



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

# **Joint Apprenticeship & Training Committee**

**Promoting Excellence since 1978**

DOT #824.261-010  
MA# 1046

# **POLICY HANDBOOK**

**Revised September 1, 2017**

<b>I.</b>	<b>COMMITTEE ADMINISTRATION.....</b>	<b>4</b>
<b>II.</b>	<b>COMMITTEE COMPOSITION .....</b>	<b>4</b>
	A. Membership and Selection of members.....	4
	B. Officers.....	4
	C. Removal of Committee Members.....	4
	D. Quorum.....	4
<b>III.</b>	<b>COMMITTEE DUTIES .....</b>	<b>5</b>
	A. Meetings .....	5
	B. Apprentice Representation.....	5
	C. Agenda.....	5
	D. Delegation.....	5
	E. Committee Duties.....	5
<b>IV.</b>	<b>RESPONSIBILITIES OF APPRENTICES.....</b>	<b>5-7</b>
	A. Probationary Period.....	5
	B. Duties of an Apprentice .....	5
	C. MPR'S .....	6
	D. Reporting a status change.....	6
	E. Addressing the Committee .....	7
<b>V.</b>	<b>EMPLOYMENT POLICY .....</b>	<b>7-8</b>
	A. Employment Termination .....	7
	B. Employment Acceptance .....	7
	C. Approved Training Agents.....	7
	D. Supervision .....	7
	E. Apprentice Ownership of a Company.....	7
	F. Side Work in the Trade .....	7
	G. Work Alone Card.....	7
	H. Violation of the Licensing Laws.....	8
	I. Experience in all Work Categories .....	8
<b>VI.</b>	<b>RELATED TRAINING POLICY.....</b>	<b>8-11</b>
	A. Schedule .....	8
	B. Tuition .....	8
	C. Books .....	8
	D. Absentee Policy.....	8-10
	E. Grades .....	10
	F. Tuition Refund Schedule.....	10
	G. Classroom Behavior .....	10-11

<b>VII.</b>	<b>CREDIT FOR PREVIOUS EXPERIENCE.....</b>	<b>11</b>
A.	Request for previous experience and Credit allowed .....	11
<b>VIII.</b>	<b>ADVANCEMENT (RE-RATE) POLICY.....</b>	<b>12</b>
A.	Advancement in the Program.....	12
B.	Advancement Criteria.....	12
C.	Scheduled for re-rates.....	12
<b>IX.</b>	<b>RECOMMENDATION TO TAKE GENERAL JOURNEYMAN EXAM .....</b>	<b>13</b>
A.	Recommendation Criteria .....	13
B.	Journey Exam Process .....	13
<b>X.</b>	<b>GRIEVANCE PROCEDURES.....</b>	<b>13</b>
A.	Expressing a grievance.....	13
B.	Committee Action.....	13
	Apprentice agreement page .....	15

**Training Agent Policy Manual..... 15-23**

	General responsibilities of employers .....	15
A.	Handbook .....	15
B.	Training Agent approval.....	15
C.	First apprentice selection option .....	16
D.	Supervision of apprentices .....	16
E.	Work and related training.....	16
F.	Ready for Employment List Procedures .....	16
G.	Requesting a new apprentice .....	16
H.	Violation of Ratio Rules .....	17
I.	Violations of Licensing Laws.....	17
J.	Training Agent Contribution Agreement.....	17
K.	Wage Survey.....	18
L.	Davis-Bacon/PW Work .....	18
	Semi Annual Apprentice Evaluations .....	18
	Oregon and Washington State Apprenticeship and Training Council Policies .....	19-22
	Training agent signature form .....	23

## 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 continually challenge both your physical and intellectual abilities. You have selected the most regulated of the building trades. The electrical field 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 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
- a Certificate of Completion
- a referral to take the State General Journeyman Electrician's exam upon completion of this program.
- the right to have a speaking forum before the Area I 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 outlined in this manual adhere to state and federal standards for the electrical trade. Please read this handbook and if you have questions, we are here to help.

Thank you for choosing apprenticeship.

## I. Committee Administration:

Please, forward all communications and inquiries to the below address. Please check our web page for hours of operations

Northwest Institute of Electrical Technology  
6915 NE 42<sup>nd</sup> Avenue  
Portland, OR 97218

Phone: 503-459-4056  
Fax: 503-459-4059  
Web: [www.area1jatc.com](http://www.area1jatc.com)

## 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.

**Employer Representatives**- Private industry is responsible for selecting employer representatives. Representatives of employees or an employee 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 owner, officer or person of a JATC training agent with the authority to sign legal documents and have fiduciary responsibility within the company.

