



Instructions, Rules, and Regulations  
For  
Electrical Apprentices

*Residential Wireman*

*Revised July 2024*

# **ELECTRICAL TRAINING ALLIANCE OF SILICON VALLEY**

## **INSTRUCTIONS, RULES AND REGULATIONS FOR ELECTRICAL APPRENTICES**

### **Electrical Training Alliance of Silicon Valley (ETASV)**

The ETASV is a registered Labor-Management Apprenticeship composed of an equal number of labor and management members. Acting in an advisory capacity only are the Training Director, one representative from the Local Educational Agency (LEA) Foothill College, and one representative from the California State Division of Apprenticeship Standards (DAS). This committee meets on the fourth Monday of every month. They govern the training of all Apprentices, check record books, review attendance and grades and grant wage increases. It is within their power to withhold wage increases and dispense whatever disciplinary action is deemed necessary.

### **Acceptance Into the Apprenticeship**

The applicant, having passed the required tests and having been accepted into the apprenticeship program, signs an Apprenticeship Agreement (DAS-1). An Apprentice is expected to perform the work required on-the-job, to attend school as scheduled without compensation for attendance, maintain satisfactory grades, and comply with all other requirements of the program. Classes may be scheduled on evenings, weekends or a combination depending on scheduling needs as determined by the Training Director.

### **Transfer**

No transfer of Apprentices into this ETASV program will be considered unless they meet the ETASV's entrance requirements.

### **Probation**

An Apprentice must complete 2000 hours of on-the-job training and one year of school with satisfactory grades and job performance evaluations within the Residential Program to complete the probationary period. Any probationary Apprentice may be dropped for any infraction during their probationary period.

## **GENERAL RULES AND REQUIREMENTS**

The following rules have been established as guidance to allow the Apprentice to navigate their apprenticeship successfully. These rules are based upon the National Apprenticeship Standards and are administered at the discretion of the Training Director.

### **Contact Information**

The Apprentice is solely responsible to provide up-to-date contact information (mailing address, professional email address and phone numbers) to the ETASV and the Union Hall at all times.

**The primary method of communication between the ETASV and Apprentices is email. Apprentices are required to check their email every day. Failure to respond to or be aware of email notification from the ETASV is a punishable violation.**

### **Dress Code and Personal Protective Equipment (PPE)**

When at the ETASV, the Apprentice must wear clothing and footwear appropriate to the construction workplace. This minimally requires a short-sleeve t-shirt, jeans or work-type trousers, and work boots. The Apprentice shall not wear sleeveless shirts, midriff or cutoff shirts, sweatpants, short pants, sneakers, open-toed footwear or any footwear not suitable for construction work. Regarding PPE, each Apprentice will be issued a pair of work gloves and safety glasses at the beginning of each academic year. It is the responsibility of the Apprentice to have possession of their PPE readily at hand when they are at the ETASV.

### **Computer Requirements**

Possessing the means to access the Learning Management System (LMS) is mandatory. Therefore, having a laptop, Chromebook, or tablet or equivalent device is a requirement. **Smart phones are not acceptable substitutes for the above devices because mobile operating systems cannot fully function within the LMS.** Apple and Chrome laptops and tablets are acceptable alternatives to a Windows-based personal computer.

The recommended operating systems for the LMS are Windows 8, 8.1, 10, or 11. Be aware that though acceptable, Apple and Chrome devices and their operating systems have proven to not work as well as the Windows-based operating systems recommended above.

It is required that the Apprentice bring their required electronic device to all classes including makeup and penalty classes.

### **Classroom Instruction**

Residential Apprentices shall satisfactorily complete a minimum of 150 hours of related and supplemental instruction (school) per year during the 3-year Apprenticeship for a total of 450 hours. Time spent in related instruction shall not be compensated unless first authorized by the ETASV.

### **On-the-Job Training (OJT)**

Apprentices shall complete at least 4800 hours of On-the-Job Training (OJT) in order to meet the requirements of the apprenticeship.

