

# **Charlotte Electrical**

## **Joint Apprenticeship and Training Committee**

Construction Wireman (CW)

&

Construction Electrician (CE)

## **Program and Policy Guide**

Adopted on March 18, 2014

[Effective January 1, 2015](#)

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**CONTACTS**

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**GENERAL POLICY**

**PREAMBLE**

Realizing the necessity for the adoption of clearly defined standards of Construction Wireman (CW) and Construction Electrician (CE) for the placement of persons desiring to work within the electrical industry, and the necessity of providing proper and adequate education and training to better qualify them to discharge their responsibilities to their employer and the public, the Joint Apprenticeship and Training Committee (JATC) has promulgated the following standards for the training and guidance of CWs and CEs in the electrical industry in the geographic area governed by the Atlantic Coast Chapter, National Electrical Contractors Association (NECA) and Local Union No. 379, International Brotherhood of Electrical Workers (IBEW).

**STATEMENT OF POLICIES**

The Director will act for, and under the policy of the JATC in the administration of all procedures contained herein. In the absence of the Director, the JATC shall designate an individual, or individuals, to act in the capacity of the Director.

**SECTION I. PROBATIONARY PERIOD**

Once selected and placed at the appropriate level Construction Wireman (CW) & Construction Electrician (CE) will be required to work a minimum of 1,000 hours under probation to determine if they have been awarded the proper classification level in the program or if they are able to perform to local industry standards and expectations. The probation period is only to assist in the proper classification and does not affect their benefits.

**SECTION II. CW & CE PLACEMENT POLICY**

Placement of Construction Wiremen (CWs) and Construction Electricians (CEs) will be made in accordance with the applicable IBEW/NECA inside working/recovery agreement(s) as with any and all related addendum(s) to those agreements.

**SECTION III. CW & CE MINIMUM WAGE RATES**

The following wage rates represent percentages of site Inside Wireman rates:

Construction Wireman - 1a (1 - 1,000hrs).....*45%	Construction Electrician - 1 (8,001 - 10,000hrs).....*70%
Construction Wireman - 1b (1,000 - 2,000hrs)....*50%	Construction Electrician - 2 (10,001 - 12,000hrs)...*75%
Construction Wireman - 2 (2,001 - 4,000hrs).....*55%	Construction Electrician - 3 (12,001 - 14,000hrs)...*85%
Construction Wireman - 3 (4,001 - 6,000hrs).....*60%	*Rates subject to change (as defined in the Carolina's
Construction Wireman - 4 (6,001 - 8,000hrs).....*65%	Small Works addendum to the Inside Agreement)

**SECTION IV. JOB PERFORMANCE**

The OJT (on-the-job training) provided to the Construction Wireman and Construction Electrician is a crucial part of the CW & CE program. The CW & CE's performance on the job may be monitored as to ensure compliance with policy.

The CW & CE's **MINIMUM** obligations to the employer are as follows:

1. Arrive at work on time, every scheduled work day, prepared to perform to the best of his or her ability.
2. Work the scheduled hours.
3. Follow the instructions of the employer's representative.
4. Take pride in the work performed for the employer.
5. Adhere to the employer's work rules and policies.

6. CW & CEs are responsible for transportation to and from their assigned job sites.

CW & CEs are expected to conduct themselves appropriately while assigned to employers, and to project a positive image of the electrical construction industry to all people with whom contact is made. Therefore, an act on the part of a CW or CE which has a negative impact on the JATC, a fellow employee, an employer, a customer, their representatives, and/or the public will subject the CW and/or CE to disciplinary action up to and including termination from the CW & CE Program.

The job performance of any CW or CE may be reviewed periodically by his or her foreman. The results of these reviews will be taken into consideration when evaluating the overall performance of the CW and/or CE. CWs and CEs are encouraged to periodically discuss their performance on the job with the foreman.

