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DAS File No:	00137
District No:	8
<input checked="" type="checkbox"/> JAC Standards	
<input type="checkbox"/> Unilateral	
Employer ID NO.	1000002825

REVISION OF APPROVED STANDARDS

1. Name of Committee Santa Clara County Electrical Joint Apprenticeship Committee	
2. Area Covered by Standards Santa Clara County	
3. Committee Address - Street Address, City & Zip Code 908 Bern Ct. San Jose, CA 95122	Telephone No. (408) 453-1022
4. Occupation Residential Wireman Inside Wireman	ONET Number 47-2111.00A 47-2111.00

A C T I O N	<input type="checkbox"/> Revision of Journeyman Wages	<input type="checkbox"/> Revision of Area	<input type="checkbox"/> Revision of Other Compensation
	<input type="checkbox"/> Revision of Apprentice or Trainee Rates	<input type="checkbox"/> Revision of Ratio	<input checked="" type="checkbox"/> Revision of Selection Procedures
	<input type="checkbox"/> Revision of Work Processes	<input checked="" type="checkbox"/> Effective Date of This Action: September 1st, 2015	
	<input type="checkbox"/> Other Revision or Addition: See Remarks		

6. Related Instruction 192 Hours Per Year	7. School Foothill College
8. Present Journeyman Wage Per Hour	9. Effective Date of Journeyman Wage No Change

10. Apprentice or Trainee Wage Scale (indicate amount of time [hours, weeks or months] and dollar amount.)					
1st Per	No Change	5th Per	No Change	9th Per	No Change
2nd Per	No Change	6th Per	No Change	10th Per	No Change
3rd Per	No Change	7th Per	No Change	11th Per	
4th per	No Change	8th Per	No Change	12th Per	

11. Overtime Provisions:
No Change

12. Straight Time Hours Per Day: _____ Per Week: _____				14. Work Processes No Change		Approx. Hours
13. Other Compensation	Eff. Date	Hr/Mo.	Eff. Date	Hr/Mo.		
A. Health & Welfare						
B. Pension						
C. Vacation						
D. Apprentice Funds						
E. Other						
Total						

15. Remarks
See Attachment -
Section V paragraph 8
Section VI, under Section A - 4, sub-paragraph g

CERTIFIED AS CORRECT:

Signature - Apprenticeship-Consultant 	Date 10-4-16	Signature - Committee Sec. Or Chair (Cross out one) 	Date 9/1/2016
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These Revisions are hereby made a part of and supersede provisions of standards previously approved.

Approved - Chief, Division of Apprenticeship Standards 	Date Approved 12/15/16
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DAS RECORDS SECTION
SAN FRANCISCO

16 OCT -7 AM 8:28

District No: 08

File No: 00137

Employer ID No: 1000002825

ADDENDUM TO APPRENTICESHIP STANDARDS

Santa Clara County Electrical JATC

908 Bern Court
San Jose, CA 95112

Occupation:	Inside Wireman (Electrician)	ONET Code 47-2111.00
	Residential Wireman	ONET Code 47-2111.00A

Area Covered by Standards: Santa Clara County

Approved Statistical Area: Santa Clara County

The above-named Program Sponsor, in accordance with the California Plan for Equal Opportunity in Apprenticeship, declares the following to be its selection procedures for its Apprenticeship Program. These procedures, as stated, shall be uniformly maintained and consistently applied to all parties interested in the Apprenticeship Program.

Any amendments to these Selection Procedures shall not be implemented, in any manner, prior to the approval and registration of such amendments-first by the NJATC and then by the Division of Apprenticeship Standards.

The terms Journeyman, Journeyman Wireman, and Craftsmanship, as used in these Procedures, are meant to define a recognized level of competency and include both male and female.

SECTION I: EQUAL EMPLOYMENT OPPORTUNITY PLEDGE AND NON-DISCRIMINATION

While The JATC does not, and will not, discriminate against any applicant, it will take affirmative action steps to increase minority and female participation within the local apprenticeship program.

The recruitment, selection, employment, and training of apprentices during their apprenticeship, shall be without discrimination because of race, color, religion, national origin, or sex. The sponsor will take affirmative action to provide equal opportunity in

apprenticeship for both minorities and women and will operate the apprenticeship program as required under Title 29 of the Code of Federal Regulations, Part 30, and equal opportunity regulation of the State of California.

The JATC does not, and will not, discriminate against a qualified individual with a disability because of the disability of such individual.

SECTION II: AFFIRMATIVE ACTION PROGRAM:

It remains apparent that some ethnic and racial groups as well as females have not shared, in a desirable proportion, in the rewards and opportunities within many industries and occupations. The Electrical Construction Industry shoulders this same problem.

While the IBEW-NECA segment of the Electrical Construction Industry has vigorously attempted to maintain an open door application policy, regardless of race, color, religion, national origin or sex; more aggressive affirmative action is needed to attract a realistic number of qualified minority and female applicants who become eligible for an oral interview. As a result, the JATC will take affirmative action to increase the number of minority and female applicants who meet the minimum qualifications and apply for an apprenticeship program, with the goal of increasing the number of minorities and females who apply, are selected, and ultimately become Journey-level members of the Local Union.

