



Policy: Complaint Procedure

29.7(k), and 30.11

The sponsor (NJCCN) will have full authority to enforce these standards. Its decision will be final and binding on the employer, the sponsor, and the apprentice, unless otherwise noted below.

If an applicant or an apprentice believes an issue exists that adversely affects his/her participation in the apprenticeship program or violates the provisions of the apprenticeship agreement or standards, the applicant or apprentice may seek relief through one or more of the following avenues, based on the nature of the issue:

29 CFR § 29.7(k)

The sponsor (NJCCN) will hear and resolve all complaints of violations concerning the apprenticeship agreement and the registered apprenticeship standards for which written notification is received within 15 days of the alleged violations. The sponsor (NJCCN) will make such rulings as it deems necessary in each individual case within 30 days of receiving the written notification. Either party to the apprenticeship agreement may consult with the Registration Agency, U.S. Department of Labor-Office of Apprenticeship, 190 Middlesex Essex Turnpike, Suite 201A, Iselin, NJ 08830, John Martinez, ETA, Martinez.john@dol.gov for an interpretation of any provision of these standards over which differences occur. The name and address of the appropriate authority to receive, process, and dispose of complaints is

Name of Point of Contract: Edna Cadmus PhD, RN, NEA_BC, FAAN, Executive Director
Company Name: NEW JERSEY COLLABORATING CENTER FOR NURSING AT RUTGERS UNIVERSITY SCHOOL OF NURSING
Address: 180 University Avenue, Newark, NJ 07102
Contact Phone: 973-353-1428
Contact E-MAIL: ednacadm@sn.rutgers.edu

29 CFR § 30.11

Any apprentice or applicant for apprenticeship who believes that he/she has been discriminated against on the basis of race, color, religion, national origin, or sex with regard to apprenticeship or that the equal opportunity standards with respect to his/her selection have not been followed in the operation of an apprenticeship program may, personally or through an authorized representative,

file a complaint with the Registration Agency, U.S. Department of Labor-Office of Apprenticeship, 190 Middlesex Essex Turnpike, Suite 201A, Iselin, NJ 08830, John Martinez, ETA, Martinez.john@dol.gov The complaint shall be in writing and shall be signed by the complainant. It must include the name, address, and telephone number of the person allegedly discriminated against, the program sponsor involved, and a brief description of the circumstances of the failure to apply the equal opportunity standards provided in 29 CFR § 30.

The complaint must be filed not later than 180 days from the date of the alleged discrimination or specified failure to follow the equal opportunity standards. Any referral of such complaint by the complainant to the Registration Agency must occur within the time limitation stated above or 30 days from the final decision, whichever is later. The time may be extended by the Registration Agency for good cause shown.

Complaints of discrimination and failure to follow equal opportunity standards in the apprenticeship program may be filed and processed under 29 CFR § 30 and the procedures set forth above. The sponsor shall provide written notice of its complaint procedure to all applicants for apprenticeship and all apprentices.

NJCCN:

Edna Cadmus PhD, RN, NEA-BC, FAAN
Print Name

Edna Cadmus PhD, RN, NEA-BC, FAAN
Signature

Date: _____3/20/2023

Clinical Coordinator at Site:

I have ensured that all nurse residents entered into the Apprenticeship Program have been given a copy of this policy during their signing of the agreement to participate in this program.

Hospital Name

Print Name

Signature

Date: _____