



OPERATOR TRAINEES

GENERAL POLICY STATEMENT

September 2021

Administrative Policy

The Operator Training Program (TRAINING PROGRAM) will be administered by Mountain States Line Constructors Joint Apprenticeship and Training Committee (JATC) in conjunction with the local Subcommittee. The Subcommittee will be comprised equally of members representing the outside electrical industry in the Colorado Statewide Agreement (IBEW Locals 12,111,113, WLCC Chapter of N.E.C.A.). All parties to the Training Program shall conform to these policies.

In the event the Subcommittee cannot mutually agree on a solution to issues affecting the administration of the Training Program, the matter in question shall be referred to the Five State Committee.

Subject Matter Experts (SMEs) will be utilized to develop training methods and course material, periodically evaluate Trainees, administer exams, and completion of the Training Program. SMEs may also be utilized to evaluate individuals for placement in the program with prior experience up to and including completion.

Duties

The JATC will develop skill improvement course material for the Trainees with input from SMEs .

The JATC shall set rules as it deems necessary for the successful operation of the Training Program.

The Subcommittee will meet regularly as needed.

The JATC does not guarantee employment to any Trainee, but shall use every effort to keep the Trainee employed in a reasonably continuous manner. The JATC will strive to ensure that Trainees are adequately instructed, both in related instruction and on-the-job training.

The JATC shall provide a diversity of training or work opportunities for Trainees and in keeping with these standards will work with the contractors and the Local Union in a common-sense method to allow the Trainee to obtain the training they need in all areas of operating.

The JATC shall make sure that complete and accurate work and progress records are kept on each Trainee.

The JATC will see and act on all issues.

The JATC will make available to the Trainees a written policy statement which set forth the current rules and regulation for the conduct of the Training Program. Such policy statements shall be subject to revision by the JATC.

The JATC will place in the Training Program by mutual consent of the signatory parties, the adequate number of Trainees from a list of applicants.

All assignments and reassignments for work shall be issued by the JATC.

Basic Qualifications of Selection

The selection, employment and training of Trainees shall be without discrimination because of race, color, religion, national origin, sex, or age.

Trainees must be at least eighteen (18) years of age.

Applicants must fill out an online application, available through the JATC, which will have open and close periods.

Trainee selection will be from the top of the eligibility list.

Refusal to accept placement as a Trainee will be reason for dropping applicant from the eligibility list.

The applicants shall be reviewed by the Subcommittee and granted a ranking of 0-100 points by the Subcommittee members noted on a form after an interview takes place.

Interview questions will be the same for each candidate and will be reviewed by the Subcommittee before being approved to put on the interview questionnaire.

Probationary Period

The first thousand (900) hours of employment as a Trainee shall be a probationary period. During this period, the Training Program may be cancelled by either party, Trainee or JATC. A request for a hearing must be submitted within 30 days of the cancellation date.

Prior to completing the probationary period, Trainees must have valid certifications: CDL, DOT Physical Card, First Aid, and CPR. All documentation must be submitted to the JATC. Failure to submit any of these documents will be a violation of policy and result in a disciplinary action.

Termination of Employment

Many employer's policies are "no call, no show" result in termination of employment.

Trainees who are fired or self-terminate themselves from any place of employment are immediately suspended and can no longer work until they meet with the Subcommittee.

Upon termination of employment, the Trainee shall notify the JATC and Director immediately.

Laid Off

Upon being laid off, Trainees shall notify the JATC within 24 hours, failure to do so could result in meeting with the Subcommittee.

The JATC will notify the Local Unions of any laid off trainees.

If the JATC is unable to employ the laid off apprentice after three months, then the laid off trainee may sign the books as a CDL Groundman. If they take a CDL Groundman call, then they are no longer classified as an Operator Trainee.

Advancement

Pay on advancement will become effective on the pay period following receipt of the advancement notice from the JATC. A Trainee must meet the following minimum requirements to advance:

- 1) At least six (6) months' time spent in each period of training.
- 2) At least 900 O.J.T. Hours in each six (6) month period. Accumulative hours will be used.

- 3) 80% or higher average grade.
- 4) Valid certifications.
- 5) In compliance with class policies.

Advancement in the program will require Trainees to maintain, and provide to the JATC, valid certifications:

CDL

- will be waived for advancing to Trainee Step 2
- must have before advancing to Trainee Step 3

DOT Physical Card

First Aid

CPR

Expired certifications will NOT be used for Trainee advancement.

