, teasing, or sexually suggestive or obscene communications (e.g. text messages, voicemails, notes) or gifts
- Gestures, noises, comments, or jokes about a person's body, sexuality, or sexual experience or conversations regarding sexual activities
- Displaying sexually suggestive or derogatory pictures, posters, calendars, cartoons, or other objects, including on electronic displays such as computers and cellphones
- Conduct or comments consistently targeted at one gender, even if the content is not sexual

Sexually harassing conduct is not necessarily motivated by sexual desire. Sexually harassing conduct may include conduct between people who at one time were in a consensual romantic relationship, but who are no longer in such a relationship.

The law typically categorizes sexual harassment into two broad categories:

1. **Quid Pro Quo Sexual Harassment ("This for That")** – This type of harassment occurs when submission to sexual conduct is made explicitly or implicitly a term or condition of an individual's employment (or Apprenticeship). Submission to or rejection of the conduct is then used as a basis for employment or Apprenticeship decisions affecting that person.
2. **Hostile Work Environment Sexual Harassment** – This type of harassment consists of conduct of a sexual nature, or on the basis of sex, by any person in the workplace that unreasonably interferes with an employee, instructor, or Apprentice's work performance and/or create an intimidating, hostile, or otherwise offensive working environment.

### Retaliation

As used in this policy, *retaliation* means any adverse employment or work-related action (or, in the case of Apprentices, any adverse Apprenticeship-related action) taken against an employee, instructor, or Apprentice because that person engaged in activity protected under this policy.

Protected activities under this policy may include, but are not limited to, the following:

- Reporting or assisting in reporting suspected violations of this policy;
- Encouraging others to report violations of this policy or being a witness in support of a complainants under this policy
- Cooperating in investigations or proceedings arising from actual or suspect violations of this policy
- Filing a complaint of discrimination or harassment with a government agency, such as the EEOC or California's Civil Rights Department

Adverse employment, work-related or Apprenticeship-related action is conduct or an action that materially affects the terms and conditions of the employee's or instructor's employment/work status or an Apprentice's Apprenticeship or is reasonably likely to deter the employee, instructor, or Apprentice from engaging in protected activity. Some examples of adverse actions under this policy include, but are not limited to, the following:

- Demotion, suspension, termination, or refusal to promote or consideration for promotion
- Reduction in pay or denial of a merit salary increase
- Adverse changes in work/Apprenticeship assignments or rotations
- Harassment, different treatment, or refusal to talk to an employee, instructors, or Apprentice when otherwise required by job duties
- Denial of/exclusion from job-related or Apprenticeship-related activities or opportunities

#### **Does this Policy Prohibit Discrimination or Harassment at Job Sites?**

Yes. The JATC is committed to providing a discrimination and harassment-free work experience for all of its employees, instructor, and Apprentices, including at job sites. If you experience or become aware of any contractor engaging in or permitting discrimination, harassment, or retaliation against JATC Apprentices, please follow the reporting procedures described below ("What Should I do if I Experience or Witness Discrimination, Harassment, or Retaliation?").

#### **What Should I do if I Experience or Witness Discrimination, Harassment, or Retaliation?**

If you are subjected to conduct that you believe violates these non-discrimination or harassment policies, or if you witness or become aware of such conduct, we encourage you to contact any of the following people as soon as possible after the conduct:

- Your direct supervisor
- The JATC's EO Officer - Terry Monroe, Training Director: [terrym@norcal-jatc.com](mailto:terrym@norcal-jatc.com)
- Any other JATC supervisor
- In addition to the individuals listed above, Apprentices may contact any instructor

You do not have to follow any “chain of command” when reporting conduct that you believe violates these policies. For example, you do not need to get permission from your direct supervisor to contact the EO Officer(s) about conduct that occurred. If your complaint is about your direct supervisor, you may report the misconduct to any other supervisor or to the EO Officer. In addition to reporting to the JATC, Apprentices are also encouraged to report discrimination, harassment or retaliation on the worksite pursuant to the contractor’s policy against discrimination and harassment.

You can report the conduct orally or in writing, in person, by phone, or by email, text message, or letter.