To address this situation, the JATC will make reasonable efforts, to the extent its resources will permit, to accomplish the identified affirmative action measures. The goal of these efforts is to increase the recruitment of qualified minority and female applicants for possible selection into the apprenticeship program as long as females and/or minorities are under-represented in the Local Union.

The JATC will seek to have an equitable representation of qualified minorities and females appearing for interview to compete for apprenticeship. The goal of the JATC is to have a representative number of qualified minority and female applicants appearing for oral interview as determined by: the population percentage of minorities within the jurisdiction of the JATC, and fifty-percent of the female workforce population residing within the JATC's jurisdiction. To strengthen its endeavors, the JATC will conduct an annual review of selected applicants as a part of its effectiveness analysis (See Section VIII).

Past experience has clearly shown a higher attrition rate among minority and female apprentices. Therefore, the JATC will take affirmative action to seek ways and means of increasing retention among all apprentices selected and indentured into apprenticeship and to identify why attrition rates are higher among minorities and females. Appropriate action shall be taken to increase retention levels.

Another problem that confronts the Electrical Construction Industry concerns minority and female retention at the Journey-level. While the JATC has no direct control over individuals after they have obtained Journey-level status, it is committed to working in concert with the Local Union and the Local Contractors Association Group in an effort to find suitable

ways and means of encouraging these sought after individuals to remain in the Electrical Construction trade.

The JATC will engage in outreach and positive recruitment activities which will increase minority and women's participation in our area as follows: See Attachment A Affirmative Action Plan.

SECTION III: SELECTION METHOD

Applicants will be selected by Method Number 4 as outlined below.

SECTION IV: WRITTEN APPLICATIONS AVAILABILITY:

The JATC has selected a procedure for issuing and accepting applications for apprenticeship to all potential applicants on predetermined and published dates and times at a designated location or locations. The frequency of application acceptance will be as indicated below.

A. YEAR-ROUND APPLICATIONS

The JATC will make applications available from: 9 a.m. until 12:00 p.m., on the 1st Wednesday in January, April, July and October.

The JATC will notify the Division of Apprenticeship Standards and other appropriate parties (including recognized outreach and affirmative action groups), as indicated in the JATC's approved Affirmative Action Plan, semi-annually, informing them of its year-round application procedure-including the nature of apprenticeship, requirements for admission to apprenticeship, availability of apprenticeship opportunities, sources of apprenticeship applications, and the equal opportunity policy of the sponsor. (See Appendix B & C).

INTERVIEW FREQUENCY - The JATC will interview on an as needed basis and the Division of Apprenticeship Standards will be notified of the scheduled interviews a minimum of thirty (30) days prior to the first interview date. Interviews shall be conducted in accordance with the notification supplied to the Division of Apprenticeship Standards.

SECTION V: GENERAL RULES CONCERNING APPLICATIONS AND RECORD KEEPING

1. Application forms will be issued in accordance with the procedure adopted by the JATC as indicated in SECTION IV above.
2. Application forms will be made available exclusively by the JATC, as indicated in Section I. All such application forms will be serially numbered and accounted for in the

Application Record Book (See Appendix H - Sample of Standard Application Record Book), identifying the applicant and the serially numbered application form issued.

3. Anyone expressing an interest in making application with the JATC, and requesting an application, will be issued an application form during the application period regardless of any other consideration.

NOTE: Even those known not to qualify for interview will be issued an application form. Their application will be processed and the proper documentation and notifications will be maintained and provided according to these procedures.

4. All application forms and all related information and documents pertaining to applicants shall be the property of the sponsor and shall be considered information protected under the Privacy Act.
5. The Application Record Book will be maintained by the JATC and shall be considered confidential in nature and shall not be disclosed, except to authorized JATC staff and Division of Apprenticeship Standards - Representatives having authority or responsibility on such matters. The sponsor shall record all information in the Record Book to show the status of each applicant.
6. No member of the JATC, or any employee of the JATC, shall reveal or discuss any information pertaining to any applicant outside the applicable meetings of the JATC.
7. All application forms and related documents will be maintained and retained (for a minimum of five (5) years) by the JATC as per the JATC Standards and industry policies, and shall comply with all applicable regulations having authority concerning such matters (See Appendix C - Application Form and Appendix D - Apprenticeship Application EEOC Supplemental Information Form).

8. Any applicant who applies to the inside program who is currently or has within the last year been enrolled in an IBEW/NECA JATC residential or sound & communications program shall have his or her application placed in abeyance until, in accordance with the applicable apprentice agreement signed by that applicant, the applicant competes the respective program. Upon completion of the residential or sound and communications program, at the request of the applicant, the application will be re-activated. Such applications will be held in abeyance no longer than 6 months after the residential or sound & communications program would have been completed according to the program's progressive schedule. At the expiration of that 6 month period, if no request for reactivation is made by the applicant, the application will be considered withdrawn.

SECTION VI: QUALIFICATIONS FOR APPLICANTS:

- A. Individuals who can show that they meet the conditions in one or more of the means listed below will be afforded an oral interview by the JATC. Once interviewed, an applicant shall remain active in the Apprentice Application Record Book, subject to

selection, for a period of two (2) calendar years from the date of interview unless they decline an offer, request to be removed from the list, or fail to qualify on applicable post-selection requirements (such as a drug screen), or they are approved for a re-interview after one year following the date of their most recent interview.