Written Exam Testing Policy

Refusal to test while a Trainee will result in action by the Subcommittee and placed on immediate suspension until the Subcommittee renders its decision.

All failed tests will be reported to the Subcommittee and the Trainee must appear before the Subcommittee to request a retake. The Subcommittee will make this decision. Two (2) failed tests may result in removal from the program and/or repeating the step.

Practical Exam Testing Policy

If the Trainee fails any portion of the practical exam, they will be eligible to take the failed portion over within 60 days.

If the Trainee fails the second attempt they must appear before the Subcommittee for possible removal from the program or be required to repeat the 4th step over.

Program Completion

Must be a Trainee Step 4 for a period of six months and have a minimum of 3,600 total hours.

Must have completed all related training.

Must have completed certification training for Competent Person, Flagger, Rigger/Signal Person, and OSHA 10 ET&D.

Attendance at a Comet Class.

Must be current on certifications.

Completion will result in the Trainee qualifying to change their classification to Operator Status.

O.J.T. Hours and Evaluations

Each Trainee is required to submit an online Work Report for every month during their training. Work Reports are due by the 1st day of the following month, no later than the 5th.

Work Reports include the type of work being performed, how those hours were spent each day worked. The Trainee's crew foreman or job supervisor shall approve each Work Report.

Trainees out of work shall submit a Work Report showing no work performed using one of these options: Laid Off, Terminated, Suspended, Quit, Military Duty, Medical Hold or Personal Leave Hold.

No credit will be given for Work Reports submitted online after the 5th day of each month. Late reports will not be used to calculate future advancements. Incomplete Work Reports may be treated the same as late reports at the discretion of the Director. Excessive late reports may be cause for cancellation.

Each Trainee is responsible for submitting a monthly Job Evaluation Report to be completed by their Foreman or Journeyman with whom the Trainee worked with. Job Evaluation Reports are submitted once a month after the Monthly Work Report is completed by entering the correct email address provided by their Foreman or Journeyman. The JATC may contact the Trainee's Foreman or Journeyman for more information if necessary.

If any Trainee misuses or fails to have the proper person complete the online form, the Trainee shall be subject to disciplinary action.

The JATC may extend the training period for cause.

Wages

Operator Trainees shall be employed per either the Colorado Statewide Line Construction Agreement or the 8th District REA Agreement. Trainee pay is determined by step and calculated by a percentage of the Journeyman rate for Equipment Operator Underground.

Trainee Step 1 no CDL	60%
Trainee Step 1 CDL	70%
Trainee Step 2	70%
Trainee Step 3	80%
Trainee Step 4	90%

In accordance with the Colorado Statewide Agreement, Trainees having a CDL will start at the Trainee Step 2 pay rate. A Step 1 Trainee starting the Training Program without a CDL will be raised to the Step 2 pay rate once the CDL is acquired. Six (6) months is required for each step of the Training Program. A minimum of twelve (12) months as a Trainee will be required before advancing to a Step 3 Trainee.

Cancellation of Training Program

The Subcommittee may cancel the Trainee and remove the Trainee from the Training Program for cause. Such removal by the JATC shall cancel their classification of Trainee and their opportunity to complete the Training Program.

Should the Trainee quit or be terminated, the Trainee shall appear before the Subcommittee for an evaluation including possible recommendation of cancellation from the Training Program.

If cancellation is the recommendation, the Trainee may appeal the decision rendered by the Subcommittee. In order to be heard by the Five State Committee, appeals must be filed in writing or by email within thirty (30) days of the cancellation date.

Any hours that are accumulated as a Trainee shall not be used to reclassify anyone to an Operator. Trainee hours may only be used as documentation for progressing through the Training Program.

The Training Program may also be cancelled by mutual consent of all parties to the Training Program.

Number of Trainees

One (1) Trainee to One (1) Operator or Line Equipment Operator (LEO) for each job, for each contractor, shall not be exceeded.

THIS POLICY IS A CHANGING AND DEVELOPING DOCUMENT. SUPPLEMENTS WILL BE ISSUED AS CHANGES OCCUR.

Revision dates: 06/20, 12/20, 1/21, 5/21, 6/21, 7/21, 9/21