



**"Dedicated to the educational development of electrical professionals"**

**Joint Apprenticeship & Training  
Committee**

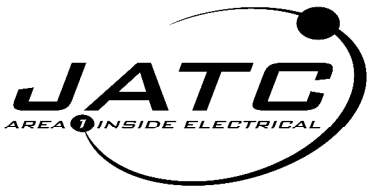
DOT #824.261-010

**POLICY HANDBOOK**

**REVISED AUGUST 2008**

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## **WELCOME TO APPRENTICESHIP**

Congratulations on your acceptance into the Area 1 Inside Electrical JATC program. We are pleased that you have chosen the electrical field as your career. You have chosen a pathway that will constantly challenge both your physical and intellectual abilities. You have selected the most regulated of the building trades to seek apprenticeship in. The electrical trade is rewarding, ever changing, many times very demanding and will require continuous education for your entire career.

The Area 1 Inside Electrical Program will provide you with the knowledge to advance your career, obtain job satisfaction, and ultimately provide you with the ability to secure a brighter financial future.

It is the intention of the program to offer you the opportunity to obtain the following:

8,000 hours of On-The-Job training

576 hours of classroom instruction

Semi-annual wage increases (if all progression standards outlined in this manual have been met)

A Certificate of Completion

A referral to take the State General Journeyman Electrician's exam upon completion of this four-year program.

The right to have a speaking forum before the Area 1 Inside Electrical JATC. This committee meets monthly on the third Wednesday. The Committee consists of dedicated employer and employee members, whose goal it is to assist you through the apprenticeship program.

This handbook was prepared to inform you of the rules and regulations governing the Apprenticeship Program. The rules and policies set forth in this manual meet state and federal standards for the electrical trade. Please read and understand this manual and if you have questions, we are here to help.

Again, congratulations and good luck to you now and in the future.

Area 1 Inside Electrical JATC

NOTE: References are made throughout this document to Oregon Administrative Rules (OAR) and Oregon Revised Statutes (ORS).

## I. Committee Administration:

All communications and inquiries should be made to the below address. The Office is open Monday through Friday throughout the year with revised hours during the summer months.

Area 1 Inside Electrical JATC  
6915 NE 42<sup>nd</sup> Avenue  
Portland, OR 97218

## II. Committee Composition

- A. Membership** - Membership on the Committee shall consist of equal numbers, not to exceed four each, of Principle Employees and Principle Employers. Alternate Employer and Alternate Employee members may be selected on a ratio of one Alternate Member per Principle Member.

### Selection of Committee Members

**Employer Representatives-** Private industry is responsible for selecting initial employer representatives. Representatives of employers or an employer organization that represents the industry may submit nominations for up to four principal employer members. After the initial nomination of an individual to become an employer representative, the current JATC *employer* members will use majority vote to accept or deny a new employer position on the committee. *Definition:* An individual (owner, manager, supervisor) who has the authority, in the interest of the employer to hire, transfer, lay off recall, promote, discharge, reward or discipline other employees, or to effectively recommend such actions. The use of independent judgment in making such decisions is critical to determining whether an individual is a supervisor. Because supervisors directly represent the employer's interests, they may not serve as employee representatives on an apprenticeship committee.

**Employee Representatives-** Employees or their organizational representatives are responsible for selecting initial employee representatives. Representatives of employees or an employee organization that represents the concerned employees and is involved in the subject occupation may submit nominations for up to four principal employee members. After the initial nomination of an individual to become an employee representative, the current JATC *employee* members use majority vote to accept or deny a new employee position on the committee. *Definition:* Employee representatives must be or have skilled practitioners in their occupation. If there is a collective bargaining agreement, employee representatives must be members of the collective bargaining unit covering the potential program apprentices. Employee representatives may not be supervisors or managers.

- B. Officers** - The Committee members shall elect a Chairperson and a Secretary from the Committee members. One of the officers must be an Employer member; the other an Employee member. The officers shall serve no less than one (1) year and no more than two (2) years without a contested secret ballot election. (OAR 839-11-350) Elections shall be held in February.
- C. Removal of Committee Members** - Committee members may be removed only for inactivity, inadequate activity, or failure to abide by ORS Chapter 660, pursuant to ORS 660.120 (2)(d). A member who fails to attend three (3) consecutive regularly scheduled Committee meetings without cause may be deemed inactive. (OAR 839-11-078)
- D. Quorum** - A quorum shall consist of two (2) Employer and two (2) employee members. (ORS 660.135 [3])

### III. Committee Duties

- A. **Meetings** – The Area I Inside Electrical JATC meetings are currently held on the third Wednesday of every month at 6:00 PM, at the JATC administrative office located at 6915 NE 42<sup>nd</sup> Avenue – Portland, OR 97218
- B. **Apprentice Representation** – Apprentices may select a person from each class to represent them at all Committee meetings. This person shall not have a vote, but may voice apprentice concerns.
- C. **Agenda** – Requests for placement of an item on the agenda shall be made in writing to the coordinators office by the end of the business day on the first Wednesday of each month, accompanied by all supporting documentation.
- D. **Delegation** – The Committee may authorize an individual employed by a trade association or industry trust to perform any clerical, ministerial or other functions as the Committee may direct. (ORS 660.135 [4])
- E. **Committee Duties** – as specified with the attached copy of ORS 660.137

