



WECA Apprentice Return Slip (ARS)

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

Company Name: _____ Verifying Representative: _____ Contact Phone Number: _____

Return reason definitions:

- **Layoff** - No work available, work that is available requires a higher skill set, etc. For example, you have a 1st 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 (-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 <input type="checkbox"/> No work available at the skill level of apprentice <input type="checkbox"/> Short Call Job <input type="checkbox"/> Other _____	<input type="checkbox"/> Apprentice does not yet possess the skill set for their level <input type="checkbox"/> Poor performance <input type="checkbox"/> Violation of company rules <input type="checkbox"/> Failed Background Check <input type="checkbox"/> Other _____	<input type="checkbox"/> Abandoned Job <input type="checkbox"/> Apprentice told company rep. he/she quit or plans to quit <input type="checkbox"/> Other _____	<input type="checkbox"/> Poor performance <input type="checkbox"/> Violation of company rules <input type="checkbox"/> Attendance <input type="checkbox"/> Failed Substance Screen <input type="checkbox"/> Other _____

Additional comments: _____

You must complete and fax this form back to the Dispatch Administrator at 916-452-7011 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.