Your report, whether written or oral, should include as much detail as possible, including the names of all persons involved and the names of anyone else who witnessed the conduct. You may use the form that is attached to this policy to report conduct that you believe violates these policies.

Please note that instructors, supervisors, or managers who learn of any potential violation of this policy, either from witnessing the conduct or being told about it, are *required* to immediately report the matter to the EO Officer and must follow that person’s instructions on how to proceed. Instructors, supervisors, and managers must comply with this mandatory duty even if they are asked not to report the conduct at issue.

#### **What will Happen After I Make a Report of Discrimination or Harassment?**

Once a report of discrimination or harassment is received, the JATC will promptly take the following steps, acting primarily through the EO Officer or some other fair, impartial, and qualified personnel:

- Conduct a prompt, thorough, and fair investigation. This will typically include interviewing all the persons involved and/or any witnesses to the conduct. It may also include reviewing materials such as documents, emails, text messages, voicemails, photos, and/or video footage
- Keep the investigation and results as confidential as possible under the circumstances. Please note that the JATC will make all reasonable efforts to keep the report confidential, but complete confidentiality cannot be guaranteed when it interferes with the JATC’s ability to fulfill its obligations under this policy. However, all employees are required to maintain an appropriate level of discretion regarding any investigation in which they participate, including regarding the disclosure of any information pertinent to the investigation
- Reach a reasonable conclusion based on the evidence collection during the investigation.
- If the investigation results in a determination that discrimination, harassment, or retaliation occurred, take appropriate corrective and preventative action calculated to end the conduct, up to and including formal discipline where warranted. Corrective action may include, but is not limited to, letters of reprimand, suspension, demotion, or termination. If the investigation results in a determination that a contractor engaged in or permitted discrimination or harassment, the JATC will take corrective and preventative action with regard to that contractor, which may include denying dispatch of Apprentices to the contractor
- Notify the complainant and the individual(s) about whom the complaint was made of the final determination of the investigation. If the complainant is not the person who was allegedly subjected to discrimination, harassment, or retaliation, inform the alleged subject of the conduct of the final determination if appropriate

Even if a formal complaint is not submitted, the JATC may initiate an investigation if it has reason to believe that a violation of this policy has occurred.

### **Can I be Retaliated Against for Reporting Discrimination or Harassment?**

No. The JATC prohibits retaliation against any employee, instructor, or Apprentice for reporting conduct that they believe to be discrimination or harassment or for participating in the investigation of such conduct. Even if, after investigation, the JATC determines that the conduct complained about was not a violation of any policy or law, the persons(s) who reported it or participated in the investigation of it are still protected from retaliation.

If you believe you have been retaliated against for reporting discriminatory, harassing, or retaliatory conduct or for participating in the investigation of such conduct, you can report the retaliation to any of the people to whom you would make a complaint of discrimination or harassment (see above). You are not required to report the retaliation to the individual you believe is retaliating against you. If you report retaliation, the JATC will follow the investigation procedures described above ("What will Happen After I Make a Report of Discrimination or Harassment?"), including taking appropriate corrective and/or preventative action.<sup>2</sup>

### **Does the JATC Impose Discipline for Discrimination, Harassment, or Retaliation?**

Yes. The JATC will take immediate and appropriate corrective and preventative action when it is determined that misconduct, including violations of the JATC's policies, has occurred, including, where appropriate, disciplinary action up to and including cancellation of an Apprenticeship Agreement or termination of employment.

### **How can I File a Complaint with a Government Agency?**

Employees, applicants for employment, and instructors may file formal complaints of discrimination, harassment, or retaliation with the agencies listed below. Individuals who wish to pursue filing with these agencies should contact them directly to obtain further information about their processes and time limits.

#### **California Civil Rights Department**

2218 Kausen Drive, Suite 100

Elk Grove, CA 95758

800-884-1684 (voice), 800-700-2320 (TTY) or California's Relay Service at 711

[contact.center@calcivilrights.ca.gov](mailto:contact.center@calcivilrights.ca.gov)

<https://calcivilrights.ca.gov>

#### **U.S. Equal Employment Opportunity Commission**

450 Golden Gate Avenue

5 West

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<sup>2</sup> This policy is not intended to protect individuals who make intentionally false statements about any other person's violations of this policy.

