

## Phoenix Electrical Joint Apprenticeship & Training Committee Apprentice Communication Initiative

### 1. Overview

The Communication Initiative is a structured communication program that delivers a deliberate, organized, and strategic approach to exchanging information and ideas with Apprentices registered with the State of Arizona and other classifications enrolled in the Phoenix Electrical Apprenticeship program. The initiative consists of a framework that outlines the goals, methods, and channels of communication between the Apprentice/student and PEJATC administration and PEJATC Board of Trustees. By establishing clear guidelines for how information will be shared, received and processed, this initiative will promote a transparent line of communication that will enhance the understanding of the Apprentice/student regarding the interpretation of the adopted registered standards and implementation of PEJATC polices.

### 2. Goals, Objectives and schedule

The initiative shall be implemented in February 2024 and will continue for an initial period of 11 months (*unless permanently adopted*) at which point the initiative will be expanded to include a PEJATC mentoring program. The initiative will minimize confusion and foster productive interactions between students and administration utilizing various mediums such as digital platforms, presentations and regularly scheduled in person meetings between student delegates and administration aimed at promoting effective communication and encouraging collaboration across different contexts and settings.

### 3. Channels, Mediums, Chain of Command

Information will be disseminated utilizing a network of individual Class Representatives (*equal to the number of classes*), Term Delegates (*not more than 8 total*) and PEJATC administration and staff. Representatives and Delegates will be elected by their peers. Representatives, through in person, in class real time voting (*Poll Everywhere*), and Delegates via a Survey Monkey vote, and email. Information will flow from Students to Class Reps to Term Delegates to administrators back to students. Students will share their questions, concerns, and ideas with their individual Class Reps verbally, by text/email, TradeSchool Chat group (*When APP is available*) or by a private (*Non PEJATC*) created group messaging service e.g. Discord (*Social media platform*). Class Reps will communicate questions, concerns, and ideas to their assigned Term Delegates. Term Delegates will communicate student questions, concerns, and ideas to the Initiative Coordinator, who will in turn escalate relevant questions, concerns and ideas to the Assistant Training Director as required. Monthly meetings will be scheduled on the Thursday preceding any PEJATC Board of Trustee meeting when required, meetings will be in person meetings at the PEJATC office between the Term Delegates, Initiative coordinator and PEJATC administration staff.

### 4. Responsibilities

- a) It shall be the Term Delegate's responsibility to disseminate learned information from and to Class Representatives. It shall be the Class Representative's responsibility to disseminate learned information to and from the general student population. It shall be the administration's responsibility to record meeting minutes and share discussed outcomes post meeting with the student population via email blast, PEJATC FB page, and/or IBEW L.U. 640 quarterly newsletter. It shall be the PEJATC administration's responsibility to share all relevant concerns and ideas with the PEJATC Board of Trustees. It shall be the PEJATC Board of Trustees' responsibility to listen to the student posed questions, concerns, and ideas constructively and respond appropriately if deemed necessary.
- b) Class Representatives are expected to hold a *minimum* of two in-class meetings per month. Time will be allocated by their instructor for this purpose (not to exceed 30 minutes). The Class Representative will generate a meeting report using the Report Template and submit it to their respective Term Delegate. The Initiative Coordinator will monitor report submissions.

To be eligible for reimbursement, Class Representatives will be required to submit a minimum of two reports per month to their Term Delegates.

- c) Term Delegates are expected to receive meeting reports from their Class Representatives and generate a Summary Narrative using the Summary Narrative Template. Term Delegates will also be required to attend a monthly Delegate meeting. Report submissions and Meeting attendance will be monitored by the Initiative Coordinator. To be eligible for reimbursement, Term Delegates must submit a minimum of two reports per month and attend all scheduled meetings.

## 5. Monitoring and Evaluation

Regular monitoring of the progress and impact of the communication initiative will be ongoing. Tracking of metrics including engagement rates, students reached, and feedback received will be compiled and recorded.

## 6. Communication Initiative management hierarchy

Training Director/Assistant Training Director will project manage initiative and coordinate all points of communication with administration staff and initiative coordinator along with scheduling meetings. Initiative coordinator will communicate and collaborate with student Term Delegates. Term Delegates will communicate and collaborate with individual Class Representatives.

## 7. Elections

(a) Emails will be sent to each student by unique class ID e.g. Group 1.1.A, outlining the communication initiative objectives and Class Representatives duties and reimbursement. Any student interested in running for election for Class Representative will email Webservices by the set deadline to be placed on the ballot utilizing in person poll everywhere live voting platform.

(b) Emails will be sent to each student by unique class "Term" e.g. 1.1, outlining the communication initiative objectives and Term Delegates duties and compensation. Any student interested in running for election for Term Delegate will email Webservices by the set deadline to be placed on the ballot and voted on utilizing a survey monkey email pole.

(c) Students are permitted to hold the positions of Class Representative and Term Delegate concurrently.

(d) Elections of Classroom Representatives will be held on the second class night of the semester typically. Qualified candidates shall be registered apprentices or CWCEs who have applied for acceptance into the PEJATC apprenticeship program only, and who are compliant with all PEJATC policies. Voting will be in class, proctored by regular instructors and Initiative coordinator by secret ballot using the Poll Everywhere Web site or approved similar medium for full visibility and results recorded by the Initiative coordinator. Candidates receiving majority vote will hold the office of class representative for one semester. In the case of a tie vote, each candidate can address the class for no longer than 5 minutes as to why they should be elected, at which point a new vote can be taken, and a candidate receives the majority vote. Candidates must be elected and re-elected for each semester they serve.

(e) Elections of Term Delegates will be held via an email vote via Email/Survey Monkey or approved similar medium. Each delegate must include a bio of not more than two hundred words on why they should be elected. Delegates receiving majority vote will hold the office of Year/semester delegate for one semester. In the case of a tie vote, each candidate should include a short paragraph as to why they should be elected, at which point a new Survey Monkey email vote can be taken, and a candidate receives the majority vote. Candidates must be elected and re-elected for each semester term they serve.

(f) Class Representatives and Term Delegates that become non-compliant with PEJATC policies and or Class Rep/ Term Delegate duties will be removed and the election process for each position will start over. Compensation/reimbursement for newly elected positions will be prorated and receive rounded up to the closest month. Example: Student elected within the last

two months and serve for 6 weeks of the semester will receive 40% of the standard reimbursement/tuition reduction, based on 5-month semesters.

#### 8. Class Representative and Term Delegate Reimbursement

(a) Class representatives that successfully complete the semester by following all PEJATC policies and perform their Class Representative duties successfully (as defined in the "Responsibilities" section of this document) will be eligible to have their following semester tuition reduced by 25% of the tuition cost in which they served. Tuition reduction will come in the form of credit applied to their Trade School account.

(b) Class Representatives that complete their final semester (4.2), and graduate successfully, are eligible for reimbursement of 25% of the tuition cost of the semester in which they served. Reimbursement will come in the form of a check made payable to the individual.

(c) Term Delegates that successfully complete the semester by following all PEJATC policies and perform their Term Delegate duties successfully (as defined in the "Responsibilities" section of this document) will be eligible to have their next semester tuition reduced by 100% of the tuition cost in which they served. Tuition reduction will come in the form of credit applied to their Trade School account.

(d) Term Delegates that complete their final semester (4.2) by following all PEJATC policies, and graduate successfully, are eligible for reimbursement of 100% of the tuition cost of the semester in which they served. Reimbursement will come in the form of a check made payable to the individual.

(e) Students holding dual office positions will be eligible for the higher reimbursement amount.