1) To qualify for interview and ranking, applicants must:

- a. complete an application form, accurately responding to all questions and items including statements indicating that they are:
 - i. Physically and mentally able to safely perform or learn to safely perform essential functions of the job either with or without reasonable accommodations.
 - ii. Able to get to and from work at job sites anywhere within the geographical area that this apprenticeship program covers.
 - iii. Able and willing to attend all related classroom training as required to complete their apprenticeship.
 - iv. Able to climb and work from ladders, scaffolds, poles and towers of various heights.
 - v. Able to crawl and work in confined spaces such as attics, manholes and crawlspaces.
 - vi. Able to read, hear and understand instructions and warnings in English.
- b. Meet the minimum age requirement of 18 at the time of application.
- c. Be at least a high school graduate, or have a GED, or, in lieu of a high school diploma or GED, have a two-year Associate Degree or higher.
- d. Show evidence of successful completion of: one full credit of high school algebra with a passing grade of "C" or better, or one post high school algebra course (e.g. Adult Education, Continuing Education, Community College, etc.) with a passing grade of "C" or better, or provide evidence of having successfully completed an approved the on-line math course, such as the NJATC Math Course. This paragraph does not apply to the Residential Program.
- e. Provide an official transcript(s) for high school and post high school education and training. All GED records must be submitted if applicable. (Note: schools shall be requested to obliterate reference to date of birth, years of attendance, graduation date, age, race and sex, if required by State law or regulation.)

f. Obtain a qualifying score of "5" or higher, using the electrical trade's aptitude test developed and validated by the American Institutes for Research.

2) Individuals who can verify (by providing undisputable documenting evidence) that they have worked a minimum of four-thousand (4000) hours specifically in the electrical construction trade, will qualify for an oral interview by the JATC to be considered along with other qualified applicants. To qualify under this provision, applicants must:

a. Complete an application form, accurately responding to all questions and items including statements indicating that they are:

i. physically and mentally able to safely perform or learn to safely perform essential functions of the job either with or without reasonable accommodations.

ii. able to get to and from work at job sites anywhere within the geographical area that this apprenticeship program covers.

iii. able and willing to attend all related classroom training as required to complete their apprenticeship.

iv. able to climb and work from ladders, scaffolds, poles and towers of various heights.

v. able to crawl and work in confined spaces such as attics, manholes and crawlspaces.

vi. able to read, hear and understand instructions and warnings.

b. Provide to the JATC proper, undisputable documentation that defines their experience in the electrical construction industry. This documentation must be comprised of official documents such as tax/payroll records, notarized letters of experience confirmation and sworn statements. Such documentation must remain with the applicant's record. The JATC will examine all documentation submitted to determine qualification of the applicant. The JATC will schedule an experience evaluation interview with the applicant if it is deemed appropriate. An absolute minimum of four thousand hours of ELECTRICAL CONSTRUCTION WORK EXPERIENCE must be proven to meet this qualification. No other form of electronic or electrical experience/training or construction experience will be given credit under this provision. Note: meeting this qualification allows the applicant to be interviewed during the normal selection process—this is NOT a form of direct entry. If selected under this provision, the JATC will determine,

using standard means of evaluation (see Section X), if OJT and/or related instruction credit will be awarded for previous training and experience.

3) An electrical construction employee of a nonsignatory employer not qualifying as a Journeyman when the employer becomes signatory, shall be evaluated by the JATC, using consistent, standard, nondiscriminatory means (see Section X), and indentured at the appropriate period of apprenticeship based on previous work experience and related training. Note: this is a method of **direct entry** into the apprenticeship program, whereby all minimum qualifications in paragraph 1) above, for interview and selection, are waived with all other post selection requirements remaining in force. For such applicants to be considered, they must:

- a. complete an application form.
- b. provide official, undisputable documentation to show that they were an employee performing electrical construction work prior to and at the time the employer becomes signatory.
- c. supply the JATC with required reliable documentation and adequate verification to substantiate previous employment and experience to warrant their indenture.
- d. be deserving of advanced standing, based upon evaluation by the JATC (see Section X).

4) **Transfer of Apprenticeship - Direct Entry.** In order to transfer an apprenticeship agreement between two local IBEW/NECA JATC's having a registered inside or **residential** apprenticeship program, the following requirements must be met.

- a. The apprentice must submit a written request for transfer, describing in detail the needs and reasons upon which the request is based.
- b. The apprentice's sponsoring JATC must agree to the transfer.
- c. The receiving JATC must agree to accept the transfer.
- d. The parent organizations of both JATC's (the two NECA Chapters and the two IBEW Local Unions) must agree to the transfer.
- e. The receiving JATC shall have complete access to all apprenticeship records pertaining to the transferring apprentice.
- f. The transferring apprentice must:

(1) Complete an application form.