### **First Aid and CPR Training**

It shall be the responsibility of each Apprentice to complete First Aid and CPR training within the first six months of their Apprenticeship and maintain that certification. Failure to maintain current First Aid and CPR certification will result in disciplinary action and wage increases revoked or withheld for sixty (60) days. Possessing a current First Aid/CPR Certification is a requirement of graduation.

## **Sexual Harassment Prevention Training**

It shall be the responsibility of each Apprentice to complete a State of California approved Sexual Harassment Prevention training every two years and maintain that certification. A NECA contractor, or other State of California approved training of one-hour will also be acceptable with a certificate of completion provided to the ETASV for our records. Failure to maintain this certification will result in disciplinary action and wage increases withheld or revoked for sixty (60) days. Possessing a current Sexual Harassment Prevention Certification is a requirement of graduation.

## **Community Service Requirement**

All Apprentices are required to perform 12 hours of Community Service during the duration of their 3-year Apprenticeship. The Apprentice Coordinator will notify Apprentices of any Community Service opportunities. Apprentices may propose Community Service involvement for approval by the Apprentice Coordinator. If the requirement is not met, the Apprentice's raises will be withheld until which time the Apprentice has completed at least 12 hours of Community Service

## **Integrity**

Apprentices have been selected for certain qualities including a good moral character, integrity and maturity. It is expected of all Apprentices at school and work to comport themselves in a manner exhibiting the above qualities. Apprentices, who by their personal actions display a disregard for the above, could have their Apprentice Agreement cancelled.

## **SCHOOL RULES AND REQUIREMENTS**

The Apprentice is required to attend school as assigned by the ETASV. School schedules may require Night School or Day School or a combination of both. The Apprentice shall address any personal circumstance that may inhibit their ability to attend as required.

### **School Schedule**

**Night School classes will be from 5:00 pm to 8:00 pm with the possibility of Saturday lab courses.** Night school classes are typically scheduled on a college semester (fall/spring) schedule. Class calendars will be provided to each Apprentice. If there are any changes in the schedule for whatever reason, the Apprentices will be notified.

**Day School classes will be from 7:30 am to 4:00 pm.** Day School classes may be held year-round. A Day School Semester consists of ten (10) Day School Classes. Typically, a Day School Semester is split into two (2) Day School Quarters of five (5) Day School Classes each. Class calendars will be provided to each Apprentice. If there are any changes in the schedule for whatever reason, the Apprentices will be notified. Employers are notified of any Apprentice Day School assignment by the ETASV however Apprentices should notify their field supervisors of the days they will be unable to work due to Day School.

**Online Classes** are intended for State of Emergency purposes only and are not intended, nor acceptable as “contact hours” or as a substitute for available live classes. Absenteeism from a scheduled online class will be treated as such. Apprentices are expected to participate and be present for the entire session.

- A video/camera must be on and positioned so that the Instructor may see your face in order to be counted as present.
- Consumption of alcohol and/or driving a vehicle during an on-line session is not allowed.
- Apprentices must be seated upright at a working surface. (Not lying in bed)

### **Grading Policy**

Classroom instructors will submit semester grades to Foothill College based on the class grading policy. Instructors will report the scores of all standardized tests and graded assignments to the ETASV. Depending on their specific situation, an Apprentice who fails to maintain the required 85% grade point average may be subject to discipline up to the cancellation of their apprenticeship agreement.

### **Test Makeup**

**It is the responsibility of the Apprentice to maintain an 85% grade point average. The ETASV will allow the retest of one failed test per semester.** The Apprentice must make arrangements with the instructor for any retest prior to the end of the semester when final grades are submitted to Foothill College. Maximum credit allotted for retests will be 85%. This provision also applies to any and all hands-on lab courses.

### **Covid Policy**

The ETASV will observe the present Covid policies adopted by the County of Santa Clara with regards to what determines a close contact, isolation, and testing. ([covid19.sccgov.org/covid19-guidelines](https://covid19.sccgov.org/covid19-guidelines)).

- Apprentices are responsible for their own safety to reduce exposure and ensure consistent attendance.
- A third-party test must be submitted to the school in order for the absence to be considered as Excused.
- A third-party negative test will be required in order to return to school.

