

# Student Handbook

## P-500.1 - Introduction

Welcome to the York Electrical Institute. We will be providing you with state-of-the-art training opportunities that employ the most current trends in educational technology and the electrical industry. You will learn the attitude, skills, and knowledge needed to have a successful career as an electrician.

This program has led the way for the past 70 years, pushing the standards in our industry. We welcome you into our industry and our organization and expect you to pursue excellence in the same manner as those who came before you. This program has been created to provide the tools you need to reach your full potential. We hope you enjoy and appreciate the opportunity to be part of this program.

Phil Lamison  
Director of Education

***The procedures and policies set forth in this Handbook are subject to revision from time to time. The most up-to-date available versions of the policies and procedures are contained in the electronic version of this document, which may be accessed online at our website: yei.edu***

## P-500.2 - Mission Statement

(COE: 1.1-5)

The York Electrical Institute mission is to provide training opportunities for electricians in York and Adams County that will ensure IBEW local 229 has the highest skilled apprentices and journeyman available. York Electrical Institute will provide opportunities for personal and professional growth through apprenticeship and continuing education classes delivered in-house and through training partners. Courses will be delivered in traditional classroom settings, as well as through blended or on-line formats where appropriate.

York Electricians Staff will model professional behaviors, ethics, and attitudes while performing their duties in and out of the classroom. York Electrical Institute will also work to ensure that apprentices are receiving excellent and diverse on-the-job training to ensure that all members maintain our high standards of attitude, skill, and knowledge.

**The York Electrical Institute exists to serve a number of purposes:**

- To provide highly skilled workforce including apprentices, journeypersons, supervisors, project managers
- To foster a learning environment and community of learners
- To offer opportunities for learning in the classroom, labs, and on-the-job
- To make available continuing education opportunities for journeypersons
- To promote safe work practices
- To provide leadership and financial training

Apprentice development and progression is achieved by partaking in classes such as Health and Safety, Blueprint Reading, Mathematics, and Leadership and Foreperson Training to name a few. Men and women are afforded comprehensive curriculum and unequaled training.

We impress upon our members that acquiring vital trade specific skills is necessary in securing and maintaining fair wages, health and pension benefits, and favorable working conditions.

Our vision is unparalleled. Our comprehensive training programs are a collaborative effort designed to supply our union contractors and associations the most uniquely qualified workforce, now and into the future.

### **P-500.3 - Our Campus**

Our training center is located at 555 Willow Springs Lane, York, PA. It houses a state-of-the-art learning environment including 15,000 square feet of training space including 6 classrooms and 3 large lab areas. There is a large 130 seat meeting room and a break room. Restrooms include shower areas. Parking is available for over 100 vehicles. There is a mobile computer lab and projectors in each classroom.

### **P-500.4 - Accreditation and Licensure**

The York Electrical Institute has standards of apprenticeship on file with the U.S. Department of Labor. Inquiries regarding this registration should be addressed to:

Ron Leonard  
U.S. Department of Labor, Bureau of Apprenticeship and Training  
170 S. Independence Mall West, Suite 820 East  
Philadelphia, PA 19106

The York Electrical Institute is accredited by the Commission of the Council on Occupational Education. Inquiries regarding accreditation should be addressed to:

The Council on Occupational Education  
7840 Roswell Road  
Building 300, Suite 325  
Atlanta, GA 30350

The York Electrical Institute program is recognized by the American Council on Education for over 50 college credits. Relationships are established with several colleges and universities to ease the transition into degree granting programs.

### **P-500.5 - Hours of Operation**

The Institute is open Monday through Friday from 7 am to 3:30 pm. Classes are typically held on Weekday evenings from 6 pm to 9 pm. Some classes may be scheduled outside of these hours, including on weekends.

### **P-500.6 - Board of Trustees**

**Denny Geiger**  
**Chairman**

I.B. Abel Inc.  
2745 Black Bridge Rd.  
York, PA 17406  
(888) 942-8835  
[rtriplett@neca-pdj.org](mailto:rtriplett@neca-pdj.org)

**Thomas Henchey**  
**Secretary-Treasurer**

IBEW Local 229  
555 Willow Springs Lane  
York, PA 17406  
(717) 843-8368  
[thenchey@ibew229.org](mailto:thenchey@ibew229.org)

**Aaron Kelley**

National Electrical Contractors Association  
2003 Renaissance Blvd.

**Jose Gonzalez**

IBEW Local 229  
555 Willow Springs Lane

King of Prussia, PA 19406  
(717) 845-1639  
[akelley@neca-pdj.org](mailto:akelley@neca-pdj.org)

York, PA 17406

**Keith Waltersdorff**  
I.B. Abel Inc.  
2745 Black Bridge Rd.  
York, PA 17406  
[kwaltersdorff@ib-abel.com](mailto:kwaltersdorff@ib-abel.com)

**Jonah Rohrbaugh**  
IBEW Local 229  
555 Willow Springs Lane  
York, PA 17406

### **P-500.7 - Calendar 2024-25**

September 9  
November 11  
November 28  
December 24-January 5  
January 6  
May 26  
June 30

Back-To-School Night/Fall Semester Begins  
Veteran's Day (No School)  
Thanksgiving Holiday (No School)  
Christmas / New Year Holidays (No School)  
Spring Semester Begins  
Memorial Day (No School)  
Spring Semester Ends

### **P-500.8 - Emergency Procedures/Closing**

**Fires:** All Students are urged to acquaint themselves with the location of the exits and available fire extinguishers throughout the school. In case of fire, dial 911 immediately. Give the operator the precise location of the fire and he or she will alert the fire department.

**Emergency Evacuation:** When notified of an emergency please proceed to the closest exit and assemble in the grass directly across Willow Springs Lane for a head count.

**Police:** To summon the police, select dial 911, and the operator will alert the police department.

**Theft:** If a theft has taken place, please report it immediately to an instructor or the training director.

**Accidents and Illness:** When there is doubt as to procedure in the case of medical emergency, immediate medical advice should be secured by dialing 911.

In the event anyone becomes injured or ill at the School, emergency response should be contacted. Emergency personnel will make determinations as to the needed medical attention and transportation.