- (2) Provide to the JATC official documentation pertaining to their participation in the apprenticeship program that they are transferring from. An official copy of all records established with the sponsoring JATC (including a copy of the application form and the apprenticeship agreement—properly registered with the Division of Apprenticeship Standards) and other information submitted shall be provided to the receiving JATC. The receiving JATC will examine all documentation submitted before granting permission to transfer. All such records shall become part of the receiving JATC's permanent files.
- (3) Upon being accepted by the receiving JATC, have their existing apprenticeship agreement terminated.
- (4) Have indenture proceedings initiated immediately by the receiving JATC and the appropriate Division of Apprenticeship Standards. The Division of Apprenticeship Standards will be provided with all documentation necessary and/or required to verify that the transfer is justifiable.

g. Section 4 A through 4 F above shall be applicable for an apprentice who wishes to transfer from one IBEW / NECA JATC residential apprenticeship program to another residential or from one inside program to another. For a transfer from a residential or sound & communications program to an inside program the terms of section V, paragraph 8 above (which pertains to holding such application in abeyance) shall apply.

Those accepted for transfer will be given full credit for on-the-job training experience and related instruction successfully completed while indentured in an IBEW/NECA inside or **residential** apprenticeship program.

- 5) An individual who signs an authorization card during an organizing effort—wherein fifty percent or more of the employees have signed authorization cards, whether or not the employer becomes signatory - and is an employee of the non-signatory electrical contractor and does not qualify as a Journeyman, shall be evaluated by the JATC, using consistent, standard, nondiscriminatory means (see Section X), and indentured at the appropriate period of apprenticeship based on previous work experience and related training. Note: this is a method of **direct entry** into the apprenticeship program, whereby all minimum qualifications in paragraph 1) above, for interview and selection, are waived with all other post selection requirements remaining in force. All employees of the non-signatory electrical contractor must have been offered the opportunity to sign authorization cards. For such applicants to be considered, they must:
 - a. Complete an application form.

- b. Have previous work experience (with non-participating employer(s)) that warrants some OJT credit, based on the provisions of these Standards (see Section X).
 - c. Provide reliable documentation and adequate verification (which shall be recorded and securely filed in the applicant's file) to substantiate previous employment and experience, in order to qualify for direct entry under this provision.
 - d. Provide official documentation to show length of employment with present electrical employer and all other previous electrical employers.
- 6) A military - veteran registered with "Helmets to Hardhats" who completed military technical training school in a Military Occupational Specialty (MOS) applicable to the electrical construction trade (as determined by the JATC), and can document a minimum of two (2) years of military experience in that MOS, will qualify for an oral interview by the JATC to be considered along with other qualified applicants. Note: meeting this qualification allows the applicant to be interviewed during the normal selection process-this is **NOT a form of direct entry**. If selected under this provision, the JATC will determine, using standard means of evaluation (see Section X), if OJT and/or related instruction credit will be awarded for previous training and experience. All post selection requirements remain in force. To qualify under this provision, applicants must:
- a. Complete an application form, accurately responding to all questions and items including statements indicating that they are:
 - i. physically and mentally able to safely perform or learn to safely perform essential functions of the job either with or without reasonable accommodations.
 - ii. able to get to and from work at job sites anywhere within the geographical area that this apprenticeship program covers.
 - iii. able and willing to attend all related classroom training as required to complete their apprenticeship.
 - iv. able to climb and work from ladders, scaffolds, poles and towers of various heights.
 - v. able to crawl and work in confined spaces such as attics, manholes and crawlspaces.

- vi. able to read, hear and understand verbal instructions and warnings in English.
 - b. Have previous military work experience in the identified MOS as stipulated above.
 - c. Provide reliable documentation and adequate verification (which shall be recorded and securely filed in the applicant's file) to substantiate previous provision.
- 7) An applicant who has received a letter of recommendation from the chair or the secretary may proceed to the oral interview. This is not a form of direct entry. To qualify under this provision, an applicant must:
- a. Complete an application form, accurately responding to all questions and items including statements indicating that they are:
 - i. physically and mentally able to safely perform or learn to safely perform essential functions of the job either with or without reasonable accommodations.
 - ii. able to get to and from work at job sites anywhere within the geographical area that this apprenticeship program covers.
 - iii. able and willing to attend all related classroom training as required to complete their apprenticeship.
 - iv. able to climb and work from ladders, scaffolds, poles and towers of various heights.
 - v. able to crawl and work in confined spaces such as attics, manholes and crawlspaces.
 - vi. able to read, hear and understand verbal instructions and warnings in English.

SECTION VII: STEP-BY-STEP APPLICATION PROCESS.

1. The applicant will complete an official application form (See Appendix B).
2. The applicant will be issued the next available, unused, serially numbered application form.

3. The applicant's name and date of application will be entered in the Record Book, along with the serial number of the application form issued.
4. The applicant will be provided with a list of the Basic Qualifications required for one to enter the pool of eligible applicants. A one-page description of basic requirements will be provided to anyone expressing an interest in the apprenticeship program. This information will be posted where application forms are issued (See Appendix A).
5. A copy of the registered apprenticeship Standards, the Affirmative Action Plan, the Selection Procedures and the JATC's Rules and Regulations, including Statement of Policy, will be available for all applicants to read. The applicant's attention will be called to the work processes stipulated in the Standards. Applicants shall be made aware of the apprentice's obligations and requirements to participate in, and complete, related classroom instructions.
6. Each applicant will be provided with specific information pertaining to the apprenticeship program, noting the geographical area of the jurisdiction, the periods of apprenticeship and the wages provided for each period (See Appendix J).
7. The JATC will provide each applicant with a list of things they must do, and items they must provide, in order to qualify for an oral interview with the committee. This document will also inform the applicant of any aptitude test they may be required to complete to qualify for the oral interview. Furthermore, this document will inform the applicant that qualified applicants are interviewed in the order in which they complete their application-by providing all required documents and transcripts (See Appendix A).
8. Applicants will be informed that they have 30 days to provide all transcripts and any other documentation, required by the JATC, to qualify for an interview (See Appendix A).
9. Upon completion of the application form, the JATC will properly record all information in the JATC applicant / apprentice database and properly file the application form.
10. As applicant information is received, the JATC will record dates and other pertinent information in the JATC applicant / apprentice database.
11. When all information and documentation is complete, the date will be recorded in the JATC applicant / apprentice database. This date indicates the day the last piece of information or documentation was received.