### **Vacations**

Apprentices **SHALL NOT schedule vacations during required classroom instruction sessions regardless of reason.** Any absences for this reason will automatically be considered as an Unexcused Absence. Check with the office staff PRIOR to scheduling any vacations during Day School. Any Apprentice who misses class for vacation may be cited to appear before the ETASV Committee to discuss this violation.

## **School Attendance Policy**

The ETASV's School Attendance Policy is compliant with the National Training Standards, Foothill College, the California Division of Apprenticeship Standards, the United States Department of Labor, and The Electrical Training Alliance.

### **Absences**

- The ETASV makes a distinction between Excused and Unexcused absences however all absences must be made up on an hour for hour basis.
- One Day School absence (8 hours) counts as  $2\frac{2}{3}$  Night School absences.

#### **Excused Absences:**

- a. Death in the **immediate** family
- b. Illness documented by a licensed physician's letter.
- c. Serious matters within the **immediate** family.
- d. Birth of own children

#### **Unexcused Absences:**

- a. Inconvenience
- b. Vacations
- c. Social Commitments i.e., Weddings, Parties, etc.
- d. Any conflict over which the Apprentice had control over scheduling.
- e. Lack of transportation
- f. Unawareness of class schedule.
- g. Undocumented Illness

#### **General Rules for All Absences:**

- If you are aware that you will miss class for any reason it is required that you notify the Apprentice Coordinator and your Instructor as soon as possible.
- All absences (EXCUSED or UNEXCUSED) must be made up for on an hour for hour basis.
- All absences will initially be considered UNEXCUSED.
- For an absence to be considered EXCUSED, the Apprentice is responsible for submitting a completed "Request for Excused Absence" form along with pertinent documentation either before the absence or no later than 7 days following the absence.
- If the forms and documentation are not submitted within the allotted time, the absence will remain UNEXCUSED and Penalties will be assessed as applicable below.
- All absences shall be made up on the Friday of the week in which the absence occurred unless granted an extension by the ETASV.
- Makeup Days for all absences will be held from 5-8 pm at the ETASV.
- Penalty Days will be held at the ETASV as outlined below.

## Penalties for Unexcused Absences

**1<sup>st</sup> Unexcused Absence** – Attend a Makeup Day on Friday from 5-8 pm PLUS one half Penalty Day to be served at the ETASV on the soonest available Friday from 12:30 to 3:30 pm

**2<sup>nd</sup> Unexcused Absence** – Attend a Makeup Day on Friday from 5-8 pm PLUS one full Penalty Day to be served at the ETASV on the soonest available Friday from 7:00 to 3:30 pm.

**3<sup>rd</sup> Unexcused Absence** – Attend a Makeup Day on Friday from 5-8 pm PLUS two full Penalty Days to be served at the ETASV on the soonest available two Fridays from 7:00 to 3:30 pm.

**4<sup>th</sup> Unexcused Absence** - Suspension from work and cited to appear at the next Committee Meeting where the Apprentice might be subject to repeating the semester, being **placed on Zero Tolerance** or having their Apprentice Agreement cancelled.

- The Committee need not impose the lesser discipline prior to the greater discipline so long as the number of unexcused absences satisfies the disciplinary action taken by the Committee.
- When serving Makeup or Penalty Days the Apprentice must report to the ETASV and bring their computer and schoolbooks.
- When serving Makeup or Penalty Days the Apprentice must continue to attend regularly scheduled classes.
- An Apprentice who is suspended shall not be allowed to work but may be allowed to continue attending classes at the discretion of the ETASV.