**Incident Reports:** A complete report of every incident, no matter how minor, should be made to the Director of Education within 48 hours of the incident. Copies of incident reports can be obtained from the administrative office and/or on the website. For non-emergencies related to police, fire, and rescue, please contact the director, and then file an incident report. Any incident involving serious injury should be reported at any time during the day or night to emergency response by dialing 911 and then filing an incident report. In instances where there is doubt as to whether the incident is serious enough to require a report, it is better to report it immediately.

**Inclement Weather Policy:** In the case of inclement weather, a notice will be sent out via “Remind” text messaging service. Students are encouraged to subscribe to this service in order to receive timely notifications. Individual phone calls will not be made in the event of school closing.

### **P-500.9 - Student Services**

The York Electrical Institute is dedicated to providing each student the support and resources needed for success in the program and beyond. Tutoring and counseling are available at the student’s request. For non-academic counseling, outside services are available. The services listed below were developed to assist the student in meeting their educational goals. Questions regarding these services should be sent to the Director of Education.

York Electrical Institute agrees to provide any reasonable accommodation necessary for students who are identified to have special needs.

### **P-500.10 - Rules And Regulations**

As a participant in this Program, you have been offered one of the most meaningful opportunities in your life: to develop the knowledge and skills that will enable you to perform at the highest levels of the professional trades represented by the International Brotherhood of Electrical Workers (IBEW).

The opportunity that you have been given is unique and valuable. Whether as an apprentice or at some other level of participation, not only will you have the opportunity to develop and/or expand a career in your trade, but you have been admitted to participate into the York Electrical Institute’s outstanding, accomplished Program. It is the sincere hope of the Trustees, Director, Instructors and staff of the Institute that you strive every day to make the most of this opportunity that you have been awarded. While the Program is demanding and rigorous, the benefits of your dedication will be enormous.

During your tenure in the Institute, you should always bear in mind that your education is primarily funded by the work of the men and women represented by the IBEW Local Union 229, through direct contributions from their pay package. Every member of IBEW Local Union 229 has committed to your education, as a way to ensure the high standards and excellence of the trades represented by the IBEW, and to ensure our ever-unrivaled ability to provide the highest quality of work to our participating and valued employers. To respect the investment of IBEW Local Union's members, and to achieve the objectives for which this Program was developed, nothing short of your **complete commitment, focus, and dedication** is expected – or accepted. In working for you, so that you can have this opportunity, IBEW’s members also expect that you will work for them – in dedicating yourself to the excellence of IBEW and our trades.

Bearing this in mind, these Rules and Regulations have been adopted by the Institute in order to:

- Administer the Apprenticeship and Training Program
- Develop uniform policies and procedures that are applicable to all participants
- Clearly set forth the obligations and requirements that are applicable to every participant

These Rules have been developed so that every participant in the Program has the opportunity to know and understand what is required of him or her in order to successfully participate in the Program. **Every participant in the Program is responsible for knowing and following the Rules of the Program, at all times.**

As a participant in the Program, you are expected to thoroughly read and follow these Rules. If you do not understand a Rule, or how it applies to you, you can contact the Director of Education or another

school official. You should not rely on information given to you by another apprentice or journey person - even if other participants in the Program tell you what a Rule means, the only correct application of these Rules are the interpretation of the Institute. Do not make the mistake of relying on anyone else, because your misplaced reliance **will not** excuse your failure to comply with the Rules, as they are interpreted and applied by the Program.

These Rules may be changed from time to time by the Institute and its Board of Trustees. As they are amended or otherwise changed, it is your responsibility to know and comply with the Rules.

A complete set of the rules can be found as an Appendix to the Student Handbook.

### **P-500.11 - Student Grievance Policy**

(COE: 10.9)

**A. Informal Resolution of Disputes.** Students are encouraged to informally discuss issues or problems that may arise, whether in the school or on the job, with the Director of Education or instructors, in an effort to obtain assistance or resolution. The purposes and objectives of the school can be most effectively achieved through the process of cooperative problem solving.

**B. Procedure.** All students have the right to present grievances regarding terms and conditions of their training, discipline, wages determinations, attendance determinations, assessments or evaluations, and any other matter or concern related to their enrollment and participation in the program, using the following procedure:

The student shall prepare a written grievance stating the specific facts and issues that are the subject of the grievance to the Institute and present the written grievance to the Director of Education. The Institute shall notify the student of a date and time to appear before the YEI Board of Trustees for a hearing regarding the grievance. At the hearing the student must present any documents or witnesses that are relevant to the grievance. The Board of Trustees will issue a written decision regarding the grievance within 15 days after the hearing.

In matters where the student believes that the York Electrical Institute has violated its enrollment agreement or for other administrative issues, students may register a final appeal with the:

The Council on Occupational Education  
7840 Roswell Road  
Building 300, Suite 325  
Atlanta, GA 30350  
1-800-917-1081  
[www.council.org](http://www.council.org)

(COE: 10.10)

### **P-500.12 - Campus Security**

In addition to the health of our students, the safety and security of our students, their property and campus property is of primary concern. The following policies are in effect to ensure this security.

- 1) All Faculty, staff and students are to report the loss or damage of school equipment to the Director of Education. An incident report form should be used for this purpose.
- 2) No guns, knives (other than those used for electrical work), or other weapons are permitted on the campuses or in the parking lots at any time. Any student found to possess these items on campus or at their assigned work place would be immediately dismissed from the Program.

- 3) Students are to report any threats or attacks made by fellow students to the Director of Education. A full investigation will be conducted. If these reports are substantiated, the offending student will be immediately dismissed from the Program.
- 4) Any other incidents or actions that will threaten the harmony or the security of the campus, should be reported immediately to the Director of Education.

#### **P-500.13 - Counseling Services**

The York Electrical Institute does not provide any direct counseling services, but does encourage students to seek any assistance that they require. To this end, a list of community counseling resources is available through the IBEW Local 229 Benefits Office. The student should consult the IBEW Local 229 Benefits Office regarding potential coverage for counseling services.