12. If the individual fails to provide all required documentation by the cut-off date (See Appendix A), that will be noted in the JATC applicant / apprentice database.
13. The JATC will schedule all qualified applicants for any properly validated aptitude tests) required by the JATC and approved by the NJATC and the Division of Apprenticeship Standards. The applicant will be notified in writing as to the time, place and date they are to complete the aptitude test (See Appendix K).
14. The applicant's aptitude test results will be entered in the JATC applicant/ apprentice database.
15. After all transcripts, materials and aptitude test results (if applicable) are received, the JATC will review the documents to determine if the applicant qualifies for an oral interview based on the qualifications outlined in the Standards of Apprenticeship. If the applicant does not qualify for an interview with the JATC, the applicant will be so notified using a standard letter (See Appendix L). It will be noted in the JATC applicant / apprentice database.
16. The JATC will interview all applicants who qualify for an oral interview and report for said interview as scheduled (See Appendix M). The JATC will schedule oral interviews as indicated in Section I, in order to maintain an adequate list of qualified applicants available for potential ranking and selection to meet industry needs.
17. Copies of all correspondence sent to applicants shall be retained by the JATC, properly filed and maintained for a period of five (5) years.

SECTION VIII: PROCEDURES FOR INTERVIEWS

1. All applicants meeting the qualifications for interview will be listed in the order in which they are to be interviewed. The order of interview will be determined by the date the application process was completed, not by the date the application form was issued. The first applicant to complete his or her application will be interviewed first. Where several applicants completed their applications on the same date, they will be interviewed in the order in which the application forms were issued (the applicant with the lowest application number will be interviewed first).
2. The list of applicants to be interviewed may be broken into smaller groups if more than one interview session is to be scheduled.
3. Interview sessions will be scheduled to allow for the interviewing of all applicants who qualify for an oral interview before selection.
4. Applicants will be notified to appear for interview, using a standard letter (See Appendix M). A reply will be required by a specific date. Such notification will specify the Date, Time and Location for the oral interview.

5. To conduct an ORAL INTERVIEW, each interviewer is to be provided with an INTERVIEW RATING FORM. A Copy of the applicant's -completed APPLICATION FORM may also be provided. At the top of the Rating Form, the interviewer will fill in the Applicant's NAME, APPLICATION NUMBER and SOCIAL SECURITY NUMBER (if it hasn't already been entered). The interviewer will then enter the DATE, the JATC PROGRAM NUMBER and his or her NAME. Interviewers will be given sufficient time to look over the Application Form. The applicant will then be introduced to the JATC interviewers and the interview will commence.
6. The applicant will be called before the JATC interviewers and put at ease by introduction and brief general conversation. Interviewers will be sensitive to the fact that this is an important step for the applicant; they may very well be under some minor stress and/or nervous tension. Therefore, it is imperative that proper interviewing techniques and decorum be employed at all times (See Appendix N).
7. JATC interviewers' members will ask questions of the applicant with the purpose in mind of determining as much as possible about them as an individual, and their capacity to become an apprentice and eventually a Journeyman. The applicant will be interviewed and evaluated with due consideration of industry standards and needs. Applicants will not be judged against, or compared to, other applicants. They will be rated based on the standards and needs of the industry. The Interview Rating Form will provide a summary of the questions asked of the applicant and responses to said questions. On the rating form, each interviewer will indicate (by circling) the questions that were asked of an applicant and how they rated the applicant in each area.
8. Before being excused from the interview, the applicants will be told that they will be notified by letter of the JATC's decision.
9. When the interview is over and the applicant has been excused, the interviewers will individually review their Interview Rating Form and award a final overall rating. Each Interviewer will then SIGN and DATE his or her Rating Form for that applicant.
10. Interview assessments will take into account:
 - A. Education - Algebra I and II, Geometry, Trigonometry, Advanced Math, Physical Sciences, Physics, Chemistry, Industrial Arts, Mechanical Drawing/Drafting, Computer Literacy/Programming, Related Vocational/Technical Courses, etc. Attendance records and grades received will be reviewed along with work history, experience and past performance.
 - B. Ability to punctually report for on-the-job training assignments and related instructional classes-on a regular and continuous basis.
 - C. Factors which are brought out during the oral interview, such as:
 1. Interest in Apprenticeship
 2. Personal Character
 3. Cooperativeness
 4. Judgment

5. Ability to develop alternative solutions and choose the best alternative to a problem.
6. Ability to plan and organize tasks to meet deadlines
7. Ability to maintain good relations with others in a work setting
8. Ability to work smoothly with others as a team to complete a task
9. Ability to be self-motivated, responsible, and dependable without close supervision.
10. Ability to remain calm in an emergency situation
11. Ability to understand verbal instructions
12. Ability to communicate orally with others

D. Rating of individual applicants shall be done against a standard of what the industry needs; not as a comparison to the other applicants.

