

ALASKA JOINT ELECTRICAL  
APPRENTICESHIP and TRAINING TRUST

# Apprentice Policy Guide



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## **GENERAL POLICY**

Labor and management from the IBEW, NECA and various contributing utilities throughout Alaska jointly sponsor the Alaska Joint Electrical Apprenticeship and Training Trust (AJEATT). The AJEATT is responsible for the formulation and administration of all such rules and policies deemed necessary by the Trust to assure a successful apprenticeship program. Changes or revisions to these rules and policies may be made at any time by the Trust as the need arises.

Each apprentice will be given a set of these rules and policies, and will periodically be required to sign an acknowledgement that they fully understand them, and will abide by them. Each apprentice will also be required to follow the guidelines set up by the local apprenticeship school. Should an apprentice refuse to sign these rules and policies, or any other required paperwork, their registration will be canceled. The rules and policies written in this document address non-exclusive examples of improper conduct. The Committee may exercise sole discretion in taking disciplinary action against an apprentice for conduct that is not specifically set forth in this document. Committee disciplinary action may include, but is not limited to, warnings, delayed pay increases, reduction of OJT hours, or cancellation from the apprenticeship. The Apprenticeship Committee will strive to enforce these rules in a consistent and progressive manner, however, the Committee may bypass steps in its disciplinary structure, and take any action, up to and including cancellation from the apprenticeship program, when it determines, based on its sole discretion, that an apprentice's conduct warrants such action. If any apprentice feels they have been treated unfairly or discriminated against, they may seek assistance through the complaint procedure detailed in the AJEATT Local Apprenticeship and Training Standards. Details are available through the apprenticeship school.

All apprentices shall be registered with the U.S. Department of Labor, Office of Apprenticeship, as participants in the AJEATT Apprenticeship Program.

### **A. ACCEPTABLE APPEARANCE AND GENERAL CONDUCT**

All apprentices that are registered to the AJEATT represent not only the apprenticeship program, but also the IBEW, and their employer. Therefore, it is imperative that each apprentice present and conduct themselves in a professional and responsible manner, whether they are on the job, in class, or out in the community.

- General work attire should be appropriate for jobsite conditions. Appearance while attending related instruction should be appropriate for the type of training being provided. Apprentices are prohibited from wearing clothing that is too casual, does not meet safety requirements, is immodest, or portrays offensive language or images, both while on the job and in class. In addition, each apprenticeship school may have dress code requirements that are specific to that facility.
- Apprentices are expected to treat workmates, classmates, employers, staff, and the general public in a courteous and respectful manner. Failure to follow the directions of an AJEATT staff member or instructor, or failure to treat a staff member or instructor in a respectful manner will not be tolerated.
- Acts of physical violence, possession of a weapon on AJEATT property, or making verbal threats toward another individual, an employer, the Union, or the AJEATT will not be tolerated. Such actions may result in discipline up to and including removal from the apprenticeship program, and the authorities may be notified if deemed necessary by the AJEATT.

- The Apprenticeship Committee reserves the right to act in extraordinary situations in which an apprentice's conduct outside of class or off the job, such as criminal behavior, might be disruptive to or interferes with classroom training, OJT or other aspects of the program; poses a risk to the health, safety, or security of others; might tend to adversely affect the reputation of the AJEATT, participating employers, the IBEW, NECA, or the industry; or would likely interfere with the apprentice's ability to be employed. Normally the Committee will only take action against off duty conduct if it has such an effect on the program, but the Committee reserves the discretion to take action based upon any conduct that renders the apprentice unfit to remain in the program or become a journeyman in the trade.
- Apprentices are required to volunteer and/or participate in 20 hours of community service projects per year.

