

San Diego Transit Joint Apprenticeship Training Committee

RULES AND REGULATIONS

You have been accepted and indentured as a San Diego Transit Corporation (SDTC) Apprentice. This means that you have signed an agreement binding you to the SDTC Joint Apprenticeship Training Committee (JATC) and that you will abide by the Rules and Regulations of this joint committee.

The following rules and regulations have been established to enable the Apprenticeship Training Program to run smoothly and efficiently and to enable the JATC to offer adequate training to all apprentices. Each apprentice must read, become familiar with and abide by all of the rules and regulations established by the SDTC Joint Apprenticeship Training Committee.

Joint Apprenticeship Training Committee

The JATC is composed of three voting representatives appointed by SDTC and three voting representatives appointed by IBEW Local Union 465. Non-voting members are from the San Diego Community College District and a consultant from the state of California Division of Apprenticeship Standards.

The SDTC Joint Apprenticeship Training Committee has several major responsibilities. They are:

1. To establish minimum standards of education and experience for apprentices.
2. To determine the quality and quantity of on-the-job experience an apprentice must have and to be responsible for the apprentice obtaining it.
3. To provide suitable related instruction and participate in evaluating the apprentice's progress.
4. To certify to SDTC, and the State of California, the names of apprentices who have successfully completed their apprenticeship.
5. To be responsible for enforcing the Rules and Regulations necessary to govern the program.

Application

1. Applicants to the program shall pass college entrance Assessment Tests given by the San Diego County Community College District. The assessment test for General Mechanic and Body Shop consists of the Reading 4, Writing 4, and the Math 30 tests. The assessment test for Electronics Technician consists of the Reading 5, Writing 5, and the Math 40 tests.
2. Outside applicants to the program shall be subject to background checks and drug screening.
3. San Diego Transit employees who have passed the Assessment Test and the JATC interview shall be indentured into the Apprenticeship Program, based upon company seniority. Outside applicants will be hired only when San Diego Transit employees do not qualify.
4. Applicants offered a program position shall be required to sign a *San Diego Transit Apprenticeship Agreement*.
5. Applicants offered a program position shall be required to have a minimum set of tools to perform shop work.
6. Successful completion of the Assessment Test must be accomplished prior to the Apprenticeship bidding process.
7. Applicants must have attendance points below the first attendance discipline level and must comply with current promotion requirements.

Community College Classes

1. Each apprentice is required to attend classes at a designated Community College in related and supplemental instruction. An Apprentice must earn a passing grade from the Community College (a minimum grade of C) in order to receive credit in the Apprenticeship Program.
2. An apprentice will be allowed to fail or withdraw from no more than one required course, without cause or Joint Apprenticeship Training Committee approval, during each apprenticeship phase (year). In reference to this rule, it shall make no difference whether the course is college level or in-house instruction.

3. The JATC will issue a warning letter to any apprentice who fails or withdraws from a required course. The letter will be placed in the apprentice's training record and the apprentice will be summoned to appear before the JATC.

Until the apprentice successfully completes the class, he or she will be held at the pay grade and step in effect at the time of failure or withdrawal.

4. A specific class may be failed no more than one time, and a failure of two classes will be cause for dismissal from the Apprenticeship Program. A failed class shall be re-taken at the next possible opportunity.
5. An apprentice who was employed at San Diego Transit prior to entering the Apprenticeship Program that fails or withdraws from more than one Community College class per apprenticeship phase or who fails out of the Apprenticeship Program will revert back to their previous position.
6. An apprentice who was hired from outside San Diego Transit that fails or withdraws from more than one Community College class per apprenticeship phase will be terminated from the apprenticeship program and will be subject to termination from employment with San Diego Transit Corporation.
7. Community College classes will be attended on the apprentice's own time outside of normal working hours; San Diego Transit classes will be presented during normal working hours.
8. Apprentices will be assigned to a work shift that does not interfere with attendance at Community College classes.
9. San Diego Transit will pay for Community College class costs (books, registration, health fees and parking). San Diego Transit will not pay for travel time, mileage, or previously failed classes.
10. Apprentices will be scheduled for Community College classes based upon class availability and the apprentice's progress in the Apprenticeship Program. Each apprentice must enroll in scheduled Community College classes no less than thirty (30) days in advance of the semester start date by contacting the San Diego Transit Apprentice Training Coordinator's office.
11. Apprentices must provide proof of class enrollment to the Community College instructor on the first day of class.
12. Each apprentice will be required to attend all scheduled class sessions for the entire class term. The apprentice must notify the Training Coordinator in the event of a class session cancellation within 72 hours of the cancellation.

