



## WECA Apprentice Return Slip (ARS)

Apprentice Name: \_\_\_\_\_ Separation of Employment Date: \_\_\_\_\_ Employee Notified; Y/N: \_\_\_\_ Eligible for Rehire; Y/N: \_\_\_\_

Apprentice Wage Rate: \_\_\_\_\_ Company Name: \_\_\_\_\_ Verifying Representative: \_\_\_\_\_

### Return reason definitions:

- **Layoff** - No work available, work that is available requires a higher skill set, etc. For example, you have a 1<sup>st</sup> year apprentice, but the only work you have available involves Motors. Zero (0) points will be deducted from the apprentice's point balance.
- **Return for cause** – Poor performance/violation of company rules have been observed, but apprentice was not given the chance to improve. Zero (0) points will be deducted from the student's point balance.
- **Quit** - Quit employment, abandoned job, or refused to report to work as assigned. 20 points will be deducted from the apprentice's point balance.
- **Termination** - Violation of company rules. Poor performance observed has been discussed with the apprentice and after given the chance, the apprentice's performance has not improved or he/she continued to violate company rules. 20 points will be deducted from the apprentice's point balance.

| <input type="checkbox"/> Layoff<br>(-0 points)  | <input type="checkbox"/> Return For Cause (-0 points)   | <input type="checkbox"/> Quit (-20 points)  | <input type="checkbox"/> Termination (-20 points)  |
|---|---|---|--|
| <input type="checkbox"/> No available job site to place apprentice<br><br><input type="checkbox"/> No work available at the skill level of apprentice<br><br><input type="checkbox"/> Short Call Job<br><br><input type="checkbox"/> Other<br>_____ | <input type="checkbox"/> Apprentice does not yet possess the skill set for their level<br><br><input type="checkbox"/> Poor performance<br><br><input type="checkbox"/> Violation of company rules<br><br><input type="checkbox"/> Failed Background Check<br><br><input type="checkbox"/> Other<br>_____ | <input type="checkbox"/> Abandoned Job<br><br><input type="checkbox"/> Apprentice told company rep. he/she quit or plans to quit<br><br><input type="checkbox"/> Other<br>_____ | <input type="checkbox"/> Poor performance<br><br><input type="checkbox"/> Violation of company rules<br><br><input type="checkbox"/> Attendance<br><br><input type="checkbox"/> Failed Substance Screen<br><br><input type="checkbox"/> Other<br>_____ |

Additional comments: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**You must complete and email this form back to Jeanette at [jsantos@goweca.com](mailto:jsantos@goweca.com) within 3 Business Days of last day worked or WECA will not take disciplinary action against the apprentice. The ARS will be filed in the apprentice's file for their review.**