**Employee Representatives**- Employees or their organizational representatives are responsible for selecting 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 nomination of an individual to become an employee representative, the current JATC *employee* members use a 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.

- 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 are held in February.
- C. Removal of Committee Members** - Committee members may be removed only for inactivity, low activity, or failure to abide by ORS Chapter 660, under 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 held on the third Wednesday of every month at 6:00 PM, at the Northwest Institute of Electrical Technology 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 individual shall not have a vote, but may voice apprentice concerns.
- C. **Agenda** – Requests for placement of an item on the agenda shall be made to the JATC through its administrative staff
- 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])
  - 1. **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 or 1 year from the apprentice's indenture date, whichever comes first. 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 punishment that may be imposed for a 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 in a neat and workmanship like manner.
  - 5. Attend and pay for all required related training classes, materials, and books
  - 6. Advance in the program at an acceptable pace
  - 7. Keep the Committee informed of your current address, phone number, and employer through the JATC web page and the administrative staff.
  - 8. Work for Area 1 JATC approved training agents only
  - 9. Submit OJT hours monthly through the JATC online reporting system on or before the 10<sup>th</sup> of each month.
  - 10. Inform the committee on a weekly basis if you are out of work.
  - 11. Further, comply with all regulations in this handbook, and other applicable apprenticeship requirements set forth by the States of Oregon and Washington.

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

Apprentices must submit by e-mail only, correctly completed monthly progress reports each month. MPR's must be entered via the JATC web page at [www.area1jatc.com](http://www.area1jatc.com) on or before the 10<sup>th</sup> of each month, for the previous month's hours. Any MPR's received after the 10<sup>th</sup> of the month will be considered as late and may affect your next scheduled re-rate. Should the 10<sup>th</sup> of the month fall on a weekend or a holiday, you will have until the next business day to submit your MPR with no late penalties

### 1. Proper Facilitation of your MPR

- All hours must be submitted in the half or whole hour
- Any false information provided on an MPR will be considered as fraud and grounds for immediate cancellation from the apprenticeship program.
- Apprentices who are out of work must provide monthly progress reports with 0 hours.
- The JATC only accepts MPR's submitted through the JATC online system
- Any MPR submitted 60-days late will not be added to the apprentice hour bank or counted

### 2. 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** – written notice to the apprentice with a copy of the notice placed in the apprentice file and a 60-day hold on the next re-rate. Four or more late MPR's in a 12 month period may result in a cite to appear notice to address the issue with the JATC

### 3. Any other disciplinary action deemed appropriate by the Committee such as, but not limited to - Disciplinary probation and or action for a period set forth at the committee's discretion or cancellation from the apprenticeship program

**Reporting a status change** - If you have any status changes the JATC requires that you submit the change to the JATC through the JATC web page.

- if you have a change of address or phone number ("My contact information" section)
- if a change of employer ("choose training agent" section)
- Absence from school ("respond to an absence" section)

### E. Addressing the Committee – any apprentice wanting to address the committee will need to be placed on the agenda for the next committee meeting. This can be accomplished by submitting a message through the JATC web page in the "Request committee meeting" section, by e-mailing a JATC staffer or by calling the office

## 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 ten days of the separation an e-notification to the JATC through its webpage, in the “Choose Training Agent” section unselecting the former training agent and clicking on the name of the new training agent.
- B. 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 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
- C. Supervision** - An apprentice must be directly supervised on-the-job by a licensed journey level electrician. The only apprentice that can work unsupervised is one who has a 7000 work alone license (see item G for explanation and restrictions) all other apprentices **must be supervised.**
- D. Apprentice Ownership of a Company** - The Committee will assess each owner/apprentice request on a case by case basis. If the committee finds that a specific employer cannot fulfill its obligations under ORS 660.137(5) generally, or specifically, with respect to an employer who would like to apprentice him/herself, the committee will either approve the employer with restrictions in place to safeguard against any abuses by an employer-apprentice or deny the application outright.
- E. 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
- F. Indirect Supervision Card** –An 8<sup>th</sup>-period apprentice must have 7000 hours of on-the-job-training and have completed related training appropriate for this number of OJT hours to receive an indirect supervision license. This license allows an apprentice to assist a journeyman or supervising electrician who is on the same job site and the same shift as the apprentice, in performing electrical work authorized in the trade or branch of the trade in which the apprentice is indentured without direct supervision.