11. ALL Interview Rating Forms, Summary Sheets and Application copies are to be immediately collected at the end of the interview. The names of the interviewers and their individual scores will be recorded. The individual scores will then be combined and a final INTERVIEW SCORE will be computed and properly recorded on the the JATC applicant / apprentice database.
12. The original Application Form and ALL Interview Rating Forms shall be placed in the Applicant's folder-becoming a part of the JATC's official record. Copies of the Application Form used during the oral interview shall be properly destroyed. Confidential information shall NOT be disclosed.
13. Upon completing all scheduled interview sessions, all interviewed applicants will be notified that they shall remain on the active list, subject to selection, for a period of two (2) years from the date of their oral interview (See Appendix O). Said notification shall indicate that on the second anniversary date, their eligibility shall expire.
14. If after one year from the date of their initial interview with the JATC, an applicant has gained at least 1,000 hours of work experience in the electrical construction industry, or has successfully completed two or more post-secondary, trade related classes; they may be re-interviewed by the JATC. The applicant must submit a request in writing for a re-interview by the JATC. The JATC will consider the request and determine whether or not a re-interview is justified. The JATC will respond to the request in writing. This provision shall be equitably applied to ALL applicants.
15. The JATC will place all individuals currently active on the list in ranked order. The ranked list will identify each individual's: rank, name, application number, date of interview, score to two decimal places and eligibility expiration date. A current copy of the complete ranked list will be filed with the Division of Apprenticeship Standards prior to selection and indenture of any individual entering the apprenticeship program through the selection process (See Appendix O).
16. When new interviews are scheduled and completed, the JATC will add the newly interviewed applicants to its existing ranked list of applicants. Whenever a new ranking

list is created, a copy will be provided to the Division of Apprenticeship Standards. All lists will be maintained by the JATC for a minimum of five (5) years.

SECTION IX: SELECTION FROM JATC RATINGS

1. The number of new apprentices to be selected, at any time, will be determined by the JATC, based on industry needs and the JATC's ability to provide training.
2. Selection of individuals from the list of interviewed applicants will not be done until all pre scheduled interview sessions are completed. The Division of Apprenticeship Standards shall be promptly notified of all individuals entering the apprenticeship program through the approved organizing procedures, or via the approved transfer of apprenticeship procedure.
3. The actual selection of individuals will be made by using the current ranked list, starting with the top score and continuing on, in descending order, until the desired number of accepted applicants has been reached-excluding those entering through the approved organizing procedure or via approved transfer.
4. All selected applicants will be notified of the JATC's offer of apprenticeship. Applicants selected will be advised in writing (See Appendix P).

SECTION X: POST SELECTION PRIOR TO EMPLOYMENT

- A. Applicants selected for apprenticeship shall be employed only with participating (signatory) employers upon becoming indentured.
- B. All selected applicants (including direct entry) must provide the documentation specified to complete their application. Regardless of how one qualifies for apprenticeship, following selection, but prior to indenture, ALL individuals being offered an apprenticeship will qualify on:

Physical Exam

A physical examination is not required.

Drivers License

Valid California Drivers License.

Drug Test

A drug-screen test. Cost of the test is to be borne by the JATC.

The JATC's Drug Policy is a part of its official Rules and Regulations. Applicants shall be notified that such a Policy exists and given an opportunity to review it.

- C. Applicant's prior work experience and training will be evaluated by the committee at the time of indenture, and appropriate credit will be given toward a higher apprenticeship and/or wage bracket. As per Section X of the Standards.

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

SECTION XI: GOALS AND TIMETABLES

Total Population in Area 1,682,585 as of 2000 Census.

Percent of Females in the Work Force: 43.5%

MINORITIES
(MEN AND WOMEN)

Ethnic Group	Goals 2000 Census Population
Black, not Hispanic	2.8%
Asian & Pacific Islander	20.1%
American Indian & Alaskan Native	0.5%
Filipino	6.5%
Hispanic	24.0%
Total Minorities	53.9%
Total Apprentices	100.0%

The JATC's goal shall be to select a number of minority applicants equal to the above percentages and to select a number of female applicants equal to 21.8 percent* (*of the total number selected during each calendar year). These percentages are based on the current population on percentage of minorities and fifty-percent of the current female workforce population residing within the total geographical area of The JATC's jurisdiction.