## **B. RELATED CLASSROOM INSTRUCTION**

- All newly registered apprentices with the exception of Tree Trimmer Apprentices, may take a math pre-test. Apprentices who do not achieve a satisfactory score on the pre-test, or choose not to take it, must successfully complete the etA Tech Math online course at their own expense within 60 days of registration. Timelines may vary based on remote dispatches. Failure to complete this requirement will make the apprentice ineligible to continue working or attend first-year classes.
- All newly registered Wireman and Telecommunications apprentices are required to complete Introduction to Apprenticeship and Constructing your Future courses online within 60 days of registration. Timelines may vary based on remote or high-hour dispatches, and must be arranged in writing with the Director/Coordinator. Failure to complete this requirement will make the apprentice ineligible to continue working or attend first-year classes.
- Any unexcused absence from class will not be tolerated, and is defined as 2 or more hours. The first unexcused absence will result in a recorded verbal and written warning, and an automatic 100-hour OJT deduction. The second unexcused absence will result in an appearance before the local committee in addition to a 100-hour OJT deduction. Three unexcused absences will result in immediate removal from classroom training and an appearance before the local committee for further action.
- Tardiness is defined as less than 2 hours from the start of class or return from lunch. Tardiness of any kind will not be tolerated. The first will result in a recorded verbal and written warning. The second will result in an automatic deduction of 100 OJT hours. Three tardies during a class session will result in an appearance before the local committee. Any subsequent tardiness may result in removal from classroom training, and an automatic failure. Make up time will be assigned in increments of 30 minutes and must be completed before the apprentice is issued a work assignment out of class.
- Excused absences are subject to instructor and Director and/or Training Directors discretion and will be recorded. Any protected health information will be kept confidential. A doctor's note may be required, and depending on the severity of issue may require a return to work/school release.
- The Passing grades for all sessions and individual course tests is 75%. All failed course tests must be retaken until the exam is passed, however, the score from the first attempt is the only score that will count towards the overall class average. An apprentice who fails three tests, including retakes will be required to meet with the Director/Coordinator to determine and correct the

reason for the failing scores. If the apprentice fails a 4<sup>th</sup> test, they will be removed from the classroom session and will be required to meet with the Local Committee.

- Final grades for each class session will be determined based on a combination of hands-on performance evaluations and average test scores. Apprentices completing a class session will be placed on the out of work list based on these final grades (exception: apprentices that have been out of work 30 days or longer prior to attending class will be placed on the out of work list based on their last day worked).
- Students will comply with directions from the Instructor. No disruptions of class will be tolerated.
- Electronic devices, other than those required to complete course work, must be silenced and stowed away while in the classroom. Students may use their devices during scheduled breaks in the classroom, or outside the classroom during active sessions.
- Unauthorized use of notes, formulas, books, or other reference materials during testing, quizzes, examinations, or homework and/or any other form of cheating will not be tolerated and shall subject the apprentice to cancellation of his/her apprenticeship agreement.
- Textbook and course material costs are to be paid for by the first day of school. If an apprentice is not financially capable of meeting this requirement, financial arrangements may be made with approval by the Director. Pay raises will be suspended until any outstanding debts to the school are paid.
- All apprentices are strongly encouraged to attend Local Union Meetings as part of their education, and attendance will be recorded by the IBEW and the AJEATT and count toward the volunteer hour requirement.
- No smoking, smokeless tobacco, or electronic cigarettes are allowed in any building on the premise. This includes the classrooms, shop areas, hallways, and entryways. Designated smoking and spitting areas are to be pointed out prior to each class starting. Each instance of smoking or spitting outside designated areas is subject to having 100 hours deducted from your total program hours.
- Apprentices are responsible for the cleaning of the training facility while they are in class. Cleaning assignments will be determined by AJEATT staff. Should a cleaning assignment be inadequately completed, additional duties may be assigned.
- All students must have an Emergency Contact listed on file and make the Instructor aware of any medical concerns or allergies they may have. All protected health information will be kept confidential.
- All students must have a valid CDL-A permit or license, along with a valid Medical Examiners Card before the end of their class session.

### **C. MONTHLY HOUR REPORTS-RECORD KEEPING**

- Each month while enrolled in an AJEATT apprenticeship program an apprentice shall use TradeSchool to submit a report to the AJEATT of hours worked or a reason why no hours were worked during the month.
- Apprentices shall accurately record all OJT hours worked in each job classification.
- If an apprentice does not work during a month, the apprentice shall submit the report directly to the school. If any hours were worked, the apprentice shall submit the hours to the journeyman with whom the apprentice worked during the month.
- Apprentices must submit hours to the journeyman for evaluation, or directly to the school if no hours were worked, no later than the 5th day of the subsequent month (i.e. January hours are due by February 5th).

- It is the apprentice's responsibility to ensure that the evaluation is submitted by their journeyman prior to the 15<sup>th</sup> of the same month. If an apprentice is unable to obtain an evaluation, they shall contact the apprenticeship school for assistance prior to the evaluation due date.
- Timely reports and evaluations are critical to a quality apprenticeship. Late reports will not count towards total OJT hours and will delay scheduled pay raises.
- Two occurrences of overdue reports in a twelve month period will require an appearance before the Apprenticeship Committee. Repeated overdue reports will be subject to Committee review for further disciplinary action.
- Any apprentice who has not had contact with the AJEATT for six months will be considered inactive and may be canceled from the program.