#### **SECTION V. ADVANCEMENT OF CWs AND CEs**

- A. While Construction Wiremen (CWs) and Construction Electricians (CEs) are encouraged to advance through the CW & CE Program as outlined in this policy, advancement within the program is strictly voluntary. CWs and/or CEs wanting to remain at their current classification are under **NO** obligation to advance, at any time.
- B. The advancement of Construction Wiremen (CWs) is based solely on hours of OJT (on-the-job training).
- C. A Construction Wireman - 4 (CW-4), in addition to obtaining the requisite number of hours OJT (8,000 hours), must satisfactorily complete First Aid/CPR, OSHA 10, and NFPA 70E courses prior to advancement to Construction Electrician - 1 (CE-1) classification. The fore listed courses may be taken by the CW at any level within the Construction Wireman (CW) classification. Persons with the CE classification will need the aforementioned courses prior to advancement within the Construction Electrician (CE) classification. In each case, these certifications should be kept current.
- D. A Construction Electrician - 3 (CE-3), in addition to obtaining the requisite number of hours OJT (14,000 hours) and successfully passing the six (6) levels of the NJATCs Craft Certification Written Exams and Performance Evaluations scoring a minimum 70% on each level, must satisfactorily complete First Aid/CPR, OSHA 10, and NFPA 70E courses prior to advancement to Journeyman Wireman (JW).
- E. The NJATC's Craft Certification test is administered in two parts at each of the six (6) levels. The written exam will be made available to those registered and qualified to test. Scoring less than the minimum 70% will require a retest of the written exam before being offered the performance evaluation associated with the exam. A retest will **NOT** be made available prior to six (6) months from the date of that test having a score below the minimum.
- F. All eligible CWs or CEs intending to advance must apply for their advancement using the application attached to this program and policy guide.

#### **SECTION VI. PRIOR CREDIT FOR INDUSTRY RELATED EXPERIENCE**

The JATC may award prior credit, in the form of OJT, for experience in the electrical construction industry. In order to receive prior credit, the CW or CE must apply using the application attached to this program and policy guide. Prior OJT credit will **NOT** be awarded if the required, approved documents outlined on the application are not submitted with the application.

#### **SECTION VII. INSTRUCTIONAL CLASSES AND RELATED TRAINING**

- A. The CW & CE Agreement, which has been provided by the JATC and signed by the CW/CE, does **NOT** obligate the JATC to provide instructional classes or the CW/CE to attend such classes. The courses and related instructional material made available through the JATC, or as recommended by the JATC, is intended to provide the necessary training for advancement through the CW/CE program.
- B. As specified in Section V (C & D), all CWs and CEs intending to advance may take the requisite courses at any JATC approved location at the expense of the CW/CE. CWs and CEs wanting to attend courses at the JATC will be obligated for the full cost of tuition and related course materials. Tuition costs may be waived by the JATC as defined in Section X (Community Service Obligation).
- C. Any of the following infractions will be cause for immediate termination from the CW & CE program:
  - 1. Bringing alcoholic beverages, non-prescribed drugs, or other controlled substances of any kind into the JATC building, onto JATC property, or onto property utilized by the JATC.
  - 2. Consumption, use or possession of alcoholic beverages, non-prescribed drugs, or other controlled substances on the job site.

3. Being under the influence of alcohol, non-prescribed drugs, or other controlled substances of any kind while at work or at the JATC.
  4. Damaging or defacing JATC property or property utilized by the JATC.
  5. Any egregious action, including serious affronts to any person on any premises utilized by the JATC.
- D. Any of the following infractions will be cause for immediate removal from JATC property; repeated violations, depending on severity or repetition may result in removal from the CW & CE program:
1. Smoking in the classroom or in an area not designated for smoking.
  2. Wearing hats or headgear in the classroom.
  3. Use of electronic equipment (including radios and mobile phones) in a manner determined, by the instructor, to be disruptive to the class.
  4. Any CW/CE who utilizes answers, other than their own **WILL** be subject to disciplinary action, up to and including termination from the CW & CE Program. This includes obtaining answers or part of an answer by utilizing unapproved means, either by mechanical, electronic or any other means.

#### **SECTION VIII. PERSONAL APPEARANCE**

- A. The impression projected by the Construction Wireman (CW) and Construction Electrician (CE) to the customer and the public reflects upon the entire CW & CE Program. Accordingly, all CWs and CEs SHALL project a neat personal appearance.
- B. CWs and CEs SHALL maintain such an appearance, and SHALL wear clothing and other safety garb consistent with the requirements of their assigned employer.
- C. Only proper attire shall be worn while attending instructional and related training at the JATC. It is imperative for your own personal protection and safety; that proper attire is worn on J.A.T.C. property, including school premises and affiliated training sites at all times. Sandals, flip-flops, shorts and sleeveless shirts are examples of attire that is **NOT** permitted. Any CWs and/ CEs improperly attired, when reporting for class will be asked to leave the property.

#### **SECTION IX. BOOKS AND LESSON MATERIALS**

The JATC may, at its discretion, charge the CW and/or CE for all or part of the needed books and lesson material. Upon completion of the course, the books purchased by the CW and/or CE become the property of the CW or CE. Any books or materials not purchased by the CW and/or CE, lost or damaged while in the possession of the CW or CE must be replaced at the CW or CE's expense. Any books or materials not paid for by the CW or CE are to be returned to the JATC.