P.O Box 36025

San Francisco, CA 94102-3661

1-800-669-4000 or 510-735-8909 (Deaf/hard-of-hearing callers only) <http://www.eeoc.gov/employees>

Apprentices and applicants for Apprenticeship may file formal complaints of discrimination, harassment, or retaliation with the agencies listed below. Individuals who wish to pursue filing with these agencies should contact them directly to obtain further information about their processes and time limits.

**California Division of Apprenticeship Standards**

Chief

1515 Clay St, 3rd floor, Suite 301

Oakland, CA 94612

(415) 703-4920

**U.S. Department of Labor Office of Apprenticeship**

200 Constitution Ave. NW

Washington, DC 20210

(202) 693-2614

Email Address: [ApprenticeshipEEOcomplaints@dol.gov](mailto:ApprenticeshipEEOcomplaints@dol.gov)

Point of Contact: Director, Division of Standards and Quality

Attn: Apprenticeship EEO Complaints

**Do Apprentices, Employees, and Instructors Receive any Training Regarding Prevention of Discrimination and Harassment?**

Yes. All JATC program employees, instructors, and Apprentices receiving training on prevention of discrimination and harassment every two years. This training covers topics including what type of conduct is prohibited by this policy and by law and how to respond to and report suspected violations of the policy. Supervisors are also trained on how to identify, investigate, report, and respond to unlawful discrimination, harassment, and retaliation. Please contact your direct supervisor or the EO Officer if you have questions about when the next training will occur.

ACKNOWLEDGMENT OF RECEIPT

NORCAL SOUND AND COMMUNICATION JATC POLICY PROHIBITING DISCRIMINATION, HARASSMENT,  
AND RETALIATION

I hereby acknowledge that I have read the NorCal Sound and Communication JATC Policy Prohibiting Discrimination, Harassment, and Retaliation. I have also received a copy of the policy to keep.

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

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

Name (please print): \_\_\_\_\_



**31. HARASSMENT COMPLAINT FORM**

**NORCAL SOUND AND COMMUNICATION JATC**

**POLICY PROHIBITING DISCRIMINATION, HARASSMENT, AND RETALIATION**

**COMPLAINT FORM COMPLAINANT INFORMATION**

NAME:

CONTACT INFORMATION (PHONE AND/OR EMAIL):

IMMEDIATE SUPERVISOR:

Please describe the conduct that you believe violates the NorCal Sound and Communication JATC Policy Prohibiting Discrimination, Harassment and Retaliation. Please describe: (1) What happened to you or what conduct you saw or heard; (2) When and where the conduct occurred and who else (if anyone) saw or heard it; (3) Whether the same type of conduct has occurred before, either involving you or others (if you know); and (4) Any other information you think is relevant. If the conduct occurred at a work site, please include the location of the work site and the name of the contractor. If possible, please include the full names and titles of any persons involved, either who engaged in the conduct you are reporting or who witnessed or may have information about the conduct. You may write on the back of this form or attach additional pages. If you require assistance completing this form as a reasonable accommodation, please contact the EO Officer.

**HAVE YOU REPORTED THE CONDUCT TO ANYONE AT NorCal Sound and Communication JATC?**

If yes, please state when and to whom you reported the conduct and what the result was.

*Please submit this form to the Equal Opportunity Officer at [terrym@norcal-jatc.com](mailto:terrym@norcal-jatc.com).*

## **32. CHEMICAL/SUBSTANCE ABUSE**

**32.1** Apprentices who report to or attend class or work under the influence of alcohol, drugs, and/or other controlled substances, while on the school property or Employer premises, work sites, or at any time or place incidental to their classroom or related on the job training activities, shall be subject to discipline up to and including termination from the Apprenticeship Program. For purposes of this section 32.1, “drugs or other controlled substances” includes cannabis.

Any Apprentice who is terminated by an employer due to failed drug and/or alcohol test shall be required to immediately notify the JATC Training Coordinator’s office of that fact. The failure to promptly notify the JATC shall be cause for discipline.