#### **P-500.14 - Drug Free Workplace and Campus**

The unlawful sale, purchase, distribution, possession or use of any controlled substance or the possession and/or use of alcohol is prohibited in or on school owned or controlled property, or within a 200-foot perimeter of school property. No staff member or student is to report to work or class or any school activity while under the influence of alcohol or drugs. Violation of these policies by a staff member or student shall be reason for referral for treatment for a drug/alcohol use disorder and/or for disciplinary action up to and including termination of employment or expulsion from the School and/or referral for prosecution consistent with local, state, and federal law. Such actions will be in accordance with the applicable collective bargaining agreements and other policies and procedures. To comply with the federal Drug Free Schools/Campuses Act, the School will provide an annual notice regarding its drug prevention program to students and staff and conduct a biennial review of the program.

The full Alcohol and Drug Abuse Policy is included in this Student Handbook. All apprentices must complete and return the Consent Form upon entry into the program.

#### **P-500.15 - Active Shooter**

An active shooter is an individual actively engaged in killing or attempting to kill people in a confined and populated area; in most cases active shooters use firearms and there is no pattern or method to their selection of victims. Active shooter situations are unpredictable and evolve quickly. Typically, the immediate deployment of law enforcement is required to stop the shooting and mitigate harm to victims. Because active shooter situations are often over within 10 to 15 minutes – before law enforcement arrives on the scene – individuals must be prepared both physically and mentally to deal with an active shooter situation. When an active shooter is in your vicinity, quickly determine the most reasonable way to protect your own life.

##### **1. Evacuate**

If there is an accessible escape path, attempt to evacuate the premises. Be sure to:

- Have an escape route and plan in mind
- Evacuate regardless of whether others agree to follow
- Leave your belongings behind
- Help others escape, if possible
- Warn other individuals against entering an area where an active shooter may be

- Keep your hands visible
- Follow the instructions of any law enforcement officers
- Do not attempt to move wounded people
- Call 911 when you are safe

## 2. Hide Out

If evacuation is not possible, find a hiding place where the active shooter is less likely to find you.

Your hiding place should:

- Be out of the active shooter's view
- Provide protection if shots are fired in your direction
- Not trap you or restrict your options for movement

To prevent an active shooter from entering your hiding place:

- Lock the door
- Blockade the door with heavy furniture
- Silence your cell phone and/or pager
- Turn off any source of noise
- Remain quiet
- Hide behind any large items of furniture or equipment

## 3. Alternatives

If neither evacuation nor hiding out are possible:

- Remain calm
- Dial 911, if possible, to alert law enforcement to the active shooter's presence. If you cannot speak, leave the line open to allow for the dispatcher to listen

As a last resort, and only when your life is in imminent danger, attempt to disrupt and/or incapacitate the active shooter by:

- Acting as aggressively as possible
- Throwing items and improvising weapons
- Yelling
- Committing to your actions

## 4. When Law Enforcement Arrives

Remember the following guidelines:

- Remain calm and follow instructions
- Put down any items in your hands
- Immediately raise hands and spread fingers
- Keep hands visible at all times
- Avoid making quick movements toward officers
- Avoid pointing, yelling, and screaming
- Do not stop to ask for help or directions while evacuating

## **P-500.16 - Tuition And Fees**

There are NO tuition and fees for students who have been accepted into the apprenticeship program. If a student drops out of a continuing education class, they are responsible for paying the cost of that

course before they are eligible to enroll in another course. They are notified of this at the time of registration.

#### **P-500.17 - Refund Policy**

Since there is no tuition, there is NO refund.

#### **P-500.18 - Cost Of Attendance Budget**

The Cost of Attendance Budget is an estimate of the total amount of money it will cost a student to attend school per academic year. The Cost of Attendance Budget includes: tools, work gear and supplies. The estimated TOTAL costs for each program over the 3 to 8-year period are as follows:

<b>Program</b>	<b>Estimated Costs*</b>	<b>Supplies</b>
Electrician (Wireman)	\$500	Basic Hand Tools, Work Boots
Wireman Competency	\$500	Basic Hand Tools, Work Boots
Telecommunications Installer	\$250	Basic Hand Tools, Work Boots

***\*Students do NOT buy their tools through the school. They are to use an outside vendor or bring their own tools if appropriate.***

#### **P-500.19 - Veterans Benefits**

The School is pleased to participate in the Veterans Benefits program. The Director of Education can assist you in the certification of your benefits agreement. For further information, students should contact the Veterans Administration at [https://www.benefits.va.gov/gibill/post911\\_gibill.asp](https://www.benefits.va.gov/gibill/post911_gibill.asp)

#### **P-500.20 - Academic Advisement Services**

(COE: 10.1)

The York Electrical Institute has developed unique programs and curriculum designed to achieve the highest standards of performance in our industries. The successful completion of these programs will enable the student to have a successful career and multiple opportunities within the industry.

YEI will provide services to help assist students in planning for the occupational education programs they seek to pursue.

#### **P-500.21 - Admissions**

(COE: 10.17)

Applications for apprenticeship (*Electrician (Wireman) & Telecommunications Installer*) are taken year-round. Applications must be made online at [yei.edu](http://yei.edu)

Applicants should:

A. Fill out an application:

1. Visit [yei.edu](http://yei.edu)
2. Read about each program available
3. Decide on which trade interests them most, and apply. Applicants MUST choose ONE craft to which they want to apply – duplicate applications to different programs will be dismissed, unless otherwise approved by the Director of Education.



- B. Complete an application packet consisting of:
  - 1. Completed Application
  - 2. High School Transcripts or Equivalency (must indicate graduation or passing GED score, and proof of completion of Algebra course)
  - 3. Copy of Valid Driver's License
- C. Sit for the Qualifying Aptitude Exam
- D. Interview with Staff and/or Members of the Board of Trustees
- E. Receive Notification by Electronic Mail of Admission or Rejection

*(Scores for the application, interview, and qualifying tests are ranked highest to lowest and students are selected for admission from the top of the lists until all available seats are filled.)*

Admissions into the Wireman Competency program is automatic for, and limited to, new members organized into IBEW Local 229 who do not receive a minimum of 70% on the Electrical Trades Proficiency Evaluation Assessment Examination.