#### **D. CONTACT INFORMATION**

- Apprentices must maintain a current address, phone number(s), and email address on file with the training school at all times.
- At least one phone number on file must have functioning voice message capabilities, and apprentices must respond to the apprenticeship school's attempts to contact within one working day. Failure to meet this requirement may require that the apprentice appear before the Local Apprenticeship Committee.
- Written notification is required for any change of contact information. An apprentice may change their phone number and address using TradeSchool. The apprentice is also responsible to separately notify the Local Union Office and Trust Fund Offices of any change of address.
- Loss of contact with the AJEATT may result in cancellation from the apprenticeship program.

#### **E. WORK ASSIGNMENTS - O.J.T.**

- The Director/Coordinator, working under the direction of the Local Committee, shall determine work assignments.
- An apprentice may not refuse any work assignment. If the apprentice does not agree with the work assignment, he/she may request an appearance before the Local Committee. He/she will continue to work as assigned until otherwise directed by Committee action or terminated by the employer.
- When assigned to a new employer, apprentices shall be notified by email and SMS text, and must contact the employer within 1 business day to schedule onboarding.
- An apprentice who fails to meet an employer's pre-hire requirements will be required to meet with the Local Committee, and will be ineligible to receive a work assignment in the interim.
- An apprentice shall neither quit an employer nor request a lay off. In the event an apprentice is experiencing an unresolvable conflict with an employer, it is their responsibility to report the issue to the Director/Coordinator for potential action.
- All apprentices shall notify the Director or Assistant Director of any termination of employment within one working day. In addition, the Director or Assistant Director must be notified of any temporary layoff of two weeks or more.
- Tardiness and/or absenteeism at the job site will not be tolerated.
- Apprentices shall not work outside of the jurisdiction of the AJEATT without prior permission.
- Apprentices shall not be directed to work outside the Unit they are originally assigned to work in without prior notification to the AJEATT.

- Wiremen and Linemen apprentices shall maintain a current State of Alaska Certificate of Fitness for Trainees. Any hours worked without a valid Certificate of Fitness Trainee card will not be verified by the AJEATT or recognized by the State of Alaska.
- Apprentices shall perform work in a safe manner according to the policy of the employer. This includes wearing appropriate clothing for the job, and utilization of all proper personal protective equipment. If an apprentice feels that they lack the knowledge or training to complete an assigned task safely, they should respectfully explain their concern to their assigned journeyman, and request additional instruction.
- Rotation will be required once an apprentice has been working for one employer for twelve consecutive months and is not being given additional training opportunities.
- Outside telecommunication apprentices may be recalled by an employer upon separation for classroom training. Apprentices will be notified of the request by the Director/Coordinator, by the 4th week of their classroom training. Apprentice work experience and preference will be taken into consideration when making the decision to allow or deny the recall.
- Outside telecommunication and lineman apprentices must obtain their CDL-A permit and medical examiner card before they are eligible to be registered into the AJEATT program and assigned to an employer.
- Wireman, with the exception of geographically indentured wireman apprentices to Kodiak Island, and wireman apprentices registered to the Unit 104 area and tree-trimmer apprentices must obtain their CDL-A permit by the end of their first scheduled class session to be assigned to an employer after class.
- All apprentices indentured after 6/25/2025 must obtain a REAL ID before being dispatched to their first work assignment. Existing apprentices must obtain a REAL ID before being dispatched to any work assignments after their first class session. Either an Alaska Drivers' License REAL ID or a valid Passport will meet this requirement.

## **F. JOB PERFORMANCE**

Each apprentice will have their job performance evaluated by their employer and monitored by the Director and/or Assistant Director and the Apprenticeship Committee. Your basic obligations to your on the job training assignment are:

- Report to work on time every day, and be ready to perform your assigned duties.
- Respect authority and those that are teaching you your trade.
- Do what you are instructed to do, and do it to the best of your ability.
- Adhere to your employer's work rules and company policies.
- Become a competent craftsman, and take pride in your workmanship.

The following are some additional characteristics needed to become a skilled and competent worker:

- Accuracy – Do the job as instructed and in a workmanlike manner.
- Alertness – Necessary to grasp the instruction given by your journeyman, and to be aware of what is going on around you in order to work safely.
- Dependability – Get to your job on time, and do the job you are assigned to the best of your ability. Do not take time off unless absolutely necessary. If you are going to miss work, notify the supervisor as soon as possible.
- Anticipation – Many jobs have common practices. Try to anticipate what tools and materials will be needed next.

- Efficiency– Make good use of your time. Be organized so as not to waste effort.
- Housekeeping: Giving attention to your personal appearance and maintaining a clean, organized work area present a professional image and aid in safety and efficiency.

Good mechanical skills alone do not make an individual a desirable worker. Professionalism, responsibility, and a great attitude are often as valuable to the employer as having the skills to do the work.