13. The apprentice must notify the Apprentice Coordinator within 72 hours in the event of a class cancellation for the remainder of the semester.
14. Any apprentice who is repeatedly late for class will be reported to the JATC and may be required to make up lost time.
15. Each apprentice who misses any class session is required to write a personal letter of explanation to the JATC for the absence and enclose with the letter support documentation justifying the absence. The letter must be hand delivered to the Training Coordinator or postmarked no later than seven days after the date of the missed class. Mail the letter to the San Diego Transit Training Coordinator's office at the following address:

Joint Apprenticeship Training Committee
San Diego Transit Corporation
100 16th Street
P.O. Box 122511
San Diego, CA 92112-2511

The committee will notify apprentices if an excuse is found to be unacceptable. Failure to follow this rule will be cause for the absence to be considered unexcused.

16. Overtime will not be accepted as an excuse for missing class except for work related emergencies.
17. Apprentices will be automatically cited to appear before the JATC for two (2) unexcused absences. When this occurs, the committee may invoke the following:
 - a. First unexcused absence in one semester—no action.
 - b. Second unexcused absence in one class semester—appear before the committee and one (1) day suspension from work.
 - c. Third unexcused absence in one class semester—appear before the committee and two (2) days suspension from work.
 - d. Fourth unexcused absence in one class semester—appear before the committee and five days suspension from work and/or suspension from the Apprenticeship Program.
 - e. Fifth unexcused absence in one class semester--dismissal from the program.
18. Each apprentice will be supplied with and be expected to have available all necessary materials for classroom and on-the-job training as authorized by the

JATC. All books, manuals and drawings will be made available during the course of study. It will be the responsibility of the individual apprentice to ensure he/she has the needed materials.

19. School authorities, including the instructors, may suspend from class any apprentice who violates school rules and refer that person to the JATC for appropriate action.
20. Each apprentice taking college level classes under the Apprenticeship Program shall be responsible for maintaining a monthly classroom Attendance/Grade Record sheet and submitting that record sheet to the JATC Training Coordinator's Office at the end of each month.
21. Employees desiring to attend classes outside of the San Diego Community College District must receive prior approval from the designated representative of the San Diego Community College District for that class to be accepted for credit in the Apprenticeship Program.

General Rules and Regulations

1. An apprentice who was previously employed at San Diego Transit will be subject to a probation period of 90 days; failed probation will result in being reverted to the previous position.
2. An apprentice who was hired from outside San Diego Transit will be subject to a probation period of six months; failed probation will result in termination.
3. Semi-annually, the San Diego Transit Training Coordinator's Office will furnish the D.A.S. with a list of apprentices showing their present pay rate and the effective date of that rate.
4. An apprentice must carry an apprenticeship book with them at all times.
5. An apprentice who reports late, or who is not performing satisfactory work is subject to be cited to appear before the JATC for disciplinary action.
6. Each apprentice shall be responsible for maintaining a record book of time spent on the job in each work process, signed and verified by the foreman. The apprentice must submit these record books at the end of each month to the Training Coordinator.
7. Each apprentice must keep a current address and telephone number registered with the Training Coordinator.

8. All apprentice records will be kept on file at the San Diego Transit Training Coordinator's office.
9. Apprentice will be allowed only two attempts at the Apprenticeship Program. If an Apprentice is removed from the Program, he/she will be allowed only one more attempt.

Failure on the part of apprentices to fulfill their obligations and/or follow these rules and regulations will be cause for disciplinary actions as the records may justify.