#### **P-500.22 - Admissions Exceptions**

(COE: 10.19)

The York Electrical Institute does not make exceptions to its admissions process.

#### **P-500.23 - Enrollment**

Once an Electrician (Wireman) or Telecommunications Installer student has been notified of their acceptance to the program, they must complete the apprenticeship agreement document. Until this document has been completed, no apprentice student may start the program.

#### **P-500.24 - Registration**

Students enrolled in the apprenticeship programs are automatically registered for technical classes each term. Anyone who wishes to take Continuing Education classes must register by the published deadlines listed on the website.

#### **P-500.25 - Information Technology Requirements**

Students must have access to a computer with internet. It is recommended that students purchase a laptop as it will be used in the classroom and for homework outside of the classroom. Students can schedule the use of a computer in the Learning Resource Center during regular business hours, Monday to Friday from 7 am to 3 pm.

#### **P-500.26 - Job Placement**

Students are automatically placed on a job. Once they have graduated, journey workers receive placement assistance from the union. Work placement from the union is continuous until retirement. The full Student Placement Plan is available as an appendix to this student handbook.

#### **P-500.27 - Graduation Requirements**

Students who have completed the core curriculum, all technical courses in their program, have completed the requisite number of hours of on-the-job training (8000 hours) and classroom training

(900 hours), fulfilled any required Certification-Level testing, Senior Project requirements, and all other requirements outlined by the Board of Trustees are eligible for graduation from the program.

#### **P-500.28 - Certificates And Diplomas**

Upon completion of all program requirements, apprentice students receive an apprenticeship completion certificate from the Pennsylvania Department of Labor and a completion certificate from the electrical training ALLIANCE (etA). Wireman Competency students receive a certificate from York Electrical Institute upon program completion. Graduation ceremonies are held once a year.

#### **P-500.29 - Transfer Policies**

The transfer policies are described below.

- **Transfer from other Institutions**

Students who transfer from another IBEW apprenticeship program are exempt from classes that they completed at the other IBEW apprenticeship and are placed accordingly. Transfers from non-IBEW apprenticeship programs are not accepted.

- **Transfer Between Programs**

Students who wish to transfer to another trade program within YEI must go through the admissions process for that program. If they are accepted, only general studies and safety classes can be transferred to the other program.

#### **P-500.30 - Withdrawal Policy/Leaves Of Absences**

Students who wish to withdraw from the program should send a request in writing to the Director of Education. A leave of absence may be granted for personal or medical reasons at the discretion of the Director of Education. If the Director of Education believes that the student should be granted a leave of absence, the student will be notified in writing.

#### **P-500.31 - Continuing Education Programs**

The York Electrical Institute is pleased to offer a number of courses and certificate programs for the journeyman in the field. Whether you are interested in updating your skills, learning something new or working towards advancement, these courses are designed with you in mind. A schedule of classes is posted on the website.

#### **P-500.32 - Grading**

A - A student performs at 90-100% level

B - A student performs at 80-89% level

C - A student performs at 70-79% level

Fail (F) - A student performs at a level which is lower than 70%. If a required course is failed, the course must be repeated or an equivalent one taken. No Credit is accrued with a grade of F. When a student repeats a course or takes an equivalent after failure, both grades will be recorded on the permanent record.

Incomplete (I) - In exceptional cases, where an unanticipated event beyond their control interferes with a student's completion of course requirements, a letter grade of "I" (Incomplete) may be given to a student, at the instructor's discretion. Responsibility for completion of work rests with the student and must be completed within one year.

Withdrawal (W) – This code is used on grade reports when a student either never attended or attended no more than two classes and submitted a written request for withdrawal to the Director of Education prior to deadline.

Administrative Withdrawal (AW) - This code is used on grade reports when a student either never attended or attended no more than two classes but did not officially drop or withdraw.

### **P-500.33 - Satisfactory Academic Progress**

When your grade average falls below 76%, you will be requested to appear before the Institute Board of Trustees and your raise will be held until your average reaches 76% or greater. If at the end of the school year your average is between 70 to 75% you will not receive a raise until the next school year when your average reaches above 76%. Final grade averages below 70% will result in disciplinary action from a repeat of the school year up to and including termination.

All students must obtain a passing score (70%) on each section test in order to receive the assigned credits for that section. The test grade from the first attempt will become the official grade for that section and will be recorded and used to calculate the overall grade. Any section test resulting in a grade below 70% must be retaken and a passing score of 70% must be obtained to receive credits assigned to that section.

Test re-takes must be scheduled by the apprentice for a time outside of regular classroom hours and the student must achieve a passing score within two months of the original test date. A minimum of 48 hours study time must be observed between re-take attempts. Students will be given two chances to re-take the failed section within the two-month time period. Any student unable to obtain a passing score after two retakes will fail the school year.

Overall course grades are typically comprised of 80% test grade and 20% Homework. However, the instructors may incorporate additional projects, quizzes, labs, or assignments. Any graded assignment requirements will be disclosed on the course syllabus and be available in advance of the course.

Total credits for all core courses as well as required applications and advanced training sections, selected by the York Electrical Institute, must be obtained to advance to the next school year.

### **P-500.34 - Remedial Assistance**

Students who enter the program are required to read at the 11<sup>th</sup> grade level. Approximately, 90-95% of all reading material is at that level. Some texts and manuals have higher reading levels because of the technical nature of the industry. Students who have difficulty comprehending these materials or are having problems with writing or math have two options for remedial assistance as described below:

- **Peer-to-peer assistance**  
Through the faculty, students who need assistance in technical subject areas may be assigned a peer counselor, who will work with them to master a particular skill or reading requirement.
- **Tutoring programs are available in reading, writing and mathematics.**  
Students with specific difficulties will be assigned to this intensive program. After they complete the program, they may sign up for follow-up tutoring or the peer-to-peer assistance program.

Additionally, because we have a small student-teacher ratio, many of our students are given the opportunity to work with instructors on remedial issues.

