

# GUIDEBOOK

## QUINTE - ST. LAWRENCE JOINT APPRENTICESHIP COMMITTEE

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Electrical Contractors Association of Quinte-St. Lawrence

**Working Together For the Future of the Electrical Industry**

# **JOINT APPRENTICESHIP COMMITTEE GUIDEBOOK**

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## Section 1

### APPRENTICESHIP COMMITTEE

- 1.00 The provisions of this guidebook shall remain in effect for each apprentice until the Apprentice has obtained their C. of Q.
- 1.01 This Committee is known as the Quinte-St. Lawrence Joint Apprenticeship Committee (Electrical), or QSLJAC and all apprentices shall be subject to the rules and regulations of the Committee. All apprentices shall be indentured to the QSLJAC and the Employer shall be known as the “QSLJAC”
- 1.02 The Committee shall be composed of four (4) representatives of the Quinte-St. Lawrence Electrical Contractors Association, and four (4) representatives of the I.B.E.W. Local 115, and one mutually appointed representative (Administrator) who shall have a voice but no vote at meetings of the QSLJAC. Each party shall appoint one alternate representative.
- 1.03 Five (5) Council members shall constitute a quorum, provided that at least two representatives from each of QSL-ECA and Local 115 are present.
- 1.04 Where not all members are in attendance at a meeting, but a quorum exists, four (4) votes may be cast by the employer representatives and an equal four (4) votes may be cast by the employee representatives, to a total of eight (8) votes cast on any issue.
- 1.05 The Council shall ensure that apprentices receive diversified training and shall be responsible for the institution and development of the apprenticeship-training plan, and any program for the selection, induction, and training of electrical trade apprentices as well as adopting rules and regulations with respect thereto.
- 1.06 The QSLJAC shall appoint a recording secretary who need not be one of the members.
- 1.07 The QSLJAC shall elect a Chairperson at the February regular meeting for a one-year term. This position will alternate between the union and contractor members on an equal basis.
- 1.08 The QSLJAC shall be responsible for ensuring that there is a proper flow of apprentices into the trade.
- 1.09 The Treasurer shall give a monthly financial report. There shall be a financial statement made yearly for the QSLJAC.

## Section 2

### APPRENTICE AND GOVERNMENT RESPONSIBILITIES

- 2.1 When a prospective apprentice commences work, they must complete the Apprentice Registration Information Package, including all relevant transcripts and any proof of previous work experience. The Apprentice Registration Information Package is then forwarded to the Ministry of Labour, Training & Skills Development (MLTSD). A MLTSD Training Consultant will review the package and contact the apprentice and employer to set up a meeting to initiate a Contract of Apprenticeship.
- 2.2 The Contract is signed by both the employer and apprentice and is witnessed by the MLTSD representative (an apprentice who is under the age of 18 must have the Contract signed by a parent or guardian). All apprentices will then automatically be registered with Skilled Trades Ontario.
- 2.3 Within two to four weeks, the apprentice will receive, through the postal system, an Apprentice Registration card. The apprentice must carry this card at all times as proof of registration. The apprentice may be asked to produce this card on jobsites by various other Ministries, inspectors, etc.
- 2.4 An apprentice is to follow the lawful orders of the employer and work as a regular employee. Any problems that may affect the apprentice's contract should be discussed with their MLTSD Training Consultant (i.e., hours being worked, wage rate ratios, in-school failures, etc.).
- 2.5 The apprentice must notify their Training Consultant, the QSLJAC, and Local 115 of any change of address. Failure to do so can result in cancellation of his/her Contract of Apprenticeship.
- 2.6 The apprentice is required to attend a Community College for three levels of full time day in-school training during their apprenticeship. The first level is eight weeks in duration. Levels two and three are ten weeks each in duration. A notice to attend school will be mailed to the apprentice about two to three months before they are to attend. The apprentice must follow the directions on the notice; pay the applicable college classroom fees, etc., as soon as possible. Only one notice to attend school will be received by the apprentice. ***The apprentice must obtain permission from the QSLJAC to defer the in-school session. Exemption may be granted for in-school training, if mutually agreed to by both the MLTSD and the QSLJAC.***
- 2.7 An apprentice's Contract of Apprenticeship may be cancelled if the apprentice fails to attend a scheduled level of in-school training without obtaining permission from the apprentice's MLTSD Training Consultant and the QSLJAC.
- 2.8 Any apprentice who fails full time day in-school training is required to repeat the entire level.
- 2.9 The MLTSD Training Consultant may discuss the apprentice's trade school attendance and test results with the QSLJAC.