### IV. Responsibilities of Apprentices

- A. **Probationary period** – Per the standards, the probationary period is 2000 OJT and 144 hours of related training. During this period, either party may terminate the Apprenticeship Agreement upon written notice to the Apprenticeship Division of the Bureau of Labor and Industries. This probation is separate from any disciplinary probation that may be imposed for rule violation.
- B. **Duties of an Apprentice**
  - 1. An apprentice shall read, sign and abide by this handbook
  - 2. Diligently and faithfully perform work assigned by your supervisor
  - 3. Develop and practice safe work habits
  - 4. Conduct yourself at all times as a representative of the apprenticeship program in a neat and workmanship like manner.
  - 5. Attend all required related training classes
  - 6. Advance in the program
  - 7. Keep the Committee informed of your current address, phone number and employer through the committee's administrative staff.
  - 8. Work for Area 1 JATC approved training agents only
  - 9. Turn in monthly progress reports on or before the 10<sup>th</sup> of each month.
  - 10. Submit buck-slips as outlined in this document as required or needed.
  - 11. Inform the committee through its administrative staff, on a weekly basis if you are out of work so that we may assist you with new employment.
  - 12. Further comply with all regulations in this handbook, and any other applicable apprenticeship requirements set forth by the State.

### C. Monthly Progress Reports (MPR's)

Apprentices must submit properly completed and signed monthly progress reports each month to the following location JATC's administrative offices as indicated on page 4 of this document.

MPR's must be received in the office on or before the 10<sup>th</sup> of each month, for the previous month's hours. The apprentice and the supervising- journeyman must sign MPR's. MPR's **postmarked** on the 10<sup>th</sup> of the month, or after, will be considered as late, and will affect your next scheduled re-rate. Should the 10<sup>th</sup> of the month fall on a week-end day or a Holiday, you will have until the next business day to submit your MPR with no late penalties

#### a) Proper Facilitation of your MPR

- MPR's must be completed in a neat and legible manner.
- All categories must be filled out including name, address, telephone number, social security number and the signature and license number of your journeyman.
- All hours must be rounded to the a full hour, no half hours will be recorded
- Totals must be calculated at the bottom of each MPR
- Each MPR submitted must be accurate and complete.
- Any false information submitted on an MPR is grounds for immediate cancellation from the apprenticeship program.
- Apprentices who are out of work must submit monthly progress reports with 0 hours. Since you are out of work, no supervisor signature is needed, only the apprentice is required to sign
- MPR's cannot be faxed. They can be scanned and e-mailed, dropped off either in the drop box located outside on the East end of the building or inside in the lobby drop box or sent through the mail

#### b) Late MPR's will be assessed disciplinary penalties as follows;

- First Occurrence** - written notices to apprentice with a copy of the notice placed in the apprentice file
- Second Occurrence** – written notice to apprentice with a copy of the notice placed in the apprentice file and a 30-day hold on the next re-rate.
- Third Occurrence** – a cite to appear notice will be issued requiring the apprentice to appear before the Committee at the next scheduled meeting. In the event the cite to appear notice is ignored and the apprentice does not appear a Proposed Cancellation Notice will be sent to the apprentice requiring attendance at the next months JATC meeting. If an apprentice does not appear after a "PC" notice has been sent the committee will terminate the apprentice's agreement immediately and inform the apprentice's employer of the cancellation status.

#### c) Any other disciplinary action deemed appropriate by the Committee such as, but not limited to:

- Disciplinary probation and or action for a period of time set forth at the committee's discretion
- Cancellation from the apprenticeship program

- D. Buck-slips** – a buck-slip shall be complete and submitted within ten (10) days of the occurrence of items 1 through 4. For item 5, please see section VII Previous Experience. You must submit a buck-slip
- if you are out of work
  - if you have a change of address or phone number
  - if change of employer
  - an absence from school
  - if you are requesting previous experience
  - if you would like to address the committee at a JATC meeting

**You shall be held responsible if the committee cannot make contact due to an inaccurate phone number and/or address in your apprentice file.**

- E. Addressing the Committee** - all apprentices who wish to address the committee will need to be placed on the agenda for the next committee meeting. This can be accomplished by submitting a buck-slip to the JATC through its administrative staff. You will be responsible for including the following information on your buck-slip.
- name, address and phone number
  - request to be placed on the agenda
  - reason for your request
  - signature and date

All agenda items must be submitted in writing with all of the required documentation to the Committee coordinator before the end of the business day the first Wednesday of every month. It is not the responsibility of the apprenticeship training director to obtain any paper work that you may need to facilitate your request.

## **V. EMPLOYMENT POLICY**

- A. Employment termination** – It is the responsibility of the apprentice to maintain consistent employment with an approved Area 1 training agent. If the apprentice is terminated, or voluntarily terminates his/her employment, the apprentice must submit within 10 days of the termination, a buck-slip to the Committee through its administrative staff with the following information:
- name, address and phone number
  - old employer name and last date of work for that employer
  - new employer name and first date of work for that employer
  - signature and date
- B. Employment acceptance** – When the apprentice accepts employment with another employer, he/she must submit a buck-slip to the committee through its administrative staff. The staff will then verify that the new employer is a registered training agent with the JATC.
- C. Approved Training Agents** - Only hours acquired while working for a registered training agent, with the Area 1 Inside Electrical JATC, will count towards the advancement and/or completion of the program. The apprentice shall be held responsible, if it is determined that he/she is working for a non-registered or a suspended training agent. Any on-the-job training hours accumulated during employment with a non-registered or a suspended training agent **will not** be credited to the apprentice, and will result in the apprentice being cited to appear before the committee to explain his/her lack of progression in the program. A list of all approved training agents is available upon request at the JATC administrative office

