

JOINT MICHIGAN APPRENTICE PROGRAM

Joint Apprentice Training Committee – Apprentice Hold Policy

To appropriately administer the Joint Michigan Apprentice Program (“JMAP”) the enrolled apprentices’ employer (defined herein as the “Utility”) must complete quarterly evaluations (“Evaluations”). The Joint Apprentice Training Committee (“JATC”) is responsible for the review of the evaluations to ensure the enrolled apprentice is meeting expectations while completing On-the-job Learning (“OJL”). If at any time an apprentice is not meeting expectations, the apprentice may be placed On Hold (“Hold”) and accumulation of OJL hours will pause until such time that the Utility in consultation with the JATC deems the apprentice is meeting expectations. This Policy describes the process, reporting requirements, and conditions for the Utility, apprentice, and the JATC.

Process

- Step #1 – 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; or
 - 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.
- Step #2 – Formal Request for Hold submitted to the JATC^{1, 2, 3}:
 - Letter – If it is determined a Hold is required, the Utility must send a formal letter notifying the JATC of the Hold, substantially in the form of Exhibit A.
 - Documentation – The Utility must define and describe the areas where the apprentice has failed to meet expectations.
 - Next Steps – The Utility must define the necessary steps for the apprentice to meet expectations.

¹ The Hold will be effective for a minimum of three months.

² The apprentice will not receive OJL hours while the Hold is in place.

³ All documents must be signed by the Utility and the apprentice acknowledging the Hold, failure to meet expectations, and the next steps.

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- Step #3 – Evaluations
 - The Utility must provide evaluations, not less than monthly, to the JATC describing the progress of the apprentice in the areas defined.
- Step #4 – Review and Hold Continuation or Removal
 - Three Months – The JATC will review all evaluations and check-in with the Utility to determine whether the Hold should continue or be removed.
 - Six Months – If the Hold remains, the JATC will review all prior evaluations and meet with the Utility and the apprentice to discuss progress and next steps.
 - One Year – If the Hold remains, the JATC will review all prior evaluations and meet with the Utility and the apprentice to discuss the Hold. If it is determined after the consultation that the apprentice is unable to return from Hold, the apprentice will be removed from the JMAP. Removal from the JMAP means that the JATC will no longer be responsible for reviewing evaluations and the apprentice will no longer attend classroom, lab, and field training.
- Step #5 – Application for Reinstatement
 - An apprentice that has been removed from the program may return to 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.