SECTION XII: APPRENTICE APPLICANT APPEALS PROCEDURE

1. An Appeals Committee is hereby established composed of one member appointed by Labor, one member appointed by Management and a Public member jointly appointed by both Labor and Management. Each sponsoring organization shall appoint its own representative on the Appeals Committee in such a manner as it desires, except that no member of The JATC, or officer of either sponsoring party, shall serve on the Appeals Committee.
2. Where an Appeals Committee exists under an established referral procedure and it is of the type outlined above, it will be used for this purpose.
3. Management and Labor shall mutually agree to, and select, the Public member of this committee.
4. The authority of the Appeals Committee shall be limited to the rendering of decisions on cases involving UNJUST TREATMENT of applicants for the apprenticeship program with regards to selection. This committee shall have no other involvement whatsoever with the JATC. This committee shall not determine basic qualifications for apprenticeship or selection procedures.
5. Any appeal must be filed in writing within thirty (30) days of the date of notification to the applicant-regarding the JATC's decision concerning application for apprenticeship. Appeals will be filled directly with the Appeals Committee at its address, as posted in the local union referral hall. This address shall also be posted in the JATC's office and provided to all applicants.
6. A copy of the appeal shall be filed with the JATC.
7. The JATC shall provide the Division of Apprenticeship Standards with a copy of the appeal immediately upon receipt.
8. The JATC must file a written answer to the appeal within thirty (30) days of receiving a copy of the appeal. The JATC will provide the Division of Apprenticeship Standards with a copy of its response to the appeal.
9. The Appeals Committee shall consider the written evidence and shall, on request, grant a hearing.
10. A final decision shall be rendered within thirty (30) days of the date that the JATC filed its response to the appeal, or from the date of the hearing.
11. Decisions of the Appeals Committee shall be final and binding upon the JATC.
12. The letters that appear in Appendices J and M shall include notification of the right to appeal.
13. Any Apprentice or Applicant for Apprenticeship who believes that he or she has been discriminated against on the basis of race, color, religion, national origin or sex with regard to apprenticeship, or that equal opportunity standards have not been followed, has 180 days from the date of the alleged discrimination to register a complaint. The

complaint shall be in writing and shall be signed by the complainant. It must include the name, address and telephone number of the person allegedly discriminated against, the program sponsored involved, and a brief description of the circumstances of the failure to apply the equal opportunity standards. Complaints may be registered with the JATC, the Division of Apprenticeship Standards the California Department of Fair Employment and Housing, the U.S. Department of Labor, Office of Apprentice, Training, Employer & Labor Services (OATELS) or the Equal Employment Opportunity Commission (EEOC). The written Complaint Procedure; with names and addresses of the organizations to which complaints may be filed, will be provided to all applicants and apprentices (See Appendix W).

SECTION XIII: INTERNAL REVIEW AND EFFECTIVENESS AUDIT

The JATC will make an *annual* review of its current Affirmative Action Plan and its overall effectiveness and institute any revisions or modifications warranted. Said review shall analyze (independently and collectively) the affirmative action steps taken by the JATC-evaluating for positive impact, as well as, adverse impact in the areas of Outreach, Selection and Retention. The JATC will work diligently to identify the cause and effect that results from their affirmative action measures. The JATC will continually monitor recruitment, selection and attrition as it endeavors to identify the need for new affirmative action efforts and/or deletion of ineffective existing activity. All changes to the JATC's Affirmative Action Plan shall be processed as outlined in SECTION II. The JATC's annual review shall not include any information identifying individual apprentices in any manner.

The success and failure of each affirmative action effort will be reviewed annually. The Affirmative Action Plan will continually be reshaped to ensure the highest degree of overall effectiveness.

The JATC will continually monitor the participation rates of minorities and females in the apprenticeship program in an effort to identify any type of underutilization. If underutilization exists, corrective action shall be immediately implemented.

SECTION XIV: MAINTENANCE OF RECORDS

The JATC will maintain, for a period of five (5) years from the date of the last action, all records relating to: apprentice applications (regardless of outcome), the employment and training of apprentices and information relevant to the operation of the program. This includes, but is not limited to, records on the recruitment, application and selection of apprentices, periodic advancements, disciplinary action, promotion, demotion, layoffs, terminations, rates of pay, hours of on-the-job training and related instruction, evaluations and other pertinent data. The records pertaining to individual applicants, selected or

rejected, shall be maintained in such manner as to permit identification of minorities and females (minority and non-minority). The Records will be kept at

Santa Clara County Electrical JATC
908 Bern Court, San Jose, CA 95112

All JATC records will be made available upon request of the U. S. Department of Labor, Office of Apprenticeship Training, Employer and Labor Services and the Division of Apprenticeship Standards.

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SECTION XV: ANNUAL COMPLIANCE REPORT

The Program sponsor will submit an annual compliance report to the Division of Apprenticeship Standards on or before the anniversary date of the program approval (Appendix X).

This Addendum to the Standards is submitted for approval of the Chief, Division of Apprenticeship Standards as adopted this 3rd day of October 2016.

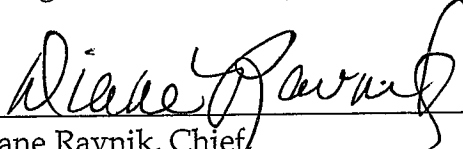
JATC Chairman
Gerald Pfeiffer

JATC Secretary
Douglas Lung

By Gerald Pfeiffer 10-3-2016 By Douglas Lung 10-3-2016
Signature date signature date


Gary Knight, Apprenticeship Consultant

The foregoing Addendum to the Standards, being in conformity with the rules and regulations of the California Apprenticeship Council and the California Code of Regulations, and applicable Federal Regulations is hereby approved this 15th day of December 2016.


Diane Ravnik, Chief
Division of Apprenticeship Standards

Attachment A
2015
Affirmative Action Plan for the
Santa Clara County Electrical JATC

The above named committee adopts as its Affirmative Action Plan the following;

The JATC will demonstrate a good faith effort to recruit, retain and graduate larger numbers of minorities and females by taking the following affirmative action measures.