## **G. COMMERCIAL DRIVERS LICENSE**

- All apprentices, with the exception of Inside Telecommunications apprentices, geographically indentured wireman apprentices to Kodiak Island, and wireman apprentices registered to the Unit 104 area must obtain and retain a valid CDL-A Permit and Medical Examiner Certificate by either 2000 hours or the completion of their first class session.
- All apprentices, with the exception of Inside Telecommunications apprentices, geographically indentured wireman apprentices to Kodiak Island, and wireman apprentices registered to the Unit 104 area must obtain a Class A Commercial Driver’s License (CDL-A) prior to obtaining 3000 hours of OJT. If the apprentice has not obtained their CDL-A within the aforementioned parameters, they will be required to come before the local apprenticeship committee and may lose up to 500 hours of OJT. Additionally, they will be ineligible for wage increases until such time that they comply with this requirement unless they have taken all reasonable steps to secure grant funding for their training. Reasonable steps are defined as:
  - Obtaining and retaining a valid CDL-A Permit and Medical Examiner Certificate by either the end of 1<sup>st</sup> year classroom training or 2000 hours.
  - Provide a copy of their permit and Medical Examiner Certificate to the school in order to be eligible for AJEATT STEP Grant funds for training. In the event of exhausted funds with the school, the apprentice must apply for any available State of Alaska, Workforce Development grants. In the event of funding denial by the State of Alaska, the apprentice must show proof of denial, and continue pursuing grant funding the following fiscal period (July 1) and keep their permit and medical card current. An approval of funding must be provided to the AJEATT, along with scheduled training dates in order to receive a pay increase. The apprentice is required to submit a copy of their CDL-A license within 7 days of training completion.
- Apprentices are required to notify the Apprenticeship school and current employer immediately upon losing either their Driver’s License or Commercial Driver’s License. Failure to do so will result in appearance before the local committee.

## **H. FIRST AID CARD**

- All apprentices will maintain a current First Aid and CPR card. This training is provided every classroom session, and apprentices will be required to attend. Certifications obtained online are not acceptable for the purposes of this requirement.

## **I. PAY RAISES**

- Upon completion of the appropriate level of hours, apprentices must submit a Request for

Wage Increase form to the AJEATT before the raise becomes effective. In order to qualify for a wage increase, the apprentice must also provide evidence that they have a current Certificate of Fitness (if applicable), a current First Aid/CPR card, and a current CDL-A and Medical Examiners Certificate (if applicable). Additionally, Inside Wireman apprentices must have successfully completed the Craft Certification evaluations required for each level of training they have attended.

- Apprentices who have not obtained their CDL-A License by 3000 hours will not be given a wage increase unless they have taken all reasonable steps to secure grant funding for their training. Please refer to Section G for definition of reasonable steps.

#### **J. VACATIONS/LEAVE**

- An employed apprentice must obtain approval from their employer for any scheduled vacation or other leave and must submit a leave request form to AJEATT. Nothing in this policy is intended to limit an apprentice's rights under Alaska's paid sick leave law, AS 23.10.066–23.10.069. An apprentice who is out of work and unavailable for referral or employment due to vacation or leave must obtain approval from the Director/Coordinator.
- Leave requests extending past 60 days must be approved by the Local Committee.
- Vacations shall not conflict with classroom time.

#### **K. REASONABLE ACCOMMODATIONS**

- An apprentice with a disability may request a reasonable accommodation to participate in the apprenticeship program, meet program requirements, or perform the essential functions of the occupation for which the apprentice is training and working.
- The apprentice should initiate the request by contacting the Director/Coordinator in writing.
- The Director will engage in a timely, individualized, interactive process with the apprentice to determine whether a reasonable accommodation is appropriate.
- If the disability or the need for accommodation is not obvious or already known, the AJEATT may require reasonable documentation from an appropriate licensed provider. Requested documentation will be limited to information necessary to confirm the disability, identify functional limitations, and explain the need for accommodation.
- The AJEATT will not require complete medical records or unrelated medical information.
- When necessary to evaluate the request, the AJEATT may require the apprentice to sign a limited release of information so the Director may communicate with the referring or treating provider about functional limitations, the need for accommodation, and possible effective accommodation.
- The apprentice must cooperate in the interactive process and provide reasonably requested documentation or authorizations.
- The Director will present the accommodation request to the Co-Chairs of the Statewide Trust or their appointees to evaluate each request individually in order to approve the requested accommodation, approve an alternative effective accommodation, or deny a request that would eliminate an essential function, fundamentally alter a legitimate program requirement, create an unmitigated significant safety risk, or impose an undue hardship under applicable law.
- Accommodation-related medical information will be kept confidential and maintained as

required by law.