### **P-500.35 - Advisement**

The Director of Education and faculty are available for consultation on student progress, professional development and remediation requirements. Please check posted office hours to meet with a faculty member or call to schedule an appointment.

The Director of Education and faculty are available to provide general advisement on available services, partnership programs and continuing education opportunities. Schedule an appointment to discuss these services.

### **P-500.36 - Computer Services**

The York Electrical Institute has a computer cart which is available to students according to the hours posted. Whether using this service on your own time or during class, the following rules apply:

1. Electronic media cannot be used for knowingly transmitting, retrieving, or storing any communication that is:
  - Discriminatory or harassing
  - Derogatory to any individual or group
  - Obscene, sexually explicit or pornographic
  - Defamatory or threatening
  - In violation of any license governing the use of software
  - For any purpose that is illegal or contrary to the school's policy or business interests
  
2. Generally, electronic information created and/or communicated by a student using e-mail, word processing, utility programs, spreadsheets, voicemail, telephones, Internet and bulletin board system access, and similar electronic media is not reviewed by the York Electrical Institute. However, the York Electrical Institute reserves the right, at its discretion, to review any student's electronic files and messages to the extent necessary to ensure electronic media and services are being used in compliance with the law, this policy, and other York Electrical Institute policies. Students should not assume electronic communications are completely private. Accordingly, if students have sensitive information to transmit, they should use other means.

### **P-500.37 - Technology Orientation**

Media services and technology orientation is provided to all new students during their orientation.

Orientation activities include but are not limited to: providing access to the LMS; showing the location of physical resources; showing where official documents are located on the website; and providing a demonstration of online resources that are available for reference.

### **P-500.38 - Library/Media Services**

The York Electrical Institute maintains a curricular support library on campus, which functions as a resource center for the courses offered. Within this library, we maintain all required and supplemental texts and readings for all courses, a collection of reference guides, collections of journals, periodicals

related to the electrical industry and construction trades and a variety of videos and cd's related to craft specialization and labor history.

#### **P-500.39 - Administration And Full-Time Faculty**

**Phil Lamison, Director of Education**

**Journeyman Wireman, Electrical Apprenticeship**

**Scott Brenneman, Senior Instructor, Youth Program Director**

- **Journeyman Wireman, Electrical Apprenticeship**

#### **P-500.40 - Part-Time Faculty**

**Briar Smith, Instructor**

- **Journeyman Wireman, Electrical Apprenticeship**

**Damion Krout, Instructor**

- **Journeyman Wireman, Electrical Apprenticeship**

**Robbie Edmonds, Instructor**

- **Journeyman Wireman, Electrical Apprenticeship**

**Shaun Linden, Senior Instructor**

- **Voice-Data-Video Technician, Technician Apprenticeship**
- **BICSI: Installer Technician**

**Joel Kauffman, Master Instructor**

- **Journeyman Wireman, Electrical Apprenticeship**
- **National Training Institute Instructor Certification**
- **Diploma in Industrial Automation & Robotics (York Technical Institute)**

**Glenn Gallagher, Senior Instructor**

- **Journeyman Wireman, Electrical Apprenticeship**

**Tyler Ort, Instructor**

- **Journeyman Wireman, Electrical Apprenticeship**

**Brenton Van Der Toorn, Senior Instructor**

- **Journeyman Wireman, Electrical Apprenticeship**

**Derek Jennings, Instructor**

- **Journeyman Wireman, Electrical Apprenticeship**

**Kenny Arnold, Instructor**

- **Journeyman Wireman, Electrical Apprenticeship**

**Andy Jamison, Instructor**

- **Journeyman Wireman, Electrical Apprenticeship**

**Stephen Sprout, Instructor**

- **Journeyman Wireman, Electrical Apprenticeship**

**Brandon Sindlinger, Instructor**

- **Journeyman Wireman, Electrical Apprenticeship**

**Tom Marrero, Instructor**

- **Voice-Data-Video Technician, Technician Apprenticeship**

**P-500.41 - Appendices:**

- Health & Safety Plan
- Drug & Alcohol Abuse Policy
- Drug & Alcohol Abuse Policy Consent Form
- Access to Coursework, testing, records
- Copy of apprenticeship agreement
- Rules & Regulations
- Student Retention Plan
- Student Placement Plan
- Student Handbook Acknowledgement

# P-501 - RULES AND REGULATIONS

## P-501.1 - Introduction:

The York Electrical Institute has the responsibility to the Electrical Industry to graduate the best Journeyman Wireman and Voice-Data-Video Technicians possible and therefore, all duly qualified registered apprentices shall be under the supervision and control of the Institute. The Institute shall formulate and make operative Rules and Regulations to meet the needs and requirements of the Electrical and the Telecommunications Trades.

Historically, most apprentices have gone through this program in an orderly manner with little or no problems. The intent of the Institute is to bring uniformity to the disciplinary process for violation of apprenticeship policies. These Rules and Regulations as formulated and adopted shall be recognized as Institute policy.

Unless otherwise noted, "Apprentice" refers to registered apprentices in the Electrician (Wireman) and Telecommunications Installer programs. The term "Student" applies to apprentices and students in the Wireman Competency program.

## P-501.2 - Point System

The purpose of the point system is the systematic and automatic self-elimination from the apprenticeship program of any apprentice who consistently fails to perform his/her duties. Points are accumulated throughout the term of apprenticeship and are automatically tallied on each student's record for policy violations as outlined in these rules & regulations. **Points are assessed as part of automatic self-elimination and also carry a 1-week held raise penalty per point.**

Any apprentice who accumulates 12 penalty points in a single year shall automatically be self-eliminated from the program, and the Institute will take all necessary actions to cancel the indenture of the apprentice. The following table indicates the number of cumulative points that qualifies an apprentice for self-elimination from the apprenticeship program:

	<u>Annual Points:</u>	<u>Cumulative points:</u>
1 <sup>st</sup> Year Apprentices:	12	12
2 <sup>nd</sup> Year Apprentices:	12	22
3 <sup>rd</sup> Year Apprentices:	12	30
4 <sup>th</sup> Year Apprentices:	12	36
5 <sup>th</sup> Year Apprentices:	12	40