- D. **Supervision** - An apprentice must be directly supervised on-the-job by a licensed journey level electrician. The only apprentice that has the ability to work unsupervised is one who has a 6500 work alone license (see item G for explanation and restrictions) all other apprentices **must be supervised**.
- E. **Apprentice Ownership of a Company** - An Apprentice electrician shall not be permitted to own, manage, be a corporate officer or supervise the company or firm where he/she obtains their on the job training hours.
- F. **Side Work in the Trade** - "Moonlighting" or "Working on the side" as an electrician is in direct violation to the licensing law and is cause for immediate cancellation.
- G. **Work alone license** – an apprentice who has accumulated 7000 hours of on-the-job training and successfully completed the first 18 weeks of related training of the fourth year class and who has been re-rated to the 8<sup>th</sup> period of his/her apprenticeship will be recommended for a work alone license. This card will permit the apprentice to work without direct on-site supervision. Such work may not exceed eight hours of duration and is limited to 250 volts to ground or less. The intent of this license is to allow an apprentice to gain experience and to become self- reliant. An apprentice may not work unsupervised until he/she has the work alone license physically on his or her person.
- H. **Violation of the Licensing Laws** - Any Apprentice found working in violation of the licensing law will be subject to any disciplinary action seen fit by the JATC up to and including cancellation from the program. The Apprentice will be cited to appear and show cause why the agreement should not be cancelled. Disciplinary action for violations of the licensing law will be considered on a case by case basis. Any Training Agent found to be working outside the licensing laws or ratio guidelines are subject to temporary suspension and possible cancellation. Each case will be considered on a case by case basis.
- I. **Experience in all Work Categories** – It is the responsibility of the apprentice and the training agent to make sure that the apprentice is achieving the correct number of hours in each proper work category. An apprentice will not be referred to exam if the minimum required amount of hours in each required category has not been satisfied.

## VI. RELATED TRAINING POLICY

- A. **Schedule** - Each apprentice will attend the required classroom instruction, including any lab classes. Classes will be held at the JATC Training Center.
- B. **Tuition** – Apprentices are required to register for related training and pay the required tuition each term. Your tuition will be payable to the Electrical Education Trust on or before the second week of any new school term. Failure to pay tuition in a timely manner is cause for termination.
- C. **Books** - It is the responsibility of the apprentice to purchase the required books for the class he/she will be attending. Information regarding book purchases will be made available prior to the start of school each year.

**D. Absentee Policy** – it is required that each apprentice attend all related training classes as mandated by the committee.

1. If an absence should occur, the apprentice is required to submit within ten days of the absence, a buck-slip to the Committee, through its administrative staff containing the following information:
  - ❑ Name, address and phone number
  - ❑ Date of absence and reason for the absence
  - ❑ Required/supporting documentation or employer signature
  - ❑ Apprentice signature and date
  
2. Unexcused absences from related training classes will result in the following disciplinary action, based upon the violation:
  - a. An absence reported on a buck slip, but judged unexcused will first be identified as the allowed personal day if that day has not been used. In this case, the absence would become an excused personal day. In the event that the personal day has been used, the absence will be judged as unexcused and a 30-day hold on the next Re-Rate will be assessed.
  - b. An absence not reported on a buck slip and discovered in the instructors nightly report will be judged as an unexcused absence without buck slip and a 60 day hold on the next Re-Rate will be assessed.
  - c. Any Apprentice with three or more absences in a single term will be required to repeat that term in addition to progressing to the next term. This means that the apprentice will be paying double tuition and attending class for two nights a week for the next nine week term. All scheduled re-rates will be held until the successful completion of the failed term is obtained.

Any apprentice with three absences in a school year will be required to participate in an 8-hour Saturday School class in an attempt to make up the lacking seat time hours. All apprentices Mandated to take the Saturday Class will be placed in a “Probation Status” allowing the JATC to Terminate the apprentice on the Monday following the mandated class should the apprentice not Attend. This class will be held at the JATC Training Center and is mandatory in order to remain in the apprenticeship program. The financial cost of this class is the responsibility of the apprentice and must be paid within 24 hours of the actual Saturday Class. All scheduled re-rates will be held until the mandated Saturday Class has been attended.

Any apprentice missing five or more related training classes in a school year will be required to repeat the entire year. All scheduled re-rates will be held until the entire class is made up.

3. Excusable school absences are as follows:
  - a. Personal day (one 4 hour class per school year)
  - b. Death in immediate family (parents, grandparents, children, spouse)
  - c. Illness (must attach a doctor’s note OR attach a signature from your employer that you missed work on the school day)
  - d. Accident (same notation as above)
  - e. Car trouble (must attach tow bill, parts bill or repair bill.)
  - f. Wedding - Your Own
  - g. Birth of your child

4. Some absences that will not be excused are listed:
  - a. Working late
  - b. Working out of town
  - c. Car trouble (without a tow, parts or repair bill)
  - d. Sick, flu, etc., (without documentation)
  - e. Late arrival (marked absent)
  - f. Leaving class early (marked absent)
5. Any apprentice who shows up for class 15 minutes late will be turned away from attending class by the instructor and the tardiness then becomes an absence

**E. Grades** – The committee may at its discretion take the following actions for unsatisfactory grades

1. A quarter grade below a “C” (2.0) will result in a written notice to the apprentice with a copy of the notice placed in the apprentice file and a cite to appear notice for “Failure to Progress”.
2. A year-end grade average below a “C” (2.0) will result in cite to appear notice for “Failure to Progress”. The apprentice will also be required to repeat the year and the next scheduled re-rate will be held until the year has been repeated and the grade for the year has been brought up to a minimum of a “C” (2.0).