- There shall be no retaliation for requesting a reasonable accommodation.

#### **L. PROGRAM COMPLETION**

- Inside Wireman and Outside Lineman apprentices attending their final session of related instruction may take their State of Alaska journeyman exam if they have obtained 7000 hours of verifiable OJT hours and successfully passed all required classroom training.
- Once the apprentice has successfully passed all required classroom training and obtained the required 8,000 hours of OJT, Department of Labor completion certificates will be given to the apprentice. Inside Wireman and Outside Lineman will be given Experience Verification Forms to submit to the State of Alaska Mechanical Inspection department so they may obtain their Journeyman Certificate of Fitness.
- Telecommunications apprentices will select a final exam specific to one of the following classifications: Installation & Repair, Cable Splicing, Line Work, or CO/PBX (inside). The apprentice must have at least 500 hours of work experience in a classification to take the final exam for that classification. An apprentice may make a request to the apprenticeship committee for an exception, or to take an exam in more than one classification.
- If, for any reason, an apprentice is unable to complete the program for which they have been selected, they may submit a letter of resignation to the Apprenticeship Committee. Apprentices who have completed their probationary period may request that the Committee consider a transfer to a different classification. All such requests shall be in writing. Should a transfer request be granted, no credit for OJT hours from the previous classification are guaranteed, and the apprentice will be required to serve the probationary period for their new classification.

#### **M. APPEARANCE BEFORE THE APPRENTICESHIP COMMITTEE**

Apprentices will be subject to call before the Local Committee for instructions concerning apprenticeship procedures and policies or for disciplinary action. **Disciplinary action may be taken by the Committee for any, but not limited to the following infractions:**

- Excessive or unexcused absences or tardiness on the job, or in related classroom instruction.
- Failure to meet an employer's pre-hire requirements.
- Failure to satisfactorily perform work on the job.
- Failure to maintain satisfactory (passing) grades in the classroom, or repeated failed classroom exams.
- Failure to maintain a current Certificate of Fitness or First Aid/CPR card.
- Failure to submit accurate work reports in a timely manner.
- Repeated below average evaluations on a Monthly Hour Record sheet (three or more in a 12 month period) or an overall below average score on the Confidential Contractor evaluation form.
- Failure to act in a professional and responsible manner expected of an apprentice.
- Failure to follow directions of assigned Journeyman.
- Failure to appear in response to notification.
- Failure to respond to the AJEATT's attempts to contact.
- Failure to adhere to the AJEATT's or the employer's safety and dress codes.
- Failure to respond to a notice of work assignment.

- Working for an electrical or telecommunications contractor for which the apprentice has not been dispatched.
- Working for any electrical or telecommunications contractor that is not signatory with the IBEW.
- Moonlighting in the electrical industry.
- Quitting a job or any termination for cause from a job.
- Failure or any refusal of drug testing required by an employer.
- Stealing property of the school or the employer.
- Unauthorized use of school equipment at any time.
- Abuse and/or negligent use of school or employer property.
- Use of any drugs or alcohol during class or work hours.
- Gambling on school property, or on the job.
- Physically fighting, or unsafe behavior on school property, or on the job.
- Failure to notify the school and employer of the loss of their Drivers License or CDL.
- Engaging in any illegal or criminal conduct.
- Performing or not reporting any actions which would knowingly violate OSHA regulations while on school property or on the job.
- Trespassing, or unauthorized after hours use of any property owned by the AJEATT.

Any violation of this Policy Guide may result in disciplinary action. Such action may include immediate removal from employment, suspension from apprenticeship, suspension of program registration, or other appropriate corrective action. The Local Committee has the authority to suspend an apprentice's program registration at any time when warranted by the seriousness of the violation. An apprentice subject to such action will be required to appear before the Local Committee at its next scheduled meeting.

Apprentices who have satisfactorily completed their probationary period shall have the right to appeal decisions of the Local Apprenticeship Committee to the Statewide Board of Trustees. An apprentice shall have thirty (30) days from the date of the Local Committee's ~~discipline~~ determination to appeal such decisions. Appeals shall be in writing to the attention of the Statewide Training Director.

#### **N. POLICY AGAINST UNLAWFUL HARASSMENT**

The Alaska Joint Electrical Apprenticeship and Training Trust (AJEATT) does not tolerate unlawful harassment of any type. Unlawful harassment is prohibited by law, and such conduct exposes not only the AJEATT but also individuals involved in such conduct to significant liability. The Trust expects AJEATT employees, including instructors, employers who hire apprentices, and apprentices to treat each other with respect and dignity so as not to offend the sensibilities of any individual.