<b>Infraction Summary Chart</b>	<b>Occurrence</b>		
	<b>1</b>	<b>2</b>	<b>3+</b>
Excessive Absence from Work	3	3	3
Written Warning for Job Site Behavior	3	3	3
Quitting an Employer	12		
Late Work Report	1	2	3
Late Hours Report	1	2	3
Unexcused Absence	3	3	3
Excused Absence	0	0	3
Tardiness	1	1	1
Disruptive Behavior (Dismissed from class)	3	3	3

Unprepared for Class	2	2	2
Cheating on Exam	10		
Attending Class Impaired by Drugs or Alcohol	6	6	6
Failure to Appear to Board Meeting upon Request	6	6	6
Failure to give True and Accurate Information to Board	10	10	10

Any apprentice that accumulates 8 points in one year will automatically be scheduled to appear before the Institute Board of Trustees. Annual points will be reset to zero at 7 am on the first day of scheduled class. This will afford the apprentice the optimal opportunity homework assignments, absences, tardies, and tests.

**P-501.3 - On-The-Job Training (OJT):**

**PERSONAL APPEARANCE:**

The students, while on the job, represents the Employer, the Union (I.B.E.W.) and this training program to the public. The students shall report to work dressed and groomed professionally.

**CELL PHONE USE:**

Use of personal cell phones will be under the discretion of the instructor in class and the Journeyman and Foreman on the job. Cell phone use is only tolerated when approval is given by the employer or instructor.

**ABSENCES FROM WORK:**

Each apprentice must check with his foreman for the company policy on reporting absences. Your foreman should be contacted early in the morning on the day of your absence. Confirm a telephone number and time when your foreman can be reached. It is your responsibility to call the contractor or foreman, not ours.

Excessive absence is defined as a written notification received from the employer identifying unacceptable attendance and will be handled as follows:

- 1<sup>st</sup> Offense                      Written Warning + 3 pt. penalty
- 2<sup>nd</sup> Offense                      Written Warning + 3 pt. penalty
- 3<sup>rd</sup> Offense                      Disciplined up to and including termination.

The Institute reserves the right to modify the consequences.

**Fired From Work:**

Any apprentice that gets fired from a training assignment shall be referred to a board appearance for disciplinary action up to and including termination of their apprenticeship agreement.

**TRAINING ASSIGNMENTS:**

On the job training assignments are issued by the Business Manager of Local 229 I.B.E.W. or his assignee. Apprentices may not refuse a training assignment. Such refusal may result in termination from the program. If your training assignments have been terminated for any reason, notify the Local Union office immediately.

Any unsatisfactory work performance on the job will be disciplined up to and including termination.



An apprentice shall not quit an employer for any reason. If an apprentice experiences difficulty, he/she should contact the Director of Education or a member of the Institute Board to request an appearance before the Board.

A request by an apprentice to his/her employer to be laid off shall be considered a quit.

**Quitting an employer shall automatically incur 12 points and begin the self-elimination process.**

The Institute at its direction may rotate or replace an apprentice to achieve uniformity in work experience an on-the-job training hours.

It sometimes becomes necessary to assign apprentices to training in other Local Union jurisdictions. It is very important to realize that if you are assigned to another jurisdiction you are a guest in that jurisdiction. As a guest, you should do your best to promote a good impression to the host. If there are problems that you deem necessary to address, please address them to Local 229's Business Manager for advice. **DO NOT VOICE YOUR OPINION ON THE JOB!**

### **MONTHLY WORK REPORTS:**

A monthly work report is to be filled out completely by a Journeyman or Technician in order for the Institute to accurately track progress through the training program. Blank copies of the report are available at the training center and electronically on the website.

Apprentices shall submit Monthly Work Reports through email to [reports@yorkelectricians.org](mailto:reports@yorkelectricians.org). A work report must be submitted by the 15<sup>th</sup> of the following month. For example, a January report is due by the 15<sup>th</sup> of February. One report must also be submitted upon termination from any employer for any reason. If the Journeyman or Technician you are working for refuses to fill out your monthly report please notify the Training office immediately. Late or missing work reports shall incur a 1-point penalty for the first infraction, a 2-point penalty for the second infraction, and a 3-point penalty for any additional infraction during the remaining duration of school year. Upon the start of a new school year, the penalty tier will reset to 1 for the first occurrence, 2 for the second occurrence, and 3 points thereafter.

Hours must be submitted electronically through a student's TradeSchool account at the end of each month. Hours submitted after the 15<sup>th</sup> of the following month will incur a 1-point penalty for the first infraction, a 2-point penalty for the second infraction, and a 3-point penalty for any additional infraction during the remaining duration of the school year will be imposed. Upon the start of a new school year, the penalty tier will reset to 1 for the first occurrence, 2 for the second occurrence, and 3 points thereafter.

If the apprentice experiences any issues submitting their work report or hours submittal they must contact the Training Director before the 16<sup>th</sup> of the following month.

**Each apprentice is responsible to notify the Institute and the Contractor immediately upon acquiring enough hours to receive your raise.** If you do not keep track of your hours worked and are late receiving a raise, **the contractor will not be responsible for back pay.** Raises will take effect at the beginning of the following pay period. They will not be issued mid-week. Any discrepancies will be investigated. Keep in mind that the Institute does not receive the monthly work reports until the following month, so we don't have up to date hours on you.

### TOOLS:

Each student must furnish themselves with a conventional set of electricians' tools. These tools are to be kept in good condition. A list of necessary tools will be provided for each student upon entering the program. Additional tools should be acquired before rising to Journeyman or Technician status. The student will be responsible for replacing lost, stolen or broken tools.

### SAFETY:

The Institute insists that all students must comply with all safety practices of his employer and OSHA while employed on any job under the supervision of IBEW Local 229, and in the classroom and lab spaces of the training center. The apprentice shall be brought before the Board for any willful safety violation reported.

Safety includes maintaining a drug and alcohol-free jobsite and school. Random and probable cause drug tests will be given to apprentices as outlined in the Institute's Drug and Alcohol Policy. Failure to obtain a negative result on a second drug screen will incur 12 points and shall begin the automatic self-elimination process.