**SECTION X. DISCIPLINARY ACTION**

Any Construction Wireman (CW) or Construction Electrician (CE) who violates the term of registration or fails to live up to this Statement of Policy is subject to disciplinary action by the JATC. In imposing any disciplinary penalty, the JATC may take into consideration the offense involved, its severity, and the CW and/or CE's record. Among the penalties which may be imposed are a written reprimand, suspension, probation, delay of advancement, suspension from, and termination from the program. Offenses involving flagrant violations may subject the CW/CE to immediate termination from the program.

**SECTION XI.**

The JATC reserves the right to review, add or delete from this policy at any time it deems necessary.

Scott Thrower  
Chairman

Andy McClure  
Secretary

3-18-2014  
Date

3-18-2014  
Date

**AFFIRMATIVE ACTION AND NON-DISCRIMINATORY  
POLICY FOR CONSTRUCTION WIREMEN (CWs) AND CONSTRUCTION ELECTRICIANS (CEs)**

It is the policy of the J.A.T.C. that training opportunities, including both classroom instruction and training assignments, shall be available to CWs and CEs on an equal opportunity basis, and without regard to race, color, sex, religion or national origin. The J.A.T.C. encourages participation in the Construction Wireman (CW) and Construction Electrician (CE) program by members of all minority and non-minority groups and promotes a fully diversified CW & CE program made up of all individuals who are interested in and qualified to go through the CW & CE Program, to the extent space is available for them. The J.A.T.C. actively promotes conditions both on the job and in the classroom which fosters openness, fairness and equality among participants in the Program. Equality of opportunity, however, shall not be considered an excuse to lower the standards applicable to Construction Wiremen (CWs) or Construction Electricians (CEs). Any violation of these standards should be brought immediately to the attention of the J.A.T.C. or its Director.

## **Construction Wireman (CW) & Construction Electrician (CE) Program and Policy Guide Acknowledgement**

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I have been given the opportunity to read and review the JATC's Construction Wireman (CW) and Construction Electrician (CE) Program and Policy Guide and the sections of the IBEW/NECA inside worker/recovery agreement(s) and related addendum(s) that pertain to the CW & CE Program. A representative of the JATC has adequately reviewed this material with me and satisfactorily answered all questions. I understand my responsibilities, as outlined in these documents, agree to abide by them, and accept full responsibility for my actions while a CW and/or CE in this program. I understand that my failure to abide by these regulations may result in my termination from this program.

My signature below certifies that I have been provided with a copy of the written CW & CE Program and Policies adopted by this JATC and in effect as of this date.

### **CW or CE: PLEASE SIGN AND DATE**

SIGNATURE \_\_\_\_\_

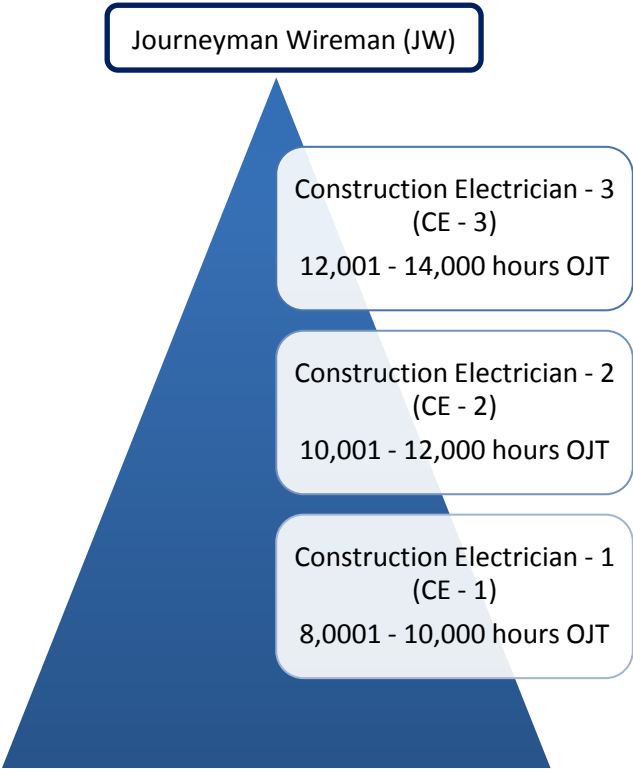
DATE \_\_\_\_\_

PRINT FULL NAME \_\_\_\_\_

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# CW & CE FLOW CHART



In order to advance, CEs must pass each of the six levels of the NJATC Craft Certification Written Exam & Performance Evaluations with a minimum score of **70%**. CEs wanting to advance should register for these exams with the JATC as they become available. CEs **NOT** having the requisite number of hours OJT will **NOT** be permitted to take that level exam.