**F. Classroom Behavior** - Apprentices are expected to exhibit orderly behavior in the classroom and on JATC property at all times. The Area 1 Inside Electrical JATC Training Center is a no tobacco facility. No persons shall be allowed to chew or smoke anywhere in the building including but not limited to the, bathrooms, classrooms, offices or labs at any time. Any persons caught causing physical harm to the training center or it's contents will be immediately terminated from the apprenticeship program. No lewd gestures or vulgar language will be allowed at anytime. Any harassment of instructors, staff or fellow students including sexual harassment, verbal harassment, lewd gestures or offensive attire will result in a proposed cancellation being issued to the offending person requiring him/her to appear before the committee to explain his/her insubordination.

1. The first instance will result in counseling by a non-involved instructor, written notice to the apprentice, with a copy of the notice being placed in his/her file.
2. A second instance will result in a citation for proposed cancellation.
3. A third notice will result in termination from the apprenticeship program

## VII. CREDIT FOR PREVIOUS EXPERIENCE

- A. Previous Experience Sub-Committee** – The Previous Experience Sub-Committee is made up of persons from the JATC Committee. The sub-committee meets four (4) times per year (February, April, August and November) on the third Wednesday of the month, before the regularly scheduled JATC meeting. If you would like to address the committee regarding previous experience, you must submit a buck-slip on or before the first Wednesday of the months in which the sub-committee meets, to the committee through its administrative staff. Previous experience consists of hours that you worked, or schooling that you obtained before your indenture date. You will need to include the following information on or with your buck-slip:
- name, address and phone number
  - check the box indicating you would like previous experience
  - attach any supporting documentation as described in paragraph “B” below
  - signature and date
- B. Request for previous experience credit** – Apprentices desiring additional credit for previous experience must submit a buck-slip to the Previous Experience Sub-Committee outlining their request. The apprentice must appear, in person, before the sub-committee to answer any questions regarding his/her request. Requests for previous experience must be facilitated within one (1) year of the apprentice indenture date. No requests will be considered if the date exceeds the one- year anniversary indenture date. It is the responsibility of the requesting party to provide any documentation that he/she would like the committee to review. Failure to appear will result in no review by the subcommittee. Approval for previous experience is determined in the following manner: A letter from the former employer(s) on company letterhead bearing the owner or authorized signing official for the company’s signature. This letter must document the amount of legal time worked for the employer and detail the type of work done including the amount of time spent in each work category as per the MPR format.
- C. Credit Allowed** - The previous experience hours credited and the work processes allowed will be at the discretion of the JATC. No time will be considered for credit if it is obtained prior to five years from the indenture date of the apprentice. This applies to new applicants not individuals who may be re-entering the apprenticeship program. No hours will be granted that cannot be verified as “Legal Experience”. Any individuals who are indentured to a different JATC may not legally work for an Area I training agent until the time that they have been approved and accepted by the Area I JATC committee. Any persons requesting prior experience from a “like” program must have registered those OJT hours with their current committee for those hours to count as previous experience with the Area I Inside Electrical program. The previous experience committee will not grant more than 2,000 of previous experience if there is not apprenticeship schooling to coincide with the hour’s request.

## VIII. ADVANCEMENT (RE-RATE) POLICY

**A. Advancement in the program** – Each apprentice is expected to advance in the program at 6-month intervals. Re-rates are considered 2 times per year. The schedule for re-rates is as follows;

- MPR's for the period of June 1 through November 30 of any calendar year will be reviewed at the December JATC meeting with the re-rate becoming effective on January 1.
- MPR's for the period of December 1 through May 30, of any calendar year will be reviewed at the June JATC meeting with the re-rate becoming effective July 1.
- Any persons not receiving a re-rate due to short OJT, short RT hours or due to a hold placed on them by the JATC will be evaluated on a month by month, case by case basis.

**B. Advancement Criteria** - Advancements in the Apprenticeship program will be based upon the following criteria:

1. **Related training** – Each apprentice must maintain class attendance in accordance with the absenteeism policy. Apprentices not receiving a grade average of “C” (2.0) or better for the school year will be required to re-take the failed school year and will be “held” at his /her current period, not receiving a scheduled re-rate. Re-rates will not be granted until proof of a passing grade is received by the JATC. Instructors, on a weekly basis, will submit class attendance and grade rosters to the Committee, through its administrative staff, for committee review.
2. **On-the-Job Training (OJT)** - Each apprentice is expected to accrue the minimum required OJT hours during each six-month time period. Apprentices who do not accrue these hours will not be considered for advancement. Apprentices lacking OJT hours may be cited to appear before the committee for “Failure to Progress” in the program. If an apprentice has been on the out of work list for 30-days or more, and training agents report that they had either no response or refusal of work from the apprentice, the apprentice will be cited to appear before the committee to discuss the issue.

