



# **OPERATOR**

## **GENERAL POLICY STATEMENT**

*February 2023*

## **Administrative Policy**

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

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

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

## **Duties**

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

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

The Subcommittee will meet regularly as needed.

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

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

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

The JATC will see and act on all issues.

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

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

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

## **Basic Qualifications of Selection**

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

Open enrollment months will be announced by the Training Program. Employment by and referral from one of our signatory contractors will place an individual in the Training Program. Training will start July 1<sup>st</sup>.

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

### **Probationary Period**

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

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

### **Termination of Employment**

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

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

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

### **Laid Off**

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

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

### **Advancement**

Pay on advancement will become effective on the pay period following receipt of the advancement notice from the JATC. A Trainee must meet the following minimum requirements by the 5<sup>th</sup> of the month to advance:

1. At least six (6) months' time spent in each period of training.
2. At least 900 O.J.T. Hours in each six (6) month period. Accumulative hours may be used, at the discretion of the Director.
3. 75% or higher average grade for Term.
4. Valid certifications (see below).
5. In compliance with class policies.

A Trainee is not eligible to advance if the status is one of the following: Terminated, Suspended, Quit, Military Duty, Light Duty, Medical Hold, or Personal Leave Hold.

## Wages

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

Trainee Step 1	(No CDL)	60%
Trainee Step 1.2	(CDL)	70%
Trainee Step 2	(CDL)	70%
Trainee Step 3	(CDL)	80%
Trainee Step 4	(CDL)	90%

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

## Valid Certifications

Advancement in the program will require Trainees to maintain, and provide to the JATC, valid certifications. Renewed documents must be provided to the JATC.

The JATC will recognize the expiration date on the cards issued. Expired certifications will NOT be used for advancement.

1. CDL. The Trainee shall have a Class A CDL with air brakes endorsement and maintain the license through-out their training period. A Trainee shall possess and maintain a valid CDL. Any changes to driving status must be reported to the JATC, immediately. Loss of CDL may be cause for suspension.

### CDL Permit

- must have before advancing to Step 2
- **NOTE:** All new Trainees will be expected to obtain a CDL Permit within their first 6 months of admittance into the Training Program.

### Full CDL

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

2. DOT Physical Card
3. First Aid
4. CPR

## Written Exam Testing Policy

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

If absent from class, any test given will result in a zero percent. Trainee will not automatically be scheduled to retake exams. Trainee must contact instructor to makeup missed exams or exam will remain a zero percent and included in the grade average.

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

### **Practical Exam Testing Policy**

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

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

### **Training Facilities**

The JATC training facilities are an investment in the utility industry. All facilities and equipment within will be treated with the highest value and respect. Anyone found to be damaging JATC property will be immediately suspended and may be required to attend a Subcommittee meeting for a performance review.

Several work methods will be taught and practiced at the training facilities. All PPE, safe work practices, and safety equipment will be required while training and must be used properly. Violation of safety rules at the training facility will result in disciplinary action, and a possible performance review with the Subcommittee.

### **O.J.T. Hours and Evaluations**

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

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

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

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

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

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

The JATC may extend the training period for cause.

### **Program Completion**

Must be a Trainee Step 4 for a period of six months.

Must have a minimum of 3,600 total hours and 1,800 of those hours must be equipment operation.

Must have completed all related training.

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

Must be current on certifications.

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

### **Cancellation of Training Program**

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

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

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

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

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

### **Number of Trainees**

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

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

Revision dates: 06/20, 12/20, 1/21, 5/21, 6/21, 7/21, 9/21, 1/22, 8/22, 11/22, 12/22, 02/23