### P-501.4 - Related Instruction:

#### SCHOOL ATTENDANCE:

Apprentices are required to attend any regular or special classes as assigned by the instructor and/or the Director of Education. Class will primarily fall on Monday and Wednesday, or Tuesday and Thursday evenings from 6 pm to 9 pm.

Attendance takes priority over work unless prior approval has been granted by either the Director of Education or Local Union Business Manager. This approval shall be granted only for emergencies or special circumstances.

#### ABSENCES FROM SCHOOL:

If you cannot attend school, for any reason, you must contact your instructor prior to the beginning of class and submit an excuse form through the [yorkelectricians.org](http://yorkelectricians.org) website. A written excuse must be completed for every absence or tardiness. In some instances, a doctor's excuse may be required. Any absence not accompanied by an excuse form within 7 days shall automatically be marked as unexcused and automatically incur the penalty.

Each apprentice may have two (2) excused absences per year without penalty and one (1) for a death in the immediate family. Immediate family is defined as including grandparents, father or mother in law, parents, spouse, brother, sister and children. Apprentices will be allowed one (1) additional absence for the birth of a child.

All absences in excess of two (2) will result in disciplinary action except those caused by military duty or emergency work situations. Military absence must be supported by paperwork and make up for work situations will be determined by the Institute. Any bereavement absence for immediate family members will be considered by the Institute Board of Trustees on an individual basis.

**Unexcused Absences and/or more than two (2) excused absences in one school year will result in a 3-point penalty per occurrence.**

It is the apprentice's responsibility to schedule any and all make up time. All make-up time will be completed within 30 days of the end of the school year or the apprentice will repeat that year.

Students in the Wireman Competency program that want to be enrolled in a class must contact the Training Director 2 weeks before the start of class. Classes will be a first come first served basis and the classroom capacity will be 16 students per classroom.

Students in the Wireman Competency program are allowed (1) absence for any course consisting of (5) classes or more. Absences will not be allowed for any courses consisting of (4) nights or less. Any Wireman Competency student accumulating more absences will not be eligible to take the exam and will receive an F (Fail) for the course, and must repeat the course if they wish to be eligible to take the test and get credit for the course. In addition, they will be billed for any associated enrollment fees and must pay the balance before being enrolled in any further courses. Wireman Competency students are allowed no unexcused absences.

Any Telecommunications Installer Apprentice that does not attend a BICSI course for which they are registered shall be responsible for reimbursing YEI for the cost of the course prior to being eligible for additional classes.

#### TARDINESS:

Tardiness is defined as arriving late to class at the start of the class or after break. **Each Tardiness will incur a 1-Point penalty.** Apprentices who are tardy must fill out an excuse form available on the Institute website. Any tardy not accompanied by an excuse form within 7 days shall automatically incur an additional 1-Point penalty.

#### CLASSROOM ACTIVITIES:

The Instructor at their discretion, may hand out written disciplinary action that carries penalty points for unacceptable classroom behavior and participation.

Instructors may dismiss a student from the class for disruptive behavior and it will be counted as an unexcused absence (3 points). Repeated disruptive behavior shall require a meeting with the Institute Board of Trustees and disciplinary action up to and including termination regardless of total points accumulated by an apprentice.

Failure to properly prepare for class including incomplete assignments and/or not having the required materials for class carries a penalty of 2 points. Cheating on an exam carries a 10-point penalty and requires a visit to the Institute Board of Trustees. Students attending classes impaired by the use of alcohol or controlled substances shall be assessed a 6-point penalty, shall be subject to the drug and alcohol policy, will not be allowed in class, and will be reported immediately to the Director of Education.

Damage, destruction, or theft of any Institute or facility property and/or equipment will result in disciplinary action up to and including termination from the apprenticeship program.

Disciplinary action forms are issued at the sole discretion of the Instructor and reviewed by the Director of Education for point assessment.

### SCHOOL GRADES:

When an apprentice's grade average falls below 76%, you will be requested to appear before the Institute Board of Trustees and their raise will be held until your average reaches 76% or greater. If at the end of the school year your average is between 70 to 75% you will not receive a raise until the next school year when your average reaches above 76%. Final grade averages below 70% will result in disciplinary action from a repeat of the school year up to and including termination.

All students must obtain a passing score (70%) on each section test in order to receive the assigned credits for that section. Any section test resulting in a grade below 70% must be retaken and a passing score of 70% must be obtained to receive credits assigned to that section. **The maximum recorded grade of a re-taken test will be 70%.** Test re-takes must be scheduled by the apprentice for a time outside of regular classroom hours and the student must achieve a passing score within two (2) months of the original test date. A minimum of 48 hours study time must be observed between re-take attempts. Students will be given two (2) chances to re-take the failed section within the two (2) month time period. Any student unable to obtain a passing score after two (2) retakes will fail the school year. If any student fails 2 section tests in one school year they must appear in front of the board to explain the reasons for the failed test. The board will evaluate the apprentice's appearance and give corrective action.

Total credits for all core courses as well as required applications and advanced training sections, selected by the Institute, must be obtained to advance to the next school year.

All students must complete all lesson quizzes before they are able to take the section test. If they have not completed all lesson quizzes before the scheduled test day, they will not be able to take the section test and incur a 2-point penalty for being unprepared for class. The student will have to re-schedule the section test with the Training Director during normal working hours Monday-Friday 7AM-3PM. The student will have 2 weeks from the original test date to reschedule. If the test is not taken 2 weeks from the original test date, the student must appear at the next board meeting for corrective action.

The Institute will cover the cost of BICSI training and testing for Telecommunications Installer Apprentices once per level of certification. Any re-testing or re-training fees shall be covered by the apprentice.

### SCHOOL BOOKS:

The Institute will provide textbooks for Students. The textbooks will be issued at the beginning of the school year, and returned at the end of the school year. Students are responsible for maintaining the integrity of the textbooks. Books will be inspected upon return to ensure they are free from damage and marking. Students will pay the full replacement cost of any books that are damaged and cannot be reissued the following year. Any apprentice that has a balance on their account is not eligible to begin school the following year.

