



# **OPERATOR**

## **GENERAL POLICY STATEMENT**

*September 2024*

## **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**

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

Applicants entering the Training Program must provide current copy of their valid Driver's License and DOT Medical Examiner's Certificate.

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

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

### **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.

### **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 Medical, 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.

### **Subcommittee Meetings**

Trainees shall attend Subcommittee meetings upon notice by the Director. Unexcused absence shall result in disciplinary action.

### **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.

### **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 trainee 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.

## **Suspension**

Trainees under suspension cannot work in the Outside Electrical Construction Industry in any capacity.

A trainee suspended for certain related training or medical problems may be allowed to attend related training classes, provided that any problem will not be aggravated by such participation. The Director will review each case individually and render a decision deemed appropriate.

## **Leaving the Jurisdiction of the JATC**

A trainee may, at the request of the Director, leave the jurisdiction of the JATC to secure employment. Trainees representing the JATC will conduct themselves appropriately.

All paperwork and schedules are to be followed as set forth by the JATC.

All JATC rules will apply, although out of the area, as well as rules of the Training Program in which the trainee is employed.

A trainee shall return to the jurisdiction of the JATC upon notice by the Director.

## **Location Status**

Any change in location affecting the individual's ability to perform job duties must be reported to the JATC immediately.

Each trainee shall inform the JATC immediately of any change of address or telephone number. Any trainee who fails to keep the JATC informed as to their present location is subject to disciplinary action. Violation of this rule may result in suspension or cancellation.

Many employer's policies are "no call, no show" result in termination of employment. Trainees terminated are immediately suspended and can no longer work until they meet with the Subcommittee. Any trainee who is absent from their workplace must immediately inform their employer and the JATC with an explanation for the absence. Violation of this rule may result in suspension or cancellation.

## **Driving Status**

Any change in driving status affecting the individual's ability to perform job duties must be reported to the JATC immediately. Loss of driver's license may be cause for suspension or cancellation.

Any trainee who fails to keep the JATC informed as to their driving status is subject to disciplinary action. Violation of this rule may result in suspension or cancellation.

## **Ability to Perform Job Duties**

Anyone who is unable to perform all the required job abilities (whether due to physical or mental limitations, such as difficulty with climbing, lifting, crawling, reading, or hearing) that affect job performance, completion or adherence to the Training Program's policies must report this to the JATC immediately. This includes illness or injury.

Any trainee who fails to report a change in their status to the JATC will be subject to disciplinary action. Violation of this rule may result in suspension or cancellation.

## **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, 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 2	(CDL)	70%
Trainee Step 3	(CDL)	80%
Trainee Step 4	(CDL)	90%
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 a full 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.

Trainees shall receive at a minimum, the amount specified in their training period in the current Labor Agreement.

## **Monthly Work Report**

Trainees must submit a Monthly Work Report regardless of current working status. Work Reports are due by the 1<sup>st</sup> day of the following month, no later than the 5<sup>th</sup>.

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

If there are ANY working hours to report in a calendar month, whether employed or not, must submit a Monthly Work Report to a supervisors email address to be evaluated.

If there are ZERO working hours in a calendar month, whether employed or not, must submit a Monthly Work Report and choose unemployed reason.

No credit will be given for Monthly 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.

### **Job Evaluation Reports**

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. Trainees shall not be evaluated by another trainee. Evaluations must be submitted to and completed by an authorized contractor representative. 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.

### **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.

Anyone verifiably caught cheating may be canceled.

### **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.

### **Certifications**

Trainees entering the Training Program must be current on certifications with the JATC within two (2) months. Missing or expired certifications will result in the loss of one month's credit towards advancement.

- First Aid
- CPR: online courses are not accepted, a hands-on course is required
- CDL: refer to CDL Requirement: Further Explained section
- DOT Medical

To be eligible for advancement, trainees will be required 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.

### **CDL Requirement: Further Explained**

A trainee is required to hold and maintain a valid Class A Commercial Driver's License (CDL) with air brakes endorsement.

CDL requirements for trainees in the Training Program:

- Acquire a CDL Permit within the first six (6) months of admittance
- Obtain a full CDL within the first twelve (12) months of admittance

For trainees advancing through the program:

- Step 2 requires a CDL Permit
- Step 3 requires a full CDL

### **Completion Criteria**

Must be a fourth (4<sup>th</sup>) Step trainee. A trainee may be allowed to graduate from the Training Program prior to completing the fourth step six-month time in grade requirement, provided all criteria has been met.

Must have completed all related training.

Must have a minimum of 3,600 total hours and 1,800 of those hours must be equipment operation. Some equipment operation hours may be obtained during related training and must be approved by the Lead Instructor.

Must be current on:

- First Aid
- CPR
- CDL (permit not accepted)
- DOT Medical

Must have completed training for:

- Competent Person
- Flagger
- Qualified Rigger/Signal Person
- OSHA 10 ET&D
- EICA Crane Certification (effective for those starting the program 7/2023)

Upon completion of the Training Program, the JATC will notify all applicable Locals and Contractors to upgrade the individual's classification to Equipment Operator – Underground.

### **Controlled Substances**

All trainees will be subject to the Drug Policy as adopted by the JATC. Trainees will also conform to the various drug policies adopted by the DOT and contractor/customer requirements or their respective employers.

### **Harassment**

The JATC has recognized that harassment, sexual or otherwise, is against the law and will not be tolerated. The terms of the Policy Against Sexual Harassment, as adopted by the JATC, will apply to all

trainees.

## **Personal Conduct**

It is the JATC's policy to comply with all laws, which are applicable to its business, wherever conducted. Compliance with the law means observing both the letter and the spirit of the law and conducting all affairs so the Training Program continues to earn the highest respect in the community and from the customers that we serve.

Compliance with all laws is so vitally important that failure to meet legal requirements cannot be excused by claims of ignorance, good intention, or failure to seek timely advice.

Therefore, any violation of a legal statute or related JATC policies or procedures will result in appropriate disciplinary action, which may include termination from the Training Program and legal action for civil or criminal penalties.

## **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.

**THIS POLICY IS A CHANGING AND DEVELOPING DOCUMENT. SUPPLEMENTS WILL BE ISSUED AS CHANGES OCCUR.**  
Revision dates: 6/20, 12/20, 1/21, 5/21, 6/21, 7/21, 9/21, 1/22, 8/22, 11/22, 12/22, 2/23, 5/23, 9/23, 10/23, 11/23, 3/24, 5/24, 6/24, 9/24