Unlawful harassment not only hurts the immediate victim but also negatively impacts the entire training environment. Incidents of harassment can result in a general atmosphere in which the purpose of the apprenticeship and training program is undermined. The AJEATT is committed to vigorously enforcing this policy against unlawful harassment. AJEATT employees or apprentices engaging in such conduct will be disciplined. Employers who engage in such conduct against apprentices will be denied access to apprentices.

- **WHAT CONSTITUTES UNLAWFUL HARASSMENT?**

Unlawful harassment consists of unwelcome verbal, physical, written, or visual conduct based on an individual's legally protected characteristics, including but not limited to sex (including pregnancy, childbirth, and related medical conditions), sexual orientation, gender identity or expression, race, color, national origin, religion, age, disability, genetic information, marital status, veteran status, or any other status protected by applicable federal, state, or local law, when:

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

- **UNLAWFUL HARASSMENT MAY INCLUDE, BUT IS NOT LIMITED TO:**

- Offensive or derogatory remarks, slurs, jokes, epithets, or name-calling related to an individual's protected characteristics;
- Visual displays such as derogatory posters, photographs, cartoons, drawings, or gestures that demean or show hostility toward protected groups;
- Unwelcome physical conduct such as touching, blocking normal movement, or interfering with work because of a person's protected characteristic;
- Threatening, intimidating, or hostile acts that relate to a protected characteristic, whether done in person, via electronic communication, or through social media;
- Conduct of a sexual nature such as unwelcome sexual advances, requests for sexual favors, sexually-oriented gestures, noises, remarks, jokes, or comments about a person's sexuality or sexual experience, and the display of sexually suggestive materials.

- **FILING AND INVESTIGATING COMPLAINTS**

Any complaints of, or regarding, unlawful harassment should be submitted to the AJEATT and shall be treated confidentially except to the extent necessary to investigate and resolve the complaint. Complaints may be made in writing or orally, and anonymous complaints will be accepted. Someone not the target of harassment may make a complaint, and anyone observing unlawful harassment is encouraged to report it. Complaints of unlawful harassment will be fully investigated, and a determination of the facts will be made on a case-by-case basis. If the employer has an established plan or policy that deals with unlawful harassment, the apprentice should follow such procedures as are set forth in the employer's policy, though they may elect to bring the matter to the AJEATT. Instructors are responsible for reprimanding an apprentice for engaging in an act of unlawful harassment against another apprentice that the instructor observes or becomes aware of. If the conduct continues or recurs, the instructor should file an official complaint with the Director. If an employee wishes to pursue a harassment complaint through a government agency or to seek outside help, he or she is entitled to do so. An individual may consult with the AJEATT for advice on how to proceed.

- **RESOLVING COMPLAINTS**

After a thorough investigation, any AJEATT employee or apprentice found to have committed an act of unlawful harassment shall be immediately disciplined. The discipline imposed will depend on the nature and severity of the misconduct found upon investigation and may include discharge for a first offense. The decision may be appealed to the AJEATT for review within thirty days of receiving the decision.

- **RETALIATION PROHIBITED**

The AJEATT will not tolerate any form of retaliation against an employee who has made a complaint or cooperated in an investigation of alleged unlawful harassment.

All persons contacted in the course of the investigation will be advised that they and other individuals involved in a complaint are entitled to be treated professionally, and that any retaliation or reprisal against an individual who is an alleged target of harassment, who has made a complaint, or who has provided evidence in conjunction with a complaint, is prohibited and could result in discipline up to and including termination.

AJEATT employees or apprentices who are found to have engaged in retaliation or who fail to cooperate with an investigation of unlawful harassment or retaliation will be subject to substantial discipline up to and including discharge or termination from the program.

- **CONTRACTOR RESPONSIBILITIES**

Employers who hire apprentices from the AJEATT are expected to establish their own policies against unlawful harassment and retaliation, including procedures for filing, investigating, and resolving complaints as they elect. Employers should understand that under federal and state regulations, an employer is responsible for the acts of its agents and supervisory employees when acting in an agency capacity, without regard to the employer's specific authorization or knowledge of such acts. Supervisors will be treated as acting in an agency capacity if the employer fails to establish an explicit policy against unlawful harassment or fails to establish a reasonably accessible procedure by which victims can make their complaints known to appropriate officials and have them rectified. With respect to harassing conduct between non-supervisory employees, the employer is responsible where the employer (or its agent) knows or should have known of the conduct unless the employer takes immediate and appropriate corrective action.

The failure of an employer to take appropriate action regarding an apprentice's complaint of unlawful harassment on the job may result in the employer being denied access to apprentices in the program. It is expected that employers will work cooperatively with the AJEATT on matters concerning the AJEATT policy against unlawful harassment.