Whenever the JATC learns that an Apprentice has been terminated from work due to a failed drug and/or alcohol test, the Apprentice will be required to be evaluated and treated by a recognized substance abuse program. The Apprentice must successfully complete the recommended treatment program before being assigned to another contractor. Failure to successfully complete the recommended treatment program will result in a request for the cancellation of their Apprenticeship Agreement. This policy will not apply to any Apprentice who voluntarily enters a drug and/or alcohol treatment program prior to failing a drug and/or alcohol test, and who successfully completes the recommended treatment program.

If an Apprentice, after successful completion of a recommended treatment program (whether entered voluntarily, or upon referral for failing a drug and/or alcohol test), is terminated again by any contractor due to a failed drug and/or alcohol test, the JATC will request the cancellation of their Apprenticeship Agreement.

Any Apprentice who provides and/or sells alcohol, drugs and/or any other controlled substance either on school property or Employer premises, work sites, or at any time or place incidental to classroom or related on-the-job training activities, shall be subject to discipline up to termination from the Apprenticeship Program.

If an Apprentice is having a problem with drugs, alcohol or controlled substances, they should contact the JATC Training Coordinator’s office, who will make every effort to provide assistance. All such cases will be kept in strict confidence.

## **33. GENERAL SAVINGS CLAUSE**

**33.1** It is the intent of the parties to establish Apprenticeship policies which comply with the requirements of Federal and State law, and in the event that any provisions of these policies are finally held or determined to be illegal, or void as contravening any such laws, rules or regulations, the remainder of the policies shall remain in full-force and effect unless the provisions affected are wholly inseparable from the remainder.

**33.2** If and when any provisions of these policies are held or determined to be illegal or void, the parties will promptly take steps to correct such illegality.

**34. RECEIPT ACKNOWLEDGEMENT PAGE**

**Item 1:** I HEREBY acknowledge receiving the *revised*:

**APPRENTICESHIP POLICIES AND PROCEDURES**

*(revised as noted)* of the

Northern California Sound and Communication Regional JATC *(44 Counties)*

IBEW/NECA 9th District, Addendum 2

**Item 2:** I have read and understand these Policies and Procedures. I further accept that it is my responsibility to familiarize myself with these Policies and Procedures and requirements as set forth, and to keep the enclosed copy.

**Item 3:** I further understand that should I have any questions pertaining to the Apprenticeship Policies and Procedures (e.g. responsibilities, duties, penalties, leniency, etc.), it is my responsibility to contact:

**Northern CA S&C JATC**

Training Coordinator's Office

3033 Alvarado Street, San Leandro, CA 94577

**(510) 560-2032**

**Division of Apprenticeship Standards (DAS)**

Sound and Communication Apprenticeship Consultant

100 Paseo de San Antonio #125, San Jose, CA 95113

**(408) 277-1273**

**U.S. Department of Labor**

Office of Apprenticeship (DOL)

Regional Director

90 Seventh Street, Suite 17-100

San Francisco, CA 94103

**(415) 625-2231**

**35. RECEIPT ACKNOWLEDGEMENT SIGNATURE PAGE (turn in)**

*Please Note:*     This page must be signed and dated to complete application.

**Item 1:**     HEREBY acknowledge receiving the revised:

**APPRENTICESHIP POLICIES AND PROCEDURES**

*(revised as noted) of the*

Northern California Sound and Communication Regional JATC (44 Counties)

IBEW/NECA 9<sup>th</sup> District, Addendum 2

**Item 2:**     I have read and understand these Policies and Procedures. I further accept that it is my responsibility to familiarize myself with these Policies and Procedures and requirements as set forth, and to keep the enclosed copy herewith.

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**Northern CA S&C JATC**

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**(510) 560-2032**

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Sound and Communication Apprenticeship Consultant

100 Paseo de San Antonio #125, San Jose, CA 95113

**(408) 277-1273**

**U.S. Department of Labor**

Office of Apprenticeship (DOL)

Regional Director

90 Seventh Street, Suite 17-100

San Francisco, CA 94103

**(415) 625-2231**

*Please Print Name*

*Signature*

*Date*

This page, when completed:

Northern CA Sound and Communication JATC  
Attn.: Coordinators' Office  
3033 Alvarado Street, San Leandro, CA 94577

**A Copy** held by the Local Assignee