### **B. Schedule for Re-Rates**

- 1<sup>st</sup> to 2<sup>nd</sup> – minimum of 1000 OJT hours and a “C” or better for the 1<sup>st</sup> year (1<sup>st</sup> 18 weeks)
- 2<sup>nd</sup> to 3<sup>rd</sup> – minimum of 2000 OJT hours and a “C” or better for the 1<sup>st</sup> year completion
- 3<sup>rd</sup> to 4<sup>th</sup> – minimum of 3000 OJT hours and a “C” or better for 2<sup>nd</sup> year (1<sup>st</sup> 18 weeks)
- 4<sup>th</sup> to 5<sup>th</sup> – minimum of 4000 OJT hours and a “C” or better for 2<sup>nd</sup> year completion
- 5<sup>th</sup> to 6<sup>th</sup> – minimum of 5000 OJT hours and a “C” or better for 3<sup>rd</sup> year (1<sup>st</sup> 18 weeks)
- 6<sup>th</sup> to 7<sup>th</sup> - minimum of 6000 OJT hours and a “C” or better for 3<sup>rd</sup> year completion
- 7<sup>th</sup> to 8<sup>th</sup> - minimum of 7000 OJT hours and a “C” or better for 4<sup>th</sup> (1<sup>st</sup> 18 weeks)
- 8<sup>th</sup> to completion –

At the end of the 4<sup>th</sup> year of related training, the State General Journey Exam recommendation will be made. This will be for those who have completed, with a grade of “C” or better during all four (4) years of related training, and who have obtained a minimum of 8,000 hours of OJT.

## **IX. RECOMMENDATION TO TAKE GENERAL JOURNEYMAN EXAM**

### **A. Recommendation Criteria** - The criteria set forth for exam referral shall be;

1. Completion of the 8th period in the Apprenticeship Program with a minimum of 8000 hours of On the Job Training in the proper work categories **and**,
2. Completion of the required related training with a grade of "C" or better for all four year, **and**
3. Monthly progress reports current and complete and
4. No mandated holds for attendance or late paperwork

### **B. Journey Exam process**

1. Apprentices will be referred to exam upon successful completion of 576 hours of related training instruction and 8000 hour of OJT. Once an apprentice is referred, he/she has 6- months from the date of that referral to take the Oregon State Electrical Journey Exam. Failure to take the test within that six-month referral period will result in the apprentice being "Completed without benefit of license" which means that you are no longer an apprentice with the JATC therefore you are unable to work in the electrical field in the State of Oregon. At this point you can still sit for the exam, you are just no longer an apprentice.

If you have attempted to take the journey exam and were unsuccessful in passing you will be expected to take the test on a monthly basis as approved by the Oregon Building Codes Department until you pass at which time you will be completed from the apprenticeship program. Apprentices must remain in related training classes until the time that they are notified that they have passed their journey exam.

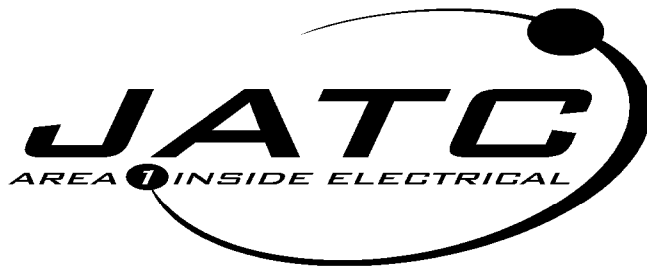
### **C. Six year completion rule**

Any apprentice who does not complete this 4-year apprenticeship and training program within 6-years of his/her indenture date t will be terminated from the Area 1 Inside Electrical JATC for failure to progress if enough hours have not yet been obtained or "Completed without benefit of license" if they have not yet passed their journey exam. The committee will consider Extenuating circumstances such as documented medical leaves, documented personal injury, military deployment, etc. before making the decision to terminate or complete the apprentice.

## **X. GRIEVANCE PROCEDURES**

**A. Expressing a grievance** – Any individual having a grievance against the Area 1 Inside Electrical JATC shall submit a written complaint in person, with any accompanying documentation, to the Committee at any regularly scheduled meeting. The time requirement for being put on the agenda for a meeting appearance is waived.

**D. Committee action** – Most procedural complaints can be acted upon and resolved by the Committee. The Committee will review the facts (contacting the person or persons involved, if necessary) and take appropriate action. If the Committee cannot resolve the complaint or one of its members is personally involved, the Committee will provide information regarding the appropriate agency or EEO Office to contact. Apprentices may contact the appropriate Federal EEO Officer if the efforts of the Committee do not resolve the complaint.



## APPRENTICE AGREEMENT

I acknowledge all that I have received the Area 1 Inside Electrical Joint Apprenticeship Training Committee policy Handbook. I understand that this is to be read and observed by all Apprentices and Training Agents as prescribed by the Portland Area 1 Inside Electrical JATC.

Apprentice Name \_\_\_\_\_  
PRINTED

Do you have any outside duties, alternative employment or military obligations that may restrict you from fully complying with your apprenticeship agreement including attending related training classes, accepting full time employment with an Area 1 Inside Electrical JATC contractor or from completing this apprenticeship program within 4 years? (Y) (N)

If you answered yes, please explain \_\_\_\_\_  
\_\_\_\_\_

Apprentice Signature \_\_\_\_\_ Date signed \_\_\_\_\_

This agreement must be signed and returned to the JATC Committee within thirty (30) days of your acceptance into the Area 1 Inside Electrical JATC apprenticeship program.

