

# JOINT MICHIGAN APPRENTICE PROGRAM

## Joint Michigan Apprenticeship Program (JMAP) On-Hold Policy

The purpose for the JMAP On-Hold Policy is to establish a structured and transparent framework for addressing performance-related challenges faced by apprentices enrolled in the Joint Michigan Apprenticeship Program. This policy aims to ensure that apprentices meet and maintain the defined standards set by the U.S. Department of Labor Standards of Apprenticeship, fostering a high level of competency during On-the-job Learning (OJL). Additionally, the policy provides a mechanism for handling extended medical or military leave, maintaining fairness and consistency in such unique circumstances.

### Performance-Based On-Hold Procedure:

#### Purpose:

To define clear expectations for apprentices in alignment with industry standards. To establish a systematic process for identifying and addressing performance issues promptly. To encourage continuous improvement and professional development among apprentices.

#### Step #1 – Performance-Based On-Hold Determination:

- The Utility deems and documents performance that fails to meet the expectations defined in the U.S. Department of Labor Standards of Apprenticeship (“Standards”) in place for JMAP.
- Additionally, the JATC may consult with the Utility upon its reviews of the Evaluations that describe an inability to meet the Standards and determine a Hold is required.
- OJL hour accrual is suspended during this period.

#### Step #2 – Formal Request for Hold submitted to the JATC:

- Formal letter from the Utility to the JATC, (see Appendix A in this policy), detailing the Hold and providing documentation of areas where the apprentice fell short of expectations.
- Utility outlines a plan of action for the apprentice’s success.
- Utility defines the necessary steps for the apprentice to meet expectations.

#### Step #3 – Evaluations:

- The Utility provides monthly evaluations to the JATC, reporting the apprentice’s progress in competencies outlined in the evaluation.

#### Step #4 – On-Hold Removal:

- The Utility initiates the on-hold removal process by submitting a formal letter requesting that the on-hold status for their apprentice be removed (see Appendix B in this policy).
- The JATC reviews the request and communicates their decision to the Utility within 10 business days.

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- Upon approval of on-hold removal, the apprentice is permitted to accrue OJL hours from the time the “On-Hold Removal Request Letter” was sent by their Utility.

## Step #5 – Hold Continuation & Apprenticeship Removal:

- The JATC will review on-hold monthly evaluations.
- After six months, a check-in with the Utility to determine if the Hold should continue or be removed.
- After one year, a comprehensive review by the JATC, including a meeting with the Utility and the apprentice to discuss progress and next steps.
- If the apprentice cannot return from Hold, removal from JMAP is decided, releasing the JATC from further responsibilities.
- An apprentice that has been removed from the program may return to the JMAP.

## Step #6- Application for Reinstatement:

- For apprentices removed from the JMAP, the Utility must provide a written recommendation, evaluations showing progress that has been made since removal, and request restoration of a specific number of hours and classroom placement. For the avoidance of doubt, neither the hours request, nor the classroom placement shall advance the apprentice beyond those completed prior to the Hold, which may require retaking previously completed classroom training.
- The JATC will follow-up and consult with the utility regarding the documentation provided.
- The JATC will decide on the Application for Reinstatement and reserves the right to reject reinstatement, if it deems after consultation the apprentices is not capable of successfully completing the JMAP.

## Disclaimer:

*The Hold, as per the Joint Michigan Apprentice Program (JMAP) On-Hold Policy, is effective for a minimum of one month, during which the apprentice will not receive On-the-job Learning (OJL) hours. All pertinent documents, encompassing notifications and evaluations, must be signed by both the Utility and the apprentice, signifying understanding and agreement on the Hold, acknowledgment of failure to meet expectations, and commitment to outlined next steps. Additionally, the Joint Apprentice Training Committee (JATC) reserves the right to discuss a comprehensive action plan for the apprentice not attending JMAP classes based upon their OJL hours aligned with the JATC's recommended progression schedule.*

*The Joint Apprentice Training Committee (JATC) reserves the right to use their discretion for military and medical related holds.*

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## Appendix A

Subject: JMAP On-Hold Request Letter

Dear Joint Apprentice Training Committee (JATC),

The purpose of this letter is to recommend that the Joint Michigan Apprentice Program Training Committee place [Apprentice Name], [Utility Name] Apprentice Lineman, on hold due to the following reasons:

- 1) [On-Hold Reasoning]

[Utility] requests that the hold becomes effective immediately. During this hold period, our plan of action for improving overall performance to ensure success while at [Utility] and as a future lineman includes:

- 1) [Plan of Action]

[Utility] agrees that monthly evaluations will be submitted through the evaluation system (ApprentiScope) with thorough information outlining progression made by the apprentice and next steps for future growth for the JATC to review.

Sincerely,  
[Supervisor/Administrator Name]

[Employer Name]  
[Employer Address]  
[Email Address]  
[Phone Number]

I \_\_\_\_\_ [Apprentice Name] acknowledge the hold outlined above.

[Apprentice Signature]  
[Date]  
[Email Address]  
[Phone Number]

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## Appendix B

Subject: JMAP On-Hold Removal Request

Dear Joint Apprentice Training Committee (JATC),

We are requesting that [Apprentice Name] be re-enrolled into the JMAP, for the following reasons:

- 1) [Apprentice progression made while on hold]
- 2) [Overview of comments and scores submitted in monthly evaluations]
- 3) [Action plan for ensuring the apprentice's success going forward]

Sincerely,

[Supervisor/Administrator Name]

[Employer Name]

[Employer Address]

[Email Address]

[Phone Number]

I \_\_\_\_\_ [Apprentice Name] acknowledge the hold outlined above.

[Apprentice Signature]

[Date]

[Email Address]

[Phone Number]