Level – 6.....at 14,000 hours OJT  
 Level – 5.....at 13,000 hours OJT  
 Level – 4.....at 12,000 hours OJT  
 Level – 3.....at 11,000 hours OJT  
 Level – 2.....at 10,000 hours OJT  
 Level – 1.....at 8,000 hours OJT



- Construction Wireman - 4 (CW -4)  
6,001 - 8,000 hours OJT
- Construction Wireman - 3 (CW -3)  
4,001 - 6,000 hours OJT
- Construction Wireman - 2 (CW -2)  
2,001 - 4,000 hours OJT
- Construction Wireman - 1(b) (CW -1b)  
1,000 - 2,000 hours OJT
- Construction Wireman - 1(a) (CW -1a)  
1 - 1,000 hours OJT

The following courses may be taken at any level of CW classification and should be kept current, in order to advance to CE -1:

- First Aid/CPR – 8 hours
- OSHA-10 – 10 hours
- NFPA-70E – 8 hours
- \*NJATC Craft Certification Written Exam Level – 1 (scoring a minimum 70%)
- \*NJATC Craft Certification Performance Evaluation Level – 1 (scoring a minimum 70%)
- \*Must have 8,000 hours OJT

**CONSTRUCTION WIREMAN (CW) & CONSTRUCTION ELECTRICIAN (CE)**  
**APPLICATION FOR PRIOR OJT CREDIT**

---

LAST NAME \_\_\_\_\_ FIRST NAME \_\_\_\_\_  
ADDRESS \_\_\_\_\_ PHONE NUMBER (\_\_\_\_) \_\_\_\_\_  
\_\_\_\_\_  
SOCIAL SECURITY NUMBER \_\_\_\_ - \_\_\_\_ - \_\_\_\_  
\_\_\_\_\_  
TODAY'S DATE \_\_\_\_ / \_\_\_\_ / \_\_\_\_  
CITY STATE ZIP

TOTAL AMOUNT OF PRIOR OJT CREDIT APPLIED FOR \_\_\_\_\_

FROM DATE(S) \_\_\_\_ / \_\_\_\_ TO DATE(S) \_\_\_\_ / \_\_\_\_  
MONTH YEAR MONTH YEAR

**ATTN: Charlotte Electrical JATC**

**Please see the attached, necessary documentation for prior OJT credit. Submitted are copies of my IRS form W-2 and/or official transcripts from the IRS form 4506-T (available at [www.irs.gov](http://www.irs.gov)), and copies of my previous employer pay stubs indicating my hourly wage rate for the year(s) I am applying for prior OJT credit.**

SIGNATURE \_\_\_\_\_

CURRENT CLASSIFICATION \_\_\_\_\_

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**CONSTRUCTION WIREMAN (CW) & CONSTRUCTION ELECTRICIAN (CE)  
APPLICATION FOR ADVANCEMENT**

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LAST NAME \_\_\_\_\_ FIRST NAME \_\_\_\_\_  
ADDRESS \_\_\_\_\_ PHONE NUMBER (\_\_\_\_) \_\_\_\_\_  
\_\_\_\_\_  
SOCIAL SECURITY NUMBER \_\_\_\_ - \_\_\_\_ - \_\_\_\_  
\_\_\_\_\_  
CITY STATE ZIP TODAY'S DATE \_\_\_\_ / \_\_\_\_ / \_\_\_\_

PLEASE CHECK THE APPROPRIATE BOX:

CURRENTLY, I AM CLASSIFIED AS A  CONSTRUCTION WIREMAN (CW) \_\_\_\_\_  
LEVEL

CURRENTLY, I AM CLASSIFIED AS A  CONSTRUCTION ELECTRICIAN (CE) \_\_\_\_\_  
LEVEL

**ATTN: Charlotte Electrical JATC**

**I have met all OJT and related training requirements outlined in the CW & CE Program and Policy Guide for advancement. Please review my OJT as reported and see the attached copies of the required, necessary certifications.**

SIGNATURE \_\_\_\_\_

TOTAL HOURS OF OJT \_\_\_\_\_

CLASSIFICATION APPLIED FOR \_\_\_\_\_

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