## Tardies

1. 3 Tardies = 1 Absence
2. Tardies over 1 hour = 1 Absence
3. Leaving at break = 1 Absence

## WORK RULES AND REQUIREMENTS

### On-the-Job Training (“Blue Book”) Hours & Employer Evaluations

Each Apprentice is required to submit a monthly record of their On-the-Job Training (“Blue Book”) hours via the on-line Apprentice Portal. These hours must then be verified and approved by the employer. In addition, each Apprentice is required to ensure that their employer submits an Employer Evaluation on their behalf, also via the Apprentice Portal. The individual who approves the submitted hours must be the same person who evaluates the Apprentice, and this individual must work for the employer at the same time as the Apprentice. In addition, this individual must have worked in close contact with the Apprentice for the month being reported. Each Apprentice will receive written instructions on how to fulfill these requirements. Blue Book Hours must be submitted no later than the 7th day of the month following the month worked. Any Apprentice who fails to properly enter their hours by the deadline must report to the ETASV at 5 pm on the soonest Friday following the violation to make a Penalty Appearance. Upon arriving at the ETASV the Apprentice will be required to fill out a Disciplinary Action Form (DAF) and to submit the past due hours via the Apprentice Portal. Once the Instructor on duty

verifies the submission of hours the Apprentice will be free to leave the ETASV and the Penalty Appearance will end.

It is sometimes the case that an employer will designate an evaluator for the Apprentice. In these cases, the employer-designated evaluator will also verify and approve the hours submitted.

### **Required Tools**

An Apprentice shall be required to have a full tool kit as listed in the Residential Wireman's Agreement in order to advance to the third pay period. The "Residential Wireman Tool List" form provided by the ETASV must be verified and signed by the employer and turned into the ETASV as a condition of advancing to the second pay period.

### **Journeyman Supervision**

The ETASV requires that Apprentices work with, and under the immediate supervision of a qualified journeyman who will devote the necessary time and interest to the Apprentice's training. A qualified journeyman is a worker who has passed the I.B.E.W. examination or completed an apprenticeship program for the work in which the Apprentice is being supervised.

### **Geographical Jurisdiction**

Employers shall assign Apprentices to jobs in this ETASV's jurisdiction only; except at the direction of the ETASV. If an Apprentice is asked by the employer to report to a job site outside the jurisdiction, the Apprentice shall contact the ETASV for direction.

### **Training Assignments**

The ETASV is responsible for assigning Apprentices for training. Apprentices will accept all Training Assignments without exception. An Apprentice shall not quit their training assignment. An Apprentice who quits an assignment shall be disciplined and subject to appear before the Committee.

When an Apprentice is laid-off or terminated, the Apprentice shall immediately notify the Apprentice Coordinator and submit as soon as possible the release paperwork provided by the employer. Failure to immediately notify the Apprentice Coordinator of being laid off or terminated will be cause for disciplinary action.

Upon being laid off or terminated, the Apprentice shall report to the Union Hall Dispatch Office to sign the Out-of-Work list. The Apprentice must be familiar with and comply with all IBEW 332 Referral Procedures including the Sign-in and Re-sign procedures.

An Apprentice shall contact the Apprentice Coordinator if being asked to stay home by an employer due to lack of work. If an Apprentice is held on an employer "waiting list" for prolonged periods without knowledge of the training center, the Apprentice may be subject to disciplinary action by the ETASV.

Apprentices should notify the Apprentice Coordinator and a Business Agent of the Local 332 Union Hall of job conditions that need correction.

An Apprentice shall not work for, nor with relatives until they are in their last pay period.



## Rotations

All rotations shall be at the discretion of the ETASV. Apprentices may be rotated at any time during the course of their apprenticeship depending on the economic condition and availability of work among the various signatory contractors.

If the ETASV should find that an Apprentice is not getting the proper training or is spending too much time on any one phase of the work, and the present employer is unable to supply work in other processes, the Apprentice may be rotated to another shop. If an Apprentice finds too much time is being spent on any one phase of work, the Apprentice shall bring this to the attention of the ETASV through the Apprentice Coordinator's office. If an employer is unable to give an Apprentice the needed varied work or has had the Apprentice too long, both the employer and the Apprentice will be notified by the ETASV, and the Apprentice shall report to the ETASV for rotation.

## Wage Increases

All Apprentice records will be reviewed for a wage increase each period starting with the date of indenture, in accordance with the Apprentice Wage Schedule.