Failure to sign and return this agreement may result in the termination of your apprenticeship agreement with the Area 1 Inside Electrical JATC.

Please return this signed page only. The remainder of this document is to be kept in your records for future reference.

The Area 1 Inside Electrical JATC reserves the right to update, change and or modify this agreement.

The Area 1 Inside Electrical JATC reserves the right to handle each apprentice as an individual. We strive to be consistent on all decisions, but where an apprentice's track records are different, we may, at our discretion, adjust or change penalties to match with the apprentice's actions

## GENERAL RESPONSIBILITIES OF EMPLOYERS:

Upon acceptance into the Area 1 Inside Electrical JATC all new training agents are placed on a one-year administrative probation. In the event of failure to pay training agent fees in a timely manner, working unlicensed individuals, ratio violations or any other disregard to the rules and regulations of the JATC you may be stripped of your ability to train our apprentices for a minimum period of 12 calendar months from the date of your termination. In the event that your training agent status is revoked, your apprentices will be informed immediately that they are no longer able to work for your company. After a 12-month period you must re-submit all documentation and registration fees in order to attempt to regain your training agent status.

- A. Handbook** - Contractors, also known, as Training Agents (TA's) will be furnished a copy of the Policies Handbook for Apprentices and Training Agents (employers). All registered TA's must agree to comply with its provisions. After reading the policy book all TA's will be asked to sign the page of this book acknowledging receipt of the Committee's policies. A copy of the signed page will be placed in the training agent's file.
- B. Training Agent Approval** - Employers, requesting approval, must be a licensed electrical contractor in the State of Oregon/Washington, and within the geographical jurisdiction of the JATC. In addition, the contractor must submit to the JATC, the following documentation to be retained in their training agent's file:
- Application for the Bureau of Labor & Industries ATD-1023 (pink form),
  - Copies of all journey level employee licenses,
  - Copies of all administrator and supervisor licenses,
  - Copy of CCB license,
  - Ratio verification form,
  - Signed Policy and Procedures Handbook page,
  - Proof of Non-exempt Status
  - Signed Training Agent Contribution Agreement for Trust, and
  - A check for the required application fee.
  - Company Safety Policy if more than 5 field employees

In addition to the above documents, a contractor must submit documentation showing that the contractor has been in the electrical business for a minimum of one year under the same business name and license CCB license number prior to applying for training agent status. The contractor is required to have a functioning office separate from areas such as bedrooms, kitchens, living rooms etc., and that office must be within the geographical jurisdiction of the JATC. The Contractor must also employ at least on full time licensed journeyman electrician. In addition, a full time Supervising Electrician, who is a full-time employee of the company. In the event the signing supervisor is not the registered owner of the electrical company the JATC may require copies of payroll records showing that the reported signing supervisor is a full time employee. The registered owner of the requesting company must attend a regularly scheduled Committee meeting for approval as a Training Agent.

- C. **First Apprenticeship Selection Option** - New TA's requesting to bring existing employees into the apprenticeship program may do so if the employee has been on the company payroll for at least 90 days prior to being accepted by the Area 1 Inside Electrical JATC. The Area 1 Inside Electrical JATC may require proof that the applicant has been employed with the contractor for 90 days accruing a minimum of 100 on the job training hours per month of employment. In addition, proper documents must be furnished verifying that the employee(s) meet all of the required minimum qualifications. The selected employee must come to the Committees administrative office prior to the Committee meeting, where they must complete an apprenticeship application. At that time the applicant will need to provide proof of eligibility including High School Transcripts or a GED as well as a Portland Community College Math Placement test indicating placement in Math 65 or above..
- D. **Employer Supervision of Apprentices** - Approved training agents will make sure that their apprentices are directly supervised On the Job by a licensed journeyman electrician or a licensed supervising electrician. This is in accordance with the ratio standards of the JATC.
- E. **Work & Related Training** - TA's will not assign an apprentice work that would cause the apprentice to miss a scheduled related training class.
- F. **"Ready for Employment" List Procedures** - The applicant at the top of the list may refuse a maximum of two employment opportunities without loss of position on the list. The third refusal of an employment opportunity will result in the applicant being removed from the Pool of Eligibles list.

When a Training Agent requests an applicant from the list, the applicant is given 24 hours to make a confirmed contact with the training agent. Failure to make a confirmed contact, within 24 hours of notification, will be construed as a refusal of an employment opportunity. Then, the next applicant on the list will be contacted for hire. The training agent must confirm the applicant's employment, or reason for rejecting, in writing within three working days of notification and prior referral of another applicant.

Failure of an applicant to maintain a current telephone number with the JATC through its administrative staff will result in a loss of employment opportunity and will be construed as a refusal of employment. Then, the next applicant on the list will be contacted. Each instance in which a training agent has requested an applicant from the Ready for Employment list an applicant either does not return a call or refuses employment, it must be reported in writing to the Committee through it's administrative staff within three working days.