- 2.10 An apprentice can complete their Contract of Apprenticeship once all of the conditions of the contract have been met. The Contract of Apprenticeship will indicate how many hours are required in order to complete the contract. Hours may be granted for the full time in-school training as follows: Basic (300 hours), Intermediate (360 hours), Advanced (360 hours). All other hours must be worked hours accumulated during the time of apprenticeship as discussed at the time of initial registration.
- 2.11 The apprentice will contact the ECAQSL once all conditions of the Contract of Apprenticeship have been met. At this time, an examination date will be set for the apprentice to write the Ontario Certificate of Qualification exam. A pass mark of 70% is required in order for the apprentice to receive their Certificate of Qualification (commonly referred to as “license” or “ticket”).
- 2.12 Once a candidate successfully passes the Certificate of Qualification exam, he/she will receive, through the postal system, two wall certificates – a Certificate of Apprenticeship and a Certificate of Qualification. In addition, a wallet license will be received. This card must be carried at all times by the candidate as proof of being licensed in the trade.
- 2.13 Certificates of Qualification must be renewed every year.

### **Section 3**

#### **OBJECTS OF THE COUNCIL**

- 3.01 The council is responsible for the selection, induction, and training of all apprentices employed by the electrical contractors who are members of the Electrical Contractors Association of Quinte-St. Lawrence, and who hire from Local Union 115 International Brotherhood of Electrical Workers. Its main functions are:
- a) to solicit, screen and select suitable applicants for the electrician apprenticeship program;
  - b) to plan and carry out a program of supplementary practical training;
  - c) to mediate problems or misunderstandings that may arise among apprentices and their employers or the Union;
  - d) to maintain suitable working records for each apprentice;
  - e) to maintain liaison with the Ministry of Labour, Training & Skills Development, Skilled Trades Ontario and educational institutions.

### **Section 4**

#### **EDUCATION STANDARDS**

- 4.01 Ontario Grade 12 Secondary School Diploma along with completion of grade 12 math will be required for consideration as a candidate in the program. The Council may accept equivalent standards.

## **Section 5**

### **INQUIRIES**

- 5.01 Candidates for electrical trade apprenticeship may ask for information and counseling at one of the following locations:
- 5.01.a Ministry Labour, Training & Skills Development      Phone: 613-548-7081  
299 Concession Street, Suite 201      Fax: 613-548-4120  
Kingston, Ontario K7K 2B9
- 5.01.b Local Union 115 - I.B.E.W.      Phone: 613-547-4115  
40 Binnington Court      Fax: 613-547-1678  
Kingston, Ontario N8W 5X2      Email: jkish@ibew115.com
- 5.01.c Quinte-St. Lawrence ECA      Phone: 613-541-0633  
2-1575 John Counter Boulevard      Fax: 613-541-0863  
Kingston, Ontario K7M 3L5      Email: ecaqsl.mcak@gmail.com

## **Section 6**

### **APPLICATION, REGISTRATION & INTERVIEW**

- 6.01 Candidates who wish to make an application for employment with the Committee can do so online at [www.ecaqsl.org](http://www.ecaqsl.org) and should follow the procedures below.
- 6.01.a The candidate will complete and sign the approved application form.
- 6.01.b Proof of education must accompany the application.
- 6.01.c The applicant will have explained to him/her the necessary steps to become an apprentice electrician, as prescribed by the Committee.
- 6.01.d The candidate may be required to write an industry aptitude test.
- 6.01.e Additional procedures will be followed, as determined by the Committee.
- 6.01.f The applicant may be advised when he/she may expect the results of his/her employment application.
- 6.01.g It will be the candidate's responsibility to advise the Committee of any change of address.

## Section 7

### **BASIC SAFETY INSTRUCTION**

- 7.01.1 The Committee will arrange for every chosen applicant to attend Training Courses as required by the Industry.

## Section 8

### **APPRENTICE'S RESPONSIBILITY**

#### **PAY SPECIAL ATTENTION TO THIS SECTION**

- 8.01 The apprentice will be responsible to keep all of their pay stubs or pay envelopes as a record of the total hours worked for the employer. Only hours worked, not earned, are counted towards the apprenticeship.
- 8.02 The apprentice is responsible to show up for work on time. Lack of attendance at work will not be tolerated and is cause for dismissal. Each apprentice is responsible to secure a phone number from their supervisor or employer that will allow the apprentice to notify the employer in advance of the regular working hours if they will not be at work.
- 8.03 The apprentice is responsible to show up for night school classes on time. Lack of attendance at night school will not be tolerated and is cause for dismissal. It is the responsibility of the apprentice to secure from his instructor a phone number that the apprentice may call to notify the instructor in advance if they cannot attend.
- 8.04 The apprentice will be responsible to attend all special classes and seminars set up by the Council and/or the Local Union.
- 8.05 All apprentices of Local 115 will be required to attend at least 75% of the regular Union meetings per month held in their area (Cornwall, Brockville, Kingston or Belleville) and all special called meetings are mandatory for all apprentices.
- 8.06 The apprentice will be required to attend basic (8 weeks), intermediate and advanced (10 weeks) day school classes. It will be the responsibility of the apprentice to notify his employer well in advance in order that the employer may make provision for their absence. The apprentice will be required to receive from the employer a record of employment slip in order to receive U.I.C. benefits, indicating attendance at trade school as the reason for the break in employment. The apprentice will be required to return to the employer once trade school is completed.
- 8.07 Failure to comply with any of the above responsibilities will result in the implementation of our progressive discipline policy – see appendix “A”.
- 8.08 **Under no circumstances** shall an apprentice voluntarily terminate their employment.

