

Class Representative & Term Delegate Handbook

Responsibilities: Class Representative

- **Read and understand the PEJATC Statement of Committee Policy**
 - You are the first point of communication for policy-related questions.
 - *You are expected to have a higher working knowledge of the Policy and serve as a resource for your classmates.*
 - Escalate all questions and issues that you cannot resolve, or are uncomfortable resolving, to your Delegate.
 - If you are made aware of a termination/layoff: all pink slips should be referred to web services directly.
 - If you are made aware of an unlawful harassment situation: refer to the PEJATC Harassment Policy.
 - If you are made aware of payroll issues: refer the apprentice to the employer first, and then to web services if the employer is unable to provide a solution.
 - If you are made aware of jobsite conditions and safety related issues: refer to the job-site chain of command and supervision first, and then to web services if the employer is unable to provide a solution.
- Hold, *at a minimum*, one class meeting per month.
 - Additional meetings are encouraged.
 - The intent is ongoing communication with your class.
- Submit your meeting report to your assigned Delegate via email using the template and email address provided.
 - **A minimum of one report per month and four reports total are required to maintain reimbursement eligibility.**
- Pass down all information received from your Delegate to your class in a timely manner.

The intent of the Student Advisory Council is to share ideas, concerns, and suggestions with PEJATC staff that will ultimately help us shape policy. With that in mind, please ensure to capture as much information as possible and forward that data to your Delegate and the Student Relations Coordinator. Mutual respect and professionalism should be expressed by all parties.

Class Representative & Term Delegate Handbook

Responsibilities: Term Delegate

- **Read and understand the PEJATC Statement of Committee Policy**
 - You are the first point of communication for policy-related questions.
 - *You are expected to have a higher working knowledge of the Policy and serve as a resource for Class Representatives.*
 - Escalate all questions and issues that you cannot resolve, or are uncomfortable resolving, to the Student Relations Coordinator.
 - If you are made aware of a termination/layoff: all pink slips should be referred to web services directly.
 - If you are made aware of an unlawful harassment situation: refer to the PEJATC Harassment Policy.
 - If you are made aware of payroll issues: refer the apprentice to the employer first, and then to web services if the employer is unable to provide a solution.
 - If you are made aware of jobsite conditions and safety related issues: refer to the job-site chain of command and supervision first, and then to web services if the employer is unable to provide a solution.
- Receive meeting reports from Class Representatives.
- Submit reports to Student Relations Coordinator via email using the provided template:
 - Consolidate information *accurately*.
 - You will be expected to complete a summary narrative based on reports you have received from your Representatives.
 - Maintain records of the weekly reports and bring them with you to Monthly Meetings with the Coordinator.
 - **A minimum of one report per month and four reports total are required to maintain reimbursement eligibility.**
- Attend scheduled monthly meetings with Term Delegates and PEJATC Staff.
 - **Attendance at scheduled monthly meetings is required to maintain reimbursement eligibility.**
- Pass down all information received from Student Relations Coordinator to Class Representatives in a timely manner.