Under indirect supervision, the apprentice may work on a one day project not exceeding 8 hours duration and limited to 300 volts phase to phase or phase to ground. Indirect-supervision only applies to single-day projects of eight hours or less, and under 300 volts. 7000-hour apprentices must be directly supervised on projects lasting longer than eight hours or carrying over 300 volt.



- G. 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 termination from the program. The Apprentice will be cited to appear and show cause as to why the agreement should not be canceled. 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 incident will be considered on a case by case basis.
- H. 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 the 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 are held at the Northwest Institute of Electrical Technology located at 6915 NE 42<sup>nd</sup> Avenue, Portland Oregon 97218.
- 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 end of the first week of any new school term. Failure to pay tuition in the timeline directed by the JATC may be cause for late fees, removal from class resulting in an unexcused absence and possible 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 before the start of school each year.
- D. Absentee Policy** – it is required that each apprentice attends all related training classes as mandated by the committee. Failure of an apprentice to sign the nightly class roster will be assumed as an absence and recorded as such. Instructors cannot repeal this absence
  - 1. If an absence should occur, the apprentice is required to submit within ten days of the absence an e-message to the staff through the JATC web page in the “Respond to an Absence” section
    - a. Required/supporting documentation or employer signature. Supporting documents should be submitted to the JATC staff. All documentation will be matched to e-mailed absence notifications.
  - 2. Unexcused absences from related training classes will result in the following disciplinary action, based upon the violation:

- a. An absence reported 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 a "Free Day". If the free 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. Absence not reported and discovered in the instructors nightly report will be assessed as an unexcused absence without an e-response 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 cited before the JATC at the next regularly scheduled meeting and will be required to repeat that term in addition to progressing to the next term.
- d. Any apprentice failing to sign in on the class roster will be appointed with an absence. It is required that all students sign in each class that they attend.

**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 must have date of absence on it)
- e. Car trouble (must attach tow bill, parts bill or repair dated)
- f. Wedding - Your own
- g. Birth of your child

**4. Some absences that are not excused are listed:**

- a. Working late
- b. Working out of town
- c. Car trouble (without a tow, parts or repair bill dated for the day of the absence)
- d. Sick, flu, etc., (without documentation)
- e. Late arrival (15 minutes) or leaving early
- f. Failure to sign nightly attendance roster

**5. Any apprentice who shows up for class 15 minutes late will be turned away from class by the instructor and the tardiness then becomes an absence.**

**6. Any apprentice with three absences in a school year will be placed on probation by the committee through the Program Director and be required to participate in an 8-hour Saturday class to make up for missed required seat time. This class will be held at the Training Center in mid-June of each year and is mandatory to remain in the apprenticeship program. The financial cost of this class is the responsibility of the apprentice. All scheduled re-rates are held until the mandated Saturday class has been attended. Missing the class is terms for immediate termination from the apprenticeship program.**

- 7. Any apprentice missing five or more related training classes in a school year will be cited before the JATC at their next regularly scheduled meeting and required to repeat the entire year. All scheduled re-rates will be held until the failed class (s) is completed.

The Area 1 Inside Electrical JATC in collaboration with the Northwest Institute of Electrical Technology is proud to offer a state-of-the-art, live, online training program for electrical apprentices called the "Live Training Program", (LTP) as an alternative to in-class training classes held at the Northwest Institute of Electrical Technology facility.

In order to be considered for the LTP an apprentice must;

- be in good standing with the Area 1 Inside Electrical JATC. This applies to both the contractor and the apprentice
- Submit, 10 days before the beginning of the next scheduled school term a request form to enroll in LTP
- own or have access to all hardware/computer components required for online participation
- Show proof of residency more than 50 miles from the training center. That proof must include a valid, current driver's license listing his or her address and a utility bill indicating residency.
- or written documentation from your current employer showing a work schedule that temporarily precludes the apprentice from face to face classroom training. (ie: out of town work).
- or registration in the 5<sup>th</sup> year online class
- Attend a mandatory orientation to the LTP class and sign the LTP Code of Conduct

**E. Grades** –Apprentices must maintain a solid 2.0-grade point average (70% or above) for every term of related training. Should the apprentice not pass any term of related training with a GPA of 2.0 or better, that apprentice shall be held at his or her current pay period until the failed class is made up and passed with a GPA of 2.0 or better.