<b>(Five Periods)</b>	<b>Percent of Journeyman Rate</b>	<b>OJT Hours</b>	<b>Related Training</b>
1	60%	0	N/A
2	65%	1601	1 <sup>st</sup> Year School Completed, <b><i>CPR &amp; Tool List</i></b>
3	70%	2401	Completion 1 <sup>st</sup> Semester-2 <sup>nd</sup> year
4	80%	3201	2 <sup>nd</sup> Year School Completed
5	85%	4001	Completion 1 <sup>st</sup> Semester-3 <sup>rd</sup> year
Completion	100%	4800	3 <sup>rd</sup> Year School Completed

No wage increase will be issued until On-the-Job Training hours and Employer Evaluations have been submitted to the on-line portal. Apprentices will not advance until they have completed the corresponding semester of school with satisfactory grades (see wage schedule) and possess a current CPR/First Aid certification as well as a current Sexual Harassment Prevention Certification.

**When the Apprentice has qualified for advancement, he/she must email**

**[advancementrequests@etasv.org](mailto:advancementrequests@etasv.org) to request it. A wage increase letter will be sent to the Apprentice and the employer. Wage increases will be processed no less than 60 days between raises.**

## DISCIPLINARY ACTIONS FOR VIOLATIONS

Disciplinary action may be taken by the ETASV for any of the following infractions.

1. Having poor attendance at school.
2. Scoring below 85% on a standardized test.
3. Scoring below 85% in a semester.
4. Failing to complete homework.
5. Failing to maintain updated contact information.
6. Failing to appear or respond to email notification.
7. Failing to maintain First Aid/CPR certification.
8. Failing to maintain Sexual Harassment Training certification.
9. Failing to maintain or turn in a Blue Book.
10. Failing to turn in a Tool List.
11. Failing to be available for a Training Assignment when unemployed.
12. Failing or refusing to accept a Training Assignment.
13. Fighting, theft, vandalism or any conduct that violates the Integrity Requirement outlined in these rules.
14. Committing misconduct in the classroom or on ETASV property.
15. Failing to follow school policies.
16. Committing theft or vandalism at the ETASV or the Contractor's properties.
17. Being under the influence of alcohol or drugs at the ETASV or Contractor's properties.
18. Having poor Attendance at Work.
19. Failing to perform the work on the job indicated by any below average or unsatisfactory rating on an employer evaluation.
20. Failing to immediately notify the ETASV when terminated by the contractor.
21. Quitting a Training Assignment.
22. Working for any electrical contractor during a period of disciplinary suspension from the job.
23. Being laid off for cause and/or being issued a "not acceptable for re-hire" by a contractor.

Although a graduated form of discipline is in order, gross infractions do not require that the lesser of disciplinary actions be followed. That said, the ETASV is guided by but not limited to the following actions:

**1<sup>st</sup> Violation** – Filing of a Disciplinary Action Form (DAF) or Academic Action Form (AAF) **plus** 1 to 5 days off from work and/or wage advancement withheld or revoked for 30 days.

**2<sup>nd</sup> Violation** - Filing of a Disciplinary Action Form (DAF) or Academic Action Form (AAF) **plus** 10 to 30 days off from work and/or wage advancement withheld or revoked for 60 days.

**3<sup>rd</sup> Violation** - Filing of a Disciplinary Action Form (DAF) or Academic Action Form (AAF) **plus** possible cancellation of the Apprenticeship Agreement.

## **Academic Action Form**

Academic Action Forms (AAF) are issued upon but not limited to infractions #2, #3, and #4. Receiving two Academic Action Forms will equate to a Disciplinary Action Form (DAF) and its associated repercussion. Academic Action Forms are used to help apprentices course correct prior to appearing before the Committee.

## **Zero Tolerance**

After an apprentice has appeared before the Committee for violation of Apprentice Standards or Rules and Regulations of the ETASV, the Committee may place the apprentice on "Zero Tolerance". Zero Tolerance is an agreement between the apprentice and the Committee setting out terms that the apprentice must comply with to maintain the Apprenticeship Agreement. Any violation of Zero Tolerance may result in the cancellation of the Apprenticeship Agreement.