- Contact minority and female groups (within the JATC's jurisdictional area) established for the purpose of assisting and preparing minorities and females for careers in non-traditional occupations. Such an effort will not be a passive exercise. It will be an aggressive effort to communicate and build positive relationships with such assistance groups.
- Make all participating Employers and Local Union Members aware of the need to recruit minority and female applicants, encouraging them to refer any potential minority or female candidate to the JATC. Individuals referred to the JATC will be notified as to when applications for apprenticeship are available.
- When programs customarily receive applications throughout the year, application information shall be regularly disseminated, but not less than semi-annually. For other availability intervals, application information shall be disseminated 30 - 60 days in advance of the earliest date for each application interval.
- Such dissemination will be in the local media that is most likely to reach the minority and female communities and will include information concerning the nature of apprenticeship, requirements for admission, availability of apprenticeship opportunities, sources of applications and sponsor's equal opportunity policy. The availability of trust funds will be annually considered in determining such promotional or recruitment advertisements. Such effort will be reviewed at least annually to determine which media advertising proves effective.
- Conduct annual informational classes for all apprentices, clearly and concisely explaining the JATC's Rules, Regulations, Policies (including EEO policies) and Complaint Procedure.
- Distribute an EEO pledge card to its Local Union, NECA Chapter and all participating employers stating the Affirmative Action Pledge that appears in SECTION I (See Appendix T). The sponsor will take affirmative action to provide equal opportunity in apprenticeship and will operate the apprenticeship program as required under applicable law and lawful regulations issued thereunder.
- Inform all classroom Instructors to immediately report to the JATC any major signs of weakness in study habits, or any detectable learning deficiencies. The JATC will seek ways and means to assist those individuals in need of special attention or advise them where they may seek assistance; however, the JATC will not be expected to bare any cost for remedial education or training.

- Inform its entire Staff and instructional Faculty of their responsibility to conduct themselves and all related training activities in such a manner as to not permit, or allow for, any kind of racial or sexual misconduct/harassment within the program. Any violation of such JATC rule will be addressed immediately by The JATC.
- Establish a special file to reflect all correspondence and action taken by the local JATC that would, or could, be viewed as an affirmative action effort to disseminate information about apprenticeship opportunities. All correspondence shall clearly define the basic qualifications an applicant must meet in order to reach the oral interview stage of the selection process.
- Internally communicate its equal opportunity policy in such a manner as to foster understanding, acceptance and support among the sponsoring parties' various officers, supervisors, employees and members and to encourage such persons to take the necessary action to aid the JATC in meeting its obligations in this area. The Local Union, the Chapter and all participating employers shall be provided with a copy of this policy suitable for public display at their place of business (See Appendix T).
- Adopt and internally communicate its Policy Against Sexual Harassment in such a manner as to foster understanding, acceptance and support among the sponsoring parties' various officers, supervisors, employees and members and to encourage such persons to take the necessary action to aid the JATC in meeting its obligations in this area (See Appendix U).

To further strengthen the JATC's affirmative action efforts to increase the participation of minorities and females, the JATC will take the additional steps checked below.

The JATC will implement and aggressively pursue the items indicated.

- Establish a committee of female members who are apprentices or have reached Journey-level status (when Journeylevel workers are available and willing to serve in such a capacity) for the purpose of recruiting more qualified female applicants and to aid in the retention of female apprentices.
- Conduct exit interviews with individuals leaving the apprenticeship program in an effort to identify reasons for dissatisfaction and meaningful efforts designed to improve retention (See Appendix V).
- Identify those individuals who meet all minimum requirements except for the mathematics component. These individuals will be offered the opportunity to enroll in a special offering of the JATC's Tech Math course. Successful completion of this course will satisfy the mathematical minimum requirement for the apprenticeship program. The course will be offered for a minimal prorated cost. (If the applicants' original application response time has expired, they will need to reapply).
- Offer special classes for the purpose of tutoring apprentices.

- Participate in NJATC, OATELS and/or SAC Workshops and Seminars to learn and discuss more about the need, ways and means of promoting and advertising for apprenticeship, and recruiting and retaining minorities and females.
- Participate in local secondary and post-secondary school programs and communicate with local Guidance Counselors and Placement Coordinators to make apprenticeship opportunities known, with emphasis on the need for minority and female applicants who meet the minimum qualifications. The JATC will also provide written notice of apprenticeship opportunities to all secondary and post secondary schools within the sponsor's jurisdiction.
- Sponsor out-reach information activities with area guidance counselors, identifying requirements for entrance into apprenticeship and successful completion of the program.

ADOPTION - DISTRIBUTION

The JATC hereby adopts this Affirmative Action Plan for the purpose of recruiting and selecting a larger and more realistic number of minority and female apprentices and to retain same until they have reached Journey-level status.

This Affirmative Action Plan shall remain in effect until the Affirmative Action Plan is updated by the NJATC, or until the JATC determines (based on its annual review) that there is a need for modification to insure greater success in the recruitment, selection and retention of minorities and females. Any and all changes must be submitted to the Division of Apprenticeship Standards for approval before implementation.

A copy of the current Affirmative Action Plan shall be provided to the NJATC solely for its records and information.