

PROGRAM HANDBOOK OUTLINE

The intent of this list is to provide the Registered Apprenticeship Program Sponsor with key points to discuss with the Committee to determine if your program needs any of these policies. The development of these policies is up to the Program Sponsor Committee to tailor appropriately to the program.

1. Attendance procedures which should include processes for absences, make-up days and submission of timesheets
2. Establish procedures and notification to the apprentice for the following actions:
 - a. Cancellations and the reason(s) for cancellation
 - b. Request(s) for leave of absence
 - c. Process for reinstatement
 - d. Repeating training due to failing RTI or not advancing in OJT
3. Conduct, discipline and consequences (misconduct, academic dishonesty)
4. Determine a method of awarding credit for prior learning or work experience to be applied uniformly to all apprentices
5. Grades:
 - a. Passing grade(s)
 - b. Repeating RTI procedures
6. Employment Rules:
 - a. What happens if an apprentice refuses a job?
 - b. Granting a leave of absence from work
 - c. Procedures after termination/layoff from employment
 - d. Quitting a job
 - e. Soliciting jobs from other employers inside the apprenticeship program
 - f. Whom to contact and procedure regarding all matters affecting wages, hours and other terms and conditions of employment.
7. Participating employer funding contribution
8. Anti-discrimination/harassment training
9. Other sections to consider:
 - a. Classroom materials and personal property
 - b. Any dress code requirements for the industry/training
 - c. Injuries during RTI or OJT (if not addressed in the employer policies and procedures)
 - d. Use of computer resources (if program provides computers)
 - e. Social media policy consent to publications and media
 - f. Apprentice contact information update
 - g. Drug policy and testing