## **Section 9**

### **CONTRACTOR'S RESPONSIBILITY**

- 9.01 Electrical contractors must cooperate by following the procedure outlined.
- 9.02 In order to facilitate the apprentice's attendance at daytime government trade school classes, it will be the responsibility of the employer to provide the apprentice with a record of employment form. The employer will indicate on this form that the reason for the disruption in employment was due to attendance at trade school. It is assumed that the apprentices will return to the employer once trade school classes are completed.
- 9.03 Refer any disciplinary measures to the Committee for assistance.
- 9.04 Refer all applications to the Committee office for processing as previously outlined.
- 9.05 Report apprentice's lack of suitability to the Committee prior to termination.
- 9.06 Refer all problems of unsatisfactory attendance and performance to the Committee.
- 9.07 Generally assist the Committee when requested in providing information on apprentices in order to improve communications and effectiveness of the Council concepts.

## **Section 10**

### **COMMITTEE'S RESPONSIBILITY**

- 10.01 The Committee may conduct a personal interview with the apprentice at any time to review their progress, evaluation and experience record. The Committee will also, in conjunction with the Operations branch and Local 115, I.B.E.W.:
  - a) Maintain a complete record on each apprentice
  - b) Provide notification to the employer that any apprentices in their employ has completed the conditions as laid out in Section 16 (block time; minimum hours, and night school advancement) and that the apprentice is to be advanced to his or her next apprenticeship term and paid the appropriate percentage pay rates as laid down in Section 16 of the QSLJAC Terms of Reference
  - c) Ensure that all apprentices have received and signed for this Guidebook



## **Section 11**

### **UNION MEMBERSHIP**

- 11.01 All apprentices will be accepted into Local Union 115, I.B.E.W. in accordance with the current by-laws of the Local Union.
- 11.02 Apprentices must carry a working card issued by the I.B.E.W. Local Union 115 before commencing work.
- 11.03 At the discretion of the Local Union, the apprentice may be asked to appear before the Executive Board of Local Union 115 for an interview. If the apprentice's record is satisfactory, the apprentice's name will be recommended to the members of Local Union 115 for acceptance into membership. Once accepted into membership, the apprentice must attend at least one regular union meeting per month unless satisfactory excuse is given in advance to the union office.

## **Section 12**

### **FUNDING SYSTEM**

- 12.01 Local 115 and the ECA-QSL will contribute equally a mutually agreed upon amount to the QSLJAC. These contributions may be changed on an annual or as needed basis with mutual consent.

## **Section 13**

### **TRADE SCHOOL**

- 13.01 The Apprentice will attend full time day trade school as follows: A basic course as prescribed by the tradesmen qualification act; an intermediate course; and an advanced course.
- 13.02 These courses will be conducted at local colleges and under the supervision of said colleges and the Operations Branch.
- 13.03 Apprentices may receive a subsistence allowance as per Canada Employment and Immigration Commission schedules while at trade school. The promotion standards are administered by the Operations Branch. The college provides the Operation Branch a school report of all those who fail or achieve only a conditional pass, a written assessment of their attitude, application, motivation, and trade potential as they see it. The operations Branch counselor will review the case with the Council and the apprentice.
- 13.04 Local 115 apprentices who attend full time day school will be required to pay any training fees.

- 13.05 No pay increases will be given to an apprentice who fails full time day school until the subject session is completed successfully.

#### **Section 14**

##### **COMPULSORY SUPPLEMENTARY TRAINING**

- 14.01 Supplementary training is any combination of theory and practical courses that may be instituted by the Committee.
- 14.02 Such supplementary training courses must be completed successfully before completion of the apprentice's contract.
- 14.03 The Committee will take strong disciplinary action should the apprentice fail to attend these classes. The apprentice will be responsible for explaining their absence to the Committee.

#### **Section 15**

##### **QSLJAC DAY/NIGHT SCHOOL PROGRAM**

- 15.01 It shall be compulsory for all apprentices to attend day/night school classes provided by the QSLJAC & Local 115.
- 15.02 A passing grade of 70% or better is required on all tests given throughout the year.
- 15.03 Apprentices ***may*** be exempt from writing the final exam based on the following:
- a. If the combined average of all tests are 75% or better, AND
  - b. The teacher recommends exemption, OR
  - c. The teacher and the QSLJAC recommend exemption based upon attitude, attendance, effort and improvement throughout the school year.