## **Leave of Absence**

**General:** An Apprentice may request in writing to the Committee for a Leave of Absence (LOA). An LOA may be approved for medical, health, or personal reasons but will not be approved to accept other employment. Ordinarily an LOA cannot exceed one year but at the sole discretion of the Committee, based on extenuating circumstances, an LOA longer than one year may be approved. An LOA may only be approved once during the term of apprenticeship. Before an LOA is approved, the Apprentice must appear before the ETASV Committee and state the reasons for the LOA request.

Apprentices failing to return from a Leave of Absence within the time granted will be dropped from the program. Only the Committee has the authority to approve, deny, or allow a return from a Leave of Absence. An apprentice who misses class or work before their Leave of Absence is approved will be considered "Absent Without Leave" (AWOL) and subject to disciplinary action. An Apprentice is not permitted to work or attend class while on an LOA.

**Medical:** For a medical Leave of Absence, documentation must be received by the ETASV prior to consideration of approval. To return from a medical LOA, an Apprentice must appear before the Committee and submit a written medical release provided by a physician prior to consideration of approval. This release shall state that the Apprentice is specifically cleared to return to "Construction Work."

## **Certificate of Completion**

To turn out as a Journeyman Wireman, an Apprentice must complete 4800 On-the-Job Training (OJT) hours and attend at least 450 hours of related instruction.

Upon successful completion of the 4800 (four thousand eight hundred) work process hours and 6 (six) semesters of related instruction, each Apprentice will receive 2 (two) Certificates of Completion; one from the National Electrical Training Alliance and one from the State of California, Division of Apprenticeship Standards (DAS).

## **General Savings Clause**

It is the intent of the parties to establish apprenticeship standards which comply in all particulars with the requirements of Federal and State law, and in the event that any provisions of these Standards, the Rules and Regulations, or Instructions are finally held or determined to be illegal, or void as contravening any such laws, rules or regulations, nevertheless the remainder of the Standards, Rules and Regulations shall remain in full force and effect unless the parts affected are wholly inseparable from the remainder. If and when any provisions of the Standards, Rules and Regulations, or Instructions are held or determined to be illegal or void, the parties will promptly take steps to correct such illegality.

## **Policy Regarding Substance Abuse**

**At School:** The ETASV has provided an environment that is conducive to learning. Therefore, it is imperative that all Apprentices recognize that being under the influence of drugs or alcohol on ETASV property will not be tolerated. Any Apprentice found to be under the influence of drugs or alcohol will be subject to disciplinary action by the ETASV.

**At Work:** To provide a drug-free workforce for the Electrical Construction Industry, the ETASV defers to the IBEW 332/NECA established Substance Abuse Policy. All training assignments made by the ETASV and dispatched through the IBEW will comply with the "Drug Free Applicant Pool" requirements as described in IBEW Local 332 Referral Procedures. For further information regarding drug screening, consult the IBEW 332/NECA Substance Abuse Testing Policy.

## **Policy Against Sexual Harassment**

The Electrical Training Alliance of Silicon Valley does not tolerate sexual harassment of any type. Sexual harassment is unlawful and such prohibited conduct exposes not only the Committee, but individuals involved in such conduct to significant liability under the law. The Committee expects committee employees, including instructors, employers who hire Apprentice, and Apprentices to treat each other with respect and dignity so as not to offend the sensibilities of the individual. Sexual harassment not only hurts the immediate victim, but other employees. Incidents of harassment can result in a general atmosphere in which the purpose of the apprenticeship and training program is undermined. The Committee therefore is committed to vigorously enforcing this policy against sexual harassment. ETASV employees or Apprentices who engage in such conduct shall be disciplined. Employers who engage in such conduct against Apprentices will be denied access to Apprentices.

Sexual harassment according to the Federal Equal Employment Opportunity Commission (EEOC) consists of unwelcome sexual advances, requests for sexual favors and any other verbal or physical conduct of a sexual nature when:

- a. Submission to such conduct is made explicitly or implicitly a term or condition of an individual's training or employment.
- b. Submission to, or rejection of, such conduct by an individual is used as the basis for training-related or employment-related decision affecting such individual; or
- c. Such conduct has the purpose of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, abusive or offensive teaching / working environment.