- G-1 **Requesting of a New Apprentice** – A training agent requesting to indenture a new apprentice within the geographic region of the JATC, must do so according to the approved selection method for the Committee. If the out-of-work list has five or more names on it, the ready-for-work list will not be released. The committee requires that indentured apprentices have the first opportunity for employment before any new applicants may be dispatched.
- G-2 Any training agent found to be employing an individual who is not a registered apprentice with the Area I Inside Electrical JATC will be cited to appear before the committee to why they are using unlicensed individuals to make electrical installations. Apprentices indentured to a different JATC in a different geographical location are not legally able to work as apprentices for Area I training agents until such time that they have formally requested a transfer from their existing JATC, been accepted into the Area I program and have received an apprenticeship license from Area 1.

- H. 1 Violation of Ratio Rules** - All reported ratio violations, of journey-persons to apprentices, will be investigated by the Committee. A written complaint from a third party will result in the following Committee action upon verification of the violation:
- a. The first instance will require a written response within 15 days of notification from the offender indicating the action taken to remedy the problem and a cite to appear notice to address the committee in regards to this or any allegation.
  - b. The second instance will result in a show cause notice from the Committee as well as another cite to appear notice with the potential of the cancellation of training agent status.
- H. 2** A verbal complaint from a permitting authority will result in an attempt at immediate verification by the nearest available Committee member. If the complaint is verified, or if the complaint is submitted in writing by permitting authority, the following Committee action will occur.
- a. The first instance will require a written response within 15 days from notification from the offender indicating the action taken to remedy the problem.
  - b. The second instance will result in a show cause notice, from the Committee, with the potential of the cancellation of Training Agent status.
- H.3** In the event a complaint of ratio violation results from a public works audit, the records will be reviewed, and upon verification, the Committee will take the following action:
- a. The first instance will require a written response within 15 days of notification from the offender indicating the action taken to remedy the problem.
  - b. The second instance will result in the issuance of a notice to appear at the next regularly scheduled JATC meeting, with the possible cancellation from training agent status.
- I. Violation of Licensing Laws** - A violation of the State Electrical licensing law that results in a civil penalty will result in the suspension or cancellation of training agent status. Apprentices will be allowed a maximum of 30 days to leave the company.
- J. Training Agent Contribution Agreement** - Any Training Agent refusing to execute and comply with the Training Agent Contribution Agreement will be terminated as a training agent. Any apprentices in the training agent's employ will be required to immediately seek new employment with a registered training agent. Training Agents who become 30 days or more in arrears with their training agent fees will be required to attend the next regularly scheduled JATC meeting to address the Committee on this violation. Failure to pay monthly invoices on a timely basis is grounds for suspension or termination of training agent status.
- K. Wage Survey** - Wage Survey requests will be mailed to all training agents annually. Wage surveys must be returned to the JATC through its administrative staff within 30 days of receipt. The results will be calculated and approved at the next regularly scheduled JATC meeting and made effective on January 1, of the following year. Any training agent not responding to the wage survey faces possible cancellation of training agent status.

## **Semi Annual Apprentices Evaluations**

Semi annually each training agent will receive an apprentice evaluation form, which is required for each apprentice the training agent's employ. Apprentice (s) may not receive his/her scheduled re-rate without this completed evaluation. The training agent's answers may or may not effect the Committee's decision, but will be carefully considered. A delay in responding to this evaluation that results in an apprentice not receiving his/her scheduled re-rate is a violation of this plan and the training agent agreement and may result in the termination of training agent status.

### **ATTENTION**

#### **OREGON STATE APPRENTICESHIP AND TRAINING COUNCIL POLICY**

On June 18, 1998 The Oregon State Apprenticeship and Training Council approved the following policy:

Registered apprenticeship programs and training agents shall be responsible for the administrative costs and expenses associated with operation of their programs. No apprenticeship committee, sponsor or registered training agent shall charge or cause charges to be levied against apprentices for the purpose of financially supporting the administrative, clerical or organizational cost of operating an apprenticeship program. This policy does not affect any requirement that a registered apprentice be required to pay the normal cost of tuition for educational services provided by a community college, university, trade school, training center or industry sponsored education facility.

The administrative fees mentioned are better known as monthly Training Agent Contribution Agreements. This policy makes it illegal to withhold any portion of Apprentice wages in order to pay Training Agent Contribution fees. Fees must be paid by the Training Agent alone. All Joint Apprenticeship and Training Committees (JATC) agree to be responsible for the enforcement of this policy.

**The Oregon State Apprenticeship and Training Council has adopted the following policies and have requested that they be included in all committee policy books.**

#### **OSATC Policy #12 Political Activity Adopted – June 9, 1994**

It is a violation of ORS 260.432, the Little Hatch Act, or ORS 260.655, undue influence, for any committee member or delegates that act on behalf of a committee, to direct apprentices of any committee to perform political activities of any sort or to make progress in or retention in an apprenticeship program dependent on the performance of such activities. Political activities can include, but is not limited to, posting flyers, placing yard signs, working on phone banks, mailings, collecting funds, etc. Any complaint by an apprentice regarding involuntary political activity, retaliation against an apprentice for refusal to participate in political activity or for reporting to the Apprenticeship and Training Division an attempt to require political activity, will be immediately investigated by the Division. The Division shall report to the Oregon State Apprenticeship and Training Council the findings of their investigation for appropriate action by the Council. Violations of this policy could result in corrective action by the Council up to and including dissolution of the committee and election violation charges being filed against the individuals involved.