### COMPLETION OF APPRENTICESHIP:

Each student shall have 100% of the required hours of on the job training (8000 hours), satisfactorily completed the classroom training (900 hours), passed all required Craft Certification written and performance evaluations, complete the required senior project and/or other requirements as identified by the Board of Trustees, and satisfy all debts and penalties to the Institute to be eligible for a change of classification to Journeyman Wireman or Telecommunications Technician.

When the student becomes eligible for classification change, the Institute will notify all interested parties.

**UNIONISM TRAINING:**

After becoming a member of the Union, apprentices will be required to attend all regular and special meetings, and other activities as assigned by the Local Union Business Manager. Failure to attend meetings will be treated as defined in "Absences from School". If your school night falls on a meeting night, you will be expected to attend school. Any absence from unionism training beyond three (3) shall be treated as an unexcused absence and incur a 3-point penalty. The Halloween Parade and St. Patrick's Day Parade are included in the unionism training and if missed will count as an absence from unionism training. Apprentices must submit an excuse form if they miss a union meeting or parade within 7 days of the event. Failure to submit an excuse form will result in an unexcused absence and incur a 3-point penalty.

**P-501.5 - Eligibility For Raise:**

In order to be eligible for an increase in wages, apprentices must:

1. Meet the hours worked requirements.
2. Maintain an average of 76%.
3. Turn in all Monthly Work Reports.
4. No fees on account for damaged or missing books.
5. Pass the appropriate level of Craft Certification written and performance evaluations.
6. All penalties have been cleared.

Wireman Competency students have the following requirements for advancement:

1. Advancement from CW-1 to CE-1 can be completed on hours alone as identified in the Collective Bargaining Agreement.
2. Advancement from CE-1 to CE-2, CE-2 to CE-3, and CE-3 to Journeyman Wireman shall require completion of OJT hours and a score of 70% or higher on every course at the current period and all periods below. Contact Director of Education for training program.

**ELECTRICIAN (WIREMAN) APPRENTICES:**

There shall be a minimum of six periods of apprenticeship. The first two periods, consisting of One-Thousand OJT hours each and satisfactory completion of the first year of related classroom training, shall constitute the probationary period. Successive periods will require the minimum hours of OJT and an additional year of related classroom training. The six periods are as follows:

<b>Periods</b>	<b>OJT Hours</b>	<b>Percent</b>	<b>Related Training</b>
1	0-1000	40%	N/A
2	1001 - 2000	45%	Satisfactory Progress
3	2001 - 3500	55%	1 <sup>st</sup> year school complete + Craft Certification
4	3501 - 5000	65%	2 <sup>nd</sup> year school complete + Craft Certification
5	5001 - 6500	75%	3 <sup>rd</sup> year school complete + Craft Certification
6	6501 - 8000	85%	4 <sup>th</sup> year school complete + Craft Certification
JW	8001	100%	5 <sup>th</sup> year school complete + Craft Certification + Participation in senior class project

### TELECOMMUNICATIONS INSTALLER APPRENTICES:

There shall be a minimum of six periods of apprenticeship. Each period consists of Eight Hundred (800) OJT hours and satisfactory completion of the first year of related classroom training, shall constitute the probationary period. Successive periods will require the minimum hours of OJT and an additional year of related classroom training. The six periods are as follows:

<u>Period</u>	<u>Hours</u>	<u>Percent</u>	<u>Related Training</u>
1	0-1000	60%	N/A
2	1001-2000	65%	Satisfactory Progress
3	2001-4000	70%	1st Year Courses Complete
4	4001-6000	75%	2nd Year Courses Complete
5	6001-8000	80%	3rd Year Courses Complete
A-Tech	8000	100%	4 <sup>th</sup> Year Courses Complete + Participation in senior class project

Apprentices may be placed on probation for any infractions of this policy statement upon written notice by the Institute Board. At that time, they may be required to appear before the board depending on the severity and/or frequency of the infraction.

### P-501.6 - Craft Certification:

The electrical training ALLIANCE, working with the American Institutes for Research, has developed the Inside Electrical Craft Certification Program. This program provides evaluation of electrical workers based on the Inside Wireman Job Analysis, completed by A.I.R. in 2005. The job analysis is a comprehensive analysis of the duties and types of work performed by Inside Wireman, and is based on extensive research from multiple sources.

The Craft Certification Written and Performance Evaluations are mandatory for all levels of apprenticeship and must be completed in order to advance in classification and pay.

NECB Craft Certification must be completed to advance to Journeyman Wireman Classification.

To satisfy completion of Craft Certification, the following criteria must be met:

A minimum score of 70% is required to pass any level written and performance evaluation. A score of less than 70% on any evaluation shall require a minimum waiting period of 30 days before retake, or satisfactory completion of remedial training and/or tutoring.

All Craft Certification Written and Performance evaluations will be **mandatory** as scheduled by the Director of Education. Any absence will be subject to the rules and penalties stated in the absence policy in section 3.

The Institute will grant only one (1) retake due to failure of an evaluation, per level for each apprentice. If the apprentice fails the retake evaluation, the apprentice may choose to retake the evaluation again with the cost of the evaluation borne by the apprentice. The cost of the retake shall be paid in full, before the evaluation is scheduled. The cost of each retake evaluation is \$200.

### P-501.7 - Senior Project:

The 5th year Electrician (Wireman) apprentices and 4<sup>th</sup> year Telecommunications Installer apprentices are required to complete a senior class project. This student-run, group project is intended to help the local or the community in some way. There are no grades assigned to this project, however it is a requirement to graduate.

The project shall be proposed to the Director of Education and approved by the Institute Board of Trustees. Any financial or equipment needs should be stated in the proposal. Upon Institute approval, the project may begin. Once completed, a written report shall be turned into the Institute and a presentation shall be made to the membership at a regular union meeting.

**P-501.8 - Board Appearances:**

Apprentices are required to appear before the Institute Board of Trustees upon written or verbal notification. Failure to appear before the Board of Trustees when notified shall incur a 6-point penalty. Failure to give the board true and accurate information will not be tolerated and shall incur a 10-point penalty.

