

Northeast Public Power Association

Apprentice Lineworker School

Attendance Expectations – Standard Operating Procedure (SOP)

1. **Purpose**

This policy outlines the attendance requirements, reporting procedures, and make-up expectations for participants in the NEPPA Apprentice Lineworker Program. Consistent attendance ensures apprentices receive the training, safety instruction, and field experience necessary for successful program completion.

2. **Annual Training Requirements**

All participants must complete **at least 150 instructional hours** per year which includes:

2.1) In-Person Training

- Four (4) trainings weeks per year
- Each week includes three (3) in-person days, at eight (8) hours per day
- All in-person training is held at the NEPPA training facility unless otherwise mentioned.

2.2) Virtual Training

- Eight (8) virtual trainings per year
- Monday virtual trainings will be at least 5.5 7

2.3) Apprentice Rodeo

- Two mandatory 8-hour Rodeo Day held in June

Missing required hours may delay testing eligibility, advancement or graduation.

3. **Attendance Expectations**

- Apprentice are expected to attend **all** scheduled in-person and virtual sessions
- Apprentice must arrive on time
- Attendance is recorded daily and included in each apprentice's official record

4. Reporting Absences

4.1) *Notification Procedure*

If an apprentice is unable to attend, they must notify the NEPPA Training team before 7:00 am on the day of the absence. This notification can come via a call to the office [(978) 541 – 2200] or email to training@neppa.org.

Notifications must include:

- Name
- Employer
- Date of absence
- Reason for absence

4.2) *Documentation*

NEPPA may request documentation for absences related to:

- Employer-related work conflicts
- Employee injury/inability to climb

5. Excused / Unexcused Absence Policy

NEPPA does not classify absences as “excused” or “unexcused.”

All absences, regardless of reason, require communication with NEPPA and completion of the appropriate make-up training.

6. Make – Up Requirements

6.1) *Missing One In-Person Day*

If a student misses one in-person training day they must complete one of the following:

- Attend the corresponding day of the alternate group within the same graduating year.
- Attend the corresponding day during the scheduled make-up weeks.

6.2) *Missing a Virtual Class*

If a student misses one virtual class they must complete one of the following:

- Attend the corresponding day of the alternate group within the same graduating year.
- Attend the corresponding day during the scheduled make-up weeks.

6.3) Missing an Entire Week of Training (In-Person and Virtual)

If an apprentice misses five (5) days of training in their assigned week they must complete one of the following:

- Attend the complete week of the alternate group within the same graduating year.
- Attend the scheduled make-up week(s).

Instructional content and field exercises may differ from their usual curriculum however; attendance will count as the required make-up time for the week they missed.

Example: If an apprentice misses Year 3 – Session 2 – Group A, they are expected to be able to attend Year 3 – Sessions 2 – Group B. If they are unable to attend their alternate group, they may attend the make-up week for that half of the year.

6.4) Missing Designated Hands-On Training Days

Students may not miss more than six (6) designated hands-on training days due to unforeseen events, physical ailments, or other reasons. If a student misses two complete weeks of training or reaches six missed designated hands-on training days, NEPPA reserves the right to withdraw the student from their current academic year. The student is eligible to re-enroll the following year for their previously enrolled academic year.

Ex: Student misses 6 designated hands-on training days throughout the year. NEPPA withdraws student from current academic year (Year 3) in 2026. Student is eligible to enroll for Year 3 in 2027.

6.5) Scheduling Make-ups

All make-ups must be coordinated with the NEPPA training staff. Adjustments to scheduled make-up days/weeks are welcome on a case-by-case basis and approved by the Training Team.

7. Tardiness & Early Departures

7.1) Tardiness

An apprentice is considered tardy if arriving **10 or more minutes late**. This time may be made-up day-of (with approval from the Director of Safety and Training).

Frequent tardiness may:

- Count toward missed instructional time
- Require make-up hours
- Result in employer notification

7.2) Early Departures

Early departures are not allowed unless otherwise requested and approved by the NEPPA Training Team.

Early departures must be submitted to the NEPPA training team *at least 1 day in advance*. Early departures can be made-up during the week of scheduled training.

Examples: An apprentice must leave at noon on Thursday, missing two hours of scheduled in-person training. This apprentice may stay an hour later on that Tuesday *and* Wednesday, leading up to early departure on Thursday.

Early departures may require an additional make-up session.

8. Virtual Training participation

To receive credit for virtual instruction:

- Cameras must remain on unless approved otherwise

9. Completion requirements

Failure to complete the required 150 hours may result in:

- Required repeat of missed sessions
- Delays in progression or graduation
- Employer notification

10. NEPPA Responsibilities

NEPPA may:

- Adjust training schedules as necessary
- Request documentation based on capacity
- Limit make-up availability based on capacity
- Communicate attendance concerns directly to employers

11. Apprentice Responsibilities

Apprentices are expected to:

- Track their attendance and hours
- Schedule and complete required make-up sessions
- Communicate proactively with NEPPA
- Maintain professionalism and punctuality