Sexual harassment may include, but is not limited to, intentional physical conduct that is sexual in nature, such as; touching, pinching, patting, sexually-oriented gestures, noises, remarks, jokes or comments about a person's sexuality or sexual experiences; and displaying pictures, posters, calendars, graffiti, objects, promotional materials, reading materials or other materials that are sexually suggestive, sexually demeaning or pornographic.

## **Complaints**

If an Apprentice wishes to register a complaint, an appointment to appear before the ETASV may be made at the Training Director's office.

## **Complaint Procedure**

The Electrical Training Alliance of Silicon Valley desires for Apprentices to feel comfortable raising any and all issues they may have with regard to their classroom or on-the-job training. This includes raising complaints with regard to discrimination and sexual harassment.

We have established the following procedure to assist Apprentices in resolving such issues:

An Apprentice who has reason to believe that he or she may be the victim of harassment or discrimination based on race, color, national or ethnic origin, age, gender, religion, sexual orientation, marital status or physical or mental disability, may resolve the matter through the following process:

1. An Apprentice alleging that he or she has suffered harassment or discrimination or would like assistance in determining whether or not he or she has been or is victim of harassment or discrimination should refer the complaint immediately to the Training Director. It is important to raise the complaints as soon as possible so that the training program has the ability to evaluate and take action on an immediate basis. Complaints may be made orally or in writing. Anyone who observes discrimination or sexual harassment is encouraged to report it. Complaints must be on file no later than 30 days after the alleged unlawful event or when an Apprentice knew or should have known of the facts the incident involved.
2. Once a complaint has been filed, the Training Director will meet with the concerned individual to understand the nature of the complaint and conduct a fact-finding investigation of the complaint. The Training Director or his designee will meet with the complainant and all persons involved including any witnesses and will review all documents which are relevant.
3. If the complaint involves an employee of the Training Committee and if the investigation concludes that there are meritorious and credible facts to support the complaint, the Training Committee will take appropriate disciplinary action which may include a warning, reprimand, suspension or dismissal.
4. If the complaint involves conduct at the Apprentice's workplace, and after a full investigation has concluded with facts supporting the basis for the complaint, the Training Committee will intercede to determine an appropriate resolution with the employer in question and the Apprentice in question to attempt to reach a mutually satisfactory resolution.
5. If there are persistent complaints or complaints are not corrected by an employer, the Committee can temporarily suspend an employer's ability to continue training Apprentices or disqualify said employer from training Apprentices in the future.

6. The Training Committee shall complete its investigation within 90 days of any complaint which has not been resolved satisfactory under item 4 above and shall issue a written statement of findings. The investigation shall be documented in writing. A copy of the written statement of findings shall be provided to the complainant within 30 days.

### **Appeal Rights**

If the Apprentice is not satisfied with the results of any final actions by the Training Director, he or she may appeal the Director's action to the Board of Trustees of the Electrical Training Alliance of Silicon Valley Fund. A written appeal should be filed along with a request for a hearing before the Board of Trustees on the matter. Said request for appeal should be filed within 30 days of any final action by the Training Director.

The Board of Trustees may review the appeal and any and all results of the investigation including any further information or witnesses the Apprentice wishes to present to make a final written decision on the appeal within 60 days. An Apprentice may further appeal any findings by the ETASV to Foothill-De Anza Community College District, Dean of Student Affairs and Activities.

This complaint procedure is intended to assist resolving internal concerns and issues raised by Apprentices with regard to their classroom and on-the-job training. This procedure does not supersede or take the place of the Apprentice's rights to file actions before other State and Federal agencies and/or grievances with the Local Union with regard to employment issues.

### **The Equal Opportunity In Apprenticeship Pledge**

The Electrical Training Alliance of Silicon Valley (ETASV) will not discriminate against apprenticeship applicants or apprentices based on race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age for individuals over forty years of age, military or veteran status, or sexual orientation.

The Electrical Training Alliance of Silicon Valley (ETASV) will take affirmative steps to provide equal opportunity in apprenticeship.