**F. Tuition reimbursement**– either for termination or drop out for any reason. Special allowances will be made for military deployments

On or before the end of the 2nd week of classes	80%
On or before the end of the 3rd week of classes	40%
On or before the end of the 4th week of classes	25%
After the end of the 4th week of classes	NONE

- G. Classroom Behavior** - Apprentices are expected to exhibit orderly behavior in the classroom and on NWIET property at all times. The Northwest Institute of Electrical Technology is a “no tobacco” “no firearms” facility. No persons shall be allowed to chew, use vapor products or smoke anywhere in the building including but not limited to the bathrooms, classrooms, offices or labs at any time. No persons are allowed to bring firearms onto the NWIET campus, grounds or inside the training facility. Any persons causing physical harm to the training center, it’s inhabitants or its contents will be terminated from the apprenticeship program. No lewd gestures or vulgar language will be allowed at any time. Any harassment of instructors, staff or fellow students including sexual harassment, verbal harassment, obscene gestures or offensive attire will result in a proposed cancellation notice 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. Request for previous experience credit** – Apprentices desiring credit for previous experience must submit a request to the Program Director outlining their request. Should the Program Director and the requesting party not agree on the amount of previous experience granted, the apprentice will be asked to 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 signing his/her registration and approved previous experience will be granted after the probationary period has been satisfied. It is the responsibility of the requesting party to provide any documentation that he/she would like the director to review.

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. State certified affidavits are accepted by the JATC for previous experience consideration.

- B. Credit Allowed** - Previous experience hours credited and 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. This applies to new applicants **not** re-entries to the apprenticeship program. No hours will be granted that cannot be verified as "Legal Experience" 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. No more than 2,000 of previous experience without apprenticeship schooling verification will be granted.

## 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** – Apprentices 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.
  - 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.
  - 3.** 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.
  - 4.** It is at the discretion of the JATC whether or not an apprentice will advance to the next level of related training. Any apprentices not obtaining acceptable on the job training hours may be held at his or her current year of related training until OJT hours catch up to the level of related training instruction.

## 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> term
- 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> term
- 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> term
- 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> term
- 8<sup>th</sup> to completion–

## **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 accurate, current CPR/ First Aid card on file **and**
4. No mandated holds for attendance or late paperwork or any other insubordinations

### C. 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 and pass the Oregon State Electrical Journey Exam.

Failure to pass the exam within the 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.

Apprentices must remain in related training classes until the time that they are notified that they have passed their journey exam or have been completed. Any apprentice referred to exam but failing to accrue OJT hours and or attend related training classes after his/her referral will be completed from the program without benefit of license.

## X. GRIEVANCE PROCEDURES

**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.

**Committee action** – Most procedural complaints can be acted upon and resolved by the program director. In the event the program director is unable to assist you in resolving any issue. 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.

## APPRENTICE AGREEMENT

The JATC does not allow the use of electrical apprentices out of the scope of their license and will call into review any apprentice doing such. Performing work processes out of the electrical trade impedes the apprentice achieving his/her goals and time frame of completing the apprenticeship.

Apprentices are not to be used as "General Laborers". Any hours that an apprentice works that are not directly "electrical" may not be counted on his or her monthly MPR. If an apprentice reports any hours that are not electrical on his or her monthly MPR this is considered to be fraudulent and grounds for immediate termination from the apprenticeship program.

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.

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

Apprentice Signature \_\_\_\_\_

Date signed \_\_\_\_\_

Failure to sign and return this agreement within 30 days of acceptance into the JATC 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

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 \_\_\_\_\_



## 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 terminated of your ability to train our apprentices for a minimum period of 12 calendar months from the date of your termination. If your training agent status is revoked, your apprentices will be informed that they have 30 days to seek other employment You may apply for new training agent status after your 12-month termination is complete

- 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.
- 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
  - Signed form recognizing Washington/Oregon/Montana reciprocity agreement
  - A check for the required application fee.

The JATC does not accept or approve applications from companies that have not been in business for 1 year or more under the same name and CCB number. 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 employ a 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 does 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 Apprentice Selection Option** - New TA's requesting to bring existing employees into the apprenticeship program may do so if the employee has been approved by the JATC through it

administrative staff. Proper documents must be furnished verifying that the employee(s) meet all of the required minimum qualifications. The new employer may grandfather in, 1 time as many apprentice selections as there are full-time journeypersons employed to support the legal ratio.

- D. Employer Supervision of Apprentices** - Approved training agents must ensure their apprentices are directly supervised on the job by a licensed journeyman electrician or a licensed supervising electrician at all times.
- 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 Eligible Applicant 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 its administrative staff within three working days.