## **O. DRUG POLICY FOR APPLICANTS AND REGISTERED APPRENTICES**

The Alaska Electrical Joint Apprenticeship and Training Trust (AJEATT) is committed to maintaining a safe and healthful working environment for all apprentices. The AJEATT has an obligation to ensure public safety and trust with regard to services provided by apprentices in the environment in which apprentices work.

Accordingly, the use of alcohol or controlled substances is strictly prohibited during an apprentice's hours of work. The consumption of or being under the influence of alcohol or controlled substances during school or work hours may result in the imposition of discipline up to and including discharge from the apprenticeship program.

Copies of this drug and alcohol policy shall be furnished to and received by each individual subject to testing. The AJEATT reserves the right to modify this policy at any time.

- **CONTROLLED SUBSTANCE TESTING FOR APPLICANTS TO THE APPRENTICESHIP TRUST PROGRAM**

All applicants selected for the apprenticeship program shall be subject to a single instance of controlled substance testing prior to entry into the apprenticeship program. Refusal to test, or a result of Positive or Negative-dilute is unacceptable and will disqualify the applicant from selection for apprenticeship until such time that they are eligible to re-interview. One re-test,

following a Negative-dilute result, shall be allowed and paid for by the applicant, and must be taken within 24 hours of the first Negative-dilute result. Pre- selection tests need not be justified by probable or reasonable suspicion.

- **PRE-EMPLOYMENT TESTING FOR ALCOHOL AND CONTROLLED SUBSTANCES**

A pre-employment alcohol or drug test may be required before an employer hires an apprentice. A refusal to test shall result in disciplinary action up to and including removal from the apprenticeship program.

- **FOR-CAUSE ALCOHOL AND CONTROLLED SUBSTANCE TESTING FOR REGISTERED APPRENTICES**

All apprentices registered to the AJEATT will be subject to for-cause testing in accordance with this policy, or as required under an employer sponsored drug and/or alcohol program. Apprentices will be tested for controlled substances, metabolites, or alcohol if there exists probable or reasonable suspicion that the apprentice to be tested is using during work or school hours, or is under the influence of controlled substances or alcohol during work or school hours.

The term “probable/reasonable suspicion” shall include:

- Aberrant or unusual behavior during working or school hours of an individual apprentice. Such behavior observed by the immediate supervisor or higher ranking employee, and confirmed by the observation of one other supervisory employee or shop steward trained to recognize the symptoms of drug abuse, impairment, or intoxication (observations shall be documented in writing by the observers); and
- is the type of behavior which is recognized and accepted symptom of intoxication or impairment, caused by controlled substances or alcohol or the addiction to or dependence upon said controlled substances; and
- as long as such behavior not reasonably explained as resulting from causes other than the use of controlled substances such as, but not by way of limitation, fatigue, lack of sleep, side effects of prescription or over-the-counter medications, reactions, to noxious fumes or smoke, etc.

Third party reports of drug use or aberrant behavior which are not confirmed by a representative of an employer or the AJEATT shall not constitute probable or reasonable suspicion, or be grounds for testing. An agent or an official of the AJEATT may require an apprentice to be tested under the same conditions as above except that confirmation of the observations may be made by another official or agent of the AJEATT. A refusal to test shall result in disciplinary action up to and including removal from the apprenticeship program. If the representative of the employer or the AJEATT has probable or reasonable suspicion to believe that the apprentice is using or is under the influence of controlled substances or alcohol, the representative shall require the apprentice and the shop steward (in the case of an employer) or a second individual (in the case of the AJEATT) to go to an approved collection site to provide urine specimens or breath-test specimens for laboratory testing. The representative of the employer or the AJEATT may also accompany the apprentice to the medical clinic.

- **TESTING ANALYSIS**

The employer or the AJEATT may require drug and alcohol testing. Drug and alcohol testing shall be conducted in accordance with commonly accepted Department of Transportation (DOT) procedures designed to protect privacy within common testing guidelines and to protect the integrity of urine specimens, as well as to ensure the ability of the parties to jointly request retest of the same specimen initially taken. Testing procedures will follow the guidelines set forth in 49 CFR Part 40. As a minimum, testing procedures will include the following steps:

- Urine specimens taken from an apprentice shall be taken in such a manner as to minimize embarrassment to the apprentice.
- Adequate specimens shall be taken to ensure capability of retesting positive test results through confirmation tests. Split samples are required.
- Adequate specimens shall be immediately sealed, labeled, and initialed by the apprentice and the technical personnel who administered the test. In the event an apprentice refuses to initial a specimen, a notation to that effect will be made on the specimen.
- Specimens taken shall be subjected to an initial screening by a laboratory certified by the Department of Health and Human Services to determine the presence and level of alcohol or controlled substances. Each person involved in the testing procedure shall execute an appropriate “chain of custody” document to reflect actions taken by that individual, the identity of the individual, and date of the action.
- At all times during the test analysis procedure, the specimens shall be maintained at a temperature and light condition designed to protect the integrity of the specimens taken.
- In the event of a positive verification, the split specimen shall be preserved and shall be retained by the testing laboratory and held there for a period of one year from the collection date so that the affected apprentice may, if he or she desires, request review and retest of the specimen at the apprentice’s own cost. The apprentice’s failure to request a retest of the specimen within seventy- two (72) hours of actual notice of positive results shall constitute a waiver of all rights to retesting.

• **TEST LEVELS**

The initial and confirmation cut-off levels used when screening urine specimens to determine whether they are negative or positive for various classes of drugs and alcohol shall be those contained in the scientific and technical guidelines adopted by the United States Department of Transportation:

<b>CONTROLLED SUBSTANCES</b>	<b>INITIAL TEST CUT OFF LEVELS (ng/ml)</b>	<b>CONFIRMATORY TEST CUT OFF LEVELS (ng/ml)</b>
Marijuana metabolites	50	15 (1)
Opiate metabolites Morphine Codeine	300 (3)	300 300
Phencyclidine	25	25
Amphetamines Amphetamine Methamphetamine	1000	500 500
Cocaine	300	150 (2)
Alcohol (Breath test)	see note (4)	

- Delta-9 tetrahydrocannabinol-9-carboxylic acid
- Benzoylcegonine
- 25 mg/ml if immunoassay specific for free morphine
- Alcohol concentration of .02-.039 will result in an out of service, without pay, for a period of twenty-four (24) hours. The apprentice must have an alcohol test result of below .02

after a twenty-four hour period in order to return to duty. Test results of .04 or greater are considered a positive test result.

Note: These cut-off levels are subject to changes by the Department of Health and Human Services as advances in technologies or other considerations warrant the identifications of these substances at other concentrations.

Test results which are below the level specified above shall be considered negative indications and shall be reported to the employer and Apprenticeship Trust as such. The cost of all alcohol and controlled substance tests shall be paid by the Apprenticeship Trust except when the apprentice chooses to retest a specimen, or for return-to-duty and follow-up testing.

The Apprenticeship Trust recognizes that the results of an alcohol or controlled substance test will be considered medical records and held confidential to the extent permitted by law. The Apprenticeship Trust will limit disclosure of information acquired in connection with a controlled substance or alcohol test to a positive/negative test result, to the following individuals unless the apprentice consents in writing to disclosures to others:

- the apprentice
- the apprentice's supervisors and other management officials with a need to know
- IBEW business representative or designee and representative of the AJEATT
- test laboratory personnel
- the employee assistance program counselor or other rehabilitation personnel if the apprenticeship seeks or is required to use same
- members of the Statewide Committee of the AJEATT if the apprentice files a grievance regarding alleged use of alcohol or controlled substance.

• **RETURN-TO-DUTY TESTING FOR ALCOHOL AND CONTROLLED SUBSTANCE**

An apprentice who tests positive under this policy, or under an employer sponsored drug and/or alcohol program, must be evaluated by a substance abuse professional approved by the AJEATT and complete any rehabilitative counseling and/or program recommended by the evaluator. All costs associated with the evaluation and recommended rehabilitation will be at the expense of the apprentice.

The apprentice will not be considered to be eligible for work or school until proof has been provided that the rehabilitation program has been successfully completed, and the Training Director determines that the apprentice may return to duty. An apprentice who returns to duty must pass a return to duty test and shall be subject to a reasonable program of follow-up testing, without prior notice, for the remainder of his/her apprenticeship. All return-to-duty and follow-up testing will be at the expense of the apprentice.

Note: It is at the discretion of the Training Director or substance abuse professional, whether return to duty testing will be required, on a case-by-case basis. A refusal to test shall result in disciplinary action up to and including removal from the apprenticeship program.

• **ENFORCEMENT**

An apprentice who tests positive, or who refuses to test under this policy, or under an employer or union sponsored drug and/or alcohol program, shall fall under this enforcement section. The apprentice will be requested to sign an information release form prior to becoming eligible for work. An apprentice who tests positive or refuses to test shall have 1000 (OJT) hours deducted from their total apprenticeship hours. With the approval of the Director, these hours can be worked off through volunteer projects. An apprentice who tests positive a second time may be discharged from the apprenticeship program.

An apprentice who is disciplined as a result of a positive test may appeal the discipline to the

Statewide Committee of the Apprenticeship Trust.