Pay Progression

1. Apprentices that are not at Mechanic C position shall start at 67 percent of the Mechanic A wage.
2. Apprentices that are at Mechanic C or higher at the start of Apprenticeship Training shall be paid at \$.50 above their current rate of pay. The rate of pay will increase to Mechanic B wages at the beginning of the second year in the Apprenticeship program and will remain at that rate until the Apprenticeship step pay (in the table below) exceeds their current rate of pay.
3. Top pay for a Journeyman is Mechanic A pay.
4. Mentors shall be paid 10% above a Mechanic A.
5. Apprentices must satisfy all Phase Completion requirements to be considered for advancement to the next pay step.
6. Each step will be awarded a new pay grade on the day the Committee certifies the apprentice has completed the requirement of each step.

EXAMPLE 1: For those who were not already Mechanic Cs, the pay progression for General Mechanic or Electronics Technician Apprentice will be as follows:

- Step 1 (starting pay) - \$15.477
- Step 2 (after 1 year) - \$16.632
- Step 3 (after 2 years) - \$18.480
- Step 4 (after 3 years) - \$21.945
- Journeyman 23.104

Note: amounts are based upon Mechanic A pay of \$23.104 per hour

EXAMPLE 2: For those who were not already Mechanic Cs, the pay progression for a Body Shop Apprentice will be as follows:

- Step 1 (starting pay) - \$15.477

- Step 2 (after 1 year) - \$16.632
- Step 3 (after 2 years) \$18.480
- Journeyman –\$23.104

Note: amounts are based upon Mechanic A pay of \$23.104 per hour

7. Apprentices will be awarded a higher pay step by the JATC based upon early term completion and/or credit awarded for prior community college class completion.

Program Specifics

Phase Completion

1. Receive a passing grade in all assigned Community College classes.
2. Receive a passing grade in all assigned San Diego Transit classes.
3. Satisfactorily complete "Key Jobs" assigned for the term.
4. Receive passing scores on final evaluations of "Key Jobs" from the Maintenance Instructor.
5. Have satisfactory attendance from San Diego Transit and Community College classes.
6. An apprentice must have attendance points less than the second attendance discipline level.
7. Apprentices that have completed their Air Conditioning training module of formal classroom training and in-shop training with a Mentor will have six months from the completion of their training module to pass EPA (core and Type II) certification testing. Apprentices that do not pass EPA certification testing within six months of module completion will not advance to the next pay level until they successfully pass EPA certification testing.

Shop Work

1. Apprentices shall be assigned to a shift that allows them to attend Community College classes and work with a program Mentor.
2. The shop Foreman will be responsible for making Apprentice work assignments with priority given to the "Key Jobs" work list.

3. The apprentice will be responsible for maintaining a record of all shop work completed and the amount of time worked.
4. The Training Department shall monitor Apprentice progress and maintain records of "Key Jobs" worked.
5. Foremen must not assign work that has the potential for causing the Apprentice to be late for, or miss a scheduled Community College class.
6. The apprentice shall notify the Training Coordinator immediately of a work assignment that is not in compliance with the Apprenticeship Program.

Shop Mentor

1. A mentor will be assigned to an apprentice while working in the shop to the maximum extent possible.
2. The Training Department will select a mechanic to be the Apprentice's mentor based upon the mechanic's skill, knowledge and abilities, and the training needs of the apprentice.

Evaluations

1. An apprentice may ask for an evaluation at any time after satisfying the minimum work hour requirements.
2. The Maintenance Instructor and/or a company approved representative will evaluate apprentices on each job from the "Key Jobs" list.
3. Apprentices must receive a passing grade of 75% of monthly evaluations and all of final evaluations.

Early Term Completion

Apprentices may complete a term early by a maximum of 12.5 percent by completing all of the following:

- Receive a passing grade in all assigned Community College classes.
- Receive a passing grade in all assigned San Diego Transit classes.
- Satisfactorily perform all "Key Jobs" specific to the term.

- Pass the Maintenance Instructor evaluations of “Key Jobs.”

Apprentices may also be granted accelerated movement through the Apprenticeship Program by having satisfactorily completed required Community College classes prior to entry into the Apprenticeship Program. Permission for accelerated movement must be considered by the JATC on a case-by-case basis.

These Rules and Regulations have been adopted by the local Joint Apprenticeship Training Committee and shall be abided by as though they were expressly written into the Apprenticeship Standards.