### **OSATC Policy #13 Equal Employment Opportunity Adopted September 15, 1994**

It is the policy of the Oregon State Apprenticeship and Training Council that any committee member, training agent, sponsor or representatives who act on behalf of committees, training agents or sponsors shall:

Provide equal opportunity in the recruitment, selection, employment and training of apprentices without regard to race, color, religion, sex, Sexual orientation, national origin, marital status, age (where the individual is 18 years or older), expunged juvenile record, family relationship, opposition to safety and health hazards, mental or physical disability or association with anyone of a particular race, color, sex, sexual orientation, national origin, marital status, age or religion and Uniformly apply rules and regulations concerning, but not limited to, equality of wages, periodic advancement, promotion, job performance, rotation among all work processes of the trade/occupation, assignment of work, imposition of the administration of an apprenticeship program to all apprentices during their apprenticeship

According to the United States Code, Code of Federal Regulations and Oregon State Law.

### **OSATC Policy #14 Harassment Adopted September 16, 1994**

It is the policy of the Oregon State Apprenticeship and Training Council that any committee member, training agent, sponsor or representatives who act on behalf of committees, training agents or sponsors shall:

Provide a workplace or training site free from harassment of any kind, including but not limited to, sex, sexual orientation, race, color, religion, national origin, political affiliation, marital status, age, mental or physical disability, or association with anyone of a particular sex, sexual orientation, race, color, age, national origin, political affiliation, marital status or religion and uniformly apply rules and regulations concerning harassment to all employees.

Unwelcome verbal and physical advances, requests for favors and other verbal and physical conduct constitutes harassment when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment/training;
2. Submission to or rejection of such conduct by an individual is used as a basis for employment/training decisions affecting the individual, or
3. Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working or training environment.

According to the United States Code, Code of Federal Regulations and Oregon State Law

### **OSATC Policy #15 Credit for Previous Experience Adopted June 15, 1995**

Pursuant to ORS 660.120(2)(a), all local apprenticeship and training committees shall develop and uniformly implement a policy detailing the process through which previous experience is uniformly evaluated and credit awarded for advanced standing of a new apprentice in either or both on-the-job (OJT) and related training (RT).

## **OSATC Policy #16 Geographical Jurisdiction Adopted June 15, 1995**

Pursuant to ORS 660.120(2)(a), all local apprenticeship and training committees shall develop and uniformly implement a policy defining its processes and procedures for the immigration of employers and apprentices into its geographical area and jurisdiction. Each policy must contain the committee's policy, processes and procedures addressing

1. The authorization of approved training agents domiciled in other jurisdictions;
2. The portability of apprentices; and
3. The hiring priority, if any, of unemployed apprentices within the jurisdiction.

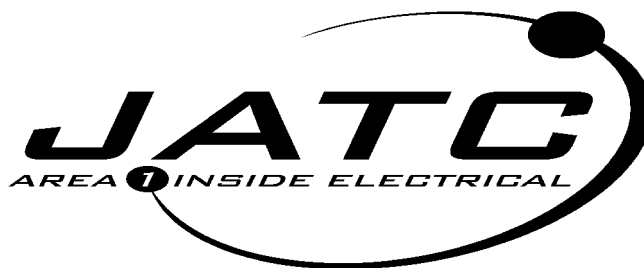
The policies of each committee shall be reviewed and approved by the Apprenticeship and Training Division staff on behalf of the Council.

In the event that the Division does not approve a policy, it shall be referred to the Rules and Policy Subcommittee for review and action.

In the event there is no policy in place, the following policy is in effect:

Pursuant to ORS 660.120(2), all local apprenticeship and training committees shall approve traveling (visiting) contractors and their use of apprentices pursuant to the following procedures:

1. The traveling contractor must be registered as a training agent in good standing with a committee in the geographical area where his/her principal place of business is located.
2. Upon approval in the foreign jurisdiction, the traveling training agent may transport apprentices from his/her home jurisdiction if appropriate arrangements have been made for related training with the subject committee in the foreign jurisdiction.
3. Should the traveling contractor chose not to transport his/her apprentices, the contractor will be required to hire apprentices from the committee's out of work list within the foreign jurisdiction. In the event that there is no apprentices on the foreign committee's out of work list, the traveling contractor may either request that the foreign committee post an opening to hire new apprentices, or may transport apprentices from his/her home jurisdiction as set forth above in paragraph 2.



## TRAINING AGENT PARTICIPATION AGREEMENT (FOR NEW TRAINING AGENTS ONLY)

I acknowledge all that I have received the Area 1 Inside Electrical Joint Apprenticeship Training Committee Policy Handbook. I understand that this is to be read and observed by all Apprentices and Training Agents as prescribed by the Area 1 Inside Electrical JATC. I have been informed that I am on a one-year administrative probation which may result in immediate termination as an Area 1 training agent in the event the I or any of my employees violate any of the JATC rules and regulations that I have read or been informed of.

Company Name \_\_\_\_\_

Authorized signer \_\_\_\_\_  
PRINTED

Authorized signature \_\_\_\_\_

Title \_\_\_\_\_

Date \_\_\_\_\_

This signed agreement must accompany your application packet before your acceptance as a Training Agent for the Area 1 Inside Electrical JATC can be considered.

Please return this signed page only. The remainder of this document should be kept with your records for future reference.

The Area 1 Inside Electrical JATC reserves the right to update, change and or modify this agreement.

The Area 1 Inside Electrical JATC reserves the right to handle each training agent as an individual agency. We strive to be consistent on all decisions, but while all previous actions are different, we may, at our discretion, adjust or change penalties to match with that training agents action.