- G-1 Requesting of a New Apprentice** – A training agent requesting to indenture a new apprentice to the Area 1 Inside Electrical JATC, must do so according to the approved selection method for the Committee. If the out-of-work list has ten 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 address the issue of using non-licensed individuals. 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 obtained a transfer from their existing JATC, been accepted into the Area I program and have received an apprenticeship agreement number from Area 1.
- H. 1 Violation of Ratio Rules** - All reported ratio violations, of journeypersons 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 obtain 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 will be terminated as training agents with the Area 1 Inside Electrical JATC.

- L. **Prevailing Wage/Davis-Bacon Work** -Registered apprentices are to be listed as electrical apprentices on a PWR report even if the duties they are performing are not under the work processes of their license. EXAMPLE: an apprentice performing the duties of a “laborer” cannot be listed as a laborer on the PWR report. They are still electrical apprentices. In addition, any hours performed by the apprentice and claimed on the PWR report that are not electrical related cannot be claimed by the apprentice on his/her monthly progress report.

The JATC does not allow the use of electrical apprentices out of the scope of their license and will call into review any training agent using apprentices as such. Using apprentices for work processes out of the electrical trade impedes the apprentice achieving his/her goals and time frame of completing the apprenticeship.

Apprentices are not to be used as “General Laborers”. Any hours that an apprentice works that are not directly “electrical” may not be counted on his or her monthly MPR. If an apprentice reports any hours that are not electrical on his or her monthly MPR this is considered to be fraudulent and grounds for immediate termination from the apprenticeship program.

Apprentices registered to the Area 1 Inside Electrical JATC are registered under the license of “Inside Wireman”. If you are performing a PW project that is of a lesser license such as Limited Energy or Residential the apprentice is allowed to work on those jobs under the proper supervision but you are **not** allowed to pay them the lesser wage that may be associated with the lesser license. You must pay the apprentice the rate for his/her license no matter what duties they are performing.

### **Semi-Annual Apprentice Evaluations**

On a semi-annual basis 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 affect 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.

## **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 is 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.

#### **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

#### **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 #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 constitute 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.

#### **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.

#### **OSATC Policy #16 Geographical Jurisdiction Adopted June 15, 1995 (cont.)**

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 choose 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 are 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.

### **Washington Administrative Code is WAC 296-05-303 Section (4).**

Committees approved by the WSATC must offer training opportunities on an equal basis to all employers and apprentices including all rights, appeals, and services available in the existing apprenticeship program. All existing committees that represent multiple employer or employer associations, except for committees that represent plant programs, are expected to provide access to apprenticeship and training opportunities to employers not currently participating in the program. Those opportunities must: Provide training at a cost equivalent to that incurred by currently participating employers and apprentices; Grant equal treatment and opportunity for all apprentices;

Offer reasonable working and training conditions and apply those conditions to all apprentices uniformly and equally; Not require an employer to sign a collective bargaining agreement as a condition of participation in an apprenticeship program; Require all employers requesting "approved training agent" status to comply with the WSATC approved agreement and all federal and state apprenticeship rules and the appropriate apprenticeship standards. (The training agent shall employ only registered apprentices when training for that occupation or trade);

### **IMPORTANT LAW CHANGES IN WASHINGTON**

In 2003, the Washington State Apprenticeship Training Council made some important changes regarding apprenticeship, as a training agent with the JATC you should become familiar with these changes. One of the more important changes contained in the Washington Administrative Code is WAC 296-05-303 Section (4). An excerpt is included below. It clearly states that "approved training agents" shall employ only registered apprentices when training for that occupation or trade.

**It has been the practice of many of our Washington-based Training Agents to employ both “registered apprentices” as well as Washington recognized “trainees”. This is not permitted under the new changes. Please take immediate steps to remedy this condition if that is the case with your firm as you could be subject to fines or penalties from the State of Washington**

## **TRAINING AGENT PARTICIPATION 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 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 that I or any of my employees violate any of the JATC rules and regulations that I have read or been informed of.



The JATC does not allow the use of electrical apprentices out of the scope of their license and will call into review any apprentice and training agent doing such. Performing work processes out of the electrical trade impedes the apprentice achieving his/her goals and time frame of completing the apprenticeship.

Apprentices are not to be used as "General Laborers". Any hours that an apprentice works that are not directly "electrical" may not be counted on his or her monthly MPR. If an apprentice reports any hours that are not electrical on his or her monthly MPR this is considered to be fraudulent and grounds for immediate termination from the apprenticeship program.

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 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 agent's action. In the event of termination as a training agent with the Area 1 Inside Electrical JATC, the terminated training agent will have 10 days to respond in writing to the JATC through the Program Director asking to be seen before the committee at the next scheduled meeting to ask for reconsideration of their training agent status.

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