#### **Section 16**

##### **TERM ADVANCEMENT and APPRENTICE PAY SCHEDULE**

- 16.01 Apprentices shall have two criteria to complete prior to advancing to their next term. First they must pass their required day/night school courses with at least an average of 70%. Secondly, they must pass any government day school courses attended, and submit a copy of their transcript of their marks to the QSLJAC upon completion of their course.
- 16.02 Credited hours that will be included in each term's total are those hours spent at night school, at day school, or at any Committee-sanctioned classes. In addition, overtime hours, counted as straight time, will be included.

Starting September 1, 2021 the Joint Apprenticeship Committee will be making changes to policy concerning Trade School completion and entering Apprenticeship terms (levels). Items 1), 2), 3) will not apply to existing 4<sup>th</sup> term and higher apprentices. The following changes are:

- 1) Apprentices must have their, Local 115 Trade Level 1 and Code Level 1 completed (passed) before they can enter 3<sup>rd</sup> term.
- 2) Apprentices must have their Basic Trade school, Local 115 Trade Level 2 and Code Level 2 completed (passed) before they can enter 4<sup>th</sup> term.
- 3) Apprentices must have completed their Intermediate Trade school, Local 115 Trade Level 3 and Code Level 3 before they can enter 5<sup>th</sup> term.
- 4) Apprentices will only qualify for Advance Trade school reimbursement if they have successfully completed all required courses at the Union Hall (T1, T2, T3, C1, C2, C3). The Advanced course reimbursement will not be paid until the apprentice has submitted their completion papers to the MLTSD and therefore begin their JPC (Journeyman Candidate) status.
- 5) When it has been determined by the JAC Administrator that an apprentice has completed their 9000hrs, all levels of Trade School and Local 115 courses, they will be notified that their apprenticeship completion papers have been prepared. The apprentice will have 30 days from that notification to take their apprenticeship completion papers to the MLTSD and then begin their JPC status. If the apprentice does not meet this requirement, their contract with the JAC will be immediately cancelled, which will require them to be laid off from their employer, or deemed ineligible to be dispatched for work until this requirement has been met.

It is the apprentices' responsibility to keep track so they are not held back by these policies.

16.03 Apprentices who have satisfied each of the conditions listed below will be referred by the QSLJAC to the Ministry for his/her eligibility to complete their apprenticeship and enter the Journeyman Candidate classification to challenge the Certificate of Qualification exam:

- i) Satisfactory completion of the night school program of the QSLJAC;
- ii) Satisfactory completion of the government basic, intermediate, and advanced trade school;
- iii) Completion of the minimum required hours of apprenticeship as laid out in their signed contract with the ministry.

16.04 *Apprentices remain indentured to the QSLJAC until the C of Q is successfully challenged.*

“APPENDIX A”

QUINTE-ST. LAWRENCE JOINT APPRENTICESHIP COUNCIL  
PROGRESSIVE DISCIPLINE POLICY

The following rules and procedures shall be used to govern the disciplinary procedure for all apprentices indentured to the Quinte-St. Lawrence Joint Apprenticeship Council. An apprentice shall be required to appear before the Council at any time the Council feels the apprentice has not lived up to the requirements of the “Quinte-St. Lawrence Joint Apprenticeship Council Guide Book”. Reasons for an apprentice to appear before the Committee could include, but not be limited to: poor performance at work (or night school), poor attendance at work (or night school) and disruptive attitude at work (or night school). The following shall be an order of progressive discipline:

(1) First Appearance before the Quinte-St. Lawrence Joint Apprenticeship Committee

The first appearance before the QSLJAC will be considered a **written warning** to the apprentice. The apprentice will be advised in writing to accept the directive presented by the Committee and to correct the situation that required his or her appearance before the Committee.

(2) Second Appearance before the Quinte-St. Lawrence Joint Apprenticeship Committee

The second appearance before the QSLJAC will result in an apprentice being subject to the discipline of the QSLJAC ***This discipline could include*** any and all measures deemed to be appropriate by the Committee. Discipline administered in progression having reached this level could result in an apprentice being **removed** from the Quinte-St. Lawrence Joint Apprenticeship program.

Having reached the first level of progressive discipline, an apprentice will be required to appear before the IBEW Local 115 Executive Board where he or she could be subject to charges in accordance with the IBEW Constitution.

I, \_\_\_\_\_, having read the above noted policy of progressive discipline  
Print name  
employed by the QSLJAC do hereby agree to abide by and adhere to the procedures noted above.

\_\_\_\_\_  
(Apprentice)

\_\_\_\_\_  
(QSLJAC Administrator)

Date \_\_\_\_\_